



# Resident Handbook

**Gerald R. Hinzman Residential Center**

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**Lary A. Nelson Residential Center**

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## INTRODUCTION

The Gerald R. Hinzman Center and the Lary A. Nelson Center are community residential programs designed to be an alternative to prison or jail designed to assist residents in reintegrating into productive community living. Both facilities are designed to provide structure and guidance while treatment, educational, and employment opportunities are pursued.

The **Gerald R. Hinzman Center** (capacity – 90) provides services to both men & women, offenders from the Federal Bureau of Prison and Federal Probation, Work Releases, OWI, and Probation.

The **Lary A. Nelson Center** (capacity – 93) provides services for male Work Releases who are returning to the community from a State institution as ordered by the Iowa Board of Parole and OWI's as ordered by District Court.

The rules, regulations and house policies which are on the following pages explain the responsibilities of residents of the facility. It is important that resident know the contents of this booklet. There may be situations or rules that are not specifically addressed in this handbook; residents are encouraged to ask staff whenever they feel uncertain about any aspect of the rules or their program.

We are all working toward successful completion of the program by residents. By working together that goal will be accomplished.

## FACILITY RULES

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

**RULE #1: Illegal Behavior** – When an offender plans, participates, assists, condones, or encourages others to violate a local, state or federal law, whether the offense is committed inside or outside the residential facility and whether the offense actually occurs. NOTE: Illegal behavior is determined in a court of law. However, if sufficient evidence exists, a finding of a violation of this rule may be made at a disciplinary hearing.

**RULE #2: Verbal Abuse** – When the offender subjects another person to abusive or defamatory, insolent, or disrespectful language or remarks whether written or oral, or abusive, defamatory, insolent or disrespectful gestures.

**RULE #3: Threats/Intimidation** – When the offender communicates a determination or intent to injure another person or to commit a crime of violence or an unlawful act dangerous to human life, and the probable consequence of such threat or threats (whether or not such consequence, in fact, occurs) is:

- a. To place another person in fear of bodily injury; or
- b. To cause damage to property; or
- c. To take place in the future after released from confinement.

**RULE #4: Disobeying a Lawful Order/Directive** – When an offender refuses to obey an order (written or verbal) given by a person in authority, that is reasonable in nature, or attempts to circumvent established procedures.

**RULE #5: False Statements** – When the offender knowingly makes a false statement whether or not under oath or affirmation, including, but not limited to, dishonesty, deception, failure to disclose, cheating, etc.

**RULE #6: Unauthorized Possession/Exchange** – When an offender has in possession on their person, in the offender's living area, locker, or immediate

place of work or other program assignment, or receives from, or gives to another offender, any item delineated as unauthorized or contraband as defined in the Handbook section entitled "Contraband List" (Schedule I=major violation, Schedule II= medium violation).

**RULE #7: Possession of Dangerous Contraband** – When the offender possesses, used, or has under their control or custody, an item defined as dangerous contraband by District policy.

Dangerous Contraband: The term includes, but is not limited to; altering of authorized property (such as razors) for purposes of a weapon; diagrams, directions, drawings for explosive devices, or other weapons; a firearm, knife, bludgeon or other weapon, device, instrument, material, or substance, whether animate or inanimate, which is readily capable of causing or inducing fear of death or serious physical injury, or any flammable substance or incendiary devices. As described in Iowa Code 719.7 (See Dangerous Contraband List).

**RULE #8: Possession/Use of Drugs/Intoxicants** - When an offender is in possession or has been in possession of any unauthorized drug or intoxicant. This includes synthetic substances. It further includes paraphernalia that is used in relationship to drugs/intoxicant use, sale, positive urinalysis, or positive blood test. The offender must provide a testable sample within 2 hours of the request. Failure to do so will constitute a violation of this rule. An offender may also be found to be in possession of a drug or intoxicant for which there is no readily available urinalysis testing if the offender displays symptoms or actions that are consistent with intoxication and/or fails any field sobriety test administered by the residential staff or law enforcement personnel.

**RULE #9: Possession/Use of Alcohol** - When an offender is in possession of, or has consumed alcohol or any product containing alcohol. This includes results from any manner of testing including but limited to a positive breath, alcohol sensor test or an admission of use. Refusal to submit to a test for alcohol use will constitute a violation of this rule. Offenders are not allowed to enter

establishments where alcohol is served without prior staff permission.

**RULE #10: Abuse of Medication** – When an offender fails to follow the prescription or package directions of any medication. An offender will be considered in violation of this rule when they give their medication to another person. Medication shall be turned in to staff. NOTE: Violation of this rule will result in removal from the program and referral for revocation.

**RULE #11: Escape** – When an offender is absent from the residential facility without proper authorization for over 2 hours, or there is probable cause to believe the offender has taken flight or is involved in a criminal offense.

**RULE #12: Out of Place of Assignment** – When an offender is not at their designated place of assignment (residential facility, work place, treatment program, furlough or other authorized leave) and/or fails to use the most direct route or method of transportation. Offenders are responsible for promptly notifying the residential facility staff of any proposed changes in their work schedule or furlough plan and must receive staff approval of all changes.

**RULE #13: Failing to Secure/maintain Employment** - When an offender fails to actively seek, secure and maintain full-time employment as approved by staff. When an offender jeopardizes employment, quits without staff approval, or is terminated from their job. NOTE: Misconduct on the job, not being at work on time, and absenteeism are considered violations of this rule.

**RULE #14: Sexual Misconduct** – When an offender proposes or engages in sexual contact with another person on residential facility property (or premises) or engages in sexual contact at any location with a person who is also a resident of a correctional residential facility. Offenders are not allowed to have sexual contact with each other while participating in the program, this includes while on pass or furlough. Indecent exposure also constitutes sexual misconduct. This includes, but is not limited to, offensive exposure of the genitals or pubic area in a manner to be seen by another person; gesture of a sexual nature to cause

embarrassment or to be offensive to another person. Sexual misconduct may be written as well as verbal communication.

**RULE #15: Unauthorized Use of a Motor Vehicle** – When an offender uses a motor vehicle as a means of transportation, whether as a driver or passenger, without staff permission.

**RULE #16: Unauthorized Possession of Money, Cashing Paycheck, Unauthorized Accounts or Purchases** – When an offender cashes a paycheck, fails to turn in all money to staff, obtains a checking account, savings account, credit card, charge account, pay in advance or any payroll deductions for personal use without staff approval or control. Offenders are also in violation when they make purchases or incur debts, without staff approval. All money shall be turned in to residential facility staff and all expenditures must be done through the residential facility budgeting process and with prior staff approval.

**RULE #17: Theft** – When an offender takes possession or control of the property of another, or property in the possession of another, with the intent to deprive the rightful owner of the use or benefit of the property.

**RULE #18: Bartering/Selling Goods** – When an offender barters, loans, gives, accepts, sells or buys things of value, enters into financial agreements or contracts, engages in a business, including, but not limited to, clothing, personal items, furnishings, etc., transfers or attempts to transfer or accepts transfer of funds from one offender to another offender; or agrees to perform or receive services or gifts, for anything of value without staff approval.

**RULE #19: Gambling, Debts, etc.** – When an offender plays any game for things of value or wagers anything on the outcome of an event or game; or incurs an unauthorized debt (i.e. cash advances, work debts, etc.)

**RULE #20: Safety/Sanitation Violation** – When an offender engages in any practice contrary to written or verbal safety instructions; or is unsanitary/untidy in their personal hygiene, living quarters, common areas of the residential facility or smokes in an unauthorized area.

**RULE #21: Failure to Comply with Special Conditions or Participate in Treatment** – When an offender fails to be involved in a required educational or treatment program, which shall include failure to follow through with any special condition imposed by staff or to fully participate in treatment or educational activities. This includes failure to comply with a caseplan.  
NOTE: Changing treatment appointments requires prior approval from your RPPO.

**RULE #22: Tampering with Locks or Security Items** – When an offender locks, unlocks, or alters a locking device, fire alarm system or security item without authorization. This includes any unauthorized possession of a key or key pattern and electronic monitoring devices.

**RULE #23: Damage to Property** – When an offender intentionally or negligently causes damage to property of another person, or of the state, such as tampering with electronic, electronic monitoring devices, mechanical, or plumbing devices or fixtures. This also includes damage to property resulting from other misconduct (i.e. fighting, horseplay, theft, disruptive conduct, etc.).

**RULE #24: Fighting** – When an offender engages in a physical altercation including the exchange of blows, shoves, kicks, offensive physical contact, or, if horse playing, the physical contact need not be in anger.

**RULE #25: Assault** – When an offender intentionally causes or threatens to cause injury to another person or applies any physical force or offensive substance (such as feces, urine, saliva, mucous, or any other item) against any person regardless of whether injury occurs, to include sexual assault.

**RULE #26: Violation of a Condition of Leave or Furlough** – When an offender fails to comply with any condition of leave or furlough from the residential facility.

**RULE #27: Unauthorized Group/Gang Conduct** – When an offender displays or promotes involvement in an unauthorized group/gang through any of the following means: writing, words, physical appearance, and hand signs, symbols, photographs, possession of group/gang-related materials or association with others known to be affiliated with an unauthorized group/gang.

**RULE #28: Obstructive/Disruptive Conduct** – When an offender interferes with staff duties or conducts themselves in a manner that disrupts or interferes with the secure and orderly running of the residential facility.

**RULE #29: Habitual Minor Offender** – When an offender is repeatedly found in violation of minor/medium violations. This is defined as the third or subsequent medium or minor violation of the same nature within 60 days.

**RULE #30: Attempt or Complicity** -When an offender attempts to commit any of the listed offenses or is involved with others who are committing or attempting to commit any of the listed offenses.

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

**RULE #31:** Not have contact with other persons incarcerated, or on correctional supervision via correspondence, phone or in person without staff approval.

## CONTRABAND LIST

The following items are considered contraband. These lists are not necessarily complete. Other items may be added to this list by staff. If additional items are added, they will be posted on the resident bulletin board.

**Dangerous Contraband List:** controlled substance or a simulated or counterfeit controlled substance, hypodermic syringe, or intoxicating beverage, dangerous/offensive weapon (pneumatic gun, stun gun, firearm ammunitions, knife of any length or any other cutting device, explosive or incendiary material, or any other item capable of inflicting death or injury.

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

- Alcohol in any ingestible form
- Animals, animal related products
- Cell phones or wearable tech
- Cigars/Flavored cigars
- Cigarette papers (i.e. ZigZag papers), Pipes, Zippo Lighters, Lighter Fluid, non-manufactured cigarettes, or items used in making of homemade cigarettes
- Drug paraphernalia
- Electric cigarettes
- Explosives, ammunition, fireworks and other incendiary devices
- Financial Instruments (to include food stamps, pay cards, debit/credit cards, reloadable gift cards, etc.)
- Gambling paraphernalia
- Incense, incense burners and candles
- Information and/or materials which could assist in making or using explosives, weapons, synthetic drugs, poisons or similar articles
- Information, symbols, paraphernalia, etc. related to unauthorized groups, gangs or organizations
- including racist materials not to include previous tattoos
- Inhalants of any kind
- Items that look like weapons or other contraband
- Loose pills or medicine outside of its original container
- Material which threatens, attempts to blackmail, or which is written in code
- Photographs of nude/partially nude persons/sexually explicit materials, Illegal pornographic material, X-rated video material
- Photography, video equipment or recording devices
- Possession of cigarettes under age (under 21)
- Substance use testing equipment
- Tattoo Equipment
- Unauthorized keys or key patterns
- Urine containers
- Vinegar
- Weapons, including firearms and knives

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

- Aerosol cans (including hairspray or perfume, etc.) – Shaving Crème permitted
- Air fresheners
- Aluminum foil
- Balloons
- Bleach
- Breath Strips/whitening strips
- Clothing which advertises alcohol, bars, illegal drugs or inappropriate sexual reference
- Computers/Word Processors/PDA's/Tablets/mywifi, wifi, hot spot, Fire Stick or any other similar item/etc.
- Glue (in any form) or any adhesive items
- Hair coloring accessories/perm kits
- Hydrogen Peroxide
- Musical instruments
- Nail polish remover
- Potted plants or flowers
- Powder in any form (detergent, foot, baby, etc.)
- Rubbing Alcohol
- Steel Wool
- Tools/scissors
- Trading Cards (i.e. Magic, Yu-Gi-Oh, Baseball, etc)

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

- Battery Chargers
- Blank, unrated or home-recorded videotapes, DVD's or CD's
- Dryer sheets
- Extension cords (surge protectors are allowed)
- Food or food service items (dishes, silverware, etc)
- Gum
- IPODS, boom boxes, CD players with speakers and portable speakers
- Items not listed on the personal property list or in greater number than allowed by the list
- Lithium Ion Batteries
- Loose Tobacco/chew (flavored or non-flavored)
- Magnets
- Matches
- Permanent markers
- Personal Bedding
- Personal locking containers/devices
- Pillows
- Recreational Items (sports equipment ,ball, etc)
- Shoe polish or sneaker cleaner (will not be kept at desk)
- Stuffed animals
- Unauthorized facility supplies
- Video games/all gaming devices
- Wallet Chains



## HOUSE POLICIES

### **Center Property**

The Center provides bedding, bedroom furniture, laundry basket & padlocks. Residents are responsible for insuring facility owned items are neither lost nor damaged beyond reasonable wear and tear. Cost is assessed to the responsible resident for the repair or replacement of an article damaged or lost.

### **Curfew**

Residents of the facility are subject to a curfew. Residents are to be at their furlough location or the facility from 2200 until 0600 on Sunday through Thursday and from 2300 until 0600 on Friday and Saturday. Curfew does not apply for employment reasons. Residents are advised that staff may verify whereabouts at or after curfew by phone or visual checks. **NOTE:** Federal resident curfew at furlough residence is 2100 until 0600.

Within the facility, evening curfew for all residents is 2200 Sunday through Thursday and 2300 Friday and Saturday until 0600. Residents remain in their room during curfew unless employment requires otherwise. Residents should plan to have everything taken care of (example: medications taken, house jobs completed, laundry done, etc.) before evening curfew begins. Failure to do so will result in disciplinary action.

Residents who return to the facility after curfew may be allowed up to 1 hour before curfew compliance is required unless they are on a disciplinary restriction such as facility restriction, or room restriction in which case up to 30 minutes will be allowed.

On a resident's days off, typically weekend and holiday mornings, residents may sleep whatever hours they desire so long as their responsibilities, such as house jobs, are met.

### **Disciplinary Action - Major**

A hearing will be held before major disciplinary action is taken. The purpose of such hearing is to determine whether or not a resident has violated facility rules and, if so, to impose appropriate sanctions. Disciplinary hearing proceedings cannot be waived by a plea of guilty or no contest. Residents alleged to have violated facility rules by being placed on report and have a hearing pending

will not be eligible for furloughs or level passes. All passes need to be approved by RPPO.

### **Procedure:**

1. When staff have reason to believe that a resident has violated the rules of the facility requiring a hearing, a disciplinary report is written.
2. Staff will notify residents in writing of the alleged violation. **The notification tells the resident the specific allegations of misconduct and rules allegedly violated and the hearing shall be held within seven (7) working days (M-F, exclude holidays) following the date of the offender's receipt of written notice of the alleged rule violation.** If immediate notification is not possible because the resident is absent from the facility the resident will receive notice as soon as possible after staff is able to have contact with the resident.
3. Residents are entitled to:
  - a. **Advance notice of alleged violations.** Residents receive a brief statement which includes the rules allegedly violated and the times and dates at least 24 hours prior to a disciplinary hearing. A hearing must be held by the end of the 7<sup>th</sup> working day from the original notification. The hearing may be rescheduled in the case of resident absence, the need for additional time to complete an investigation, the lack of impartial staff on duty, etc.
  - b. **Advance notice of the hearing.** Residents are notified of the hearing in writing at least 24 hours prior to the hearing. Normally, staff on duty will notify the resident as soon after the disciplinary report is written as possible. However, if a resident is in an intoxicated, excitable or threatening state the notice will be delayed until after any of these conditions subside.
  - c. **Investigation.** Staff who are not directly involved in the allegations of the disciplinary report conduct an investigation which includes obtaining information from the accused resident. This includes, at a minimum, a statement from the resident relevant to the allegations.
  - d. **Staff Assistance.** Residents may not be represented by legal counsel at a disciplinary hearing but may be afforded the assistance of

staff if it is determined the resident requires assistance in the process.

- e. **Impartial hearing.** Residents are entitled to an impartial hearing to assure fundamental fairness. This means that the 1 staff member who conduct the hearing are of those most removed from the alleged violations.
- f. **Witnesses.** Available witnesses who can provide pertinent testimony as to whether an alleged violation of the rules actually occurred may be allowed. The witnesses may be limited as to number by staff conducting the hearing. Residents **must** identify witnesses at the time the disciplinary report is being investigated and are responsible for making arrangements for their appearance. Verified witness statements may be substituted for witness' presence. The hearing committee may choose to refuse an interview with any witness or disregard a witness statement based on irrelevance, redundancy, or where disruption of the hearing is anticipated.
- g. **Hearing committee report.** As soon as practical after the close of the disciplinary hearing, the resident is entitled to a written statement of the results of the hearing including evidence relied upon by the committee, reasons for their action, and sanctions imposed.
- h. **Appeal.** Residents are advised of their appeal rights and responsibilities at the conclusion of the disciplinary hearing. Residents who waive their right to be present for the hearing, or who are disruptive during the hearing, lose their right to appeal. Appeals are a statement, written by the resident which indicates their disagreement with one or more aspects of the disciplinary process. It includes the action being appealed, the reasons and stipulates the corrective action sought. The appeal must be turned in to a staff member on duty within 24 hours of the hearing. Appeals are answered in writing within 10 working days – if not; they are to be considered denied.
- i. **Sanctions.** Sanctions are imposed by the Disciplinary committee after the hearing when guilt of a violation of the rules has been determined. Sanctions remain in effect and are adhered to during the appeal process.

Sanctions imposed by the Disciplinary committee may include: *Reprimand*, *Demotion* in the Level System, *Recommendations for Special Conditions* of stay, *Partial restriction* or modification of furlough or pass privileges, *Complete restriction* of furlough and or pass privileges, *Restriction* to or from designated areas of the facility or the community, *Extra* work assignments in the facility, *Referral* to prosecuting attorney for law violations, *Writing* assignments, *Referral* for contempt of court or *revocation* proceedings, *Modification* of phone privileges, *Restitution* for damages and *Combinations* of the above. Residents in two man rooms that have been found guilty of three or more formal reports will be required to move into a five man room (LANC)

#### **Disciplinary Action – Minor (Informal Reports)**

A staff member may impose an informal restriction of privileges when it is determined that there has been a violation of policy but it is not a violation that requires a disciplinary report and hearing. Imposing an informal restriction requires that a written notice of the informal restriction be given to the resident. This written notice will advise the resident of the behavior which caused the informal restriction and the consequence. Receiving 3 restrictions for the same or similar violations in a 60 day time period may be cause for a formal disciplinary report and hearing.

#### **Dress/Hygiene**

Residents are expected to maintain an acceptable standard of personal cleanliness and hygiene. No chemical hair products are allowed in the facility. Clothes and bedding are to be cleaned on a weekly basis. Laundry facilities are located in the facility. Residents may bring in their own detergent or fabric softener, but it must be in liquid form. Tank tops, camis, undershirts maybe worn, but must be covered at all times with a sleeved shirt/jacket. Head gear is not allowed to be worn inside of the facilities.

Outdoor clothing which may include, but is not limited to, headgear, sunglasses, coats, and jackets

must be removed when inside the facility.

Bandannas, hair nets and the like are not to be worn in the facility except in a resident's assigned sleeping room. (An exception is for hair nets which are to be worn by Cook's helpers in the kitchen area) Clothing which advertises alcohol or other inappropriate subject matter is not to be worn. Appropriate dress, basically defined as including full shirt/top, shoes, pants/skirt and underwear which are worn as intended by the manufacturer is required both in and out of the facility. An appropriate garment is to be worn when sleeping and may not sleep in the nude. Residents must be fully dressed when leaving their room.

### **EMERGENCY/ESCAPE PLAN**

When the *fire alarm* sounds, residents are to *exit* the facility by the safest, most direct path. Residents who have left the building are then to report to light pole in the main parking lot located directly in front of the facility or elsewhere as staff may direct.

**Smoking is not allowed during emergency drills.**

An emergency or drill may occur which requires residents and staff *not to leave the building but assemble in a designated area*. This would most often occur during a *Tornado or Tornado drill* or other severe weather-related emergency. Under these conditions, staff would likely direct **Hinzman Center residents** to assemble in the **Bathrooms between wings A & B for men and the Bathrooms between wings B & C for women**. **Nelson Center residents** would assemble in the **Classroom by the 200 wing bathroom**.

### **Employment Expectations**

It is expected that residents pursue and maintain employment of no less than 120 hours every three weeks, no more than 60 hours per week and no more than 16 hours per day (plus travel time) and 12 hours maximum for Federal clients. All residents will meet with assigned Employment Personnel for a job seeking / employment orientation where expectations will be explained. Residents are not allowed to work for family members or friends. While employed, it is required that a resident: Get to work on time, not be absent from work without proper reason and approval from staff in advance, work in a manner that is acceptable to the employer and not jeopardize continued employment by failing to comply with the

expectations of the employer. Residents are to post their working hours with staff as soon as possible. Those residents who are allowed to work jobs which change locations must call the facility each time they change location.

Residents are expected to provide their own alarm clock and be personally responsible for being up and ready for work, school, or other program responsibilities on time.

### **Expected Behavior**

Residents are expected to attend all house meetings and house programs.

Residents are expected to conduct themselves in an orderly, reasonable fashion. Rough-housing, embracing, kissing, holding hands, sexual activities, inappropriate language and gestures are not tolerated.

Residents are not to loiter in hallways, outside bathrooms, computer lab area, KIOSK area, job folder table, or the front door area.

Police contact must be reported to staff immediately.

### **Facility Restriction**

Residents are assigned to this status as a result of disciplinary action involving rule violations or by the determination of the Levels and Furloughs committee based upon a lack of positive adjustment or other negative behavior including failure to comply with case plan requirements.

**Furloughs:** Are not allowed.

**Passes:** ANY passes must be approved by the RPPO.

### **Facility Work Assignments**

All assigned house jobs / assist staff jobs are to be completed by the designated times and inspected and signed off by staff. **Failure to have a house job signed off is dealt with as if the house job was not completed.** All cleaning supplies must be returned to the proper storage area after the house job is finished as the last step in completion of the house job. If a resident discovers they may not be available to complete a house job as scheduled, it is their

responsibility to contact a staff member and make arrangements for a substitute or acceptable alternative as soon as possible but prior to leaving the facility. If a resident is experiencing difficulty finding a substitute, it may be necessary to request staff assistance. Residents are advised to check assignments at least once each day.

### Furloughs

Furloughs are privileges which enable a resident to spend time away from the facility. They are granted on a need basis as well as reinforcement for positive behavior within the level system. Residents will not be eligible to apply for, or take furloughs for seven days from the date a major report is written. All furloughs are reviewed by the residential manager or designee before approval.

#### Procedure:

1. Residents are eligible to apply for furlough privileges in accordance with their level privileges. An adult member of the proposed residence must attend a Family Orientation meeting prior to the residence check. Family Orientation meeting dates are posted for residents so they can inform the occupants when to attend a meeting. The family member will fill out a "Furlough/Pass Location Approval" form including the necessary information at the Family Orientation Meeting. A site verification and verification that the primary furlough residence does not have call forwarding, by providing a copy of the most recent phone bill, must be provided before a furlough is approved for the residence. The primary furlough residence must have prior approval by the RPPO before any furlough will be granted. Levels & Furloughs Committee will randomly require copies of phone bills to ensure continued compliance. Furlough locations that do not have occupants are submitted by the resident by filling out a "Furlough/Pass Location Approval" form. Resident should not apply for a furlough until the week after the furlough residence has been approved.
2. Residents may apply for earned furlough time to begin no sooner than 0800 on Friday and end no later than 0800 on Friday. **Furlough applications are to be submitted no later than 2200 hours on Mondays for consideration later that week.** Furlough may not be extended or split up.
3. Residents will not be eligible to apply for furloughs for seven (7) days from the date of their last major report.
4. Must have 120 work hours in the last three 3 weeks.
5. **Furlough time may be decreased or denied entirely as a response to inappropriate behavior.** Residents who have received 3 or more informal restrictions will not receive a furlough. Residents who are late returning from a furlough will lose 1 hour of furlough time from their next furlough for every minute they are late. Residents who have failed to make required phone checks on their preceding furlough may have furlough time deducted on their next furlough and/or be subject to disciplinary action.
6. Any staff has the authority to require any resident on furlough to report in person to the facility at any time for the purpose of obtaining a breath test, urine sample, visual examination or other, appropriate reason.
7. A working landline phone is required at the primary furlough residence for furloughs more than eight hours. If a phone becomes disabled during a furlough, residents must immediately return to the facility. If there is **no phone** at the primary residence **furloughs may not exceed 8 hours in length (no overnights).**
8. Residents on furlough must be available for random telephone or visual contacts by staff.
9. Residents may not use call forwarding or cell phones. Staff must be able to reach the resident by phone **immediately during curfew hours** without receiving a busy signal or answering device. The call waiting function may be used on the primary residence phone. If staff are unable to immediately contact a resident on furlough for a curfew check, the furlough will be immediately terminated and the resident required to return to the facility. A disciplinary report will be written. A resident must be available for a phone check during non-curfew hours. Staff who conduct phone checks during non-curfew hours will attempt to contact a resident at the designated location until contact with the resident is made. If contact is not made within 15 minutes of the time staff attempt it, the furlough will be terminated and the resident required to return to the facility.

**A disciplinary report will be written regardless of the reason.**

10. Residents on furlough are required to make phone checks as noted on the furlough form.
11. Residents taking furloughs **must call upon arrival** at the furlough location and immediately **before leaving** the furlough to return to the facility.
12. Additional Furlough guidelines:
  - a. Subsequent furloughs, no-phone locations and alternate locations are allowed, but they must be listed on the application when submitted.
  - b. Only 1 “no-phone” (up to 3 hours per pass) location is allowed each day on furloughs and passes. Residents may request longer periods of time away from a phone, however, this must be in writing on the furlough form along with a written justification which includes specific location, times and purpose/need. These longer “no-phones” are limited to no more than 1 per furlough.
  - c. Hotels and motels are prohibited. To provide the most beneficial outcome for successfully release planning the furlough address will be one identified for discharge.
  - d. Public area “no-phone” furlough locations are defined as those which either do not have a phone or which do not guarantee immediate access to a phone. The specific location must be stated on the furlough, and if necessary, staff may request a map. The determination as to whether or not a location is to be considered a “no-phone” location rests with the staff on duty and is **not** negotiable. Examples of public area “no-phone” locations include: malls, parks, theaters, restaurants and the like.
  - e. Once approved, furlough plans can only be altered by the Residential Manager or designee.
  - f. All furloughs, except for pre-discharge and some medical or emergency furloughs must begin and end at the facility. Passes are separate from and may not be added to a furlough.
  - g. Residents who are scheduled to work or attend a permanent pass during furlough must note that fact on the furlough form including the times and locations before submitting the furlough for approval.
  - h. Federal residents may not include employment as part of their furlough plan.
10. Residents returning from a furlough will:
  - a. place their belongings at the control desk for staff to search,

- b. turn in their copy of the furlough form, and
- c. be prepared to submit to a breath test, personal search and/or urine test at the direction of staff.

**Grievance Procedure/Appeal**

Any resident may use the grievance/appeal procedure for any program-related situation without fear of prejudice. Attempts at informal resolution of problems is encouraged before a written grievance is pursued.

**Procedure:**

1. A grievance/appeal is a written document which contains, at a minimum, the name of the party being grieved, the date of the action being grieved, a summary of the situation and the corrective action being sought.
2. A resident must initiate the grievance/appeal within 24 hours of the incident by turning the written document in to staff who, in turn, route it to the Residential Supervisor for investigation and response.
3. The Residential Supervisor responds to the grievance/appeal in writing within 10 working days by affirming, modifying, or denying it.
4. A resident who does not pursue a grievance/appeal within time frames is considered to have terminated the grievance/appeal process.
5. Any conditions/sanctions imposed which were the cause of the grievance/appeal remain in effect during the grievance/appeal process.

In addition to, or after having exhausted all Facility/Departmental or State appeal/grievance procedures, residents may contact the **Citizen's Aide, Ombudsman's Office** for assistance in resolving problems and complaints. The office address and phone number is:

Office of the Ombudsman  
1112 E. Grand Avenue  
Des Moines, IA 50319  
Phone: (515) 281-3592

\* See PREA Section of the handbook if your complaint is related to sexual abuse or sexual harassment.

### Hair Cutting

Allowed in the facility only with staff permission and in designated areas.

### Hazardous Chemicals Hazard Communication

Residents and staff use a number of chemicals at the facility, mostly for cleaning and sanitizing.

Residents will use chemicals to clean areas of the facility and assigned sleeping rooms. Most of the chemicals used in the facility are the same as would be used by a person in their own homes. These are already properly diluted and in a marked container which notes proper use, cautions and First Aid measures. Some chemicals may require a minor amount of education by staff prior to use. **Residents who are unfamiliar with the safe and proper use of any chemical in the facility are encouraged to ask staff before attempting to use the chemical.**

There are some facts about chemicals which residents should know:

1. All chemicals have some hazardous properties.
2. There is a **Safety Data Sheet (SDS)**, located in B Wing closet (GHC), Front Desk (LANC) or RO Office/Kitchen/Basement (HH), for each chemical used in the facility which provides information about the chemical, such as: Identity, Hazardous Ingredients, Physical / Chemical characteristics, Fire and Explosive hazards, Reactivity, Health Hazards, Precautions for safe handling and use, and Control Measures describing how to use the chemical or what protection is necessary while using it.
3. Warning labels which signal a potential hazard are found on the container. Hazardous chemicals are marked as **POISON, WARNING, DANGER** or **FLAMMABLE**.
4. All chemicals must be properly stored and inventoried.
5. Protective clothing required for safely using a chemical are maintained by staff and are to be worn by staff and residents when using the particular chemical.
6. All residents required to use or handle hazardous chemicals will receive training and instruction on their safe and proper use.

### Health

In the event of an emergency medical situation an ambulance may be summoned for transportation to St. Luke's or Mercy Hospital for medical attention. Residents are responsible for all personal medical expenses. For non-emergencies residents are recommended to use the Community Health Free Clinic/Jane Boyd/Family Doctors. It is also the residence's responsibility to find transportation to and from medical appointments.

Information about HIV/AIDS and other communicable diseases are available from the public health nurse, RPPO or other staff. The Public Health Department is a community resource which any resident may contact for information.

### Holidays

The following are designated holidays for the purposes of adjusted for job seeking activities; facility curfew will not change for any holiday:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving and the day after  
Christmas Day

### Illness

Residents who are unable to complete assigned house/kitchen jobs, report for or remain at work, go job seeking, or to program-related appointments because of illness must notify staff of this issue and then remain in their room unless otherwise approved by staff. Residents on furlough, or within 16 hours of leaving on furlough, who are too sick to report for work or program-related appointments, must report this to staff. They may not be allowed to leave on furlough or may be required to return to the facility from furlough. Residents with "bottom bunk" medical restrictions are not allowed to participate in facility recreational activities.

### Job Seeking Furloughs

Unemployed or under employed residents are to be job seeking between 0740 – 1230 and 1240-1730 each business day. Each evening, by 2100, job seekers must submit to staff a list of job contacts for the next day for review and approval. Each morning residents are to report to staff by 0700 hours so that staff can ensure the residents personal appearance

and hygiene is appropriate for job seeking. Job seeking during evening or weekend hours requires the advance, written approval of the resident's RPPO or Employment Personnel. Job seeking is not allowed at shopping malls unless a resident has an appointment for a job interview at a specific location at the mall.

Once employed a resident must have the permission of their RPPO to go part-time job seeking.

No basketball for clients on Job Seeking Status until employment verified.

### Level System

Privileges including curfew times, furloughs and passes are governed by a level system. Details of each level system are outlined in Appendix B for State Work Release, OWI and probation residents, Appendix C for Federal residents.

**Level advancement applications are to be submitted no later than curfew (2200 hours) on Mondays for consideration later that week.** All level advancements take effect Friday at 0800 each week.

### Mail

All resident mail is subject to inspection and, under certain circumstances, search. Letters from the office of the Governor or Iowa, office of the Attorney General of Iowa, Municipal, State or Federal Court, office of the State Ombudsman and a private attorney are not read by staff but residents may be asked to open such mail at the control center. If no return address is on the envelope, staff may ask that this information be provided at the time the resident receives such mail.

Correspondence between residents of this facility and inmates of any other correctional institution is prohibited.

Upon completion or termination from the program, residents must complete individual Postal Service Form #3576 forms and mail them directly to each agency/individual that has sent mail to them at the facility. This is particularly important in order to receive W-2 forms from the employer at the end of the year. The Postal Service does not allow mail to be forwarded from the facility address.

### Meals

Three meals are provided each day as outlined below (meal times are approximate):

Breakfast: Monday - Sunday

0600 – 0800 males

Lunch: Monday – Sunday 1145 until 1300

Dinner: Monday – Sunday 1600 until 1700

Exceptions are made for residents who are returning from work or treatment pass after the serving times.

**Sack Lunches:** If a resident will not be in the facility during lunch hours due to work or other appropriate reason a sack lunch is provided if the resident has signed up for one by 0800 the day before. The signup sheet is located near the control center. If a resident signs up for a sack lunch and discovers later it is not needed, it is expected that the resident eat the sack lunch in the facility in lieu of lunch.

**Late Trays:** Residents returning from work or treatment after the dinner hour may obtain a late tray if the resident has signed up by 1000 the day before. If a resident signs up for a late tray and discovers later it is not needed, it is expected that the resident eat the late tray in the facility in lieu of dinner.

Residents who have had 8 hours of time to sleep must be up during posted serving times in order to eat. Arrangements may be made in advance to eat outside of meal times for those residents who have had less than 8 hours of sleep.

Food and drink are not to be taken from the dining area without staff authorization. **No food or beverages are allowed in resident rooms or hallways.** Residents may snack on anything purchased from the vending area. Dirty dishes are to be placed in designated receptacles.

Food and beverages are not allowed to be brought into the facility including chewing gum. All candy, pop, and other food must be purchased in or supplied by the facility. Pop cans are to remain in the building and disposed of by placing them in the designated box when empty.

### Medication

Residents must **immediately notify** Officers of **ALL MEDICATION** in their possession each time they enter the facility including prescription as well as non-prescription medications, vitamins and the like. Residents must provide a travel bottle for each prescription medication brought into the facility. Staff will determine whether the medication is to be secured at the control center or returned to be locked in the resident's room. Medication must be in its original, labeled container. Loose pills are contraband. Medication which contains alcohol is not allowed unless prescribed by a physician and non-alcoholic substitutes are not available. Medications which are unidentifiable are not allowed. Pills, including vitamins, must have pharmaceutical markings. Only one multi-vitamin will be allowed. All other nutritional supplements must be approved by a supervisor. Residents must have **PRIOR** staff approval to ingest new or refilled medication prior to returning to the facility, if the medication has not been logged in with staff. This includes over the counter medication as well. (Missing medication will result in a disciplinary report). Clients are allowed to keep all over the counter medication secured in their metal wall lockers including topical, eye drops, and nasal sprays. Benadryl, Coricidin, Diphenhydramine, P.M. medication, pseudoephedrine, Rantidine (Zantax), and Claritin-D are banned from the facilities (unless prescribed by a doctor).

### Money Flow/Budgeting

All income including tips, gratuities, and monetary gifts are to be turned in to staff that log them into the facility and provide a receipt. A maximum of \$75.00 per week in gift money may be kept by a resident if approved by staff. All other money is to be turned in and will be processed through the resident accounting system. **Residents are to turn in their paychecks on the day they are received and CASHING PAYCHECKS IS NOT ALLOWED.**

When a resident obtains employment and turns in the first paycheck, the resident and RPPO will determine a budget plan which will include:

1. Department of Correctional Services obligations such as rent, laundry fees and supervision fees.

2. Court ordered obligations such as court ordered child support, court costs, restitution and attorney fees.
3. Personal debts and obligations
4. Savings, if possible.

The resident meets every 2 weeks with the assigned RPPO to complete a budget, usually during the first 3 working days of the week.

Checks are issued by the Residential Accounting Clerk according to the budget request approved by the RPPO. The resident receives a copy of a budget form which outlines the status of all money turned in and spent by the resident using the residential budgeting process. It includes income, disbursements and savings balance, if any. If budgeted, the resident receives a personal spending check each budget period. Each budget period, staff will be advised of any "carry-over" money (money not spent from any previous personal spending check or gift money). Residents will be held accountable for the amount reported and are not to pick up their next personal spending check until this carry over/gift money total is less than \$50.00.

Residents who request funds for a specific personal need, such as work clothes, shoes, etc. which is over and above weekly personal spending may be required by the RPPO to provide a receipt to verify the purchase and the amount. Receipts will be required of residents who make purchases while on shopping or personal spending passes.

### Movement in and out of the Center

This is a correctional facility and the staff are required to **know and approve** your whereabouts at all times.

Prior to leaving the facility for employment a resident must sign out, listing name, address and phone number of work location(s), work schedule, and expected time of return. A resident must also be signed in or out of the facility by a staff member at the control center. **Any time a resident is out of the Center he or she must be at the authorized location.** All passes need to be entered into KIOSK by curfew the night prior. RPPO passes need to be entered into KIOSK a minimum of 24-48 hours allowing your RPPO time to approve your passes.



### Passes

Passes are the same as furloughs except they are shorter in duration and limited to non-curfew situations. Generally, passes are used for permission to leave the center for purposes of treatment, religious activities, shopping or recreation. Passes are usually approved by the RPPO and must **be submitted at least 24 hours in advance**. Passes may be approved by any staff in the case of an emergency or when the pass is earned through placement in the level system. Passes, like furloughs, are a privilege. **Passes require a specific address and, if there is a phone number, that number must be listed.** Passes will start over/begin on Friday's at 0800.

There are 5 basic types of passes:

1. **Personal Spending** passes may generally be approved by any staff member and they are limited to pre-approved locations and pre-established time limits depending on location and transportation. Those residents on facility restriction or who have disciplinary reports pending are not eligible for personal spending passes. If a resident has an informal restriction with sanctions they may still use their Personal Spending pass (unless they are on report status, Restricted Status, or Facility Restriction).
2. **Permanent Passes** are approved in advance by the RPPO for a specific purpose/need which occurs regularly. Such passes include weekly AA meeting, classes, etc.
3. **Earned/Restriction free Passes** are approved by any staff member. These passes are earned by the resident as a result of level attainment and positive behavior. Restriction free passes are earned through the level system and are granted when an eligible resident has received no restrictions or disciplinary reports during the preceding 7 days. Residents are to use their Restriction Free Pass that are on Level 2 or above for Apartment Searches, Church Pass, Treatment Passes, and Medical Appointments. Residents may not be in parks after dark.
4. **Treatment Passes** are approved by the RPPO and allow the resident to leave the facility to attend necessary treatment-related activities in the community. Passes must be turned in a minimum of 24 hours in advance (not including weekends) for RPPO approval; otherwise the

pass will not be approved unless a permeant pass has been entered into ICON.

5. **Other Passes** are approved at the discretion of the RPPO, Manager or Supervisor for any appropriate purpose or reason not stated above. Generally, these passes are approved in recognition of outstanding program adjustment and behavior, completion of extra work assignments in the facility, or for an identified, appropriate need of the resident. These passes are limited.

\* Travel time is included in the pass time.

### Personal Property

Residents – not staff – are responsible for any belongings which are brought into the center. Personal property is the resident's responsibility and **staff accepts no responsibility or liability for the destruction or loss of any personal property of any resident.** Staff has the right to restrict the kind and amount of personal property a resident may keep in the facility. (See Appendix A - Personal Property List) Personal property should never be left unattended. **RESIDENTS ARE NOT TO TRADE, BORROW, LEND, SELL OR GIVE ANY PERSONAL PROPERTY OR MONEY TO OTHER RESIDENTS.** Residents may have personal items dropped off for them for 2 weeks after intake. After 2 weeks, items can only be dropped off during visiting hours.

It is expected that residents will reduce the possibility of the theft of their personal articles by keeping their wardrobe drawer or locker locked and their room door closed. Residents are issued a padlock for the wardrobe drawer. **Resident rooms and personal property, including vehicles, are subject to search at any time.**

Each resident will be allowed to hang objects only in the designated places on the bedroom wall. No items are allowed to be hung on beds. Absolutely no nails or scotch tape are allowed. Pictures must be approved by staff and no nudes or partial nudes are acceptable on bedroom walls. All radios, televisions, fans and other electrical equipment in a room are to be turned off when no one is in the area.

Clients will be assigned a laundry basket according to their room and bed. All laundry baskets will be

marked with a specific room and bed number. All laundry baskets will be stored under the client's bed. Clients may not remove the laundry baskets from the facilities. Clients may not bring in their own laundry baskets or another other type of container.

Clients may not wear clothing items that have any wording or images of drugs, alcohol, weapons or firearms.

Every resident's personal area is subject to the following inspection criteria:

#### BED

- 1) Must be made daily
- 2) Linen must be washed weekly
- 3) Nothing under bed except clothes basket and shoes
- 4) The ONLY bedding that may use in the facility is the bedding that has been issued to you by staff. Additional bedding may purchase/budgeted through your RPPO. No other bedding may be brought in.

#### DRESSERS & WALL LOCKERS

- 1) Nothing on top (with exception of televisions or clocks at LNC)
- 2) Organized and cleaned. This includes clothes washed and folded.
- 3) All belongings must be kept in wall closet. (The person in bed E at LNC must keep everything in the shelving units)
- 4) No belongings on the floor.

\*\*\* Residents are not allowed to move furniture around in their rooms. \*\*\*

#### FLOORS:

- 1) Room swept and mopped at least once per week.
- 2) No boxes in rooms at LNC. GHC residents may have 1 shoebox.

#### WINDOWS & LIGHTS:

- 1) Washed weekly, including blinds.
- 2) No belongings on lights at LNC.

Games may be kept in your room but are to be played only in the designated lounge.

**Residents must keep all of their property in their assigned living area. If property is found in**

**another resident's assigned living area it may be confiscated and disposed of.**

#### PREA

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

#### REPORTING SEXUAL MISCONDUCT

Sexual misconduct by staff is prohibited, but it must be reported before action can be taken. Third parties to offenders may report sexual abuse and/or sexual harassment by contacting any staff member, filing a verbal or written report, or assisting an offender with a report.

To make sure that sexual misconduct is reported, the Iowa Department of Corrections has several ways for offenders to report confidentially. Offenders or third parties may use the reporting method with which they are most comfortable:

Tell a staff member you are comfortable discussing the matter with. As a part of their job, staff is required to report any allegation, ensure offender safety and maintain confidentiality.

- Send a letter to:  
District Director Bruce Vander Sanden  
951 29th Avenue SW  
Cedar Rapids, IA 52404
- Riverview Center  
1-888-557-0310
- Use the facility grievance process
- Sixth Judicial District PREA Hotline: 319-297-3532
- [www.iowacbc.org](http://www.iowacbc.org) (click on Prison Rape Elimination Act)
- Email: [6th.PREA@iowa.gov](mailto:6th.PREA@iowa.gov)
- Send a letter to:  
Iowa Ombudsman Office  
Ola Babcock Miller Building  
1112 E. Grand Avenue  
Des Moines, IA 50319  
1-888-426-6283 (toll free) or 515-281-3592
- Rape Victim Advocacy Program (RVAP)  
1-800-228-1625

### **Resident Information Center**

At the Information Center you will find work assignments, new policies and procedures, messages, contraband updates and other important information. Residents are encouraged to read the information posted at the center at least twice each day, once in the morning and once in the evening.

### **Restricted Areas**

Restricted areas include any sleeping room but the one assigned, room doorways, the yard, all office hallways and all offices, the area behind the control desk, the kitchen and dining areas and opposite-sex designated areas. Residents must have staff approval to be in restricted areas.

Loitering around the control center or outside sleeping rooms is not allowed. Residents are not to reach over the control center desk.

Outdoor recreation is allowed with staff approval or supervision. While outside, the noise level is kept to a minimum and rough-housing or horseplay will not be tolerated. While outside the building, residents are not to be near or in any vehicles nor talk to any unauthorized persons without specific staff permission. Residents outside the building for recreation must remain within the boundaries of the designated recreation area. Residents are to check out at the control center before going to outdoor recreation and no food or beverages are allowed outside the building without staff approval. The dress code outside the building is the same as the dress code inside the building.

### **Room Restriction**

Staff may direct residents to their room for a number of circumstances including but not limited to:

- (a) When a resident's behavior is disruptive and is directed to the room by staff
- (b) When the resident is ill and is unable to go to work
- (c) Orderly running of the facility (medical emergencies, etc.)

### **Sanitation**

Residents are responsible for keeping their sleeping area neat, clean and properly arranged as directed by staff. Window blinds are to be closed after dark.

Any damage anywhere in the building is to be reported to staff immediately. Residents occupying a room where damage has occurred may be assessed the cost of replacement or repair.

Residents are also expected to assist in keeping the facility clean. A house inspection may be done by staff at any time. This inspection may include all parts of the facility including sleeping areas. If a sleeping area fails inspection the responsible resident(s) may receive minor discipline. If the common areas of the facility fail inspection, residents will be expected to correct any deficiencies as soon as practical. Continual, chronic failure of the facility in general to pass inspection or if damage is noted or becomes a problem, a house shutdown could be imposed by staff.

### **Smoking/Tobacco**

Cigarettes and cigarette lighter must be kept in resident's personal property and may be used only in designated areas. Electric cigarettes, chewing tobacco (any flavor), and snuff are strictly prohibited on State grounds. Cigarettes must be properly marked with the cigarette manufacturer's name (by the manufacture). Residents may not have in their possession partially smoked cigarettes. Residents must be 21 years of age to smoke and be on the smoking patio.

### **Telephones**

Cell phones may not be used within the facilities. Unauthorized cell phones will be confiscated. Pay phones are located in the hallways. They may be used by residents during non-curfew hours. Phone calls are limited to 15 minutes per call. Loud or profane language is not tolerated. Residents may use the office or control center telephone with permission from staff for local business calls or emergencies. Illegal use of telephones may result in criminal charges. **Collect calls are not accepted by Center staff.** Messages left in the resident voice mail system may be monitored to ensure compliance with facility and program expectations.

### Televisions and Radios

Televisions cannot be larger than 13 inches tubed televisions or 24 inches LCD television. Only clock radios and walkmans are allowed. Radios are not allowed outside of their personal living area. As with any appliance, the last person using it should turn it off. At no time is a television or clock radio to be left on when no one is in a room or when the resident is sleeping. All television and clock radio sound is to be kept at a moderate volume. Radios may be used only with headphones after 2200. The acceptable volume of any television or radio is that which is approved by staff. Lights, TV, radio must be turned off in D1 within one hour after curfew.

Portable CD players/radio walkmans/MP3 players and the like are allowed only in resident rooms.

### Time of Day

Time of day at the facility is expressed using “military” time based on a 24 hour clock (see chart below). This is done for consistency and clarity.

Midnight = 0000	Noon = 1200
1:00 AM = 0100	1:00 PM = 1300
2:00 AM = 0200	2:00 PM = 1400
3:00 AM = 0300	3:00 PM = 1500
4:00 AM = 0400	4:00 PM = 1600
5:00 AM = 0500	5:00 PM = 1700
6:00 AM = 0600	6:00 PM = 1800
7:00 AM = 0700	7:00 PM = 1900
8:00 AM = 0800	8:00 PM = 2000
9:00 AM = 0900	9:00 PM = 2100
10:00 AM = 1000	10:00 PM = 2200
11:00 AM = 1100	11:00 PM = 2300

### Transportation

Personal transportation while at the facility is the responsibility of the individual resident. The facility staff does not transport residents except in emergencies or for some specific, compelling reason not normally encountered. Monthly bus passes may be purchased from your RPPO. Neighborhood Transportation Service (NTS) is available during most hours the bus does not run. Residents may be eligible for reduced bus passes.

Residents are required to provide staff with complete transportation information and must receive staff approval for these arrangements. Exceptions may be

made in the case of medical emergencies, extreme weather conditions or other similar situations. Residents receiving rides by approved personal vehicles must be picked up and dropped off in front of the facility where staff can observe and drivers must have a valid Iowa driver’s license.

Bicycles may be kept in the bicycle rack. With advanced staff approval, licensed vehicles may be kept at the center. **Neither the Center nor the staff assumes any responsibility or liability for damage to or theft of bicycles or vehicles kept at the center.**

**Residents must take the most direct route to and from the facility.**

### Urine Testing

All residents will be required to provide a valid urine sample for drug testing upon staff request. **Residents are required to provide a sample immediately upon the request of a staff member.** However, a resident unable to produce a sample immediately will be allowed up to 2 hours to produce a sample before they are considered to be in violation of resident rules. During this 2 hour period, residents who have been given notice must sit in the designated UA waiting area and are NOT ALLOWED TO INTERACT WITH OTHER RESIDENTS IN ANY WAY. You must limit your liquids intake to 8 ounces of water.

### Visiting

Visiting is a **privilege**. A resident may have up to a 1 hour visit during the following times:

Sunday – 1400 to 1600









Visitation will only be allowed for residents on Job Seeking status, Level 1, and if on Facility/Restricted Status. Levels 2 and above must use their Restriction Free Passes.

Resident’s visitors must first be placed on an approved visitor’s list. To accomplish this, residents must obtain and give their RPPO the visitor’s name, social security number and their relationship. After receiving this information, the RPPO will determine whether the visitor can be approved. At every visit staff will require proper identification such as a driver’s license, Iowa ID card, etc. Minors must have

parental/guardian approval to be eligible to be placed on an approved visiting list. Minors age 10 and under must be accompanied by an approved adult visitor. **Only those on a resident's approved visiting list will be allowed to visit.**

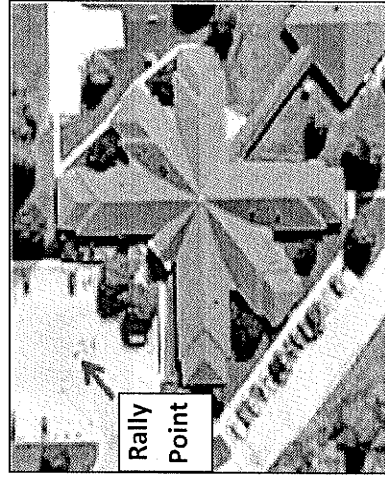
Visitors and anyone else who enters the facility are subject to search. **Any visitor unwilling to submit to a search or who is believed by staff to be under the influence of alcohol or drugs will be asked to leave and not allowed visitation.** Visitors are not allowed to bring any personal items including purses, diaper bags, toys, food, beverages or contraband into the center. Visitors may bring items for residents, which will be searched by staff. Visitors must sign in and be recognized before visiting a resident. **A resident is responsible for the behavior of a visitor.** Misbehavior on the part of a visitor may result in termination of the visit and possible removal from the approved visiting list. Visitors are to be appropriately dressed in a manner acceptable to staff on duty including shoes and undergarments. The DVD players located in the lounges (Hinzman Center) are not to be used during visiting hours. Residents are limited to no more than 3 visitors at any time unless staff authorizes otherwise. It is the resident's responsibility to see that visitors are checked out of the facility on time.

Inappropriate displays of affection are not tolerated. If there are a large number of visitors in the facility and the visiting area is crowded, check with staff to determine whether another area may be allowed for visiting. Lights in the visiting area are to remain on during visiting hours when there are visitors present.

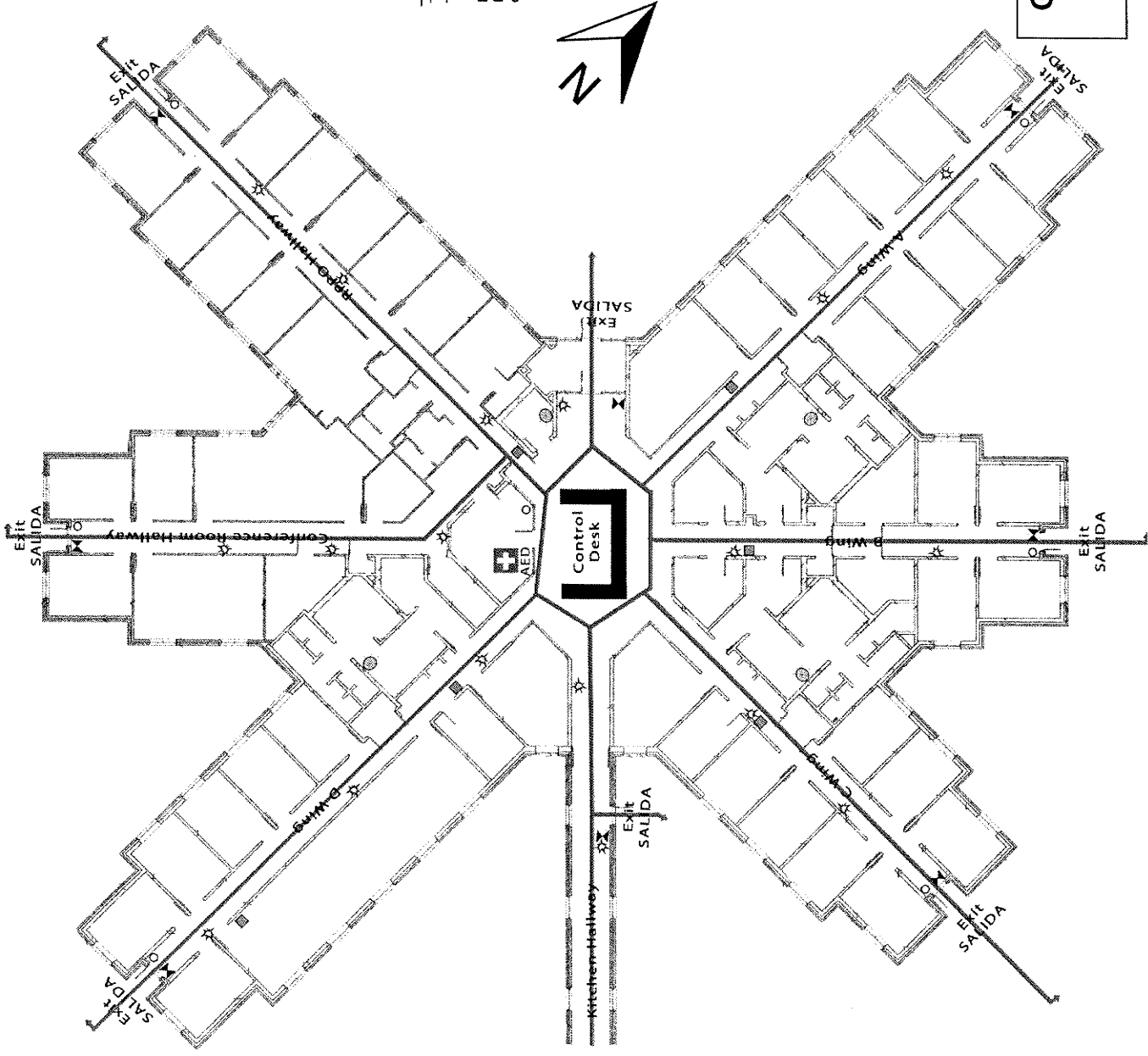
-  Visual Alarm/  
Alarma Visual
-  Audible Visual w/ Pull Station  
Audible Visual Con Estacion de Extraccion
-  Audible Visual No Pull Station  
Audible Visual Sin Estacion de Traccion
-  Emergency Lights/  
Luces de Emergencia
-  First Aid Station
-  Manual Pull Station/  
Estacion Manual
-  Fire Extinguisher/  
Extintor de Incendios
-  You Are Here

Tornado or Nuclear Accident: Assemble in Classroom  
Tornado o Accidente Nuclear: Montaje en el Aula

First Aid Station Located at Control Center  
Estacion de Primeros Auxilios Ubicada en el Centro de Control



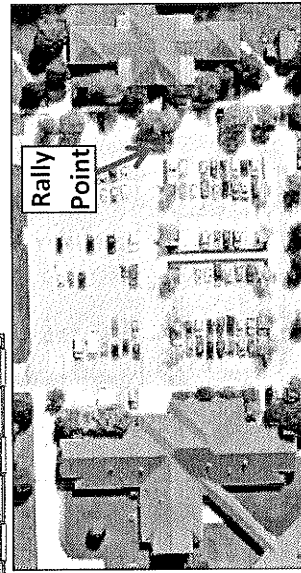
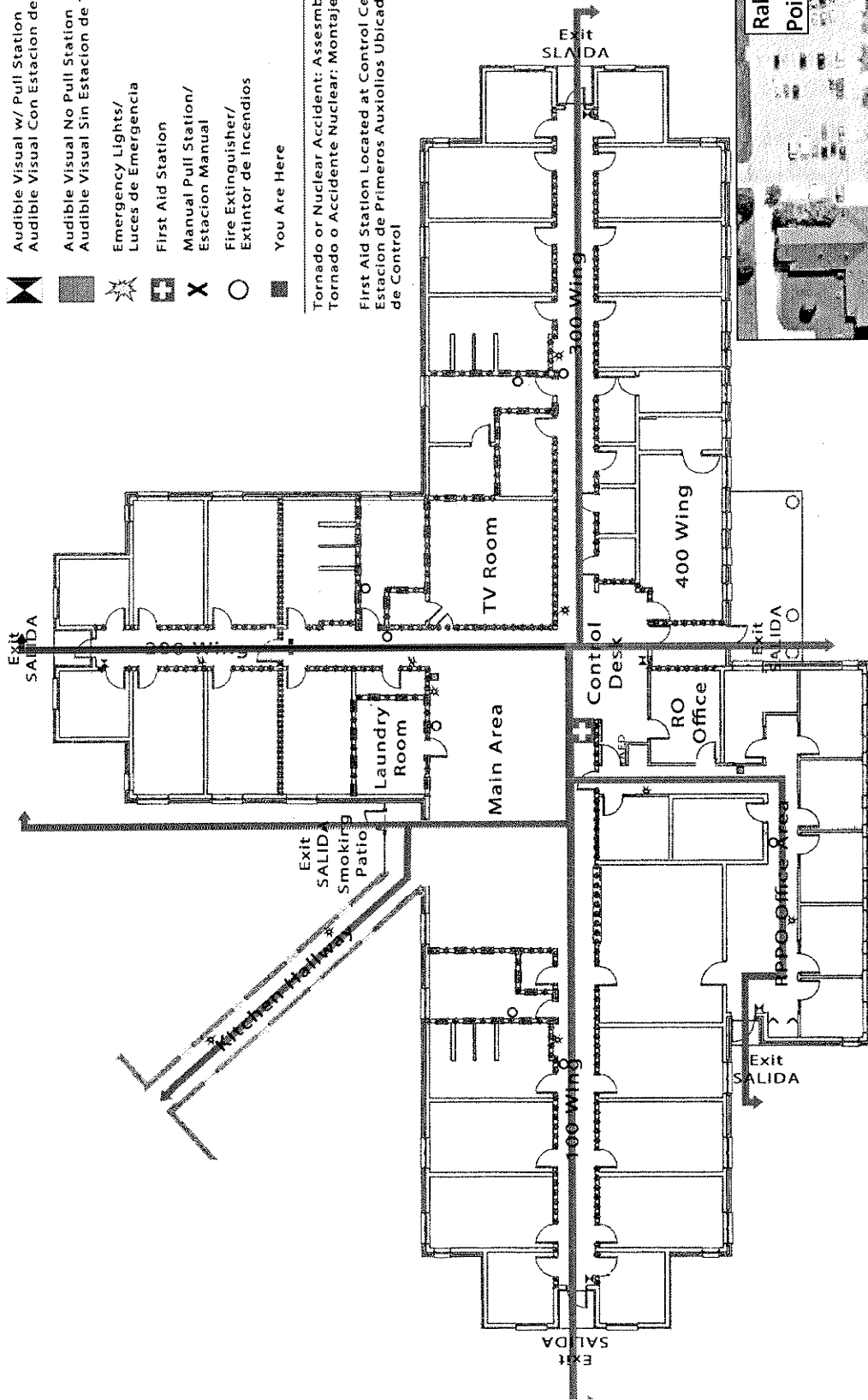
# GERALD R. HINZMAN CENTER EVACUATION MAP



- Visual Alarm/  
Alarma Visual
- Audible Visual w/ Pull Station  
Audible Visual Con Estacion de Extraccion
- Audible Visual No Pull Station  
Audible Visual Sin Estacion de Traccion
- Emergency Lights/  
Luces de Emergencia
- First Aid Station  
Manual Pull Station/  
Estacion Manual
- Fire Extinguisher/  
Extintor de Incendios
- You Are Here

Tornado or Nuclear Accident: Assemble in Classroom  
 Tornado o Accidente Nuclear: Montaje en el Aula

First Aid Station Located at Control Center  
 Estacion de Primeros Auxilios Ubicada en el Centro de Control



**LARY A. NELSON CENTER  
EVACUATION MAP**

**APPENDIX A - PERSONAL PROPERTY LIST**  
**As of 10-01-20**

**CLOTHING:**

- 7 pants/jeans/shorts
- 7 sets of underwear/undergarments
- 7 pairs of socks
- 7 shirts/blouses (no halter tops, short tops, or see through items)
- Seasonal:** Oct 1 to Apr 1 - 7 additional T-shirts for winter wear
- 3 dresses/skirts
- 3 sweatshirts/sweaters
- 3 sweatpants
- 1 robe (may NOT be worn outside of client's room)
- 1 pajamas
- 1 pair slippers
- 3 pairs of shoes
- 2 coats/jackets for outerwear
- 3 caps/hats (includes such as stocking caps)
- 3 belts
- 3 work uniforms

**Flip flops/sandals are not recommended.** Water shoes are suggested for shower wear. Flip flops are to be worn for showing ONLY and may NOT be worn throughout the building.

**ADDITIONAL ITEMS:**

- 1 purse/handbag
- 1 small to medium bag (not including a small hygiene bag or kit)
- 1 electric razor or three disposable razors
- 1 curling iron
- 1 hair dryer
- 1 shaving cream
- 1 aftershave - non alcoholic
- 1 toothpaste
- 1 perfume/lotion/cologne/nail polish
- 1 shampoo, conditioner
- 1 small fan (12" or smaller)
- 1 alarm clock/clock radio
- 7 letters/cards (not including legal mail/materials)
- 3 books
- 5 tapes or CDs
- 5 videos (commercial, privately owned or rental)
- 1 small reading lamp
- 1 Walkman or equivalent including headphones (including MPS players allowed)
- 7 pieces of jewelry
- 1 TV up to 13" (tube) or 24" flat screen (LCD/LED)
- 1 board game or deck of cards – no dice
- 1 surge protector (no extension cords allowed)

Laundry baskets will be assigned to each resident and ONLY use their assigned basket. The assigned basket may not leave the facility.

No personal bedding is allowed in the facility. Resident are given a set of bedding upon intake. Any additional bedding may be purchased/budgeted through your RPPO.



## Room Expectations

All personal items must be in your wardrobe. See back for a complete list of what you are allowed to have in the facility.

Nothing in/on window ledges.

Floor should be kept clean at all times. Rooms are to be swept, mopped and dusted as needed. No cardboard boxes are allowed on the floor.

Shoes are allowed under your bed - as long as they are neatly lined up and out of sight. Shoe boxes are NOT allowed.

Laundry baskets can go under the bed as long as they are out of sight.

TV's, clock radios, alarm clocks and walkmans must have the resident's name on them. Staff can provide labels for this purpose.

Bikes, walkmans and TV's must be logged on the resident's personal property sheet.

The following items will be allowed on your desk/locker:

- Pictures in frames (3 maximum)

- TV's and clock radios, alarm clocks (no boomboxes, stereo components, etc. are allowed)

No items should be hung from the window, blinds, doors, walls, wardrobes or beds.

Your bed should be made ***daily*** upon getting up – in the following manner: mattress pad, 1 fitted sheet, 1 flat sheet, 1 blanket, bedspread on top, tucked underneath your mattress.

If you are going to be on furlough, it is your responsibility to make arrangements with your roommate. Keeping your area and general areas clean daily will make this much easier for everyone.

Rooms will be inspected randomly. If everyone helps each other out, there will be no need to issue restrictions, or deny furlough time.

**APPENDIX B – SWR/OWI/PB/PAR LEVEL SYSTEM**

**Revised: 06-01-23**

***JH/Orientation –***

***until verification of part time/full time employment: Beginning level for all residents who are unemployed.***

<p>The following requirements must be met to complete this level:</p> <ul style="list-style-type: none"> <li>a. Case Plan assessment work and Case Plan completed</li> <li>b. Physical (if needed) and address medical issues</li> <li>c. Substance Abuse issues addressed – appointment(s) set</li> <li>d. Job Intake Orientation (including job skills group, if applicable)</li> <li>e. ACTV orientation group</li> <li>f. IowaWorks required workshops (HH)</li> <li>g. Part time/Full time employment secured and verified</li> <li>h. Complete Carey Guide assignments in the intake packet.</li> </ul>	<p>Privileges:</p> <ul style="list-style-type: none"> <li>a. Residential PPO approved pass</li> <li>b. 1 Personal hygiene/Store pass approved by RPPO.</li> </ul>
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***Level 1 – minimum of 3 weeks***

<p>The following requirements must be met to complete this level:</p> <ul style="list-style-type: none"> <li>a. Must have employment or educational equivalent approved and confirmed by employment personnel.</li> <li>b. Develop Reentry Case Plan goals with the RPPO and work toward achieving those goals by making necessary appointments and by attending all required sessions.</li> <li>c. Setup all required treatment appointments.</li> <li>d. Budget personal finances responsibly (must meet with your RPPO during budget week).</li> <li>e. Satisfactorily complete assigned house details and maintain adequate personal hygiene and maintain clean living areas.</li> <li>f. Reentry Case Plan/SI/Jesness/Action Plan must be completed with Probation/Parole Officer.</li> <li>g. <del>Must</del> Must work weekly agreed upon hours as determined by resident and RPPO during case planning.-</li> <li>h. Complete Carey Guide 1 – 2 assignments and attach to Level Advancement form.</li> <li>i. Formal discipline free for 21 days.</li> </ul>	<p>Privileges:</p> <ul style="list-style-type: none"> <li>a. 3 hour pass to be determined by facility protocol             <ul style="list-style-type: none"> <li>1. 1 - 3 hour Restriction Free Pass per week (3 locations per pass)</li> <li>2. 1 Hygiene per week (GHC/LANC Only)</li> <li>3. Approved treatment passes by RPPO</li> </ul> </li> </ul>
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***Level 2 – minimum of 3 weeks***

<p>The following requirements must be met to complete this level:</p> <ul style="list-style-type: none"> <li>a. Must complete all previous level requirements.</li> <li>b. Must work required hours as determined by case plan</li> <li>c. Complete Carey Guide 2 - 3 assignments and attach to Level Advancement form.</li> <li>d. Formal discipline free for 21 days</li> </ul>	<p>Privileges:</p> <ul style="list-style-type: none"> <li>a. 3 hour pass to be determined by facility protocol             <ul style="list-style-type: none"> <li>1. 3 hour Restriction Free Pass per day (if the entire 3 hours is not used clients may not go back out). Includes all passes (church, recreation, medical, personal hygiene, treatment etc..) (up to 3 locations per pass)</li> <li>2. One 24 hour furlough per week</li> <li>3. Additional treatment passes by Probation/Parole Officer</li> </ul> </li> </ul>
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***Level 3 – minimum of 3 weeks***

<p>The following requirements must be met to complete this level:</p> <ul style="list-style-type: none"> <li>a. Must complete all previous level requirements.</li> <li>b. Complete Carey Guide 3 - 4 assignments and attach to Level Advancement form.</li> </ul>	<p>Privileges:</p> <ul style="list-style-type: none"> <li>a. 4 hour pass to be determined by facility protocol             <ul style="list-style-type: none"> <li>1. 4 hour Restriction Free Pass per day (if the entire 4 hours is not used clients may not go back out). Includes all passes (church, recreation,</li> </ul> </li> </ul>
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<p>c. Must be current on rent to advance to Level 4.</p>	<p>medical, personal hygiene, treatment etc..) (up to 3 locations per pass)</p> <ol style="list-style-type: none"> <li>2. One 48 hour furlough per week</li> <li>3. Additional treatment passes by Probation/Parole Officer</li> </ol>
<p><b>Level 4 - minimum of 4 weeks</b></p>	
<p>The following requirements must be met to complete this level:</p> <ol style="list-style-type: none"> <li>a. Must complete all previous level requirements.</li> <li>b. Complete Carey Guide ETP - Parole assignments and attach to Level Advancement form.</li> <li>c. Must be current on rent.</li> </ol>	<p>Privileges:</p> <ol style="list-style-type: none"> <li>a. 5 hour pass to be determined by facility protocol <ol style="list-style-type: none"> <li>1. 5 hour Restriction Free Pass per day (if the entire 5 hours is not used clients may not go back out). Includes all passes (church, recreation, medical, personal hygiene, treatment etc..) (up to 3 locations per pass)</li> <li>2. One 72 hour furlough per week</li> <li>3. Additional treatment passes by Probation/Parole Officer</li> </ol> </li> </ol>

**Transition Program -  
PB when applying for Level 4**

- a. Transition Program requirements will be addressed with RPPO prior to level 4 application.

**Restriction Free Pass Maximum Time Limits per Location (including travel time)**

Retail Store → 1 hour

Movie → 3 hours

Restaurants

    Sit Down → 2 hours

    Fast Food → 1 hour

YMCA/Recreation Location → 3 hours

Convenience Store → 1 hour

Park → 3 hours (must be out of the park by dark)

**Appendix D - Minimum Sanctions**  
 Gerald R. Hinzman Center – Hope House - Lary A. Nelson Center  
 Revised: 06-01-23

<b>Rule Violated</b> <b>Detailed Information</b>	<b>Sanction</b> <b>***Any rule violation may result in jail placement***</b>
<b>1. Illegal Behavior</b> Misdemeanor offense: Traffic violations, shoplifting, trespassing, disorderly conduct BC: Illegal Activity Without Arrest or New Arrest	7 day Facility Restriction with credit time served from the date report served 5 hours extra duty Refer to Levels and Furloughs for possible additional sanctions – on Facility Restriction until Levels and Furloughs Meet)
<b>2. Verbal Abuse</b> BC: Emotional/Verbal Abuse	7 day Facility Restriction with credit time served from the date report served 5 hours extra duty Refer to Levels and Furloughs for possible additional sanctions – on Facility Restriction until Levels and Furloughs Meet)
<b>3. Threats/Intimidation</b> BC: Emotional/Verbal Abuse	7 day Facility Restriction with credit time served from the date report served 5 hours extra duty Refer to Levels and Furloughs for possible additional sanctions – on Facility Restriction until Levels and Furloughs Meet)
<b>4. Disobeying a Lawful Order/Directive</b> BC: None	7 day Facility Restriction with credit time served from the date report served 5 hours extra duty
<b>5. False Statements</b> BC: None	7 day Facility Restriction with credit time served from the date report served 5 hours extra duty
<b>6. Unauthorized Possession/Exchange</b> Contraband from Schedule I – MAJOR violation Contraband from Schedule II – MEDIUM violation Possession of Pay Card/Debit Card/Credit Card BC: Possession of Contraband (non-weapon)	7 day Facility Restriction with credit time served from the date report served 5 hours extra duty Cell Phones → 1 Level Loss 2 <sup>nd</sup> Violation or Subsequent (Refer to Levels and Furloughs – on Facility Restriction until Levels and Furloughs Meet)
<b>7. Possession of Dangerous Contraband</b> Specify dangerous nature of contraband BC: Possession of a Weapon (if applicable)	7 day Facility Restriction with credit time served from the date report served 5 hours extra duty Refer to Levels and Furloughs for possible additional sanctions – on Facility Restriction until Levels and Furloughs Meet)
<b>8. Possession of Drugs/Intoxicants</b> BC: Use/Possession of Alcohol or Drugs/Paraphernalia	14 day Facility Restriction for JH 7 day Facility Restriction with credit time served from the date report served 5 hours extra duty Recommend to L&F Committee - Restart level system over – on Facility Restriction until Levels and Furloughs Meet
<b>9. Possession/Use of Alcohol</b> BC: Use/Possession of Alcohol or Drugs/Paraphernalia	14 day Facility Restriction for JH 7 day Facility restriction with credit time served from the date report served 5 hours extra duty Recommend to L&F Committee - Restart level system over – on Facility Restriction until Levels and Furloughs Meet
<b>10. Abuse of Medication</b> BC: Unauthorized Distribution of Alcohol or Drugs	5 hours extra duty Levels 2 through 4 – 1 Level Loss JH status or Level 1 – 21 days Facility Restriction
<b>11. Escape</b> From the facility: BC Escape from Confinement/Custody From Pass/Furlough/Work: BC Failure to Report/Return/Absconson	<u>SWR/OWI:</u> Jail/Revocation (Hearing must be held) <u>Parole/Probation:</u> Jail/Revocation

<p><b>12. Out of Place of Assignment</b>  0-14 minutes – Informal  15 or more minutes – Formal  BC: Out of Place of Assignment/Unauthorized Location</p>	<p>7 day Facility Restriction with credit time served from the date report served  5 hours extra duty  If furlough related: Refer to L&amp;F for further sanctions  Over 2.5 hours OPA time – 1 Level Loss (per report)</p>
<p><b>13. Failing to Secure/Maintain Employment</b>  BC: Fired = Fired from Employment  Jeopardized = None  Quitting = Quit</p>	<p>7 day Facility Restriction with credit time served from the date report served  5 hours extra duty  Termination of employment= Refer to Levels and Furloughs – on Facility Restriction until Levels and Furloughs Meet</p> <p><u>2<sup>nd</sup> Offense:</u>  Early curfew until full-time employment is verified</p>
<p><b>14. Sexual Misconduct</b>  BC: Physical Contact Sexual Misconduct</p>	<p>7 day Facility Restriction with credit time served from the date report served  5 hours extra duty</p>
<p><b>15. Unauthorized Use of a Motor Vehicle</b>  BC: None</p>	<p>7 day Facility Restriction with credit time served from the date report served  5 hours extra duty</p> <p><u>If Driving:</u>  5 hours extra duty  Levels 2 through 4 – 1 Level Loss &amp; 7 day Facility Restriction  JH status or Level 1 – 21 days Facility Restriction (Refer to Levels and Furloughs – on Facility Restriction until Levels and Furloughs Meet)</p>
<p><b>16. Unauthorized Possession of Money, Cashing Paycheck, Unauthorized Accounts or Purchases</b>  BC: None</p>	<p>7 day Facility Restriction with credit time served from the date report served  5 hours extra duty</p>
	<p><u>Cashing Paycheck:</u>  No passes or furloughs until current on rent  If current on rent 21 day Facility Restriction  (Refer to Levels and Furloughs – on Facility Restriction until Levels and Furloughs Meet)</p>
<p><b>17. Theft</b>  BC: Illegal Activity Without Arrest</p>	<p>5 hours extra duty  Levels 2 through 4 – 1 Level Loss &amp; 7 day Facility Restriction  JH status or Level 1 – 21 days Facility Restriction  (Refer to Levels and Furloughs – on Facility Restriction until Levels and Furloughs Meet)</p>
<p><b>18. Bartering/Selling Goods</b>  BC: None</p>	<p>5 hours extra duty  7 day Facility Restriction with credit time served from the date report served</p>
<p><b>19. Gambling, Debts, Etc.</b>  BC: None</p>	<p>7 day Facility Restriction with credit time served from the date report served  5 hours extra duty</p>
<p><b>20. Safety/Sanitation</b>  BC: None</p>	<p>7 day Facility Restriction with credit time served from the date report served  5 hours extra duty</p>
<p><b>21. Failure to Comply with Special Conditions or Participate in Treatment</b>  BC: Terminated/Failure to Participate in Treatment</p>	<p>7 day Facility Restriction with credit time served from the date report served  5 hours extra duty</p> <p><u>2<sup>nd</sup> or Subsequent Violation</u>  5 hours extra duty  Levels 2 through 4 – 1 Level Loss &amp; 7 day Facility Restriction  JH status or Level 1 – 21 days Facility Restriction  (Refer to Levels and Furloughs – on Facility Restriction until Levels and Furloughs Meet)</p>

<b>22. Tampering with Locks or Security Items</b> BC: None	7 day Facility Restriction with credit time served from the date report served 5 hours extra duty
<b>23. Damage Property</b> BC: Illegal Activity Without Arrest	7 day Facility Restriction with credit time served from the date report served 5 hours extra duty
<b>24. Fighting</b> BC: Physical Abuse	Jail
<b>25. Assault</b> BC: Physical Abuse	Jail
<b>26. Violation of a Condition of Leave or Furlough</b> 30+ minutes= Violation of Rule #12, instead of Rule #26 BC: None	7 day Facility Restriction with credit time served from the date report served 5 hours extra duty Refer to L&F for further sanctions
<b>27. Unauthorized Group/Gang Conduct</b> BC: None	7 day Facility Restriction with credit time served from the date report served 5 hours extra duty
<b>28. Obstruction/Disruptive Conduct</b> BC: None	14 day Facility Restriction with credit time served from the date report served 5 hours extra duty Refer to Levels and Furloughs for possible additional sanctions – on Facility Restriction until Levels and Furloughs Meet)
<b>29. Habitual Minor Offender</b> BC: None	7 day Facility Restriction with credit time served from the date report served 5 hours extra duty
<b>30. Attempt or Complicity</b> BC: None	7 day Facility Restriction with credit time served from the date report served 5 hours extra duty
<b>31. No Contact with Person on Supervision</b> *** This is a MEDIUM violation BC: None	5 day Facility Restriction with credit time served from the date report served 5 hours extra duty

When a resident has a collective of 30 hours of In-House that have not been completed, residents will meet with RPPO/Supervisor.

### Definitions:

Facility Restriction: See Handbook, "Facility Restriction"

Enhanced Restrictions: (Include but are not limited to)

- Facility Restriction
- Behavioral Contract
- Extra House Job
- Writing a Paper
- No Recreation
- No Lounge/TV Room
- Early Curfew
- Recommendations for Status Review
- 3 reports in 7 days requires
  - 15 days Facility Restriction for stabilization to begin at sanction time of 3<sup>rd</sup> report
- Level Loss
- Multiple rule violations-
  - 1 hour of In-House for the second and each subsequent rule violations

## APPENDIX F - VISITING RULES

Gerald R. Hinzman Center & Lary A. Nelson Center

07-01-21

1. Visiting is a privilege and may be denied if circumstances warrant it. The staff on duty will make this decision. . Visitation is for residents on JH level, Level 1, and facility/restricted status.
2. Visits may be allowed during the following hours: (Each visitor is limited to one hour maximum each day)  
  
    Sunday:           1400 – 1600
3. All visitors must be approved and placed on the resident's visitor list prior to visiting, except minors under 10 years of age, who must be with an adult.
4. Visitors are required to provide a valid Iowa ID upon entry into the facility.
5. Residents are responsible for explaining facility rules regarding the visiting area to their visitors.
6. Visiting may be denied if the resident is participating in individual/group counseling or a unit meeting during that time.
7. Visitors must be appropriately dressed as determined by staff on duty. Shoes and undergarments are required.
8. Visitors with children must control them. If the visit becomes disruptive to others, they will be asked to leave.
9. Visitors may not be left unattended for any reason
10. Visitors between the ages of 16 and 18 must have written permission to visit from their parent/guardian (permission slip will be verified by staff.) Those under 16 years of age must be accompanied by a parent or guardian.
11. Profanity will not be tolerated during visiting.
12. All visitors are subject to search.
13. Visitors are NOT ALLOWED to bring personal items into the facility – this includes purses, diaper bags, cell phones, photography equipment, etc.
14. No more than three visitors may visit a resident at the same time.
15. All visitors must sign in/out and all are required to make staff aware of their presence.
16. Visitors who show evidence of being under the influence of alcohol or drugs will not be allowed to visit.
17. Residents may embrace their visitors upon their entry to and exit from the facility; other displays of affectation will not be permitted. During visits there will be no kissing, no necking, no fondling, no sitting on laps, and no other behaviors of like-manner.
18. Residents are not permitted to leave the building to escort visitors to their vehicles.
19. No food or beverages of any kind are allowed – you may buy snacks or beverages from the vending machines in the facility.
20. Items brought into the facility during visiting hours for the resident will be left at the front desk. Staff will give it to the resident after the visit.
21. Visitors who fail to follow the rules or those who create serious problems will be asked to leave and/or suspended temporarily/indefinitely from the facility. Likewise, residents may receive discipline. Residents will be held responsible for the actions of their visitors.