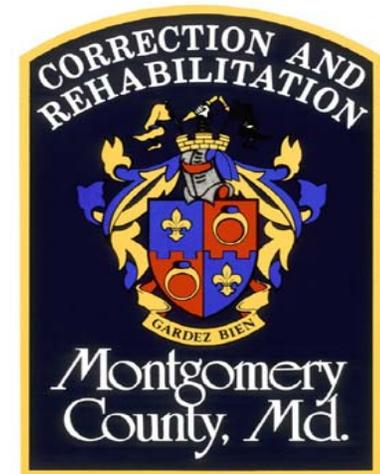
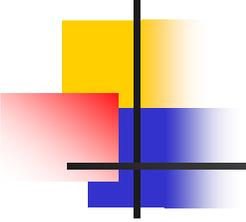


*Montgomery County
Department of Correction and Rehabilitation
Pre Release and Reentry Services*

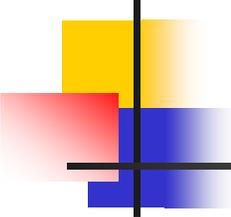
Resident Orientation





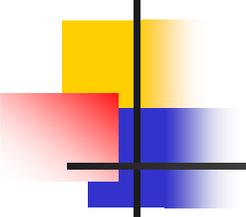
Reentry Mission

- ***Mission of Pre-Release and Reentry Services:*** The mission of the programs is to provide community residential and non-residential alternatives to secure confinement for adult residents and to provide reentry services while maintaining community safety.
- Operate a community based correctional program in a manner that maintains the safety of the community, residents, and staff.
- Conduct risk and needs assessments of residents.
- Provide programs designed to assist residents in identifying, examining, and addressing his/her criminogenic needs.
- Provide comprehensive case management services to facilitate successful reentry planning and ongoing assessment of progress.
- Provide employment services and coordination with educational and vocational programs.
- Collaborate with the resident's identified support system to facilitate reentry planning.
- Provide economic benefits to the community by requiring residents to responsibly manage financial obligations.
- Increase resident's awareness of the impact of his/her criminality on the community and provide for community restoration.
- Reduce recidivism.



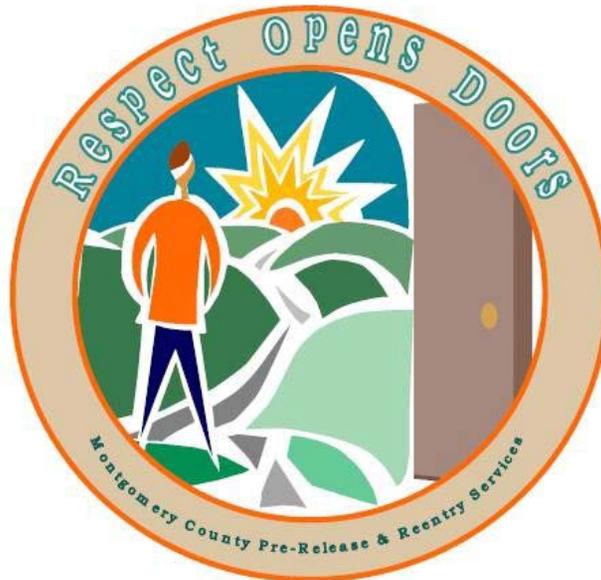
Accountability

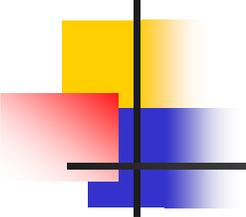
- The Pre-Release Center is a highly structured correctional program and all residents must be accountable at all times. **At all times, residents must have a staff approved community release pass prior to leaving the building that lists a specific community activity at a specific time and location.** Staff may require the use of GPS Electronic Monitoring equipment for additional supervision and accountability of some residents in the community.
- ***Escape:*** Residents who leave the facility without written staff authorization, are unaccountable from a community activity, or do not return to the Center at the prescribed time and cannot be located may be charged with escape. Staff will actively pursue prosecution and recommend lengthy sentences for escape. Accountability is an essential element of the program and must be maintained. If a resident encounters a problem, talking to staff is the best way to review all legal options and protect against life altering decisions like escape.



Respect Opens Doors

- ***Respect Opens Doors*** is an underlying, ever present code of conduct at PRRS. It assists residents and staff in maintaining a respectful, positive environment. It was developed to remind us all that we need to make the most of our time here-whether it's several months or simply eight hours a day. It makes no difference if we are residents or staff.





Confidentiality

CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION

- Information gained during the resident's stay on the program will be kept in confidence and will not be available to other residents or the general public.
- Residents are asked to sign a waiver which allows staff to speak with those individuals who will be involved in the resident's treatment and with whom staff must coordinate activities (employers, treatment/service agencies, volunteers, and sponsors). This waiver is only valid during a resident's stay on the program.
 - S:\DPT_SHR\Pre-Release Services\Resident Orientation Materials\Release of Information - Screening Confidentiality Waiver.doc
- Additional releases may be needed for program staff to appropriately gain information or provide information to community resources to meet resident reentry needs.
 - S:\DPT_SHR\Pre-Release Services\Resident Orientation Materials\Release of Information Confidentiality Waiver.doc
- **All residents are expected to maintain confidentiality of any information they know about another resident participating on the program; this includes information relating to another's offense, personal issues and background, program activities, and location at any given time.**

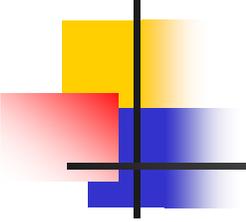
Prison Rape Elimination Act (PREA)

Sexual Misconduct is against the law



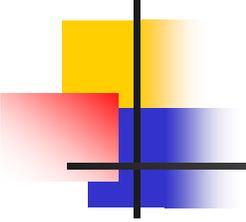
REPORT SEXUAL MISCONDUCT TO A STAFF MEMBER
NO ONE HAS THE RIGHT TO PRESSURE INMATES TO ENGAGE IN SEXUAL ACTS
Sponsored by the Department of Correction & Rehabilitation
Montgomery County Maryland

Resident Guide to Sexual Misconduct.



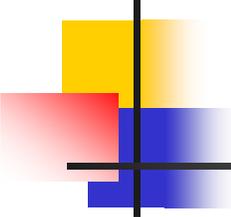
■ What is Sexual Misconduct?

- Any sexual advance by another resident or staff member.
- Request for sexual favors by another resident or staff member.
- Threats made by another resident or staff member for refusing sexual advances.
- Verbal or physical conduct of a sexual nature toward an resident by a staff member.



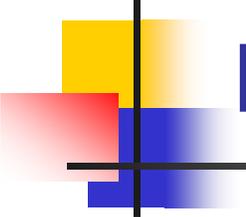
Resident Guide to Sexual Misconduct. Continued

- Sexual harassment including demeaning and derogatory comments, jokes, and degrading sexual comments.
- Sexual assaults, sexual conduct, and sexual contact.
- Montgomery County Department of Correction and Rehabilitation as a **ZERO TOLERANCE** for sexual misconduct.



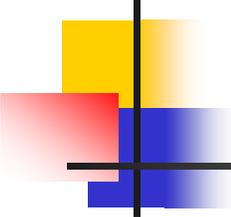
Resident Guide to Sexual Misconduct.

- Reporting
- Preventing
- Intervention
- Response



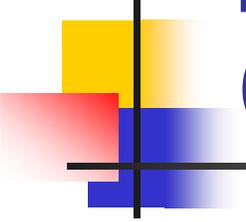
Resident Guide On Sexual Misconduct. (Reporting)

- Report all instances of sexual misconduct to any staff member.
- You may report as a victim or a witness to a sexual assault.
- All information will remain confidential.
- All cases will be investigated.
- You may be re-housed in order to protect you.
- Our priority is to keep you safe.



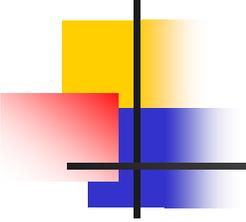
Resident Guide to Sexual Misconduct. (Preventing)

- Do not accept gifts or favors.
- Avoid borrowing and becoming indebted to someone.
- Beware of resident that say they will protect you.
- Talk to a staff member about your fears and concerns.
- Do not give out personal information.
- Avoid talking about sex.
- Avoid unnecessary and/or casual nudity.



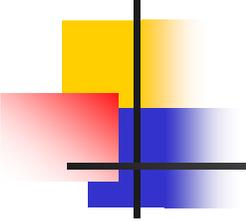
Resident Guide to Sexual Misconduct (Intervention)

- All residents, whether a victim of sexual misconduct will be referred to Mental Health for counseling. After the initial session, continued counseling is the decision of the resident. Just be aware that counseling is available.



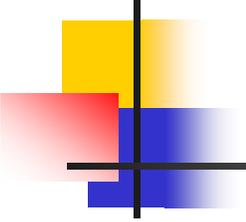
Grievances

- ***Grievance Procedures:*** If a resident has a grievance concern, he or she can make the complaint known and get a response by using the grievance procedure. A grievance can cover any issue except the following, which are not grievable:
 - Disciplinary actions (residents use the appeal process)
 - Items covered in the State or County law
 - Treatment decisions and requirements in the Program Contract, Individual Contract and Reentry Plan



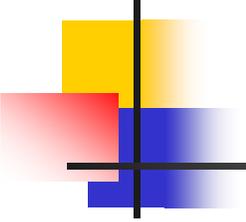
Program Structure

- The Pre-Release and Reentry Services Division offers structured community-based programs.
- Case Managers and Work Release Coordinators provide critical reentry support and program guidance to all program participants.
- The basic structure of the programs is found in the Program Agreement, the Program Contract, the Reentry Plan, and the level system.



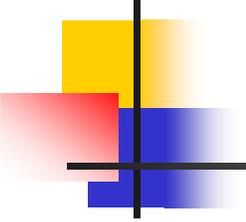
Employment

- Residents are expected to reach full time hours of employment through one full-time position or a combination of two part-time positions within 4 weeks of completing Job Readiness.
- Some exceptions for a part-time position with education/training or treatment are approved.
- All employment activities are coordinated by the Work Release Coordinator assigned to each unit and the resident's Case Manager.
- ***PRRS Work Release Orientation Weekly***



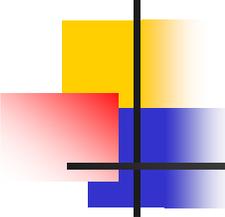
Case Management and Reentry Services

- All residents are assigned a Case Manager with whom they meet weekly to discuss their individual reentry needs, goals and progress within the program.
- Case Managers hold the primary responsibility for reviewing and approving all requests for community passes, home visitation passes, money, and visiting list changes as well as providing referrals to community resources and determining program requirements for each resident.
- The relationship between the resident and the Case Manager requires active involvement on the part of both individuals, and both are responsible for arranging a mutually agreeable time for weekly meetings. To the extent possible, these meetings should include the resident's program sponsor.



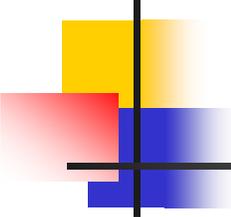
Case Management and Reentry Services

- Each resident works closely with his or her Case Manager to:
 - Identify and address reentry issues
 - Review the resident's reentry plan, goals and strategies and revise the plan as needed
 - Identify and process referrals for appropriate community resources
 - Select a program sponsor, and the sponsor must begin attending the required sponsor support groups prior to the resident's first home visitation pass
 - Establish a monthly budget
 - Plan community activity and home visitation passes
 - Discuss behavior standards and level movement
 - Review Problem Resolution Plans that are developed as a result of disciplinary action
 - Develop new ways to solve problems, handle stress and conflict, and manage life responsibilities on a day to day basis.
 - Discuss possible referral for transferring to home confinement



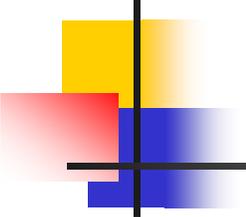
Individual Reentry Contract

- ***Program Contract:*** The Program Contract serves as the agreement between the resident and staff, and it outlines the conditions of the resident's stay on the program, the reentry issues to address, and identifies the criminogenic needs that present the greatest recidivism/relapse risk to the resident. The Program Contract must be finalized within the resident's first ten days on the program. The resident's sponsor is encouraged to participate in the finalization of the Program Contract with the resident and their Case Manager.
- ***Reclassification:*** If a resident does not take advantage of the opportunities available, does not become involved in specific program activities or act responsibly, or is unable to adjust to the Pre-Release Center environment, staff may recommend to the Chief Administrator that the resident be reclassified from the program and returned to secure confinement. The Chief Administrator has final authority on such decisions.



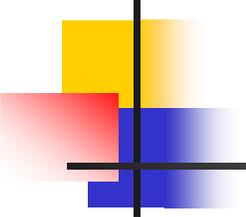
Reentry Plans

- After reentry issues are identified in the Individual Reentry Contract, the resident and their Case Manager will establish goals and strategies important to address for successful reentry.
- Each resident is asked to honestly examine their lifestyle and patterns and begin to identify the changes they must make to lead a more productive and crime-free life.
- It is important to emphasize that 1) the resident is responsible for adhering to their plan and 2) the Reentry Plan is the beginning of a process that will help the resident make specific plans for behavioral change.
- Upon successful completion of reentry strategies, residents may advance to the next level and gain more privileges.
- The Reentry Plan is an evolving tool, and as goals are reached, new goals and strategies are developed.
- *S:\DPT_SHR\Pre-Release Services\Reentry Plan Documents\PRRS Reentry Plan Sample.doc*
- *S:\DPT_SHR\Pre-Release Services\Reentry Plan Documents\PRRS Reentry Plan Template.doc*



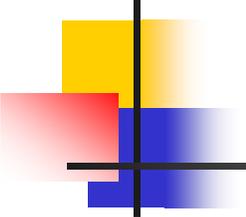
Levels and Privileges

- Each resident establishes reentry goals, and incorporates them into a reentry plan with their Case Manager.
- When a resident adheres to program rules, participates in required activities, and begins accomplishing his or her reentry goals, he or she may move forward **through the levels and earn more privileges**.
- Level movement is based upon the resident's performance, the Case Manager's recommendation, and staff approval. Some residents move through the levels very rapidly and others take longer, ~~but advancement~~ but advancement is expected.
- Others are moved back in level because of rule violations or lack of follow-through or attention to the reentry plan.
- A chart of the level system describing the different levels, expected behaviors, and earned privileges is included in the end reference section of this Guidebook.
- PRRS Level Chart: S:\DPT_SHR\Pre-Release Services\Resident Orientation Materials\Level Chart.pdf



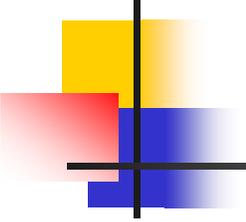
Home Confinement

- Plans for transferring to Home Confinement should be discussed during the initial contract session with the Case Manager.
- All eligible Residents are encouraged to participate and transfer to Home Confinement as part of the larger reentry process.
- Basic Eligibility Requirements:
 - Level 2, consistently working at least 25 hours each week
 - Approved Housing and Program Sponsor
 - BOP or Judicial Approval
 - Landline with no features



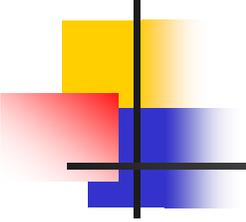
Program Sponsor

- ***Sponsors:*** Before residents are granted a home visitation pass, the approved sponsor must meet with the Case Manager and attend the sponsor support group.
 - A sponsor is an individual with whom the resident has a close relationship and someone with whom the resident will spend the majority of his or her home visitation passes. The sponsor is usually a parent or significant other.
 - It will be the sponsor's responsibility to be aware of the resident's activities and whereabouts at all times while the resident is on the home visitation pass. Residents must spend at least fifty percent (50%) of the total pass time with his or her sponsor.
 - All sponsors agree to the conditions listed in the Sponsor Agreement which they receive and sign.



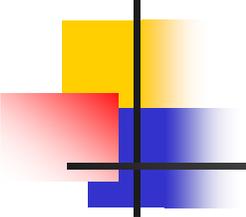
Sponsor Group

- ***Sponsor Support Group:*** PRRS staff conduct sponsor support groups for the family members and/or significant others of residents on the program.
 - The groups are designed to educate and involve sponsors in the reentry process and solicit their assistance and cooperation throughout the resident's stay on the program.
 - The groups are also designed to provide sponsors with the support they may need, as well as the tools, education, and resources to foster more honest and healthy relationships.
 - There are three open-ended sponsor support groups offered on different evenings, and sponsors are required to attend a total of six sessions. If a sponsor has not completed the required six sessions, they must attend a sponsor group during the week of a requested homepass.



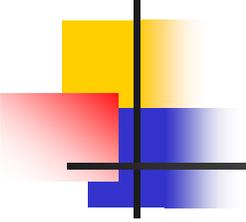
Visiting Information

- At the time of transfer, each resident will submit a Visitors List. This list will be reviewed by the resident's Case Manager for approval. Only approved persons on the resident's Visitors List may visit at the Center. Only Immediate family members are approved in the first week after transfer. Co-defendants and anyone under 18 years of age are excluded from visiting unless approved by exception.
- Additions and deletions to the Visitors List must be approved by the Case Manager.
- Visitors who have been drinking alcohol or engage in disruptive and/or threatening behavior will not be permitted to visit.
- All visitors are required to enter the Pre-Release Center through the front door and report directly to the reception desk, where they will be asked to sign in and produce photo identification.



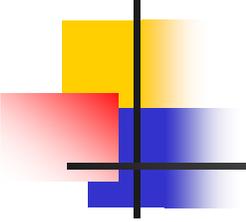
Visiting Information

- Visiting post staff will strongly enforce visiting procedures and dress code requirements. Visitors are scanned by a metal detector and any bags or parcels are subject to a search. Each visitor will be issued a badge.
- Visitors are restricted to the unit in which the resident resides, the dining area, and the central recreation area. Visiting is not allowed in the parking lot, in vehicles, or in the front of the building. Pre-Release Center staff has the authority to request that a visitor leave the Center or the grounds at any time as deemed necessary.
- Parents or guardians of underage visitors must personally meet with staff prior to receiving permission for the minor to visit unescorted.
- Holding hands and a brief hug and kiss hello and goodbye are the only allowable physical contact in this public facility.
- Visiting cannot interfere with other program requirements such as work or classes.



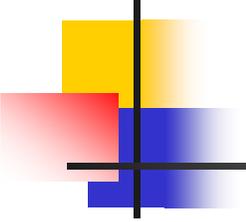
Visiting Hours

- **Monday through Friday:**
2:00pm to 5:00pm for employed residents' off days
- **Saturday and Sunday:**
2:00pm to 5:00pm for all residents
- **Monday through Saturday:**
7:00pm to 9:00pm for all residents



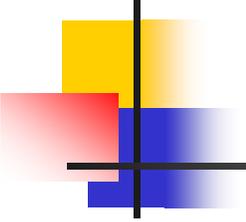
Programs and Services

- PRRS offers various programs and classes on-site at the Pre-Release Center. Residents are informed prior to transfer that they may be assessed as needing such programs and are required to attend any programs or classes as recommended by staff.
- Case Managers may directly refer a resident to these programs as its appropriate for the reentry issues they are addressing.
 - GED
 - Digital Literacy Computer Skills Classes
 - Welcome Home Mentors and Tutors
 - Relapse Prevention Group
 - 12 Step Meetings
 - Mindfulness Meditation
 - Conflict Resolution Mediation
 - Winning Fathers Parenting



GED Classes

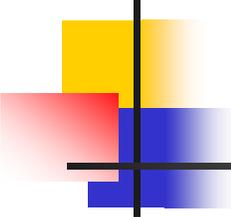
- PRRS offers GED classes held weekly at the Pre-Release Center.
- Residents are placed in the classes as a result of an assessment which is available on-site as well.
- Tutors may also be available for additional education support.



Digital Literacy

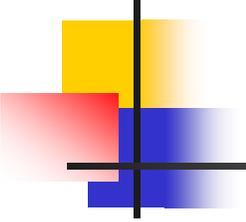
Computer Skills Development

- **Intro to Digital Literacy**
 - Required of all Residents for access to the Career Resource Center
- **Certification Program**
 - PRRS currently has limited training funds that may fund both technology classes at Montgomery County and/or online classes.
 - Residents who successfully complete this advanced training will also received **five diminution credits** for Special Program Time.



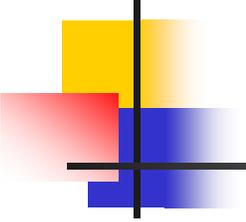
Mindfulness Meditation

- Participants learn strategies to overcome difficult emotions such as anger, fear, and guilt through simple exercises to relax the body.
- Participants can apply these techniques in addressing Anger Management, Addiction, Stress, Depression, Sleep Disruptions.
- Groups are offered on Sundays and Tuesdays.



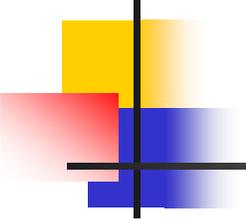
Sobriety and Recovery

- Relapse Prevention Group
- In-House 12 Step Meetings
 - Beginner's AA Meeting
 - NA Meeting



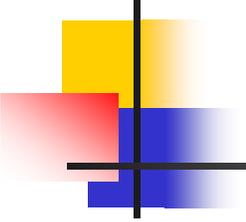
Mediation Services

- The Conflict Resolution Center of Montgomery County, Inc. provides free reentry mediation services to residents and their families.
- Referrals can be made by the resident's Case Manager or the resident or family member can contact the Conflict Resolution Center directly at 301-942-7700.
- Conflict Resolution Center staff provides an orientation for residents every Thursday.



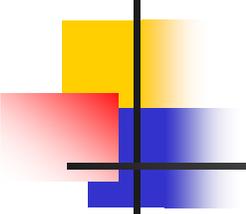
Welcome Home Program

- Welcome Home is a mentorship program sponsored by the Archdiocese of Washington DC
- Their goal is to link Mentors with Residents to help support and encourage their reentry efforts.
- WHP staff provides an orientation for Residents every Thursday.



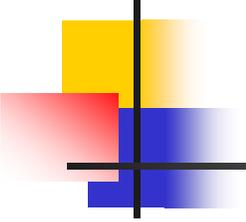
Parenting and Child Support Issues

- Health and Human Services staff provides a detailed orientation for Residents every Wednesdays.
- Stop by their office near Unit 4 Wednesday afternoons for a consultation and to schedule an appointment



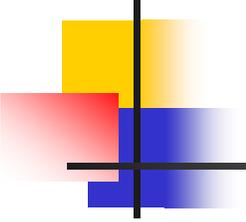
PRRS Program Guidebook

- The PRRS Guidebook is available online in the CRC and the units. All Residents are responsible for reading this information and adhering to documented expectations.
- [GUIDEBOOK - SPRING 2012.pdf](#)
- [Guidebook Excerpt Orientation Information.doc](#)
- [GUIDEBOOK AND ORIENTATION ACKNOWLEDGEMENT.doc](#)
- [S:\DPT_SHR\Pre-Release Services\Resident Orientation Materials\PRRS Program Agreement.doc](#)



Community Release Pass Guidelines

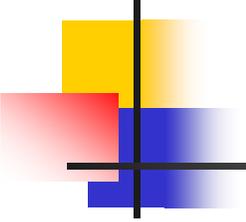
- The Pre-Release Center is a highly structured correctional program and all residents must be accountable at all times. At all times, residents must have a staff approved community release pass prior to leaving the building that lists a specific community activity at a specific time and location.
- Residents must check out with Unit staff and receive a copy of the approved pass with a staff signature before leaving the Center for any activity in the community. Leaving the Center without written staff approval may result in an escape charge or disciplinary action for unaccountability. Residents on home confinement must have an approved schedule prior to leaving their residence.



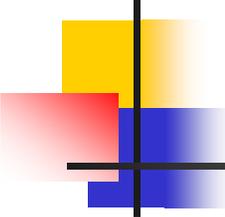
Community Release Pass Guidelines

- **Frequently community passes will have specific staff instructions listed in the comment section on the pass. Residents are responsible for reading and understanding these instructions prior to leaving on the pass.** Each resident is required to follow any specific instructions listed on the approved pass in addition to general pass procedures. Examples may include, “Bring Back Verification” or “Call When Leaving”. Failure to follow pass instructions or procedures may result in disciplinary action. Residents should clarify any questions with staff about pass instructions or type of verification needed before leaving the Center.
- **If for any reason a resident cannot carry out a planned activity on any community release or home visitation pass, he or she is expected to call PRC staff immediately for instructions.** Failure to notify staff of problems while on release or changes to the approved release may result in disciplinary action. Resident Supervisors cannot approve any changes while residents are on pass.

Community Release Passes



- All information must be fully completed prior to submitting a pass.
- Ride Guides should be attached to the pass at the time it is submitted. Only the shortest travel time and route is approved. Residents are expected to pay for their transportation costs.
- Passes are signed by a Resident's Case Manager or Work Release Coordinator.
- Time to Practice!
 - S:\DPT_SHR\Pre-Release Services\Resident Orientation Materials\PRRS Community Program Release Form.doc

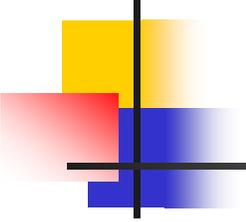


Community Release Passes

- **A community release pass approved by the Case Manager is necessary for any activity or program in the community the resident requests or is contracted to participate in as part of their reentry plan.** There are several types of appropriate community release activities. All community release activities must be verifiable by the Case Manager prior to approval and shall occur in the Washington metropolitan area.
- ***Passes and Work, Educational, or Program Schedules:*** If a resident requests a pass on a day they are scheduled to work, they must go to work with no exceptions. When possible, residents should arrange passes and appointments around their work schedule. If a resident wishes to take a pass on a day in which they have other required program activities (i.e. GED class, counseling in the community), the required program activity must be included as an activity on the pass.
- ***Contracted Activities:*** Case Managers may require certain community activities or programs as part of a resident's reentry plan and program expectations. Contracted activities are typically discussed during the initial Individual Program Contract but they may be added or changed at any time by the Case Manager as it is relevant to the resident's reentry needs. Such activities may include 12 step meetings, counseling or other treatment services, victim impact panels, mediation services, or activities involving family and sponsors.

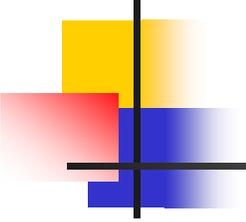
Community Release Passes

- ***Standing Passes and On-going Activities:*** An on-going activity is a pass that a resident plans to attend on a regular basis at the same day of the week and time, such as a class or counseling program. A standing pass request can be to the resident's Case Manager for approval so that a pass does not need to be submitted each time. If approved, the pass will be posted on a standing card which will be used to clock the resident in and out of the Center. Verification of attendance at on-going activities is required.
- ***Reentry Plan Activity Passes:*** Reentry activity passes are designed to assist residents in accomplishing their reentry goals. Beginning in Level 3, reentry activity passes can be authorized by the resident's Case Manager. Reentry activities must be listed as a specific strategy on the resident's reentry plan and relate directly to one of their criminogenic needs. Reentry passes should be verifiable. The length of the pass is determined by the activity requested, but should not exceed four hours including travel time.
- ***Leisure Activities:*** Residents are encouraged to evaluate their lifestyle and develop appropriate ways of relaxing, reducing stress, and planning how best to use their leisure time. Activities are planned with their Case Manager and may include such activities as the library, sports leagues, recreational trips conducted by PRC Interns, or new pro-social activities. These activities may be included as a specific strategy on a Reentry Plan. Verification of residents' participation in leisure activities will be made through on-site visits by staff and through indirect verifications (telephone calls, ticket stubs, programs, etc.).



Shopping Passes

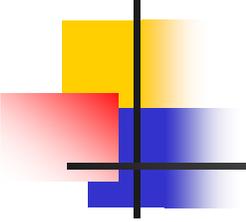
- Residents may submit requests for 2 shopping passes per month in the immediate local area to purchase health and hygiene necessities as well as items needed for work purposes. Work Release Coordinators approve these passes while a Resident is unemployed and Case Managers approve these passes after a Resident is employed.
- Shopping passes may be granted for up to 2 hours, including travel time.
- Residents are required to produce receipts for their purchases.
- There is no barbering, haircutting, braiding or styling by one resident or visitor to another allowed in the Center. Residents may request a shopping pass in the local area to meet their hair care and grooming needs.
- Residents may be restricted to No Unsupervised Shopping based on the nature of their criminal history.



Religious Activities

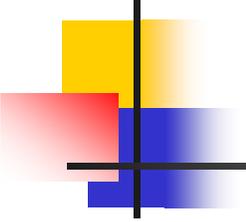
- PRRS encourages residents to participate in religious worship services. Staff recognizes that religious worship can often be a source of strength as well as a way of maintaining or establishing positive support networks in the community.

- Residents may participate up to twice weekly in religious activities in the Washington Metropolitan area under the following conditions:
 - The religious group must be recognized
 - The activity must be verifiable including a specific contact person
 - The activity must not conflict with required program activities
 - The activity must be approved by the Case Manager
 - Residents should participate in such activities in the local area unless attending with their Program Sponsor or if a previous connection existed.



Transportation and Driving

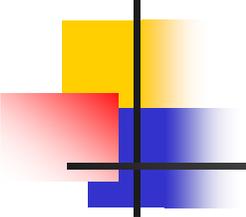
- ***Modes of Transportation:*** Public transportation is available within one block of the Center. Residents may use their own vehicle only with prior staff authorization. Hitch-hiking is not permitted. **Residents must use the method of transportation and/ or itinerary that is written on their approved community release pass** (i.e. no private rides or changes in transportation without staff authorization).
- ***Driving Approval and Vehicles:*** Residents must obtain prior staff approval in order to drive a vehicle or keep a vehicle at the Pre-Release Center. Residents wishing to drive must provide staff with the following: proper registration, documentation of proper insurance coverage, and a valid driver's license. Permission from a Support Services staff member is required before performing any repair work on vehicles parked at the Center. Residents authorized to have vehicles at the Center are not permitted to loan them to other residents, and approved vehicles must be parked in the Pre-Release Center parking lot.

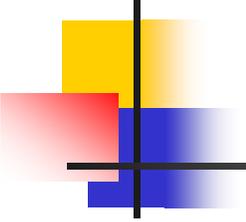


Community Service

- Each resident in PRRS programs is required to complete a minimum of four hours of community service for each level advancement.
- The community service placement must be approved by the resident's Case Manager.
- For Level 3, the community service may be performed in the community or within the facility.
- For Levels 4, 5, and 6 the service must be performed for an unrelated non-profit organization in the community.
- Additional community service may be performed on a regular basis as a reentry plan activity.

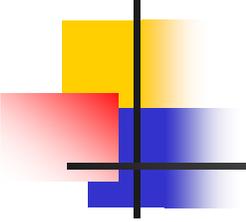
HEALTH AND MEDICAL SERVICES

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- Medical services are available to residents either through their private physician or through the Montgomery County Department of Correction and Rehabilitation medical program.
 - Residents must receive prior permission and provide consent to release information before accessing private physician services.
 - Residents may see the Center's nurse or consulting physician during sick call Monday through Friday.
 - Any over-the-counter medication (medications bought at the store, e.g. cold pills, cough syrup, pain relievers, etc.) must be approved by the Pre-Release Center nurse and noted in the resident's medical file. Residents must see the nurse before taking any over-the-counter medications.



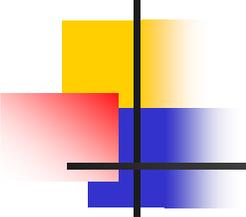
Finances and Accounting

- An Accounting Orientation is held each Thursday for new Residents
- All Cash and Check Requests are reviewed and approved by a Resident's Work Release Coordinator while they are unemployed. A Resident's Case Manager approves money requests after a Resident is employed as part of the established budget.
- Residents may submit requests for transportation, child support, restitution, payment of bills, shopping needs, home visitation passes.



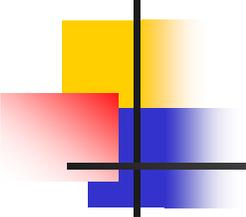
Meals and Food

- Breakfast is served from 5:00am until 7:00am Monday through Friday and until 8:00am on weekends.
- Lunch is served from 12:00pm until 1:30pm daily.
- Dinner is served from 5:00pm until 7:00pm daily.
- If a resident works in the community during lunch time, he or she may sign up on the bag lunch list by 12:00 noon on Sunday for the upcoming week.
- All trays, dishes, and utensils should be placed on the tray rack and all litter deposited in trash cans. Residents are not permitted to take any food, beverages, trays, dishes, or utensils out of the dining areas, to include coffee cups and glasses.
- Visitors may bring in food or meals during visiting hours, but this food must be eaten in the dining room. **No food, beverages, or condiments are allowed on the units or in resident rooms.**
- Special diets are available for medical reasons as requested through medical staff, and for vegetarian and religious diets as approved through the Dietary Supervisor. A resident must remain on that special diet throughout their stay on the program unless cleared by staff to return to a regular diet.



CONTRABAND, SEARCHES, AND DRUGS AND ALCOHOL

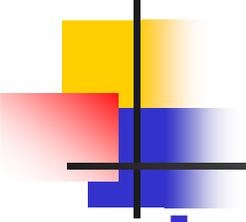
- ***Contraband:*** As PRC is a correctional facility, there are items not authorized in the facility or on the grounds. Contraband will be confiscated and may be destroyed. Discovery of contraband will be recorded in the resident's file and can be handled as a disciplinary or legal matter. Some contraband items include weapons, drugs, alcohol, tobacco products, incendiary devices, hazardous substances, pornography, gambling implements, pagers, unauthorized cell phones, electronic games of any type, computers, cameras, palm pilots, perfume, cologne, air freshener, or any type of food or beverage. **For a complete list of unauthorized items, please see the Contraband List. All residents are responsible for items in their possession and for knowing what is considered contraband.**
- ***Personal and Property Searches:*** All residents are subject to searches at any time of their person, property, and vehicle while in PRRS programs. Staff has a responsibility to ensure that the Center and program residents are contraband and drug free as required by law and expected by the community. Additionally, criminal charges will be evaluated and pursued in all discoveries of drugs.

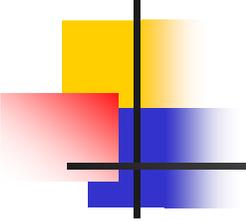


CONTRABAND, SEARCHES, AND DRUGS AND ALCOHOL

- ***Alcohol Detection Tests*** : Breath tests for alcohol are given to all residents randomly. They are also given after every pass and at staff's discretion. Residents are prohibited from taking any substance that contains alcohol (including cough syrup/drops, mouthwash, breath freshener, or other ingested substances) unless it is under a doctor's orders. Failure to submit to an alcohol test is viewed as a positive result and serves as grounds for return to secure confinement. A resident can expect to submit to alcohol tests throughout the day.
- ***Urinalysis***: Urine samples for drug testing are required from all residents. All residents will be tested periodically and randomly, as determined appropriate by staff. A daily urine list will be posted at 10:00am in each housing unit.

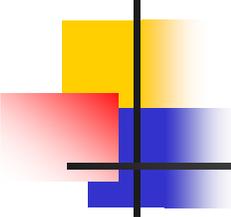
Cell Phone Policy

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- Residents may be approved to have a pre-paid cell phone. **ALL RESIDENTS MUST HAVE PRIOR APPROVAL FROM THE CASE MANAGER BEFORE GETTING THE CELL PHONE. Unapproved phones entering PRRS will be permanently confiscated and donated to a local charity.** The use of cell phones allows for Resident to search for employment, contact family and friends, and allows Residents to be more accountable in the community.
 - Possession and use of a pre-paid cell phone at the Pre-Release Center is considered a privilege and there is a formal procedure outlining approval and use of cell phones.
 - **Residents may not possess and use pre-paid cell phones with the capabilities of Internet, camera, video, or a recording device. Residents are not allowed to use the pre-paid cell phone to take pictures, videos, text, or record audio within the facility.**
 - Prior to be authorized to use a pre-paid cell phone at the Pre-Release Center, a Resident must complete and sign a contract that covers the following areas: (1). Waiver of Responsibility, (2). Consent to Search and Collect Passwords, (3). Rules of Use within and outside the Facility.



DISCIPLINARY POLICY AND RULE VIOLATIONS

- The Pre-Release and Reentry Services Division has established well-defined disciplinary procedures to ensure the order, security and safety of residents and staff.
- Residents have a right to know what is expected of them and will be held accountable for inappropriate behavior.
- Written rules of conduct, prohibited acts and the penalties that can be imposed for violations are provided in the PRRS Program Guidebook.
 - S:\DPT_SHR\Pre-Release Services\Resident Orientation Materials\DISCIPLINARY POLICY AND RULE VIOLATIONS.doc
- Rule violations will be sanctioned through formal and informal sanctions that are firm, fair, consistently applied and proportional to the offense. Residents are expected to know and follow the rules provided below.
- If a resident has a pending disciplinary matter or has been found responsible for a major violation, his or her Case Manager may deny any pending community pass at their discretion.



New Resident Schedule

- Week 1
 - S:\DPT_SHR\Pre-Release Services\Resident Orientation Materials\Resident Schedule Week 1.pdf
- Week 2
 - S:\DPT_SHR\Pre-Release Services\Resident Orientation Materials\Resident Schedule Week 2.pdf
- Keep Your Copy!

Tour of PRRS

