INTRODUCTION

Welcome to Boyd Andrew Community Services (BACS), Helena Prerelease Center (HPRC). This is a community corrections facility for adult male offenders providing a structured program designed to assist individuals in establishing themselves in the community. The primary goals of the program are to help residents obtain employment and/or training, improve money management skills, establish a savings plan, complete treatment, establish community-based counseling programs as needed, and establish residency for release into the community. Boyd Andrew Community Services will make reasonable accommodations at your request for a documented disability. Should you need accommodations for a disability, please notify the Program Director in writing immediately.

At intake you will be assigned a room and complete an inventory of your possessions. Within seven (7) working days you will be assigned a Case Manager, assessed by the Job Development Coordinator, attend Contract Team to participate in your contract development, and begin Job Club. You will not be released into the community for seven days. This week will give you time to settle into the routine at HPRC.

It is our sincere desire to help residents leave this program feeling successful and with the skills they need to maintain a crime free and sober life. The BACS prerelease program uses a phase system. Residents progress through the phases by fulfilling specific time, treatment and performance requirements. Each advanced phase demands more personal responsibility from residents and provides more freedom to them.

A word of caution at the beginning – most revocations from the program, ending in return to prison, are caused by the following:

* Alcohol or other drug use – HPRC subscribes to zero tolerance;
* Any sort of violence or threats of violence;
* Driving without authorization;
* Escape

We sincerely hope you will comply with the rules and expectations so as not to put your residency in jeopardy.

Program completion at HPRC is defined as accomplishing the following:

* Minimum of three or more consecutive months at job/advanced training with good reports from supervisors/instructors.
* Have a residence and a verified source of income upon release.
* Free of Class I and/or II Incident Reports for 30 days prior to release, 90 days for those going into the community on Parole.
* All outstanding community bills (i.e., medical, counseling, advanced training) incurred while in the program must be paid.
* Resident must have in their possession two or more of the following documents:

1) Birth certificate

2) Driver’s license or picture identification

3) Social Security Card

4) Proof of high school diploma or GED/HiSET

* Resident must be parole eligible or past their parole eligibility date.
* Resident must be up to date on their 5% of net income towards legal debts (restitution, fines, court costs, CCP)
* Resident must complete all mandates imposed through court order, institutional and local screening committees, the Parole Board and the contract process.
* Resident must complete Phase 5 of the HPRC Program (30-day minimum)

Good luck to you and if you have questions contact your Case Manager, the Security Specialist Supervisor, the Prerelease Deputy Director, the Director, the Chief Operations Officer or the Chief Executive Officer.

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## CONTRACTS

All resident program requirements will be set up in the form of a written contract (Individualized Treatment Plan). This contract will be developed through completion of a Montana Offender Reentry Recidivism Assessment (MORRA), official file, and collateral documentation that will help determine an individual’s strengths and needs allowing for an individualized plan. The resident will be given the opportunity to participate in the development of his contract. Once the contract has been finalized, however, any deviation from the terms of a contract must have Contract Team approval. Residents are encouraged to contact their Case Manager for an appointment to come before the Contract Team if there is something about the contract with which the resident disagrees. Otherwise, failure to fulfill the terms of the contract will result in an Incident Report and can seriously jeopardize the potential for parole/completion of the program.

## JOB CLUB

Job Club is a mandatory activity if the resident is unemployed or has only part-time employment. During Job Club each resident will fill out an agenda form and must pursue a minimum of five job contacts per day. Job Club will meet each weekday morning in the cafeteria at 8:30 a.m. This activity lasts approximately one hour. It is essential that residents obtain full-time employment that serves as a basis for completion. Residents will present themselves at job club prepared as if they were going to work: showered, chores done, dressed appropriately, etc. Residents are prohibited from job searching with other residents.

## UNEMPLOYED RESIDENTS

Residents without full-time, paid employment may be given volunteer work assignments within the facility up to 40 hours weekly. These assignments will be scheduled so as not to interfere with legitimate job searches or enrollment in higher education or vocational training. When the resident is requested to participate in such duties it is expected that the resident will comply readily and enthusiastically. The resident is still expected to job search as always when not working in-house.

## IN-HOUSE PROGRAMS/TREATMENT

On a regular basis program staff offers a variety of in-house treatment programs. Attendance and participation in these programs is required of all residents and there are some low costs that residents will be responsible for. The only acceptable reason for an excused absence from such programming will be illness. The resident is responsible to give written notice to the group facilitator prior to missing a group. Work, passes, meetings, visitors or volunteer placements are not valid reasons for non-attendance. If a resident finds his treatment time interferes with his regular 40-hour job, he can apply to his Case Manager to go to another group, if available.

Topics for in-house programs include but are not limited to:

* Chemical Dependency issues-CD treatment to be billed based on income
* Mental Health services including Evaluation, Group, and Individual Therapy
* Interactive Journaling
* AA/NA
* Job Development
* Life Skills
* Money Management
* Parenting Inside Out
* SSIC
* MRT

***TEAMS***

When a resident enters HPRC they are assigned to a case manager who coordinates a “team response” to your program. The team can be composed of various staff members who work in different job assignments and on different shifts. The goal of the team is to provide the resident a core of support staff that will be aware of the resident’s program. There should be a team member available to the resident on all shifts. The teams meet each week at which time the team reviews each resident’s finances, phases, special requests, transitional living eligibility, and provides support.

***HOUSE MEETINGS***

Resident house meetings are held every other week on Tuesday night at 6:00 p.m. All residents are to attend unless they are signed out to work, to an approved treatment activity, or on a 24-hour pass.

***RECREATIONAL EVENTS***

* Recreational Events are activities such as bowling, swimming, movies, etc. which are arranged by the Security Specialist Supervisor and staff escorted/transported.
* Residents may not attend Recreational Events that conflict with their treatment or work schedules. Also, they may not attend if:

- They are on restriction

- They are ill

- They did not complete their house job

- Extra duty hours are not current

* They are unemployed

- They are on 7-day initial restriction

- Their room is not clean

* Residents may not arrange to meet friends or relatives on a Recreational Event.
* If residents choose to attend an event that requires an admission fee, they must pay for their own admission.
* The staff escort has the authority to discontinue a recreational event for any breach of security, inappropriate behavior, or emergency situations.
* Inmate Worker and sex offender status residents must remain with the staff escort at all times.
* The case manager must approve money for recreational events in advance.
* If not on pass status, the resident must remain with the staff escort

***DRIVING AUTHORIZATION***

* Resident use of vehicles without prior authorization is prohibited. This includes driving for employment purposes. Authorization is seldom given, although exceptions under certain circumstances may be made.
* All residents must request permission by notifying their Case Manager. Proof of valid driver’s license and liability insurance is required.
* Authorization must also be obtained from Probation and Parole, the HPRC Prerelease Program Director, and the DOC Prerelease Contract Manager.
* If approval is received, the vehicle is subject to search by staff and will only be used for employment purposes. The vehicles will never be used for personal reasons or to check in at the Center.
* Any violation of this policy may result in loss of driving privilege and may result in revocation from the program.

***ESCAPE***

* The resident must understand that while he is assigned to the BACS prerelease program he is on inmate status. The resident remains on inmate status regardless of whether he resides in the residential program or is assigned to Transitional Living.
* An unauthorized absence may constitute Felony Escape (MCA 45-7-306), which carries a maximum 10-year consecutive sentence. A resident runs the risk of being charged with Escape if he is more than 60 minutes off agenda or unaccounted for while assigned to the building.
* If a resident gets the impulse to walk away, he must consider that the consequences of an escape may include the following:
* Revocation to Montana State Prison and a minimum of 30 days on the Maximum Security Unit.
* Felony escape charge, which carries a maximum 10-year consecutive sentence.
* Upon arrival at BACS prerelease center, each resident is required to sign a form acknowledging notification of these consequences. If a resident escapes, a copy of the signed form will be forwarded to the sentencing court.
* If at any time a resident is considering escaping from the program, it is strongly recommended that he discuss the situation with a staff member.

***ZERO-TOLERANCE FOR VIOLENCE/DRUG USE***

It is the policy of HPRC that use of alcohol, other drugs or violence of any kind will not be tolerated. Any of these behaviors will result in a Class I or II Incident Report. Revocation will be strongly recommended.

***SMOKING***

HPRC is a tobacco free facility. Smoking is only allowed outside the facility or in the designated smoking areas.

Chewing tobacco will be checked in with security when a resident checks back into the facility and checked out when the resident is leaving the facility. Chewing tobacco on HPRC property, including inside and outside the facility, is prohibited.

***TELEPHONE USE (RESIDENT PHONE)***

* Hours of use – 6 a.m. to curfew (11:00 p.m. Sunday – Thursday, 12:00 a.m. Friday – Saturday and holidays).
* Length of call: One (1) -15 minute call **per hour**. Please remember that many other residents are dependent upon the phone for continued contact with their family and friends.
* Residents placing or receiving a call may not pass the phone to someone else. You may not finish a 15-minute call, press the receiver down, and place an immediate consecutive call. This ties the phone up from others using it.
* No collect calls can be accepted at HPRC. The residents phones offer free in state calls, residents must purchase calling cards to make out of state or out of country calls.
* Emergency calls between curfew and 6 a.m. must be made or received on the Duty Station phone, as calls on the resident phones will not be answered after curfew.
* No use of chairs or sitting on floor or counter while on the phone is permitted.

DUTY STATION TELEPHONE USE (Local call only)

* You may use the Duty Station Telephone to call for work-related purposes or medical appointments only. Length of calls is limited to 5 minutes.
* You must obtain permission from staff on duty before using the Duty Station Telephone.
* You must remain in the Duty Station window while using the Duty Station Telephone.

***MAIL***

* Mail will be delivered to HPRC and distributed by staff.
* You may check the contents of your mailbox for mail when you are checking in or out of the building. If it is your day off and you are not leaving the building, you may check your mailbox during scheduled med-call times.
* Except legal mail, all mail will be opened by staff and inspected.
* Packages must be opened in the presence of a staff member.
* No food or drinks in mailboxes.
* Contraband will be confiscated. Receipt of contraband may result in disciplinary or legal action against the sender, the resident, or both.
* All money coming through the mail must be processed through the BACS accounting system.
* Pornography ban – pornography is inconsistent with the rehabilitative and treatment philosophy of BACS. Any material that has an age restriction of 18 years or older to purchase or rent is prohibited. Possession of any depiction, photographed or drawn, of uncovered breasts, buttocks, or genitals is also prohibited.
* To correspond with someone that is in a secure facility, you must obtain permission from the Program Director and appropriate staff member from the other facility. Only immediate family members will be approved forcorrespondence~~s~~.

***RADIOS, TELEVISION, AND STEREOS***

* Staff will decide whether or not the volume is acceptable.
* No items with a parental advisory rating, rated “M” games, ~~or~~ Rated “R”, Not Rated or higher are allowed. No burned CDs/DVDs are allowed. CD’s with explicit lyrics or inappropriate content are not allowed. **All CD’s, DVD’s, and video games must be kept in their original cases at all times or will be confiscated.**
* You must get administration approval to have “Not Rated” or Unrated” movies. Submit the movie with note to administration to request approval.
* Misuse of these items will result in the loss of privilege to have or use them.
* Personal stereos are not allowed at HPRC. Clock radios or a “walkman” with headphones are permitted so long as they are kept at an acceptable volume.

***WALKS/BIKE RIDES***

* See staff for approved routes.
* After 7 days in-house, residents are eligible for two staff approved 60-minute walks per week, or two 60-minute bike routes per week, or a combination of any of the two. The week is Friday through Thursday. It is imperative that residents stay on the assigned route or they will be considered off agenda.
* No more than two residents may go on a walk/bike ride together.
* Walks/bike rides must occur on the designated route only.
* Residents may not stop at any stores, etc.
* WALKS/BIKE RIDES MUST BE DURING DAYLIGHT HOURS.
* Visitors may not accompany a resident.
* Any resident choosing to ride a bicycle to his destination MUST wear a helmet at all times.
* Residents riding bikes are required to follow all traffic laws such as:
* Ride with the flow of traffic
* Have a headlight in the front and a rear reflector

***Residents who choose to ride a bicycle from Helena Prerelease into Helena via Hwy 12 are encouraged to be extra cautious when crossing intersecting streets (especially the Wal Mart and neighboring intersections) so as to avoid any oncoming or turning traffic.***

***ILLNESS***

* Residents must notify security staff and Job Development Coordinator of illness, especially if it interferes with working, educational mandates, treatment groups, or house jobs.
* Residents must notify their employer/school and cancel any appointments that day.
* A resident who is excused from work/school or cannot perform their duties as assigned due to illness are confined to HPRC. RESIDENT MUST REMAIN IN THEIR ROOM EXCEPT FOR MEALS AND USE OF THE RESTROOM.

***LAUNDRY***

* Hours of use for the washers are 6:00 am-10:00 pm. Hours of use for the dryer’s are 6:00 am to 11:00 pm. No use of dryer after 11:00 pm.
* Do not put tennis shoes or any items containing rubber into the dryer. Do not put greasy clothing into the washer or dryer. Pre-wash greasy clothing by hand rinsing in laundry room utility sink.
* Clean machines and filters after each use.
* Residents must provide their own laundry soap, bleach, and dryer products. These products will be available for purchase at the prerelease center.

***PERSONAL HYGIENE/HOUSEKEEPING***

* Residents are required to maintain good personal hygiene and to keep personal property clean and in good order.
* If a resident fails to do so voluntarily, they will be required to make a personal hygiene/housekeeping contract.
* See-through clothing is not acceptable.
* NO SUNBATHING WILL BE ALLOWED (THIS INCLUDES TANNING SALONS), unless medically necessary as deemed by HPRC nurse or medical professional.
* Residents may not alter their appearance without written permission from his CM. (No hair cutting, dying, bleaching, & head shaving, body piercing, etc.).
* Shirts must be worn outdoors at all times, including while at work or in the community.
* Bathrobes must be worn and kept closed when wearing nightclothes outside the bedroom. Nightclothes include any item of clothing that a resident chooses to sleep in – sweat suits, shorts, etc. Shoes or boots must be worn at all times when outside of the resident’s room.
* Residents may not sleep in the nude.
* Bed linen must be washed at least weekly.
* Do not leave dishes, papers, cigarette butts, etc. in the outside areas of the facility.
* Tattoos that contain nudity, profanity, inappropriate gestures or that are gang-related need to be covered at all times.

***ROOM ASSIGNMENTS***

* All new residents will be assigned to a room upon arrival. Once assigned to a room, transfer to another room requires the approval of the Security Specialist Supervisor.
* Residents are required to use the restroom in their assigned hallway, unless given permission by staff.
* Residents are prohibited from entering any resident room other than the one in which they live.

***GENERAL RULES***

* Residents are expected to treat one another with courtesy, respect, and consideration at all times.
* Residents must approach the duty office windows single file, one at a time.
* “Request to Speak with Staff” slips are available to fill out for all non-emergency requests to see your case manager or administration.
* Any special agreements related to shared expenses, financial agreements between residents, etc., must be made in writing and approved by both residents’ case managers prior to any transaction.
* DO NOT ENTER STAFF OFFICES UNLESS A STAFF MEMBER IS PRESENT AND GIVES PERMISSION.
* Residents are responsible for getting themselves up. STAFF WILL NOT WAKE THEM. All residents need to purchase an alarm clock as soon as possible.
* Supplies (pens, paper, scissors, etc.) will not be available from the office. Residents must supply their own pens, paper, etc.
* Any gang-related property, clothing, gestures, etc. are strictly banned while a resident at HPRC. Any gang-related activity will result in strict consequences, up to and including possible discharge from HPRC.
* Common areas are provided for residents to visit. Therefore, residents may not visit each other in the hallways, doorways, etc.
* HPRC residents, including TL residents, are not permitted to talk to or communicate with Sanction Bed residents. Any conversation will results in an incident report.

***RIGHT TO PRIVACY***

* Residents are not allowed to give information about other residents or staff to anyone, including former residents.
* If someone asks for information, take his or her name and phone number and pass the request along to the resident involved.
* If the person persists, have them call the office and speak to staff.

***URINE SPECIMEN REQUESTS***

* Once a resident has been requested to provide a urine sample, he has a maximum of two hours from the time of notification to comply with the request. During this time period, he will remain in the visiting area or cafeteria and may be given ~~two or~~ three eight-ounce glasses of water to drink.
* Refusing a sample request or failure to provide a sample within the two-hour limit may result in an Incident Report.
* Do not ask staff if you have a scheduled UA. Staff will notify you if you are scheduled for a UA.

***HOUSE CURFEW***

* Residents will be required to be in their rooms between 11pm-6am Sunday through Thursday, and between 12am-6am on Friday and Saturday nights. After curfew residents must obtain staff permission to be out of their room. If returning from work or leaving for work during curfew, one hour is allowed to prepare for bed or to get ready for work. There is no resident phone use during these times.
* On the night preceding New Year’s Day, Independence Day, Labor Day, Thanksgiving, and Christmas, the in-house curfew will be 12:00 a.m. The curfew for passes is not extended, but residents will not be required to be in their rooms until the later time.

***OUTDOORS RECREATION AREA***

* The outdoor recreation area is open from 6 a.m. to 11 p.m. daily.
* Residents must stay within the defined boundaries. No leaving the outdoor recreation area for any reasons other than to go back into the building.
* No visitors are allowed.
* No visiting outside of the defined boundaries for any reason.
* Cigarette butts must be disposed of properly.
* No resident is allowed off the porch after dark.
* Loud talking is to be kept down out of respect for those who may be sleeping.
* Residents must be completely clothed and dressed appropriately for the weather before entering the outdoor recreation area. No nightclothes or slippers.

***BICYCLES***

* Bikes must be equipped with a front illuminating light and rear red reflector, per City ordinance. We recommend reflectors on each wheel and pedal as well.
* All resident bikes must have a name tag on them, please request a name tag from security staff upon purchase of your bike.
* Failure to comply may result in a citation from the Helena Police Department.
* You must keep your bike locked while at the PRC. Unlocked bikes will be confiscated.
* Helmets are required for anyone riding a bicycle, failure to do so may result in the issuance of an incident report.
* Helmets are required while riding skateboards/longboards. Skateboards are not allowed as a mode of transportation after dark.
* Reflective vests are available for use at the duty station for walking or riding bikes after dark.

***CELL PHONES***

Possession of a cell phone while at HPRC is a privilege, not a right, and should be treated as such. To be allowed to have a cell phone, you must go through your Case Manager and follow the following restrictions.

* You must be able to financially afford a cell phone and monthly bill.
* You are not allowed enter into contracts, bills must be on a month to month basis.
* You must be complaint with your Treatment Contract.
* You must have clear conduct to maintain cell phone privileges. You must be free of class 1 or 2 violations for 30 days and class 3 violations for 14 days. Approved cell phones may be confiscated for any written violation until it is resolved or clear conduct is maintained.
* You must be up to date on your monthly payments towards legal debts, medical debts, and other outstanding bills.
* You must be on at least phase 2.
* You must be fulltime employed or volunteering fulltime.
* Inmate Workers and Sex Offenders/Sex Offender Treatment Cases will not be allowed to have a cell phone.
* Smart phones and phone with internet and photo taking capabilities are not allowed and will be considered Dangerous Contraband. Possession of these cell phones may result in a class 2 major violation.
* The cost of the phone and the monthly phone bill must be paid for with “earned income” and cannot be gifted.
* Cell phones must be purchased new and cannot be gifted to the resident.
* Cell phones cannot be on your person during 1:1 sessions, classes, groups, or self help meetings.
* Cell phones cannot be locked or password protected.
* You are not allowed to contact other residents, other offender’s in other facilities, other offenders on supervision by Probation and Parole, or any sort of victim.
* You are not allowed to have pictures or texts of a sexual nature.
* You are not allowed to lend or borrow cell phones.
* Staff will not be responsible for charging cell phones.

**Any breach of any of these guidelines will result in confiscation of your cell phone, may result in your loss of the privilege of having a cell phone, and may result in an incident report.**

***CONTRABAND***

The following items are considered contraband:

* Weapons
* Drugs and drug paraphernalia
* Any unauthorized mood altering substance
* Medications and vitamins (unless kept in the original bottles in the Duty Station)
* Alcohol (including medications such as Nyquil, cough syrup, mouth wash, cologne, aftershave, etc., including any item containing alcohol.)
* Unauthorized food or beverages (including outside the dining room)
* Toxic substances (to include, but not limited to; bleach, cleaning fluids, etc.)
* R-Rated, Not Yet Rated, Mature Rated, and ratings with parental advisories on DVD’s, video games, movies, etc. are not allowed
* Burned copies of any CD, DVD, Video Tape, etc. are not allowed. These items must have the original manufactures label on them.
* MP3 Players and I Pods are not allowed.
* Any device with wireless internet capabilities.
* Altered or tampered with electronics.

Possession of these items within the facility may result in disciplinary action and items confiscated will be placed in a secure contraband area to be returned to the resident upon release from the Prerelease.

***DISCIPLINARY SYSTEM***

* The Disciplinary System is based on Incident Reports (IR’s), which are served to the resident for alleged infractions of house rules.
* The IR’s are divided into three classes: Class 100, 200, or 300. Class 100 infractions such as violence or crimes committed in the community are the most serious. Class 300 is considered less serious and includes infractions such as maintenance violations or failure to comply.
* A Probation and Parole Hearings Officer will conduct class 100 and 200 hearings.
* The resident will first meet with the staff who will serve the resident with his rights in the hearing process and determine if the resident requests any witnesses
* The resident will be given an opportunity to explain the circumstances surrounding the IR and, if necessary, the Security Specialist Supervisor will review any issues that need to be resolved.
* Once presented with his rights the resident may be placed into In-House Lock Down or placed into the county jail, determined case by case. If placed into In-House Lock Down, he will not be allowed out of his room except for 15 minutes for meals at scheduled meal times, 20 minutes to shower, one bathroom break an hour (unless an emergency), and to go to work (determined case-by-case). No use of any electronic devices, including approved cell phones, is allowed while on In-House Lock Down status. Failure to follow In-House Lock Down rules and/or unruly conduct will result in the resident being placed into county jail.
* A hearing will be scheduled with Parole and Probation at the hearing officer’s earliest convenience. At that time the IR will be read along with a review of the issues. The resident will have an opportunity to discuss the circumstances of the IR.
* If found guilty of the infraction, a variety of sanctions may be imposed by the DOC Hearings Officer. If the resident is placed in jail due to the seriousness of the violation, the resident may be responsible for paying for his jail stay at a rate established between DOC and the County Jail. The resident will also be responsible for paying his rent for up to 7 days at the prerelease facility if he is to return to the facility. If he is revoked, he is responsible for the daily rent from the date of his incarceration for 7 days or to his revocation date, whichever is earliest.
* A resident who is pending a hearing on a Class 100 or 200 violation may NOT quit the prerelease program until his hearing has been completed.
* Class 300 violations are handled differently. The resident has the choice to have a hearing or plead guilty without a hearing and accept sanctions from the designated supervisor. If the resident chooses to have a hearing, he will meet with the Security Specialist Supervisor or designee who will review the incident with him. If found guilty, sanctions will be imposed at this time by the staff member conducting the hearing.
* It is important that the resident read this handbook, which details the violations that may result in an IR. If questions arise, the resident is reminded to ask a staff member for clarification.

**STANDARD RULES/VIOLATIONS FOR MONTANA PRERELEASE CENTERS**

**CLASS I VIOLATIONS**

**CLASS I VIOLATIONS: These violations result in revocation from the program facility and will increase the inmate’s level of custody.**

101 ASSAULTING ANY PERSON (S): Participating in activity that directly results in the intentional injury of another person(s).

103 ESCAPE: Any unauthorized absence from the community corrections facility or transitional living program, resulting in the issuance of a Warrant for escape under the authority of the Department of Corrections.

104 INCITE TO RIOT – RIOTING: Encouraging the actions of others to disrupt or endanger the community corrections facility, transitional living program, persons or property; participating in such actions.

106 SETTING A FIRE: Intentionally or recklessly starting a fire that poses a threat to life or a threat to serious bodily harm.

107 ENGAGING IN ENCOURAGING A GROUP DEMONSTRATION: Banding together without administrative approval for the purpose of demonstration, work stoppage, hunger strike, etc., or involvement in writing, circulating or signing a petition that poses a threat to the security of the community corrections facility or transitional living program.

108 FIGHTING WITH ANOTHER PERSON: Physical confrontation between two or more persons, done with anger or intent to injury.

109 SEXUAL ASSAULT; SEXUAL MISCONDUCT: Including, but not limited to, sexual penetration of, or sexual contact with another person without that person’s consent; non-consensual physical contact for sexual purposes; indecent exposure; bestiality; prostitution and/or sexual favors for personal gain.

110 POSSESSION OF DANGEROUS CONTRABAND: Possession of or use of a weapon such as a gun, firearm, sharpened instrument, knife, dangerous chemical(s), explosive(s), or ammunition.

112 EXTORTION, BLACKMAIL, PROTECTION: Demanding or receiving money, favors, or anything of value in return for protection, to avoid bodily harm, or under the threat of informing.

123 COUNTERFEITING, FORGING OR UNAUTHORIZED REPRODUCTION OF ANY SIGNATURE, DOCUMENT, ARTICLE OF IDENTIFICATION, MONEY, SECURITY OR OFFICIAL PAPERS:

124 FELONY-VIOLATION OF STATE OR FEDERAL LAW: Violation of any Federal, State, County, or City law (felony) that results in the filing of charges or being arrested on the suspicion of the violation of a law may result in termination from the community corrections facility or transitional living program.

125 VIOLATING THE PROVISIONS OF A TEN-DAY FURLOUGH: Failure to report to a parole officer. Drinking or using drugs while on furlough.

128 ASSAULT WITH INTENT, OR LIKELIHOOD, TO TRANSMIT A COMMUNICABLE DISEASE:

129 PROGRAM INELIGIBILITY: Ineligibility for the community corrections facility or transitional living program based on information withheld by the resident at the time of referral or information related to program suitability obtained subsequent to transfer to the community corrections facility or transitional living program.

**CLASS II VIOLATIONS**

**CLASS II VIOLATIONS: Violations resulting in sanctions ranging from a verbal warning to revocation from the program facility based on the Hearing Officer’s assessment of the circumstances and seriousness of the offense. Sanctions may also include temporary jail placements.**

202 THREATENING ANOTHER PERSON OR HIS/HER POSSESSIONS: Physical abuse or threat to do bodily harm to another resident, staff member, or community member. Words, actions, or other behavior expressing an intent to injure a person or damage their possessions.

204 FAILURE TO ABIDE BY THE CONDITIONS OF A DISCIPLINARY DISPOSITION: Breaking a condition of restriction or other sanction. Failure to comply with a negotiated disciplinary agreement. Failure to complete disciplinary sanctions imposed in the prescribed time period.

205 BRIBERY: Giving or offering an official or staff member a monetary bribe or anything of value.

207 UNEXCUSED ABSENCE FROM WORK, COUNSELING APPOINTMENTS, SCHOOL, COMMUNITY SUPPORT GROUPS, COMMUNITY SERVICE, ETC., OR ANY ASSIGNMENT: Including, but not limited to, any unauthorized absence, except when an escape warrant is issued by the Department of Corrections.

209 INAPPROPRIATE SEXUAL ACTIVITY: Making sexual proposals to another person; physical contact with another in the community corrections facility or on the facility grounds other than a brief embrace and/or kiss at the time of arrival and departure of an approved visitor. Includes engaging in a sexual act with an unauthorized person(s); being in an unauthorized area with a person of the opposite sex without staff permission; homo-heterosexual activities on the program(s) site(s); fraternization among residents, clients, or staff of a community corrections facility or transitional living program.

210 CONTRABAND: Possession, manufacture, or introduction of tattooing paraphernalia, sharpened instrument or chemical that are not being used as a weapon and are not capable of doing serious bodily harm to others; other items designated as contraband in the community corrections facility or transitional living program handbook.

211 REFUSING AN ORDER: Failure to comply with staff requests or instructions, whether verbal or written, including failure to perform work as directed by staff, and failure to allow any written, posted, or verbal order of any staff member that may result in endangering another individual or the security of the program. Also includes failure to follow any staff directive(s), whether verbal or written that is not contained or specifically identified with the community corrections resident handbook.

212 INTERFERING WITH DUE PROCESS: Assisting others in planning, committing and/or altering, destroying, concealing or removing any physical evidence when such evidence is associated with a Class I or II offense.

213 DIRECT INSOLENCE: Using abusive/obscene language directly or indirectly to a staff member, member of the community, or visitor, making profane/obscene gestures directly to a staff member, community member, or visitor.

214 MEDICATION ABUSE: Possession of unauthorized medication(s), taking medication in amounts greater than prescribed and/or failure to take prescribed medications(s) according to the instructions authorized by medical personnel.

215 INTERFERING WITH A STAFF MEMBER IN THE PERFORMANCE OF DUTIES: Interference with a program staff member in the performance of his/her duties. Acts that are intended to disrupt, provoke or distract staff while in the performance of their duties, when such duties affect the security and/or hinder the secure operation of the community corrections facility.

216 CONDUCT WHICH DISRUPTS OR INTERFERES WITH THE SECURITY OR ORDERLY OPERATION OF THE COMMUNITY CORRECTIONS FACILITY: Creating a disturbance that interferes with the orderly operation of the facility, which includes horseplay, failing to use any equipment in a safe and authorized manner, and interfering with a search.

217 DESTROYING PROPERTY: Intentional destruction, defacement, or damage of property belonging to the community corrections facility or transitional living program or others, or failure to report unintentional or accidental damage when it occurs.

218 THEFT OR POSSESSION OF STOLEN PROPERTY: Possession of anything reported stolen, unauthorized possession of any property belonging to others, including the community corrections facility or transitional living program or a member of the community (value in excess of $25.00). This includes long distance phone calls that have been billed to the community corrections facility or transitional living program or other individuals without prior approval; possession of data obtained through a communications facility or other automated equipment on which data is stored.

221 TAMPERING WITH A LOCKING DEVICE: Tampering with or blocking any lock or security device.

226 ATTEMPTING TO COMMIT; BEING AN ACCOMPLICE OR A CONSPIRATOR IN THE COMMISSION OF A CLASS I OR CLASS II VIOLATION:

227 OFFENSE IN THE COMMUNITY (MISDEMEANOR): Violation of any Federal, State, County, or City law that constitutes a misdemeanor offense.

228 DRIVING WITHOUT AUTHORIZATION: Operating any motor vehicle or motorcycle without the express written permission of community corrections facility or transitional living program staff. Operating a motor vehicle or motorcycle without proper license, registration, insurance, or permission from the lawful owner of the vehicle or motorcycle. Also includes motorized transportation from another without prior staff authorization. Also included being a passenger in a vehicle that is not properly licensed, registered and insured and/or the operator of the vehicle is not in possession of a valid Montana State driver’s license.

230 CONTRACT VIOLATION: Failure or refusal to negotiate a program contract within the prescribed time period, or once a contract is established, failure to abide by the terms and conditions outlined therein. Includes resignation from employment or dropping all or part of an educational or vocational program without prior staff approval. Includes being fired from your job or being expelled from school or counseling. Also includes resident’s failure to attend or fully participate in educational, counseling, and employment, community service or any additional assignments as scheduled.

231 FAILURE TO COMPLY WITH SECURITY PROCEDURES: Refusal to submit to urinalysis testing, breathalyzer tests, or any other form of drug/alcohol testing at staff’s request within prescribed time limits. Failure to participate as required in room search, vehicle search, count procedures or any other security procedure required by the community corrections facility or transitional living program.

232 SAFETY MAINTENANCE VIOLATION: Intentional disregard for safety and maintenance standards. Any maintenance violation that could result in the loss of life (i.e. including, but not limited to, smoking in an unauthorized area, blocking a fire exit with a bicycle, taking batteries from smoke alarm, and/or failure to participate in an emergency drill).

233 SELF-MUTILATION: Intentional cutting or bruising of one’s body, tattooing or any form of self-mutilation.

234 FINANCIAL MISMANAGEMENT OR MISAPPROPRIATION OF FUNDS: Includes the following:

1. Giving/receiving money for illegal purposes.
2. Failure to submit all income.
3. Entering into a financial contract (either verbal or written) without prior approval of appropriate program staff.
4. Accepting a cash advance or “draw” at any place of employment.
5. Withdrawing money from an existing bank account without prior staff approval.
6. Loaning of property or money for profit or personal gain.
7. Failure to fulfill financial responsibilities including medical, counseling, and community corrections facility or transitional living program room and board payments.
8. Incurring debts without prior approval of appropriate program staff.
9. Securing a checking or savings account without prior approval of appropriate program staff.
10. Charging or opening a charge account without prior approval of appropriate program staff.
11. Gambling
12. Possession of unauthorized funds or funds in excess of authorized amounts.
13. Charging meals at place of employment without prior approval of appropriate program staff.
14. Failure to satisfy all fees related to participation in a Transitional Living Program.
15. Failure to turn in all required receipts.

235 EXCESSIVE RULE VIOLATIONS: Four or more rule violations in a six-week period.

237 AGENDA/SCHEDULE VIOLATION: When on community release, failure to remain within the assigned areas of a written schedule or agenda without first receiving prior authorization from a staff member. This violation also deals with residents returning late from any community release such as work, job search, community service, community pass, etc. This could also include failure to follow an approved, written weekly schedule after submitting it to staff. Could also include failure to be accessible by telephone at all times, if required.

238 USE OF OR POSSESSION OF ALCOHOL OR DRUGS (IN THE COMMUNITY CORRECTIONS FACILITY OR COMMUNITY): Use of alcohol or drugs or possession of alcohol or drugs in the community or in the community corrections facility. Instances of use prior to or during transfer to the community corrections facility are also prohibited and considered particularly serious.

239 LYING AND/OR MANIPULATION: Lying or providing a false statement; attempting to mislead; deliberately withholding information.

240 ALTERING FOOD OR DRUGS: Intentionally altering food or drugs.

245 BEING WITH UNAUTHORIZED PERSON(S): Includes but is not limited to adolescents, former program residents, and any person who is not recognized as an approved sponsor/visitor by the community corrections facility.

246 ALTERNATIVE REPORTING CENTER (ARC) LIVE-OUT/TRANSITIONAL LIVING PROGRAM VIOLATION: Violating conditions of transitional living program, an ARC contract, and/or Live-Out agreement.

259 COMMUNITY GROUP MEETING VIOLATION: Any inappropriate activity/contact among community corrections program residents and/or community members while attending a community support group or an approved community activity or event. This includes, but is not limited to Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, Gambler’s Anonymous, Community Service Projects, and facility-sponsored outings.

**CLASS III VIOLATIONS**

300 LOANING OF PROPERTY OR POSSESSION OF PROPERTY BELONGING TO ANOTHER PERSON: Giving anything of value to, or accepting anything of value from another resident, or any other person without staff authorization.

301 GAMBLING: Participating in any games of chance or any gambling operation; possession of any sports pool slips, lottery tickets, etc. May be categorized as a Class II #234 violation.

302 CONTRABAND: Possession or use of anything not authorized by policy and procedure where there is no evidence of theft.

303 UNAUTHORIZED AREA: Failure to follow check-in/check-out procedures of the facility; being anywhere not authorized by program staff, including the outside defined boundaries of the facility. Offices unoccupied by staff are off-limits; the food service operations are off-limits, unless the resident is assigned to a specific house duty in this area. Other resident’s rooms are off-limits to any resident except to which the resident is currently assigned.

304 DRESS CODE VIOLATION: Residents may wear whatever they want (within reason according to staff discretion) in their own room, but are expected to be neatly and fully attired throughout the rest of the center, or in the community, (fully attired is defined as wearing a shirt, pants, blouse dress (female residents), brassiere (female residents) and appropriate footwear at a minimum. Shirts containing logos for any type of alcoholic beverages may not be worn; nor shall any shirt or blouse that espouses the virtues of an alternative or radical lifestyle. Female residents’ dresses are to be of an appropriate length and blouses are to be conservative by design. Male residents may have longer hairstyles, sideburns and mustaches as long as they are neat and do not interfere with obtaining employment. Final decisions on these matters are at the staff’s discretion.

305 PROVIDING A FALSE STATEMENT: Knowingly providing false information to a staff member or an employer. May be categorized as a Class II #239 violation.

306 SETTING A FIRE: Burning anything in a room where there is no danger to life and property and the person’s intent is not to damage property or threaten life. Includes incense, sweet grass or any other material unauthorized by program personnel.

307 MALINGERING: Feigning illness in order to avoid groups, work assignments, outpatient programming, or any program contractual requirements. May also include failing to perform work as instructed by program staff.

309 CONDUCT WITH A VISITOR: Conduct with an approved visitor where there is not a threat to the security of the facility. Excessive hugging, kissing; failure to responsibly oversee children; any violation of the facility visitation policy.

310 HEALTH AND SAFETY HAZARD: Being unsanitary or untidy. Failing to maintain one’s person and one’s room in accordance with facility requirement/standards.

312 UNAUTHORIZED COMMUNICATION: Any contact, by letter, gesture, telephone or verbally with an unauthorized person or in an unauthorized manner.

313 INSOLENCE: Use of abusive or obscene language in the presence of program staff or any member of the community.

314 SMOKING WHERE PROHIBITED: Smoking in any area not specifically designated as a smoking area.

315 INTERFERING WITH A STAFF MEMBER: Acts that are intended to distract or provoke staff that does not negatively affect the security of the facility.

316 CONDUCT WHICH DISRUPTS: Any act that disrupts other persons in the facility and interferes with their peace and harmony, but are not intended to cause physical harm.

317 DESTROYING PROPERTY: Destroying, altering, or damaging facility property, or the property of another person, which has a value of less than $25.00.

318 THEFT OR POSSESSION OF STOLEN PROPERTY: Possession of anything reported stolen; unauthorized possessions of state or facility property; unauthorized taking of another person’s property; all with a value of less than $10.00.

319 MEAL SERVICE: Meals are served within the food service operations at specific times and program residents are expected to take their meals at those times. In the case of unusual work or education scheduled, special allowanced will be made (i.e. late plates and sack lunches). However, no special allowances will be made for residents choosing to be on pass during mealtime. Pilferage or unauthorized possession of food belonging to the food service operations is a class III violation.

321 INDIVIDUAL DISRUPTIVE BEHAVIOR: Any physical contact or attempted physical contact, done in a prankish or playful manner, without anger or intent to injure.

322 INVENTORY VIOLATION: Residents are to have all personal items brought into the program listed on their inventories and are responsible to have items removed from the facility taken off their inventories. Possession of authorized inventory in excess of the amount allowed by the Inventory Policy. Possession of personal property not on a program participant’s approved property list.

323 CONDUCTING A BUSINESS: Running any type of business from within the facility; receiving anything of value from any person(s), for any service rendered in an unauthorized manner.

324. FAILURE TO COMPLY WITH RULES, REGULATIONS, OR STAFF INSTRUCTIONS WHETHER WRITTEN OR VERBAL: Includes, but is not limited to failure to attend scheduled appointments or assignments; complete paperwork such as budgets, schedules, or work agendas (including not filling out an agenda when an employer calls you in to work), follow contract mandates, and could include termination from employment. Repeated offenses may result in a Class II violation. Failure to follow any directives, either written or verbal, as given by any staff member.

325 LOAN SHARKING: Loaning of property or anything of value for profit or personal gain with a value of less than $10.00.

326. ATTEMPTING TO COMMIT; BEING AN ACCOMPLICE OR A CONSPIRATOR IN THE COMMISSION OF ANY MINOR (Class III) CATEGORY VIOLATION:

327 REFUSAL TO PARTICIPATE IN ORIENTATION: Program residents are required to participate in orientation programming shortly after their arrival as dictated by program policy.

328 REFUSAL TO PARTICIPATE IN GROUP MEETINGS: Program residents are required to attend various group meetings per community corrections policy or center directives (policies and procedures) that are specifically designated as mandatory. A program resident may be excused from group meetings due to verified school or employment requirements/assignments on a case by case basis.

329 EXCESSIVE VOLUME: The use of televisions, radios, stereos, or other forms of electronic devices is a privilege that should not be abused. The volume is to be maintained at a level that will not disturb others. Repeated warnings of this violation could result in property being confiscated by staff and having it placed in contraband until the resident discharges from the Prerelease.

330 TELEPHONE VIOLATION: Telephone calls can be made and received on the pay phones or work phones as dictated by program policies and directives.

331 SIGN IN-OUT LOG VIOLATION: Residents are to be properly signed out, or punched out if time clocks are utilized, and back into the facility, each time they leave and return to the facility. This is done in accordance with the individual’s approved schedule. Resident’s may not sign-out, punch out, or in for each other. Signatures in the sign in-out log must be legible.

332 MAINTENANCE VIOLATION: Residents are responsible to clean their rooms on a daily basis and to perform a maintenance task assigned to them in order to help with the general upkeep of the facility. Residents are also required to complete maintenance tasks upon request.

333 CURFEW VIOLATION: Residents are to be in their assigned rooms as dictated by program policy.

334 MISUSE OF LOCKS: Residents are not to lock themselves in their rooms or to conceal themselves in the facility in such a fashion as to make it difficult for staff to determine their whereabouts, especially during security counts.

335 FAILURE TO PARTICIPATE IN DRILL: Emergency building evacuations drills (such as fire drills) are to be conducted within the program facility on at least a quarterly basis. All residents are required to fully cooperate and participate during these drills, including evacuating the building immediately when the fire alarm is sounded and subsequently standing for count when staff employs security procedures outside of the confines of the facility.

336 FAILURE TO PROVIDE A URINE SAMPLE ON TIME (1st offense): Staff must indicate that the resident’s failure to provide the urine sample was without intent to avoid providing the urine sample. A urine sample must be subsequently received, tested, and provide negative results for the presence of alcohol and/or illicit drugs.

337 BUDGET INFRACTION: Failure to hand in receipts during the current budget period as required. Possession of money in excess of authorized budgetary amounts, in an amount less than $5.00. A third infraction of this type will result in the issuance of a Class II violation (see Class II # 234).

338 AGENDA/SCHEDULE VIOLATION: Failure to remain within the assigned area and/or being 59 minutes or less off a written approved schedule or agenda without first receiving authorization from a staff person. Includes not being accessible by telephone at all times, if required. A second violation may result in a major (Class II) category violation.

***INCIDENT HEARING PROCEDURE***

* The hearing will be convened.
* The hearing officer will review the IR to ensure it is properly completed and signed.
* The incident will be read aloud to the resident.
* The possible consequences will be reviewed with the resident.
* The Hearings Officer will ask the resident for verification or rebuttal and provide opportunity for discussion of facts surrounding the incident.
* The Security Specialist Supervisor or designated staff member will investigate the incident. Any evidence or documents pertinent to the incident will be examined and reviewed by all parties.
* The resident will be asked to make a plea of guilty or not guilty.
* The Hearings Officer will decide responsibility and consequences to be imposed if applicable.
* The resident will be provided with:

a) A statement of the Officer’s decisions.

b) A written copy of the decisions.

c) Instructions as to the appeal process.

***APPEALS***

* At the conclusion of an incident hearing the resident will be advised that he has the right to appeal the decision of the Hearings Officer.
* With Class III incidents, the resident must notify the Hearings Officer of his intention to appeal the decision at the close of the hearing. The resident must then file a written statement stating the grounds for an appeal within five calendar days, counting the day of the hearing. The appeal is due in writing by 5:00pm on the 5th day.
* Failure to comply with the time limits will constitute grounds for dismissal of the appeal. The Hearings Officer may, at his/her discretion, grant a stay of the consequences pending appeal.
* The Director or his/her designee may affirm or reverse the decision, and may reduce but not increase the consequence imposed.
* The appeal decision must be in writing, with a copy of the decision going to the resident within ten calendar days, absent exceptional circumstances.
* No further appeals will be granted regarding the same incident.
* With Class I or II incidents, the process is as follows: the resident must inform the Hearings Officer of his intention to appeal the decision and must file a written statement stating the grounds of the appeal within 7 days to the Probation and Parole Administrator.
* The following items are those on which a resident may file an appeal if they were not afforded them at the hearing process:

a. Notice of disciplinary hearing.

b. The resident may appear and speak on his own behalf.

c. The resident may bring documents or individuals who can give relevant information to the Hearings Officer.

d. Upon request by the resident, persons who have given relevant information may be available for questioning on the resident’s behalf.

e. Furthermore, the resident may appeal the Hearings Officer’s decision if:

* He can provide documentation that there is not substantial evidence to support the charges.
* That there was not substantial compliance with applicable disciplinary policy and procedures; or
* The sanction imposed is not proportionate to the rule violation. If the appeal is based on items a, b, or c, the resident must attach written documentation that supports his argument. The DOC Administrator reserves the right not to honor the appeal if adequate documentation is not provided.

***GRIEVANCE PROCEDURE***

The purpose of a grievance procedure policy is to set forth clearly the rights of a resident to file a grievance and the procedure for doing so. Any resident of BACS prerelease center has a right to file a grievance for issues to staff misconduct, in alignment with DOC policy 3.3.300, violations of policy and procedure or policy or procedures which impact a resident in an unfair manner or adversely impacted the resident and operational procedure. For a resident to have standing to file a grievance regarding policy or procedure, the resident must have been personally impacted by the policy or procedure in question. Grievances may not be filed on behalf of a third party to include other residents, visitors or members of the community. Grievances filed will not be subject to alteration, interference, or delay. Adverse action or discipline occurring against a resident as a result of filing a good faith, non-abusive grievance is prohibited. Staff and residents are asked to keep in mind that the grievance procedure is to be used when informal procedures do not work or are felt to be inadequate.

Non-Grievable issues include actions by outside entities not under the control of the HPRC, disciplinary decisions (disciplinary decisions are subject to a separate appeals process,) Prior grievance outcomes or findings, and restrictions or the content of any contract signed by the resident. Any grievance requesting monetary damages of a consequential, punitive or nominal nature shall be returned to the resident as unresolvable. The resident may refile a grievance returned as unresolvable after adjusting the proposed resolution for compliance with the grievance policy.

Discipline: Residents who file grievances in good faith shall not be subject to retaliation or disciplinary proceedings. Residents who file grievances in bad faith, utilize abusive or threatening language, or manufacture demonstrably false information may be subject to discipline as a result.

Grievance Procedure:

* The resident will complete a Statement of Grievance clearly stating the grievance, any informal action taken to resolve the grievance, and what action he is asking the staff to take to remedy the grievance. If a grievance addresses policy and procedure, the policy must be referenced by the policy number, if available, and the text of the policy in question.
* The Statement of Grievance will be put in the locked Grievance Box located next to the Nurse’s Office by the resident. The resident will retain a copy if desired. The Grievance Box shall be checked once a day, excluding weekends and holidays.
* An investigator shall be assigned to investigate the grievance. The investigator will give a copy of the grievance to the staff member being grieved (if applicable), and must emphasize to the staff member that he/she must not speak of the grievance or its contents until the issue is resolved.
* The investigator will, in a non-accusatory manner, interview the staff member(s) involved (if applicable) and the resident within 3 working days of receipt. If the grievance is resolved, it is routed to the Deputy Director for signature.
* If the grievance is not resolved, it will be returned to the Director or the staff grievance designee.
* The Director will call a hearing, within 7 days of the filing of the grievance, before a three-member Grievance Committee. With the Director acting as facilitator, this Grievance Committee will be appointed and arranged by the investigator and will consist of staff members not involved in the grievance. The investigator will call witnesses requested by the resident or staff involved in the incident. The Grievance Committee will listen to the resident state his grievance orally. All witnesses will present their evidence orally or by written statement. (Grievance Committee forums are non-adversarial forums for the finding of fact and, depending on the circumstances of the grievance may modify testimonial procedure in the furtherance of this goal.)
* The Grievance Committee will make a decision as to what action to take and this decision will be written as a Response to Grievance. The resident is given the opportunity to accept the action of the Grievance Committee or request a review of the grievance by the CEO or DOC if related to policy versus staff/facility issues.
* One copy of the Response to Grievance will be given to the resident who filed the complaint.
* The resident may appeal any grievance to the Program Director within 3 days or receipt of the Response to Grievance. The Director’s decision shall be final.
* In situations where an unresolved grievance alleges misconduct of the Program Director or violation of DOC contract, the resident may appeal any unresolved grievance to the CEO or designee utilizing a Grievance Appeal form. The CEO or designee will acknowledge receipt of the grievance within fifteen (15) days, and answer all grievances at that time. Copies of the CEO’s decision will be provided to the resident lodging the complaint and any other appropriate parties. In cases alleging misconduct of the Program Director, the CEO’s decision is final.
* A resident may not file a grievance if there is a pending disciplinary action on the same incident. The disciplinary action must be resolved first.

Emergency Grievances:

* Offenders are not required to go through the offender grievance program to report an emergency grievance, but may report the grievance verbally or in writing to any staff member or use a locked box for grievances. Any offender alleging an emergency grievance may obtain assistance from any staff member to ensure the grievance is delivered.
* An emergency grievance issue includes: Sexual Misconduct: If at any time an offender grievance contains issues involving sexual misconduct as defined in DOC Policy 1.1.17, Prison Rape Elimination Act (PREA), the grievance shall be identified as an emergency grievance and will be immediately forwarded to the PREA Coordinator, Program Director, and others as described in the Priority Incident Reporting Policy.

Personal Injury, Physical Harm, or Other Serious Harm: Offenders alleging actual or risk of immediate personal injury or physical harm, or when adhering to established timeframes may cause other serious or irreparable harm, may file an emergency grievance.

* The emergency grievance will receive immediate attention, be reviewed for legitimacy without undue delay, and forwarded to the appropriate administrator for action. The emergency grievance box must be checked two times per day every day
* If the issue is determined not to be a legitimate emergency, the Grievance Coordinator will return the grievance to the offender within 72 hours with a written response specifying why the issue is inappropriate as an emergency. The offender then has five (5) working days to pursue the issue as a standard grievance.
* The decision that the grievance should be pursued as a standard grievance issue cannot be appealed by the offender.
* If the administration can demonstrate that a grievance report related to alleged sexual abuse was made in bad faith by an offender, which includes deliberately malicious reports, the offender may be disciplined.

NOTE: If at any time the resident wishes to drop any grievance, he must inform the Director in writing.

***PREA (PRISON RAPE ELIMINATION ACT)***

* BACS has zero tolerance of sexual assault/rape, sexual harassment, or retaliation against residents for reporting incidents of sexual abuse or sexual harassment. Any sexual assault, threat of sexual assault or sexual harassment will result in a Jail Placement with the recommendation for removal from the BACS Program. Criminal charges will be pursued in any offense of a criminal nature.
* All residents will be required to participate in a PREA training within his first 7 days of residency. A Notice of Appointment will be given to all new residents at Intake for this training group.
* Residents may report any PREA-related incidents, whether occurring at Helena Prerelease Center or at a previous placement, by informing HPRC staff members, verbally or in writing; by reporting an incident to a third party such as the Helena Police Department, a rape crisis center, a resident’s attorney, or any third party who will make a report on the residents behalf; by phone call to any of the numbers included on posters located in the facility or in the PREA Resident Handbook; or by placing a written statement in the locked PREA/Grievance box located outside of the Nurse’s Office, next to the locked Medical Request box. This box is checked by Administrative personnel daily. Staff members are mandated reporters and are required to further reports of sexual abuse and sexual harassment to proper staff and/or investigating authorities.
* BACS has zero tolerance for false allegations and any person making a false allegation of a PREA-related nature will face consequences, up to recommendation for removal from the BACS Program and possible criminal charges.
* BACS does not recognize any sexual act between residents or between staff and residents as “consensual”. These acts are strictly forbidden at BACS and will result in disciplinary sanctions and/or criminal charges.
* Residents should be aware of potential warning signs of sexual misconduct. Situations such as staff or other residents being overly flirtatious or friendly, offering money, commissary, favors, etc may be indicative of inappropriate conduct. Security threat group activity may create an environment which risks the safety of others. If a resident notices any of this type of conduct he should verbally report it to any staff member immediately and/or place a statement in the locked Grievance box. All reports are taken seriously and will be investigated.
* BACS has a zero tolerance policy for retaliation. Residents shall be protected against retaliation from a resident or staff perpetrator to the best of BACS’ ability through numerous courses of action, depending on the situation.
* Any victim of a PREA-related incident will be referred for medical and/or mental health counseling/treatment immediately at his request at no cost to the resident and access to a victim advocate from the community or trained staff member victim advocate.
* Further details of PREA are located in the PREA Resident Handbook.

***RESIDENT ROOMS/POSSESSIONS***

* Bedroom furnishes are provided by HPRC. Residents may not add to or substitute these furnishings.
* All property at HPRC is subject to search by HPRC staff at any time for any reason.
* Any damage to or loss of linens furnished by HPRC must be reported to staff immediately. Residents’ accounts will be charged the value of the item damaged except in cases of normal wear and tear. These charges will be as follows:

Comforter $ 50.00 Laundry bags $ 2.00

Sheet $ 5.49 Shower Shoes Varies

Pillow Case $ 3.25 Wash Cloth $ 2.99

Pillow $ 3.25 Hand Towel $ 3.99

Mattress Pad $ 9.50 Bath Towel $ 4.99

Blanket $ 9.00 Padlock $ 5.00

* Residents may provide their own linens. If so, they must turn in the linens issued by HPRC. They may not provide their own pillows. Extra pillows are allowed with written approval from the HPRC nurse. The approval needs to be posted.
* Residents may use their wardrobe to store clothing and personal items.
* Two small cardboard boxes (shoe box size) per resident are allowed. They must be kept on the shelf in the wardrobe.
* Wardrobes may contain only clothing, clothing accessories, linens, laundry supplies and approved boxes.
* Padlocks will be provided to all residents to allow for secure lockable spaces for residents property.
* There is no storage space available at HPRC. Any resident who has excessive amounts of personal belongings will be required to obtain private storage facilities at his own expense, with Case Manager/Team approval, or remove the property to another location.
* Due to the Fire Code, smoking, candles, and incense are not allowed in bedrooms. **SMOKING IS NOT ALLOWED IN THE BUILDING, NOR IS THE USE OF CHEWING TOBACCO**.
* Food and drinks are not allowed in bedrooms. Exceptions may be made with approval for residents confined due to illness/injury or confirmed medical reasons. Written approval from the nurse needs to be posted.
* Heat vents must be kept clear and operational.
* Bedroom doors must remain shut while not occupied per local fire codes.

**IT IS THE RESIDENT’S RESPONSIBILITY TO KEEP HIS ROOM NEAT AND THE BED MADE AT ALL TIMES.**

**When a resident leaves BACS Prerelease for any reason, his personal belongings will not be held for more than 30 days. If not removed within that time, they will be donated or destroyed.**

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| **ALLOWABLE PERSONAL POSSESSIONS** | | | | | | | |
| Brush/comb |  | **2** |  |  |  |  |  | |
| Shaving Gear |  | **1** |  |  |  |  |  | |
| Hair Dryer and 1 hair clipper |  | **1 each** |  |  |  |  |  | |
| Electric Shaver |  | **1** |  |  |  |  |  | |
| DVD player/VCR |  | **1** |  |  |  |  |  | |
| Play station/X Box (phase 3, 4 & 5)  Games |  | **1**  **5** |  |  |  |  |  | |
| Books/Magazines |  | **10** |  |  |  |  |  | |
| Box Hobby Tools/personal/legal papers (Medium-size shoe box) | | **1 each** |  |  |  |  |  | |
| Guitar | | **1** |  |  |  |  |  | |
| Bike/Lock/Light/Helmet (REQUIRED) |  | **1 each** |  |  |  |  |  | |
| Religious Items Requiring Special Handling | | **3** |  |  |  |  |  | |
| Beard Trimmer |  | **1** |  |  |  |  |  | |
| Towels/Washcloths |  | **6 total** |  |  |  |  |  | |
| Scarf/bandanas |  | **3** |  |  |  |  |  | |
| Clock Radio |  | **1 set** |  |  |  |  |  | |
| Stationery Set |  | **1** |  |  |  |  |  | |
| TV-13’’ or 24” ONLY if a flat screen |  | **1** |  |  |  |  |  | |
| Alarm Clock |  | **1** |  |  |  |  |  | |
| Wallet/billfold |  | **2** |  |  |  |  |  | |
| Headphones |  | **1** |  |  |  |  |  | |
| Lamp/8”fan |  | **1 each** |  |  |  |  |  | |
| Picture Frames |  | **2** |  |  |  |  |  | |
| Cassettes/CDs (factory label only. No copies. Must be in original cases) |  | **10** |  |  |  |  |  | |
| Shoes/Boots/shower shoes |  | **5** |  |  |  |  |  | |
| Gloves |  | **3 pair** |  |  |  |  |  | |
| Hats |  | **3** |  |  |  |  |  | |
| Belts |  | **3** |  |  |  |  |  | |
| Coats/Jackets |  | **5 total** |  |  |  |  |  | |
| Walkman |  | **1** |  |  |  |  |  | |
| Power strip |  | **1** |  |  |  |  |  | |
| Videos/DVD’s (factory label only. No copies) |  | **10** |  |  |  |  |  | |
| Necklaces |  | **2** |  |  |  |  |  | |
| Wristwatch/Pocket watch |  | **2** |  |  |  |  |  | |
| Rings/Earrings |  | **2 each** |  |  |  |  |  | |
| Bracelet |  | **1** |  |  |  |  |  | |
| Back pack or duffel bag |  | **1** |  |  |  |  |  | |
| Laundry Bag |  | **1** |  |  |  |  |  | |
| Sunglasses |  | **1** |  |  |  |  |  | |
| Umbrella |  | **1** |  |  |  |  |  | |
| Eyeglasses |  | **2** |  |  |  |  |  | |
| Jeans, Casual or Dress Pants |  | **12** |  |  |  |  |  | |
| Sweat suits |  | **2** |  |  |  |  |  | |
| Suits/Neckties |  | **5/3** |  |  |  |  |  | |
| Fishing pole/small tackle box |  | **1 each** |  |  |  |  |  | |
| Shirts (dress, T-shirts, under, sweat, etc.) |  | **27** |  |  |  |  |  | |
| Sweaters |  | **4** |  |  |  |  |  | |
| Shorts |  | **5** |  |  |  |  |  | |
| Undershorts (Briefs, Boxers) |  | **10** |  |  |  |  |  | |
| Thermal Underwear/sleepwear |  | **5 sets** |  |  |  |  |  | |
| Bathrobe |  | **1** |  |  |  |  |  | |
| Socks |  | **12** |  |  |  |  |  | |
| Bedspread/blanket/pillow and case/sheets |  | **1 each** |  |  |  |  |  | |
| Battery Charger |  | **1 each** |  |  |  |  |  | |
| Cell Phone (phase 2, 3, 4, and 5) |  | **1** |  |  |  |  |  | |
| Cell Phone Charger (phase 2, 3, 4, and 5) |  | **1** |  |  |  |  |  | |

***RESIDENT ROOM STANDARDS***

* Room standards are necessary for health and safety requirements. The following provides an outline of acceptable standards for rooms. Please be respectful of your roommates by providing a neat, clean, and safe room.

**Safety:** Clothing, pictures, etc must not block emergency evacuation diagram.

**Wardrobe:** All items arranged neatly, drawers closed.

**Garbage:** Must be in can; needs to be emptied when ½ (half) full.

**Floor:** Needs to be swept on a daily basis.

**Clothing:** Must be in closet, dresser, or laundry bag. No clothing on floor, beds, chairs, desks, under beds, or on top of wardrobe.

**Bed:** Must be neatly made. Nothing under bed or mattress except shoes neatly arranged.

**Towels:** Need to be hung up in wardrobe.

**Cardboard Boxes:** No cardboard boxes are allowed on the floor. You may keep one small box for personal papers and one for craft items. Those and any laundry detergent boxes must be kept on the shelves in the closet.

* All electronic equipment and room lights must be turned off when the room is unoccupied.
* All room decorations must be attached to bulletin boards. **Nothing** is to be fastened directly to the walls, windows, ceiling, etc. Pictures and other decorations may not be left on the floor leaning against the walls.
* All electrical equipment must be plugged into the outlet or power strip. No extension cords or outlet splitters are allowed.
* External speakers are not allowed.
* No cloth or other flammable material is to be attached to lamps. No colored lights are allowed.
* No potted or artificial plants may be kept in rooms.
* No plastic containers of any type, including laundry baskets, may be kept in rooms, with the exception of the one allowed milk crate.
* TV’s may not be set on top of any box other than a see-through milk crate.
* No food or drinks are allowed in rooms.
* No air fresheners are allowed.
* Inventories must be up-to-date and within prescribed limits.

**Violations of these standards may result in the issuance of incident reports for sanitation and/or maintenance violations.**

***DRESS CODE***

* No mesh, tank tops, half/crop tops, or sleeveless tops allowed.
* When wearing nightclothes, all shirts must be buttoned up and bathrobes closed.
* Shorts must be of appropriate length. Material should reach to mid thigh area.
* All undergarments must be covered at all times.
* No clothing with large holes in suggestive areas will be allowed.
* No spandex may be worn, including as an undergarment.
* The following clothing/items are not allowed: morbid, gang-related, obscene, or suggestive pictures, slogans, etc., advertisements for alcohol/drugs, or sex.
* Tattoos that contain nudity, profanity, inappropriate gestures, or that are gang-related need to be covered.
* **Facial jewelry is not allowed at HPRC. Residents are allowed to wear earrings only.**

***RESIDENT FINANCES***

* All money not earned while in prerelease will be considered as gift money. All gift money will be applied toward a negative account balance. Once your account is consistently positive, you may spend the gift deposits according to budget and case manager approval.
* All money received from any source must be turned into the locked box in the SS duty station for transfer to the Administrative Office. No money may be spent except as provided in a budget contract or with the authorization of the resident’s Case Manager/Team.
* BACS maintains a trust account through which all residents’ money is processed. All income is deposited into this account and all money authorized for expenses is drawn from it. For residents on Phase IV or V, excess income may either be held in the trust account or deposited into a private savings account set up with the resident’s case manager. Any savings withdrawal must also have the approval of the Case Manager.
* Residents will receive a monthly draw of $50 in quarters. Residents are expected to use this money for laundry and any other minor expenses.An individual file will be kept on each resident’s financial transactions. All income and expenses will be recorded.
* Resident Teams will verify that all required payments (restitution, child support, medical bills, etc.) are/were made. The resident must submit any bills to their Case Manager.
* All other expenditures must be verified by receipts.
* Residents will complete a monthly budget with their Case Manager during a preset 1:1 time. The monthly budget will then be reviewed by the Team. The expenses approved by the team will be submitted to administration for a total “line of credit” on the resident’s debit card. Residents will be informed by their Case Manager in person or in writing what proposed expenses have been approved or denied and what their line of credit is.
* The resident’s line of credit will be reconciled monthly. The actual spent amount will be automatically withdrawn from their account on a monthly basis and their line of credit will be put on their debit card for the next month.
* Residents are required to pay room and board in accordance with the policy established by the Department of Corrections. Rent is $15 a day and will be withdrawn automatically from the resident’s account on a monthly basis.
* Residents may not enter into any financial contract (loan, lay-a-way, rental, medical, magazine or CD/tape subscription, etc.) without the consent of the Resident Team and approval of the Director.
* No cash advances, charges, or draws from employers are allowed. Paychecks are to be mailed directly to the Prerelease Center Office by the employer. Residents are encouraged to unitize direct deposit when available through their employer.
* Residents are required to turn in all tip money received upon return to the Center following each shift. Tips will be deposited as earned income.
* Any cash $2.00 and greater that is received back from a purchase made with a BACS check must be returned to staff in the Duty Office to be placed back in the resident’s account.
* Residents are limited in the amount of money that they may carry on their person at any time. The maximum cash that may be carried is $100. **GIFT CARDS ARE NOT ALLOWED AT ANY TIME, with the exception of gift cards issued to residents by BACS staff.**
* All expenditures will be accounted for through receipts and reconciliation of debit card purchases. Anything purchased through checks will require a receipt. If receipts are not turned in, no further check expenditures will be approved. Receipts are used as “proof of ownership”. If a resident purchases an item while at HPRC and has no receipt to prove the purchase of that item, the item will be confiscated and placed in contraband.
* Restitution & fine payments are made after all medical bills are paid and residents must budget a minimum of 5% of their net monthly income, unless otherwise directed by the screening committee and agreed upon as a condition of placement at HPRC. Residents should start budgeting for this as soon as they have a positive account balance. If a resident still fails to pay ~~put~~ restitution/fines with their monthly line of credit on their debit card, they will be required to pay the owed 5% plus the current month’s 5%. Continued failure to pay on restitution can result in disciplinary action or denial of other requested expenses. The resident’s case manager will verify payment during the monthly debit card reconciliation.
* HPRC issues quarters. Possession of any bill will constitute financial mismanagement and will result in a class 2 violation. Residents are not allowed to cash in for bills.

***MEDICAL POLICY***

* **The resident is responsible for all medical care.** Before receiving medical attention, a resident must make every effort to notify his Case Manager of the need and kind of medical care needed, by completing a Medical Pass Request Form. The RN or Case Manager must, if possible, sign a Release of Information form and a Medical Incident Report (MIR) form. In his/her absence, a Security Specialist may sign the Medical Pass Request Form. It is the resident’s responsibility to ensure the MIR is filled out by the provider and returned to the Case Manager as soon as possible.
* All prescription and over-the-counter medications will be held in the duty station. All prescription slips will be held by staff until filled. All prescriptions need to be reviewed and approved by the Case Manager before being filled. A record of medication use will be kept and staff will monitor dosage.
* Residents may not have medication of any kind in their possession without staff authorization.
* Failure to follow medical instructions (prescription directions, exercise programs, etc.) may result in an IR.
* **ANY MEDICAL EXPENSES INCURRED BY A RESIDENT MUST BE PAID IN FULL PRIOR TO HIS RELEASE FROM HPRC. THIS INCLUDES ANY COUNSELING EXPENSE. RESIDENTS MUST BUY THEIR OWN MEDICAL SUPPLIES. HPRC WILL HAVE A SUPPLY OF THESE ITEMS ON HAND FOR PURCHASE. MEDICATIONS CONTAINING ALCOHOL ARE PROHIBITED. RESIDENTS MAY NOT SHARE ANY MEDICATION, OVER-THE-COUNTER OR PRESCRIPTION, WITH OTHER RESIDENTS. ALL ITEMS MUST BE TURNED INTO THE DUTY STATION FOR DOSAGE MONITORING. INCIDENT REPORTS WILL BE ISSUED IF ANY SUCH ITEMS ARE FOUND IN THE RESIDENT ROOMS.**
* Medication disbursement will occur daily at 6:00 am, 12:30 pm, 4:30 pm, and 9:30 pm unless the Dr. has ordered other administration times. There may be some exceptions on a case-by-case basis, depending on work schedules. Residents are expected to be on time for medication disbursement and to remain in line until you administer your medication(s).

***PASSES/COMMUNITY RELEASE***

* The staff must know the whereabouts of all residents at all times. Accountability in the community is a requirement.
* Pass week is Friday-Thursday.
* Agendas are due to staff on Thursday at 7am. Late agendas will have passes denied, and could result in an Incident Report.
* CM’s must approve your weekly agenda, which contains all pass requests for the week.
* All 24-hour passes must be approved by your case manager and the Program Director or Deputy Director.
* Residents may not leave HPRC without an approved agenda. **No changes will be allowed on passes, except in an extreme emergency (i.e., medical).** Any changes on other sign-outs must be staff approved. Failure to return to the center on time may result in disciplinary action, up to possible escape charges.
* Residents may make a maximum of two movements on a four-hour pass, three on a 10-hour pass, and three on a 24-hour pass. Only 4-hour passes may be split into 2 (two) 2-hour passes for community support groups and/or gym.
* All residents who go on pass to any store, restaurant, or other commercial location will be required to show receipts from all of those locations to the SS staff upon their return to the facility. The staff may use these receipts to verify the resident’s adherence to his agenda. Failure to provide a receipt when requested may result in an incident report. Residents should not remain at any store, restaurant, or other commercial location for more than two hours. Residents are not allowed to go on pass to their place of employment unless approved by the Security Specialist Supervisor.
* Residents may need to make appointments with doctors, mental health counselors, or other community professionals that must be approved by the Case Manager first. Resident’s must fill out a Medical Pass Request form for these appointments. Residents must attend such appointments punctually or cancel them if necessary. Appointments must be scheduled so that they don’t interfere with their regular programs. Residents are responsible for providing their own transportation to and from appointments.
* Referral letters and/or verification procedures are required for community activities. Staff will verify resident location in the community.
* Residents represent BACS and the community corrections concept in the community. Illegal, obscene, or abusive behavior or language will not be tolerated. Such behavior will result in disciplinary action. Residents must also know that any time they are off agenda; they are in jeopardy of being charged with escape.
* Residents are eligible for extra passes on Easter, Thanksgiving, and Christmas according to their phase as follows: Phase I, II, and III can receive an extra four-hour pass; Phases IV and V can receive an extra ten-hour pass. Special Passes can only be taken on the exact day of the holiday and must be approved accordingly.
* No more than two residents are allowed to take passes together at a time.
* Residents may not link passes together for use in same day except for 2 four-hour passes. Residents must remain at the PRC for 10 minutes between passes
* Residents who have been convicted of Felony Domestic Violence may not go on a 24-hour pass.
* While on pass or sign out, residents may not:

1. Use alcohol or drugs.

2. Associate with any unauthorized persons.

3. Go to destinations not listed on the sign out/pass without staff approval.

4. Go to bars, nightclubs, or casinos.

5. Go to theaters without listing a specific movie name and rating.

1. Take a pass to a private residence with another resident. Absolutely no passes to houses of residents on Transitional Living.
2. Make changes in mode of transportation, clothing, or his appearance.
3. Go to a motel without informing staff of the motel room number.
4. Be in someone’s private residence when the owner/ registered tenant of that residence is not there.
5. Go to his own residence until approved to get ready for TL. (This does not include a residence they are living in with family).
6. Go on pass to the YMCA.
7. Go on pass to Wal Mart for more than an hour.

***POSITIVE INCIDENT REPORTS***

Residents may be eligible for a Positive Incident Report when a staff member witnesses a positive behavior.

Residents may redeem PIRS to a Security Specialists, Case Manager, or Administration, for the following:

**One** Positive Incident Report can be exchanged for a small candy bar. To be submitted with a kite to Administration.

**Two** Positive Incident Reports can be exchanged for a regular sized candy bar or can of soda. To be submitted with a kite to Administration.

**Two** Positive Incident Reports can be exchanged for an extra East Helena walk/bike ride. To be submitted to security at the time of use.

**Four** Positive Incident Reports can be exchanged for one (1) extra 90 minute shopping pass. To be submitted to Case Manager attached to agenda.

**Five** Positive Incident Reports can be exchanged for an additional four-hour pass with two movements. To be submitted to Case Manager attached to agenda.

**Seven** Positive Incident Reports can be exchanged for a free HPRC Ride Card. To be submitted with a kite to Administration.

**Ten** Positive Incident Reports can be exchanged for one ten-hour pass with three movements. To be submitted to Case Manager attached to Agenda.

***NEW YEAR’S EVE AND THE FOURTH OF JULY***

Residents in this program are required to stay alcohol free, and it is often difficult for residents to attend a gathering on New Year’s Eve or on the Fourth of July and not consume alcoholic beverages. Therefore, passes are prohibited on New Year’s Eve after 6 p.m. and on the Fourth of July all day, but residents will be allowed out of their rooms until 1:00 a.m.

Residents participating in the Transitional Living Program will be required to be in the facility by 6:00p on New Year’s Eve and the 4th of July. Staff will transport them to their place of residency at curfew time.

***PRE-EMPLOYMENT + PHASE 0 – INMATE WORKER LEVEL SYSTEM***

The following guidelines apply only to State Inmates on Inmate Worker Status:

* Inmate Workers are not eligible for all privileges available to prerelease inmates. This is because the Inmate Workers are transferred to full-time specific duties within the facility and may not be eligible for acceptance at a prerelease center otherwise.
* Privilege status includes participation in staff supervised events and those privileges earned by advancement through the level system. One of the restrictions on Inmate Workers is that they may not associate with any convicted felons outside the center except at treatment groups. Other than the first 30 days in the program Inmate Workers may not go into the “red” except for necessary medical expenses.
* Failure to meet work standards or comply with center rules may result in a reduction in Level status or a return to a higher level of custody.
* Inmate workers are only allowed to leave HPRC property with staff or approved chaperones. Chaperones must be approved by PRC staff and must be of the same sex or an immediate family member, including a spouse.
* While off of HPRC property, Inmate Workers must stay within eye sight of supervising staff or chaperone at all times.
* The following describes the level system:

**Level One**

Mandatory for first 30 days: The Inmate Worker is expected to maintain clear conduct and to participate in treatment assigned by the Case Manager. If these conditions are met, the Inmate Worker:

* May attend resident recreational activities that are supervised by staff (after 7 days in the program).
* May utilize the outdoor recreation area.

**Level Two**

After a minimum of 30 days the Inmate Worker is eligible for Level Two. The Inmate Worker’s resident team will consider a change to Level Two. If granted Level Two, the Inmate Worker:

* May participate in all Level One privileges.
* May attend one staff transported community support group meeting per week that is staff supervised. This is dependent on staff availability and schedule.

**Level Three**

After a minimum of 60 days on Level Two, the Inmate Worker is eligible for advancement to Level Three. If awarded Level Three status, the Inmate Worker:

* Must have a positive account balance.
* May participate in all Level Two Privileges.
* May attend a staff transported community support group meeting each week that is staff supervised. This is dependent on staff availability and schedule.

**Level Four**

After a minimum of 60 days on Level Three, the Inmate Worker is eligible for advancement to Level Four. If awarded Level Four status, the Inmate Worker:

* May participate in all Level Three activities.
* May take one 4-hour pass per week with a community “chaperone” who is approved by the Case Manager. (The chaperone may not be a convicted felon.)
* May attend one community support group meeting each week with an approved chaperone.

***PHASE SYSTEM***

**Phase O**

Privileges:

* Eligible for in-house support groups two times per week. After 7 days in program, eligible to attend staff transported support group meetings each week. This is dependent on staff availability and schedule.
* After 7 days in program, eligible to attend staff supervised Recreational activities.
* Resident can be released for job search after 7 days in program, per Job Development Coordinator’s approval.
* After 7 days in-house, eligible for two staff approved 60-minute walks per week, or two 60-minute bike routes per week, or a combination, for a total of two.

**Phase I**

Requirements:

* The resident must have been in the HPRC program for at least 7 days.
* The resident must be participating in full-time employment, or a combination of employment and educational programming equal to 30 hours a week.
* The resident must be free of any phase restriction.
* The resident must have begun his mandated treatment programming.
* The resident must be free of Incident Reports regarding treatment issues since last rating.
* The resident must be free of any Class I or II Incident Reports in the last 30 days.
* Be free of any Class III incident reports in the past 2 weeks.

Privileges:

* Two four-hour passes per week.
* One 60-minute shopping pass per week.
* A maximum of two support group meetings per week. Additional support groups may be attended on a case-by-case basis by Case Manager and LAC approval.
* Eligible to attend staff supervised Recreational Events.
* Two staff approved 60-minute walks per week, or two 60-minute bike routes per week, or combination of any two activities.

**Phase II**

Requirements:

* The resident must have been in Phase I at least 30 days.
* The resident must be free of Class I or Class II Incident Reports in the last 30 days and free from any Class III IR’s in the past 2 weeks.
* The resident must be free of any phase restriction.
* The resident must be adhering to the current month’s budget.
* The resident must be participating in full-time employment, or a combination of employment and educational programming equal to 30 hours a week.
* The resident must have a rating of at least “good” on all work and/or education reports.
* The resident must be attending all mandated evaluations and treatment programs, including verification of community support groups
* The resident must be free of Incident Reports regarding treatment issues since last rating.

Privileges:

* Three four-hour passes per week.
* Eligible to attend staff supervised Recreational Events, if space is available.
* Two staff approved 60-minute walks per week, or two 60-minute bike routes per week, or combination of any two activities.
* One 90-minute shopping pass per week (must me back by 10PM. Staff may authorize a resident to be out until curfew on a shopping pass on a case by case basis and only if a rare emergency exception exists).
* Two support group passes per week in addition to staff transported and in-house groups. (Additional support groups must be approved, case-by-case, by your Case Manager and Chemical Dependency Counselor.)
* May apply, through their Case Manager, to be allowed to have a cell phone.

**Phase III**

Requirements:

* The resident must have been on Phase II for at least 30 days.
* The resident must be free of Class I or Class II Incident Reports in the last 30 days and free from any Class III IR’s in the past 2 weeks.
* The resident must be free of any phase restriction.
* The resident must be participating in full-time employment, or a combination of employment and educational programming equal to 30 hours a week.
* The resident must be adhering to the current month’s budget.
* The resident must be adhering to all aspects of his Individualized Treatment Plan.
* The resident must have a rating of at least “good” on all work and/or education reports.
* The resident must be attending all mandated evaluations and treatment programs, including verification of community support groups.
* The resident must be free of Incident Reports regarding treatment issues since last rating.

Privileges:

* Four (4) four-hour passes per week.
* Eligible to attend staff Supervised Recreational Events if space is available.
* Two staff approved 60-minute walks per week, or two 60-minute bike routes per week, or combination of any two activities.
* One 90-minute shopping pass per week (see phase two privilege above).
* Two support group passes per week. Your Case Manager and Chemical Dependency Counselor must approve additional support groups on a case-by-case basis.
* May apply, through their Case Manager, to be allowed to have a cell phone.
* May have a video game system. **No machines with Internet capability allowed (ex: PSP, Nintendo DS, Xbox 360).**

**Phase IV**

Requirements:

* State residents who are releasing to the Helena area are mandated to complete an Eligibility Screening Form for transitional living. This needs to be done with your Case Manager.
* The resident must have been on Phase III for at least 30 days.
* The resident must be free of Class I or Class II Incident Reports in the last 30 days and free from Class III IR’s in the past 2 weeks.
* The resident must be free of any phase restriction.
* The resident must be adhering to the current month’s budget.
* The resident must be participating in full-time employment, or a combination of employment and educational programming equal to 30 hours a week.
* The resident must have a rating of at least “good” on all work and/or education reports.
* The resident must be adhering to all aspects of his Individualized Treatment Plan. (Including attendance and verification of all mandated support groups.)
* The resident must be free of Incident Reports regarding treatment issues since last rating.

Privileges:

* Five (5) four-hour passes per week.
* Eligible to attend staff supervised Recreational Events, if space available.
* Two staff approved 60-minute walks per week, or two 60-minute bike routes per week, or combination of any two activities.
* One 90-minute shopping pass per week (see phase 2 privilege above).
* Two support groups passes per week. Additional support group attendance must be approved on a case-by-case basis by your Case Manager and Chemical Dependency Counselor.
* May apply, through their Case Manager, to be allowed to have a cell phone.
* Two 10-hour passes per 30 calendar days. Pass must be approved by the Case Manager.
* May go to the Broadwater Athletic Club on HW 12 West.

**Phase V**

Requirements:

* The resident must have been on Phase IV for at least 30 days.
* The resident must be free of Class I or Class II Incident Reports in the last 30 days and Class III’s for at least 2 weeks.
* The resident must be free of any phase restriction.
* The resident must be adhering to the current month’s budget.
* The resident must be participating in full-time employment, or a combination of employment and educational programming equal to 40 hours a week.
* The resident must be adhering to all aspects of his Individualized Treatment Plan. (Including attendance and verification of all mandated 12-Step groups.)
* The resident must have a rating of at least “good” on all work and/or education reports.
* The resident must be free of Incident Reports regarding treatment issues since last rating.

Privileges:

* Six (6) four-hour passes per week.
* Eligible to attend staff supervised Recreational Events, if space is available.
* Two staff approved 60-minute walks per week, or two 60-minute bike routes per week, or combination of any two activities.
* One 90-minute shopping pass per week (see phase 2 privilege above).
* Two support group passes per week. Additional support group attendance must be approved on a case-by-case basis by your Case Manager and Chemical Dependency Counselor.
* May apply, through their Case Manager, to be allowed to have a cell phone.
* Two 10-hour passes per month. (Must be approved by the Case Manager).
* One 24-hour pass every 30 calendar days. The Case Manager and Prerelease Director or Deputy Director must approve 24-hour passes. Requires 48-hour prior approval.
* May go to the Broadwater Athletic Club on HW 12 West

***TRANSITIONAL LIVING***

It is the policy of HPRC and DOC that all appropriate residents who are eligible for Transitional Living will participate in this program to help ease their integration back into the community and increase their personal responsibility while providing sufficient restrictions to maximize community safety. Transitional Living is for residents who are within 90 days of their projected release date from prerelease and who intend to settle in Helena. Residents who have a history of Sex Offense or have been designated as a sex offender treatment case are not eligible. Convictions for Partner Family Member Assault or Domestic Abuse are reviewed case-by-case. Those who have been passed to discharge by the Board of Pardons, or have been paroled to ESP may be eligible, on a case-by-case basis. Residents are eligible for Transitional Living who meet the following criteria:

* Are at least Phase V, and
* Within 90 days of his projected release date from Prerelease Center, unless the Prerelease Director extends this time period.
* Have no Class I or II incident reports for a minimum of 30 days.
* Have no warrants and detainers.
* The Prerelease Director must approve 4th time DUI offenders.
* Obtained a parole from the Board of Pardons and parole upon completion of the program, or be eligible for a Conditional Release.
* Have an approved residence and demonstrated the financial capability to pay living and program costs.

The eligible resident must have the recommendation of their Case Manager, be approved by Resident Team, have input from DOC, and Board of Pardons to enter Transitional Living.

The resident is required to rent an apartment and live outside of the prerelease center while abiding by the conditions of Transitional Living. A program description can be obtained from the resident’s Case Manager. The resident must have full-time employment (which provides a basis for parole), obtained parole upon completion of prerelease, have an approved residence, have single-line telephone service, and must have demonstrated the financial capability to pay living and program costs.

**Conditions of the Transitional Living Program**

**Transitional Living is a privilege that may be revoked by the BACS staff.**

**Any violation of Transitional Living conditions, ~~or~~ conduct, or any activity which reflects a disregard for the rights of others, will be sufficient cause to revoke his Transitional Living status and may even result in return to a higher level of custody.**

**All rules at HPRC apply to him while on Transitional Living status.**

**The resident must agree to abide by the following conditions during his period of incarceration on Transitional Living:**

* The resident will reside at the approved residence.
* The resident will submit to all the requirements of intensive supervision.
* The resident will conduct himself in accordance with Federal, State of Montana, Lewis and Clark County, and City of Helena/East Helena laws and codes.
* The resident will be visited randomly, in person, by BACS staff and/or a Probation and Parole Officer.
* The resident will accept all phone calls from BACS staff, verifying his presence at home. The resident will not have “call forwarding” or “call waiting” capability at his residence and will, when requested, provide copies of telephone bills to BACS staff. The resident will keep his music/TV at a level so that he can hear the phone ring.
* The resident will accept visits of BACS personnel to his job site and/or home. The resident will submit the approved residence and other property for a full house search by staff. If the resident is residing in someone else’s home, they must have signed a DOC/P and P consent to search for a house search to occur at their residence and sign that they understand the rules of the HPRC TL program.
* The resident will return to HPRC daily as instructed, for routine progress reviews and program participation, and more often if instructed to do so.
* The resident agrees that all financial matters (banking, savings, rent, expense requests, etc.) are to be processed through the BACS Administrative Office. Payroll checks must continue to be mailed into HPRC by employers.
* The resident will not own or possess any deadly weapon or knowingly be in the company of a person possessing the same. There will be no firearms or weapons allowed at the Transitional Living residence.
* The resident will remain steadily employed and will not change employment without the approval of BACS staff. If enrolled in school, the resident will attend class as scheduled and will not quit attending without staff approval.
* The resident will not enter into any legal contracts without first obtaining authorization from HPRC.
* The resident will not knowingly associate with persons having a criminal record, nor frequent places where illegal activities are conducted.
* The resident will allow only those persons who are on an approved visitor list to visit the residence. No visitors are allowed when the resident is not home or after curfew.
* The resident will not consume alcohol in any form (i.e., alcoholic beverages, cold medicine, etc.); nor will the resident enter any establishments, such as bars or liquor stores, where the sale and/or consumption of alcoholic beverages or gambling is the primary business of the establishment except for approved employment. The resident will not have any alcoholic beverages in the Transitional Living residence.
* Except as medically authorized, the resident will not use or possess narcotics, or other controlled substances, nor be in the presence of persons possessing the same.
* Unless an exception for compelling reasons is recommended by the HPRC Director and/or the resident’s Case Manager, the resident will remain at home from 9:00 p.m. to 6:00 a.m. each day. Visitors must be out of the residence at 9:00pm. Exceptions are work, treatment groups, and support meetings (with CM approval).
* The resident will not own or drive a motor vehicle without BACS, DOC & Probation and Parole approval. If allowed to have a vehicle, the resident authorizes BACS staff to search the vehicle at any time.
* The resident will abide by special instructions given to him by the BACS staff (i.e., program participation, etc.)
* The resident will submit to urinalysis, alcohol testing, or a personal search as requested by HPRC. The resident authorizes BACS staff to search the Transitional Living residence at any time.
* Transitional living residents are personally responsible for all costs of housing, meals, and general subsistence, including medical care, while he is on the Transitional Living Program.
* The resident will immediately notify BACS staff of any contact or involvement with law enforcement personnel.
* Transitional living residents may not leave any authorized destination without the approval of BACS staff and, if the resident is let out early, fired, class is canceled, etc. he is to call the HPRC for instructions.
* If the resident is sick or otherwise unable to work or attend school as scheduled, he will notify and obtain approval from his Case Manager and/or the Security Staff. The resident will also notify his employer in accordance with the rules of his place of employment. The resident will remain home for the day.
* The resident is required to bring their medications into HPRC before opening the bottles. The SS will then count the medication and log them into the TOM system. All prescription medications will continue to be monitored and issued by HPRC staff. Residents are allowed to keep Over the Counter medications at their TL residents. Non-compliance may result in an Incident Report.
* Leaving any approved destination without authorization from HPRC staff or failure to report to the Center when scheduled may be considered an escape or an agenda violation and may result in termination from the program. Transitional living residents may be subject to prosecution if declared to be on escape status resulting the aforementioned consequences.
* The resident will travel directly to the approved destinations with no stops or detours along the way.
* The resident will not enter into any civil contract or incur any indebtedness without the approval of the resident’s Case Manager.
* BACS assumes no liability for the loss of personal property while the resident is on Transitional Living, nor is it responsible for any debt he may incur.
* As a participant in the Transitional Living Program, the resident is required to make payments to any restitution, compensation, and/or fines for which he is responsible.
* The resident agrees to appear as scheduled for all Court sessions, counseling appointments, and any other scheduled activities, which occur during participation in the Transitional Living Program.
* Any Incident Report may result in return to BACS prerelease center or a higher level of custody.
* No pets are allowed.

***HOUSE JOBS***

* A clean house is not just an afterthought at BACS prerelease center. As residents progress through the phase system, they are called upon to be increasingly responsible for their behavior. House job completeness is one indicator of how responsible a resident is. The following are some of the procedures and guidelines for performing daily house job assignments. This handout is intended to act as a guide for house job maintenance and a resident may need to ask a Security Specialist for further instructions.
* Residents are assigned to house jobs that start Monday a.m. and continue through Sunday p.m.
* In the event that a resident is unable to perform his assigned house job, it is the resident’s responsibility to find someone to complete the house job for him. The Security Specialist on duty will find a replacement if the resident has submitted a valid reason for being unable to perform the house job and has exhausted all effort to find a replacement.
* It is the responsibility of the resident to make sure that the staff member who is checking the job properly marks it off on the Chore List Sheet.
* All residents are expected to maintain their rooms on a daily basis.
* Failure to clean rooms or complete assigned house chores may result in a decrease in weekly draw, pass restriction, or a Class III Violation.

***EXTRA DUTY HOURS***

* Extra duty hours assigned to a resident usually consist of in-house maintenance or other physical plant activities.
* A resident does not have the option of choosing what maintenance chores he will do to complete his extra duty hours. If a task is assigned by staff, it is to be done and may not be refused without a very good reason.
* The timely completion of a resident’s extra duty hours is his responsibility. No resident can complete the extra duty hours of another.
* If a resident does not complete extra duty hours in the time allotted, an Incident Report may be written.
* A resident may not go on pass without completing a minimum of one hour of extra duty that day before leaving on pass.

***HOUSE JOB DESCRIPTIONS***

T.V. ROOM

1. Chairs Straightened and wiped down

2. Baseboards Wiped Down

3. Bookshelves Dusted and Straightened

4. Walls and light Switches Cleaned

5. Cushions on couch vacuumed.

6. Floor vacuumed.

LAUNDRY ROOM

1. Wipe down all machines
2. Sweep & mop the floor. Use fresh water and discard after use. PUT OUT WET FLOOR SIGNS.
3. Wash walls as needed.
4. Clean lint filters.
5. Clean baseboards and doorframes.
6. Clean light switches, fixtures, and doorknobs.
7. Clean, scrub, & disinfect the sink.

CLASSROOM

1. Vacuum floors.
2. Straighten Chairs & tables.
3. Wipe down tables & chairs.
4. Clean windows.
5. Clean baseboards & frames.
6. Dust blinds & partitions.
7. Clean light switches & doorknobs.
8. Wipe down walls.

ENTRYWAYS & SIDEWALKS

1. Sidewalks Swept Or Shoveled
2. Baseboards and doors cleaned.
3. Garbage picked up.
4. Electrical Conduits and light switches cleaned.
5. Walls cleaned.
6. Windows Cleaned.
7. Disinfect handrails.
8. Vacuum floor in entryways.

DINING ROOM FLOOR

1. Keep debris off floors.
2. Chairs are to be stacked before mopping. When done mopping chairs are to be placed around the tables.
3. Sweep & mop floor. PUT WET FLOOR SIGNS OUT.
4. Clean chairs with soapy water as needed.
5. Clean door moldings and doorknobs.

DINING ROOM APPLIANCES

1. Clean, disinfect, and wash down the coffee maker and tray under coffee maker daily.
2. Clean refrigerator, inside weekly & outside daily.
3. Clean microwave inside & out daily.
4. Keep counter wiped down.
5. Wipe down walls as needed.
6. Clean drawers & cupboards as needed.
7. Clean, scrub, & disinfect the sink daily.

GARBAGE

1. Pick up garbage around the Center as needed.
2. Empty all garbage cans to include bathroom, dining room, laundry room and computer room.
3. Replace liners and deposit trash into large outdoor trash receptacle.
4. Clean Drawers and Cupboards As Needed.

HALLWAYS

1. Clean fire extinguisher boxes.
2. Clean hall walls.
3. Vacuum both hallways and area around the Duty Office.
4. Clean baseboards and doorframes.
5. Clean light switches.

RECREATION WINDOWS/PHONES/FOUNTAINS

1. Clean recreation entry windows.
2. Clean around telephone areas and disinfect the telephones,
3. Wipe down and disinfect the phone counter.
4. Wipe down and disinfect fountains.

DUTY STATION WINDOW

1. Clean all windows around the duty station.
2. Clean dining room windows.
3. Dust windowsills and baseboards.

RECREATION AREA

1. Empty ashtrays.
2. Pick up all trash and cigarette butts,
3. Empty trashcans and replace liners.
4. Deposit trash in large outdoor trash receptacle.
5. Shovel snow on sidewalks and around the area.

A-WING RESIDENT BATHROOMS

1. Clean mirrors with window cleaner.
2. Clean, scrub & disinfect sinks and counters.
3. Restock paper products & soap.
4. Clean stalls (walls, handles, fixtures).
5. Wipe down hand dryer with stainless steel cleaner.
6. Clean, scrub, & disinfect toilet bowls & urinals.
7. Sweep and mop floor.
8. Empty garbage and replace liner
9. Clean and disinfect shower curtains. Inform staff if shower curtains need to be replaced.

B-WING RESIDENT BATHROOMS

1. Clean mirrors with window cleaner.
2. Clean, scrub & disinfect sinks and counters.
3. Restock paper products & soap.
4. Clean stalls (walls, handles, fixtures).
5. Wipe down hand dryer with stainless steel cleaner.
6. Clean, scrub, & disinfect toilet bowls & urinals.
7. Sweep and mop floor.
8. Empty garbage and replace liner
9. Clean and disinfect shower curtains. Inform staff if shower curtains need to be replaced.

C-WING RESIDENT BATHROOMS

1. Clean mirrors with window cleaner.
2. Clean, scrub & disinfect sinks and counters.
3. Restock paper products & soap.
4. Clean stalls (walls, handles, fixtures).
5. Wipe down hand dryer with stainless steel cleaner.
6. Clean, scrub, & disinfect toilet bowls & urinals.
7. Sweep and mop floor.
8. Empty garbage and replace liner
9. Clean and disinfect shower curtains. Inform staff if shower curtains need to be replaced.

VISITING ROOM

1. Vacuum floors.
2. Clean windows in visiting area & window to Duty Station.
3. Clean baseboards, window frames, and walls.
4. Straighten and wipe down chairs and tables.
5. Clean light switches.
6. Empty trashcan & replace liner.
7. Deposit trash in large outdoor trash receptacle.
8. Clean & disinfect telephone & water fountain.
9. Pick up toys.
10. Vacuum cushions on couch.

VISITING ROOM BATHROOMS

1. Clean restrooms.
2. Empty trashcans and replace liners.
3. Stock paper products.
4. Sweep & mop floors.
5. Clean, scrub & disinfect toilet & sink.

# CENTER VEHICLES

1. Vacuum floors & seats.
2. Clean windows, dashboard, seats, and interior sides.
3. Exterior washed as needed.
4. Trash picked up & deposited in large outdoor trash receptacle.
5. Scrape the windows in the winter.

# Inmate Worker Chores

# KITCHEN

1. PUT OUT THE ‘WET FLOOR’SIGNS.
2. Sweep & mop floors. Use fresh water & discard after use.
3. Clean windows, windowsills, baseboards & frames.
4. Clean light Switches & fixtures.
5. Clean & wipe down all kitchen equipment and counters using stainless steel cleaner.
6. Put utensils & dishes away in proper places.
7. Empty garbage & clean out garbage cans & replace liners; deposit trash in large outdoor trash receptacle.
8. Discard old food.
9. Monitor refrigerator & freezer temperatures; log temperatures daily & initial entry.
10. Keep storage area clean; straighten shelves.
11. Clean silverware cart and fill silverware canisters with clean silverware.
12. Keep dining room cupboard stocked with silverware, bowls, plates, glasses and cups.
13. Warm meals and put them out at meal times.
14. Distribute meals during mealtime to ensure meals are given to those who ordered them.
15. Wash dishes after each meal.

LAWN

1. Cut, weed & water lawn.
2. Sweep grass trimmings off walkways.
3. Keep garage floor clean & swept, empty trash and replace liners.

ADMINISTRATIVE AREA

1. Vacuum floors in reception area, halls, Conference Room & Staff Break Room.
2. Vacuum floors in offices under supervision.
3. Clean windows, windowsills, & dust blinds.
4. Clean & wipe down baseboards.
5. Wipe tables & desks down.
6. Empty trash & replace liners; deposit trash in large outdoor trash receptacle.
7. Wipe down walls as needed.
8. Wipe down & disinfect counters, table, sink, coffee pot, & chairs in Staff Break Room. Clean under microwave as needed.
9. Sweep & mop restrooms, replace paper products, empty trashcans & replace liners, and clean mirrors, replace soap, clean, scrub & disinfect toilets & sinks.
10. Clean all stainless steel with stainless steel cleaner.
11. Clean UA Room; sweep & mop floor, clean, scrub, & disinfect toilet, sinks & counters, wipe down counters, empty trash & replace liners, replace soap & paper products, clean mirror.

##### CASE MANAGER OFFICES

**(Must be cleaned under supervision)**

1. Vacuum floors.

2. Dust & wipe down counters.

3. Clean windows & windowsills inside & out.

4. Empty trash & replace liners; deposit trash in large outdoor trash receptacle.

5. Wipe down baseboards.

6. Wipe down desks & cabinets in offices.

7. Dust & wipe down bookshelves.

8. Clean windows, windowsills, baseboards, & dust blinds.

9. Clean & disinfect drinking fountain.

The Inmate Worker is responsible for other duties as assigned by staff.

***VISITING RULES***

It is the responsibility of the residents to inform their visitor(s) of the following rules. Failure on the part of either the resident or visitor(s) to follow the visitor rules or guidelines may result in the suspension of the resident’s visiting privilege.

**Approving Visitors**

* All visitors will be required to have a Department of Justice background check to be completed by BACS staff. This background check will cost $20.00.
* Visitor applications will require the $20.00 to be attached in the exact amount; personal checks will not be accepted. It must be supplied as cash, money order, or cashier’s check. Change will not be given, applications without exact change will be returned or not processed.
* Background checks will be completed by BACS staff at their earliest convenience.
* All visitor applications must have a legible photo copy of a state or federal issued ID, no exceptions will be made.
* Visitor’s must read and sign a PREA Acknowledgement form annually. The form must be read and signed before residents are allowed to visit.
* Visitors can have their approval denied or revoked at anytime at staff discretion.

**Visitors’ Requirements**

* Upon arrival at HPRC for a visit, the visitor(s) will check in at the SS office and sign the Visitor Log. Upon request of an SS, the visitor will display picture identification. Visitors without proper identification or those who are determined to be under the influence of alcohol or other drugs will be denied a visit. Upon departure from HPRC, all visitors must check out at the SS office. Residents are responsible for sign-in and sign-out of their visitor(s).
* Residents may only visit, on or off site, with individuals listed on their approved visitor’s list.
* The Visitor Log is considered public information and may be released upon request by an authorized agency.

**Visiting Area**

* Visiting may only be done in the designated indoor/outdoor visiting areas.
* Residents may not walk visitors to their vehicles and continue the visit in the parking lot or in front of the prerelease, unless on duty staff give permission.
* Visitors are to remain in the visitor area at all times and are not permitted to leave the area. Children of the visitors are the responsibility of the visitors and are not permitted to leave the visiting area. All visitors under 18 years of age must be accompanied by their parent or legal guardian.
* Visitors must leave their purses, backpacks, etc., in their vehicle.
* Visitors may not consume food or beverages in the indoor visiting room.

**Visiting Room Rules**

* Physical contact between visitors and residents is limited to a brief embrace and a kiss upon arrival and departure of the visitor. Good manners and respect for the rights of others are to be observed at all times.
* Dress code for visitors will be left to staff discretion. If visitors are not dressed appropriately, they can be asked to leave.
* The light in the visiting area is to remain on at all times during the evening visiting hours.
* Music and conversation in the visiting area is to be kept low enough so as not to interfere or disturb the routine of BACS.
* The residents receiving visitors are responsible to see that the visiting area is cleaned at the conclusion of a visit.
* During visiting hours, residents who do not have visitors are not allowed in the Visiting Room.
* Residents are not permitted to use the visiting room restrooms.
* Residents are subject to pat downs when returning from a visit.
* Visitors and residents are not allowed to use cell phones during visitation.

**Visiting Hours**

* Monday through Friday Saturday and Sunday

9:00 a.m.-11:00 a.m. 1:00 p.m.- 4:00 p.m.

7:30 p.m.-9:00 p.m. 7:30 p.m.-9:00 p.m.

Visiting hours will occasionally be pre-empted by house functions such as house meetings and group sessions.

* Visiting hours other than those scheduled may be considered in special situations, but require the approval of the SS shift leader.
* Holiday visiting hours will be the same as those of Saturdays and Sundays.
* Due to the limited visiting area and number of residents, the number of visitors that may be at HPRC at any one time is to be determined by the SS staff on duty. If visitation is denied for any reason, the staff that denies the request must document the incident in the Shift ~~Log~~ Notes detailing the circumstances.
* No visitors will be allowed on the premises after designated visiting hours for any reason (i.e. to deliver food, tobacco, movies, etc.) food, packages, etc. delivery, shall occur during visiting hours. One exception is pizza delivery on Tuesday nights.
* Taking photographs is not allowed on HPRC property.
* Sex Offender’s and Sex Offender Treatment Cases have a separate visiting time, see Security staff for those times.

**Failure on the part of a resident or his visitor(s) to follow the above rules and guidelines may result in the suspension of visiting privileges.**

***EMERGENCY PROCEDURES***

* Every resident must be familiar with BACS emergency procedures and the emergency escape plan. Be sure you know:

\*The location of all fire exits.

\*The meeting places inside and outside the building.

* In an emergency, keep calm, use common sense, and follow directions from staff.
* FIRST AID: The First Aid Kit is located in the Duty Station. If anyone is injured or unconscious, notify a staff member immediately. All staff members are trained in First Aid and CPR. Follow all of their instructions and help in anyway they ask.
* FIRE: Know the locations of all fire exits and extinguishers. If a fire is noticed or the smoke alarm goes off, notify STAFF in the Center immediately. WHEN THE ALARM IS SOUNDED EVERYONE MUST LEAVE THE BUILDING IMMEDIATELY BY THE NEAREST EXIT.

DO NOT STAY TO DRESS OR GATHER POSSESSIONS!! GET OUT FAST!!

Move quickly but calmly. To slow the fire, close any doors as you leave, but do not shut off escape for others. If faced with heat or smoke, keep low where the air will be better. Be sure to feel every door before opening it. If the door is warm or there is smoke seeping through it, do not open it. Use another escape route or wait at a window for rescue.

Once out of the Center, go immediately to the area behind the center’s garage. Stay there until further instructions from a staff member or emergency personnel are received.

* EARTHQUAKES: Residents should remain in their present location, indoors or outdoors. Most injuries during earthquakes occur when people are entering or leave buildings. If indoors, sit or stand against an inside wall, in an inside doorway, or take cover under a desk, table, or bench. Stay away from windows and outside doors.
* SEVERE WEATHER: Severe weather conditions may include tornado, blizzard, extreme cold or wind chill. Unnecessary exposure to any severe weather condition should be avoided. Keep the radio or television tuned to a local station for current information and advice from the weather bureau. Follow staff directions to assure personal and Center safety.
* INTRUDER OR OUTSIDE DISTURBANCE: If there is evidence of an intruder or outside disturbance, notify a staff member immediately. Remain in the Center. Follow directions from staff and provide assistance if requested.
* GAS LEAK: If there is a gas smell, open all windows and notify a staff member immediately. Keep open flames and cigarettes away.
* PLUMBING LEAK OR HEATING FAILURE: Notify a staff member immediately.
* POWER FAILURE: Residents should remain where they are. Staff will provide emergency lighting as soon as possible.
* MEETING PLACES

INSIDE: Visiting Room – earthquake, tornado

OUTSIDE: West of facility behind prerelease garage

***SELF-HELP PROGRAMS***

* Residents are encouraged to become involved in the self-help programs available in Helena. A sampling of these programs include:

Alcoholics Anonymous (AA)

Narcotics Anonymous (NA)

Gamblers Anonymous (GA)

Sex Addicts Anonymous (SA)

Adult Children of Alcoholics (ACOA)

Al-Anon

Aftercare groups

Interactive Religious Activities

Overeaters Anonymous (OA)

* Verification slips will be required for any meeting or group process. Verification slips will be left in the duty office.
* Functions of each regular organized group will be allowed under the terms of the contract. Staff will need one week advance notification of such an event. In order to attend any organized group event, the resident must be attending that group according to his contract terms.
* While residents may certainly choose to attend Church services, Church services do not count as a self-help group. Other groups related to Church (Bible Study, etc.) may count as a self-help group – if you have a question about this please see your Case Manager.
* Residents may attend one out-of-house Support Group meeting per day, unless a 4-hour pass is used.

***STUDENT INTERNS/VOLUNTEERS***

* At various times throughout the year, BACS has the privilege of providing community agency placements for students majoring in human services, and community volunteers. Frequently there will be students from the nursing field and the rehabilitation field.
* The function of the interns is according to specific assignment. Generally intern assignments include:

a. Observation of agency workings – the function of BACS in assisting residents to prepare for Parole or Conditional Release.

b. Observation of group dynamics – interaction of staff members and residents and the mechanics of meaningful communication.

* Interns focus on agency functioning and the interactions of the people within that agency. When interns are placed, it is because they have expressed interest in corrections. Residents should make them feel at home and extend a welcome.

**BOYD ANDREW COMMUNITY SERVICES**

**RESIDENCY CONTRACT**

This agreement outlines what is expected of each resident who enters the BACS prerelease program. It is suggested that the prospective applicant read the HPRC rules before signing this contract. All individuals who plan on entering BACS prerelease program must sign this agreement prior to taking up residence there.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Resident/Applicant

1. I agree to create, with the Contract Team, a contractual program that will help me to acquire the skills and understanding I need to live in the community successfully. This contract must be developed and approved by the staff team within 30 days of my arrival.

2. I agree that while I am at HPRC I will work full-time or attend a full-time vocational and/or educational program that has a definite time line for employment. I further agree that if I do not find immediate employment or training, I will do in-house or approved out-of-house volunteer work for up to 30 hours per week until I finalize training and/or employment plans.

3. I agree to participate in the Intensive Treatment Module at BACS. This may require attendance in chemical dependency, Parenting, SSIC, MRT, and one or more modules of Interactive Journaling. At the discretion of BACS personnel, I may also be required to participate in a chemical dependency evaluation and treatment as indicated by the evaluation results.

4. I agree to contribute to the cost of my room and board to HPRC while I am in residence there. I understand that I will pay a minimum of $15 per day in prerelease and $4 per day in Transitional Living.

5. I agree to perform any house job as assigned (House Job Descriptions are listed in the Resident handbook and the resident house job assignment hand out sheet) and I understand that I may receive an Incident Report for failure to do so.

6. I agree during the course of my residency at HPRC to turn all funds over to the BACS Administrative Office for deposit to the Resident Savings Account. The Resident Savings Account is a non-interest bearing account. I understand that I may then check out needed funds according to my budgetary plans.

7. I agree to develop a leisure time program and to attend all counseling classes required of me by BACS staff members. These classes include, but are not limited to, House Meetings, individual counseling sessions with my Case Manager, and Job Club.

8. I agree to pay for and provide my own clothing, toiletries, and all monies for leisure time activities. I also agree to pay for all medical and dental expenses to the reasonable extent that my earnings and employee insurance permit. I understand that medical expenses will be paid from the balance of my account previous to leaving the program.

9. I understand that while I am in residence at HPRC I will not own or operate a motor vehicle without the express written consent of the BACS Program Manager. Such permission will only be given in cases involving need related to the resident’s employment.

10. I agree during my residence at HPRC not to possess or consume any alcoholic beverages, narcotics, or drugs (other than those prescribed by a physician). Further, I agree to submit to urinalysis and Breathalyzer tests upon the request of HPRC staff members. I also agree to cooperate with the personal, room, and vehicle search policies of HPRC.

11. I have read all the rules and policies outlined in the HPRC Resident Handbook and agree to abide by them.

12. In the event of contact with local law enforcement agents while in residence at HPRC I agree to report the same to BACS staff members immediately. I also agree not to resign from any employment/vocational/or educational position without first consulting with my Case Manager and the Job Development Coordinator.

13. I agree to comply with any medical tests as mandated by BACS. (This can include TB, HEP B).

I understand that my failure to comply with the above conditions or failure to work on my program contract that I establish at HPRC may result in my termination from the program.

In return for compliance with the above conditions, BACS agrees to provide, or arrange for, the following services:

* Supervision that will help residents adjust to living in the community.
* Pleasant and healthful living accommodations.
* Emergency financial assistance up to $50.00.
* Employment, drug, alcohol, financial, mental health, and/or marital counseling as required.
* Aid in gaining access to community services.
* Support and counseling to help the resident overcome the problems that caused them to go to prison.
* Aid in completing a realistic and acceptable plan for parole or conditional release including employment, counseling, savings, and a place of residence.

By signing my name to this contract, I acknowledge my understanding of the terms outlined in this agreement and agree to abide by the conditions described during my residency at HPRC.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident/Applicant Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature Date