

KEETON CORRECTIONS, INC.

NEW RESIDENT HANDOUT

DISCIPLINARY PROCESS / GRIEVANCE PROCEDURES

Violation of center rules or regulations may result in the following.

DISCIPLINARY ACTIONS-

1) Verbal Reprimand-

A Verbal Reprimand is used for first time minor offenses that include but are not limited to;

- Insufficient room cleanliness
- Failure to satisfactorily complete assigned detail
- Misuse of telephone privileges
- Improper attire
- Boisterous or disruptive behavior (minor)
- Tardy sign-in time (up to 10 minutes)
- Improper food storage in quarters
- Smoking in non-smoking areas
- Excessive volume of television or radio
- Inadequate personal hygiene
- Inappropriate language
- Running in the facility
- Disallowed items brought into the facility
- Not adhering to visiting regulations
- Disobeying an order (of a less serious nature)

2) Disciplinary Infraction-

A Disciplinary Infraction is a written reprimand for a second offense of any of the above within a short time frame, repeated or collective offenses, or infractions of a more serious nature that do not warrant a formal Incident Report. A Disciplinary Infraction may result in one or more of the following sanctions;

- Extra duty (cleaning)
- Room confinement
- Confiscation of television / radio
- Loss of phone privileges
- Loss of free time or pass privileges
- Loss of visitation

3) Formal Incident Report-

A formal Incident Report is written for serious infractions. This disciplinary action may result in sanctions that are listed above and also major sanctions such as institutional transfer, program termination, forfeiture of good time, and parole retardation.

Ordinarily, disciplinary action types one (1) and two (2) will be finalized within forty-eight (48) hours after the Incident is known to staff and requires a consultation with the center Director as part of the disciplinary process. Only the Director may impose sanctions.

Notice of major infractions that require a formal Incident Report will be given to you within twenty-four (24) hours of the Incident becoming known to staff. For those of you who are in the custody of the Bureau of Prisons, a Center Disciplinary Hearing will be held within three (3) working days after the investigation of the incident has been completed. For those of you who are in the custody (under the supervision of) the Probation Office or Pre-Trial Services, there will be no formal hearing. The center Director will decide on the appropriate sanction(s).

You are requested to resolve all minor problems with and through your primary counselor. When this is not possible, you may request a consultation with the center Director.

If you wish to pursue your grievance beyond the Director, those of you in B.O.P. custody may request a BP-229 (13) form from center staff and file a complaint with the Bureau of Prisons.

The name and address of the B.O.P. Community Corrections Manager and Community Corrections Management Administrator are available to you, along with posted procedures for filing an Administrative Remedy. Those of you who are in the custody of the Probation Office or Pre-Trial Services, may correspond with your assigned officer. Center staff will provide you with the mailing address of the proper authority.

KEETON CORRECTIONS, INC.

CENTER RULES AND REGULATIONS

1. You have, as a primary responsibility, the establishment of an acceptable plan for release. All unemployed residents are expected to look for work every weekday until employment is secured. Any resident whose effort is unacceptable to the Center Director, Case Manager, or the U.S.P.O. will be subject to disciplinary action and possible return to institution custody.

2. You may not leave the center premises without authorization from staff. Sign-out sheets must be properly completed and initialed by staff. Failure to return by the time indicated on your sign-out sheet may result in disciplinary action, including charges of escape or unauthorized absence. Failure to be at your authorized destination, as shown on your sign-out sheet, could result in disciplinary action, including a charge of escape. If you find yourself running late, notify the center and make staff aware of any extenuating circumstances. Also, notify staff promptly of any change in destination.

3. Unless specifically authorized by staff, you must return to the center by 9:00 pm every night. Exceptions will be made by staff for authorized activities, work, and passes.

4. Use of alcohol in any form, whether at the center or away, is prohibited for ALL residents, unless prescribed by a physician. This includes any medication such as Nyquil. You may not take ANY over-the-counter medicine which lists alcohol as an ingredient. Residents suspected of using alcohol will be subject to alcohol testing.

5. No prescription medication may be taken unless you are the holder of the prescription. It is

a violation, for example, to take medication prescribed for a family member. All prescription medication must be reported to the center staff. Staff will secure abusable medication under locked storage and allow you to self-medicate, according to dosage instructions.

6. If you are asked to submit to urine testing, make sure that you inform the staff member collecting your specimen of any medication that you might be using, including non-prescription medication.
7. Residents intoxicated on drugs or alcohol are subject to disciplinary action.
8. You will not have contraband in your possession; i.e. alcohol, drugs, weapons, another resident's possessions, etc. (SEE BOP PROHIBITED ACTS).
9. You will conduct yourself properly. Fighting or other violence, abusive language, gambling, abuse of center property, or other resident's personal property, or insolence towards staff is strictly prohibited.
10. You will keep your living quarters clean at all times. You will correct any deficiencies noted during daily inspections immediately. If necessary, cleaning assignments will be made by staff. Chore lists will be posted in resident's quarters.
11. You, your personal property, and your quarters, are subject to search at any time. Any contraband found will be confiscated and appropriate disciplinary action taken.
12. You will not be allowed in another resident's quarters in his/her absence without staff approval.
13. Failure to obey orders from staff will result in disciplinary action, including possible return to institution custody.
14. Visitation is limited to members of your immediate family, unless prior authorization for others is granted by the Center Director. Visitation hours are posted in common areas and residents will comply with posted hours, unless specifically authorized by staff. All visitors must sign in at the office at the time of arrival. Visitors will remain in designated visiting areas and are subject to search; i.e. purses or packages. Proper conduct is expected at all times. Children will remain in the company of the resident and must be properly supervised. Visitation is a privilege that may be denied if abused.
15. The last resident exiting the quarters will insure that all appliances are turned off.
16. You are not allowed to smoke in bed (either sitting or reclining). Smoking is allowed in designated areas only. Smoking materials are to be extinguished in proper ashtrays.
17. Trash of any kind will not be allowed to accumulate.
18. Clothing will be properly stored (either hung or folded) at all times. Dirty clothes will be kept in a closed receptacle. Cardboard boxes, paper bags, and plastic laundry baskets are prohibited.
19. You will notify staff immediately of any frayed wiring, faulty switches, loose cover plates, or of any safety hazard in your quarters.
20. You will not operate electrical appliances near water, nor handle electrical appliances with wet hands or while standing on wet surfaces.
21. You are absolutely forbidden to keep any flammable, combustible, dangerous, or poisonous labeled materials in your quarters.
22. You may not drive a vehicle without specific authorization from the Director and the Bureau of Prisons or U.S.P.O., as appropriate.
23. You may not change employment without approval from the Director.
24. Any food or drink in your quarters must be kept in a sealed container. You may not keep perishable food in your quarters.
25. You may bring linens from home, however, quilts, quilted bedspreads, and pillows are prohibited. You may not bring any type of mattress or quilted mattress pad into this facility. Possession of pillows or mattresses not issued by this facility is a contraband violation and these items will be confiscated.
26. Within reasonable limits, you will be allowed to decorate your living quarters with personal possessions, pictures, and posters. However, you are not allowed to display nude pictures or any other pornographic materials, to include obscene literature. You will not be allowed to; rearrange furnishings in a manner that would pose a safety hazard, i.e. blocking exits or placing items in a position that would impair the evacuation process in any way. You may not put any items on, hanging from, or in any way attached to exit signs, smoke detectors, or heating/cooling units.
27. Pay phones are provided on center property for your use. When you wish to use the phone, you must notify staff on duty. Courtesy dictates that you keep your conversations under fifteen (15) minutes to increase the availability of the phones to all residents.
28. Residents on restriction or in the Community Corrections Component may be allowed to attend religious service. When you sign out for religious services, you must provide the name, address, and phone number of the church, and the name of the clergy. You will be allowed to attend only regular services. You must bring back a church program or a note from your clergy to verify your attendance.
29. There is a Community Resource Manual available to you. This manual is located in the office and contains an inventory, updated annually, of the functioning agencies which could assist you in areas of employment, job skills training, counseling, etc.
30. If you violate pass policy by calling in late, not calling in at all, not remaining at your pass location, or changing pass location without staff approval, you will be subject to disciplinary action.
31. Your quarters are considered off-limits to members of the opposite sex. (BOP Prohibited Act H-221). You will not associate with fellow residents of the CCC when off CCC property, other than for work purposes.
32. All employed residents are expected to pay their subsistence when their pay is received.

KEETON CORRECTIONS, INC.

NEW RESIDENT HANDOUT

While staff understands that you have other expenses, it is your responsibility to insure your account does not become delinquent. If a problem arises in paying subsistence, staff will attempt to work with you in arranging for payments. However, any payment arrangement must be done in advance. Failure to comply with those arrangements will result in disciplinary action.

33. Residents suspected of having communicable diseases will be required to submit to medical examination. You may face termination from the program, especially if the condition poses a threat to residents, staff, or agency operations.
34. You are required to ask staff on duty for permission to move around the property.
35. You may not enter into any contract without prior approval from the Center Director.
36. Purchase of lottery tickets is prohibited, B.O.P. Prohibited Act M-324, Gambling. Possession of lottery tickets is also prohibited, B.O.P. Prohibited Act M-326, Possession of Gambling Paraphernalia.
37. You are prohibited from the use, possession, receipt, or transportation of a firearm and prohibited from association with persons carrying firearms.

FEDERAL BUREAU OF PRISONS - PROHIBITED ACTS FOR CCC's

Severity Range: 100 = Greatest 200 = High 300 = Moderate 400 = Low/Moderate
CODE PROHIBITED ACT

GREATEST

- 100 Killing
- 101 Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)
- 102 Escape from escort, escape from a secure institution (low, medium, & high security level and administrative institutions); escape from a minimum institution with violence
- 103 Setting a fire (charged only when found to pose a threat to life or serious bodily harm or furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218 or 329)
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, or any ammunition
- 105 Rioting
- 106 Encouraging others to riot
- 107 Taking hostage(s)
- 108 Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)
- 110 Refusing to provide a urine sample or to take part in other drug abuse testing
- 111 Introduction of any narcotic, marijuana, drugs, or related paraphernalia not prescribed for the individual by medical staff
- 112 Use of any narcotic, marijuana, drugs, or related paraphernalia not prescribed for the individual by medical staff
- 113 Possession of any narcotic, marijuana, drugs, or related paraphernalia not prescribed for the individual by medical staff
- 197 Use of the telephone to further criminal activity
- 198 Interfering with a staff member in performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.
- 199 Conduct which disrupts or interferes with the security or orderly running of the facility or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature). This charge is to be used only when another charge of greatest severity is not applicable.

GREATEST SANCTIONS

- A. Recommend parole date recision or retardation
- B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
- B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
- C. Disciplinary Transfer (recommend)
- D. Disciplinary segregation (up to 60 days)
- E. Make monetary restitution
- F. Withhold statutory good time (Note - can be in addition to A thru E - cannot be the only sanction executed)
- G. Loss of Privileges (Note - can be in addition to A thru E - cannot be the only sanction executed)

CODE

PROHIBITED ACT

HIGH

- 200 Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions—without violence.
- 201 Fighting with another person
- 203 Threatening another with bodily harm or any other offense
- 204 Extortion, blackmail, protection: Demanding or receiving money or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing

- 205 Engaging in sexual acts
- 206 Making sexual proposals or threats to another
- 207 Wearing a disguise or a mask
- 208 Possession of any unauthorized locking device or lock pick, or blocking lock devices (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure
- 209 Adulteration of any food or drink
- 211 Possessing any officer's or staff clothing
- 212 Engaging in, or encouraging a group demonstration
- 213 Encouraging others to refuse to work, or to participate in a work stoppage
- 215 Introduction of alcohol into a BOP facility
- 216 Giving or offering an official or staff member a bribe, or anything of value
- 217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarms) regardless of financial value
- 219 Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission
- 222 Making, possessing, or using intoxicants
- 223 Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol
- 224 Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate)
- 297 Use of the telephone for abuses other than criminal activity (e.g. circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number, third-party calling, third-party billing, using credit card numbers to place telephone calls; conference calling, talking in code)
- 298 Interfering with a staff member in performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.
- 299 Conduct which disrupts or interferes with the security or orderly running of the facility or the Bureau of Prisons. (Conduct must be of the High Severity nature). This charge is to be used only when another charge of high severity is not applicable.

HIGH SANCTIONS

- A. Recommend parole date recision or retardation
- B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
- B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for one year (a good conduct time sanction may not be suspended)
- C. Disciplinary Transfer (recommend)
- D. Disciplinary segregation (up to 30 days)
- E. Make monetary restitution
- F. Withhold statutory good time
- G. Loss of Privileges: commissary, movies, recreation, etc.
- H. Change housing (quarters)
- I. Remove from program and/or group activities
- J. Loss of Job
- K. Impound inmate's personal property
- L. Confiscate contraband
- M. Restrict to quarters

CODE

PROHIBITED ACT

MODERATE

- 300 Indecent exposure
- 302 Misuse of authorized medication
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized
- 304 Lending of property or anything of value for profit or increase return
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels
- 306 Refusing to work, or to accept a program assignment
- 307 Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed: e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting. Refusing to obey an order which furthers a fight would be charged as 201, Fighting. Refusing failure to obey an order which furthers a riot would be charged as 105, Rioting. Refusing to obey an order which furthers a fight would be charged as 201, Fighting. Refusing to provide a urine sample when ordered would be charged as code 110)
- 308 Violating a condition of furlough
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any assignment

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- 311 Failing to perform work as instructed by the supervisor
- 312 Insolence towards a staff member
- 313 Lying or providing a false statement to a staff member
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)
- 315 Participating in an unauthorized meeting or gathering
- 316 Being in an unauthorized area
- 317 Failure to follow safety or sanitation regulations
- 318 Using any equipment or machinery which is not specifically authorized
- 319 Using any equipment or machinery contrary to instructions or posted safety standards
- 320 Failing to stand count
- 321 Interfering with the taking of count
- 324 Gambling
- 325 Preparing or conducting a gambling pool
- 326 Possession of gambling paraphernalia
- 327 Unauthorized contacts with the public
- 328 Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization
- 329 Destroying, altering, or damaging government property or the property of another person, having a value of \$100.00 or less
- 330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards
- 331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)
- 332 Smoking where prohibited
- 397 Use of the telephone for abuses other than criminal activity (e.g. conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list)
- 398 Interfering with a staff member in performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.
- 399 Conduct which disrupts or interferes with the security or orderly running of the facility or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

MODERATE SANCTIONS

- A. Recommend parole date rescission or retardation
- B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
- C. Disciplinary Transfer (recommend)
- D. Disciplinary segregation (up to 15 days)
- E. Make monetary restitution
- F. Withhold statutory good time
- G. Loss of Privileges: commissary, movies, recreation, etc.
- H. Change quarters
- I. Remove from program and/or group activities
- J. Loss of Job
- K. Impound inmate's personal property
- L. Confiscate contraband
- M. Restrict to quarters
- N. Extra duty

CODE PROHIBITED ACT

LOW/MODERATE

- 400 Possession of property belonging to another person
- 401 Possessing unauthorized amount of otherwise authorized clothing
- 402 Malingering, feigning illness
- 404 Using abusive or obscene language
- 405 Tattooing or self-mutilation
- 406 Unauthorized use of mail (Restriction, or loss for a specified period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)
- 407 Conduct with a visitor in violation of Bureau regulations (restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)
- 408 Conducting a business
- 409 Unauthorized physical contact (e.g., kissing, embracing)

- 497 Use of the telephone for abuses other than criminal activity (e.g. exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list)
- 498 Interfering with a staff member in performance of duties. (Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge is not applicable.
- 499 Conduct which disrupts or interferes with the security or orderly running of the facility or the Bureau of Prisons. (Conduct must be of the Low Moderate Severity nature). This charge is to be used only when another charge of low moderate severity is not applicable.

LOW/MODERATE SANCTIONS

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for one year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily between 25 and 50% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended)
- C. Disciplinary Transfer (recommend).
- D. Disciplinary segregation (up to 30 days)
- E. Make monetary restitution
- F. Withhold statutory good time
- G. Loss of Privileges: commissary, movies, recreation, etc.
- H. Change quarters
- I. Remove from program and/or group activities
- J. Loss of Job
- K. Impound inmate's personal property
- L. Confiscate contraband
- M. Restrict to quarters
- N. Extra duty
- O. Reprimand
- P. Warning

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