

**PROGRAM GUIDE**

**FOR**

**ALPHA HOUSE OF SPRINGFIELD, INC.**



**RESIDENTIAL RE-ENTRY CENTER**

REVISED December 2019

## THE CITY OF SPRINGFIELD

The City of Springfield, called the "Queen City" lies in the "Heart of the Ozarks". On one hand, Springfield has a rural atmosphere as shown by the friendliness of its people and the beauty of the surrounding countryside. However, on the other hand, it offers many of the advantages of urban living as seen below.

There are numerous industries located in the Springfield area, which provide you a variety of job opportunities. In addition, there is a wide range of educational and vocational training programs offered. Public bus transportation is available near the Alpha House making these opportunities accessible to you.

Both private and governmental agencies offer a variety of services and programs, which you may use (a partial listing is included in the appendix). In addition, the community has churches representing most major religious denominations. There is an assortment of social and recreational activities available within the city and the surrounding area.

## ALPHA HOUSE OF SPRINGFIELD, INC.

**NAME and HISTORY** : Alpha House is a residential re-entry center for offenders. Because the program offers you a "new beginning", it was named after the first letter of the Greek alphabet, "Alpha", which means, "start" or "beginning."

The 1969 Revised Vernon Statute made provision for halfway houses for persons coming out of prison. The money was made available by the Missouri Council of Criminal Justice for the opening of the Alpha House in 1972. The Board of Directors took on the responsibility of sponsorship of the program. They felt a need to assist you in your transition from incarceration to the community.

**THE GOVERNING BOARD** : The Board of Directors of Alpha House approves responsible and qualified community citizens to serve on the Alpha House Board of Directors. Each member contributes their time as well as their unique knowledge and skills in order that the Alpha House program offers the best services possible to you.

### **Upon your Arrival to Alpha House**

#### **THE WATCH OFFICER WILL :**

1. Assign you a room.
2. Issue a towel, bed linen, laundry bag, combination lock, and your room key. A deposit (signature loan) will be required. No charge will be assessed if these items are returned upon release.
3. Review the ALPHA HOUSE BEHAVIORAL CONTRACT. You are required to agree and sign.
4. Take photo.
5. Explain the Sign-in/Sign-out procedure.
6. Have you fill out and sign a PERSONAL PROPERTY form.
7. Give you a short tour of the facility, to include: laundry room, food service, and living area.
8. Explain response to EMERGENCY alarms and show you the EMERGENCY EXIT routes.
9. Issue to you a numbered ALPHA HOUSE PROGRAM GUIDE, if one was not received by you in the mail prior to your arrival, to assist you and be returned upon your release.
10. Review the MALE/FEMALE FRATERNIZATION policy with you.
11. Review the zero tolerance toward sexual assault and sexual misconduct policy.

### **YOUR CASE MANAGER WILL :**

1. Interview you and establish an Alpha House file containing visiting list, next of kin, etc.
2. Review Alpha House Program Guide, Behavioral Contract and MALE/FEMALE FRATERNIZATION rules with you.
3. Explain to you the financial requirements, including fees and savings account.
4. Explain the disciplinary procedures and consequences unique to Alpha House.
5. Explain Alpha House grievance procedures and your appeal process.
6. Assist you in opening a savings account to deposit cash or checks you may have on your person upon your arrival.
7. Complete an Intake Assessment, personal data and physical history sheet.
8. Assist you in developing a program plan.
9. Assist you in establishing your goals.
10. Explain any special conditions, activities, groups or other programs you will be required to participate in while at Alpha House.
11. Explain our relationship with the U.S.P.O., and/or the Federal Community Corrections Manager.
12. Discuss with you how you can be successful and why people normally fail while residing at Alpha House.
13. Conduct the Prison Rape Elimination Act Training and Screening.

### **NON SMOKING/TOBACCO FREE FACILITY:**

Alpha House is a tobacco free non-smoking facility, with the exception of two (2) designated outdoor smoking areas that are clearly marked, separated by gender as male/female fraternization is not allowed.

#### Male Designated Smoking Area (for Residents & Staff Only)

Back South East Patio Area

#### Female Designated Area (for Residents & Staff Only)

Front West Alpha House Building Patio Area

### **Smoking in the designated smoking area is only allowed 6:00am to 11:00pm**

Due to serious health concerns to visitors, residents, and staff, use of tobacco products is only allowed by residents and staff in the designated outdoor smoking areas. Visitors will only be allowed to smoke in their vehicles, at least 10 feet from any entrance to buildings.

A resident orderly will be assigned from those utilizing the designated smoking area. They will be responsible for policing these areas insuring they are clean, free of refuse.

The policy complies with the Federal Bureau of Prisons smoke free policy and the recent Springfield City ordinance for the Springfield Smoke Free Air Act of 2011.

Alpha House is aware of the individual difficulty for staff and residents regarding this policy. Staff and residents are strongly encouraged to utilize health classes provided on a volunteer basis by making a request through their respective Case Manager or the Executive Director.

## **THE PROGRAM**

**This Program Guide is subject to change. The resident will be notified in a timely manner of changes made.**

**GOALS/OBJECTIVES** : The primary goal of Alpha House is to provide you with the atmosphere and structure that is needed to make a positive adjustment to the community. The Alpha House program also provides society some external protection against the returning offender.

The main emphasis in this program is to instill a sense of “Self Responsibility” for your choices. You need to accept the rewards for your positive decisions as well as the consequences of any negative behavior. You are hopefully instilled with the belief that you have the power to choose the type of life you will be living.

**CLIENT POPULATION** : The Federal Bureau of Prisons and the Federal Probation Office refer residents to the program. Some residents have a specified release date on which they are terminated from this program.

**SERVICES OFFERED** : As a resident, you are provided the basics of a furnished room and three (3) meals a day.

**ALPHA HOUSE STAFF** : The Executive Director is the main person responsible for the operation of the Alpha House program. The primary instructive staff is the full-time case managers who are responsible for implementing programming. You will be assigned a permanent case manager immediately upon arrival. Questions, concerns and problems are to be directed to your case manager. A full time Employment Coordinator is available to assist with job seeking and other work related services. You will find them receptive and helpful. Security staff is on duty 24 hours a day. In addition, there are kitchen and general maintenance personnel who are important in the day-to-day operations of the program.

**STAFF RESPONSIBILITY** : All staff is responsible in assisting you in achieving your goals primarily through various types of feedback, and acting as responsible role models. They are trained to assist you to accomplish your goals and will make every effort to assure your stay at Alpha House is productive and successful.

**RESIDENT RESPONSIBILITY** : You are responsible for making your stay at Alpha House as successful as possible. This can best be accomplished by maintaining a positive attitude, a willingness to learn, a desire to improve and the flexibility to change. The rules of Alpha House are designed for your benefit. Your support will improve your chances for success.

**COUNSELING**: Individual and group counseling sessions are required for select federal clients. Counseling sessions may be either informational or therapeutic in nature. The goal of these counseling sessions is to give you greater insight into a variety of problematic behaviors you may experience such as chemical dependency, staying clean and sober, viable employment, affordable housing, financial management, family and social relationships, parenting and various other life skills.

**COMMUNITY SERVICES** : In addition to services offered in the Alpha House, additional services are also provided in the community included are: drug and alcohol, religious, family and financial and health issues.

**INDIVIDUAL TREATMENT PLAN** : You are assisted in setting both long-range goals and short-range objectives. Also, the steps you plan to take to reach each goal are written out and a weekly evaluation by your case manager is performed to examine your progress on each goal. If you are to be successful, it is extremely important to locate employment, which will allow you to become independent and find an affordable residence.

**PREA** : The Prison Rape Elimination Act (PREA) was enacted by the United States Congress in 2003 to address the problem of sexual abuse of people in the U.S. correctional agencies. The act applies to all public and private institutions that house adult or juvenile offenders or residents. It addresses both resident –on-resident sexual abuse and staff sexual misconduct.

**ZERO Tolerance Policy:** Alpha House of Springfield, Inc. mandates zero tolerance toward all forms of sexual abuse and sexual harassment. Sexual abuse or sexual harassment of a resident is prohibited. If you are a victim of sexual assault or you suspect someone else has been sexually abused or involved in sexual misconduct with a staff member, you need to report it. You may:

- Tell any staff member
- Report in writing
- Report anonymously
- Have a third party report it.

We will investigate every allegation. You have the right to serve your sentence with dignity.

### **BEHAVIORAL CONTRACT**

Upon your admission, you will receive a copy of the BEHAVIORAL CONTRACT that contains the Alpha House rules and regulations, which you are expected to follow, and for which you will be held accountable. The staff will cover each rule with you in detail so you understand what is expected of you. By signing this form, you are agreeing to follow these rules; so if you do not understand a rule, be sure to ask questions. Violation of the Rules, either "not doing what is REQUIRED" or "doing a PROHIBITED ACT" will result in consequences or penalties. Severe infractions or repeated nonconformity with the program will result in negative termination.

### **CONTACT WITH THE NEWS MEDIA**

**All federal residents who wish to be interviewed by a member of the news media must follow the guidelines and complete the News Media Authorization form in BOP PS 1480.03. Please see your case manager for complete guidance in this matter prior to consenting to a media interview.**

### **ALPHA HOUSE REQUIREMENTS**

**RESPONSIBILITY** : It is expected that you act as a responsible adult at all times. Alpha House is a self-help program; good behavior leads to good results and irresponsible behavior leads to negative results.

**ACCOUNTABILITY** : While you are a resident, you must keep Alpha House informed of where you are at all times. When signing out, you must put the date, the time you are leaving, your signature, your destination(s) (the name, address and phone number), and the time by which you expect to return. The folder is returned to a staff member in the watch office who must initial the log **prior** to your leaving the facility. Upon returning to Alpha House, you sign your name, put the actual time you arrived, hours worked (if applicable), and return the folder to the watch officer who will initial your log.

Your sign-out sheet needs to be accurate in the event you would need to be reached for an emergency or if there is a legal problem. Occasionally, random checks are made to verify that you are where you indicated as your destination. If you are approved to be at several locations, you will be required to call in during your absence. For all passes, a phone **must** be at the location in which you have listed on your pass request form. No call forwarding will be permitted while you are a resident of Alpha House.

Failure to follow accountability procedures may result in a reprimand, loss of pass time, an Alpha House restriction, or negative termination/program failure. Remember that unauthorized absences may be considered ESCAPE and you may be terminated from the program and returned to the custody of your referring agency. If it is determined you have escaped, you may be prosecuted for that offense and receive additional time.

Alpha House Residents, who have a "Public Safety Factor" and/or are perceived to pose a danger to the local community shall be required to wear an electronic monitoring device to assist with their accountability. Residents that prove to have unaccountability issues may also be required to wear an electric monitoring device. The electronic monitoring device shall be considered a required part of successful participation in the Alpha House program.

**EMPLOYMENT** : Gaining and keeping an approved job is a major part of your return to the community. You will be expected to secure full-time employment within 21 days at no less than minimum wage and at least 40 hours per week. Your assigned Case Manager will also assist you in the absence of the Employment Coordinator to find employment which will be capable of supporting you upon your release. Participation in job readiness classes will be required within the first week of arrival unless you have verified employment prior to arrival.

Until you secure employment, you will be expected to contact the Employment Coordinator on a daily basis. The Employment Coordinator will assign employment contacts and approve a schedule and time to return to Alpha House. All job seeking must be conducted Monday through Friday from 8:00am – 4:00pm. No job seeking will be conducted on Holidays and during inclement weather. Each day, you will be required to complete a JOB SEEKING sheet that is turned in to the Employment Coordinator immediately upon your return to Alpha House. The sheet must be filled out at each site and all areas completed. Failure to obtain work may result in restriction or negative termination/program failure.

All employment contacts will be scheduled by the Employment Coordinator and approved for the purpose of accountability. Residents will not be permitted to tour the city or surrounding area at their discretion and accountability will be maintained throughout the job seeking process.

If you are having problems on the job, talk it over with your case manager or the Employment Coordinator. Weekly checks will be made with your employment supervisor to see how you are doing. Being fired may result in disciplinary action.

Any job changes must be cleared in advance with your case manager and the Employment Coordinator. Quitting a job without advanced staff approval may result in restriction of privileges. If you appear to be "job-hopping" and unable to keep a steady job, termination may result. Many people are working at something they do not enjoy but continue their employment until a better job becomes available. You must endure, remain patient and build a good work reputation if you expect to become successful.

**HOUSING**: One of the primary reasons for your stay at Alpha House is to assist you in finding a suitable place to live upon your release. Without housing you greatly increase your chances for failure. You should begin your search for affordable housing as soon as possible and make every effort to build a sizable savings account to assist you in your selection. Please keep your case manager informed of your progress.

If you do not plan to live in the Springfield area or the State of Missouri, you must notify your case manager immediately of your plans, who will refer the plans to the Federal Probation Officer. The Federal Probation Officer needs at least six (6) weeks to assure the Probation Officer in your release area has the paperwork and information needed to supervise your case.

#### **FEES, BUDGETS AND SAVINGS ACCOUNTS** :

Federal residents will be assessed a fee of 25% of their gross pay, including commissions and overtime pay. Each payday you will bring in your pay stub to Alpha House showing pay period, gross and net pay, hours of work, etc. You will contribute (25% of gross) to promote financial responsibility. Subsistent payments must be made within 48 hours of your pay date. No passes will be issued until financial obligations are completed.

When you pay your fees, you must have a money order made payable to Alpha House for the exact amount (rounded off to the lower whole dollar amount; i.e. gross amount is  $\$243.76 \times 25\% = \$60.94$ . The money order would be made for \$60.00 even). If the money order is not the exact amount to pay fees, you will be instructed to return to the financial institution where purchased and have it made for the exact amount owed. This is at your expense. You will be given a written receipt for all fees paid. Note: money orders must also be properly filled out and signed by resident.

Every resident is required to complete a Monthly Budget form due by the last day of each month.

Every resident is encouraged to establish a savings account as part of their Individualized Program Plan.

Residents who fail to pay their fees or turn in a monthly budget will be subject to disciplinary action.

**EDUCATION** : Contact your case manager if you have educational or vocational needs. Attending school or vocational training is permitted during non-working hours with prior approval.

**INDIVIDUAL PROGRAM PLAN:** This plan is a list of your immediate objectives with step-by-step plans as to how you will accomplish these. In addition, there are the long-range objectives, which are kept in mind when developing the more immediate objectives. Because this is your plan or blueprint, you and your case manager will need to work together establishing it. Your case manager will help you evaluate your plan and, as necessary, the plan can be revised or changed. This is a very important part of your program as you accomplish your goals. Keep in mind that full-time employment and affordable housing are critical to your successful return to the community. You are expected to meet with your case manager at least once weekly. This time is an opportunity for you and the case manager to focus on your achievements, your needs, and your problems. You may be scheduled additional time as needed.

**PRESCRIBED OR OVER-THE-COUNTER DRUGS :** All prescribed drugs will remain in your possession, labeled with your name and kept locked in your locker for use as needed by you with the exception of any drug or other substances that are considered controlled substances under the Controlled Substances Act (CSA). Controlled substance prescription medications, refrigerated medications and syringes will be kept in the Watch Office Medical Cabinet and dispensed as necessary. **YOU ARE NOT ALLOWED TO TAKE MEDICATIONS CONTAINING ALCOHOL. YOU ARE NOT ALLOWED TO KEEP ALCOHOL BASED ITEMS IN YOUR AREA AT THE ALPHA HOUSE.**

**ILLNESS/INJURY :** If you are ill or injured, you should immediately tell the watch office staff so they can make occasional checks on your condition. Also, you must call and notify your work officials that you are ill, prior to the time you are to report.

Residents will be provided with an opportunity to access medical care and treatment. If you are requiring medical attention, please see your case manager, unless it is a medical emergency, in which case an ambulance will be called.

Note: A person who is ill during the day loses all pass privileges for that entire day and night. If you require hospitalization or extensive treatment so that you are physically unable to work, you will be referred to your sponsoring agency that can provide the services within their setting and you may be terminated from the program.

**HYGIENE/DRESS CODE :** You are expected to maintain good hygiene habits, including showering and shampooing daily. Good grooming (appearance) is to be acceptable in the community and for your job. Only clothing worn in public and deemed acceptable by staff will be appropriate dress on the first floor and grounds of Alpha House. No revealing clothing will be allowed. Clothing should be clean at all times. You must be fully clothed when out of your room and be dressed appropriately while in your room. Clothing displaying alcohol, drugs, violence or profanity is not acceptable. Shoes are required; sandals may be worn while in living quarters; gang colors or insignias are not allowed. Laundry facilities are available to all residents at no charge. You are required to wash your clothes at least once weekly. Grooming essentials, i.e. soap, razor, shaving crème, toothbrush and paste, are available to indigent residents from your case manager. No revealing clothing: shorts, halters, etc. You must wear either a top and shorts or pajama top and bottoms while in your assigned room. **ALL RESIDENTS MUST BE FULLY CLOTHED WHILE OUT OF ASSIGNED ROOM! NO EXCEPTIONS!**

**LINENS, CLOTHING AND LAUNDRY :** You are responsible for washing your own laundry. Please be cooperative in the use of the laundry room. Soap will be provided for indigent residents. You are required to wash your linens weekly. This will be verified by the watch officer.

**ROOM/HOUSE RESPONSIBILITIES** : You are expected to keep your room neat, clean and attractive. Beds and furniture are not to be moved within or from room to room. Beds will be made at all times except when in use. You will need to keep your bathroom sanitary. Sinks, showers and toilets will be cleaned daily. Windows, walls floors and furniture will be washed and/or dusted weekly or as required by the daily sanitation inspection. All residents assume the responsibility of keeping the Alpha House clean and neat equally. Upon entering the program you will be assigned a specific detail that will change from week to week. You will be held accountable for the general condition of the Alpha House. Once you have completed your assigned detail, inform staff so it can be evaluated and checked. Otherwise, it will be assumed that the detail was not completed. Only non-perishable food items capable of being stored in your locker will be allowed in your room. Photographs and pictures must be of an acceptable nature. No nude photographs or pornographic material will be permitted at Alpha House and will be confiscated as contraband. **Federal Bureau of Prisons policy requires all movies must be PG-13 or lower. No R Rated or higher movies are to be used.** No cardboard boxes, paper sacks, plastic furnishings or other flammable materials are allowed in living quarters. ABSOLUTELY no extension cords, multi-plug or surge protectors are allowed in Alpha House. Resident rooms, vehicles and personal property will be searched for contraband on a regular schedule.

**CURFEWS/PASSES** : Signing out for passes requires completing sign-out sheet **in full**. Anytime an APPROVED change of location occurs while on pass, the Alpha House staff is to be notified of the change in location by phone. Passes are not to exceed the 9:00 p.m. curfew without prior case manager approval.

If you are taking a pass, a written request **must** be submitted to your case manager for approval. All overnight and weekend passes must be submitted on a request form for approval. You are not allowed to take passes over 100 miles from Springfield. Passes must list all sites and telephone numbers you request to visit. The person(s) to be visited must fill out and sign a questionnaire agreeing to the visit and identifying their relationship. Also, the person(s) to be visited must not have a felony arrest record with the exception of immediate family.

Everyone is to be in his/her room and quiet by 12:00 a.m. midnight.

**PASS PRIVILEGES** :

For all pass privileges, please consult your case manager.

**OVERNIGHT & WEEKEND PASSES** : All passes have a curfew of 9:00 p.m.

1. Overnight and weekend passes must be requested on a pass request form and turned in to your case manager so they can be reviewed and approved by Alpha House administration. The Executive Director approves all federal resident passes.
2. Extended passes must be reviewed on site prior to the pass.
3. All passes must have a signed approval of the person(s) visited.
4. All sites to be visited must be listed with telephone numbers included.
5. Returning late (15 minutes or more) from any pass or community activity will result in an INCIDENT REPORT. You may be put on escape status after 15 minutes of being late.
6. Pass time shall not normally be granted for any unemployed resident.
7. If you have been determined to be unemployable, pass time may be granted based on program and successful participation in the objectives outlined in your referral and/or program plan with prior approval from the referring agency.

8. Residents who are in the pre-release component, passes shall be allowed for those meeting program requirements successfully. The requirements are: length of time in program, full-time employment of at least forty (40) hours during a five (5) day period, and who is successful participating in the objectives of your referral/program plan.
9. Requests for all overnight passes must be reviewed and approved by the Executive Director or Case Manager, prior to granting the pass.
10. All passes will be on the approved form.
11. More than one (1) overnight pass during any given week requires the written approval of the Community Corrections Manager (CCM).
12. Passes shall in no way interfere with your program plan. Aftercare and work come before passes.

Note: Residents must sign-in and back out between work and passes. Any exceptions require prior approval of the case manager.

**RESIDENT REQUEST TO STAFF MEMBER:** These forms are to allow you a chance to participate in worthwhile community activities, i.e. church, AA/NA meetings, shopping etc. These forms are submitted on a “Request to Staff” form (AKA cop-out) and are subject to case manager approval. Residents on restriction may attend community programs only with case manager approval.

**SOCIAL SIGNOUT:** Alpha House residents who are in the pre-release component and who otherwise are eligible for overnight passes may take up to a four (4) hour “social sign-out” on their weekend to participate in worthwhile community activities, if they do not have an approved pass site to go to on that same weekend.

**COMMUNITY CORRECTIONS COMPONENT:** Some residents in this program component are in a Residential Reentry Center as a punitive sanction. Conditions are more restrictive than the Pre-Release component. Except for employment community service directed by the court and participate in necessary community activities, residents in the Community Corrections Component are ordinarily restricted to the center. Passes, furloughs or other similar absences from the facility require appropriate advance approval.

**HOME CONFINEMENT:** Placement on home confinement will be reviewed for those residents who are eligible. Only the RRM, with documented verification of the release plan from either the USPO or the RRC, can grant approval for home confinement. The release plan must be within one hundred (100) miles of the facility. Compliance with the conditions of home confinement will be monitored by electronic monitoring equipment (GPS). Residents must return to the facility weekly for required program participation.

**LAW AND CONDUCT :** You are to obey all city, county, state, and federal laws. Also, you are to conduct yourself in a responsible manner when you are in the community. If you are arrested or questioned by any law enforcement officer, you are to immediately report this to the staff. An arrest may be classified as a technical escape.

**RESPONSIBILITY FOR PERSONAL PROPERTY :** Your belongings are here at your own risk; Alpha House does not accept responsibility. You are to keep your lockers locked to avoid losing your belongings to residents who still indulge in inappropriate behavior. You must complete the PERSONAL PROPERTY INVENTORY sheet in your file to help identify your property. It is your responsibility to keep this sheet updated. Short of other approved devices that have been authorized by the Executive Director, i.e., educational requirements, the only electronic device authorized is a small portable DVD player with headphones. **Federal Bureau of Prisons policy requires all movies must be PG-13 or lower.**

**No R Rated or higher movies are to be used.** Tools used on the job must be turned in to the watch office each time returning from work.

**RESPONSIBILITY FOR CELL PHONES AND COMPUTERS:** Residents are permitted to possess and use cell phones with approval from their assigned case manager. Possessing a cell phone is a privilege, which can be terminated if misuse or abuse occurs. Cell phone service must be able to satisfactorily reach or be reached within a 100 mile radius of Alpha House at all times. Residents must return a call to Alpha House within 15 minutes from a landline. “Dead areas” will not be used as an excuse for not returning a call to Alpha House within 15 minutes. Residents may be asked to download an app such as Google Duo in order to video chat with the watch office to verify location for accountability. Alpha House non-fraternizing policy includes the use of the cell phone between male and female residents will not be tolerated. Social media use is for family re-integration only. Pornography is not to be viewed or stored on your phone. Attempting to contact staff through social media is prohibited. Cell phone use is prohibited in the Administrative Building and at the Officer sign out window. Taking photos at Alpha House, or of staff or other residents with your cell phone is strictly prohibited. Continued violation of cell phone regulations may result in loss of the privilege for all residents at Alpha House to possess a cell phone. Therefore, it is everyone’s responsibility to ensure the guidelines are followed. Personal Computers of any type are strictly prohibited from use at Alpha House unless granted an exception by the Executive Director. An incident report will be written if one of the above-mentioned items is found in your possession or among your personal area and the items will be confiscated pending disposition of property. A computer lab is available for all residents and may be used for seeking employment, communicating with employers and printing paystubs, pursuing educational opportunities and re-entry preparation. All computers are monitored and will be restricted for use if abused in any way that compromise the purpose and integrity of the facility. Computers are prohibited if your court order prohibits internet access.

**RESPONSIBLE BEHAVIOR :** You are to act in an appropriate and discreet manner while on the premises. Often, people are visiting from the community and inappropriate, loud, offensive or profane speech will not be tolerated. If you are demonstrating irresponsible behavior, disciplinary action may occur. Demonstrating, practicing or using martial arts, boxing, wrestling, etc. are also prohibited.

**AWAKENING :** It is your responsibility to arise in time to clean your room, shave/shower, eat breakfast, perform assigned Alpha House duties and report to work. Staff will not awaken you.

**MARRIAGE :** If you wish to marry while living at Alpha House, you must first request to do so in writing and receive approval from your referring agency.

**TELEVISION/RECREATION ROOMS - HOURS OF OPERATION :** The televisions may be operated between the hours of 5:00 a.m. and 12:00 a.m. midnight.

## **RESIDENT RIGHTS & RESPONSIBILITIES**

### **RIGHTS & PRIVILEGES :**

1. You can expect that all staff will treat you respectfully, impartially and fairly.
2. You will be informed of the rules, procedures and schedules concerning the operation of this facility.
3. You have freedom of religious affiliation and voluntary religious worship.
4. You have the right to health care including nutritious meals, proper bedding, accessible laundry facilities, opportunity to shower daily, proper ventilation for warmth and fresh air, leisure time for recreation, access to medical/dental treatment, and medication.
5. You have the privilege to visit and the right to correspond with family members and friends.
6. You have a right to expect information concerning you will be held in confidence.
7. You are to participate in substance abuse counseling, educational, vocational training, and employment, as resources are available and as is appropriate to your needs.

### **RESPONSIBILITIES :**

1. You have the responsibility to treat others, both employees and residents, in a dignified and respectful manner.
2. You have the responsibility to know and abide by the rules of this facility.
3. You have the responsibility to recognize and to respect the rights of others.
4. You have the responsibility:

- A. Not to waste food or cleaning supplies.
  - B. To cooperate in the use of the laundry.
  - C. To maintain your living quarters in a neat and clean condition.
  - D. To perform your work assignments in a quality and timely manner.
  - E. To keep your quarters and person free of contraband.
5. You have the responsibility to conduct your visits in a dignified manner and be accountable for the actions of your visitor(s) and children.
  6. It is your responsibility to arrange with your case manager needed release of information to other agencies or employers and to sign the appropriate release forms. (F.O.I. EXEMPT INFORMATION) will not be released to you or other parties, except as authorized by statute.
  7. You have the responsibility to pursue community resources in a manner that is supportive of your program goals, and to abide by all items in your Behavioral Contract while in the community.

**SPECIAL POLICIES AND ALPHA HOUSE PROCEDURES**  
**EMERGENCY PROCEDURES**

Emergency fire and tornado drills will be conducted monthly. All persons in the facility at the time of the drill are to participate. **The emergency exits are marked and the emergency evacuation plans are posted within the buildings.** During your intake procedure with the watch office staff, a staff member will verbally cover these with you, as well as your case manager during your individual intake.

**FIRE** : For your protection, there are both heat and smoke alarms positioned in the facility to give adequate warning of a fire. In addition, fire extinguishers are placed in each area for additional protection. These are for your safety and should not be tampered with.

**TORNADO**: If a "Tornado Warning" is issued, you will report immediately to the main dining room. The Alpha House has a weather radio for emergency broadcasts in the Watch Office to monitor early warning of a storm.

**EARTHQUAKE**: In the event of an earthquake, all residents, staff and visitors will evacuate the building and assemble in the southeast corner of the yard. If evacuation is impossible, all persons should seek shelter under tables, chairs, desks or beds.

**BOMB THREAT**: If a suspicious package is found, the alarm will sound, and the building will be evacuated. Staff will account for all residents. Residents will be moved to the Airport parking lot (1000 feet east on Division St.).

**NOTE: Any client tampering with the emergency protection devices will automatically be negatively terminated as this could put lives, including your own, in jeopardy.**

## MEALS

Breakfast on weekdays is served continental style and is available 6:00 a.m. until 7:30 a.m. It includes milk, cereal, coffee, toast, butter, and jelly/jam/preserves. How many hours past midnight a resident works will determine how many hours past 7:30 a.m. a resident will be allowed breakfast. You must clean your dining area after eating each meal, and return plates, bowls, spoons, etc. to the kitchen. Cleaning supplies are available in the Watch Office.

On weekdays, lunch for working residents consist of items which will be packed to take to a job. To be eligible for a sack lunch you must sign up for work lunches on the sheet outside the kitchen entrance by midnight the day before. A food service employee will prepare and serve lunch to all residents who are in-house during lunch hours. Lunch is served at 11:00 a.m. until 11:30 a.m. You will be expected to clean your dining area after eating lunch.

The evening meal is served from 4:00 p.m. to 4:30 p.m. and is eaten in the dining room area. Residents who are out of the Alpha House due to their work may request a plate be left for them, which is prepared by the kitchen staff. A sign up sheet for the evening meal is available and posted outside the kitchen entrance. You may reheat the food in the microwave. This plate is the same meal that is served to residents in-house during the evening mealtime. Plates will not be left for residents out on passes. Failure to sign up for a plate or failure to eat the meal saved for you will result in removing you from the late meal program.

A Master Menu is posted outside the Watch Office. A weekly menu is posted for your review on the bulletin board located in the kitchen. You may bring in meals from restaurants, but these meals must be eaten in the dining area.

## VISITOR POLICY

Alpha House encourages visits from your family. Friends may be allowed to visit you at Alpha House, but will require prior approval by your case manager. No felons are allowed to visit you, except your immediate family members only!

Immediately upon your admission to the program, you must fill out a visitor list for approval. When this is accomplished and approved by your case manager, you may be eligible to receive visitors. Visitors are welcome except in the event they arrive under the influence of alcohol, marijuana, or other drugs; visitors in this condition will be asked to leave, and should they refuse, the police will be asked to remove them. Furthermore, a person might be banned from the premises, if, in the staff's judgment, their presence is felt to be potentially dangerous or to be detrimental to the resident's adjustment. Visitors are to conduct themselves as guests while at Alpha House. Only appropriate dress by visitors will be acceptable.

Minor visitors (under the age of 18) may not visit without their parents or guardian being present. Verification of age and identification must be presented. Visitors must show ID prior to visit being permitted. Visitors attempting to visit several residents at the same time, or different times, will be barred from Alpha House.

Outside visiting is allowed, weather permitting. Reclining on blankets or lying in the grass with your visitor is not acceptable. Visitors may only visit one (1) resident of Alpha House, unless they are blood relatives. Visitors and residents must be in the building at sundown - or when the watch officer determines it is too dark to remain outside.

Visiting hours are as follows: Wednesday - 6:30 p.m. to 8:00 p.m. Saturday - 5:00 p.m. to 8:00 p.m. Sunday and Holidays - 12:00 p.m. to 4:00 p.m. **Visiting hours are subject to change.**

Your guests are to sign the visitors log each time they visit you.

We want all visits to be pleasant and therefore expect you and any adult guests to closely supervise children in your party to insure there are no injuries and they do not disturb others in the Alpha House. Children are to be escorted to the rest room by the adult with whom they came. Other residents are not to supervise minors. If children are not controlled, visits will be terminated. **No pets will be allowed.**

While your visitor is at Alpha House, you are responsible for your visitor's adherence to policy as stated.

### **MAIL POLICY**

You have a right to receive and post uncensored mail. You must get your mail personally from the watch office...it will not be given to another resident to give to you. Packages must be opened in staff's presence for inspection. The mailing address is 2300 E. Division, Springfield, MO 65803. C.O.D. letters or packages will not be accepted. Out-going mail must be placed in mail box at front entrance prior to 10:00 a.m. There is no mail on weekends and holidays. No mail is permitted from local or county jails, state or federal prisons without prior approval from your case manager.

### **TRANSPORTATION POLICY**

**PUBLIC TRANSPORTATION** : The City bus system has one (1) line that stops one (1) block from the Alpha House and another line, which stops one-half (½) mile from the facility. Since the goal of the program is to help you adjust successfully to the community, it is the Alpha House policy to encourage you to learn to use the bus system, as many will not have access to private vehicles when they are released. The Alpha House will furnish you bus passes while on job seeking status for the first 15 days or for indigent residents only. It will then be your responsibility to obtain your own bus passes. They are available at the City Utilities Bus Barn/main bus depot.

As an alternative to bus transportation, you may secure a ride with a fellow employee (as long as the fellow employee is not a resident of the opposite sex at Alpha House), or you may have a bicycle while at Alpha House. It is advised to have a chain lock on the bike when not in use.

**DRIVING POLICY** : Driving on the job is subject to approval. Driving request forms may be obtained from your case manager. Completed forms are to be submitted to your case manager for final approval by the facility director. Final approval **must** be received before driving any motor vehicle.

Operation of private vehicles is governed by Alpha House Policy Guidelines. The Federal Bureau of Prisons Policies allows select federal residents to drive to and from work. If you have questions about your agency's driving policies or the Alpha House policy, you should talk with your case manager.

Remember, driving without permission is a serious offense and will result in restriction and possible termination.

## URINALYSIS/BREATHALYZER TESTS

Alpha House is required by the Federal contract to conduct drug and alcohol testing.

**Drug Testing** : Residents will be scheduled for drug testing as prescribed by the Federal agency which referred you to Alpha House. Additionally, Alpha House staff will schedule random drug testing as deemed necessary.

You will be required to provide a urine sample upon request of the Watch Office staff. If unable to provide a urine sample when requested, you will have two (2) hours, while under direct observation of the Watch Office, to provide the requested sample. During this two (2) hour wait, you may consume no more than 12 ounces of water. Failure to provide a urine sample within the two (2) hours will result in a disciplinary report being written.

When you provide a urine sample for testing, you are required to sign a statement that indicates you have observed the urine sample being sealed. It is your responsibility to ensure the urine sample does not leave your sight until you have verified the number on the bottle and the lab Chain of Custody form are the same, and the bottle has been sealed.

**Alcohol Testing** : All residents are subject to submit to a Breathalyzer exam for alcohol use at any time. Additionally, Alpha House staff will randomly conduct Breathalyzer exams on residents in house.

Alpha House has a "**Zero Tolerance**" for drug or alcohol use. Any positive readings on a BA or UA, with the exception of the initial intake screening, may result in a negative termination from the residential facility program. Any failure to comply with the drug and alcohol-screening program may also result in a negative termination.

**Important Notices** : It has been determined that poppy seeds may cause a false positive drug test. Residents are advised to avoid all foods that contain poppy seeds. Ingestion of poppy seed will not be accepted as a defense for a positive UA.

**All prescription drugs must be turned into the security office. All over the counter prescriptions or herbal remedies must be approved in advance by your case manager. This includes any substance containing alcohol and any herb or herbal supplements/substance, kratom, incense or bath salts which will include any and all synthetic cannabinoids and synthetic heroin.**

**Residents are also advised to avoid the purchase and use of all mouthwash, breath fresheners, cough syrups or any over-the-counter medications with an alcohol base.**

## PERSONAL PROPERTY

**RESPONSIBILITY** : You are responsible for the safe keeping of your personal property. You are required to keep your door and locker secured at all times. You are responsible for listing all property on your Personal Property Inventory sheet. A combination lock is issued to you and must be used to protect personal property. Failure to keep your locker locked will result in disciplinary action. Unlisted items may be confiscated and destroyed.

Contract: Disciplinary Class C Infractions mentions that there is a prohibition against \*loaning/borrowing money or items of value\*. This has been expanded to include the sale of any items of value to present residents or discharged residents.

**STORAGE ON TERMINATION** : If you are negatively terminated, your personal property will be inventoried and packed by staff and will be stored for 30 days. **It is your responsibility to contact a designated person(s) to pick up property.** After 30 days, the Alpha House will dispose of unclaimed property.

## ROOM AND BODY SEARCHES

Staff will make random room and/or body searches for contraband. All residents in a room will be held accountable for contraband found in a common area of the room. This policy emphasizes the importance of observing the prohibition against having residents visit from one room to another.

## **STATEMENT OF CONFIDENTIALITY**

While in Alpha House, all resident records are kept CONFIDENTIAL. The "Disclosure Consent Form" is used to give permission to release information to referring agency staff and to secure information for your employer and/or school or for medical purposes. Only persons authorized, including the resident, has access to information contained in his/her file. (This does not include Freedom Of Information Exempt material).

Closed files are CONFIDENTIAL. The files are kept in a locked cabinet. Federal files are destroyed after five (5) years. The closed files are maintained to do follow-up studies, possible court proceedings and comply with auditing needs of referring agencies.

### **ITEMS ISSUED TO RESIDENTS :**

These items are issued at no cost unless they are lost, damaged or stolen.

1. Key: there is a fee for each key needed to replace lost keys.
2. Linens, clothing bag, locker, and combination locks are issued to you upon admission at no cost. There will be a fee for each item damaged or lost.
4. Bus passes are provided for job seeking for 15 days or for indigent residents. Additional bus passes must be purchased from the City Utilities Bus Department.

## **RESIDENT GRIEVANCE PROCEDURE**

### **INFORMAL GRIEVANCE :**

When you have an informal grievance or complaint, you are to follow this procedure starting with number one and advancing to the next stage if you do not feel the matter has been satisfactorily settled.

Discuss with Case Manager.

### **WITH STAFF OF ALPHA HOUSE:**

Discuss with the Executive Director.

### **FORMAL GRIEVANCE :**

When you have a grievance, which cannot be handled informally, you may write the Community Corrections Manager utilizing the BP229 (13) (aka as a BP9) request for Administrative Remedy. Or you can write to the CCM at the following address:

ATTN: Community Corrections Manager  
Bureau of Prisons  
Community Corrections Office  
Gateway Complex Tower II  
400 State Ave. 8<sup>th</sup> Floor  
Kansas City, KS 66101-2421

## ALPHA HOUSE PROHIBITED ACTS

**POSSESSION OF CONTRABAND**: Possession of drug paraphernalia (pipes, syringes, needles, etc.) is prohibited. Tattoo guns or body piercing equipment are also considered contraband. Any paraphernalia found will be confiscated and disciplinary action taken. Taking photos of anyone or recording others is prohibited at Alpha House.

Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosives, or any ammunition will result in **IMMEDIATE** termination.

ANY ITEMS BROUGHT INTO ALPHA HOUSE WITHOUT PERMISSION OF STAFF WILL BE CONSIDERED CONTRABAND AND WILL BE CONFISCATED.

**OPERATION OF A MOTOR VEHICLE WITHOUT PERMISSION**: Not obtaining proper clearance and operating a vehicle will result in an Incident Report and may result in termination.

**REFUSAL TO OBEY STAFF DIRECTIVES**: If you do not understand a request by staff, you may discuss it with them; however, in Alpha House, you need to cooperate with staff. Loss of passes or other consequences may occur if you are uncooperative.

**BEING OUT-OF-BOUNDS**: These areas are out-of bounds:

1. In other resident's rooms or allowing others in your room.
2. In Administrative Offices without staff present.
3. The hall to the fire escape, on the fire escapes, or opening fire exit doors.
4. The roof.
5. The porches on roof of second floor of Alpha House West Building.
6. The grounds after dark.
7. The porches at night without staff consent.
8. Visiting in or around cars on the grounds.
9. Watch Office.
10. Back side of the Maintenance Building.
11. Visiting areas during visiting hours unless you have a visitor.
12. Elevator without permission.
13. Alpha House West Building. (if male)
14. Alpha House East Building second floor. (if female)

**VIOLENT BEHAVIOR**: This includes actual fighting, but also threatening, verbal abuse, and inciting or starting a fight. This behavior will result in immediate negative termination.

**GAMBLING/BORROWING/LENDING/BUYING/SELLING**: These activities are prohibited between residents and between residents and staff.

**HAVING A CHARGE ACCOUNT OR OTHER FINANCIAL OBLIGATIONS**: While in the program these privileges are not granted. If you need financial counseling on how to manage these areas upon your release, your case manager will be glad to discuss these with you. You may not sign for a loan or make any other financial debts while in the program. You may not enter into any financial contract.

**EXTENSION CORDS**: These are **serious fire hazards**, so are forbidden per orders of the Fire Marshall. Extension cords and/or multiple plugs will be confiscated and an Incident Report written.

**SMOKING**: This is a tobacco free non-smoking facility with the exception of two (2) designated outdoor smoking areas. Electronic cigarettes are prohibited at Alpha House.

**HORSEPLAY**: Horseplay is potentially harmful toward persons or property and is not allowed.

**DESTRUCTION OF ALPHA HOUSE OR OTHERS PROPERTY** : If you damage property of the Alpha House or another person, you will be required to pay for its replacement.

**NOISE POLLUTION** : Noise producing items, i.e. radios, DVD players, ect., must be off unless headphones are used so that roommates will not be disturbed. After warning, noise-producing items will be either sent home or locked up until you are released.

### **ALPHA HOUSE PROHIBITED ACTS & SANCTIONS**

Choice of recommended sanctions must coincide with the severity range of the infraction. Normally, the more severe infractions should carry greater penalties than those in the lower severity levels. Sanctions A, B, B.1, C, D and F require CCM approval prior to imposition.

The severity of sanction(s) recommended may be increased, but may not exceed the ranges specified.

More than one sanction may be imposed for a particular infraction.

Severity Range:

100 = Greatest

200 = High

300 = Moderate

400 = Low

**CODE PROHIBITED ACT**

- 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 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, or 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)
- 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.
- 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 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. This 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.

**SANCTIONS:**

- 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).
- 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.

## CODE PROHIBITED ACT

- 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.
- 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.
- 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.
- 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 work stoppage.
- 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 purposes 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 the 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.
- 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 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.

**SANCTIONS:**

- 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 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 activities.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

## CODE PROHIBITED ACT

- 300 Indecent exposure.
- 302 Misuse of authorized medication.
- 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.
- 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.
- 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 and one's 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.
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.

**SANCTIONS:**

- 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 (an extra good time or good conduct time sanction may not be suspended).
- B.1 Recommend disallow ordinarily up 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.
- 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.

**CODE PROHIBITED ACT**

- 402 Malingering, feigning illness.
- 404 Using abusive or obscene language.
- 407 Conduct with a visitor in violation of Bureau regulations.
- 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.
- 499 Conduct, which disrupts or interferes with the security or orderly running of 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. This offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

**SANCTIONS:**

- 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.

Aiding another person to commit any of these offenses, attempting to commit any of these offense, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself.

### **SPECIAL OFFENSES AND THEIR CONSEQUENCES**

**Alpha House Restriction:** All residents lose all unnecessary pass privileges due to irresponsible behavior that cannot be attributed specifically to any one resident.

### **APPENDIX - DEFINITIONS OF COMMONLY USED TERMS**

**ABSCOND:** Probation and Parole term for absence from facility without intent to return as determined by staff.

**Area Shakedown:** Search through all parts of facility including residents' rooms for contraband

**BP-9 or BP-299 (13):** A form used by the Federal residents to file a formal grievance with the Regional Director of the Federal Bureau of Prisons. Forms are available from your Case Manager.

**BEHAVIOR:** The way a person acts; the things he/she does.

**CCM:** Community Corrections Manager in Kansas City, Kansas. Responsible for all Federal referrals to Alpha House.

**COMMUNITY CORRECTIONS COMPONENT:** Restrictive status for Federal residents with history of violence, Direct Court Commitments, USPO commitments. Residents in this status are not eligible for overnight passes.

**COMMUNITY SIGN-OUT:** Pass to a specific community agency or function, i.e., AA/NA meetings, church functions, escorted trips by authorized individuals for special events.

**CONTRABAND:** Anything not authorized for retention, i.e. drugs, alcohol, weapons, or stolen items from other residents or from the Alpha House, in a resident's possession...in his/her room or on his/her person. Anything not authorized.

**CONTRACT:** Agreement, which the resident signs that he/she will follow all the rules and regulations contained therein.

**COP-OUT:** Slang term used in Federal prisons meaning a "request to staff" form.

**CURFEW:** The time a resident is expected to be in his/her room and quiet.

**ESCAPE:** Federal term for absence from facility without the intent to return.

**FEES:** Money paid by the resident as partial payment toward his/her maintenance in the program.

**INCIDENT REPORT:** Form used to convey poor attitude, bad behavior, or an infraction of the Alpha House rules.

**JOB SEEKING:** Actively seeking employment.

**JOB SEEKING SHEET:** Form used by all residents whom are job seeking. Used to record all job contacts. Must be turned in to Watch Office each day.

**LATE:** Returning to facility after estimated time, ten (10) minutes or more.

**NEGATIVE TERMINATION:** The resident is returned to the supervision of the referring agency decision because of poor adjustment, escape or program failures.

**OUT-OF-BOUNDS (COMMUNITY):** Any establishment where intoxicating beverages are the major item offered for sale. Visiting other residents or ex-residents in the community. Not being at approved location.

**POSITIVE TERMINATION:** The resident has successfully completed the program and his/her prognosis for remaining successful on the streets is good.

**PROGRESS:** Positive steps toward positive behavior or attaining his/her goals.

**RESTITUTION:** If a resident destroys property or steals, he/she will be made to pay back its value of replacement and/or repair.

**RESTRICTION:** Any or all privileges may be taken away until proper behavior is demonstrated.

**SHAKEDOWN OF PERSON:** Person will empty pockets, billfold, remove shoes and avail themselves to a physical search by a staff member for weapons or stolen goods or other contraband that may be concealed on the person. Strip search must occur with two (2) staff of the same sex of the resident and in an area offering privacy.

**SHOT/IR:** Terms used in Federal prisons to describe a disciplinary report.

**SUSPENSION:** Consequences may be put on "hold" for a designated period of time. If another infraction occurs, he/she will be held to the consequences of the suspended offense as well as for the new offense.

**TREATMENT PLAN:** Statement of the residents' attainable goals while in the program.

**USPO:** United States Probation Office(r).

### **COMMUNITY RESOURCES**

(Partial Listing)

AIDS Project of the Ozarks.....881-1900  
 Alcoholics Anonymous.....823-7125  
 Child Support Enforcement.....895-6338  
 Council of Churches.....862-3586  
 Library Station-2535 N Kansas.....865-1340  
 License Bureau - 149 Park Central Square.....869-5100  
 MO Div. of Family Serv. - 101 Park Central.....895-6000  
 Narcotics Anonymous.....855-866-7392  
 Planned Parenthood.....883-3800  
 Beaconstar.....882-7827  
 Social Security.....877-850-7824  
 Salvation Army – 1707 W Chestnut Expy.....862-5509  
 The Kitchen (Housing)-1630 N Jefferson Ave.....837-1500

**Employment:**

Div. of Employment Security.....895-6851  
 PenMac-447 South Ave.....831-9100  
 MO Career Center – 2900 E Sunshine.....887-4343

**Financial:**

Consumer Credit Counseling Services.....889-7474

**Medical Services:**

American Diabetes Association .....890-8400  
 Burrell Mental Health-1300 Bradford Parkway.....761-5000  
 Springfield Health Dept.-227 E. Chestnut Exp.....864-1658  
 Dr. Gil's – 3000 E. Division.....869-8000  
 Cox North Hospital-1423 N. Jefferson.....269-3000  
 Cox South Hospital-3801 S. National.....269-6000  
 Lakeland Hosp. (Mental Health Care).....800-432-1210  
 Mercy Hospital-1235 E. Cherokee.....820-2000  
 MSU Care Clinic.....837-2270

Federal Probation & Parole.....831-4494  
 Federal Bureau of Prisons:CCM.....913-551-1117  
 State Probation and Parole.....888-4203  
 Greene County Jail.....868-4048

**Education:**

OTC - Adult Basic Education.....447-7500  
 Missouri State Un - 901 S. National.....836-5000  
 Voc. Rehab. – 1735 W Catalpa St #C.....895-5720

**EVACUATION ROUTES ARE POSTED THROUGHOUT THE FACILITY.**