

VINEWOOD RRC RULES AND PROCEDURES

Section 1

INTRODUCTION

MISSION STATEMENT: The goal of our organization is to help problematic people change their lifestyle. Emphasis shall be placed on showing individuals how to lead a more productive, self-supporting, drug-free life, thus breaking the criminal cycle.

1.00 GENERAL: The Behavioral Systems Southwest (BSS) Vinewood Residential Reentry Center (RRC), (9RA), is a privately owned facility contracted with the United States Government to provide specified services to the Federal Bureau of Prisons (BOP) and U.S. Pretrial Services. The Vinewood RRC consists of one facility located at 5520 Harold Way, Los Angeles, CA 90028.

1.01 PURPOSE: The Rules and Procedures of the Residential Reentry Center (RRC), hereafter referred to as the Rules, serve two purposes. First, they provide for the safety of staff and residents. Second, they provide for the orderly operation of the RRC. They are also intended to protect the rights and interests of residents, the public and the staff. These Rules have been approved by the Residential Re-Entry Manager (RRM), the BOP official who oversees this facility. You may contact the RRM at any time. Names and numbers are posted in the Multi Purpose Room.

1.02 VIOLATIONS: Known and suspected violations of the Rules will result in a verbal warning or the issuance of an incident report (IR) (dependent upon the severity of the offense), an investigation and possible sanctions. Sanctions are grouped into four (4) Categories labeled C1-C4 and annotated throughout the Rules at the end of each applicable paragraph. Detailed descriptions of these sanctions are found in Section 23.

1.03 LEGAL STATUS: Residents residing at the RRC will have different legal statuses. Institutional Transfers (pre-release) are persons who have been transferred to the RRC for the purpose of securing gainful employment, establishing a residence and community adjustment. Public Law (PL) placements are persons who are currently being supervised by the United States Probation Office (USPO). Residents in the RRC as a Condition of Probation (CP) or Supervised Release (SR) are considered PL. Pretrial placements are under the administrative control of the U.S. Pretrial Services (PSO), housed at BSS pending disposition of their trial.

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1.04 PRIVACY ACT: Information pertaining to you and your program participation will be maintained and secured by facility staff until you are released or terminated. Information officially designated as public access information may be released to third parties upon request and without your consent. However, under no circumstances will information pertaining to you be given to an unidentifiable third party(ies) over the telephone. Information officially protected by the provisions of the Privacy Act will not be released without your expressed written consent. Release of Information forms are available through Case Service Staff (see 1.05 below). You may review your records jacket by submitting a written request to the Program Director (PD) at any time. You may also submit requests for copies of documents in your file to the PD at any time, with the permission of the contracting agency.

1.05 CASE WORKER: Every resident is assigned to a Case Service Staff (CSS); either a Case Worker (CW), Case Manager (CM) or Social Services Coordinator (SSC) who will manage your program progression throughout your stay at the RRC. You are required to have an initial intake within 24 hours of your arrival. This intake will answer many of your questions. If you don't understand something about your program, the CW/CM is your point of contact. Residents are required to report as directed to their CW/CM weekly and participate in a one-on-one counseling session to report progress and receive guidance. Problems, questions and concerns should be directed to your CW/CM. CW/CM schedules are posted on the Bulletin Board. If your CW/CM is unavailable and there is an immediate circumstance, residents are to request assistance from the on duty CW/CM. If neither is available, then the problem may be addressed to any staff member. (C4).

1.06 APPLICABILITY: The rules apply uniformly to all residents without regard to legal status, age, gender, race, ethnic background, religious preference or social status.

1.07 EXCEPTIONS TO POLICY: Exceptions to these Rules may be requested by any resident at any time. Requests must be submitted in writing to the PD. Exceptions will be approved by the Program Director and/or the RRM, PSO and/or USPO on a case-by-case basis and only when immediate or very unusual mitigating circumstances exist.

1.08 EXPLANATION AND CLARIFICATION: You will be required to sign a statement acknowledging your understanding of these Rules. Ignorance of the rules does not excuse their violation. Residents who do not understand any rule should ask a staff member, not another resident, to explain.

1.09 RECOMMENDED CHANGES: Residents may recommend changes to the rules formally by submitting a Suggestion/Grievance Form which are available at the Control Window, or informally by discussing with their CW/CM or the APD/PD.

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1.10 BULLETIN BOARDS: The bulletin board is posted outside the Multi-purpose room (MPR) and Control Room and in the control area. Residents are responsible to read each bulletin board daily. (C4).

1.11 OPEN DOOR POLICY: Residents may request to see the Assistant Program Director (APD) or PD at anytime about any issue. When possible the APD/PD will see residents immediately. Unless it is an emergency, residents may occasionally be requested to wait dependent upon the APD/PD's schedule. Residents may leave a written message for the APD/PD or any other staff member by requesting an Assistance Request Form at the Control Window. A response will be made as quickly as possible.

Section 2 **ARRIVAL**

2.00 DECLARATIONS: Upon arrival residents must declare all prescription medications, over-the-counter medications, vitamins, credit cards, checking accounts, loan agreements, cellular telephones, pagers, outstanding warrants, any pending civil or criminal court actions and any other matter of a similar nature. (C1-C4).

2.01 SECURITY IN-TAKE: Upon arrival resident will submit a Urine Specimen and a Breath Sample for testing. All property in possession of the resident will be searched and thoroughly examined. Contraband items will be confiscated and disposed of. The PD may approve a 24-hour grace period to arrange the removal of certain contraband items (tools, expensive perfumes, items of sentimental value, etc.). Requests are to be submitted to the PD immediately.

2.02 CASE MANAGENT INTAKE: Residents are required to report to their CW/CM for an initial orientation within 24 hours of arrival (See 1.05). (C4).

2.03 COURTESY VISITATION: Upon arrival, residents may request one short courtesy visitation which is outside of normal visitation hours (See Section 14) in order to have necessities (clothes, alarm clock, paperwork, etc.) dropped off. Visitation with clergy, legal representative, needs approval from the P/D USPO, PSO, or BOP representative.

2.04 DISTRIBUTION OF LINENS: Upon arrival, all residents will be issued the following items: Pillow (1), Sheets (2), Pillow Case (1), Blanket (1), Towel (1), Wash Cloth (1) and Laundry Bag (1). It is the resident's responsibility to regularly wash and turn in all issued items prior to their release from the facility.

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2.05 PHYSICALS: All residents who are Public Law (See 1.03) placements must report for a physical examination within 5 working days of arrival. A memorandum will be given to you explaining the location of the health facility and appointment time. There will be no exceptions to this rule (See 5.10). (C3).

2.06 CHURCH PASSES: Residents must have an approved church pass to attend religious activities. Passes will be approved for churches/facilities closest to the RRC, on the Authorized Church List only. Not all faiths/denominations are represented on the list. Residents may request staff to add a church to the list if their faith/denomination that is not represented on the list. Religious passes will not exceed 3 hours including travel time. Normally, all passes are required to be submitted no later than 2200/10:00 p.m. on Tuesday (See 5.17). However, residents may request a PD/APD exception to policy to attend the first church service after their arrival. Approval will be dependent upon the resident's legal status (See 1.03) and Community Access Level (See 5.02). Residents must attend the closest church, mosque, or synagogue to the facility.

Section 3

PERSONAL CONDUCT

3.00 INTEGRITY: Any form of stealing, lying, making a false statement, withholding information and cheating is prohibited. Residents may not alter, change or falsify in any way any official or unofficial document or form. Compliance with the rules requires honesty, self-discipline and personal integrity. Each Rule is directly linked to these personal qualities. Residents with these qualities will have no trouble complying with the Rules. (C2).

3.01 REPORTING VIOLATIONS: Residents must report known and suspected violations of the Rules to staff immediately or as soon as possible. To the greatest extent possible residents will remain anonymous.

3.02 CONTROL AND AUTHORITY: Residents will never be in a position of control or authority over another resident(s). The Convict Labor Act prohibits the utilization of Federal offenders to perform labor tasks for the operator of a Residential Reentry Center. Under no circumstances will any staff member require a resident to perform work that is normally performed by a paid staff member of the company. No resident will be required to work for anyone unless they are adequately compensated and the relationship is in compliance with contractual and company requirements. All labor related issues that are unclear shall be brought to the attention of the Program Director and RRM immediately.

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3.03 OFFICIAL VERBAL AND WRITTEN INSTRUCTIONS: Residents are required to respond promptly to the instructions of BOP officials, PO's, PSO's and all Residential Reentry Center staff. (C2).

3.04 RESPECT: Residents are required to be respectful towards other residents, visitors, staff, all property and the facility. (C1-C4).

3.05 INSOLENCE: Insolence toward staff, both verbal and non-verbal, is strictly prohibited. Profanity and obscene gestures directed at or used in the vicinity of staff is considered insolence. (C2).

3.06 PROFANITY: Residents are prohibited from using profanity. Racial slurs are considered profanity. (C3).

3.07 THREATS/INTIMIDATION/PHYSICAL ASSAULTS: Physical assault, threats and intimidation to staff or residents, whether direct or implied, will be taken seriously and will very likely result in immediate removal from the facility. Physical assault whether against another resident or staff will result in immediate removal from the facility and may result in criminal action taken against the perpetrator. (C1).

3.08 LOUD NOISE: Loud noise is prohibited. Televisions will only be allowed if it has a head phones, must be played at a low volume and not exceed 13" diameter. Repeated violations will likely result in the source of the noise being removed from the facility. Televisions and any musical instruments are not allowed to be played outside of the living quarters or left on, unattended. Yelling, screaming and being excessively loud is prohibited. (C2). Walkman and/or Discman, MP3's with headphones are the only one permitted (C3).

3.09 COMPLIANCE WITH LAWS: Residents must follow federal, state, county and local laws. Any contact with any law enforcement official must be reported to your CW/CM, or APD, or PD immediately (See also 3.19 below). (C1).

3.10 HITCHHIKING: Hitchhiking is strictly prohibited. (C2).

3.11 CAR POOLING: Residents are prohibited from riding in or driving other resident's vehicles without specific staff authorization. Riding with friends and family during job search is also prohibited (See 7.07). (C3).

3.12 GAMBLING: Any form of gambling is strictly prohibited. This includes, but is not limited to lottery tickets, sports event pools, betting on horse or dog races, poker, or gambling

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using electronic devices. (C2).

3.13 BLOOD DONATION: Residents are prohibited from giving blood. Exceptions will be made only in cases of emergency. Residents receiving shots must inform staff immediately. (C3).

3.14 PERSONAL HYGIENE: Residents are required to bathe regularly, wear clean clothing and generally maintain a level of personal hygiene which is socially acceptable as determined by staff. Hygiene supplies are available to indigent residents at no charge. Residents are required to wash their personal clothing on a regular basis not to exceed three days. Laundry bags will only be hung on the end of the bunk. (C3).

3.15 TATTOOING/BODY PIERCING: Residents are prohibited from getting tattoos or piercing any part of their body. (C3).

3.16 SEXUAL MISCONDUCT/ABUSE/ASSAULT: Residents are not permitted to have any form of physical contact with staff or other residents. Verbal or physical conduct of a sexual nature, directed towards any individual, whether a staff member, a volunteer or another resident, welcome or not, **is strictly prohibited**. Sexual conduct which violates any federal, state or local law will be immediately reported to the appropriate law enforcement agency. Residents are not permitted to date one another or engage in any social activity off facility grounds. Residents and staff are not allowed to date nor suggest or request dating nor become involved in any social relationship (ex: no exchange of phone numbers, giving of gifts, candy, cigarettes, etc.) (C1).

3.17 MARRIAGE: Residents must contact staff and fill out required paperwork if he or she considers marriage. With the recommendation of the Director, written authorization from the RRM, USPO, or the PSO, whichever is appropriate must be obtained prior to getting married. (C2).

3.18 UNAUTHORIZED AREAS WITHIN THE FACILITY: Residents are strictly prohibited from entering any quarter/room which they are NOT assigned to. This includes knocking on the living quarters/room door which they are not assigned to. Residents are not allowed to be in any other room except their assigned room. Residents are NOT allowed to sit or lay on another resident's bed for any reason. Residents are prohibited from socializing or conversing in the laundry room or in the entrances of the living quarters/room. Residents will not visit in the parking lot with anyone at any time nor enter the parking lot without staff permission. (C3).

3.19 CONTACT WITH MEDIA: Residents may not have any contact with representatives of

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television stations, radio stations, newspapers or magazines without the expressed written consent of the Residential Reentry Center, BOP and their USPO or PSO, if applicable. (C2).

3.20 AUDIO RECORDING: Residents may not use audio recording devices to record any conversation without the expressed written consent of the Program Director.

3.21 PHOTOGRAPHS/VIDEO RECORDINGS: Residents are prohibited from photographing or video recording other residents, their visitors or staff.

3.22 KNOCKING ON THE CONTROL WINDOW: Except in cases of emergency, residents are prohibited from knocking on the Control Window.

3.23 WEARING OF HEADBANDS: Except for cases of work, (wearing a headband at work), residents are not allowed to wear headbands while at this facility.

3.24 RIDING A BICYCLE: Riding a bicycle on the sidewalk is prohibited. Use of bicycles needs approval from the P/D. Securing devices are not provided by the RRC and the resident is responsible for securing their bicycle.

3.25 FACILITY COMPUTERS. Residents are not allowed access to staff computers under any circumstances.

Regarding the possession of and use of computers by residents, the following will be strictly adhered to:

1. No resident will be allowed to possess or use a computer of any kind without written permission by the Program Director.
2. If a resident wishes to possess and use a computer on Vinewood RRC grounds, the resident must file an application with the Case Manager/Case Worker who will present it to the Program Director. Note: the resident must provide justification for possession and use.
3. The Program Director will review the request and make his final determination in writing. The request will be denied if the resident's commitment offense is related to computers, including identity theft.
4. Resident will not be allowed internet access while on Vinewood RRC grounds. The use of any wireless technology is strictly forbidden.
5. Residents must disable all volume capabilities while on Vinewood grounds. This applies to music, DVD's, computer television or any other audible program.
6. Residents will not be able to store any pornographic material in the hard drive, on disc or CD/DVD.

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7. Residents must, upon request, surrender their computer to the Director or designee for purposes of checking the content of the computer. This includes discs, CD/DVD's.
8. Violation of the rules regarding possession/use of computers will result in loss of computer privileges and disciplinary action.

3.26 CELL PHONES: The use of cell phones is strictly prohibited unless the resident has filled out an application to use/possess a cell phone attaching documentation from the employer requiring use/possession of the cell phone or other justification for the use of the phone (ex: accountability calls while in the community). The application is to be submitted to the Program Director via Case Manager/Case Worker. The Program Director will make final determination in writing. Violation of the rules regarding cell phone use/possession will result in loss of cell phone privileges and disciplinary action. Any resident with permission to possess a cell phone must, under all circumstances, turn the phone in, upon arrival/sign in to the facility. Failure to do so will result in loss of cell phone privileges.

3.27 ELECTRONIC DEVICES: Vinewood RRC permits Residents to possess electronic devices only with proper approval from staff and/or Program Director. Residents will be required to submit a Request to the Program Director for certain electronic devices. If approved, Resident must follow Vinewood RRC guidelines and rules in regards to possession of approved electronic device. Failure to adhere to Vinewood RRC guidelines and/or rules is a Violation and can result in revocation of approval for such said electronic device.

Section 4 **ACCOUNTABILITY**

4.00 GENERAL: Accountability is the foundation of this program. All residents must have prior approval for all movements in the community and are responsible to keep staff informed of their whereabouts and activities at all times. Accountability is maintained and ensured by frequent and random facility headcounts, telephonic contact with approved off-site locations and on-site staff visits at approved off-site locations. (C2).

4.01 LATE RETURNS: Residents must return to the RRC by their Exact Time of Arrival (ETA) (See 4.09). The RRC is always as close as the telephone. A telephone call will not be an acceptable excuse for being late, however, it can possibly prevent an unaccountability, escape, or abscond Formal Incident Report (IR). Documented proof will be required for excused late arrivals. (C3).

4.02 ESCAPE/ABSCOND/TECHNICAL ESCAPE: An escape is defined as a departure from custody without permission or authority or before release. 2 hours late or later is considered an escape/abscond. Any arrest for criminal behavior prior to the Resident's current period of incarceration or arrests for new criminal behavior are considered Technical Escapes. (See also 4.12). (C1).

4.03 CHECK-OUT: Residents must physically check-out at the Control Window immediately prior to departure from the RRC regardless of destination or planned length of absence. Residents may not check-out and remain anywhere on facility grounds. Residents cannot check-out without staff authorization (See 4.05). Residents will not be permitted to check-out prior to the time they have been authorized to depart. Residents cannot check-out to a location that does not have an address. Except in cases of medical emergency, security staff cannot

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authorize residents to depart the facility. Sunglasses, hats and any other item which may obscure the identity of a resident cannot be worn when checking out, or in. (C3).

4.04 10-MINUTE RULE: Residents must check-out no later than 10 minutes after their authorized time of departure.

4.05 AUTHORIZATION: Residents must have an approved Church Pass (5.16), an approved Job Search Itinerary (5.06), a Curfew (5.10), a pass (5.14 or 5.15), or a furlough (5.19), to check-out. Documentation that is illegible, contains strike-overs, correction tape or white-out, or appears to be altered in any way will be considered invalid. Security Staff are authorized to restrict and deny authorized community access as deemed appropriate. Security Staff may not authorize or extend community access. (C3).

4.06 CHECK-IN: Upon return to the RRC residents must report immediately to the Control Window and check-in. Residents are not permitted to be anywhere on facility grounds until they check-in. All residents will be enrolled in the database system which will be used for every movement in or out of the facility. (C3).

4.07 PROPERTY SEARCH/INSPECTION: Residents, visitors and all items brought into the facility will be searched by inspection, pat-down and or metal detection device. Contraband items will be confiscated and appropriate disciplinary action will be taken. Visitors who refuse to consent to search or attempt to introduce contraband (See Section 13) will be required to immediately depart the RRC.

4.08 GEOGRAPHICAL LIMITATIONS: Residents' homes are restricted to a geographical area within a 100-mile radius of the RRC. (C2).

4.09 ETA (Exact Time of Arrival): Residents must check in no later than their ETA. Check-in after ETA, even by only 1 minute, is considered a late return (See 4.01). Two (2) hours late is considered an escape/abscond. The Control Room clock is the official time keeping device (See also 4.02). (C2).

4.10 NIGHT CURFEW: Residents are required to be in their living quarters from 2200/10:00 p.m. to 0600/6:00 a.m. daily except in cases of emergency, departure/arrival for work, to receive medications, or other authorized purposes. Residents who leave their quarters during night curfew must report immediately to the Control Window. (C3).

4.11 FACILITY RESTRICTION: Residents restricted to the RRC for non-medical reasons are required to report to the Control Window for accountability and work detail assignments at

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0700/7:00 a.m., 1100/11:00 a.m., 1300/1:00 p.m. and 1600/4:00 p.m. daily. (C3).

4.12 UNACCOUNTABLE (AWOL): A resident is considered to be unaccountable 1 minute after ETA unless the resident's whereabouts have been reported to and approved by RRC staff prior to ETA. Residents are also considered unaccountable immediately when an attempt to contact them at their reported location is unsuccessful. (C2).

NOTE: Unaccountable status lasts 1 hour and 59 minutes before the resident is considered an Escape/Abscond (See 4.02).

Section 5 **COMMUNITY ACCESS**

5.00 GENERAL: Residents must keep staff informed of their whereabouts, movements and activities in the community, at all times. All activities and locations require prior approval. Community Access levels are determined by the Program Review Team (PRT).

5.01 NEW ARRIVAL RESTRICTION: Residents are prohibited from leaving the RRC for social purposes, as determined by staff, for at least meeting program requirements. A resident's legal status may restrict them longer to the facility until approved by the BOP, USPO or PSO, to have community access.

5.02 COMMUNITY ACCESS LEVELS: To facilitate program management all residents, regardless of legal status (See 1.03), are placed in 1 of 5 phases of community access. Phase advancement must be approved by the PRT (See 5.00). Normal progression for Phase promotion is weekly, based on resident's progress and behavior.

Phase 0 - Facility Restriction

Phase I - Job Search/Work Release.

Phase II - 1800 hour Curfew-.

Phase III - 2000 hour Curfew-.

Phase IV - 2100 Curfew/24 hour home pass

Phase V - 2100 hours curfew/ 38 hour home passes (highest phase obtainable)

Level I – New residents are assigned to this level for a specified number of days (as defined by PRT), not to exceed 30 days. During level I, assessments are conducted on each new resident for program plan development.

Level II – Community Corrections Component. Access to the community for employment,

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interviews, treatment, alternate recreation in the community through limited and defined procedures or emergency situations is available to offenders assigned at this level. Visits will occur on Vinewood RRC grounds, only.

Level III-Pre-release Component. Access to the community for social purposes such as visiting family or significant others and shopping for necessary personal items, limited to 6 hours per week. There will be no additional time allowed for travel.

Level IV-Passes. These residents will have more access to the community and family members through weekend passes and sign out before and after work depending on their individual shift schedules. Evening and weekend passes are limited to the approved authorized release residence. Ordinarily, residents will not be placed on Level IV prior to obtaining an approved release plan including employment or other approved activity (which garners a waiver) and release residence.

5.03 OFF-LIMITS AREAS: Specifically, any location not authorized by staff is off-limits. Generally, establishments which predominantly sell alcoholic beverages (e.g. pubs, bars, night clubs and liquor stores, etc.); hotels, motels, etc.; any establishment where gambling occurs (e.g. casinos, horse tracks, dog tracks, etc.); and any non-approved private residence (See 5.13) are considered off-limits. (C2).

5.04 LOCATION CHANGES: Residents must call the RRC prior to every location change to obtain authorization. This includes, except for job search, location changes to the RRC. The main phone number for the facility is (323) 464-0817. Prior to being allowed out of the facility each resident must provide the destination(s) description, address and phone number of each place you plan to go and get staff approval using the Curfew Movement Plan Request and Approval Form (CMPR). Residents are only authorized to go to approved locations. Locations such as malls, zoos, parks, convenience stores, etc. which may have telephones but staff cannot contact the Resident immediately are restricted locations and are limited up to a 2 hour time period. Residents are allowed to check out to only one restricted location per day. Residents who check out to a location without a telephone for staff to contact them are restricted to a 2 hour limit at that location. Locations such as department stores, theaters, etc., which may have a phone, but staff cannot contact you, are also restricted to the two hour limit. At the end of the two hour limit, the resident must call the RRC to make a location change. (C3).

5.05 JOB SEARCH: Unemployed residents without an approved medical excuse or a RRM approved waiver are required to go on job search Monday - Friday (except holidays), unless the Resident's program plan has other requirements as approved by the PRT (ex: literacy training, vocational ed, etc). Residents can check-out between 0700/7:00 a.m. and 0800/8:00 a.m. An approved Job Search Itinerary (See 7.09) is required to check-out. Failure to check-out by 0800/8:00 a.m. hours will result in an 8-hour work detail on that day (See 23.10 and 5.10).

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When job searching full time, a minimum of 4 contacts are required. ETA for all residents on job search is not earlier than 1600/4:00 p.m.. (See Section 6). (C3).

5.06 OVERTIME: When your employer schedules you to work hours outside your normal schedule you must inform staff prior to working those hours. When your employer requests you to work unscheduled overtime, you must call the facility and request approval. Staff will request to speak to your approved supervisor for confirmation. All overtime must be reported on your pay stub as further verification. (C3).

5.07 CURFEW MOVEMENT PLAN REQUEST AND APPROVAL FORM: Residents who are restricted to the RRC can be considered for community access by submitting a Curfew Movement Plan Request and Approval Form (CMPR) to their CW/CM. The Rules and conditions of a CMPR are explained on the CMPR Form. CMPR Forms must be submitted and approved by the on duty CW/CM at least 24 hours prior to the proposed departure time. (C1)

5.08 CURFEWS: A curfew is a designated period of time during which a resident can be authorized by the PD/APD to move about in the community and may include social activities. Residents who have been approved for a curfew must return to the RRC after work before they are allowed on curfew. Each resident that is eligible for a curfew must have an approved Curfew Movement Plan Request and Approval Form prior to movement in the community. In isolated cases a resident might be authorized to leave for curfew immediately after work, however, these cases are rare. Exceptions can only be approved by the PD in writing. Location changes must be telephonically approved prior to movement. Location changes may never be made to off-limits locations (See 5.05). (C3).

5.9 BASE CURFEWS: All curfews begin at 0700/7:00 a.m. and have an ETA (See 4.09) of either 1800/6:00 p.m., 2000/8:00 p.m. or 2100/9:00 p.m. These allowances may be exceeded for employment obligations only with prior permission and will result in the loss of curfew privileges for that day. **Movement is prohibited between 2100/9:00 p.m. and 0600/6:00 a.m.** Normal progression is weekly. However, an accelerated promotion will be determined in facility's weekly PRT/case conference meeting. A resident must have disciplinary free conduct and successfully programming.

5.10 CURFEW ADJUSTMENTS: The base curfew can be adjusted to compensate for employment obligations only. For example, a resident with an 1800/6:00 p.m. hour curfew can have a job requiring a 0500/5:00 a.m. check-out (2 hours before base curfew), but this will result in a 1600/4:00 p.m. hour ETA (2 hours before base curfew). Adjustments may never extend a curfew into a prohibited time (2100/9:00 p.m. - 0600/6:00 a.m.). Adjustments are never made on residents' days off.

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5.11 PASSES: (Community Passes: 24-hour Passes, 38-hour Passes and Church Passes) Passes are a privilege and are earned by positive, responsible, and productive program participation. Passes must be recommended by your CW/CM. Residents must be full-time employed (See Section 7)/or other full time program (ex: literacy, voc ed program), have completed all mandatory classes (See Section 9), be participating satisfactorily in required programs (Section 9) and cannot be pending any disciplinary action or have any uncompleted extra duty (i.e. Flagged - See 22.05). Residents are eligible for only 1 pass in any seven-day period unless authorized by the RRM, their USPO, or PSO.

5.12 PRIVATE RESIDENCES: Passes will be approved for a resident's release residence only (See 24.01). Pass locations that are residences must be visited and approved by and the USPO/PSO prior to the first pass. Residences must conform to the conditions specified on the Pass Request and Approval Form.

5.13 24-HOUR PASS: This pass must be approved by the PD and is subject to special conditions (See 5.12). However, an accelerated promotion will be determined in facility's weekly PRT. A resident must be disciplinary free conduct and successfully programming.

5.14 38-HOUR PASS: This pass must be approved by the PD and is subject to special conditions (See 5.14). However, an accelerated promotion will be determined in facility's weekly PRT. A resident must be disciplinary free conduct and successfully programming.

5.15 CHURCH PASSES: Residents must have an approved Church Pass to attend religious activities. Passes will be approved for churches/facilities on the Authorized Church List only. Not all faiths/denominations are represented on the list. Residents may request staff to add their church to the list. Religious passes will not exceed 3 hours including travel time with a return time of 1500/3:00 p.m. Also you will only be allowed to attend the church/temple/synagogue closest to the RRC (See 2.09). (C4).

5.16 PASS REQUEST PROCEDURES: Pass requests must be turned in at the Control Window by 2200/10:00 p.m. on Tuesday nights (Exception - See 2.09). (C4).

5.17 PASS CONDITIONS: While on pass, the resident is required to comply with the pass conditions (see pass form) and call the RRC every movement daily. Passes may be terminated by staff at anytime. If so, the resident must return directly and immediately to the RRC. Staff will make random accountability calls during the entire pass, at all times day or night and residents must be immediately available to answer the phone. No special services are allowed on phones (ex: call forwarding). (C3).

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5.18 FURLOUGHS: Institutional Transfers, placements must have an RRM approved furlough to be absent from the facility for 2 or more consecutive overnight periods or to travel more than 100 miles from the RRC. Approval of the USPO in California, and the jurisdiction where the resident wishes to travel, and all USPO's where the resident will travel must be obtained. This process takes a minimum of 3 weeks. Request for a furlough must be submitted early. To request furlough, residents must submit a written request which must include a detailed proposed travel itinerary. Generally, furloughs are approved only when exigent circumstances exist. Examples of activities for which a furlough might be approved are visiting a critically ill member of the immediate family or attending a funeral of an immediate family member, obtaining needed medical treatment, developing employment or release plans, etc. The purpose for the proposed furlough must be verified by staff.

5.19 HOME CONFINEMENT (HC): Home Confinement (HC) is a program designated for Institutional Transfer type residents that allows the resident to reside at his approved release residence while still in custody. See Section 25.

Section 6

LIFE SAFETY

6.00 GENERAL: Residents are responsible for maintaining a safe and sanitary living environment, both in their living quarters and in common use areas.

6.01 COMMON USE AREAS: Common use areas are those areas of the facility which are equally available to all residents (e.g. Multi-Purpose Room, picnic patio, laundry room, parking lot, room bathrooms, etc.). All residents are equally responsible for cleaning common areas. Daily cleanup of common areas will be completed by a resident designated on a rotating roster to ensure equal distribution. The roster will be posted on the Control Room bulletin board (See 1.08). Residents must perform assigned duties as scheduled and to acceptable standards as evaluated by on-duty staff. Residents will inform staff when they have completed their assigned detail and await staff inspection. Additionally, residents on facility restriction and unemployed residents who fail to go on job search must report to the Control Window at 0700/7:00 a.m., 1100/11:00 a.m., 1300/1:00 p.m. and 1600/4:00 p.m. daily for the purpose of work detail assignments to clean these and other common use areas. (C4).

6.02 LIVING QUARTERS SAFETY: Safety always comes first! Cardboard boxes, excess paper products or plastic bags will not be stored in living quarters. Furniture or other objects will never be placed in such a way as to impede the evacuation of your room. Interior doors will never be propped open. Everyone is responsible for safety. If anyone sees an unsafe act, the

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unsafe act will be immediately reported to staff. (C3).

6.03 TAMPERING: Residents will not tamper with smoke alarms, air conditioner/heater controls, fuse boxes or any part of the building electrical system. Problems should be reported immediately to staff. (C1).

6.04 LIVING QUARTERS CLEANLINESS/NEATNESS STANDARDS: Your room will always present a clean, neat and orderly appearance. Floors, furniture, drawers, sinks, toilets, walls, baseboards, windows, window sills, etc. will be free of dirt, dust, and grime. Beds will be made neatly with 2 sheets, pillow case and a blanket/bedspread as the outer cover and tucked neatly under the mattress any extra linen will be folded neatly and stored in the resident's drawer. Furniture will not be removed from your room. All rooms are inspected daily and will be in compliance with the facility Room Inspection Checklist. A picture of a bed made properly and a locker is posted on your room's bulletin board. (C4).

6.05 BLANKETS/PILLOWS: Personal linens and blankets may be used, however, they must be approved by staff. Warning: Most pillows do not meet BOP required fire protection standards and are subject to confiscation. Only BSS issued mattresses and pillows are authorized - 1 mattress and pillow per resident. Exceptions require documentation from a doctor, or other competent medical authority and must be approved in advance by the APD/PD. However, any pillow that meets federal fire protection requirements may be approved.

6.06 FOOD: Food and beverages are NOT permitted in assigned rooms. Water is the only authorized beverage allowed in the rooms. Anyone with food or beverages in their room is subject to disciplinary action and foods will be discarded. Residents may bring meals to the RRC provided they are on curfew status. Visitors are only allowed to bring food to the RRC during scheduled visiting hours. All dishes used to bring food to the RRC must be removed by 2100/9:00 p.m. hours. All food brought on the RRC grounds by anyone must be inspected by Security staff at the control window. (C3).

6.07 HOUSEHOLD APPLIANCES: Televisions, Discman, walkman, IPOD, MP3 and similar equipment is authorized provided they are not misused and are maintained in a safe and clean condition. Blow dryers, curling irons and electric razors are authorized provided they are maintained in safe and clean condition and are the only items authorized for use in bathrooms, but will not be plugged in if unattended. All appliances must be inspected by staff to ensure they meet electrical safety standards. A tag will be affixed to each appliance or battery operated item as proof that the item has passed a staff safety inspection. (C4).

6.08 ELECTRICAL ACCESSORIES: Any item not tagged or deemed a safety hazard by

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staff is considered contraband (See Section 13) and is subject to confiscation. It is the resident's responsibility to have their appliance or battery operated item tagged. Any electrical appliance with any exposed wire or spliced wire anywhere will be immediately confiscated. Any device which would increase the electrical load of an electrical outlet is strictly prohibited (e.g. plug-in adapters, extension cords, power strips, etc.). (C4).

6.09 DISTRIBUTION OF LINENS: Upon arrival, all new RRC residents will be issued the following items: Pillow (1), Sheets (2), Pillow Case (1), Blanket (1), Towel (1), and Laundry Bag (1). It is the resident's responsibility to wash and turn in all issued items prior to their release from the facility. Residents must wash their issued linen.

6.10 LIVING QUARTERS DECORATIONS: No article may be taped or affixed by any means to the wall or wardrobe without the specific approval of the Security Supervisor. All displayed items must be in good taste, as determined by staff. Nude or semi-nude pictures, pictures pertaining to alcoholic beverages, gambling, illicit drugs or illicit drug usage, and/or violence are prohibited. Certain holiday decorations are permitted. Specific guidance will be provided at appropriate times. **Rule of thumb:** Show the Security Supervisor what you want to display and obtain permission.

6.11 INSPECTIONS: Each room will be inspected daily (including weekends and holidays) to ensure that sanitation is enforced. While the work may be distributed, all residents are equally responsible for the entire living room to which they are assigned. Cleanliness/neatness deficiencies will be recorded. All residents assigned to those areas that fail to meet Life Safety Standards will be restricted until all safety and sanitation deficiencies have been corrected. This is applicable to all residents assigned to the affected area regardless of their cleaning assignment. Restriction will not be lifted until the room passes an inspection. Continued non-compliance can result in additional disciplinary sanctions such as work detail, loss of pass privileges, and change of room. (C2).

6.12 SAFETY: Safety is everyone's responsibility, resident and staff alike. Residents will report any safety problems to staff immediately. (C3).

6.13 FIRE SAFETY: Smoke alarms are located in all buildings. Fire alarms are located throughout the facility. If an alarm activates, residents and visitors will evacuate the facility immediately. Residents and visitors will follow staff direction to designated assembly areas in an orderly fashion. Unless otherwise informed, the designated assembly area is on the west side of the property adjacent to the dumpster. Residents will remain in the assembly area until staff declares the end of the test or actual emergency. At the designated area staff will determine accountability by a photo identification check of all residents present. (C1).

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6.14 PHYSICAL LIMITATIONS: Residents with permanent or temporary physically or mental limitations will be escorted by a staff member in the event of an emergency evacuation.

6.15 FIRE DRILLS: Fire drills are conducted on a random basis. If the drill does not demonstrate the ability of staff and residents to safely execute an emergency evacuation, it will be necessary to conduct more drills. This is done solely to ensure the safety of everyone. Evacuation should take no more than three (3) minutes from the sound of the alarm. (C2)

6.16 SMOKING: The only authorized area for residents to smoke at the RRC is at the south side lawn area, 25 feet from the office and adjacent building entrances. Residents are allowed to use the smoking area from 0600 to 2200 daily. Cigarette butts must be discarded in the provided butt cans. Any resident who discards their cigarette/cigar butt on the ground may lose their smoking privileges. (C2).

6.17 CLEANING ASSIGNMENTS: Residents will be responsible for cleaning specific areas of their room and community areas. Cleaning assignment sheets are posted on the bulletin board in the Control Office lobby. All residents are required to check the bulletin board daily to see if they are assigned to clean a community area. Remember, all residents are equally responsible for the entire room (See 6.11). (C4).

6.18 GROUND MAINTENANCE: Residents will be responsible for the upkeep and cleanliness of the facility grounds. All residents will use the sidewalks when walking between authorized areas within the facility. (C4).

6.19 CLEANING SUPPLIES AND EQUIPMENT: Authorized cleaning supplies are available at the Control Window at no cost to the resident. All supplies must be signed out and signed in at the Control Room. Cleaning supplies may not be stored in the room. Upon your arrival you will take a class, after which you will acknowledge by signature you understand the safe use of all cleaning supplies kept at the RRC. Material Safety Data Sheets (MSDS) are available for all cleaning supplies upon request. Cleaning equipment (vacuums, brooms, mops, etc.) are available at the Control Window.

6.20 MAINTENANCE AND REPAIR: Maintenance concerns (e.g. leaky faucets, backed-up drains, broken furniture, inoperative lighting, heating, air conditioning, etc.) should be reported to staff. When safety is a concern, the matter should be reported immediately! For minor problems, complete a Maintenance Report (available at the Control Window) and submit it to on-duty staff at the Control Window.

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6.21 ENERGY CONSERVATION: The last resident to leave should ensure all electrical appliances and interior lights are turned off. Windows will not be opened while the air conditioner or heater are in operation. Residents are not allowed to make adjustments to the air conditioner and heater controls (See 6.03). Air conditioner settings will not be below 75 degrees. Heater settings will not be above 68 degrees. All shades will be closed at dusk. All residents assigned to the room are equally responsible for energy conservation. (C2).

6.22 RECYCLE PROGRAM: Empty aluminum cans should be discarded in the recycle container located all over the facility. Money recovered from this program is used to purchase common use items such as basketballs, board games, weight lifting equipment, etc.

Section 7 **EMPLOYMENT**

7.00 GENERAL: Employment is a key component of this program. All residents will be required to secure and maintain gainful and full-time (40 hours per week minimum) employment, unless otherwise determined by the PRT, of which the RRM is a member. Unemployed residents have 30 calendar days from the completion date of Transitional Skills Program to secure employment and/or other training as allowed by the PRT during weekly review. After 30 calendar days, disciplinary action may be taken if staff believe, based on the resident's inaction/non compliance that the resident is not making a sincere effort to obtain employment or other PRT approved activity.

Unemployed residents are not eligible for curfew or pass (See 5.10 and 5.12). The CM/CW/SSC are available to assist residents in obtaining employment. Residents can work six (6) days a week, not seven (7), unless approved by the Program Director. (C2).

7.01 JOB SEARCH CHECK-OUT: Unemployed residents who are on job search status are required to check-out for Job Search on a daily basis. Check-out for Job Search is between 0700/7:00 a.m. and 0800/8:00 a.m. Mon – Fri. (Job Search is not authorized on Saturdays/Sundays and holidays). To check-out for Job Search the resident must present an Employment Search Contact Sheet (Job Search Itinerary - See 7.09) which must be approved by the CW/CM/SSC no later than 2000/8:00 p.m. the day prior, Sunday through Thursday. Blank forms are available at the Control Window. To ensure the form is completed correctly, follow the instructions on the form. (C3).

7.02 ACCEPTABLE EMPLOYMENT: Staff approval is required for all resident prospective employment positions. Certain types of employment are not acceptable: Cash-paying jobs, commission only paying positions, employment that is difficult to verify and/or questionable in

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nature, (i.e., Bars, adult bookstores, exotic dancing, taxi driving, cocktail waitress/bartender), employment with friends and/or relatives, self-employment, and any employment prohibited in the judgment and commitment (J & C) order. When residents have supervision to follow their release from BSS, employment is subject to approval by the USPO or PSO. Residents can NOT secure employment that would interfere with their programming. All classes/groups that the resident is assigned to must be attended, unless permission to miss a class/group is granted by the PRT. Residents are not allowed to work the midnight shift or shifts that interfere with their program. Residents must have at least one day off from work per week to address family/community transition. Scheduled work shifts lasting longer than 12 hours must be approved by the PD.

7.03 TEMPORARY EMPLOYMENT: Employment through temporary agencies may be allowed on a case by case basis through the PRT, if the PRT finds that temporary employment will be able to sufficiently meet the needs of the resident (ex: working a temporary job to save tuition money for a vocational program). Any temporary job must be 40 hours at a minimum, unless permission, otherwise is granted by the PRT or PD, and will be written into the IPP/review.

7.04 PART-TIME EMPLOYMENT: Part time employment will be reviewed on a case by case basis, depending on the needs of the resident. Should the PRT identify that part time employment is appropriate/suitable for the resident (ex: work part time and go to literacy program part time), it will be allowed and written into the IPP/review.

7.05 TRAINING/EDUCATIONAL PROGRAMS: A resident may attend college courses, vocational/technical schools and job skills programs in lieu of full-time employment if the PRT determines it is in the best interest of the resident and will be written into the IPP/review. Depending on the degree of participation, residents may also be required to work part-time.

7.06 JOB SEARCH CHECK-IN: Residents must check-in from Job Search as soon as all four (4) authorized contacts have been made, but no later than 1600/4:00 p.m. with an accurately completed Employment Search Contact Sheet. (C3).

7.07 JOB SEARCH TRANSPORTATION: Residents on Job Search are not permitted to travel with friends and family. However, bus passes can be issued up until the time the resident receives his/her first paycheck and/or for residents who do not have financial resources (are indigent). If a resident has a cell phone (whether authorized or not), brings food in or orders out for food, or is able/or observed to purchase non-essential items, that resident is not eligible for a facility issued bus pass. Residents are responsible for their bus tickets/passes once they are issued.

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7.08 JOB SEARCH PROCEDURES: Residents are expected to actively and purposefully seek employment or other identified activity, at all times while in the community. A minimum of 4 daily contacts are required for full time job search. Residents are only permitted to go to the locations designated on the Employment Search Contact Sheet. Resident must provide verification of each location visited (ex. business card) and present verification upon return to Vinewood RRC. Should there be an accountability issue with a job search resident additional accountability requirements may be imposed. (C3).

7.09 EMPLOYMENT SEARCH CONTACT SHEET (Job Search Itinerary): Residents are required to have their job search itinerary recorded on the Employment Search Contact Sheet and have it approved by the CW/CM/SSC no later than 1800/6:00 p.m. the day prior to Job Search check-out. At check-in, the Employment Search Contact Sheet must be presented at the Control Window. It must be completed (all spaces must be filled in with the appropriate information). If the minimum required number of contacts are made early, the resident is required to return immediately to the RRC or call for approval with additional contacts. (C3).

7.10 EMPLOYMENT GROUP: Unemployed residents will attend scheduled Employment Group Meetings (minimum weekly) at the facility until employed or involved in accepted activity. Residents are considered unemployed until the day they actually start work. The Employment Group Meetings times will be posted at the bulletin boards in MPR room and control area. (See 1.10). (C2).

7.11 CHANGES IN EMPLOYMENT STATUS: Any change in employment status must be immediately reported to the residents CW/CM/SSC. If a CW is not on duty, then the residents will report to the APD. If the APD is absent, any on-duty staff member may be informed. **Residents are NOT permitted to voluntarily terminate or change hours of employment, education or training without prior staff approval.** Residents who do not go to work or other approved activity and do not have a valid reason will perform work detail(s) on that day, in house (See 4.11). (C3).

7.12 STATUS VERIFICATION: The CW/CM/SSC, or another staff member must visit your job site or telephonically contact your employer prior to you starting work to approve your job and inform your employer that you are residing in a Federal Residential Reentry Center (except for Pretrial residents - See 1.03). Therefore, you are advised to inform your employer of this prior to accepting a job. Also, you should inform your employer that your job site will be called and visited randomly by BSS staff throughout your stay with BSS. The RRC will do everything possible to visit your job site within 1 or 3 days. If your employer does not sign an acknowledgment of your legal status, you will not be approved to work with that employer. Residents cannot start employment without the SSC's approval.

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7.13 SUBSISTENCE PAYMENTS: Residents are required to turn in pay stubs on their paydays to their CW/CM/SSC and pay subsistence, every Tuesday, each payday. Residents are responsible to pay subsistence during their entire RRC placement on a weekly basis (See Section 11). (C3).

7.14 BUDGETS: Each resident must fill out a budget within 24 hours of their first pay check. Your CW/CM/SSC will assist you with this requirement.

Section 8

DRUG/ALCOHOL SURVEILLANCE

8.00 GENERAL: All residents, regardless of personal history, are required to provide urine and breath samples on request. Samples will be requested randomly and at all hours. Refusal or failure to provide a requested sample will be considered equal to submitting a positive sample. To maintain the integrity of the program, it is necessary to request samples at various and unexpected hours. Also, samples will be requested when the use of alcohol, illegal substances, and/or synthetic narcotics is suspected.

8.01 ALCOHOL AND ILLEGAL DRUGS/NON-PRESCRIBED DRUGS RESTRICTIONS:

All residents are required to sign an Acknowledgment of Alcohol and Illegal Drugs/Non Prescribed Drugs Restrictions form. The form states the following: This is to certify that by affixing my signature below, I have been informed of the policies of this RRC regarding the restrictions placed on me regarding alcohol, illegal drugs and prescription medicines not prescribed to me by a Doctor. I understand that I am not allowed to consume any alcohol (including non-alcoholic beer, wine, etc.) or use illegal drugs (Narcotics and/or Marijuana) while committed to this facility. Furthermore, I understand that I cannot take prescription medicines not prescribed to me. It is also understood that I cannot take any non-prescription (over the counter) drugs without Staff permission. I further understand that I will be subjected to breathalyzer tests and urinalysis tests at any time and if the testing is positive for any of the above listed restricted drugs, immediate disciplinary action will be taken against me. (C1). Please note: The use of Nyquil or any other over-the-counter medication containing alcohol is strictly prohibited.

8.02 ALCOHOL AND ILLEGAL SUBSTANCES: Alcohol-related misconduct is now a **Greatest Severity** offense and must be referred to the Discipline Hearing Officer for final disposition. Introduction, possession and use of alcohol and illegal substances are strictly prohibited and will result in termination from the RRC as a program failure. Alcohol, in any form, is prohibited. This includes, but is not limited to: mouthwashes, colognes, perfumes, after shaves, rubbing alcohol, any over-the-counter medicine. (C1).

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8.03 BREATH ANALYSIS TESTING: Residents will be required to provide breath samples each time they return to the facility from the community, as well as for cause basis (odor, behavior, blood shot eyes, to name a few). Samples are collected and tested with the AlcoScan AL-2500 Breathalyzer and confirmed with Alco Sensor III intoximeter. (C-2).

8.04 URINE SAMPLES: From the time of request, residents have exactly 2 hours to submit an adequate sample (3/4 bottle minimum). Failure to submit within 2 hours will be considered a method to stall, with the automatic assumption that the sample would have tested positive for illegal substance(s). From the time of request residents will be restricted to the Control Room or under continuous staff observation. An attempt to alter the results of the test by any means including introduction of foreign substances or dilution will also result in the assumption that the specimen should have tested positive for the presence of illegal drugs. If the observing staff member deems that the submitted sample has been altered, they can require the resident to wait 2 more hours in the Control Room and submit another sample. If a resident is unable to submit, and if no medical emergency exists, they will not be allowed to check-out of the RRC until the urine sample is obtained, this includes work. (C1).

Section 9

RRC MANDATORY PROGRAMS

9.00 PROGRAM PARTICIPATION: All residents will attend Transition Skills classes and all mandatory classes, as assigned. These programs take precedence over employment obligations. Your CW/CM/SSC will indicate dates for all mandatory programs and will always be posted on the Bulletin Board. (C-3).

9.01 AFTERCARE REQUIREMENTS: Aftercare Groups, Meetings are mandatory activities for residents who have been directed to participate in programming by the SSC, as well. If you are unable to attend a group for any reason or if you miss a group for any reason you are required to personally notify the SSC prior to assigned class/group. If the SSC is unavailable, you are required to submit a written report to the SSC in advance. Work will never be an acceptable excuse to miss a class/group/ meeting. (C3).

9.02 GROUP RULES: Group attendance will be recorded. An unexcused late arrival or early departure will result in the resident receiving no credit for that session and will be disciplined accordingly. Visitors are not permitted to attend group sessions without prior approval. Disruptive persons will be dismissed without credit for participation and will receive disciplinary action. (C4).

9.03 OFF-SITE AFTERCARE GROUPS: Residents may be required or authorized to

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participate in off-site counseling programs. At check-in (4.06) residents must present a completed Attendance Verification Record to the Control Window (blank forms are available at the Control Window).

9.04 HOUSE MEETINGS: House Meetings are conducted monthly, or more frequently, and are mandatory for all residents. HC residents may be directed to attend House meetings, as well, and are obligated to do so. Should a resident on HC fail to attend a House Meeting that they have been instructed to attend, disciplinary action, including but not limited to being pulled off HC status and placed on In House status, may occur. House Meetings provide an opportunity for staff to distribute important information and solicit resident's opinions and suggestions. Employment obligations may take precedence over house meeting attendance, if cleared by the SSC or PD. The resident must contact their CW/CM/SSC prior to the House Meeting to seek approval to miss the House Meeting. The resident must also contact their CW/CM/SSC for a briefing about topics discussed at the House meeting. (C4).

9.05 HOME CONFINEMENT ORIENTATION: Residents eligible for Home Confinement (HC) (See 25.01), whether they intend to request placement on HC or not, must attend a HC Orientation prior to their eligibility date. Staff will contact residents and inform them when and where the orientation will take place. Residents will not be recommended to the RRM for placement on HC until they have completed this orientation (See Section 25).

9.06 BI- WEEKLY CW 1:1: Residents are required to report to their CW/CM/SSC every two weeks as scheduled for a one-to-one session (See 1.05). (C3).

Section 10

MEDICAL CARE

10.00 GENERAL: With the exception of minor first aid, medical treatment/care is not available at the RRC. Residents who develop medical conditions which require a level of care not available at the RRC or that interfere with the ability to participate fully in the program will be considered for program termination. In some cases this could result in a transfer to a BOP facility capable of providing the needed care. Residents have unimpeded access to health care and to a system for processing complaints regarding healthcare.

10.01 PHYSICALS: PL, DCC, Supervision cases (See 1.03) placements must receive a physical within 5 calendar days of arrival. Residents are to report to their CW/CM/SSC to arrange an appointment. (C4).

10.02 FINANCIAL RESPONSIBILITY: Residents are financially responsible for their own

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medical care to include ambulance service, hospital fees, doctor and dentist fees, medications, mental health treatment, etc. CW/C/M/SSC's will assist residents in obtaining medical care through available social agencies.

10.03 ILLNESS/INJURY: In case of illness staff may authorize residents to seek medical attention at an appropriate facility. Residents without medical insurance or other resources will be directed to the County Medical Center (CMC) for treatment. Medical documentation must be submitted to staff upon return from medical treatment to ascertain the condition of the resident. Residents who are too ill to perform work detail, but do not require medical care (e.g. headache, stomachache, colds, flu, etc.) will be placed on Bed Rest Status (See 10.05). Residents must report their illness/injury to the Security Staff immediately.

10.04 MEDICAL RELEASE STATUS: Residents may be placed on medical release status if hospitalized or placed in another type of medical care facility. Institutional Transfers may require a furlough (See 5.19).

10.05 BED REST STATUS: If a competent medical authority or staff orders temporary bed-rest, the resident will be placed on bed-rest status and will be restricted to his/her quarters except to retrieve meals and medications or to seek medical attention. Residents who are too ill to perform work detail, but do not require medical care (e.g. headache, stomachache, colds, flu, etc.) will be placed on Bed Rest Status. Residents must report their illness/injury to the Security Office immediately. Visitation is prohibited except for official legal representation, PO's, PSO's, BOP officials, or clergy. Bed Rest Status is not punitive; it is intended to facilitate a safe and speedy recovery.

10.06 MEDICATIONS: All medications must be checked in at the control window and they must be tagged by security to indicate that they have been cleared to be retained by the resident in his/her living quarters so that the owner may be identified. Prescribed medications are controlled items. They will not be introduced, stored or used without staff approval. All medications must be taken in accordance with a prescription or label recommended dosages. (C2).

10.07 PRESCRIPTION MEDICATION STORAGE: Unless specifically authorized to be retained on person or kept in the room (ex: asthma inhaler), prescription medications will be secured in the Control Room. Residents will surrender all prescriptions to staff immediately at check-in following receipt of the medications. Residents are prohibited from taking any medication prior to the check-in unless specifically authorized and documented by the medical authority issuing the prescription. Medications without clear dosage instructions or past expiration will be disposed of. Prescription medications will always be declared when a urine

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sample is collected. Staff will monitor and document the self-administration of prescription medications. Staff will ensure that medications are taken in accordance with dosage instructions. (C1).

10.08 OVER-THE-COUNTER MEDICATIONS: Over-the-counter medications for personal use may be stored in the rooms. Medications containing alcohol are prohibited (See 8.01). Aspirin and non-aspirin pain relievers are available at the control window at no cost to the resident. Residents are prohibited from taking any over-the-counter medication until cleared by RRC staff. (C1).

10.09 VITAMINS/SUPPLEMENTS: Vitamins and dietary supplements may be stored in the quarter/room.

Section 11 **SUBSISTENCE**

11.00 GENERAL: To promote financial responsibility, the BOP requires offenders to make subsistence payments to Behavioral Systems Southwest each payday. Offenders are expected and should be able to meet this basic financial obligation while participating in the RRC program. Failure to pay accurate subsistence will result in an immediate disciplinary report and/or removal being issued to the resident/Offender.

All cases of Resident refusal to pay subsistence owed will result in a formal disciplinary report and notification to the RRM. BSS is responsible for collecting the full subsistence amount due and providing the offender with receipts for all subsistence payments. The receipt will indicate the amount collected, gross income, and time period covered. BSS will not accept subsistence payments in excess of the amount of subsistence owed. Disciplinary procedures should be initiated as a non-payment. Copies of all pay stubs and collection receipts will be kept in the offender's file.

When Offenders collect a pay check, weekly, bi-weekly, or monthly, subsistence payments will be made to coincide with their payday, contract procedures will require subsistence payments within 48 hours of the scheduled paydays, BSS will collect 25 percent of each employed offender's gross income (calculated for a week) not to exceed the total dollar amount BSS's daily per-diem rate totaled for one week.

BSS will provide a collection record to include copies of the Resident's paystubs, subsistence waivers if applicable, and collection receipts with every monthly bill submitted to the BOP.

11.01 PAY STUBS: A payroll check stub and a money order or Cashier's Check in the correct amount are required to be presented to the designated staff on Subsistence Collection Day. Pay stubs must also be presented to the CW/CM/SSC on paydays. (C4).

11.02 WAIVERS: In cases of extreme financial hardship the RRM may approve a partial or full waiver of subsistence payments. The RRM will require a recommendation from the PD/APD. Waiver paperwork is initiated by the resident through their CW/CM/SSC. Supporting documentation will be required. Budgets (See 12.01) must show a valid and verifiable negative cash flow. Waivers are extremely rare. Normally, waivers are approved in increments of 5% (e.g. 10%, 15%, 20%, etc.).

11.03 FAILURE TO PAY: Failure to pay subsistence within 48 hours of offenders being paid will result in immediate disciplinary action and /or removal.

Section 12 **PERSONAL FINANCES**

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12.01 BUDGET: it is a mandatory requirement that all residents participate in Financial Management which includes, but is not limited to developing a Monthly Budget with the CW/CM/SSC; maintaining the budget for all money earned or received while at the RRC. The CW/CM/SSC will sit with the resident to develop the budget based on the resident's pay day. If required by the CW/CM/SSC, residents will maintain a personal ledger of all income & expenditures. A budget must be completed within 24 hours of the resident's first pay check. Please note, failure to comply with the Financial Management requirements will subject to disciplinary action which will prevent the resident from earning privileges, including community time, passes, etc. (C4).

12.02 SAVINGS ACCOUNTS: Residents will establish a savings account in a community bank or provide proof of an existing account. Savings accounts are to be in the resident's name only. Regular deposits based on the individual's budget and savings plan will be required and monitored.

12.03 FINES AND RESTITUTION: Residents in custody that have a fine and/or restitution payment are encouraged to pay towards their fine during their commitment. However, once they go on supervised release, parole, etc. payment of those fines and restitution will be mandatory. We recommend getting a head start on taking care of those responsibilities while at the RRC. Some resident's Judgment and Commitment Order (J & C) will dictate an amount that must be paid. Release Plans (See Section 24) must include a payment plan for paying fines and restitution.

12.04 CHECKING ACCOUNTS: PD approval is required to open or maintain a checking account. Once approved, any change in status of a checking account must be reported immediately to the PD. Checkbooks and other documentation associated with the checking account are subject to the PD's inspection upon request. (C3).

12.05 CREDIT ACCOUNTS/CARDS: Residents are prohibited from establishing a credit account of any type while a resident of this facility. Existing credit accounts must be declared to staff immediately upon arrival (See 2.00). (C2). Long term indebtedness is strictly prohibited.

12.06 LOANS/CONTRACTS: Residents are prohibited from entering into any type of loan/payment and/or contractual agreement of any kind without the express consent of the Program Director. Agreements include, but are not limited to cell phone agreements, gym memberships, etc.- no situations of short or long term indebtedness. Existing loan agreements must be declared to staff immediately upon arrival. (See 2.00). (C2). Long term indebtedness is strictly prohibited

12.07 CASH: Residents are prohibited from leaving money, regardless of the amount,

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unattended in their room. Residents are encouraged not to maintain large amounts of cash on their person. (C4).

Section 13 **CONTRABAND**

13.00 GENERAL: Residents are prohibited to possess contraband items. Contraband items are any items expressly prohibited by law, BOP policy or the Rules. Contraband items are not permitted on the RRC. Note that the parking lot is considered the RRC, therefore, contraband items may not be stored in vehicles parked in the lot. Further, any vehicle approved for a Vinewood RRC resident cannot possess any contraband items whether parked in/on BSS property or not. Any contraband item may be confiscated immediately upon discovery and will not be returned to the resident. Residents will be afforded the opportunity to arrange the removal of certain items during the Security Intake (See 2.01) and any contraband item will be confiscated immediately upon discovery without warning and will not be returned to the resident without PD approval. Residents will receive notice when contraband items are confiscated from their quarters in their absence.

13.01 CONTRABAND LIST: Pets, animals of any kind, any item used for gambling, pornographic or sexually explicit books, magazines, movies, or similar items or materials, unlabeled or mislabeled video tapes, video and audio taped copies which violate copyright law, alcohol (or anything containing alcohol), narcotics, narcotic paraphernalia, including Black Mamba and Spice (K2), weapons of any type, knives, tools, ammunition, extension cords, untagged electrical appliances, electrical appliances with bare metal showing, candles, incense, flammable items, glue, rolling papers (Zigzag, etc.), steroids, Golden Seal, poppy seeds, aerosol cans, cigarette rolling machines, tattooing equipment/devices, identification not belonging to the client, plastic trash cans, plastic laundry baskets, cardboard boxes and excess paper products or plastic bags, unauthorized laundry supplies, cleaning supplies, Salvia, non-approved debit cards, all charge cards and prescription medications. In addition, materials that promotes illegal activities (ex. How to cultivate and grow marijuana, books on how to make bombs, terrorism, etc.) are prohibited. **This list is not all inclusive.** (C1-4)

Section 14 **VISITATION**

14.0 VISITATION PROCEDURES: In order for a resident to be allowed visitors, the visitor must:

- 🚩 Obtain a Visitor's Application and fill it out completely
- 🚩 Provide a clear copy of the California Driver's License or ID card

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- ✚ Obtain, read and sign the Visitor's Rules.
- ✚ Turn in the paperwork to the staff at the RRC.
- ✚ Upon receipt of the visitation paperwork, the APD or designee will review the documents to determine suitability to visit at the RRC. The resident will be notified within 7 days, whether visitation has been approved. **There will be no courtesy visitation allowed.**
- ✚ **A new resident may make arrangements, with staff, to have allowable clothing, hygiene, etc. dropped off at the facility. Again, there will be no visitation allowed at that time.**
- ✚ If there are visitation conditions directed by the court, those conditions will be strictly adhered to.
- ✚ All potential visitors must be identified on the resident's Visitation List, which is filled out at intake.
- ✚ Residents may only visit with persons identified on their visitation list. Visitors may visit only with their sponsoring resident.
- ✚ Residents are required to be in the visitation area (See 14.03) with their visitors at all times except for very brief periods in order to attend to personal needs.
- ✚ Residents are responsible for their visitors while at the facility.
- ✚ No visitor suspected to be under the influence of drugs or alcohol will be permitted on facility grounds.
- ✚ All items brought onto facility grounds are subject to inspection/search by staff.
- ✚ Staff may, at any time and for any reason deemed appropriate, direct visitors to leave the facility.
- ✚ Visitors who are found to be disruptive may be denied visitation privileges either temporarily or permanently.
- ✚ Visitors are not permitted to bring pets on facility grounds.
- ✚ Visitors who do not respond to staff requests will be considered trespassers and local law enforcement will be contacted to remove the person, if the person fails to leave when asked. (C2).

14.01 VISITATION LIST: Upon arrival at the RRC residents will be given an opportunity to identify those persons they wish to authorize to visit them at the RRC. This data will be recorded on the resident's Visitation List. To add or delete persons from this intake document, residents must see their CW/CM/SSC. Note that CW/CM/SSC's are not on duty continuously so prior planning may be necessary. (C4).

14.02 VISITATION HOURS: Residents are permitted to have visitors from 1000/10:00 a.m. to 1400/2:00 p.m. and 1600/4:00 p.m. to 2000/8:00 p.m. on Saturdays, Sundays and federal holidays. For visitation outside these hours residents must submit a written request for an

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exception to policy to the APD/PD. All visitors are restricted from visiting in the Multi-Purpose Room (MPR) during the scheduled meal hours established for the residents at the RRC.

14.03 VISITATION AREA: All visitation will take place in the Multi-Purpose Room, the patio and the Control Room area only. Visitors may use the staff restroom in the facility and may not be accompanied by a resident. (C3).

14.04 VISITOR LIMITATIONS: Residents may have no more than 4 visitors at one time. Requests for exception to policy must be submitted to the PD/APD in writing. (C3).

14.05 ADULT VISITORS: Only persons identified on each resident's Visitors List will be permitted on facility grounds. Visitors 18 years and older must have a valid state or federal picture identification and must sign the guest register upon arrival and departure, even if the resident is not present. Residents are responsible for their visitors and will ensure they remain together at all times while at the facility. (C3).

14.06 MINOR VISITORS: Children under the age of 18 will be supervised by an adult escort, either the resident or a member of his/her visiting party at all times. Children will never be dropped off at the facility. They must always be accompanied by an adult with the capability of removing the children from the facility should it become necessary (i.e., not a resident). Children are not allowed to run, rough house or make disrupting noise on facility grounds. (C3).

14.07 VISITOR DRESS CODE: Visitors are required to conform with the same dress code as residents (See Section 18).

14.08 VISITOR CONDUCT: Visitors are required to conform to the same standards of personal conduct as residents (See Section 3).

Section 15

PERSONAL CONTACTS

15.00 RESIDENT-TO-NON-RESIDENT: Contact with felons or persons with criminal records who are not residents is prohibited unless specifically authorized. Routine work related contact with co-workers in the work place is permissible. All other contacts must be reported to staff immediately. Also residents under supervision, probation or parole will notify their assigned USPO. (C3).

15.01 RESIDENT-TO-RESIDENT: Residents are permitted to socialize with one another

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only at the RRC. Residents are prohibited from being in any room other than their own (See 15.04). (C3).

15.02 RESIDENT TO STAFF: Fraternization between resident and STAFF is strictly prohibited. Fraternization is defined as becoming personally involved with a STAFF member (EX: social interaction, emotional, sexual, accepting, giving gifts, exchange phone numbers, including cell phone number, social/business interactions with family/friends who are housed at the RRC and/or during supervision, to name a few). Should a resident be found to engage in fraternization, the resident will receive disciplinary action, including but not limited to remand to custody/program termination.

15.03 MAIL: All mail received for residents who have departed the RRC will be forwarded when possible. It is the resident's responsibility to ensure the provided address (Mail and Property Disposition Form) is accurate.

15.04 PHYSICAL CONTACT: Residents may not have any physical contact with other residents! When socializing in the patio area, male and female residents must sit on opposite sides of the picnic tables. Residents are permitted to hold hands, give and receive short welcome and farewell hugs and kisses to and from their visitors. Hands will remain above tables and hugs and kisses will be in good taste as determined by staff (See also 3.16 and 15.05). (C2).

15.05 OFF-SITE CONTACT: Residents are prohibited from contacting residents off facility grounds to include former residents. Requests for exceptions may be presented to the PD for employment and religious activities and instances where residents are also immediate family members. (C2).

15.06 SEXUAL MISCONDUCT/ASSAULT/ABUSE: Residents and staff are not permitted to date one another nor suggest or request dating. Residents are not allowed on other resident's beds. Residents are not allowed to touch another resident in any manner (See 3.16 and 15.03). (C2).

15.07 TELEPHONES: Office telephones are for staff use only with the exception that residents may use the telephones under staff supervision for job search/employment, legal, clergy, or agency calls. Pay phones are available for residents. Collect calls to the Center will not be accepted. Pay phone numbers are unlisted. There is a ten-minute time limit on the phones. Use of the phone is a privilege. Staff will take messages for residents for work purposes, emergencies or legal matters only. Visitors are not permitted to use pay phones. Facility payphones are programmed for outgoing calls only. NO INCOMING CALLS ARE ACCEPTED ON PAYPHONES. Residents are allowed to receive calls on Facility Office telephones from family members **only in the case of an emergency** such as illness or death in the family. (C4).

15.08 CELLULAR PHONES/PAGERS: Residents cannot possess a pager, cellular telephone or any electronic communication device without the prior written approval of the Program

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Director. Residents must have a valid official employment need (in writing and verified) to be recommended for use of an electronic device. Cellular telephone or pagers will not be approved for personal use. Residents will turn in their approved pager or cellular telephone to the Control window upon their arrival back to the RRC daily. Staff will not monitor electronic devices left in the control room. Employers should be notified of the times when you are in the facility so that they may contact you via RRC telephones or arrange an alternate means of contact. (C3).

15.09 DELIVERY SERVICES: Residents are prohibited from employing any delivery service to this facility without the prior approval of the Program Director. This includes, but is not limited to food (e.g. pizza), flowers, furniture, appliances, etc. (C4).

Section 16 **PERSONAL PROPERTY**

16.00 GENERAL: All personal property brought onto facility grounds is subject to search/inspection. BSS or staff will in no way be responsible for security of personal property to include vehicles. Residents are discouraged from keeping valuable or sentimental property at the facility. Residents are encouraged to take measures to protect their property (i.e., Lock vehicles, mark personal property, etc.).

16.01 STORAGE: Residents may not secure a postal box, safety deposit box, or storage room without staff approval. (C3).

16.02 RESIDENCE: Residents may not secure or maintain an additional residence without prior staff approval. (C3).

16.03 TRANSFER: Residents are prohibited from borrowing, loaning, selling, buying, trading, donating, giving or exchanging in any way, money or personal property with other residents or staff. (C3).

16.04 DISPOSITION: Upon arrival residents will be required to complete a Mail/Property Disposition Form. It is the resident's responsibility to ensure this form is kept current. If a resident escapes, absconds, it is considered that resident abandoned the property at the RRC, the property will be secured and inventoried, and donated to a charitable agencies with the RRM's permission. A certified letter will be mailed to the Point of Contact (POC) (for residents who was remanded to custody) designated on the Mail/Property Disposition Form requesting your property be picked up. If after 30 days the property has not been picked up, it will be donated to a charitable organization at the discretion of the PD. Property will not be turned over to anyone

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not specifically designated on the Mail/Property Disposition Form unless a notarized letter/document authorizing that person to pick up the resident's property is received within the 30-day time frame.

16.05 LIMITED ITEMS: Residents are only allowed to bring in three (3) pairs of shoes, which include sandals and designer flip-flops for females. Initial violation will result in loss of community time, extra duty, visiting privileges and continued violation will be subject to disciplinary action (EX: loss of good conduct time and/or return to higher closed custody).

Section 17 DRIVING

17.00 DRIVING PRIVILEGES: Residents are not permitted to operate a motor vehicle without written authorization from the Program Director. Written authorization is required for each vehicle. If employment requires the operation of a motor vehicle, the resident must get prior written permission/approval to operate each vehicle. (C2).

17.01 DOCUMENTATION: Proof of insurance with the resident's name on the policy, a valid California vehicle registration, a current printout of your DMV record, and a valid California driver license and vehicle safety inspection must be submitted in order to obtain authorization to drive. If the vehicle is not in the name of the applicant, then the applicant must also submit the notarized authorization of the registered owner allowing the applicant to operate the vehicle.

17.02 SUSPENSION/LOSS: Failure to maintain current registration, driver license and insurance will result in the immediate suspension of driving privileges and appropriate disciplinary action. (C2).

17.03 PARKING: Parking that obstructs vehicular or pedestrian movement, as determined by staff, is prohibited. Only vehicles with temporary or permanent handicapped license plates may park in handicapped parking spaces. (C2).

Section 18 DRESS CODE

18.00 GENERAL: Residents and their visitors are restricted from wearing clothing depicting alcoholic beverages or any illegal drug logo. Undergarments, shirts or blouses and bras (female only), pants and shoes are required. Halter tops, crop tops, half-shirts, tube tops, short-shorts, bandannas, stocking caps, rags, or any clothing item or accessory determined by staff to be associated (or believed to be associated) with any gang, gang related or criminal activity or

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behavior are prohibited. (C3).

18.01 SLEEPING ATTIRE: Conservative pajamas or tee-shirts and shorts, as determined by staff, are required. (C4).

18.02 DRESSING/CHANGING: Residents will dress/change in their assigned quarter/room bathrooms only. (C3).

Section 19

FOOD SERVICE

19.00 GENERAL: Breakfast, lunch and dinner are made available for residents daily. Partaking of all meals is optional. All meals served at this RRC will be nutritious, of sufficient caloric value and are dietitian approved.

19.01 MEAL TIMES: Breakfast is served from 0600/6:00 a.m. to 0800/8:00 a.m. M-F and brunch on Saturdays, Sundays, Holiday, at 9:30 a.m to 10:30 a.m.. Lunch is served from 1100/11:00 a.m. to 1200/12:00 p.m. (noon) Monday through Friday. Dinner is served from 1630/4:30 p.m. to 1730/5:30 p.m. daily, including weekends.

19.02 MISSED MEALS: Carry out meals are always available for breakfast and lunch. Staff will write the time the meal is issued on the bag. Residents have 4 hours from that time to either eat the food, refrigerate the food, or dispose of the food. Only residents unable to return to the facility in time for the evening meal due to employment obligations may request a hot meal be reserved for them. Residents on community/social time are not allowed to reserve a late meal. Reservations are made by signing the Late Dinner List upon departure from the facility that morning. Reserved meals must be picked up at check-in or the reservation is forfeited.

19.03 SPECIAL DIETS: Residents who require a special diet (i.e., medical, dental or religious) must inform their CW and provide documentation from a physician, clergy, or registered dietitian.

Section 20

LAUNDRY ROOM OPERATION

20.00 HOURS OF OPERATION: The laundry room is open from 0700/7:00 a.m. to 2100/9:00 p.m. daily. The last load of clothes may be placed in washing machine no later than

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2000/8:00 p.m. The last person to use the laundry room in the evening shall be responsible to make sure that the area is left clean and free of trash. On weekends and holidays the laundry room will be cleaned prior to opening at 0700/7:00 a.m. (C4).

20.01 LINEN: Sheets and pillow cases will be laundered weekly. Residents must wash their linen. Linens will be washed in hot water. Linens will be routinely inspected to ensure they are clean. (C3).

20.02 DETERGENT AND BLEACH: Detergent and bleach are provided at the Control Window during laundry room operation hours upon request and at no cost to the resident. Unless approved by a competent medical authority, residents are not permitted to purchase their own laundry supplies. If approved, residents must store their laundry supplies in the control room. Also, the resident must provide a Material Safety Data Sheet (MSDS) for any chemical cleaners or detergents brought onto the RRC. MSDS are available from the manufacturer and are relatively easy to procure. (C4).

Section 21

IN-HOUSE FACILITIES & EQUIPMENT

21.00 GENERAL: In-house facilities and equipment are available to all residents to accommodate a variety of recreational and religious activities.

21.01 MULTI-PURPOSE ROOM: The Multi-Purpose Room is open from 0600/6:00 a.m. to 2200/10:00 p.m. daily and is available for use by all residents and their visitors (during authorized visitation periods). Multi-purpose Room furniture will not be removed for any reason. Lying down, sitting on tables and placing feet on furniture is prohibited. The lights will remain on at all times after dusk. (C4).

21.02 WEIGHT LIFTING AREA: Residents are permitted to use the weight lifting equipment in the weight lifting area from 0700/7:00 a.m. to dusk. Rules pertaining to the use of this equipment are posted in the weight lifting area and must be adhered to. Visitors are not permitted to use weight lifting equipment. (C4).

21.03 BOARD GAMES: Board games are available to sign out at the Control Room.

21.04 BASKETBALL: Basketballs are available at the Control Window upon request when the court is open. Visitors are Not permitted to use the basketball court.

21.05 BOOKS: A limited book selection is available to the residents. See staff.

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Section 22 **DISCIPLINE**

22.00 GENERAL: Discipline is a tool available to staff to direct residents onto an appropriate course to successfully complete this program. Discipline will always be resolved at the lowest possible level.

22.01 INCIDENT REPORTS: When a resident is alleged to have violated the Rules, he/she will be warned (verbally or in writing) or served either a Facility or a BOP IR. BOP IR's may be served to Institutional Transfer (See 1.02) residents who are alleged to have committed a serious violation of the Rules. Facility IR's may be served to Institutional Transfers, PL and PT placements.

22.02 FORMAL DISCIPLINE: Institutional Transfer residents (See 1.02) are subject to Formal Discipline for committing BOP Prohibited Acts and may be directed to appear before the Center Disciplinary Committee (CDC). Unless expunged, all formal discipline is recorded in the resident's official record. BOP disciplinary procedures will be followed.

22.03 FACILITY (IN-HOUSE) DISCIPLINE: All residents are subject to Facility Discipline which is formal discipline administered by the PD or designated representatives. A Facility IR will be served to residents alleged to have committed a serious violation of these Rules if a BOP IR is not appropriate. Unless expunged, all formal discipline is recorded in the resident's official record. The PD, or appointed staff, will conduct/direct an investigation, determine guilt or innocence and administer sanctions for all informal disciplinary issues. PO's will be consulted for all PL placements (See 1.02). PSO's will always be consulted for all Pretrial placements.

22.04 INFORMAL RESOLUTION: Informal Resolution is a process by which residents may resolve minor disciplinary infractions by accepting minor sanctions without the involvement of the CDC or the PD. Informal discipline is never recorded in the resident's official record. Acceptance of informal resolution is optional. Residents may elect to accept staff sanctions or they may decline at which time the incident will automatically be elevated to a formal disciplinary issue and referred to the PD. Residents refusing informal resolution must present a written argument that clearly states the grounds for their refusal. The argument shall be written on the back of the incident report. Arguments will be considered on their merit on a case-by-case basis. Refusal of informal discipline will not necessarily result in harsher sanctions; sanctions will always be in accordance with guidelines established in Section 23. However, incidents resolved formally, regardless of how minor, will be filed in the resident's official record.

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22.05 FLAGGING: Flagging is the process by which residents pending disciplinary action or completion of sanctions are identified. When a resident has been flagged, it will be designated by a Lock Down note being placed on the movement card. All favorable actions (i.e., pass, curfew, promotion, privileges - except smoking and telephone privileges unless specifically stated otherwise, etc.) are suspended until the disciplinary issue is resolved, the sanctions have been complied with and the flag is lifted.

Section 23

SANCTIONS

23.00 GENERAL: Authorized sanctions include verbal warnings, written warnings, extra-duty, restriction to quarters, loss of any and all privileges, confiscation of contraband, impounding of personal property, removal from the program/activity, change of living quarters, unsuccessful termination and reprimand. Sanctions are administered or recommended based upon the seriousness of the violation and the circumstances surrounding it. Violations are grouped into 1 of 4 categories with Category 1 being the most serious. Repeated violations will automatically be considered the next higher violation category (e.g. a second or third occurrence of a Category 3 violation may cause the violation to be considered a Category 2).

23.01 CATEGORY 1 (C1) VIOLATIONS: Category 1 violations are the most serious and will always result in a BOP or Facility IR. Category 1 violations may never be informally resolved. A recommended disciplinary transfer and/or unsuccessful termination is the standard sanction. However, all sanctions will generally be in compliance with those recommended by the BOP's disciplinary severity scale.

23.02 CATEGORY 2 (C2) VIOLATIONS: Category 2 violations are also serious violations and will usually result in a BOP or Facility IR. Category 2 violations are rarely informally resolved and only in cases of highly unusual or irregular circumstances. C2 violations may be informally resolved only by the PD/APD. Sanctions may include one or more of the following: Recommended Disciplinary Transfer, Recommended Suspended Disciplinary Transfer, Unsuccessful Termination, Facility Restriction, Quarters Restriction, up to 16 hours of extra-duty, and Loss of any or all privileges.

23.03 CATEGORY 3 (C3) VIOLATIONS: Category 3 violations are significant, yet relatively minor violations. Category 3 violations may be informally resolved. Sanctions may include: Verbal and Written Warning for first offenses, Up to 8 hours of extra duty and loss of any or all privileges.

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23.04 CATEGORY 4 (C4) VIOLATIONS: Category 4 violations are the least serious of offenses and are nearly always informally resolved. Sanctions include verbal and written warnings for first offenses, up to 4 hours of extra duty and loss of up to 1 privilege.

23.05 LOSS OF PRIVILEGES: Loss of privileges such as curfew, passes, personal household appliances, visitation, driving, parking, use of in-house facilities/equipment and smoking may be sanctioned.

23.06 EXTRA-DUTY: Extra-duty may be sanctioned for Formal Discipline and Informal Resolution. Extra-duty sanctions accepted as a result of Informal Resolution will never exceed 16 hours. Extra-duty will result in the resident being Flagged (See 22.05) until the sanctioned hours are completed. Residents who refuse to complete their extra-duty may be subject to unsuccessful termination from the RRC as a program failure. Residents who accumulate more than 40 hours of extra duty are subject to immediate termination.

23.07 FACILITY RESTRICTION: Residents may be restricted to the facility pending the completion of disciplinary action and as a result of sanctions. Resident may leave the facility only for emergency medical care, religious services, employment (Unless otherwise directed) or if approved by the PD (See 5.09).

23.08 LIVING QUARTERS/ROOM RESTRICTION: Residents may be restricted to their living quarters pending completion of disciplinary action or as a result of disciplinary action. Restricted residents may leave their room only to receive emergency medical care, receive medication, retrieve meals, to meet on-site with clergy, to meet on-site with RRC staff, to meet on-site with legal representation, or to meet with PO/PSO per their instructions. Restricted residents may also have a 10-minute break at 0800/8:00 a.m., 1200/12:00 p.m. (noon) and 1600/4:00 p.m. daily, but must report to the control window before and after the break.

23.9 APPEALS: CDC Sanctions may be appealed to the Regional Director of the BOP or through the Administrative Remedy Process in accordance with BOP policy. The Regional Director's address is posted in the Control Room Lobby. Consult RRC or RRM staff (The RRM's address is posted in the control room lobby) for assistance with the Administrative Remedy Process. Facility IR's may be appealed to the PD by submitting a Formal Grievance. PL and PT placements may also appeal to their USPO or PSO respectfully.

23.10 WORK DETAIL: Work detail is not a sanction. It is a program requirement for residents on Facility Restriction. Residents on Facility Restriction are required to report to the Control Window at 0700, 1100, 1300 and 1600 daily for accountability and work detail

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assignments. Residents on Bed-Rest Status (See 10.05) are exempted from this requirement. (C4).

Section 24 **RELEASE**

24.00 GENERAL: Residents may be successfully released: (1) On their Projected Release Date (PRD) or (2) An earlier date if they are an “up-to” PL placement and authorized by the PO. An approved release plan must be on file 45 days from the resident’s release date. Residents will be unsuccessfully released if remanded to higher custody or terminated as a result of disciplinary action.

24.01 RELEASE PLAN: Residents are required to submit a Proposed Release Plan to their CW at least 45 days prior to their PRD. The plan will include the resident’s proposed residence (which must be visited and approved by staff or the USPO) address and phone number, names of person (s) with whom the resident will be living, name, address and phone number of their approved employer. Parole residents must submit their plan at least sixty (60) days prior to their PRD. Proposed release plans must also include provisions for all outstanding court ordered fines, restitution and community service. (C3).

24.02 EXTENSIONS: Staff will initiate action to extend the placement of residents unable to develop an acceptable release plan within the required time.

24.03 OUT-PROCESSING: Residents will be briefed about Out-Processing Procedures approximately 10 days before release.

24.04 FINAL CHECK-OUT: Final check-out is by 0700/7:00 a.m. on the day of release. If employment obligations conflict with check-out, residents must notify their CW/CM/SSC at least 5 days in advance.

24.05 RETURN TO FACILITY: Released residents are prohibited to return to the facility unless authorized by the PD. Violators will be considered trespassers.

Section 25 **HOME CONFINEMENT**

25.00 GENERAL: All Rules are applicable to residents on Home Confinement (HC).

25.01 HC ELIGIBILITY: Only Institutional Transfers are eligible for HC. Pretrial and PL placements (See 1.02) are not eligible for HC. HC eligibility is determined by the RRM or the

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Regional Director of the BOP and usually coincides with the resident's 10% date. Residents who are compliant with program requirements and maintain a record of clear conduct and cooperation with staff and have an approved Release Plan (See 24.01) will be recommended by the PD to the RRM for placement on HC. Neither the staff recommendation, nor RRM approval is automatic. Also, oftentimes the resident is approved for HC but the eligibility date is retarded beyond the 10% Date at the discretion of the RRM and/or the Regional Director of the BOP. Residents eligible for HC must attend a briefing with their CW/CM/SSC prior to signing out on HC (See 9.05).

25.02 HC ORIENTATION: Residents eligible for HC (See 25.01), whether they intend to request placement on HC or not, must attend a HC briefing with their CW/CM/SSC prior to their eligibility date. During the orientation the CW/CM/SSC and resident will review the resident's budget to ensure the resident will be able manage related cost of living expenses while continuing to make subsistence payments. Subsistence waivers related to HC must be considered by the RRM before the resident will be recommended for HC. Residents will not be recommended to the RRM for placement on HC until they have completed the briefing.

25.03 DAILY TELEPHONE CONTACTS: HC residents are required to call the RRC daily, as required.. They will also be contacted by the RRC daily, unannounced and random. (See 4.00). (C2).

25.04 HC ITINERARY: HC residents must submit a detailed Movement Plan (MP) to the CW/CM/SSC proposing all movement in the community until the next RRC visit. All movement must be approved in advance. Once approved, residents may not deviate from the MP without the specific authorization of the CW/CM/SSC or the APD/PD (See 4.00). (C2).

25.05 RRC VISITS: HC residents are required to report to the RRC at least twice weekly. The time for the visit will be the last item of the current approved HC MP. HC residents may also be directed to return to facility at any time (See 4.03 and 4.06). (C2).

25.06 SUBSISTENCE: HC residents are required to pay subsistence (See Section 11).

25.07 SITE VISITS: Unless otherwise specified by the RRM, all HC residents will be visited at their residence and their place of employment weekly on an unannounced basis. Furthermore, residents may be visited at any location on their MP at anytime.

25.08 TELEPHONE BILLS: A telephone bill must be provided as part of the HC application packet. Thereafter, HC residents must bring their monthly phone bills to their CW/CM/SSC to ensure that the telephone service conforms to the conditions of HC (See Conditions of HC

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Form). (C2).

Section 26

SUGGESTIONS/COMMENTS/GRIEVANCES

26.00 GENERAL: Residents may express their suggestions, comments and grievances regarding any RRC program. The purpose of this policy is to ensure that resident concerns are addressed and assist staff in their efforts to provide the best services possible. You may address these matters directly to staff or you may obtain a Grievance Form which is available upon request at the Control Window. Formal Grievances will be responded to in writing with 10 working days of receipt.

26.01 ADMINISTRATIVE REMEDY: The BOP Administrative Remedy Process is available to Institutional Transfers to provide for a formal review of complaints. Procedures for administrative remedy are addressed in BOP Program Statement 1330.11 which is posted on the bulletin board in the Control Room. Residents are encouraged to first give RRC staff an opportunity to resolve the issue.

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