

ANCHOR Center for Women Handbook



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ANCHOR Center for Women
3115 12th Street SW
Cedar Rapids, Iowa 52404
319.297.3500

6th Judicial District Department of Correctional Services

Vision

An Iowa with no more victims.

Mission

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

ANCHOR Center Women's Facility

Vision

A community free of crimes committed by and against women.

Mission

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

Values

An environment that provides safety, dignity, and respect.

A community rooted in acceptance, collaboration, and hope.

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

Willingness to accept accountability and embrace change.

Empowering women to develop and foster pro-social relationships.

Holistic approach to health and recovery.

Diversity.

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INTRODUCTION

The rules, regulations, and house policies, which are on the following pages, explain the responsibilities of clients in the facility. It is important that clients know and understand the contents of this booklet. Clients are encouraged to ask staff for clarification whenever they need clarification about any aspect of the rules or their program.

The goal is that all clients successfully complete the program.

CASE PLAN/TREATMENT PLAN

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

PERSONAL PROPERTY

Clients are responsible for their personal property. Staff may restrict the type and amount of property brought into the facility. Property needs to comply with the outlined rules. Staff is not responsible for any lost, stolen, or damaged client belongings. Therefore, it is the responsibility of the client to take reasonable precautions to prevent these situations. Clients are not permitted to lend or give personal property to other clients. Each client is allowed a limited amount of personal possessions in their room and in the facility. Clients are responsible for all personal property brought into the facility. The ANCHOR Center staff is not responsible for lost, stolen, or damaged belongings. Lending, borrowing, or giving personal belongings to another client is not permitted. Clients who are returned to jail or placed on escape will have their belongings returned to the individual listed on the Personal Property inventory sheet, with proper identification. ANCHOR Center staff will attempt to contact this person to arrange release of personal belongings. Personal property will be held for thirty (30) days and then disposed of.

The following items are allowed in the facility:

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

*See Property List

During their first seven days, clients may have personal property brought to the facility during non-visiting and non-curfew hours.

SEARCH AND SEIZURE

Clients and visitors are subject to search and seizure of contraband items at any time.

Any item that is not allowed in the facility is considered contraband.

CONTRABAND LIST

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

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

Aerosol cans (including shaving cream, hairspray or perfume, etc.)	Photography, video equipment or recording devices
Alcohol and/or any products with alcohol in them	Synthetic substances
Animals, animal-related products	Substance use testing equipment
Cell phones, cell phone accessories or pagers	Tattoo equipment
Cigars/Flavored cigars	Unauthorized facility supplies
Cigarettes that are partial smoked or portions of cigarettes	Unauthorized keys or key patterns
Cigarette papers (i.e. ZigZag papers)	Unauthorized or illegal drugs
Chewing tobacco	Urine containers
Computers/Tablets/IPODs or MP3 players with Bluetooth or camera capabilities, flash drives etc.	
Non-manufactured cigarettes	
Items used in making of homemade cigarettes	
Drugs or Drug paraphernalia	
Pipes	
Inhalants of any kind	
Electronic cigarettes/pipes/vape pens	
Explosives, ammunition, fireworks and other incendiary devices	
Financial Instruments	
Gambling paraphernalia	
Pornographic material	
Incense, incense burners and candles	
Information and/or materials which could assist in making or using explosives, weapons, synthetic drugs, poisons or similar articles	
Weapons, including firearms and knives	
Items that look like weapons or other contraband	
Vinegar	
Information, symbols, paraphernalia, etc. related to unauthorized groups, gangs or organizations, including racist materials	
Matches/ Zippo Lighters/ Lighter Fluid	
Medication (prescription or over the counter)	
Material which depicts harm to others	
Material which threatens, attempts to blackmail, or which is written in code	
Photographs of nude/partially nude persons	

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

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

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

Battery chargers
Beads
DVD's or CD's, or Blu-ray's
Extension cords
Food or food service items (dishes, silverware, etc.)
Gum
CD players with speakers, portable stereo, or portable speakers
Magnets
Paint
Permanent markers
Personal trash cans
Personal bedding/ Pillows
Press-on nails
Sexually explicit materials
Shoe polish or sneaker cleaner
Stuffed animals or toys
TVs or DVD/Blu-ray players
Video games/all gaming devices
Wallet Chains
Rocks

Any items outside of the allowed property limits.

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

LOCKERS/LOCK

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

CLOTHING

Clients shall be fully dressed. Clothing with alcohol, drugs, or inappropriate sexual references are not allowed. Clothing must fit well and cover undergarments. Sheer or see-through clothing is not permitted. Tank tops/spaghetti straps need to be covered by another garment. No cropped shirts are permitted. Note that members of the opposite gender will be conducting eye counts. For mutual respect, you must wear sleeping attire that provides appropriate coverage. Sleepwear is to be worn for sleep only. Therefore, items intended for as sleepwear, such as pajama pants and slippers, can only be worn in a client's bathroom or bedroom. For safety purposes, all clients are required to wear appropriate footwear when out of their rooms. Shower shoes may only be worn from your room to the bathroom. Socks must be worn if you're wearing open-toed shoes while in the facility. No open-toed shoes are allowed in the dining room or while completing chores. Shoes must be worn to appointments and groups on the field services side of the building. This includes such things as; appointments with PPO's or providers, and groups/meetings. Sunglasses, hats, or any other headwear is not allowed.

EDUCATION

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

HYGIENE

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

LAUNDRY

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

UNAUTHORIZED GROUPS

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

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

CLIENT ROOMS

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

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

Clients are not allowed to move any ANCHOR Center furniture or bring their own furniture, or bedding into the facility.

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

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

ROOM EXPECTATIONS

Expectations for room inspection:

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

If a room has an unkempt appearance, the amount of personal property will be further limited. A backpack is acceptable for transporting items, but is subject to search at any time.

HOUSE DETAILS

In order to have a comfortable, clean, living environment, all clients will be expected to complete house details as assigned. Every client is assigned a house detail, which is completed daily for one week. New details are assigned on Monday mornings and are posted at the control center. A client may be instructed to complete a detail at any time. Based on facility needs you might be expected to complete additional details. Extra house details/duties may also be assigned to clients who have violated ANCHOR Center rules. If needed, clients should contact staff for a description of their assigned detail and instruction on the correct procedure for completing it.

After a detail has been completed, clients are required to inform a staff member, so it can be checked off. Should staff determine that a detail is not satisfactory, the client will be informed of the specific deficiency, and be expected to complete it in a satisfactory manner. Failure to complete details may result in a loss of privileges, level, or discipline.

If a client is unable to complete an assigned detail, it is their responsibility to inform staff at the earliest opportunity. Staff will then decide whether or not to excuse the client. This also means that clients may be asked to complete tasks assigned to other

clients. (Please move the last sentence to after the second one.) If a client is assigned to do a detail the day of an overnight furlough, they are required to do the detail before leaving on furlough.

ANCHOR CENTER COMMON AREAS

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

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

SMOKING

All cigarettes and lighters are to be stored in the assigned lockers near the front door. Smoking is allowed on the smoking patio during designated breaks, which are posted near the smoking patio door. Clients may not share, store or save partially smoked cigarettes or portions of cigarettes.

TELEPHONES

Pay phones are located in A Wing and C Wing. Clients are assigned a phone to use during their stay, but may use the phone located at the control center, with staff permission. The control center phone is only for the following purposes: medical, treatment, legal, and employment. However, clients who are within their first seven days may use the control center phone for personal calls with staff discretion. After that, clients are expected to acquire their own money in order to utilize the pay phones for personal calls. Staff cannot take personal messages. Clients are only allowed one phone call if other clients are waiting to use the phone. All phone calls and messages are subject to monitoring and recording. Telephones may not be used between the hours of 2200 and 0600, Sunday through Thursday, and between the hours of 2300 and 0600, Friday and Saturday. Calls during the early morning hours are discouraged. Use of the telephone may be limited by disciplinary sanctions.

COMMUNITY MEETING

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

FACILITY CURFEW

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

SIGNING IN AND OUT

Clients must always inform staff of their whereabouts, and must sign out when leaving ANCHOR Center, for any reason. Prior to exiting the facility, clients need to confirm with staff that they are signed out.

SAFE HANDLING OF CHEMICALS

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

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

Should questions arise concerning a particular product, you should review the MSDS, which will be made available by staff. If questions still exist, staff should be consulted. Protective eyewear and gloves are available for use. There are also eye wash stations in the facility.

MEDICAL

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

MEDICATION

Clients are required to present medication to staff whenever they enter the facility (prescription and non-prescription). Staff will secure medications and make them available to the client according to dosage instructions. All medications must be current/not expired. Night medication needs to be taken thirty minutes prior to curfew.

All medications brought into the facility must be in the original container, allowing staff to properly identify the medication. Unlabeled medications will not be allowed in the facility. All prescribed medications entering the facility **must** be accompanied with a travel bottle. This can be requested from the pharmacist filling the prescription. The travel bottle needs to have prescription instructions so that prescribed medication can be removed from the facility at any time during the client's placement, including taking the prescription medication to work, on furlough, etc. All sample medications must be in the sample packaging and accompanied with a doctor's instructions for use. All over-the-counter medications need to be in their original package/container, and must be sealed. Medications will be available to clients at designated times per dosage instructions. Clients are required to place the medication on the med cart before consuming it, so the camera can see the medication. Clients are required to show their hands and mouth after being allotted their medication.

ILLNESS

Clients who are unable or unwilling to work, complete house duties, attend treatment or programming due to illness/medical reasons must notify staff and will be placed on "Sick Status". They will be required to remain in their room, unless otherwise approved by staff. Passes will be allowed for medical appointments only. Pass privileges will resume and sick status will end when the client returns to work, treatment or programming. Clients who are on sick status will not be allowed to smoke. If a client is on furlough, becomes ill, and is unable to report to program-related appointments or work, they must immediately report this to staff. Clients will have to remain in their residence, unless instructed to return to the facility or for a medical appointment, and will not be able to use their store pass or three-hour pass(es) until they can return to work or meet programming expectations.

URINE TESTING

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

MAIL

Client's personal mail is not censored; however, mail may be inspected for contraband. This is done only when the client is present and has personally opened the mail or package. Clients will be expected to take out the contents of the envelope and return the empty envelope to staff, in order for it to be destroyed. Clients are not approved to keep used envelopes in their rooms. Writing to other persons under supervision or who are incarcerated must have prior approval through the PPO. These privileges are reserved for immediate family members. If a client is on escape from the facility, or is otherwise unavailable, staff may open their paycheck in order to deposit it into their account. All other mail will be "Return to sender."

ATTORNEY

Every client may communicate with their attorney through the mail or in person. A client will not be denied a pass to meet with their attorney, if the meeting is during business hours, or was previously scheduled.

RELIGION

Clients may attend religious services in the community. Religion passes must be a pre-approved destination by the clients PPO prior to the client attending. Clients who are on restriction or on Level I may be allowed to attend religious services, if approved in advance by the PPO.

TRANSPORTATION

Clients are responsible for arranging their own transportation and verifying that their driver has a valid driver's license. The client is responsible for completing the documentation necessary to have their driver approved. Please allow a minimum of 72 hours for a driver to be reviewed, approved, or denied. Clients receiving rides from their approved driver need to be picked up and dropped off in front of the building, where drivers can be observed.

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

MEALS

Meals are provided to the clients of ANCHOR Center at scheduled times as follows:

Breakfast	0600 hours –0900 hours
Lunch	1200 hours –1230 hours
Dinner	1715 hours -1745 hours

Clients who work overnight may eat breakfast after returning to the facility from work. Exceptions are also made for clients who are returning from work or a treatment pass after the serving times.

Sack Lunches: If a client will not be in the facility during meal hours, due to work or other appropriate reasons, a sack lunch is provided. Clients need to sign up for sack lunches for the week by Sunday at 1500 hours. If something comes up during the week in which you need a sack lunch and you have not signed up, notify a Residential Officer the day prior.

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

Clients may not bring in or take out any food or drink, with the exception of sack lunches provided by the facility. If a client is on a furlough or a three-hour pass during meal time, it is their responsibility to eat prior to returning. Clients cannot return to the facility and eat a sack lunch or late tray after being on a furlough during meal time. Food and beverages are not allowed outside of the dining and therapy area, unless staff approval. No food or beverages are allowed in the client rooms or hallways. Dirty dishes and trash are expected to be placed in the designated receptacles. Clients are expected to clean up after themselves. ***All clients must be neat and clean before eating meals.***

VISITATION

The visiting hours at ANCHOR Center are as follows*:

Wednesdays	1500 hours-1700 hours
Fridays	1900 hours-2100 hours.
Saturdays and Sundays	1400hours -1600 hours

*Visiting may be impacted based on circumstances in the facility and/or due to health concerns.

You are allowed to have a maximum of five (5) visitors at a time. Visitors must have prior approval before being allowed visitation privileges. Clients must turn in names of proposed visitors to staff for review/approval/denial. Staff may prohibit individuals who are under supervision, have previously caused problems, or for other justifiable reasons. Please allow a minimum of 72 hours for visitors to be reviewed, approved, or denied. When clients are going to have visitors they must notify staff. Visitors will sign in upon entering the building and must have a valid photo ID. Children under sixteen (16) years of age must be accompanied by an adult. Unaccompanied minors (under 18 years of age) need written parental/guardian approval from the parent/guardian that is not a client of a facility to visit. Children under 12 years of age must leave the facility by 2000 hours.

Scheduled programming (i.e. groups, treatment) takes priority over visitation. Clients who are on restriction may have one-hour visitation on Sundays, during regular visiting hours. Clients who are convicted of sex offenses must go to a designated location during visiting hours, if they do not have visitors when minors are present.

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

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

RESTRICTED AREAS

Certain areas of the facility are restricted. Restricted areas include: another client's room/doorway, an unassigned bathroom, the area behind the control desk, the residential office (unless with staff), pantry or kitchen (unless with staff permission), or outdoors (unless with staff permission). Clients are to check out before doing outdoor recreation. Hallways are quiet zones. Do not gather or congregate in bathrooms or laundry areas.

TREATMENT

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

SOCIAL AND LEISURE ACTIVITIES

Clients will be expected to participate in social, leisure, and service project activities offered at the ANCHOR Center. These activities will be an opportunity to use free time in a positive manner. Please ask staff for access to art, game, and recreation supplies.

BUDGET

Clients that are able to obtain employment will be expected to support themselves and pay all of their financial obligations to the best of their ability. All money will be turned in to staff immediately for banking purposes. Clients are allowed to receive a maximum \$35.00 of gift money per week. All gift money that is received needs to be reported to staff. Clients must never cash their paychecks or accept a cash advance without prior approval from their PPO. Clients meet with their PPO every two weeks to calculate the client's debts and plan a budget. The following priorities are used: 1) child support; 2) restitution; 3) facility rent 4) supervision fees 5) other debts; and 6) personal funds. Clients will receive a check for personal expenses in accordance with their budgeting plan. Clients must report to staff the current amount of money they have on their person, before receiving their budget check, so that it can be noted as carryover funds from the previous week.

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

Phone calling cards, credit cards, bankcards, pay cards, checkbooks, savings books, or other financial services are not allowed, unless approved by the PPO. Once approved by their PPO, clients must turn these items in to staff.

FURLOUGHS

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

FURLOUGH INFORMATION

1. Clients can apply for furlough based on the privileges of their level.
2. Furlough applications are requested by completing the Furlough/pass application in the kiosk.
3. Furlough locations will only be considered if the location is at an approved residence where the client will reside upon discharge.
4. Furloughing outside the county is not routinely approved, but may be considered based on where the client is going to reside upon discharge. Furloughing outside the District will not be approved.
5. The PPO will review the Furlough/pass application request.
6. Clients will complete a Furlough/Pass location Approval Form. The client must have a landline, or cell phone, with approval from their PPO. If a client is using a cell phone, they must sign the cell phone contract prior to being allowed to furlough. Clients can't have call forwarding or privacy manager on the land line. If approved for a cell phone, pictures of the furlough residence will be taken prior to the client going on furlough, for verification purposes.
7. If the furlough location is with others, the PPO will contact that individual in order to determine if the furlough residence is a suitable fit.
8. A home visit will need to be conducted in order to approve the furlough residence. Allow a minimum of five business days for the home check to be conducted.
9. The PPO makes the final determination whether a furlough residence is approved or denied.
10. Clients **may not** travel to or from a furlough destination during the curfew period.
11. A client on an overnight furlough must be at their approved destination during the facility curfew period. Staff must approve any travel requested during curfew hours.
12. The furlough week begins on Friday at 6:00 A.M. (0600) and goes through Thursday at 10:00 P.M. (2200) of the following week.
13. An application for a furlough will need to be submitted by curfew on Tuesdays. The application will be reviewed by the PPO on Thursdays and will be approved, and/or denied.
14. All furloughs begin and end at ANCHOR Center. For example, going from work, treatment or other appointments outside of the facility, to furlough is prohibited. Any exceptions must be approved by the PPO.
15. Changing, deleting, or adding furlough residences will be at the discretion of the PPO. A residence that has been removed will not be later re-approved.
16. Staff may set special conditions for furloughs as necessary. Staff has the authority to require a client on furlough to report to the facility, in person, at any time during the furlough for the purpose of obtaining a breath test, urine specimen, visual or any other appropriate reason.
17. Furlough requests must include the following: Work shift hours, treatment/ medical appointment times, as well as specific 3-hour pass locations and times.
18. Clients must call ANCHOR Center upon arrival at the furlough residence, when leaving the residence and when returning to the residence.
19. Staff must be able to reach the client by phone immediately during curfew hours. The call waiting function may be used on a primary residence phone. If staff is unable to immediately contact a client for a curfew check the furlough will be terminated immediately and the client will be required to return to the facility. A disciplinary report will be written.
20. A client must be available for phone checks during non-curfew hours. Staff that conduct phone checks during non-curfew hours will attempt to contact a client at the designated location until contact with the client is made. If contact is not made within 15 minutes of the time staff attempt it, the furlough will be terminated and the client will be required to return to the facility.
21. Clients may be allowed the privilege of being away from immediate phone contact at a public area for up to three hours with staff permission. Only one "no phone" location is allowed each day on furloughs and passes. Public no phone furlough locations are defined as those which do not guarantee immediate access to a phone. The specific location must be stated on the furlough request. The determination of whether or not the location is a no phone location is determined by staff and is not negotiable. Examples include, but are not limited to: malls, approved parks, theaters, and restaurants.

22. Furloughs to hotels/motels will generally not be approved.
23. Staff does not approve a Furlough Request to a residence occupied by an individual under supervision to the Department, unless the supervising agent grants permission.
24. Clients returning from furlough will have their belongings searched, and need to be prepared to submit a breath test, urine test, and/or personal search.

PASSES

Passes are similar to furloughs, with the difference being that they are shorter in duration and limited to non-curfew hours. Passes are used to leave the facility for the purposes of: treatment, religious activities, appointments, work, meetings, shopping, activities, and recreation. Passes, like furloughs, are an earned privilege based on positive behavior. Passes need to be completed in kiosk 24 hours prior to departure, so that they may be reviewed, approved and/or denied. Permanent passes can be requested for ongoing activities, such as treatment groups, AA/NA meetings, etc. Passes need to include a specific address, phone number, and mode of transportation to include driver's name and phone number or bus route numbers. Passes at a no phone location are limited based on your level.

Passes include the following:

Personal/Store pass: This is limited to pre-approved locations and pre-established time limits, to include travel time and fifteen minutes in the store. Some store passes will be with a staff member, based on the level of a client.

Three-hour pass: This pass is earned based on level and behavior. If a client wants to take multiple three hour passes in a day, there must be a three-hour window between them. Passes must be in a public location.

Pre-Approved Destinations/Passes: These passes are approved in advance by the supervising agent. This would be utilized for on-going activities that occur on a regular basis, such as: treatment, education/school, AA/NA, religious activities/services etc. and are activities that are generally part of the case plan.

EMPLOYMENT

Clients are expected to obtain employment. Employment expectations will be included in the case plan. Ability to work may change during the course of the client's stay at the ANCHOR Center. Basic employment guidelines include:

1. Hours of employment may not interfere with treatment or group schedules.
2. Clients can job seek once the required job seeking preparation checklist is complete and staff have given approval.
3. Clients will not be allowed to work for family members,
4. The number of clients that are allowed to work at each job site will vary based on the place of employment.
5. Clients will not be allowed to work for cash. Taxes must be taken out, work hours and pay stubs must be provided.
6. Job seeking is on-line ONLY. Clients are granted passes for staff verified interviews, job fairs, to complete employment paperwork, or at the request of the employer. Job seeking pass purpose must be verified by staff prior to leaving.
7. Clients may not shop, eat, hang out, or conduct any personal business while job seeking.
8. Clients must job seek alone.
9. Clients are expected to be appropriately dressed for interviews, job fairs, and onsite applications. Example: Jeans with no rips, nice collared shirt/sweater, dress pants.
10. When offered a job, the job will need to be approved by staff. This includes the following: a Release of Information is signed, employment forms are complete and staff contact the employer to verify employment. Employment needs to be conducive to the case plan, transportation, sobriety, mental health, and physical abilities.
11. Clients will provide a work schedule to staff as soon as they are notified of their upcoming work schedule. Clients are responsible for documenting their work hours accurately, on a daily basis, in the work binder. Documenting work hours provides information needed for level advancement.

12. If your employer utilizes a pay card, you will need to turn the pay card in to staff when you receive it. Paychecks and/or pay stubs must be turned in to staff as soon available and deposited into client banking. Cashing your pay checks or utilizing your pay card is not allowed without staff permission.

13. Clients may not quit their employment without prior approval from their PPO. If you receive permission to quit, you must give appropriate notice as determined by PPO and employer.

CLIENT RULES

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

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

10. **Abuse of Medication** – When a client fails to follow the prescription or package directions of any medications. A client shall also be considered in violation of this rule when they give their medication to another person. Medication shall be turned in to staff, per District policy.
11. **Escape** – When a client is absent from the residential facility without proper authorization for over two hours, or there is probable cause to believe the client has taken flight or is involved in a criminal offense.
12. **Out of Place of Assignment** – When a client 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. Clients are responsible for promptly notifying the residential facility staff of any proposed changes in their work schedule or furlough plan and must receive staff approval of all changes.
13. **Failing to Secure/Maintain Employment** – When a client fails to actively seek, secure and maintain full-time employment as approved by staff. When a client jeopardizes employment, quits without staff approval, or is terminated from their job.
14. **Sexual Misconduct** – When a client 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 client of a correctional residential facility. Indecent exposure also constitutes sexual misconduct. This includes, but is not limited to, offensive exposure of the genitals or pubic area in a manner to be seen by another person; gestures of a sexual nature to cause embarrassment or to be offensive to another person. Sexual misconduct may be written well as/or verbal communication. Clients are not allowed to have sexual contact with each other while participating in the program. This includes while on pass or furlough.
15. **Unauthorized Use of a Motor Vehicle** – When a client uses a motor vehicle as a means of transportation, whether as a driver or passenger, without staff permission.
16. **Unauthorized Possession of Money, Cashing Paycheck, Unauthorized Accounts, Debit Cards or Purchases** – When a client cashes a paycheck, fails to turn in all money to staff, obtains a checking account, savings account, credit card, charge account, debit card, pay in advance or any payroll deductions for personal use without staff approval or control. Clients are also in violation when they make purchases, or incur debts, without staff approval. All money shall be turned into residential facility staff and all expenditures must be done through the residential facility budgeting process and with prior staff approval.
17. **Theft** – When a client takes possession or control of the property of another, or property in the possession of another, with the intent to deprive the rightful owner of the use or benefit of the property.
18. **Bartering/Selling Goods** – When a client 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 client to another client; or agrees to perform or receive services or gifts for anything of value without staff approval.
19. **Gambling/Debts, etc.** – When a client plays any game for things of value or wagers anything on the outcome of an event or game or incurs an unauthorized debt (i.e. cash advances, work debts, etc.).
20. **Safety/Sanitation Violation** – When a client engages in any serious or repeated practice contrary to written or verbal safety instructions; or is very unsanitary/untidy in their personal hygiene, living quarters, common areas of the residential facility, or smokes in an unauthorized area. (Most initial or less serious safety or sanitation violations should be handled with minor reports.)

21. **Failure to Comply with Special Conditions or Participate in Treatment** – When a client fails to be involved in a required educational or treatment program, which shall include failure to follow through with any special condition imposed by staff or to fully participate in treatment or educational activities. This includes failure to comply with a case plan.
22. **Tampering with Locks or Security Items** – When a client locks, unlocks or alters a locking device, fire alarm system, or security item without authorization. This includes any unauthorized possession of a key or key pattern and electronic monitoring devices.
23. **Damage to Property** – When a client intentionally or negligently causes damage to property of another person, or of the state, such as tampering with electronic, electronic monitoring devices, mechanical, or plumbing devices or fixtures. This also includes damage to property resulting from other misconduct (i.e. fighting, horseplay, theft, disruptive conduct, etc.).
24. **Fighting** – When a client engages in a physical altercation including the exchange of blows, shoves, kicks, offensive physical contact, or, if horse playing, the physical contact need not be in anger.
25. **Assault** – When a client intentionally causes or threatens to cause injury to another person or applies any physical force or offensive substance (such as feces, urine, saliva, mucous, or any other item) against any person regardless of whether injury occurs, to include sexual assault.
26. **Violation of a Condition of Leave or Furlough** – When a client fails to comply with any condition of a leave or furlough from the residential facility.
27. **Unauthorized Group/Gang Conduct** – When a client displays or promotes involvement in an unauthorized group/gang through any of the following means: writing, words, physical appearance, and hand signs, symbols, and photographs, possession of group/ gang-related materials or association with others known to be affiliated with an unauthorized group/gang.
28. **Obstructive/Disruptive Conduct** – When a client interferes with staff duties, or conducts themselves in a manner that disrupts or interferes with the secure and orderly running of the residential facility.
29. **Habitual Minor Client** – When a client is repeatedly found in violation of minor/medium violations. The number and types of offenses, and prescribed time frames may be reflected in District policy.
30. **Attempt or Complicity** – When a client attempts to violate one of the listed rules or acts in complicity with others who are committing or attempting to commit any of the listed rules / violations.

A. Attempt - A client attempts to violate a rule when the client takes actions towards violating a rule, although the rule violation is not completed. A client may be charged with attempting to violate any rule listed in this policy.

B. Complicity - A client shall be responsible for a rule violation by another person if the client commands, induces, procures, or aids another person to commit the rule violation.

1) No client shall be liable for the conduct of another person if the client makes reasonable efforts to prevent the rule violation prior to the rule being violated or the client withdrew from participation before the rule was violated.

2) The failure of the facility to charge or convict the other person shall not be a defense under this section.

3) Any action by the accused client, which causes another person to violate a rule, may be considered a violation by the accused client.

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

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

DISCIPLINE

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

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

Sanctions for violations will vary, from verbal reprimand, loss of privileges, written reports, and restrictions, for minor violations, to incarceration for major violations. For minor, informal, violations, the staff will provide written documentation of the violation, and notice will be given to the client. The notice will advise the client of the behavior that was in violation of the rules, as well as the sanction(s).

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

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

APPEAL

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

GRIEVANCE

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

The client follows the following procedure:

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

*See PREA Section of the handbook if your complaint is related to sexual abuse or sexual harassment, retaliation due to filing a PREA complaint.

PREA

There is no time limit for reporting sexual abuse, sexual harassment, retaliation or staff neglect. Reporting can be anonymous and will remain confidential. The Sixth Judicial District accepts third party reporting.

Sexual Abuse Grievances:

115.252 (b)

There is no limit on when a resident may submit a grievance regarding an allegation of sexual abuse.

(2) The agency may apply otherwise- applicable time limits to any portion of a grievance that does not allege an incident of sexual abuse.

(3) The agency shall not require a resident to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.

(1) A resident who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint, and

(2) Such grievance is not referred to a staff member who is the subject of the complaint.

(1) Third parties, including fellow residents, staff members, family members, attorneys, and outside advocates, shall be permitted to assist residents in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of residents.

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 clients may report sexual abuse and/or sexual harassment by contacting any staff member, filing a verbal or written report, or assisting a client with a report. To make sure that sexual misconduct is reported, the Iowa Department of Corrections has several ways for clients to report confidentially. Clients or third parties may use the reporting method with which they are most comfortable:

- Tell a staff member. As a part of their job, staff is required to report any allegation, ensure client safety, and maintain confidentiality.
- Send a letter to: District Director Bruce Vander Sanden 951 29th Avenue SW Cedar Rapids, IA 52404
- Use the facility grievance process.
- Leave a message on the Sixth Judicial District PREA Hotline: 319- 297-3532
- Website: www.sixthdcs.com (Click on PREA-PREA information to report an incident)
- Email: 6th.PREA@iowa.gov

Outside Reporting Entity

- Send a letter or call:

Iowa Ombudsman Office

Ola Babcock Miller Building 1112 E. Grand Avenue, Des Moines, IA 50319 or call
1-888-426-6283 (toll free) or 515-281-3592

The individual reporting may remain anonymous upon request.

Victim Services related to Sexual Abuse/Sexual Assault/Sexual Harassment:

Local outside entity

- Riverview Center

Higley Building, 118 3rd Ave. SE. Ste. 500, Cedar Rapids, IA 52401

319-540-0080 or toll free crisis line 1-563-557-0310 or 1-888-557-0310. (available 24 hours a day)

Email: info@riverviewcenter.org

Calls to Riverview from the client phone are free of charge and are not monitored to ensure confidentiality.

Any report of sexual abuse will require a written consent before Riverview can release information to any other entity.

Outside entity

- Rape Victim Advocacy Program (RVAP)

108 River St, Iowa City, IA 52246.

1-800-228-1625 (available 24 hours a day)

Text number: 20121. Type in lowahelp (one word) Staff will respond 24 hours a day.

Any reports of sexual abuse will need written consent before RVAP can release information to any other entity

Calls to RVAP from the client phone are free of charge and are not monitored to ensure confidentiality.

EVACUATION PLAN AND EMERGENCY PROCEDURES

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

LEVELS

Overview:

Clients in the facility will actively participate in the levels system. This allows for a measurable assessment of progress toward meeting program expectations and goals. Client progress through levels is individualized, and is based on sustained effort each client displays toward rehabilitation. Progress is measured based on individual needs and abilities. Minimum time frames exist for each level, representing the shortest time for completion. The length of time needed to complete any given level will vary for each client.

Level 1: Preparing

Anticipated Duration: 10 days

Required Steps for Advancement:

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

Privileges:

- P.O.-approved passes.
- Furloughs, and designated holidays, up to three hours, with P.O. approval.

Level 2: Developing

Anticipated Duration: 3 weeks

Required Steps for Advancement:

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

Privileges:

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

Level 3: Progressing

Anticipated Duration: 4 weeks

Required Steps for Advancement:

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

Privileges:

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

Level 4: Prevailing

Anticipated Duration: 6 weeks

Required Steps for Advancement:

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

- Remain free of formal discipline for 14 days.
- Make timely payments on court obligations, supervision fee, and facility rent, consistent with PO-approved budget.
- Initiate the process for community benefits, such as: food stamps, WIC, Social Security etc.

Privileges:

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

Level 5: Thriving (Probation/Parole Clients Only)

Anticipated Duration: 4 weeks

Required Steps for Advancement (Discharge):

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

Privileges:

- Independent living in the community.

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

EVACUATION PLAN

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

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

