

LANE COUNTY SHERIFF'S OFFICE



RESIDENTIAL REENTRY CENTER (RRC)

RESIDENT MANUAL

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Adult Corrections Division
75 West 5th Avenue
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Revised: June 2019

APPROVED:

A handwritten signature in cursive script that reads "Clint Riley".


**Clint Riley, Captain
Adult Corrections Division
Designee of the Lane County Sheriff**

Lane County Residential Reentry Center
Resident Manual

To RRC Residents:

Your program participation is welcomed. It is a privilege to be selected and assigned to this program. We trust your stay will be beneficial. The Lane County Sheriff's Office and applicable provisions of County Policy and Procedure, pursuant to ORS 169.076, ORS 137.520 (2), ORS 144.087, and ORS 137.750, provide the lawful foundation for this manual/ rulebook.

There are many rules and regulations provided in this Resident Manual. They are adopted to make this a safe, efficient and effective environment during the period of your authorized stay.

Approved: 
Clint Riley, Captain
Adult Corrections Division
Designee of the Lane County Sheriff

Date: JUNE 5, 2019

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I. PROGRAM ACTIVITIES AND SERVICES

It is our expectation that you will work towards some degree of personal growth while housed at the RRC. There are a variety of activities, meetings, treatment programs and educational opportunities that will be made available to you.

A. PROGRAM PLANNING AND SUPERVISION

1. Assessment

Prior to admission, a wide range of materials were used to determine your eligibility (PSI, criminal record, interview impressions, court orders). This is part of a continual assessment process that may include needs assessment, psychological and aptitude testing. Results of this assessment will go into the creation of an individualized "program".

2. Program Plan

An authorized staff member will write a personal "Program" for each resident at the RRC. Your program will provide you with requirements and goals to be met during your stay. You must comply with all conditions of your program in order to successfully complete your stay at the RRC. Some program requirements may be in addition to those required by the court. Loss of privileges, disciplinary action or rehouse to the jail can be the result of failing to follow the conditions of your program. Your program can only be modified by authorized RRC staff.

3. Staff Representative

You will be assigned a staff representative (Deputy Sheriff) with whom you will meet at least once a week to discuss your individual needs, goals, plans and current progress in the RRC. Your staff representative will be your direct link to resolve issues that may affect you. If you feel you cannot deal with these matters through your representative, you may submit a written appeal to the RRC Supervisor.

B. COMMUNITY TREATMENT

You must bear the expense of any counseling undertaken through private counselors, or private agencies. If you have been referred to a treatment provider for evaluation, you will be responsible to pay that assessment fee. Other fees may be required for treatment. Referral to such programs such as Alcohol, Drug Abuse, Family Counseling, and Anger Management counseling may come from court/probation orders or your RRC program. If you are a BOP/USPO resident BOP/USPO may cover the expense.

C. JOB SEEKING ASSISTANCE

1. Each individual admitted to the RRC will become involved in approved employment, education, or a vocational training program. Staff will provide assistance to you in your efforts to find a job.

2. Residents are allowed to use the services of various employment offices to assist in finding employment. Trips to an employment service require prior approval from your staff rep. Residents may use the RRC computers in the main dayroom.

3. Temp agencies are also available to assist your efforts in obtaining suitable employment.

4. The RRC has a Resource Coordinator who is available to help provide additional assistance as well.

D. EDUCATIONAL OPPORTUNITIES

1. Basic Education

Residents who do not have a formal high school diploma or GED certificate may be required to participate in a GED program. These classes are also open to people who are simply interested in increasing their skills/education.

2. Special Interest Education

You may be provided the opportunity to pursue educational goals on a full-time or part-time basis provided you can maintain the expenses that will accumulate while residing at the RRC (subsistence fees). Those individuals who have a formal high school diploma or GED certificate may pursue further education through any of the local colleges. Any fees required for participation in these programs will be your responsibility. Residents who pursue a full-time education will be required to pay RRC fees at a daily rate of \$14.50 per day. If you would like to pursue your educational goals, you must first receive approval from the RRC Supervisor.

Federal Inmates may require approval from the Bureau of Prisons or their Federal Probation Officer.

E. MEDICAL SERVICES

The Center does not provide direct medical services for residents, but can assist you by referral to an appropriate clinic. Oregon State law requires that all residents pay for the cost of any medical care that they receive while in custody. You may be authorized to use the services of your own physician or dentist with approval and verification by your representative. You will also be responsible for the costs incurred; however, all residents are eligible for the Affordable Care Act. Contact your staff representative for guidance on securing ACA medical insurance.

1. Nursing Availability

Any unemployed resident that desires routine medical attention (e.g., flu, sore throat, etc.) may go to the medical center of their choosing. Visits may occur after submission of a Program pass. If you work and need referral to an outside medical service you should contact on duty staff. All Inmate Worker inmates remain under the care of L.C.A.C Medical and can contact medical via an Inmate Request Form.

2. Emergency Care

In the event of a medical emergency, arrangements will be made by staff for appropriate medical services. If you are injured at work, notify the RRC of your condition and your plan for seeking medical attention. If you cannot notify the RRC yourself, be sure that someone does it for you as soon as practical.

3. Serious Medical Need

Residents who have serious on-going medical problems, or an illness that lasts more than three days, may be returned to the Lane County Adult Corrections Facility (LCACF) until such time as they are physically capable of participating in the RRC program.

4. Medication

The RRC controls all medications. The following rules will apply:

- a) Medicated lotions, powders, eye drops, cough drops (non-alcohol), Non-prescription medications (Tylenol, Advil, etc) and vitamins may be kept in your locker in their original containers only.
- b) Prescription medications must be turned over to Center staff **as soon as you enter the Center**. Medication need and dosage may be verified by medical staff. All prescription medications will be kept in the medicine cabinet. The prescription must not be expired and used as directed
- c) Prescription medication will be available at “medication call” following each meal and at approximately 2130 hours each night.

F. CHURCH SERVICES

Residents may participate in church activities outside the Center with the prior approval of their representative.

G. PASSES AND LEAVES FROM THE CENTER

Center staff are held accountable for the whereabouts and activities of all residents. Residents are allowed out of the Center only to specific and verifiable destinations, for specific times and for appropriate purposes.

1. General

- a) Under no circumstances should a resident:
 - (1) Make any stops not specifically listed and authorized on the pass. If it is not on your pass, you are not allowed to go there without staff permission.
 - (2) Engage in any shopping that is not authorized
 - (3) Stop while enroute to a destination in order to engage people (friends/ family/etc.) in conversation.
 - (4) Travel with anyone who is not an approved sponsor by a RRC Sergeant.
- b) Each resident must ensure that all passes are filled out in advance and turned in to your staff representative **three days in advance**. Be aware of your representatives’ days off when submitting your passes. Other than medical passes and job search passes, all passes are to be signed by your staff representative.

- c) Each resident is expected to return to the Center no later than the time specified on the pass. If you will be late returning from a pass, you are expected to contact the Center for instructions ASAP prior to the specified return time. Returning to the Center late is considered a major rule violation .
- d) You must possess a copy of your pass while you are out of the building.
- e) You must contact the Center by phone every time you leave one location and arrive at another including every day when you arrive at work and when returning to the RRC from work. When contacting the RRC by phone, keep your messages brief and to the point. Identify yourself as a RRC resident by your last name and state what you are doing (arriving, returning, going to next destination, etc). It is your responsibility to ensure that RRC staff is aware of your exact location.
- f) You must take the most direct route of travel to all destinations.
- g) When checking out on any, pass report to the lobby at the time you are due to leave. Do not leave the building until staff at the front desk has checked you out.
- h) When returning to the Center you must check in at the front desk. Do not enter the building until you have been checked in.
- i) Never open the door from the lobby to the housing area for anyone from the outside. Staff must control access to the building.

2. Work/School Pass

Passes are only issued for the verified hours of the employment or school with necessary transportation time figured in. You are not allowed to utilize this pass period for any activity other than approved employment or schooling. You must contact the Center when you move from one job site to the next unless otherwise approved by staff.

3. Job Search Pass

a) Job search passes are issued to allow you to look for work. Under normal situations, passes are for a period not to exceed four hours and are approved on a daily basis. Failure to find employment after 30 business days may result in removal from the program. Staff will require you to keep a job search log with signatures of all job contacts for review by Center staff. All job search passes will be done individually; you are not to job search in groups. You may be removed from job search at any time if you are not seen as making productive use of your time.

b) Residents who are unemployed are required to be up at 0700 hours Mon.-Fri. for job search. Between the hours of 0700-1700, you are expected to be actively engaged in job search activities. You will not be allowed to sleep, have visiting, etc. Once you have obtained employment you will be required to notify staff. This can be accomplished by completing an Employment Status Change Form and submitting it to a staff member. All jobs must be approved and verified by RRC staff prior to beginning employment.

4. Program Passes

a) Program passes allow you to become involved in approved community treatment programs not available within the Center. You are encouraged to participate in those programs which can be maintained when you return to the general community.

b) Program passes may be used for: AA meetings, NA meetings, Probation Officers, medical appointments, treatment, outpatient programs, and other counseling and/or therapy. Program passes are issued on a one time basis and generally must be reissued for each session.

c) Residents may utilize sponsors, friends, and family to keep them supplied with needed, approved hygiene, clothing and other personal items. Items may be dropped off the first few days of your arrival and you must be in the building to receive them. After that items should be brought in during visiting times. Residents who need items from the store may request a store pass; issued weekly by their representative.

d) Residents must return to the RRC by 2100 hours on Sunday to attend the house meeting.

5. Social Passes/Activity Passes

a) Social passes provide an opportunity for you to continue your relationship with your spouse, children, parents and friends. Activity passes primarily provide an opportunity for you to visit a local location when your sponsor is unavailable for a social pass. However, activity passes may also be used with your sponsor for business purposes as approved by your staff representative. You are not allowed to meet with any other residents while on social or activity passes. Social and activity passes are earned by responsible behavior. They are earned privileges approved by your representative and the program supervisor. Social and activity passes are not a privilege you can automatically expect.

b) Social/activity pass applications must be turned in to your staff representative three days prior to the departure date. Social passes also require an approved sponsor.

Pass activities must be pre-planned and are restricted to the Lane County area within 30 miles of the RRC unless otherwise approved by the RRC Sergeant.

(1) You are required to provide complete and verifiable details of all activities; this includes names, addresses, and phone numbers.

(2) Information about transportation must be included. No resident will be allowed to drive a private vehicle while on a pass; unless approved by the RRC Sergeant.

(3) Federal residents must have any residence they list on a Social pass pre-inspected by RRC staff. This is subject to RRC staff availability to do so. You should contact your staff representative at least two weeks in advance via Inmate Request Form with the address you wish to visit, the phone number, the name of the occupant and the best time to contact them. You will be advised when the residence has been approved.

c) A Sponsor must accompany you at all times while on a Social Pass. The Sponsor must be approved by the Center Sergeant prior to the pass date.

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- d) The duration of Social Passes may increase over time as responsible behavior is demonstrated.
- (1) A resident may request one four (4) hour social pass during the week. A four hour Social Pass may be taken either on a work day or on a day off.
 - (2) Following the second Monday after your housing date, you may request one six (6) hour Social Pass. This is in addition to your four (4) hour pass.
 - (3) Following the third Monday after your housing date, you may request one eight (8) hour Social Pass to be used on your day off. This is in addition to your four (4) hour pass. To be approved for an eight (8) hour pass you must be in program compliance and have an approved sponsor. All eight (8) hour passes must be submitted to your staff rep, and approved by the RRC Sergeant.
- e) Social/activity passes begin no earlier than 0700 hours and end no later than 2300 hours (2200 hours if you work the next morning). Federal residents are to be in the RRC by no later than 2100 hours regardless of the day of the week.
- f) There will be no passes allowed on Sundays that conflict with the house meeting.
- g) Activity passes are approved on a case by case basis. No private residences will be authorized.

6. Emergency Passes

Emergency passes allow you to deal with verified family or personal emergencies, such as visiting seriously ill relatives, attending a funeral of a close relative, or obtaining emergency medical services. Emergency passes must have the approval of the Center Sergeant or his/her representative. You must have a verified and approved address and phone number for contact. Passes shall only be issued for the time period needed to address the particular emergency.

7. Exercise Passes

Residents are allowed three; two hour exercise passes per week to approved facilities. Residents may take six, one hour walking passes per week in lieu of exercise passes.

All gym costs or fees are your responsibility. Residents should contact their staff representative for any additional conditions.

8. How to fill out passes

a) The Program/Job Search/Work and Social Passes are all two page NCR forms.

b) The first page is to remain at the Center. The second page is to be retained by you while on your pass.

c) Your copy is your authorization to be at the location indicated on the pass.

d) Only your staff representative and/or Sergeant may approve and sign the passes. Exceptions are unexpected work schedule changes and job search passes which may be signed by any on duty deputy at their discretion.

e) The passes must be filled out completely and accurately to include the following information:

- (1) Resident Name
- (2) Resident Name
- (3) Times (24 hour clock, see Section h)
- (4) Name and Address of pass location
- (5) Method of travel
- (6) Inmate's signature
- (7) Your Sponsor's signature (if applicable)
- (8) Staff signature
- (9) Airs Number
- (10) Bunk Number

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- f) Write legibly. Printing is preferred.
- g) Use blue or black ink only. No pencils.
- h) The following is a copy of the 24-hour clock. The 24-hour clock must be used on all of your passes.

<u>Standard time</u>		<u>24-hour time</u>
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Midnight	=	0000 hours.
1:00 am	=	0100 hours.
2:00 am	=	0200 hours.
3:00 am	=	0300 hours.
4:00 am	=	0400 hours.
5:00 am	=	0500 hours.
6:00 am	=	0600 hours.
7:00 am	=	0700 hours.
8:00 am	=	0800 hours.
9:00 am	=	0900 hours.
10:00 am	=	1000 hours.
11:00 am	=	1100 hours.
12:00 pm	=	1200 hours.
1:00 pm	=	1300 hours.
2:00 pm	=	1400 hours.
3:00 pm	=	1500 hours.
4:00 pm	=	1600 hours.
5:00 pm	=	1700 hours.
6:00 pm	=	1800 hours.
7:00 pm	=	1900 hours.
8:00 pm	=	2000 hours.
9:00 pm	=	2100 hours.
10:00 pm	=	2200 hours.
11:00 pm	=	2300 hours.

REMEMBER: After noon, add 12 to the current time to get correct military time.

Example: If it is 3:15 p.m., add 12, and it is 1515 hours

H. HOUSE MEETING AND CLEANING

Each Sunday at 2100 hours all residents of the RRC will meet to conduct a complete house cleaning followed by an inspection then a meeting with staff to discuss operational concerns of the Center. Staff will present information, make notification of changes, cover problem areas of the week, and review specific rules. The floor will then be open for you to communicate any concerns or ideas for improvement.

During this time, you may propose reasonable changes in Center operations or address resident problems which affect the entire house. Your ideas need to be presented in a constructive manner that allows for a problem solving discussion. Do not bring up personal problems or needs at the house meeting. The proper way to handle personal problems is through your staff representative or by Inmate Request Form (Kite). No passes will be allowed for this time except employment and treatment.

The minutes of each meeting will be posted. If you missed the meeting, read the minutes. You will be held responsible for knowing what happened.

II. FACILITY RULES, REGULATIONS AND RESPONSIBILITIES

A. GROOMING, PERSONAL PROPERTY AND CLOTHING

1. Personal Property:

You are responsible and liable for all property brought into the RRC Lost, stolen or broken items are your liability, not Lane County's. You will not be reimbursed or compensated for lost, stolen or broken property.

a) Property will be searched upon admission and excessive or unauthorized property will not be allowed. It is the resident's responsibility to ensure that excessive or unauthorized property does not enter the facility. Glass containers and items are not permitted in the RRC Excessive or unauthorized property is considered contraband and is subject to the 30 day disposal rule.

b) In the event that you do not successfully complete the RRC program, your property will be released to a person of your choosing. You will fill out a Property Release Form during your housing process designating who the person will be. This property must be picked up within 14 days or it will be donated to a charity under normal circumstances. All such properties must be released at once. The person named to pick up this property must present one piece of current picture ID. Do not lend or borrow other resident's property. If they are rehoused, that property will not be given to you by staff but will be subject to the procedure described above.

- c) Excessive or unauthorized clothing found during inspections or exchanges may be confiscated. This is a rule violation and will be treated as such. All personal property must fit in the locker and storage bin provided.
- d) You are responsible for laundering, storing and safeguarding your own personal property.
- e) For your own well-being and to avoid incidents of major theft, nothing of great value should be brought to the Center. You are responsible and liable for all property brought into the RRC. Lost, stolen or broken items are your liability, not Lane County's. You will not be reimbursed or compensated for lost, stolen or broken property. We provide you with a locker that has a lock. Please use it.
- f) Authorized Personal Property For Residents:
 - (1) One Bible or religious book.
 - (2) One cigarette lighter.
 - (3) Personal keys.
 - (4) Legal documents.
 - (5) Hangers
 - (6) Pens and pencils (No more than 10)
 - (7) Writing paper, envelopes, and stamps.
 - (8) School books and papers (program related with verification of program or classes and RRC Sergeant authorization).
 - (9) Cigarettes (No rolling papers or loose leaf tobacco allowed)
 - (10) Outside Food is allowed with the following restrictions:
 - (a) A reasonable amount of food can be purchased and brought back to the RRC.
 - (b) All food items must be stored in your locker.
 - (c) Food items must be non-perishable food. No items allowed that need refrigeration.
 - (d) Once an item is opened, it must be consumed in a reasonable amount of time.
 - (e) You are not allowed to order food to be delivered.
 - (f) The health and sanitation of the RRC is of the utmost importance. Outside food is a privilege that can be taken away if you cannot maintain the cleanliness of your area and/or the common areas.
 - (11) Personal hygiene items:
 - (a) Shampoo
 - (b) Soap
 - (c) Deodorant Stick (No aerosol cans)
 - (d) Comb (or hair pick) and brush
 - (e) Toothpaste
 - (f) Toothbrush...ect.
 - (12) Handbag and/or wallet.
 - (13) Jewelry
 - (a) Watch (one)

- (b) Wedding ring...ect.
- (14) Personal radio/MP3/Walkman type players with headphones.
 - (a) Maximum of ten CD's or tapes
 - (b) Alarm clock.

Music that promotes criminal activity, drug use, violence or contains derogatory sexual content is not permitted. Possession of this type of music may result in disciplinary action.

- (15) Personal drinking cup. (Plastic)
- (16) Bicycle & lock. Bikes must be recorded with the residents' name and assigned spot and will be locked at all times while in the yard.
- (17) Umbrella (preferably the small folding type)
- (18) Clothing:
Due to space limitation, security considerations, residents will need to limit in their personal clothing to what is necessary.
- (19) Towels: Towels will be available in the shower area for use. Used towels should go in the used bin for cleaning.

g) Electronic devices at the RRC

(1) As a resident at the Lane County Reentry Center (RRC), you may request permission from your staff representative to purchase, possess and/or use a personal cell phone/electronic device. Electronic devices include cell phones, smart phones, iPods, tablets, and laptops. To do so you must have your staff representative approval, as noted below, and abide by the following provisions:

- (a) The ability to use a personal cell phone/electronic device is a privilege and may be revoked if you are not following RRC rules. You understand that you are required to provide your pass code for any/all of your electronic devices before you will be authorized to use them. You will be required to provide your pass code(s) to staff if requested. If you change your pass code for any reason you must advise staff as soon as possible.
- (b) Like all personal property you possess while a resident at the RRC, you understand that Lane County, Lane County Sheriff's Office and its employees are not responsible for any lost, damaged or missing property. This includes cell phone/electronic devices that are in the possession of staff.
- (c) Cell phone/electronic devices may only be used in designated areas and only from 0500-2300

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- (d) You will not have applications on your device that are designed to hide information.
- (e) You agree to allow RRC staff to inspect and search your cell phone/electronic device's memory at any time.
- (f) You agree to give your staff representative your cell phone number and to immediately notify them of any changes to your cell phone.
- (g) You agree to not send, receive or have pornographic pictures, videos or messages on your phone/electronic device.
- (h) No video, video chatting or pictures are to be taken in the facility or smoking yard.
- (i) Phone/electronic devices shall not be lent or shared with other residents.
- (j) You will not delete any information on your cell phone without your staff representative permission. This includes call history and inbox/outbox messages.
- (k) You will provide the original copy of your cell phone bill each month which includes all out-bound and all in-bound calls if requested by your staff representative.

h) Inmate Worker Authorized Property

You may only possess the same property as residents with the exception of civilian clothes. You may not possess civilian clothes and must wear inmate worker clothing. You may have personal tennis shoes or boots and a cell phone; if acceptable through our approval process.

2. Lockers:

- a) Residents will be issued a locker key to secure their property.
- b) You are responsible to keep your locker locked at all times.
- c) Your locker key should be kept on your person, not left on your bed or in the lock. If you lose your key, you will be responsible for the replacement cost (\$5.00).

3. Clothing/Dress Code:

- a) The Center is a public facility. You are to dress immediately upon waking up and remain dressed until lights out in the evening hours.
- b) At no time shall residents dress in front of or around uncovered windows or loiter in front of windows unless fully dressed.

- c) You are to remain fully dressed when leaving your room and while moving about all areas of the Center. Fully dressed includes trousers or acceptable shorts, shirt, and shoes or boots. You may not be naked in your room – change clothes in shower area. You must wear this same appropriate clothing when going from your room to the restroom.
- d) Hats, hoods, headbands, or sunglasses will not be worn inside the Center.
- e) No short-shorts (shorts must be no shorter than just above the knee) are allowed at the RRC. All clothing is to be in good repair. A conservative dress code will be enforced by on-duty staff. No offensive wording on clothing will be allowed.
- f) Proper, modest sleep attire is to be worn. You may not sleep naked.
- g) Headphones will only be worn on your bunk

4. Hygiene

It is important to appear neat and clean at all times.

- a) Showers:
You are required to bathe or shower a minimum of twice each week. However, it is recommended that this occur on a daily basis. It is also recommended that you use deodorant and brush your teeth daily.
- b) Clean Clothes:
 - (1) You are responsible to launder your own personal clothes. Laundry facilities are available at the Center. You are welcome to do your laundry at home while on a Social Pass.
 - (2) Residents are responsible to launder all bed linens issued to them once a week. It is expected that residents return their bedding to the laundry room upon release.
- c) Personal Property Searches:
In order to promote a clean, safe, legal and healthy environment at the Center, strong efforts will be made to keep contraband from entering the Center. You may be searched upon entering the facility and you may be searched at any time while in the Center. Rooms will be inspected on a daily basis and officers will perform random searches of your property.
- d) Abandoned Property:
After 14 days, unclaimed property that has been confiscated and not claimed or left at the facility after a resident's transfer or release shall be considered abandoned. At that time it becomes subject to donation per the Property Release Form you signed during the orientation process. If you fail to specify a donation recipient, one will be chosen for you.

Do not lend or borrow other resident's property; if they are rehoused that property will not be given to you by staff, but will be subject to the procedure described above.

5. Linen

- a) When you are assigned to a room you will be issued linen. Check to be sure you are given a full linen issue.
- b) Damaged items should be noted and exchanged immediately. Residents who lose, damage, or possess extra linen are subject to disciplinary action including restitution charges.

B. CENTER AREAS, ACTIVITIES AND RULES

1. Male/ Female areas.

- a) Males may never go past the entrance to the hall leading to the female area unless given specific permission from staff to do so.
- b) Males/Females may not access the main dayroom except during their specified hours other than for the following reasons:
 - (1) To pass through in order to leave on a pass.
 - (2) In the regular performance of inmate worker duties.
 - (3) When instructed by staff.
 - (4) When using the job search computers..
- c) Males and females should not attempt to engage each other in lengthy conversation or communicate in an inappropriate manner.
- d) Residents are to remain in their rooms until 0500 hours unless, it is necessary to prepare for work prior to that time.
- e) Females are not to enter the kitchen hallway unless approved by staff.
- f) Physical contact between males and females is prohibited

2. Telephones/Computers

a) There are public telephones in the Center for your use. Outgoing phone calls only can be made on these phones. Because of the limited number of phones, you should limit your conversation to a maximum of 15 minutes during a two-hour period.

b) Hours for the public phones are 0700 – 2300 hours. All phones at the RRC may be monitored / recorded. Do not attempt to bypass the collect call system.

c) You will be required to enter your PIN number to make phone calls. Each call made is collect or pre-paid, and the person or organization called has the option of accepting or refusing the call. You may be able to use your commissary account to transfer money to your telephone/video account HOWEVER, there are additional fees charged by the phone and/or commissary provider for this electronic transfer service. Incoming telephone calls and/or messages for inmates will not be accepted. Your ability to call a particular number may be blocked at the request of the party you seek to reach. Attempts to make 3-way calls or to circumvent the phone system will result in discipline or possibly criminal charges. **To unblock a call, refer to the contact number posted in your housing area. To get current telephone rates and terms of use dial 611.**

This is to advise you that the Lane County RRC has the ability to log and/or record telephone and video calls, and we may make use of that capability at any time. Calling and threatening, coercing or otherwise harassing the general public can result in disciplinary action or criminal charges being filed against you. This is to ensure the safety and security of the facility, yourself and others.

In addition to regular telephones, TDD devices are available for use by inmates who are hearing impaired.

ANY MISUSE OR ARGUMENTS ABOUT THE TELEPHONE MAY RESULT IN DISCIPLINARY ACTION INCLUDING THE LOSS OF PHONE PRIVILEGES.

Video Visitation Stations and or Tablets-

Video visitation is only available during the allotted time. As a reminder, all telephone and video visitations are monitored and recorded. Misuse or abuse of the system will result in loss of privileges and a misconduct report. The following is a partial list of prohibited activities:

- Completed or attempted third party conversations
- Nudity, explicit sexual behavior or display of sexually provocative material
- Threats of intimidations or harm
- Misrepresentation of identity

- Display or behaviors that are criminal in nature
- Any communication that would threaten the safety, security or orderly management of this facility

Any visitation privileges revoked or cancelled due to the above mentioned rule violations will not result in compensation of time or currency spent.

Telephone account balances: When you are released from custody at the RRC, should you have any money on your Telmate phone account, you will need to call Telmate to get this money refunded.

d) Job search phones are available to aid you in obtaining suitable employment. No long distance or personal calls are allowed on these phones. You must receive approval from RRC staff prior to using the job search phones.

e) The job search computers in the main dayroom may be used by both genders for job search purposes Monday-Friday 0700-1700hrs. Outside of those hours computers may be used for personal purposes while abiding by the dayroom gender specific hours.

3. Recreation, Laundry, Dining Rooms

a) Dining Room

(1) Once you have finished eating, bring your dishes to the kitchen. Please do not remove any items (including food or beverages, coffee cups, etc.) from the dining area. You are expected to clean up after yourself and properly clean up any spills or mishaps as they occur.

b) Day Room (Dining Room and Television Area)

(1) The main dayroom may be used between breakfast call and 2240 hours when it is your assigned "yard" time. It will be closed during meal times, visiting times, and any general clean up periods. Please pick up after yourself and return equipment to its proper place after use. Avoid misuse that would result in damage to the facility or equipment.

(2) There is no lying down on furniture or the floor. Do not put your feet on furniture in any common areas of the RRC

(3) Please be respectful of the noise level and keep it to a minimum. Residents work at various times around the clock and are trying to sleep at any given time of the day.

(4) TVs are to be shut off when not in use.

c) Laundry Room

(1) There are separate laundry rooms for males and females. Please keep this area clean during and after use.

(2) The laundry room is not for socializing. You are to be in the laundry room only long enough to accomplish the task of doing your laundry.

4. Meals

a) The Center will provide breakfast, lunch, and dinner for all residents during posted hours. Generally, meals will not be saved for residents who are out on Social Passes. If you will need one, you need to make arrangements prior to leaving on your pass.

b) If you request religious or medical diets you will be required to provide proof of religious affiliation and/or of medical need. Medical diets will only be authorized by Lane County Adult Corrections medical staff. The Center will do everything reasonably possible to accommodate such needs.

5. Staff Windows

a) Please approach the back staff window and patiently wait until a staff member can assist you unless it is an emergency.

b) Have all of your needs or questions ready for one visit to the window, rather than making several trips.

c) When staff is having a conversation with anyone else please be considerate of others privacy.

6. Smoking/Tobacco/Yard

a) The Lane County RRC is a non-smoking facility. All county properties are no tobacco per County Code 9.780. This includes vape pens and chewing tobacco.

b) Chewing tobacco and vape pens are not allowed to be stored in the RRC. Cigarettes are allowed to be stored but cannot be used on county property.

c) The yard is available for males on the odd hours and the females on the even hours.

7. Library

A library at the Center is provided for your use.

- a) The library will be operated by volunteer staff.
- b) You may not possess more than four books at one time (excluding legal and religious materials, and GED study materials).
- c) You may not remove books from the Center.
- d) Residents are allowed personal books and magazines from outside the Center. They are your responsibility. Sexually offensive material/ pictures are not allowed. Inmates with pending legal matters may request to visit the courthouse legal library for case related research on a pass.

8. Commissary, Vending Machines and Indigent Supplies

- a) Commissary is available to inmate workers at the RRC. Commissary is ordered on the Kiosk..
- b) Vending Machines: The Center contains vending machines which dispense food and beverages. Residents shall use the machines at their own risk. THERE WILL BE NO REFUNDS.
- c) Indigent Supplies: Inmate workers without funds may receive the following commissary items: Toothpaste, toothbrush, razor and a comb.

9. Illness

- a) If you are unable to work because of illness, you must notify your employer.
- b) You must also notify the on-duty staff.
- c) If you are sick and unable to work, it is expected that you take proper care of yourself. Stay in bed except for meals. No watching television. You are allowed 5 minutes in the smoking yard during your hour on sick days.
- d) Residents who are ill will not be allowed visitors or be allowed to leave the Center, except for medical needs.
- e) Illness in excess of three days may result in re-housing to jail.

10. Visiting

a) Times

The following visiting times will be observed for residents and inmate workers:

Residents and IW

Saturday 1300-1400

and

Saturday 1600-1700 (Restricted age limit-18 and over)

b) General Visiting Rules

(1) Maximum of 4 visitors per person unless staff approve more. Based on seating availability.

(2) An announcement to close the house will be made just prior to visiting. Please exit the yard and main dayroom immediately and report to your housing area. You will be called if you have a visitor.

(3) Children must remain with guardian at all times and be kept under their immediate supervision. Children must also have ID or documentation showing their name and S.S.N.

(4) The yard is closed during visiting. Visiting is only in the designated dayroom area.

(5) You may greet your visitor with a simple hug/kiss upon arrival and departure in front of the staff office window. Residents are not to enter the stair/entrance with their visitors. No other physical contact is allowed, except that you may hold hands across the top of the table. You may also hold your children. Any deviation may result in loss of visiting privileges. You must sit across the table from your visitors in the dining area. The carpeted areas of the main dayroom are for visitors with children.

(6) Visitors are to use the restrooms in the front lobby. They may obtain the key at the front desk.

(7) Visitors must sign in and out and provide a valid governmental picture ID including date of birth in order to visit.

(8) Visitors may use the vending machines and may buy items for inmate workers. Visitors may not bring opened food, drinks, or gifts into the RRC. All items being dropped off for the resident must be inspected by staff prior to giving the items to the resident.

(9) Inmates are responsible to make their visitors aware of these

rules.

(10) Visitors must act in an appropriate manner. Inmates are to ensure that the area is clean and neat following visiting.

(11) Ex-prison or jail inmates may be allowed to visit after they have been released from custody for at least 60 days; this includes 60 days from road crew and day-reporting. Staff permission must be given prior to their visit.

(12) Visitors under 18 years of age must be accompanied and supervised by a parent or legal guardian. If you are the parent and you wish to visit with your child, send a request form to your representative. Children may only visit during child approved hours per the schedule.

(13) It is unlawful to bring contraband into a correctional facility. "Contraband" is any article or thing which a person confined in a correctional facility is prohibited by statute, rule or order from obtaining or possessing and whose use would endanger the safety or security of such institution or any person therein.

(14) Visitors can be refused the visit for any of the following reasons:

- (a) Odor of or apparently under the influence of alcohol or intoxicants.
- (b) Failure to produce valid identification.
- (c) Disruptive behavior.
- (d) The resident refuses the visit.
- (e) Facility security or safety (visitor poses a threat to either).
- (f) Inappropriate attire (to be determined by RRC staff).

11. Mail

a) Mail will be located in the officer's station and will be distributed upon availability of staff. Mail and all other incoming items for residents and inmate workers will be distributed by staff placing it in your designated mail box or by a "Mail Call". Do not make personal inquiries regarding your mail unless you have reason to believe there is a problem.

b) Personal mail may be opened by staff and inspected for contraband. Legal mail will be opened by in the presence of the offender.

c) You will be notified verbally or in writing if any material is removed from your mail.

d) It is your responsibility to let writers know of any change of address. We will not forward it from the RRC to your new address after release.

e) The name you are using while at the Center must be addressed on your mail. Mail will not be delivered if addressed under another name. Outgoing mail must have your name and return address on the envelope.

- f) Outgoing mail will be placed in the mailbox located in the officer's station. Other than legal mail, all mail must be submitted unsealed.
- g) You are not allowed to send mail to another Corrections Institution without approval from the sergeant.

12. Work Detail

a) Room Cleanliness:

- (1) You are responsible to keep your room clean and orderly.
- (2) Individual room floors are expected to be dusted and mopped every day. Rooms are to be maintained at a level of cleanliness as is posted in each room and listed in Appendix B.
- (3) See Unit office for "Mr. /Mrs. Clean" information.
- (4) An unclean/untidy personal area may result in loss of privileges.

b) General Clean Up:

The Center is to be kept in good order at all times. Residents are expected to clean up after themselves. When you use the showers, washbasins, day room area, microwave, etc., clean up the area when you are done. You may be asked and expected by staff to help perform clean up duties at any time, as needed.

c) Inspections:

A regular Center inspection by a Center Sergeant or staff will take place. All residents will participate in correction of noted deficiencies. To pass inspection you will need to:

- (1) Make your bed smooth and with folded corners.
- (2) No clutter on shelf.
- (3) Locker must be in an orderly fashion.
- (4) Empty all garbage cans. Wash them out as needed.
- (5) Dust your area.
- (6) Sweep, mop floors.
- (7) Nothing allowed on top of locker.
- (8) Put your dirty laundry in a suitable container and place neatly under your bed.
- (9) Store shoes under the bed in an orderly fashion.
- (10) No personal blankets or pillows.
- (11) No suitcases.
- (12) No open packages of food.
- (13) No stuffed animals, toys or flowers.
- (14) No aerosol cans except for shaving cream.

13. Staff Areas (Restricted Resident Movement)

- a) You are not allowed in staff areas without permission.
- b) All storage areas and the kitchen are off limits without staff authorization.
- c) The only bathroom available for your use at the Center is the one in your housing area.

14. Emergencies and Evacuation Drills

An emergency button is located at the north end of the staff station for most emergencies noticed by any inmate. This button can be used for fights, medical emergencies and other serious emergencies in the inmate areas. Using this button to get staff attention for non-emergent situations will result in discipline.

- a) Evacuation drills will be held on a periodic basis.
- b) Safe routes out from various points in the facility are posted.
- c) During drills, residents will make their way out of the RRC and into the yard by using the closest identified safe route.
- d) All persons present will participate. An immediate response is required. You are to exit the RRC quickly and assemble in the yard so that a roll call can be taken.
- e) No smoking in the yard during evacuation drills.

15. Counts

The following guidelines are to be strictly adhered to in regards to counts:

- a) Inmate counts happen on a regular basis at the RRC. During the hours of 0700 to 2300 staff may announce a count over the intercom system. This may occur as often as once an hour. If you hear a count announced, you are to proceed immediately to your bunk and either stand by it or be on it until you hear staff clear the count over the intercom. If you are scheduled to leave the Center on a pass, you may proceed to the lobby.
- b) Do not stop staff during counts to ask questions-it is not the appropriate time. To do so is to hold up the entire facility from getting back to business as usual.
- c) Failure to proceed immediately to your bunk when a count is announced may result in discipline.

C. HOUSING AREAS

1. Hours of Use and Restriction

The housing areas contain resident rooms and restrooms. Housing areas may be restricted from use during specified times to facilitate management of the building. Other restrictions include:

- a) No loitering in halls or bathrooms. Bathrooms are not to be used as gyms or exercise areas.
- b) No resident is allowed in another resident's room. Do not loiter in the doorway. If you wish to visit, do so in the dayroom.

2. Resident Rooms

- a) You are responsible for your room, bed and personal storage area
- b) Rooms and bathrooms will be clean and orderly, beds made, clothing placed neatly in closets or drawers, no trash on the floors, waste baskets will be emptied, showers and toilets clean at all times.
- c) You shall be responsible to make your bed and clean up your room upon rising. Your bed is to be neatly made whenever you are not in it from the hours between 0700 and 2300, even if you are only leaving it for a short time. Rooms shall be checked daily for compliance.
- d) Any damage done to the room or its furnishings is the responsibility of occupants.
- e) Rooms and any furnishings are not to be altered in any way. Occupants will not affix objects onto light fixtures, walls, mirrors, or windows of the room.
- f) Windows will not be opened unless authorized by staff. No items will be placed on the windowsills.
- g) Unopened packaged food items such as from the vending machines may be kept in your locker.
- h) No television sets, coffee pots, extension cords, power strips, or electronic sound equipment will be allowed in the rooms. Personal music devices are allowed for RRC residents and are only to be used inside of the residents' assigned room.
- i) Visitors are never allowed in the rooms.
- j) You should ensure that your room is free of contraband. If you find that contraband (drugs, alcohol, etc.) is being brought into or used in your room, you must take immediate steps to solve this problem to avoid involvement. You

will be held responsible for any contraband in your room.

k) You are not permitted to exchange rooms. Room or bunk change requests will ordinarily be denied.

l) Do not move mattresses or pillows from their assigned bunks. Mattresses, pillows and bunks are inspected regularly and you will be charged for damage.

3. Lights Out and Wake Up

a) Lights Out

Lights are out and all residents are in bed by 2300 hours each night. The house and yard are closed between 2300-0500hours. Aside from preparing to leave for work you are not to be outside your bunk area during those hours.

b) Wake Ups

You will be given a wake up/breakfast call at 0530 hours. However, it is not the duty of the staff to get you out of bed. Alarm clocks are allowed. You are encouraged to use clocks and be responsible for your own time.

III. **PROGRAM RULES**

The RRC is a structured correctional program operated in the community. As such, you are "accountable" at all times for your whereabouts to the Center staff. A staff member must authorize any resident's absence from the Center by means of a pass. You will be expected to provide information concerning time, place, and purpose of trips, means of transportation, and time of departure and return. The information given will be reviewed by a staff member.

A. **CHECK IN/CHECK OUT**

1. Residents leaving the facility are responsible for ensuring the on-duty staff person at the front desk has signed them out of the Center.

2. It is your responsibility to inform staff of your destination, transportation, and time of return.

3. When returning to the facility, you are responsible for informing staff at the front desk of your return and making sure you have been checked in.

4. You are required to make phone contact with the RRC while you are on a pass. You are required to call upon arrival and departure from each destination.

B. TRANSPORTATION

1. Means of Transportation

- a) Unless otherwise authorized, the public bus, a sponsor, walking, a taxi or your bicycle are your primary methods of transportation. Transportation via motorcycle is not allowed.
- b) Public transportation is available within a few blocks of the RRC.

2. Sponsors

- a) You may arrange for private transportation by family, co-workers, employers, or friends. Such individuals who take you to work or social passes are called “Sponsors”. A sponsor will generally not be allowed to transport you to programs unless special authorization from the RRC Sergeant has been obtained or your treatment provider requires your sponsor to be present at your treatment.
- b) Anyone who provides you with transportation must first fill out a Sponsor Application and be approved by your representative and the Center Sergeant. This will be done prior to your being allowed to ride with that sponsor. This includes employers and co-workers, even for work related duties.
- c) Sponsor applicants must be at least 18 years of age.
- d) A sponsor who is going to drive must bring in proof of insurance with a current expiration date, current D.L., and a current vehicle registration. All documents must contain the name of the sponsor applicant.
- e) Approval of a sponsor's application may take 3 to 4 working days.
- f) Your sponsor must come into the Center and sign the pass to take you out on that pass.
- g) A sponsor who takes you out on a social pass must remain with you throughout the duration of the pass, including walking you into the RRC when returning.
- h) Sponsors returning residents to the RRC from a work pass need not come into the building.
- i) Sponsors will not be allowed to use any alcohol or drugs prior to picking up the resident or while the resident is with them on a pass.
- j) Approved sponsors can be revoked of their sponsorship privilege at any time based on behavior, attitude or as deemed necessary by staff.

3. Private Vehicles/Parking

- a) In order to drive any vehicle while at the RRC, you must obtain permission from the Sergeant. Residents who wish to drive need to write a kite demonstrating a specific need and providing the following:
 - (1) A current vehicle registration.
 - (2) Proper insurance coverage.
 - (3) Valid driver's license.
- b) You will park your private vehicle in the closest available pay lot or take a picture with your phone showing where the vehicle is.
- c) When not in use, your keys will be stored in the Center office.
- d) You will be asked to provide a daily mileage log as verification of your travels and may be required to take a picture of your odometer.
- e) Use of a private vehicle will not be allowed while you are on job search or a social pass.
- f) Your vehicle is subject to staff search.

4. Driving Privileges at Work

- a) If it is necessary to drive in the course of your employment, you must first obtain permission from the Sergeant. Residents who wish to drive need to write a kite demonstrating a specific need and providing the following:
 - (1) Your valid driver's license.
 - (2) A signed letter from your employer stating their reasons to have you drive in the course of your employment, which states they have valid registration and current insurance on all vehicles you may need to drive.

C. EMPLOYMENT

You will be expected to obtain full time employment (minimum of 32 hours per week) or an acceptable combination of school and part-time employment.

1. Unacceptable Employment

- a) Working for businesses without business licenses.
- b) Working out of Union Halls, unless you can offer proof that this has been your primary income and you have received substantial payment from jobs secured through this sort of hiring (e.g., tax returns and statements).
- c) Employment through relatives unless approved by the Sgt.
- d) Sales work for commission only. An exception to this would be a new resident who could offer proof that this is an ongoing job held prior to incarceration with a dependable acceptable income level. Federal residents

cannot work on commission only.

- e) Developing a new business while living at the Center.
- f) Employment requiring overnight stays.
- g) Work in any location whose primary purpose is dispensing alcohol or marijuana.
- h) Out of county employment except with special approval.
- i) Telemarketing businesses, unless well established (To be determined by your representative).

2. Verification

After you secure employment, you will submit an Employment Status Change Form. Your representative will discuss transportation; times required to get to and from work, RRC Subsistence fee requirements and finances needed to begin your job.

3. Job Changes

- a) Any change in employment must be reported immediately by using the Employment Status Change Form.
- b) You are not allowed to quit a job, change employment, or take a second job without approval from your staff representative.
- c) Being fired from a job may result in disciplinary action, depending on the circumstances.
- d) You are required to notify your previous employer and provide reasonable notice if you accept employment elsewhere.

4. Employer/Staff Contacts

When you secure employment, it is your responsibility to make your employer aware of your circumstances. Staff will contact your employer to make them aware of the conditions of the RRC. Staff will periodically discuss with your employer your job performance and attendance and will make periodic phone calls and site visits.

5. Overtime

Not all residents will be allowed to work overtime. This may be discussed with the potential employer at the time staff verifies employment. You will not be allowed to work overtime without staff approval. This can be obtained by calling the Center

D. JOB SEARCH PASSES

1. All new residents entering the Work Release Center who do not have approved employment will be required to seek employment. Unemployed residents are to be out of bed and involved in job seeking activities by 0700 hours.
2. Residents who have good work history and appear to be able to find employment on their own will be placed on job search in accordance with their program.
3. Under normal situations, job search passes are issued for times that fall within normal working hours. Holidays are usually excluded from job search requirements.
4. Failure to find employment after 30 business days may result in removal from the program. Your case will be evaluated and, depending on your job search activity, you may be granted an extension.
5. You are responsible for contacting RRC staff if new job leads are developed during the day that requires you to deviate from your pre-arranged schedule. You will generally be required to return to the RRC and fill out a new pass if you need to go to a new or different destination than is listed on your pass.
6. When you check out of the facility on job search, it is to look for work only. If all job leads are exhausted prior to your designated return time, you are expected to return to the RRC.

E. FINANCES

All monies earned or received while in the RRC must be documented with staff. This means all wages, less standard deductions such as taxes, medical insurance, and retirement. The pay stub containing withholding information will suffice as documentation. You may also deposit your paycheck at an approved banking institution through coordination with your staff representative. Those individuals that have bank accounts will be required to submit monthly bank statements to their RRC representative.

1. RRC Budgets/Center's Subsistence Fees
 - a) With the assistance of your representative, you will develop a financial budget outlining assets and liabilities within the first two weeks after you get a job. Each budget will include a schedule of payments regarding any court ordered financial debts.
 - b) You will be required to pay your rent or subsistence in cash or debit card as soon as you are paid. There is a 3% service charge on cards for payment. Any on duty staff can take payment for rent.
2. RRC Paychecks/Personal Checks
 - a) If you are paid on your job in cash or daily, you must turn in a pay stub each day.

b) Personal checks are not an acceptable form of payment from an employer.

c) You are not allowed to receive SSI, unemployment, food stamps or welfare checks while in custody. You will need to take steps to stop payment of these services while serving a jail sentence to avoid prosecution and/or Center rule violation.

3. Unauthorized or Misuse of Finances

Withholding of paychecks, wages, or unauthorized cashing of paychecks will warrant disciplinary action.

4. Savings

You will be encouraged to save money in your account for sensible use in your transition into the community upon release.

5. Program Costs (Room and Board)

a) You will be charged a daily fee to cover partial cost of operating the RRC. This fee will be based on a sliding scale that will be based on your hourly wage. You should contact your representative to determine your individual payment rate. RRC subsistence fees begin the day you start working or 14 days after beginning the resident program; whichever occurs first.

b) Per B.O.P. requirements, federal residents will be charged 25% of the gross amount of their income. The gross amount is the amount before any taxes or other deductions are withheld.

6. Personal Expenses

(1) No resident should have in excess of \$100 in his/her possession.

b) Staff does not accept cash for inmates. Money has to be given directly to the inmate during visiting times. We do not accept money for jail commissary. Residents must be present when cash is dropped off for them.

7. Family Support

a) Support payments may be made to your family.

b) A regular support plan will be developed when you enter the program so that a pre-determined amount of money may be budgeted on a regular basis

c) You should keep in mind that family support, unless court ordered, is regarded as personal bills and will be set aside after other financial obligations have been met per Oregon State statute and Center policy.

8. Court Ordered Obligations

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- a) You are expected to pay fines, fees, and restitution to the extent possible.
 - b) You will develop a schedule of payments addressing the amount of monthly payments you will make.
 - c) Payments to court ordered obligations are your responsibility. Refusal to pay these obligations may warrant disciplinary action.
9. Checking Resident Accounts
- a) Questions or concerns regarding account balances should be discussed with your staff representative.
10. RRC Borrowing or Incurring Debt
- a) No resident will borrow any money from any source without prior approval from his representative.
 - b) No resident will enter into any contract or incur any debts while at the Center without prior Center staff approval.

F. ALCOHOL AND DRUG MONITORING

Use of alcohol, drugs, or any legal substance that interferes with accurate urinalysis is a rule violation subject to removal from the program.

1. Alcohol Monitoring:
 - a) An alcohol detection test will be given to any resident suspected of drinking alcohol. In addition, random tests will be taken.
 - b) If you fail to satisfactorily complete the test or refuse to take the test you shall be subject to discipline.
 - c) Failing to complete the test will be considered as positive evidence of drinking.
 - d) Medications that contain alcohol are prohibited. (See Medical Services, Section D, Medication).
2. Drug Monitoring:
 - a) You will be screened via urinalysis for drug use after admission to the program to obtain a baseline.
 - b) Random and regular urinalysis will be conducted thereafter.
 - c) You must submit to a urine sample under the direct observation of staff within a reasonable time of being ordered to do so. Two hours is considered a reasonable amount of time. This may be extended at staff discretion.

- d) Failure to submit a urine sample within two hours is considered a stall and may be considered the same as a positive urinalysis, which is a major rule violation.
- e) You, as a resident, are responsible for what goes into your body.
- f) If you take a medication or substance that makes it appear that you have taken illicit drugs, no distinction will be made in your behalf and you will be treated the same as if you have used illicit drugs. Do not consume poppy seeds while in custody.
- g) Once you have been advised that you have a urinalysis scheduled, you are required to remain under direct staff observation. You may not leave the front lobby without specific staff permission.

G. RELEASE PREPARATION AND CHECK OUT PROCEDURES

Upon successful completion of your sentence and your release from custody, the following will be required for release from the Center:

- 1. Release Preparation
 - a) Make sure you have paid your rent in full.
- 2. Check - Out Procedures
 - a) Place your linens in the downstairs laundry bin.
 - b) Clean out all items in your locker and living area.
 - c) Hand in everything that was issued to you. If items are not returned you are responsible to pay for them.
 - d) Request the return of your stored medications.
 - e) Provide the following contact information on a “checking out information” form provided by staff:
 - Name:
 - Address:
 - Phone number:
 - Probation Officer name:
 - f) If your time of release takes place while you are checked out to work, you must contact the RRC at that time to confirm your release. Prior to your checking out to work on that date, you are to complete all other procedures listed above.

IV. **DISCIPLINARY PROCESS AND RULES**

A. Federal Pre-release residents

1. Disciplinary process for Federal Pre-release residents are processed by the Center Disciplinary Committee (CDC). When a violation goes before the Center Disciplinary Committee (CDC) the following sanctions may be recommended:

- a) Informal Sanction
- b) Release date retardation
- c) Forfeiture of good time
- d) Termination from RRC and return to custody
- e) Disciplinary transfer

B. Federal Community Corrections Component (Public Law/Pre-trial)

- a) Informal sanction
- b) Termination from the RRC

C. Local disciplinary process

1. Informal Discipline

Frequently, behavior problems can be discussed and resolved informally. If the resident and the staff can come to a reasonable agreement, no further action is necessary. However, residents should be aware that if formally charged with a rule violation, the resident would be subject to certain disciplinary actions.

2. Formal Discipline

- a) If formal disciplinary action is to be taken, the staff member who charges you with a violation of any rule(s) will submit a Misconduct Report. The report shall include:
 - (1) A description of the alleged misconduct. Where, When and by Whom.
 - (2) The violation charged
 - (3) A statement indicating you will have a hearing in the matter.
 - (4) Information concerning your right to waive the hearing, if applicable.
- b) Witnesses may be interviewed and their statements provided to the Hearings Officer.
- c) If you are charged with a violation, you will be verbally advised. You will also receive a copy of the report at least 24 hours prior to the hearing.
- d) The disciplinary hearing will be held within seven (7) calendar days from the date the report is written.

- e) The disciplinary hearing may be waived by the resident if the reporting officer agrees with this option. In this case the resident will agree to informal penalties.
- f) The hearing may be held by a Supervisor or Hearings Officer.
- g) The results of the hearing shall be based on the report and a preponderance of the evidence presented. A copy of the hearing results will be provided to the resident within 24 hours of the hearing.

J. APPEAL PROCESS

1. Inmates may formally appeal decisions of actions concerning discipline, mail, the Classification Committee, and release date calculation. Any other decisions are to be handled through the Grievance Procedure. If possible, complaints about these matters should be resolved through discussions between the persons involved on an informal basis. If this informal approach is not possible, or is unsatisfactory, a written appeal may be made stating the effort to informally resolve, along with the complaint. An inmate may appeal decisions reached by Division/ Department personnel. The following decisions may be appealed:
 - a. Guilty findings unless a hearing is waived.
 - b. Disciplinary sanctions unless the sanctions were agreed upon and the hearing was waived.
2. An appeal is made by giving a WRITTEN NOTICE OF APPEAL to applicable personnel. Your first appeal **MUST** be made **WITHIN SEVEN (7) CALENDAR DAYS** of the decision or action that is being disputed, or the right of appeal **WILL BE LOST**. The first appeal is to the appropriate Supervisor. He or she will make a decision on the appeal within seven (7) calendar days of receiving it. You will be notified, in writing, of the decision and the reasons for it.
3. If you are dissatisfied with the Supervisor's decision, you may make a WRITTEN appeal to the Lieutenant of the applicable section **WITHIN SEVEN (7) CALENDAR DAYS**. The Alternative Programs Lieutenant will respond to the appeal **WITHIN SEVEN (7) CALENDAR DAYS of receiving it**. You will be notified, in writing, of the decision and the reasons for it.

K. PROGRAM RULES

Program rules are broken down into 2 Severity Levels described below:

- (1) **Major Violations (100) series**
- (2) **Minor Violations (200) series**

Serious behavior problems will be considered major rule violations and may be handled formally through a due process disciplinary hearing. If you are found guilty, you may be given sanctions such as a verbal warning, restriction of privileges, elimination of passes, assignment of extra work, required restitution, loss of good time or work credit, transfer to the jail, placement in disciplinary detention and/or removal from a program. Both major and minor violations can result in any of the above sanctions.

When applicable, hearings will be held at the Center; however, certain offenses (drinking, drug use, disruption, or fighting) may require an immediate transfer to the jail. In that case, the hearing will be held at the new assigned location. **Any major rule violation carries the potential for permanent removal from the program.**

Major Violations

- 101- Any conduct which is found to be a violation of Federal, State, County and/or City law(s), statutes(s) and/or ordinance(s)
- 102- Repeated Non-Serious/Minor offenses (three or more violations of the same rule shall be considered a Major Violation)
- 103A- Assault (Inmate to Inmate)
- 103B- Assault (Inmate to Staff)
- 104- Arson/Fires
- 105- Escape, unauthorized departure or attempt to commit escape or unauthorized departure
- 106- Extortion or attempted extortion
- 107- Failure to obey orders given by any department member, written, verbal or gestured
- 108- Fighting
- 109- Interfering with personnel
- 110- Possession of dangerous/unlawful contraband
- 111- Possession of escape paraphernalia
- 112- Riot
- 116- Engaging in any type of sexual activity
- 117- Throwing food, liquids or other objects
- 118- Unauthorized Communication.
- 119- Misuse/Failure to consume medications or special diets
- 120- Gambling
- 121- False statements/lying
- 122- Refusal to work, or malingering
- 123- Damage, misuse or destruction of county property,
- 124- Failure to follow rules,
- 125- Smoking/Possession of smoking materials (except at the RRC)
- 126- Disrespect/Vulgar language towards staff, inmates or public
- 127- Disorderly or disruptive behavior,
- 128- Threats towards staff, inmates or public
- 129- Self-Treatment/Tattooing
- 130- Unauthorized or improper use of mail or telephone
- 131- Presence in unauthorized area
- 132- Inciting others to violate the law or commit rule violation
- 133- Failure to follow instructions for movement in the community, not following the

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- most direct route to locations as required, or being anywhere not authorized on your pass.
- 134- Failure to adhere to all program conditions and conditions of probation.
- 135- Possession or use of any alcoholic beverage, intoxicants, stimulants, narcotics, or dangerous drugs including products not used for their intended purposes, such as K-2 and nitrous oxide.
- 136- Refusal to subject yourself to drug/alcohol testing or a UA within two hours of request by staff
- 137- Showing positive on drug/alcohol testing.
- 138- Refusal to a search of person or property or failure to cooperate with a shakedown or count
- 139- Stealing of property
- 140- Counterfeiting or falsification of any documents.
- 141- Failure to stay with Sponsor while on a Social Pass.
- 142- Covering or the placing of objects with the intent to cover/dim any lights or security device
- 143- Being nude or fully undressed in any place other than the shower area
- 144- Aiding or abating in an Escape or unauthorized departure or conspiracy to commit escape or unauthorized departure.
- 145- Unproductive or inappropriate use of Job Search passes, making unauthorized purchases while on a pass, including unauthorized use of an ATM or telephone.
- 146- Making or sharing lists of charges for inmates in the Lane County Correctional System.
- 147- Attempting to cause harm, or causing harm or injury to staff member, resident, or citizen
- 148- Failure to pay RRC or ESP fees/ subsistence
- 149- Returning more than 30 minutes late from a pass without staff permission
- 150- Refusal to enroll or participate in treatment programs if directed to do so as part of your program
- 151- Unplugging the monitor or the phone line
- 152- Removing the transmitter
- 153- Tampering with or damaging any of the ESP equipment
- 154- Removing the ESP equipment from the residence
- 155- Failure to notify ESP/ RRC staff of any change in your employment
- 156- Having an answering machine, caller I.D., call waiting, call forwarding, conference calling or other optional equipment on your telephone.
- 157- Quitting your job without approval from staff, or failing to notify staff of your being laid off or fired.
- 158- Failure to charge the GPS unit as instructed by staff and as ordered in the ESP manual.
- 159- Ingesting poppy seeds or products containing poppy seeds.
- 160- Possession of or taking medication that is not specifically prescribed for you by your doctor or possession or use of over the counter medication purchased outside the facility without permission from ESP or RRC staff.
- 161- Possession of unauthorized electronic equipment includes but not limited to, telephones, devices capable of recording audio or video, any device with a video screen or any device capable of accessing the internet or WiFi transmissions without staff permission.

Minor Violations

- 201- Unauthorized communication
- 202- Disorderly or disruptive behavior
- 203- Disrespect/Vulgar language towards staff, inmates or public
- 204- Extortion
- 205- Failure to follow rules
- 206- Failure to properly wear facility issued clothing/I.D. band
- 207- Failure to maintain personal hygiene or sanitary conditions
- 208- False statements/lying,
- 209- Horseplay
- 210- Presence in unauthorized area
- 211- Damage/Misuse/Destruction of county property
- 212- Unauthorized materials posted on bunks, walls, ceilings, doors, etc.
- 214- Taking unauthorized food,
- 215- Unauthorized or improper use of mail or telephone
- 216- Misuse of any county or inmate form,
- 217- Purchasing or possessing any gambling paraphernalia (this includes lottery tickets), promoting gambling or gambling.
- 218- Violating housing unit rules or conditions of RRC or ESP inmate manual
- 219- Possession of unauthorized electronic equipment includes but not limited to, telephones, devices capable of recording audio or video, any device with a video screen or any device capable of accessing the internet or WiFi transmissions without staff permission.
- 220- Failure to keep your copy of your current pass on your person (yellow for CCC / pink for ESP)
- 221- Receiving SSI, unemployment compensation, food stamps, welfare checks, or any other public assistance while in custody.
- 222- Possession of any items defined as contraband or not approved by staff that are not considered dangerous or unlawful. This includes sexually offensive material.
- 223- Failure to deposit one's earnings with the RRC
- 224- Failure to seek, find or maintain employment
- 225- Changing job locations without authorization
- 226- Gang activity or wearing of gang related clothing
- 227- Smoking in the building or any other unauthorized location
- 228- Unauthorized use of the job search phone (phoning family or friends prior without staff approval)
- 239- Returning less than 30 minutes late from a pass without permission from staff
- 230- Failure to or being slow to exit the building during a fire alarm
- 231- Failure to maintain minimum distance between you and another or intentionally making physical contact with another.
- 232- Failure to report immediately to your bunk when a count is announced
- 233- Being in the staff area or the housing area of the opposite sex without specific authorization.
- 234- Returning to the RRC from work or program pass with any excess of what you left with
- 235- Contacting family or friends when on work or job search passes
- 236- Being inside another resident's room
- 237- Use of chewing tobacco in the RRC or on RRC property

- 238- Failure to clean up after oneself or failing to participate in group cleaning activities.
- 239- The wearing of hats or sunglasses in the building
- 240- Opening facility windows or doors without staff permission and including throwing/dropping any items from windows or having body parts out of the window
- 241- Loud shouting or yelling
- 242- Food or drinks in carpeted areas
- 243- Having an unmade bed or failing to keep you bunk and locker area tidy
- 244- Wearing headphone when off your bunk
- 245- Failure to take reasonable care of ESP equipment
- 246- Failing to notify your employer that you are in custody and the charge you are in custody on.
- 247- Failure to maintain proper attire and dress or the wearing of inappropriate or immodest attire. (I.e. short shorts, tank tops or anything else deemed inappropriate by staff)
- 248- Failing to notify your employer that you are on ESP or housed at the RRC or failing to notify your employer of your current charges

D. INMATE GRIEVANCE PROCEDURE

1. **Grievance definition:** A Grievance is to contest conditions, treatment from staff, or a policy, procedure, rule, or regulation. Bureau of Prison inmates will follow BOP grievance procedures. Local and State offender will process grievances with the procedures that follow:
2. It is the policy of the Lane County Sheriff's Office to address inmate concerns in a fair and timely manner. An inmate grievance procedure has been adopted in order to respond to inmate grievances in a uniform and consistent manner. The grievance procedure provides the inmate the opportunity to work out his/ her grievance with the employee involved. The inmate has the option to continue up the chain of command to the Lieutenant level. The Alternative Programs Lieutenant will review the grievance and act on the information provided, if they feel it is necessary. This grievance can be taken without prejudice or reprisal to the inmate. In all grievances filed by inmates there will be an Inmate Grievance Control Number assigned prior to the Grievance Form being given to an inmate.
3. To obtain an Inmate Grievance Form, send an Inmate Request Form to the Grievance Supervisor. When the grievance is received, you can choose to complete it. The steps outlined below must then be followed in order to exercise your opportunity for seeking resolution of an issue.
4. Time Lines
The following procedure will be governed by time lines, both for department staff and inmates.
 - a. Inmates who want to register a grievance will be required to complete the Inmate Grievance Form within 14 days from when they first knew of, or reasonably should have known of, the aggrieved act or situation.

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- b. Step one requires the employee, who the grievance is about, to respond and return the grievance to the aggrieved inmate within 7 calendar days from the date received.
- c. When the aggrieved inmate receives the step one response back and they are not satisfied with the response, the aggrieved inmate will have 7 calendar days from when they received the step response to appeal to the involved employee's supervisor.
- d. Step two requires the supervisor to respond within 7 calendar days and return the completed response to the aggrieved inmate.
- e. If the aggrieved inmate receives the second step response back and they are not satisfied with the response, the aggrieved inmate will have 7 calendar days from receipt of step 2 response to write a final appeal to the Alternative Programs Lieutenant.
- f. In the final step the Alternative Programs Lieutenant will have 7 days to return the completed response to the aggrieved inmate.

Appendix A:

ROOM CLEANLINESS EXPECTATIONS:

A healthy environment is necessary if we want to live healthy. If the environment is dirty, it affects the health of the people living around you. We can lead a healthy life by means of having clean and hygienic environment. It is the responsibility of each and every resident to maintain certain hygienic standards and cleanliness for a clean and healthy environment. It is important to keep ourselves and our areas clean otherwise we could get ill and we could attract pests.

1. Your bed will be made upon rising. Your bed is to remain this way until you return to sleep for the night. Your bunk is not a storage area and is to be kept clear of clutter.
2. Room tables are to be kept clear unless you are currently using it as a workstation. Items left on the table are considered unclaimed and may be treated as contraband.
3. The tops of your lockers are to be kept clear of all items.
4. Lockers are to be kept in order with clothes folded or on hangers.
5. Trash bins must be emptied daily or as needed.
6. Chairs inside your rooms are not to be used for storage.
7. Bunk shelves must be kept free of clutter.
8. The area under your bunk is to be used for storage of your shoes and backpacks/items that are used at/for work. If an item can be kept at work please leave it there.
9. The room must be kept clean, Mr. & Mrs. Clean must do their jobs but if you make a mess please clean it up. Do not expect others to do this for you. This includes common areas.
10. This is not intended to be an all-encompassing list, and does not take the place of your inmate manual. It is intended to highlight areas that must be maintained.
11. Failure to adhere/maintain your area to these standards may result in verbal/written reprimand with the potential of loss of privileges.

Appendix B:

Lane County Sexual Assault Policy

Harassment- The Lane County Adult Corrections Facility has a Zero-Tolerance for any verbal, physical, or other harassing conduct directed toward another person based upon their race, color, national origin, gender, age, religion, or disability, gender identity, political affiliation, or socio-economic status. These behaviors are unacceptable and will not be tolerated. You should know that there are laws such as the PREA act recently enacted which provide you and others with protection to be "free" from sexual, racial, ethnic, religious or other forms of harassment. Should you engage in any of the above or any other form of harassment, you will not only subject yourself to administrative inmate discipline but may also be charged with an additional crime(s).

Sexual Misconduct- Sexual misconduct is:

- Any sexual advances
- Request for sexual favors
- Threats of retaliation for refusing sexual advances
- Verbal or physical conduct of a sexual nature towards or with another person
- Sexual harassment in any form, such as:
 - Demeaning references to a person's sex or sexual orientation
 - Derogatory comments about a person's body or clothing
 - Abusive, threatening, profane or degrading sexual comments or gestures
 - Touching or conduct of a sexual nature
 - Flirting, etc.

We will not tolerate sexual misconduct by anyone in this jail. This includes inmates, staff, volunteers or visitors. We expect you to report sexual misconduct immediately if you are a victim while in jail or if you see others doing it. You may report sexual misconduct by telling any staff member, in writing by any means- inmate request form, letter to jail administrators, grievance request, a note to the housing area deputy, or by calling the White Bird rape hotline number toll free at 541-343-7277. You may make reports in confidence or anonymously using the method in which you feel most comfortable. We will take all reports seriously and investigate. However, if a false report is made, you will be administratively disciplined and may be charged criminally.

Sexual conduct between any persons in the jail, even if it is consensual, is prohibited!

Regardless of whether it is staff, probation client, or visitors, while you are at this location no one has the right to pressure you to engage in sexual acts. While you are at this location you may NOT engage in a sexual relationship with another detainee or staff. You do not have to tolerate sexual assault/harassment or pressure to engage in sexual behavior. You have the right to be safe from sexual advances and acts.

If you are the victim of a sexual assault while in the custody of a law enforcement agency, immediately report the incident to a staff member. Do not shower, wash affected areas of your body, use the toilet, brush your teeth, or wash your clothes or underwear. This could destroy evidence needed for criminal prosecution. We will take the necessary actions to make sure you receive medical attention and treatment as needed.

Examples of Sexual Harassment/Sexual Assault

Calling out dirty names	Passing sexual notes or pictures
Grabbing, touching or pinching	Grabbing someone's buttocks
Starting sexual rumors or telling stories about someone	Writing sexual graffiti about someone
Standing in someone's way or standing too close	Gestures or looks –winking, licking lips or suggestive body movements
Comments about a person's body	Whistles or rude noises
Staring at someone's body	Bumping into someone or brushing up against the person
Exposing your genitals or buttocks	Pulling down someone's pants as a joke
Requests for sex, assault, or rape	Threats or insults

To protect yourself from becoming a forced or coerced victim of sexual assault or misconduct you must do the following:

- Avoid isolated areas out of sight of staff
- Do not accept items of value from other inmates
- Do not display body language that can be perceived as sexually inviting
- Beware of inmates offering protection
- Do not give out information about family, friends, or financial support
- Do not purchase large amounts of commissary
- Do not give the impression of having money available or of being in need of money
- Report any sexual assaults

What to do if you or someone else is sexually abused, sexually harassed, or sexually assaulted?

- Tell a staff member or any adult in this facility you feel safe with
- Tell your parent, guardian, or other family member
- Fill out the PREA form online at <http://www.lanecounty.org/Departments/Sheriff/Corrections/Pages/default.aspx>
- Tell the PREA Coordinator
- Fill out an Inmate Request Form
- Fill out a Medical Request Form
- Call the abuse and neglect hot line for victim support
 - Whitebird-541-343-7277
- You do not have to name the person who sexually abused, harassed or assaulted you to receive assistance, but specific information may make it easier for staff to help you

Information concerning the identity of a victim reporting sexual assault, harassment or abuse, and the facts of the report its self, shall be limited to those who have a need to know in order to make decision concerning the victims welfare and for law enforcement/investigative purposes.

Counseling

If you have been the victim of sexual abuse, harassment or assault a referral to counseling services will be provided for you.

Medical

If you were sexually assaulted, there are medical services available for you.

REMEMBER: SEXUAL HARASSMENT OR SEXUAL ABUSE IS NOT YOUR FAULT.

AS A VICTIM YOU WILL NOT GET IN TROUBLE.

ARE YOU SEXUALLY HARASSING OR SEXUALLY ABUSING SOMEONE?

ASK YOURSELF THESE QUESTIONS

- Would it be okay for someone to say or do these things to my brother, sister, a loved one, or your best friend?
- Would I say or do these things in front of my parents, guardian, or grandparents?
- Would I do these things to my parents, guardian, grandparents, or friends?
- Would my family, girlfriend, or boyfriend like it if what I did or said was texted, posted on the internet, or seen on television?