



Brooklyn House
RESIDENT
HANDBOOK



CORE
SERVICES GROUP

Brooklyn House

Resident Handbook

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Version 6.0

(Revised April 8, 2014)

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Message from the CEO and Facility Director

Brooklyn House
104 Gold Street
Brooklyn, NY 11201

Dear Resident:

On behalf of the Federal Bureau of Prisons, the Corporate Office and the staff of Brooklyn House, we would like to welcome you to our facility. Brooklyn House and its programs provide a safe and secure environment from which you can begin your transition back into the community. The organization has assembled an outstanding staff of experienced counselors, Caseworkers, administrators, and program specialists to help you make effective use of your time here and the services that you are offered.

Brooklyn House serves as a bridge between prison and your return to living with less supervision in the community. Above all else, our goal is to enable you to develop and exercise the skills and milestones that will enable you to live productively and successfully in the community, free of involvement in criminal activity or any other activities that could lead to your return to prison. To accomplish this, you will be required to achieve objectives that will be set with you in the areas of employment, substance abuse/alcoholism treatment, victim compensation and family reintegration. Your progress in the program will be determined by your performance in attaining your goals and adhering to the rules and requirements of Brooklyn House.

We have designed this Handbook as a reference. Read it and become familiar with its contents. More importantly, whenever you are unsure about what Brooklyn House expects from you, you can refer to this Handbook. It explains all of Brooklyn House's rules and regulations, and how they apply to you. It explains what will be expected of you in terms of behavior, employment, and participation in activities both in the facility and outside. Inside Brooklyn House, you will

be expected to keep your personal area neat and clean, perform daily tasks as assigned, and pay rent (once you become employed or begin receiving public benefits). The amount of rent you pay is based on a formula and depends on your gross income. It covers part of the cost of the services that you receive while a resident at Brooklyn House (more information is provided in the section entitled “Resident Financial Responsibilities”).

Outside the facility, you will be expected to obtain employment, or if indicated, participate in a mental health or substance abuse treatment program on a daily basis. Some of you will participate in both work and treatment. As long as you participate in these activities fully, you will continue to progress through the program, and gain greater independence for yourself as you work toward release or probation.

This Handbook will also explain what you can expect from Brooklyn House’s daily routine, how Bureau of Prison directives will affect you, and the rules and regulations with which you will now be expected to live. You are expected to familiarize yourself with the contents of this Handbook, and comply with the rules and regulations that are contained in it.

Though your Counselor will review sections of the Handbook with you periodically during your stay, it is your responsibility to read and become familiar with this Handbook and its provisions. If changes are made to this Handbook, you will be informed promptly. During the orientation process, you will be required to sign a confirmation that you have received a copy, and that you have read and understood its contents. If anything in this Handbook is unclear to you, or you are not sure what it requires of you, you must discuss it with your Caseworker until the issue has been clarified. You may not always like the answers you get, but you will be sure what is expected of you.

We succeed when you make a successful transition back to the community. Brooklyn House’s program is designed to help you do that. We will be your strongest advocates, but also your harshest critics. We treat our residents with respect, and we insist that you treat us with respect. We will tell you what you need to hear. We don’t expect that you will always like it, but we hope you will realize that it has been designed for your benefit and to protect public safety. Based on more than 20 years’ experience, we know that if you take advantage of the programming that we offer, this will be your last experience with the criminal justice system. If that is your goal, then we look forward to helping you reach it.

Sincerely,

Jack Brown
President & CEO

Dr. Grace Terry
Facility Director

Fact Sheet

Arrival

- ◆ During the first 24 hours in the facility, residents are prohibited from any movement outside the facility.
- ◆ Program planning begins with your first intake meeting with your Caseworker. You will develop your Individualized Reentry Plan (IRP) with your caseworker within 14 days of your arrival. Progress will be monitored during weekly meetings in your first 6 weeks and bi-weekly thereafter.
- ◆ Brooklyn House provides you with fresh linen/towels weekly and a lock for your locker.

Accountability

- ◆ Random contact calls will be made to confirm your whereabouts while at work, on 12-hour passes, and on weekend overnight passes. Random contact calls will be made to all residents assigned to home confinement at least twice a day.
- ◆ You must make a contact call to the facility when arriving to each destination while on a job seeking or any approved activity pass.
- ◆ Random contact calls will be made to your employer to confirm your employment status, schedule, job performance and attendance.
- ◆ You are authorized to only travel to destinations approved on your itinerary. Going to an unauthorized location will result in swift disciplinary action.
- ◆ You are required to attend weekly

House Meetings unless the time conflicts with your work or treatment schedule.

- ◆ You may not drive a vehicle unless authorized in advance by the Facility Director.

Authorized Passes

Requests for job seeking and other passes must be submitted completely and accurately no later than 3:00pm the preceding workday to the appropriate programming staff.

- ◆ Pass requests for Friday, Saturday, Sunday and Monday must be submitted on the preceding Thursday.
- ◆ No job seeking pass will commence before 5:00am.
- ◆ Store and gym passes are 2 hours.
- ◆ The following passes must be submitted by 7:00pm Tuesday for weekend approvals:
 - Laundry—2.5 hours
 - Laundry passes are permitted only on weekdays with a return time of no later than 10:00am for unemployed residents.
 - Local Religious Services—3 hours
 - 12 Hour passes—9:00am to 9:00pm
 - Weekend Overnight passes

Check your passes the day prior to your scheduled leave time from the building. You are responsible for the accuracy of your passes. Be sure that your weekly or bi-weekly program meetings are completed and submitted before you leave on a pass.

Employment

You have 21 calendar days following an orientation and transition period of approximately 14-days to secure employment via independent job search.

- ◆ Your job must pay a minimum of \$7.25/hour for at least 35 paid hours per week.
- ◆ All employment must be “on the books”. All applicable federal, state and city taxes must be withheld. You must present pay stubs with proper deductions every pay period.
- ◆ You must possess valid NYS I.D. to seek employment.
- ◆ Passes for employment are limited to 12 hours daily including travel time with exceptions authorized by the Facility Director and/or BOP.
- ◆ Brooklyn House will assist you or refer you to a program to prepare a resume.
- ◆ Every resident must obtain a letter from his or her employer that provides the following information:
 - Employer is aware of your legal status;
 - Your job title and job description;
 - Your work schedule (days & hours);
 - Your Salary and when you get paid;
 - The employer is aware that all applicable taxes and deductions will be withheld;

Finally, this letter must be sent to the Employment Specialist by your employer via US Postal Service or faxed to the facility.

- ◆ When out on job searches, you must bring back documentation from your contact destination to your Caseworker.

Subsistence

You are required to pay 25% of your gross income (rounded down to the nearest whole dollar and no cents) on the day you are paid:

- ◆ Only money orders (no US Postal Money Orders) are accepted. All money orders must be made payable to **CORE Services Group, Inc.**
- ◆ A corresponding paystub must be submitted with the money order
- ◆ Put your name and Reg.# on the money order
- ◆ US Postal Money Orders will not be accepted.

Be advised that subsistence must be paid to the last day you are a resident of Brooklyn House. As such, your final days subsistence will be pro-rated. A payment plan must be approved by your Caseworker.

Visiting Hours and Visitors

Visitation is permitted from 12:00pm to 2:00pm and 3:00pm to 5:00pm on Saturdays, Sundays and Holidays. Adult visitors must be on your pre-approved visitors list. You are limited to a maximum of six people on your approved list in a given month. An maximum of two adults and an unlimited number of your children are permitted per visit. Visitors are only permitted to visit once during one of the time slots.

Contact

You may contact Brooklyn House staff at one of the following numbers:

Telephone: 718-498-0800
 Toll-Free: 1-888-598-0108
 Fax: 718-498-0808

Introduction

Brooklyn House, provides residential care for individuals who have been referred by the U.S. Department of Justice's:

- ◆ Federal Bureau of Prisons
- ◆ U.S. Probation and Pretrial Services
- ◆ U.S. Courts; and
- ◆ Other legal jurisdictions with supervision and custody authority.



Like other Residential Reentry Centers, this program is designed to provide a structured living environment that residents can use to anchor their transition from prison life back to the community. Unlike many other similar programs, Brooklyn House has been redesigned from the ground up to address your needs for livable wage jobs, counseling, family reunification, anger management, victim compensation, and daily living/financial management skills. Our staff is dedicated, highly-skilled, experienced and participates in training on an ongoing basis in order to sharpen their skills to better serve you. Specifically, you can expect staff members to:

1. Assist in the transition from institutional to community life;
2. Help you look for, secure and maintain gainful and legal employment;
3. Help you address alcoholism and/or substance abuse problem(s);
4. Facilitate aftercare planning and implementation of aftercare;
5. Identify areas in life that precipitate crisis in daily living; and
6. Manage your obligations with the court system.

Counseling will also be provided to meet the individual needs of each resident and to monitor their progress as they move toward their program objectives/ goals and eventual release.

This Handbook was designed to acquaint you with the policies, procedures, and rules that govern the operation of the Center. Understanding its contents will help you manage your responsibilities with facility staff, the Center, and the Bureau of Prisons, as well as to take advantage of the opportunities that the program offers. You are expected to familiarize yourself with the contents of the Handbook. It is a good idea to discuss any questions you might have, or any issues that confuse you with the staff. We are here to help you if you need further

information.

We expect that you come into this facility knowing that you will be expected to participate in a coordinated program involving counseling, treatment, education, and training. Not all components of the program will be available to every resident—but every resident will be able to access all of the components that he or she needs. We will help you learn to manage behavioral problems, to become productive, manage your household and your finances. We will help you learn to get along without drugs and alcohol.

In the long run, you will find little value accrues from trying to get over on staff. Sooner or later—usually sooner—we will find out, and when we do through urine tests, observed behavior or from checking behind you, the consequences are much worse than had you simply done the right thing from the beginning. If you understand nothing else from reading this Handbook, remember these two things:

1. Brooklyn House staff will treat you with respect; we expect you to treat us with respect in return; and
2. If you follow the Individual Reentry Plan that you develop in collaboration with our clinical/ programming staff (and we mean really follow it, not just “talk the talk”), we can pretty much assure you that you will not be returning to prison.

All we expect in return is that you respect yourself and your peers, and work with the staff.

To ensure appropriate residential behavior and progress, Brooklyn House utilizes a behavioral management program grounded in the principles of cognitive-behavioral therapy. We use these principles to help you understand how your own thoughts and feelings may undermine your own progress, and to help you work through them.

Brooklyn House reserves the right to recommend the termination of your participation at the RRC and return to a secure facility due to your lack of progress in the program.

ORIENTATION AND TRANSITION PERIOD

Your selection and acceptance into Brooklyn House will result in several changes in your daily routine and will place new obligations on you for proper and responsible behavior.

Upon admission, new residents to Brooklyn House participate in an Orientation and Transition period for approximately 14-days. Orientation includes a 24 or 48 hour intake, depending on your arrival day, followed by scheduled Life Skills and Transition Skills, if applicable. Orientation is designed to acquaint you with the facility, and the Program's rules. During this Orientation, you will meet with your Caseworker and other staff to get familiar with the rules and regulations and Brooklyn House's expectations of you both in and out of the facility.

For the first 24 hours in the facility, you will not be allowed to sign out or leave the facility for any reason. After you have completed the required intake you will be allowed to sign out to seek work or attend employment and will be required to participate in classes as assigned.

ADMINISTRATION

The Administration of Brooklyn House is made up of the following positions:

Facility Director: *The Facility Director* maintains executive-level managerial and supervisory responsibility for the overall operation of the Center's programs and physical plant, as well as the well-being of staff and residents. S/he serves as the Center's primary liaison with the Bureau of Prisons. S/he also chairs the Disciplinary Committee.

Deputy Director of Programs: *The Deputy Director of Programs* maintains primary responsibility for the case management of all federal residents and the Cognitive Behavioral Therapy (CBT) based counseling program employed within the facility. S/he will be responsible for the implementation of programming by all members of the counseling and case management staff (i.e., Caseworkers, Life Skills Instructor, Aftercare Counselor, Employment Specialist, and the use of volunteers, if any). The Deputy Director of Programs will be responsible for the overall management of Brooklyn House in the absence of the Facility Director.

Deputy Director for Operations: *The Deputy Director for Operations* maintains primary responsibility for security, custody, and the protection of everyone in the Center, and the operation of the physical plant. *The Deputy Director*

for Operations will also be responsible for the orderly running of the internal operations within the Facility (i.e., security, food service, safety and sanitation, property inventory and all Shift Supervisors and Resident Monitors).

Quality Assurance Specialist: The *Quality Assurance Specialist* is responsible for gathering data on program performance, analyzing that data, and reporting it in a way that is useful to the senior management.

In addition to tracking intakes, recidivism, disciplinary committees, and process measures, the Quality Assurance Specialist is responsible for benchmarking staff performance metrics, and chairing the Center's Quality Improvement Committee. S/he is responsible for monitoring the contract deliverables.

Investigative Specialist: This individual's primary responsibility is to ensure that the residents' rights are not being infringed upon. S/he will respond to all concerns and resident grievances. S/he will also be the designated investigator for all incident reports written against any resident. This person maintains an open door policy, so that any resident with any problem can feel free to discuss the problem in the privacy of the Investigative Specialist.

We encourage you to address complaints and problems directly with the staff member(s) involved. If this is not possible, or the result is not satisfactory, you may speak with a supervisor. We encourage you to exhaust all of your problem-solving options prior to escalating your complaint up the ladder to one of the Deputy Directors or the Facility Director. However, should a resident feel the need to discuss any problem areas with those particular staff members, you can make an appointment to meet with any one of them by contacting the Administrative Assistant.

Administrative Assistant: The *Administrative Assistant* provides a full range of administrative support and is responsible for maintaining office records, word processing, scheduling, filing, faxing, and assisting with any other administrative functions required for the effective operation of the facility. S/he logs resident payments of their subsistence payments.

Bookkeeper: Reporting to the Facility Director and the CFO, the *Bookkeeper* maintains the accounts for the facility and residents. The Bookkeeper also maintains the general ledgers, as established by the agency CFO, ensures that all billing and payments are billed and made in a timely way.

Receptionist: The *Receptionist* answers phones, inputs urinalysis results and monitors residents whereabouts while out on a pass.

Training Coordinator: The *Training Coordinator* develops, delivers and evaluates training for all staff members on an ongoing basis. The Training Coordinator is responsible for ensuring that all staff members possess the skills, credentials and certifications required to successfully perform his/her job func-

tions via document review, competency testing, needs assessments, development plans, training, and rewards.

CLINICAL AND PROGRAM SERVICES

Within Brooklyn House, the staff works in two divisions or teams: 1) the *Clinical and Program Services Division*; and 2) the *Operations Division*. All of the Center's case coordination, clinical and program services, including relationships with community-based organizations (CBOs) that provide health and behavioral health (mental health and substance abuse treatment services), employment-related services, life skills instruction, and on-site substance abuse counseling are included in the *Clinical and Program Services (CPS) Division*. The CPS Division is also the home base for the Center's in-house Counseling Programs—which, as noted above—include 12-Step programming, substance abuse counseling, employability and vocational counseling and instruction, basic instruction in the skills of daily living, and personal finance. As noted above, the *Clinical and Program Services Division* is headed by the *Deputy Director of Programs*.

Social Services Coordinator: Under the supervision of The Deputy Director for Programs, the *Social Services Coordinator* assures that all Case Management services are delivered regularly and are properly documented in the ALERT system and the resident file. S/he provides supervision over the resident employment assistance program and works with the Employment Specialist to provide resources and job referrals. The Social Services Coordinator is also responsible for training residents on how to use the ALERT Resident Kiosk to perform tasks like submitting a pass request, leaving a message for your Caseworker and viewing your program details including financial, visitor and employment information.

Aftercare Counselor: This individual's primary responsibility will be to develop, implement and/or coordinate and monitor the resident's program designed to prepare the individual in the area(s) of substance abuse and other crisis intervention and management services, i.e., family abuse, finance.

Caseworker: This individual's primary responsibility will be to develop, implement, and/or coordinate and monitor the resident's program needs. His/her responsibility will be to develop, implement and supervise the on-going resident, counseling and support services.

Director of Workforce Development and Life Skills: The *Director of Workforce Development and Life Skills* focuses on employment development for Brooklyn House residents as well as the development and implementation of an enhanced life skills program that will teach residents the skills required to live independently in the community. This individual will be responsible for assessing your current abilities, and planning and instructional program that may include basic educational skills, money management, shopping, food preparation,

maintaining an apartment, relationships etc.. S/he will work closely with the Program Team for the implementation and monitoring of all workforce development and life skills programming initiatives. He/she will keep current in the field of employment services. S/he also teaches *Transition Skills Instructor* with a curriculum of 9 mandatory classes.



Employment Specialist: This individual's primary responsibility will be to develop, coordinate, and monitor the resident's program designed to prepare the individual in the area(s) of employment, skill development, and employment related growth; of education skills that are deemed necessary to make an educational advancement. S/he will monitor each resident's progress and will evaluate and provide bi-weekly and monthly reports.

The Program Review Team

The heart of Brooklyn House's rehabilitation program is the Program Team, which is comprised of all Program Services staff that work with you and is chaired by the Deputy Director of Programs. Depending on the resident's needs, the Program Review Team includes the Caseworker, and may include the Social Services Coordinator, the Employment Specialist, Aftercare Counselor, or Life Skills Instructor. The Program Review Team Chair may assign any other staff that s/he believes will contribute to achievement of the resident's program to participate on a one-time or ongoing basis. Each month the Caseworker collects data on the resident's progress from each of the program areas identified in the resident's Individual Reentry Plan. The counselor prepares a summary of the resident's progress and reviews this with the resident.

The Team meets collaboratively, and works with the resident to decide on goals and objectives for the next period. The Program Team generally reviews each resident's goals and objectives with the resident monthly. In between those meetings, progress on your Individual Reentry Plan (IRP) is discussed with your Caseworker and the Clinical and Program Services staff members as indicated.

Following each Review by the Program Team, the Facility Director evaluates each resident's Individual Reentry Plan and his or her progress towards its goals and objectives. S/he approves or adds additional comments to those made by the staff and resident during the Team meeting and distributes the Review to the referring agency and to the resident's file.

On-Site Counseling Program

Many residents arrive with the belief that they do not need any help to make the transition from prison to community life. The most successful residents—the ones who make this their last trip through the criminal justice system—make use of all the assistance that Brooklyn House has to offer. The counseling and program resources of Brooklyn House are equally available to all residents. To help you make use of them, each resident is assigned a Caseworker who is responsible for coordinating their services within the facility and linking the services that you receive within the facility to any outside treatment in which you participate. Your Caseworker will work with you to design an Individual Reentry Plan with goals and objectives that are specific, measurable, achievable, relevant to you, and capable of being completed in a specified amount of time.

Staff members are accessible to residents to provide assistance with problems or needs as appropriate based on their job function. Where applicable, residents can request to meet with their Caseworker or Program staff independent of regularly scheduled weekly/bi-weekly meetings. Issues/Concerns raised by the residents are noted into their files by the assisting staff. The resident's progress will then be reviewed and summarized by your assigned Caseworker on a bi-weekly basis. If any changes are necessary, they will be discussed and agreed upon. All residents must attend scheduled meetings with their caseworker. Failure to comply will result in disciplinary action.

Brooklyn House counseling program includes Substance Abuse and AIDS Prevention Components. At least one session in each area is required for each resident. The world has changed while you have been away, and the new realities regarding HIV/AIDS and drug use are issues that every responsible adult needs to be informed about. These sessions will provide educational information about alcohol and drug abuse, and HIV/AIDS prevention, so that the resident can make more responsible decisions about their lifestyles. During these sessions the resident will have the opportunity to discuss any feelings or problems concerning these issues. Community resources that are available for assistance with substance abuse or AIDS problems will also be included in the sessions.

Residents who have a history of alcoholism and/or substance abuse, or who have been previously diagnosed with a substance use disorder, will be referred to the Transitional Drug Abuse Program, Community Treatment Resources (CTS). Residents who have histories of aggression, belligerent or agitated mood, or other behavioral problems will be referred for evaluation for a Mental Health Treatment Program.

Speakers

Periodically, the staff will invite individuals with special qualifications or points of view to speak on special subjects, i.e., AIDS, community relations, health, law- enforcement in the community and consumerism. The time and location of each presentation will be publicized in advance.

Donors

The facility occasionally is the beneficiary of donated items and goods. When these items become available, sign-up sheets are posted and access is provided based on resident performance and program performance.

House Meetings

A house meeting will be held weekly generally on Wednesdays at 7:30 p.m. in order for all residents and staff to disseminate information and discuss any problem areas. This will afford the residents the opportunity to express any grievances that they may have, plus offer suggestions. House meetings are different from the program meetings with volunteers, the Aftercare Counselor, Employment Specialist, or your contact meetings with staff on your reentry plan activities.

You may ask to speak to your Caseworker, the Social Services Coordinator or Deputy Director of Programs without an appointment whenever you have concerns that you need to express or share.

All of Brooklyn House activities are designed to assist the resident in adjusting to the community and leading to a crime free lifestyle.

OPERATIONS DIVISION

The Operations Division, led by the Deputy Director for Operations, is in charge of maintaining building security both inside and outside the facility. The Operations Division is responsible for maintaining and monitoring the ALERT System, which tracks when offenders are present in the facility and logs them back in when they have been out. Operations are also responsible for facility maintenance, computer maintenance, supplies, etc., as well as the security staff that monitor the activities both within and outside the facility.

Operations Division Staff

Resident Monitor/Shift Supervisor: This individual's primary responsibility will be the daily shift supervision of residents, ensuring safety and sanitation of the residents and the facility at all times. S/he will ensure that all residents are prepared for their daily activities, living areas are maintained according to established guidelines and that all residents are properly groomed, and clothed.

Home Detention Specialist: The Home Detention Specialist monitors the whereabouts of Brooklyn House's Home Detention residents. The specialist is responsible for the surveillance of residents on electronic monitoring, documenting field contacts with residents on Home Detention, and preparing incident reports as needed. S/he conducts visits to residents, employers, and family members to ensure the resident's positive transition back into society and to document accountability.

Maintenance Supervisor: The Maintenance Supervisor maintains responsibility for housekeeping, repair, and preventive maintenance of the Center's physical plant and grounds. S/he and the facility's maintenance personnel maintain the building's heating, ventilation, and air conditioning systems, plumbing, masonry and painting, tile work and bathroom fixtures, and other parts of the building's infrastructure.

Information Systems Specialist: The Information Systems Specialist provides IT and electronic equipment support for the facility, including maintaining information systems, software and hardware infrastructure, as well as create and maintain electronic records of Brooklyn House residents.

Cook/Assistant Cook: The Cook/Assistant Cook provide quality, nutritional meals for the residents. S/he is responsible for developing meal plans, inventory, menus and preparing resident meals. S/he is also responsible for the maintenance of the kitchen and cafeteria.

Volunteer Program

Brooklyn House maintains an active Volunteer Program. Volunteers are recruited from among local community leaders, businesses, churches, synagogues, community-based organizations, and individuals who have an interest in our program. All volunteers are screened prior to being allowed contact with Brooklyn House residents. Volunteers may take on one of several roles within the facility's program: They may serve as mentors to one or a small group of residents to help facilitate their adjustment to life in the community; they may serve as lay counselors within the residence, or may be just someone with whom you can talk acting as a sympathetic ear for any resident who wishes to speak with them; they may serve as "sponsors" for individual residents involved in 12-step programs, or they may serve as chairs of institutional meetings of those programs—that is, meetings held within the Brooklyn House facility; they may be helpful in securing employment or in helping you maintain a job; and finally, they may serve as conduits to other organizations—churches, synagogues, community groups, etc. Often, they can give you insight into problems that you might be having on the job, and offer possible solutions. Volunteers may not recruit residents to become members of a particular religious or secular group, but they may provide information about their organization according to the guidelines presented in Brooklyn House's *Policies and Procedures Manual*. These volunteers are offering their time and talent to our program and its residents. Please remember to be courteous and polite. This program is evolving, so if there are any suggestions, they may be directed to the Facility Director.

BROOKLYN HOUSE

POLICIES AND PROCEDURES

STAFF DECISIONS

It is important for you to remember that while you are a resident at Brooklyn House, you remain under the jurisdiction of the Federal Bureau of Prisons (or the agency responsible for your placement here). **The Bureau has rules and procedures that must be adhered to, just as our Center has its own rules.** The primary reason that these rules and procedures have been put into place is to protect public safety. They will also benefit and protect you. You will not always agree with every decision that is made, and under certain circumstances you have the right to challenge decisions and try to have them overturned or modified.

You must remember, however, that Brooklyn House is not a democracy. When a staff member makes a decision, that decision stands on all matters, unless and until it is properly appealed and/or properly grieved. Staff members do not make decisions lightly or without weighing the relevant considerations. Staff members are trained to refer to their Policies and Procedures Manual and to take account of all relevant circumstances prior to making decisions. If you disagree with a staff decision and decide to challenge it, begin by speaking with the staff member who made it. If you cannot come to an agreement after discussing the matter calmly and rationally with that staff member, then the next step is to talk to that staff member's supervisor. If you are still unable to resolve the problem, you may escalate your request for reconsideration to the Deputy Directors, and finally, the Facility Director.

It is wise to be selective about the issues that you choose to escalate to the Deputy Directors and/or Facility Director levels. Remember that the decisions they make **stand as final** until they are reviewed by the Facility Director (in the case of all other staff) or come up for review under the Grievance Procedures. Although all staff members strive to follow Brooklyn House's Policies and Procedures Manual in all aspects of decision-making, it is possible for residents to make a situation worse by escalating complaints that they know to be frivolous or which cannot be resolved in their favor.

You must comply with any sanctions imposed from an infraction.

NOTE: While Brooklyn House strives to incorporate collaborative decision-making in resident related issues, it is necessary for you to understand that Brooklyn House is not a democracy. While you are here, staff decisions must be adhered to and followed. Appeals can be brought to the Deputy Directors or the Facility Director, but staff decisions remain standing until and unless they are reversed by any of the Directors or changed as a result of having been reconsidered through the grievance procedure.

SIGN-IN AND SIGN-OUT PROCEDURES

Brooklyn House utilizes a computer-based tracking system to monitor your whereabouts, including the times that you leave and return to the facility. The computer system is backed up by a written Sign-In/Out Sheet. It is your responsibility to ensure the information on your pass/itinerary is correct. When asked you must present your ID card when leaving or entering the building, so your movement is properly registered in the ALERT System's database (you will be taught how to do this by the Social Services Coordinator). You will also be asked to sign a separate sign in/out sheet completely and accurately.

A resident is not to leave the facility without the approval of an on duty full-time employee (an on duty full-time employee must sign the resident's sign out sheet and authorize him/her in the ALERT System before the resident can be considered authorized to leave the Facility for any reason). The resident must indicate his or her status in each column. You are only authorized to go to the locations on your sign in/out card or its computerized equivalent. Only the resident who is leaving or returning can fill out the sign in/out sheets. If you sign in/out for another resident you can be charged for aiding and abetting in an escape (see Escape).

Residents signing out of the facility on a pass have up to fifteen (15) minutes from the time on the pass to depart the facility. If more than fifteen (15) minutes elapses from the scheduled time that the individual was supposed to depart and s/he remains in the facility, the Facility Director or designee must re-approve the pass. It is your responsibility to ensure you are ready to sign out of the facility at your scheduled time.

Residents are responsible for returning to the facility no later than the time designated on the pass/itinerary. If you return after your curfew time, you will be considered late and subject to disciplinary action. If you are aware you will be late (i.e. extended work hours, train delay, etc.), it is your responsibility to contact the Facility Director or designee for a pass extension. Unless an approval is granted by the Facility Director or designee, you will be considered late upon arrival.

Home Confinement residents are not to bring other individuals into the facility when signing in.

FOOD AND NUTRITION

NUTRITION AND SPECIAL MEALS

The program design includes healthy, nutritious resident meals which will be catered by a local caterer. The menus have been designed by a certified nutritionist and meet the Food and Drug Administration's nutritional recommendations for adults. Our food service staff strive to prepare food that is varied in terms of type, heritage, and flavor, so that the meals will be enjoyable as well as nutritious. Special needs can be accommodated. If you have special dietary needs for religious purposes or medically prescribed (i.e., Kosher food, Halal food, low salt diet), you must explain these needs to your Caseworker at your first meeting (or as soon thereafter as the opportunity arises). Your Caseworker will submit your request to the Deputy Director of Programs for approval. Please note that accommodation to dietary needs is a right that extends only to those who actually practice a religion or require a special diet for health reasons. The Center may request written documentation from your physician of the requirements for special diets, and you must provide this documentation before special meals can be accommodated. Similarly, your Caseworker may require documentation of your religious practice as outlined in your PSI before authorizing special meals.



Meal times are set forth in the table below. If you are unable to be present during the time that a particular meal is being served, it is your responsibility to notify a member of the Facility (Operations) Staff, and request that they save a meal for you. (A plate will be saved and you will be able to heat it up in a microwave oven). A staff member will be available to discuss and/or assist residents concerning the prepared meal program. If you need to pack a lunch to take with you to work or because you will be away from the Center during the day for another approved reason, you must notify the Operations Staff the day before. If you fail to pick up and sign your sack lunch out, you will be automatically removed from the list. Weekly menus will be posted in the Dining Room.

It is your responsibility to clean off your table and clean up after yourself when you have finished eating. Storage, preparation and/or consumption of food is permitted only in the dining area.

MEAL TIMES

Breakfast:	5:30 a.m. to 8:30 a.m.
Lunch:	11:30 a.m. to 1:30 p.m.
Dinner:	5:30 p.m. to 8:30 p.m.

Because maintaining a sanitary and pest-free environment in the Facility is not only essential to the maintenance of good health, but is required to maintain the Center's operating certifications; bringing food into areas of the building other than the Dining Room is considered a serious infraction of the House Rules, and subject to disciplinary action.

Residents are not allowed to bring food or beverages directly into the facility themselves. Food may be ordered for delivery from established food vendors at the authorized times. Food deliveries are prohibited during count times, after 9:00 p.m. Sundays through Thursdays, and after 10:00 p.m. on Fridays and Saturdays.

RULES GOVERNING LIFE IN THE RESIDENCE

ACTIVITY AND NOISE LEVELS

Radios, audio equipment, and personal TVs etc., must be kept at a level which will not disturb or disrupt staff or other residents, and which cannot be heard outside of your room. All room lights, televisions, radios, and any equipment which may disturb/disrupt the peace of other residents and staff must be turned off following the 11:00pm weekday and 1:00pm weekend head count. Failure to comply can result in the banning or confiscation of equipment until equipment can be removed from the Center.

The television in the Dining Room will remain off weekdays from 8:00am to 4:00pm, unless authorized by staff. Residents may use the television on weekends and holidays with staff authorization, except during head counts and clean up.

* Please note Brooklyn House is not responsible for the loss or damage of any personal belongings.

BEDROOM ASSIGNMENTS

During orientation, you will be assigned a bedroom, and provided with linen, clean towel, a locker, and a lock. If you arrived at the Facility lacking any items required for your personal hygiene, these will be provided to you at this time as well. Rooms are assigned by Operations staff; no resident may switch rooms or change their room assignment without first receiving permission from the Deputy Director of Operations.

FACILITY DRESS CODE

Brooklyn House dress code has been designed to help you adjust to life outside of prison. Compliance with the dress code is NOT optional. You are expected to observe the dress code carefully and thoroughly. Violation of the dress code will result in disciplinary action. Continued violations will result in the article(s) of clothing being confiscated (they will be returned at the conclusion of your program stay). The following are the highlights of the resident dress code:

1. All residents must remove all head coverings—including hats, caps, do-rags. All residents must remove sunglasses and headphones upon entering the facility.
2. You may not walk around in bare feet or with your feet exposed in the common areas of the Facility (hallways, dining room, recreation area, etc.). No open toe shows and you must wear socks.
3. You cannot wear slippers in the common areas such as the counseling offices and the cafeteria.
4. Shirts must cover arms from elbows up, no bare shoulders/chest.
5. You may not leave the Facility wearing any sort of pajamas, long-johns, tank tops, or mesh shirts.
6. Shorts may only be worn inside the Facility.
7. In general, clothing worn inside the facility must be modest in appearance, and not revealing or provocative.

* If you are unsure about the appropriateness of a particular item of clothing, consult your Caseworker **before** wearing it.*

FIRE AND SAFETY REGULATIONS

It is your responsibility to know the location of the fire alarms and fire extinguishers in your room area and hallways. You are expected to know your location within the facility as described in the emergency exit plan. This is also part of your orientation, and will be the subject of house meetings. House evacuation will be initiated by an alarm, or by the shout of “fire” or “evacuate”, repeated three times.

There is an emergency facility evacuation and disaster plan which will be explained to you during orientation and will include the most direct route from your room to a meeting area outside the facility. The Facility staff will conduct monthly evacuation drills to ensure that the residents understand the evacuation plans and that all residents are capable of safely evacuating the facility in less than four minutes. When you hear the alarm you must immediately respond and head towards the nearest exit.

ROOM SANITATION AND PERSONAL HYGIENE

You will be living together with other residents, and because someone will be living in your space after you leave it, your individual living area must be kept clean and sanitary, and you are expected to practice good personal hygiene

throughout your stay.

Your bedroom and around your individual living area must be kept neat and clean at all times. All resident rooms are inspected on a daily basis. Residents should remember that this is their home for the period that they are in residence.

The following rules apply to the occupancy of your assigned room and shared bathrooms:

1. You may not rearrange the furniture in your assigned room.
2. It is prohibited (and also a fire hazard) to hang any items, including clothing, on any steam pipes or sprinkler pipes.
3. All residents are responsible for the daily upkeep of your living space and assigned room.
4. Smoking is prohibited in the facility including the bathrooms.
5. Residents will be allocated bathroom cleaning chores, including the common showers, toilets/urinals, sinks, mirrors, floors, and walls, and air vents according to a weekly schedule. However, all residents are responsible for ensuring the sanitary conditions of the shared bathrooms throughout the day.
6. It is expected that each resident will shower or bathe at least once a day, and adhere to the highest standards of personal cleanliness and hygiene. Residents shall be responsible for providing their own personal hygiene items. If a resident cannot afford to purchase hygiene items, the Facility will provide:
 - ◆ Toothbrush and/or toothpaste
 - ◆ Soap
 - ◆ Comb
 - ◆ Sanitary products for female residents
 - ◆ Deodorant
 - ◆ Lotion
7. Resident's clothing should be neat and clean. Funds will be provided to indigent residents to do your laundry at a nearby Laundromat, and you may request a pass in order to have sufficient time to do your laundry. Unemployed residents are restricted to Saturday morning laundry passes with a return time no later than 11:00am. Weekdays are limited to job seeking and programming activities.
8. The Facility provides an iron and ironing board that can be checked out from the Control Desk staff. Residents are asked to be respectful of other residents in their use of the irons and ironing boards, as there are a limited number for use by all residents.

You should keep only those clothes that you require on a daily basis in your room or secured in your locker. The living quarters are open areas that cannot be totally secured. For this reason, residents are strongly discouraged from bringing valuables into the facility. In particular, large amounts of cash or expensive jewelry have no place in Brooklyn House. Therefore, you are prohibited from bringing in cash and valuables that exceed \$500 in value. If you do bring such items into the facility, you will be required to sign a waiver, absolving Brooklyn House of all liability in the event that they are misplaced, broken/damaged or stolen.

ROOM DECORATION

Residents are permitted to personalize their quarters or assigned lockers with family photos and religious items to the extent that their decorations do not interfere with other residents' enjoyment of the room. Residents are prohibited from having room decorations that will damage the walls, floors or ceilings, window sills or any of the furniture provided by the Facility. You will be subject to disciplinary action should you damage facility property.

ROOM VISITS

Residents of the opposite sex may not fraternize under any circumstances.

1. Male residents are not allowed in the areas of the building designated for females (e.g. room 001) without the explicit, prior authorization of the Facility Director (as when completing assigned chores) and must be accompanied by a staff member;
2. Similarly, female residents may not go into areas of the building designated for males (e.g. rooms on 2nd and 3rd floors) without the explicit, prior authorization of the Facility Director (as when completing assigned chores) and must be accompanied by a staff member;
3. Under no circumstances will any resident(s) be allowed in any other residents' living quarters (bedroom or bathroom).

HOUSEKEEPING CHORES

Group living requires a high standard of sanitation and maintaining that standard requires the cooperation of all the residents. In addition to your own personal hygiene requirements, and the maintenance and sanitation of your room, additional housekeeping chores will be assigned to each resident daily, as

long as you live in the Center. These housekeeping chores are assigned on an equitable basis and rotated regularly. All chores must be completed by 10:45pm daily. If the resident's work schedule conflicts, the staff will arrange for an appropriate chore. **At any given time, you may be asked to perform Brooklyn House chores, as necessary. Additionally, you may have additional chores as a result of a disciplinary action(s).** New residents on Orientation are also assigned additional chores as part of the overall upkeep of the facility during orientation and the pre-employment period. Refusal to perform housekeeping chores will result in disciplinary action. Residents must not damage property belonging to other residents, staff or the facility. Residents will be subject to disciplinary action for each item lost or damaged.

UNIVERSAL PRECAUTIONS

All staff and residents must follow Universal Precautions, including the areas such as blood and other infectious materials must be treated as though they are potentially infectious.

1. You will be trained to use protective personal equipment such as gloves, facemasks, goggles, protective footwear.
2. You must wash your hands frequently—before meals, before engaging in group activities, after exercise, following chores, etc.
3. Brochures that describe universal precautions in detail are available from Brooklyn House staff.

EMERGENCY AND FIRST AID PROCEDURES

All accidents and emergency medical situations (an emergency exists when a staff member or resident is injured to the extent that they require medical care that extends beyond simple first aid) must be reported to the Shift Supervisor and Resident Monitor on duty immediately. Other types of emergencies (i.e., fire) should also be reported immediately either verbally or by use of the pull boxes located around the facility.

Group living requires us to utilize strong cleaning agents in order to protect the health of all residents. You must use extreme caution when using cleaning agents, especially if you have a known sensitivity to any of these agents.

1. At a minimum, if you have the need to use caustic cleaning solutions, you should ask the Shift Supervisor and Resident Monitor for rubber gloves and a surgical face mask.
2. Discuss other concerns with the Lead Maintenance Personnel.

MAIL

There are no restrictions on sending mail (letters) except that no correspondence (by mail or otherwise) will be permitted between residents and individuals who are incarcerated, unless a family relationship is documented in the resident's file. Further, correspondence between a resident and a presently incarcerated inmate will not take place without prior written permission having been received from the RRM's office and Warden from the sending institution. Residents shall be permitted to receive mail at the facility with the exceptions of mail from individuals who are incarcerated, any person deemed inappropriate by BOP, USPO and Brooklyn House and Any mail containing pornographic images.

Packages will be inspected and will be opened only in the presence of staff. Brooklyn House will provide writing material (pen/pencil, envelopes, and paper) as necessary, except for correspondence with inmates from other institutions. Indigent residents may request postage from the Bookkeeper to maintain community ties.

"LIGHTS-OUT"

No resident is permitted to be out of his/her room after "lights-out" times unless authorized by a staff person. Facility "lights-out" times are as follows:

Mondays –Thursdays/Sundays 11:00 pm

Fridays/ Saturdays/Holidays 1:00 am

"Lights-out" time ends at 5:00am.

WAKE-UPS

All residents must be awake, dressed, groomed, clean and tidy up their living quarters, and out of their rooms by 8:00am, unless authorization is obtained in advance from the Facility Director for medical reasons.

It is your responsibility to arise on time to complete your personal hygiene tasks, finish your chores, and eat breakfast before leaving for work. Failure to get up on time for work may result in restriction from leaving the facility or designation of extra chores. We suggest that you purchase an alarm clock. All residents who are unemployed or in orientation, are required to report to the Operations by 8:00am; everyone must be out on an approved pass by 10:00am (depending on residents' work hours) and can return to their rooms by 4:00pm.

VISITATION

Residents are allowed a maximum of six (6) approved visitors on their visitation list, which can be amended monthly. Children under age 18 must be accompanied by an approved adult from the visitation list. Visiting days are Saturdays, Sundays and Holidays, and visits may take place from 12:00pm to 2:00pm or 3:00pm to 5:00pm. All visitors must be approved in advance by your Caseworker and Facility Director.

TELEPHONE USE

A bank of pay phones, capable of making outgoing calls only (the incoming phone numbers for these phones will not be available to residents or staff), is located on the first level, cafeteria, and in the female living quarters for female residents only. If other residents are waiting for the phone, telephone calls will be limited to 10 minutes. On week days residents are prohibited from using the telephones after the 11:00pm head count/curfew unless they have received prior authorization from a staff member, and on the weekends after 1:00am. These rules have been formulated to ensure equitable access to the phones. Only with prior approval will incoming calls from prospective employers be allowed on a Center phone.



All residents are strictly prohibited from possessing and/or using a cell phone in and out of the facility.

MEDICAL SERVICES

Residents are responsible for their own medical expenses unless specific expenses have been authorized by the BOP. Individuals who need medical care and who are classified as pre-release will be transported to the closest institution with a medical treatment unit. In case of a medical emergency, the resident would be treated locally. All surgical procedures must be approved by the Federal Bureau of Prisons, RRM's Office, before surgery can be scheduled (except when the surgery is being conducted on an emergency basis).

The following documents are required for the submission of a request for a medical procedure:

- ◆ A letter from your doctor describing the medical condition and its severity, identifying the medical procedure that is needed, and whether or not the procedure outlined will be done as an in-patient or out-patient procedure;

- ◆ A copy of your medical insurance coverage to confirm your ability to pay for the procedure.

NOTE: At least one (1) weeks' notice prior to the proposed procedure is required.

MEDICATION

Medication brought to the Facility by residents will be checked, logged and secured upon arrival, by the Operations staff, which will retain and manage it. Once the medication has been secured, the Deputy Director for Operations will determine the proper handling of the medication(s) as follows:

1. Keep on Person — you may keep this medication in your locker.
2. Controlled Medication — is retained in a locked cabinet. Each individual's medication is placed in a container labeled with his/her name, and dispensed by the Operations Staff according to the instructions provided by the prescribing physician.
3. Psychotropic Medication — is retained in a locked cabinet. Each individual's medication is placed in a container labeled with his/her name, and dispensed by the Operations Staff according to the instructions provided by the prescribing physician.
4. Controlled Substance/psychotropic medication is to be taken in the presence of Brooklyn House staff.
5. You are not permitted to obtain controlled substance/psychotropic medication without the prior approval of the Facility Director or Program/Clinical staff. Brooklyn House staff will confiscate medication that is not on record in your file and you will be subject to disciplinary action.
6. You must fill out the appropriate forms for all medication. These forms must be completed each time you receive a refill or bring new medication to the facility. Each resident is required to inform their Caseworker what medication is being taken, frequency, etc. This information is essential in case of an emergency.



NOTE: The following activities will subject you to disciplinary action even if they are done for well-meaning reasons. They constitute serious violations of House rules and of the law.

1. Residents are not allowed to provide medication to other residents. Violation of this will result in disciplinary actions.
2. You cannot take any prescription medication which is not yours. Even if the dosage of another person's medication is the same as yours, you are not permitted to take it.
3. All residents must sign for medication (controlled and psychotropic) each time that they take it.
 - a. It is the residents' responsibility to notify staff of any medication s/he is taking or have taken when a urine test is being administered.
 - b. Residents must also monitor their refills and notify their assigned Case-worker at least two (2) weeks prior to the refill date.

Residents may keep vitamins/health supplements in their assigned rooms; however, these items must be stored in their assigned locker or bed drawer and kept in their original bottles or containers.

FOOD STAMPS

Residents are prohibited from applying for or receiving food stamps. Residents are provided three (3) meals a day at Brooklyn House. Applying for and/or receiving Food Stamps while a resident of Brooklyn House is a violation of federal law and subjects you to arrest, disciplinary action, and/or re-incarceration.

PROPERTY

Upon entrance to the program, the Operations Staff will inventory each resident's personal property. A copy of this inventory will be retained in the resident's Brooklyn House file. All residents must inform staff of any personal property they bring into the facility. A security padlock is provided for each resident's locker; however, staff will have access to residents' property during a room search. Resident lockers are to be kept locked at all times. **Also, be aware that there is limited space in the Facility. As a functional matter, you can only keep seven days' worth of clothing, two outer jackets and at maximum three pairs of footwear.** Brooklyn House strongly discourages residents from bringing valuables into the facility, in particular large amounts of cash or expensive jewelry. Brooklyn House will not be liable for such items should they be misplaced, broken/damaged, or stolen.

Upon a resident's departure from the facility, residents are to take their belong-

ings. In the unforeseen event that a resident does not take his/her property upon release, residents or authorized individuals, for residents who are no longer under the RRC's supervision, will be notified to retrieve the prohibited item(s). Residents and/or authorized individuals will have up to 30 days from the resident's departure from the facility, to retrieve the prohibited item(s) that have been approved for release to the resident or authorized individual. Upon the resident's relinquishment or expiration of the 30 day period, unclaimed confiscated contraband or property will be disposed of or destroyed.

LAUNDRY

The following will be supplied to each resident upon entry into the program:

- ◆ Bed linens - Sheets (2) and Blanket (1); Pillow case (1); Towel (1), and Washcloth (1).

The facility will be responsible for laundering these items on a weekly or as needed basis. All issued bed linens, pillow cases, towels and washcloths must be returned prior to release. If you lose any of the linen or towel items issued to you, you will be subject to disciplinary action for each item lost or damaged.

Each resident is responsible for laundering his or her personal clothes. Residents are encouraged to utilize a laundry near the facility. **Unemployed residents are restricted to Saturday morning laundry passes with a return time no later than 11:00am.** Weekdays are limited to job seeking and programming activities. Indigent residents may request funds from the Bookkeeper to cover the cost of laundering their clothes until they become employed. Laundry funds are provided to unemployed residents, who are indigent, having no money for food, clothing and other necessities. Funds are made available once per week.

TRANSPORTATION

It is your responsibility to get to and from work, passes, etc. It is your responsibility to make arrangements for transportation, to get familiar with buses, trains and subway schedules. MetroCards will be made available to unemployed residents who are diligently seeking employment or residents who are employed, but have not received their first paycheck and are unable to otherwise afford the cost of transportation. MetroCards are provided to eligible residents Tuesdays from 2:00pm to 5:00pm or when needed.

NOTE: Before you can be allowed to drive, you must have a valid operator's license, proof of insurance, a notarized written authorization from the owner giving permission for you to drive their vehicle, vehicle registration, and the approval of the Facility Director. Vehicles are searched monthly.

EMPLOYMENT

Your gainful employment is a fundamental expectation of the Federal Bureau of Prisons and Brooklyn House. To the extent needed, Brooklyn House staff will assist you in seeking employment. Unless medically constrained, you are ordinarily expected to secure full-time employment within twenty-one (21) calendar days after orientation. Full-time employment is defined as one (1) job totaling thirty-five (35) to forty (40) hours per week. Any proposed employment plan, which is less than full-time, requires the Facility Director's recommendation and the RRM's approval.



All employers must demonstrate withholding of taxes on resident pay stubs, in order to ensure gainful employment.

Your employment requires the Brooklyn House Staff approval. The Employment Specialist will ensure that your employer is aware of your legal status. Any changes in your employment shall require approval by the RRM.

For each job you acquire, the Employment Specialist will verify employment by an on-site visit during the first seven days. Brooklyn House staff will make random phone and/or in-person checks to ensure accountability. Additionally, once a month you or your supervisor will be telephonically contacted to substantiate attendance and discuss any problems which may have arisen. Residents are required to contact the facility once they reach their work site and any time they leave their work site including leaving for and returning from lunch breaks and returning to the facility.

Unauthorized leave from work will result in disciplinary action (i.e. program termination). Restriction from work will not be used as a disciplinary sanction.

All residents are required to inform prospective employers of their legal status.

No resident will be able to discontinue employment without the prior approval of the Employment Specialist. All residents must provide two weeks notice to employers, before leaving any job. Violation will result in disciplinary action. You must also obtain the approval of your Program Team. If a resident is terminated by the employer, the resident must immediately notify the Employment Specialist. A resident's financial responsibilities to the residence must continue to be paid regardless of the resident's financial situation, if the resident terminates his employment. For this reason, we urge you to think very carefully before making this decision, and to be sure that you have discussed the matter fully with your Caseworker and other members of your Program Team before leaving a job.

RESIDENT ACCOUNTABILITY

Brooklyn House provides on-going supervision and monitoring of your activity as you reintegrate into the community. Random contact calls will be made to you while on a weekend pass, home confinement status and to your place of employment. You must make a contact call to the facility when arriving to each destination while on a job seeking or any approved activity pass. Employed residents Residents are required to contact the facility once they reach their work site and any time they leave their work site including leaving for and returning from lunch breaks and returning to the facility or home.

Residents on Home Detention are required to wear an ankle bracelet for electronic monitoring. Residents are not permitted to go to any location not on their approved itinerary without obtaining prior approval from the Facility Director, Deputy Director of Programs or designee. Failure to follow the above will result in swift disciplinary action(s).

RESIDENTIAL FINANCIAL RESPONSIBILITY



In order to promote financial responsibility, the BOP requires residents to contribute to the cost of the residential reentry center through subsistence payments to the contractor. Employed residents must pay twenty-five percent (25%) of their weekly gross income, rounded down to the nearest whole dollar and no cents. **Residents who are not employed, but who have other means of income (i.e. Social Security, Disability benefits, Pensions) must pay an amount of 25% of gross income.** Incorrect amounts will not be accepted and may result in disciplinary action.

Brooklyn House will provide residents with receipts for collections and shall maintain collection records for audit purposes. Partial weeks of residence shall be pro-rated. Payments shall be made at the conclusion of each week of residence except the pro-rated for the last week may be required in advance. If you collect a paycheck weekly, bi-weekly, or monthly, **subsistence payments must be made on your scheduled payday.** When making subsistence payments, please make money order payable to ‘**CORE Services Group, Inc.**’, print your ‘Last Name, First Name’ and ‘Reg. #’ as displayed. Do not write your address or any other information. Post Office Money Orders are not permitted.

Social activities, passes, furloughs, and other privileges may be withheld pending a resident’s subsistence payments. Failure to pay subsistence payments may result in disciplinary action, including termination from the program.

MONEY ORDER

PAY TO THE ORDER OF: CORE Services Group, Inc.

Last Name, First Name
PURCHASER, SIGNER FOR DRAWER

Reg. #
ADDRESS

Court orders that require supervision residents to pay part or all of the cost of their residence take precedence over the twenty-five (25%) percent subsistence program.

CONTRACTS

Residents will not be permitted to enter into any type of contractual relationship or agreement or sign any contracts (i.e. cell phone applications, etc.) while they are members of the Brooklyn House program. Exceptions will be made upon prior approval of the Facility Director and/or RRM.

ACADEMIC PROGRAMS

A resident may attend a school on a part-time basis (6 unit hours or less) but not in lieu of full time employment. Residents must demonstrate in writing how they will support themselves while attending school. All student programs will have to be approved by the referring agency. Additionally, all residents will be provided with information and access to self-improving programs. The programs will include Adult Basic Education (ABE), General Equivalency Diploma (GED), and post-GED training. Additional programs must be pre-approved by the Facility Director or Deputy Director of Programs.

RELIGIOUS SERVICES

All residents will be allowed to attend or participate in religious services of their choice, but must attend services near the facility, and all services attended are on a voluntary basis. Residents will also be allowed visits from representatives of their faith.

BEHAVIORAL PROGRAM

A primary assumption is that by your presence at this facility, the resident accepts the program and will not pose major behavioral problems. Behavior management can then focus on adjustment concerns, correcting minor misbehavior in their respective work, academic, counseling, and program areas.

SEXUAL ABUSE/ ASSAULT/ PREVENTION AND INTERVENTION PROGRAM

Sexual abuse/assault/ misconduct is defined as verbal or physical conduct of a sexual nature directed toward an offender by another offender, staff members, agents or volunteers of a corrections agency, department, or private organization. Sexual misconduct by corrections staff is prohibited by policy. Sexual misconduct, as it relates to offenders, is a sexual advance or physical contact, welcome or not, by an offender, staff member, agent or volunteer of a corrections' agency, department or private organization.

Sexual assaults are universally offensive and illegal as these acts violate and jeopardize the victim's identity and personage. Victims suffer physical and psychological harm and may be infected with a life-threatening disease. Order and security of the institution is affected as these acts raise the general level of violence and promote antisocial attitudes and behaviors. Therefore, Brooklyn House offers a comprehensive program that focuses on three major components: prevention, training and intervention:

Prevention

Prevention is the primary focus of the program. Strategies include incorporation of information on sexual assault in employee training programs, the posting of wall notices and information in offender handbooks, education programs for offenders and frank discussions in meetings with offenders and staff. Of particular importance is the staff-training program. All staff are trained to recognize signs of potential situations in which sexual assaults might occur. Alert staff are instrumental in preventing sexual assaults.

Training

All staff members are trained to:

- ◆ Recognize the signs of sexual assault
- ◆ Understand the identification and referral process when an alleged sexual assault occurs
- ◆ Have a basic understanding of sexual assault prevention and response techniques.

For new employees, the facility's sexual abuse/assault policy and staff responsibilities to prevent and report sexual assaults is incorporated into the orientation training program. For current employees, this information is part of their annual

training requirements. Staff response and sensitivity to these issues is critical not only for the victim, but for the overall security and well-being of all the offenders.

The Brooklyn House program also trains offenders to protect themselves from sexual abuse. As part of the Admission and Orientation Program, Caseworkers candidly discuss the Sexual Assault Prevention and Intervention Program. The discussion informs offenders how to protect themselves, treatment options available to victims and methods of reporting incidents of sexual abuse / assault. The presentation also includes information on counseling and programs for sexually assaultive or aggressive offenders.

Prompt and Effective Intervention

Again, staff sensitivity towards offenders who are victims of sexual assault is critical. Staff take seriously all statements from offenders that they have been victims of sexual assaults and respond supportively and non-judgmentally. Any offender who alleges that he or she is a victim is offered immediate protection and referred for a medical examination as well as clinical assessment of the potential for suicide or other related problematic behavior.

Referral

Staff arranges medical, psychological and trauma services for victims. The Bureau of Prisons (BOP) and appropriate law enforcement officials are notified by the Facility Director.

Services

At a minimum, these services are provided: medical, psychological, social, and protective. The alleged victim is given immediate protection from the alleged assailant and the Residential Reentry Manager is notified for further action.

Responsibilities

Staff intensely monitors and supervises any sexually abused offender. Within twenty-four (24) hours of the incident, the victim receives a medical examination and counseling by a clinical psychologist. Treatment and counseling services may also include offers of support and pastoral care from religious representatives, which may include dealing with issues such as shame and guilt.

Residents are not subject to any discrimination.

SEARCHES

Residents will be subject to pat searches, bag searches, room searches and vehicle searches, where applicable. All personal property and living areas will be subject to searches, including authorized personal means of transportation.

LIFE SKILLS PROGRAM

The Life Skills program covers topics that can play a beneficial part in every resident's successful transition to living in the community including habits (good and bad), money management, budget counseling, financial literacy, family choices, parenting issues, dealing with anger and conflict, resolving conflict, interviewing, child support, making it work, traveling smart, travel and knowing your surroundings, getting good healthcare, good communication skills, words can't hurt me, time management, authority figures, 24 Hours to Live, planning for change – negative and positive behavior.

Brooklyn House has found that these topics are relevant to the lives of almost all residents and can play a beneficial part in almost every resident's successful transition to living in the community.

Personal Awareness

As the cornerstone course, it is critical that you embark on a road to self-discovery before you can master the other life skills essential to your development. This will help you to discover who you are at your core and how your life's experiences have shaped you.

Positive Thinking

Learning about the power of the mind is at the foundation of all our courses. Positive Thinking is more than just thinking happy thoughts, it is a way of life! This will teach you how to control your thought pattern by understanding the power that lies within your brain.

Discipline

The true essence of discipline is learning to commit, be consistent, and to control your behavior in an effort to achieve success, despite obstacles and distractions. This will teach you essential character attributes needed to practice self-disciplined behavior and the effort it takes to achieve maximum success.

Goal Setting

Anything is possible if you take the necessary steps to map out the best way to achieve your dreams. This will teach you how to create goals, the five steps to creating goals, as well as how to achieve the goals you set for yourself.

Decision Making

Decision-making is a process; learn how to do it with ease and confidence. This course teaches you to evaluate various solutions and consequences of the decisions you make as well as to teach you to make decisions for success.

Life Organization

Did you know that organization starts in your mind? This will teach you how to organize your life by organizing your mind, your space, your priorities, and your time in an effort to become more productive and successful.

Effective Communication

Whether it is verbal, non-verbal, written, or cultural/personal expression, you are communicating every second of your life. This will teach you how to effectively communicate, whether you are the sender or receiver, with different people and in a variety of environments.

Positive Relationships

Learning to identify which relationships are positive and negative is a vital skill you must develop in order to achieve success. This will teach you that by surrounding yourself with a positive circle of influence will help you maintain a healthy frame of mind and increase your productivity in every aspect of your life.

Conflict Resolution

Before you could solve a conflict with others, you must first resolve the conflict that lies within you! Discover how to manage your emotions, attitude and behavior and learn the best strategies to identify and resolve challenges during conflict.

Life Pressure

Everyone experiences pressure at some point in time, but how you deal with it can affect your ability to make positive decisions. Learn how to identify and handle pressure and explore the various forms of pressure in your life as it relates to your self-esteem, personal value system, and ability to overcome obstacles in an effort to achieve success.

Healthy Lifestyle

What personal challenges are you faced with that keep you from maintaining a healthy lifestyle? This will teach you how to set personal health goals while giving you the knowledge and motivation it takes to live a healthy lifestyle.

ACCIDENTS OR INJURIES

It is each resident's responsibility to be "safety" conscious. The housekeeping equipment must be stowed in a safe manner after use. All accidents and/or injuries are to be immediately reported to the Shift Supervisor. Staff will be required to generate a written report of the incident immediately after the injuries are treated.

PETS

Pets are not allowed on the premises of the facility under any circumstances.

WEAPONS

Weapons are prohibited from the facility, except in cases of an emergency by law enforcement official. Residents are NEVER allowed to possess or carry a weapon of any kind inside or outside the facility.

ALCOHOL AND DRUGS OF ANY TYPE OF CLASSIFICATION

Brooklyn House is alcohol- and drug-free. No consumption of any type of alcohol, or non-prescription drugs is allowed on or off the premises of the program. There is zero tolerance for usage of alcohol or any illicit drugs

including K-2, a synthetic marijuana substance. The entire population of the Center is subject to random urinalysis and breathalyzer tests. Random drug and alcohol testing will be carried out in addition to the normal surveillance of persons who are in community-based treatment programs, and/or in aftercare and/or substance abuse programs.

URINE SURVEILLANCE

All residents are subject to random testing. If the resident has a drug aftercare condition (is mandated to attend a drug treatment program as a condition of residence), or has a significant history of drug abuse in his/her background, s/he will be required to provide a minimum of four (4) urines a month. However, depending upon the situation, s/he may be required to submit more urines than the minimum. Once a resident is notified of a urine, s/he must remain under staff supervision until s/he produces a urine specimen. Residents are given two hours from the time they are requested to give a urine specimen to actually provide that specimen. If they fail to do so within the prescribed two (2) hour period, it is considered a “stall” and all stalls are considered positive urines results. All positive urine results will result in disciplinary action. All positive urines will be reported to the contracting agency and may result in the termination of your participation at Brooklyn House.

ABSCONDS/ESCAPES

Any unauthorized absence from the facility will be considered as an escape. If the Facility is not notified of a resident’s whereabouts or if a resident fails to call the Facility to report that s/he will be late from his/her passes, this will be handled as an escape, and a disciplinary report will be written and swift disciplinary action taken. Also, if any law enforcement authority arrests you, you will be placed on technical escape status. All contact with law enforcement must be immediately reported to your Caseworker, DDP or the Facility Director.

COMMUNITY INTERACTION

Residents will not be allowed to yell, whistle, or communicate in any inappropriate manner with passersby or neighbors. Residents are prohibited from yelling and/or hanging out of the windows at any time.

DISCIPLINARY AND GRIEVANCE PROCESSES

Resident Discipline

When a resident behaves inappropriately, disciplinary action must be implemented to correct and redirect behavior. Individual staff members perform various functions of the program and provide information to the Center's Discipline Committee (CDC). The committee conducts a hearing, makes findings, and recommends the imposition of appropriate sanctions in response to the incidents of the resident's misconduct referred to for disposition. The Deputy Director of Operations, Deputy Director of Programs or designee appointed by the Facility Director may hear informal reports of a minor nature only and impose appropriate sanctions for the incident. The offense and the level of seriousness will be under separate cover. Some general procedures are as follows and staff is available to discuss the Discipline Program in depth.

1. A resident will be given written notice of the charge(s) against him/her in no less than 24 hours after the staff is made aware of the incident.
2. A resident will be given written notice of the time s/he is required to appear, no less than 24 hours in advance of his/her appearance before the Disciplinary Committee. A resident may waive in writing the 24-hour requirements of notification.
3. A resident will be provided the services of the full-time staff member of his choice as a representative for the hearing. If the staff member selected declines or is unavailable at the time designated, the resident shall be given the option of selecting another representative or waiving appearance for a reasonable amount of time until that staff member is available. The resident may also choose to continue the hearing without a staff representative if he or she so desires.
4. A staff member will be designated to investigate the incident and the resident will give the investigator information about the incident that will aid in their defense, list of witnesses, and any other information pertinent to the incident. The investigator will present the findings to the disciplinary chair.
5. The resident will be permitted to call witnesses as long as the testimony is not redundant, be present during the witness testimony and to present documents on his/her own behalf, provided that all of the witnesses and documents disclosed would not jeopardize the facility's security.
6. Residents will be entitled to make statements on their behalf and to be pres-

ent at the hearing, except during the deliberations of the committee or when the facility's security may be jeopardized. Reasons for the exclusion of the resident from the hearing must be well documented in the record of the hearing. If the resident has escaped from the facility, the CDC will conduct a hearing, in the resident's absence, at the facility from which the resident escaped. When the resident is returned to custody, s/he will be advised of the right to have the escape charges brought before an institution disciplinary committee.

7. The resident will be given a written copy of the decisions and recommendation of the disciplinary action and notification of the resident's right and procedure to appeal.

When the Center's Disciplinary Committee determines that a resident is not guilty of committing any prohibited act, the resident's file will be expunged of the Incident Report, and it will have no subsequent effect on the resident's right and procedure of appeal.

When the CDC determines that the resident has violated the rules and/or regulations governing his or her stay in Brooklyn House, the CDC may recommend sanctions to the BOP or US Probation and Pretrial Services for transfer or renewal, time in local jail, provide recommendations to the BOP or US Probation Department (if applicable) and/or the Courts for other range of local facility controlled sanctions.

The prohibited acts and sanctions contained in the attached list (see Prohibited Acts and Sanctions) are applicable to all residents of the facility.

The recommended sanctions will be in accordance to the guidelines set forth by the referring agency.

Informal Resolution Process

Not all disciplinary actions require the intervention of the CDC. Brooklyn House has informal and grievance processes to handle most minor disciplinary issues. Many problems can be resolved informally according to the following process:

1. Meet with resident to review the incident report to determine whether the incident can be resolved informally (Codes: 100's and 200's cannot be resolved informally);
2. Discuss the terms of informal resolution with the resident and what sanctions will be imposed (i.e. verbal reprimand, extra work details or loss of privileges). Inform resident that any infraction or failure to comply with

the informal resolution within the time frame outlined in the agreement will evoke formal disciplinary hearing procedures on the incident report in question;

3. Make notation on incident report or separate cover of the informal resolution;
4. Investigative Specialist or Hearing Officer should sign and date, resident will sign name/Register number and date.
5. Copy of informal resolution will be part of the resident's file.

Grievance Process

Difficulties that arise between a resident and a staff member can often be resolved through the Center's Grievance Process:

1. First, you can informally bring the issue to your Caseworker (except if the issue involves your Caseworker), then the Social Services Coordinator if your concerns are not properly addressed, and then the Deputy Director of Programs if you are still not satisfied, and ultimately the Facility Director.
2. Alternatively, a resident with a problem or concern regarding a staff member can notify the Investigative Specialist by filing a resident grievance form within five (5) days of the incident that is being grieved.
3. The Facility Director has five (5) work days (not including weekends or holidays) to notify the resident of his/her findings.
4. After the complaint has been discussed with the resident and the complaint cannot be resolved with the staff, the resident may fill out the grievance report.

Should a resident wish to appeal the Administrator's response, s/he may do so to the Administrative Remedy Coordinator.

Brooklyn House

Resident Handbook Attachments

Attachments

LISTS OF ACCEPTABLE DOCUMENTS (ENGLISH)

LISTS OF ACCEPTABLE DOCUMENTS All documents must be unexpired				
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

PROHIBITED ACTS AND SANCTIONS

Table 1. PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.**
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).**
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.**
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).**
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.**
- 105 Rioting.**
- 106 Encouraging others to riot.**
- 107 Taking hostage(s).**
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).**
- 109 (Not to be used).**
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.**
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.**

PROHIBITED ACTS AND SANCTIONS continued

- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).

PROHIBITED ACTS AND SANCTIONS continued

- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.

PROHIBITED ACTS AND SANCTIONS continued

- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.**
- 209 Adulteration of any food or drink.**
- 210 (Not to be used).**
- 211 Possessing any officer's or staff clothing.**
- 212 Engaging in or encouraging a group demonstration.**
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.**
- 214 (Not to be used).**
- 215 (Not to be used).**
- 216 Giving or offering an official or staff member a bribe, or anything of value.**
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.**
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.**
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).**
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).**
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.**
- 222 (Not to be used).**
- 223 (Not to be used).**

PROHIBITED ACTS AND SANCTIONS continued

- 224** Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225** Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226** Possession of stolen property.
- 227** Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228** Tattooing or self-mutilation.
- 229** Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296** Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297** Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298** Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299** Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

PROHIBITED ACTS AND SANCTIONS continued

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.

PROHIBITED ACTS AND SANCTIONS continued

- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.**
- 304 Loaning of property or anything of value for profit or increased return.**
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.**
- 306 Refusing to work or to accept a program assignment.**
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).**
- 308 Violating a condition of a furlough.**
- 309 Violating a condition of a community program.**
- 310 Unexcused absence from work or any program assignment.**
- 311 Failing to perform work as instructed by the supervisor.**
- 312 Insolence towards a staff member.**
- 313 Lying or providing a false statement to a staff member.**
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).**
- 315 Participating in an unauthorized meeting or gathering.**
- 316 Being in an unauthorized area without staff authorization.**
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).**
- 318 Using any equipment or machinery without staff authorization.**

PROHIBITED ACTS AND SANCTIONS continued

- 319 Using any equipment or machinery contrary to instructions or posted safety standards.**
- 320 Failing to stand count.**
- 321 Interfering with the taking of count.**
- 322 (Not to be used).**
- 323 (Not to be used).**
- 324 Gambling.**
- 325 Preparing or conducting a gambling pool.**
- 326 Possession of gambling paraphernalia.**
- 327 Unauthorized contacts with the public.**
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.**
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.**
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.**
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).**
- 332 Smoking where prohibited.**
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).**
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.**

PROHIBITED ACTS AND SANCTIONS continued

- 335** Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336** Circulating a petition.
- 396** Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397** Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398** Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
- 399** Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A.** Recommend parole date rescission or retardation.
- B.** Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1** Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C.** Disciplinary segregation (up to 3 months).
- D.** Make monetary restitution.
- E.** Monetary fine.

PROHIBITED ACTS AND SANCTIONS continued

- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

PROHIBITED ACTS AND SANCTIONS continued

499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate’s personal property.

K. Confiscate contraband

L. Restrict to quarters.

M. Extra duty.

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all severity categories, shall be considered the same as committing the offense/violation/infracton.

ADDITIONAL SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

Table 2. ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2nd offense	<ol style="list-style-type: none"> 1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3rd or more offense	Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2nd offense	<ol style="list-style-type: none"> 1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2nd offense	<ol style="list-style-type: none"> 1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2nd or more offense	Disciplinary Segregation (up to 18 months).

Aiding another person to commit any of the prohibited acts, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as committing the act.

INMATE RIGHTS AND RESPONSIBILITIES

Appendix C. INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.	1. You are responsible for treating inmates and staff in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

INMATE RIGHTS AND RESPONSIBILITIES *continued*

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

BROOKLYN HOUSE “HOUSE” RULES

RULES PERTAINING TO RESIDENT ROOMS, COMMON AREAS, AND BATHROOMS

- ◆ No smoking in the facility. Smoking is permitted in designated areas on the first floor landing roof area, a minimum of 25 feet from the entrance/exit. Residents must utilize the flameless cigarette lighters in order to light cigarettes. Residents are not permitted to have cigarette/cigar lighters, matches, or lighter fluid in the facility.
- ◆ No cardboard boxes or wooden boards are allowed in the rooms.
- ◆ Homemade antennas are not allowed in your rooms or outside the windows.
- ◆ No newspapers, over one (1) day old are allowed in the rooms.
- ◆ All magazines must be kept in the lockers.
- ◆ Extension cords are prohibited.
- ◆ All garbage cans must be emptied and cleaned daily.
- ◆ All fans or air conditioners must be cleaned weekly.
- ◆ Furniture must be dusted off daily.
- ◆ Bathrooms and rooms must be kept clean at all times. Bathrooms are to be cleaned and sanitized thoroughly four times daily.
- ◆ Dirty clothes must be kept in a laundry bag and kept inside of lockers except when they are wet; they must be kept on the bed footboard rack.
- ◆ Sink counter tops must remain clear at all times. Nothing may be left plugged into the outlets in the bathroom.
- ◆ Shoes and sneakers must be placed toes out, under the bed in a neat row.
- ◆ Only three (3) pairs of shoes/sneakers are allowed underneath the foot of the bed, including slippers.
- ◆ Beds are to be made every morning military style and maintained throughout the day.
- ◆ Paper and plastic bags are not allowed in residents’ rooms.
- ◆ Center of room and fire exits must always remain clear of obstacles.
- ◆ Beds are not to be moved from the designated positions and kept clear from

the windows.

- ◆ No food, candy, snacks, or beverages are allowed in rooms. Only water is allowed in your rooms.
- ◆ All resident are to be out of their rooms at 8:00am unless their work schedule or headcount conflicts.
- ◆ All personal possessions must be kept neatly put away and out of sight.
- ◆ Top of lockers, unoccupied beds, and window sills must be kept clear of all items (i.e. radio or television).
- ◆ Televisions that are 13” or less that can be secured in resident lockers are permitted.
- ◆ No video games (Play station, Nintendo, Sega, X Box, etc).
- ◆ No more than 3 packs of cigarettes are allowed in the facility.
- ◆ Do not hang clothes on pipes, windows, and window gates in your room.
- ◆ Only one resident at a time is permitted in the toilet and shower.
- ◆ Residents are not permitted to have a personal iron.
- ◆ Lockers must be locked at all times with the Brooklyn House assigned lock. Any resident failing to lock their belongings with an assigned facility locker will receive an Incident Report for violating a condition of the community program.

Recommended sanctions for violating any or a combination of the above rules pertaining to conduct in resident rooms and bathrooms include: verbal reprimand, loss of privileges, loss of social passes, and adding extra chores within the facility.

RULES PERTAINING TO PRESENCE IN AN UNAUTHORIZED AREA

- ◆ No resident is allowed on the building roof, unless specifically authorized by a staff member.
- ◆ Residents are only allowed on the residential floor, where their assigned room is located.
- ◆ Residents are never allowed to be in another resident's room.
- ◆ Residents are not allowed to hang out in the entrance area.
- ◆ Residents are to remain in their rooms during headcount, unless authorized by a staff member to conduct facility chores.
- ◆ Residents who are not leaving the building on a pass are to remain in The Dining Area and Recreation Area during the hours of 8:00am-4:00pm, except when meeting with staff or attending other Program activities.
- ◆ When requesting a meeting with staff, Residents are to wait in the Dining Area or Control Desk waiting area until called by Brooklyn House staff.
- ◆ Residents must request permission to use program (non-public) phones between the hours of 8:00am to 4:00pm.
- ◆ All room doors are to remain unlocked.
- ◆ After the 11:00pm head count, residents are not allowed out of their room, no use of any phones and no viewing of the television in the cafeteria, unless authorized by the Facility Director.
- ◆ Males are not allowed in the areas/corridors/bathrooms designated for females on the ground floor, except with the prior authorization of and accompanied by a staff member (i.e., as part of their household chores).
- ◆ Males are strictly prohibited from entering female residential rooms.
- ◆ Females are not allowed in areas/corridors/bathrooms designated for males, except with prior authorization of and accompanied by a staff member (i.e., as part of their household chores).
- ◆ Females are strictly prohibited from entering male residential rooms.

Recommended sanctions for violating any or a combination of the above rules pertaining to being in an unauthorized area include: verbal reprimand, loss of privileges, loss of social passes, and adding extra chores within the facility.

RULES PERTAINING TO GAMBLING

- ◆ Residents are not allowed to play lotto, OTB, Bingo, or Scratch tickets.
- ◆ Residents are not allowed to gamble amongst themselves.

Recommended sanctions for violating any or a combination of the above rules against gambling may include: verbal reprimand, loss of privileges, loss of social passes, and adding extra chores within the facility.

RULES PERTAINING TO ASSIGNED CHORES

- ◆ Chores are to be done every day, unless you are medically ineligible to do them.
- ◆ Brooklyn House staff shall inspect and approve the completion of the chore.

Recommended sanctions for violating any or a combination of the above rules relating to chores may include: verbal reprimand, loss of privileges, loss of social passes, and adding extra chores within the facility.

RULES PERTAINING TO FIRE DRILLS

- ◆ Residents must always be prepared for a Fire Drill.
- ◆ Resident must give full cooperation and attention during drills.

Recommended sanctions for violating any or a combination of the above rules pertaining to fire drills may include: Verbal reprimand, loss of privileges, loss of social passes, and adding extra chores within the facility.

SANCTIONS

The sanctions for violating house rules are in accordance with the Federal Bureau of Prisons Prohibited Acts, sanctions recommended could range from C through N (see the Prohibited Acts and Disciplinary Severity Scale).

HOUSE MEETINGS

- ◆ Unless there is a conflict with their work schedule or Program, residents must attend mandatory scheduled and unscheduled House Meetings, which are usually held every Thursday in the Dining Room at 7:30pm. (Residents who have a schedule conflict must notify their Case Worker and the Facility Director in advance, and receive permission to be absent from the meeting).
- ◆ Residents are required to attend any meetings called by staff unless their work or Program schedule prevents them from being present.

HEAD COUNTS

- ◆ All residents must be in their rooms during head counts until staff clears headcount.
- ◆ No movement is allowed during head counts.
- ◆ Head count times are as follows:

Monday through Friday:

9:15am, 12:00pm (noon), 4:30pm, 9:15pm, and 11:00pm

Saturdays, Sundays and Holidays:

9:15am, 2:30pm, 5:30pm, 9:15pm and 11:00pm

There will be head counts every hour after 11:00pm on Sundays to Thursdays and after 1:00am on Fridays and Saturdays.

Recommended sanctions for violating any or a combination of the above rules on House Meetings and head count rules may include one or more of the following: Verbal reprimand, loss of privileges, loss of social passes, and adding extra chores within the facility.

Residents who disobey program rules which places themselves other residents and staff of the facility in a dangerous situation, will be recommended to be returned to a secure facility.

FACILITY DRESS CODE

- ◆ Hats, caps, mask, do-rags, and headphones (may not wear around neck) and other head gear must be taken off upon entering the residence, and may not be worn within the residence.
- ◆ Residents are not permitted to wear open-toe footwear (i.e.: sandals/slippers) unless they are worn with socks. Shoes and slippers must be worn with socks within the residence.
- ◆ Residents may not wear pajamas, long johns, tanks tops, mesh shirts, or shorts outside of your rooms.
- ◆ You may not get tattoos or alter your appearance.
- ◆ When leaving the facility on job seeking passes, residents must be dressed business casual, at minimum. Male residents must wear: a suit and tie if possible; dress pants or khakis, collared shirt (short or long sleeve), a tie and dress shoes. Female residents must wear pants/khakis, knee length skirts, an appropriate blouse or dresses. Neither sneakers, nor jeans are permitted when on job-seeking passes.
- ◆ Hair must be well groomed.
- ◆ Residents are not permitted to have silver, gold, platinum or titanium front teeth.
- ◆ Male residents are prohibited from wearing of do-rags and hats within the building.
- ◆ Residents are prohibited from wearing clothing with photos or artwork that display weapons and/or derogatory language.

Violation of the dress code will result in disciplinary action taken against you.

Continued violation will result in the confiscation of the article or items. It will be returned to you upon the end of your program stay.

RULES PERTAINING TO CONTRABAND

The following items are not permitted in Brooklyn House:

- ◆ Guns, firearms, explosives
- ◆ Illegal drugs of any kind, including marijuana, K-2 synthetic marijuana, cocaine, etc.
- ◆ Sharpened instruments, knives, straight edge razors, box cutters, scissors, etc.
- ◆ Ammunition
- ◆ Poisons, heavy metals, or any instrument usable as a weapon
- ◆ Tools: Hammers, screwdrivers, etc.
- ◆ Toxic, flammable, or dangerous chemicals (i.e., perfumes, colognes, acids, lye, etc.)
- ◆ Flammable items, including cigarette/cigar lighters, matches, lighter fluid, and/or candles.
- ◆ Unauthorized cleaning agents, including Ajax, bleach, Windex, etc.
- ◆ Chewing gum
- ◆ Liquor/Alcoholic drinks (beer, rum, vodka, wine cooler, Malta, etc.)
- ◆ Mouthwash containing alcohol
- ◆ Rubbing Alcohol, NyQuil or Vicks
- ◆ Nail polish or Nail Polish Remover
- ◆ Drug paraphernalia
- ◆ Medications or over-the-counter drugs that are not approved by a doctor or Facility staff
- ◆ Unauthorized nutritional or dietary supplements
- ◆ Aerosol spray of any kind, including air fresheners
- ◆ Pornographic (or X-rated) movies, videos, pictures and/or magazines
- ◆ Black market movies or bootleg CDs or DVDs
- ◆ Electronic and communication devices of any kind, including devices with access to the internet:
 - o Cell phones
 - o Laptop computers, iPod Touch, iPad, eBook, Tablets
 - o Cameras
 - o Smartphones/Blackberries

- o Beepers/Pagers
- ◆ Lock pick sets, Lock tampering devices
- ◆ Cash, in amounts higher than that specifically authorized
- ◆ Petitions for signing by residents or staff
- ◆ Exercise Equipment (portable pull-up exercise equipment, barbells, etc.)
- ◆ Gambling paraphernalia
- ◆ Martial arts equipment (i.e., nunchuks, etc.)
- ◆ Paint, varnish or shellac
- ◆ Paint thinner, acetone, lacquer thinner
- ◆ Wire hangers
- ◆ Plastic bags
- ◆ Stereos and boom boxes
- ◆ Personal furnishings and linens (sheets, pillows, pillow cases, etc.) that are not authorized by a doctor or facility staff
- ◆ Excess clothing for residents, without prior approval of the Facility Director
- ◆ NOTE: Residents with confiscated contraband approved for retrieval by the Facility Director must take the item(s) with them upon their release or relinquish their right to claim the item(s).

OTHER RULES

- ◆ The television in the Dining Room will remain off weekdays from 8:00am to 4:00pm, unless authorized by staff.
- ◆ Residents are not permitted to enter into or sign any agreements or contracts (i.e. cell phone applications, etc.) while they are members of the Brooklyn House program.

NOTES

Please note that any violation of Brooklyn House rules or continuous violation may result in your return to a secure facility. These house rules are not limited to the above. Always consult with staff for directions if unclear on any of the aforementioned rules.

RULES PERTAINING TO INTERACTION WITH STAFF

- ◆ Residents are required to conduct him or herself professionally and in a manner that creates and maintains respect for themselves and the Brooklyn House Residential Reentry Center.
- ◆ Residents are prohibited from being insolent towards any staff person.
- ◆ Residents are prohibited from using profane, obscene, or otherwise abusive language when communicating with Brooklyn House staff. Residents are expected to conduct themselves in a manner that is not demeaning to others or themselves.
- ◆ Residents or family, friends and associates of residents are prohibited from offering any gift, personal service, or favor to any staff person.
- ◆ Resident are prohibited from touching, grabbing or embracing staff except in the case of a professional handshake.
- ◆ Residents are prohibited from becoming emotionally, physically, sexually, or financially involved with staff, former staff, or their families.
- ◆ Residents should not engage in any form of social networking, text messaging, email or any telephone communication with staff persons or former staff except when calling the facility for RRC program compliance.
- ◆ Residents are prohibited from using brutality, physical violence, or intimidation toward staff or using any unauthorized or inappropriate force.
- ◆ Residents are prohibited from exhibiting disruptive behavior, including fighting or threatening violence in the RRC.

Violations of rules pertaining to resident interaction with staff will be addressed swiftly and may result in your return to a secure facility.
