

Midway Rehabilitation Center

Orientation Manual

I, _____,

Received a copy of this Orientation Manual

On the _____ day of _____

20 _____

X

Resident Signature/Date

X

Staff Signature/Date

This is your individual orientation package. At the conclusion of each page you will be asked to sign the page signifying that you understood what was read to you. If you do not understand the material on a page or have a question, ask your primary counselor during your intake. Do not sign the page until you understand the information. You will be asked to turn in the orientation manual with your signatures on it to keep in your client file as evidence that you understand what it expected of you during your stay. Midway will provide you with another manual for you to refer to during your residency at our facility.

We hope that you will find your stay at Midway Rehabilitation Center personally rewarding and pleasant. Your primary counselor will help you explore ways of making your stay here as productive as possible. As you progress through the program and demonstrate responsibility, more and more privileges will be given to you. However, some residents are at Midway as a sanction and do not secure privileges during their stay. This will be addressed in more detail later. Overall, your stay at Midway should give you a sense of accomplishment.

We expect that you will encounter problems that you will need help in solving. No matter what problems may have brought you to Midway, the entire staff is dedicated to making your stay here as rewarding as possible. We hope that you feel free to discuss your problems as well as your progress with your primary counselor. Our staff is trained to help you with your problems, and is also governed by the Federal confidentiality governing substance abuse and mental health records and the American Correctional Association. We hope that you are successfully discharged from Midway after meeting your goals.

It is important that you cooperate in all matters discussed in this orientation package. If you have any questions at any time, make sure to ask your primary counselor. Remember each resident will develop their own individual program plan so it a good idea to obtain information from your primary counselor ONLY since each resident's plan is individualized. Midway can provide the proper atmosphere and the trained staff to assist you, but it is up to you to do the work and make the necessary changes.

There are some simple rules that you should abide by while at Midway, and your behavior in the community should be governed by the same laws that govern us all.

The program is designed to help you learn to live a meaningful life without the use of mood altering substances and without legal problems. The program will enable your to develop new habits and behavior patterns which will prepare you to re-enter society as an independent and productive person. The primary focus of the program is to help you learn a new lifestyle that does not involve the use of mood altering substances or illegal activities to cope with problems. All residents are expected to put forth energy and devotion to the development of their own personal, social, family, vocational, legal, educational, recreational, emotional, physical and economic goals.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

A. STAFF

The staff is responsible for the supervision of the facility and the well-being of the residents, and ensuring proper conduct and respect for others is maintained. You will be assigned a primary counselor who will meet with you at least one time per week to develop and review your individualized program. You will also interact with other staff in groups and meetings as required by your individual plan.

B. REFERRALS TO OTHER AGENCIES

When appropriate to your needs, referrals will be made to other community resources for assistance. The counseling staff is responsible for determining the appropriateness of the referral and for assisting you with the referral. You have the right to seek assistance from other community resources without a referral from Midway. If you are involved with another agency please inform your counselor so treatment can be coordinated. While residing at Midway you are not eligible to collect social security disability.

C. VISITS BY FAMILY AND FRIENDS

1. Reporting Procedure

Visitors entering the facility should report immediately to the first floor. Visitors must inform the staff member who they wish to visit. Adult visitors will be required to provide picture identification before being allowed to visit.

Acceptable identification is:

- Valid driver's license
- State identification
- Other identification which has a picture and signature on it

All purses and or bags including shopping should remain in visitor's vehicle. Any food brought into the facility will be searched and remember only food from a restaurant may be brought in. The duty officer will be the deciding staff member

if questions arise regarding appropriate identification. Visitors are allowed to bring in cell phone however no inappropriate pictures or videos will be allowed. Staff members on duty at the time of the visitation will be responsible for supervision of the visitation.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

2. Reception

During a visitor's initial visit they will be asked to complete a "Visitor Agreement" form. If a visitor refuses to complete the form in its entirety, the visit will be denied. In addition, all visitors will be asked to sign in on the facility's secure internet based operating program. Residents must list all individuals they wish to visit them on a client's "Visitor Release Form". Anyone not listed on that form will be denied visitation. Visitors are not allowed into any sleeping quarter. Visitation is restricted to the designated area.

3. Notification

Staff will contact the resident and inform them they have visitor(s). Residents may be denied visitation if the counselor, Executive Director, or referral agency deem a visitor counterproductive to a resident's program, progress or welfare. Residents are under no obligation to receive visitors. If a resident refuses to see a visitor, the facility staff will inform the visitor and request him/her to leave the facility.

4. Visiting Hours/Limitations

Residents may receive visitors under normal circumstances between the hours of: 6pm-9pm on the following days Wednesday, Thursday, Friday, Saturday and Sunday and additionally 1pm-4pm Saturday and Sunday. Visits are not allowed during meal times. Visitation normally takes place on the floor the resident is assigned. However, the duty officer may ask for the visitation to take place on another floor based on number of people visiting, staff members available etc...

CHILDREN UNDER THE AGE OF 16 MUST BE SUPERVISED BY AN ADULT OTHER THAN THE CLIENT AT ALL TIMES.

Residents on occasion will require more privacy during visitation than available in the designated visitation areas such as when they are meeting with a lawyer or clergyman. In those cases, the resident should talk to his/her primary counselor and or Executive Director to arrange a more private visitation area.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

Lawyers may need to see clients outside of normal visitation hours and/or days this is acceptable as long as the resident gets prior approval.____

5. Dress and Conduct

The staff member supervising the visitation may terminate the visit at any time if they feel it is disruptive to the facility. Staff may terminate visitation if a safety, sanitary, or other problem occurs to staff, clients or the facility, the visitor is inappropriately dressed, or the visitor is exhibiting disruptive behavior. Visitors are not allowed to bring home made food into the facility. Duty Officer's will notify the Executive Director in writing whenever a visit is denied or terminated and provide the reason why.

All visitors must agree to abide by the rules and regulations of Midway Rehabilitation Center as presented on the Visitor Agreement form. This includes the inspection of any item brought into the facility. It is required that visitors not bring handbags into the facility. The introduction of prohibited items or contraband into the facility will result in termination of the visit and future visitation. The Executive Director will be notified in writing of any confiscated contraband brought in to the facility by a visitor. Physical contact between visitors and residents is prohibited; failure to abide by this regulation will result in termination of the visit and future visitation.

No visitor is allowed to smoke on any facility property.

Visitors should dress appropriately when visiting with clients. If a staff member feels that a visitors clothing is inappropriate they will be asked to leave the facility.

6. Former Residents

Former clients must have approval from the Executive Director to visit or participate in therapeutic activities.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

7. Personal Hygiene Items: Midway will provide all residents with bar soap, toilet paper, and laundry detergent while in the program. If you enter Midway and do not have funds available to purchase your own personal hygiene items, Midway will provide the basic items (deodorant, toothbrush, toothpaste, razor, and comb) at your request. Please complete the following:

I do _____ (initial) I do not _____ (initial) the items listed above

Midway will provide hygiene items to residents at the time of their entry into the program and then expects them to secure employment and purchase such items for themselves. Under special circumstances Midway will continue to provide such items. These situations have to be approved by the Executive Director after you have first discussed your situation with your primary counselor.

D. MAIL/TELEPHONE CALLS

1. Telephones

Phones are provided on each floor for your personal use. Calls to parties using an office phone require approval of your primary counselor. The phones are land phones and do not require money to make local calls. If you wish to make long distance calls a calling card is required. Personal calls must be made from these phones. Incoming calls must also be made using these phones. The telephone numbers for these phones as well as the office telephone are as follows:

(AREA CODE 865) Office Phones	Client Phones	
First Floor	862-4358 or 862-4359	637-1555
Second Floor	862-3791, 862-3792, or 862-3793	524-3835
Third Floor 974-9442	862-3790, 862-3794, or 971-1779	
Fourth Floor/Main Office 522-9010	-----	522-0301 or

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

The staff cannot take messages or acknowledge that you are in the program due to confidentiality laws unless you sign a release of information notice. Midway does correspond with the Federal Bureau of Prisons, United States Probation Office as well as other legal entities such as US Marshals when needed about your program needs.

2. Rules Regarding Telephone Use

- Limit phone calls to ten (15) minutes with a five (5) minute waiting period between calls.

- Be courteous when on the phone and watch your language.
- If you answer the client phone, you are responsible for taking a message using the chalk board on the wall or for locating the individual being called.
- Do not leave the phone off the hook.
- When answering the client telephone, say “Hello” and do not identify Midway.
- Do not lean back in the chair you are sitting in while talking on the phone.
- Do not put your feet on the wall.

The staff member on duty is in charge of monitoring for the phone for inappropriate behavior and can revoke phone privileges for an individual or the facility as a whole depending on the violation. The Executive Director should be informed if phone privileges are removed and the reason why

3. Mailing Address

All mail should be addressed to the street address at:

Your name
1515 Magnolia Ave.
Knoxville, TN

37917

Do use the PO Box # to receive your mail. All mail will be delivered to the appropriate floor given to you by the duty officer on your floor.

4. Indigent Clients/Mail

Midway will help those clients who are indigent and wish to mail letters in order to maintain community ties based on the following criteria.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

Clients who enter the program and are defined as indigent by Midway Rehabilitation Center policy include those who are:

- Unemployed
- No community support or lack of family in area
- No available family or friends to provide financial support
- Verifiable no money upon entrance into program

Midway Rehabilitation Center defines community ties as the following:

- Lawyers
- Legal Correspondence
- Social Security Office
- Medical Correspondence
- Bureau of Prisons Correspondence
- United States Probation Office
- Immediate Family
- Clergy
- Public Officials
- Employment Opportunities

Those clients will be allowed to mail up to three letters per week based on the above criteria for one month. If a resident is unable to become financially sound within a month because of mitigating circumstances or are unable to work, the Executive Director reserves the right to continue mailing letters for the resident but is not mandated to do so. Determination is based on circumstances of situation; length of time resident will be in the program and importance of correspondence.

If you have met the criteria present direct your letter/s to the Executive Director and he will use the agency's postal meter to stamp the letters. It is your responsibility to mail the letters.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature

X

Staff Signature

5. Censorship of Mail

Midway permits uncensored correspondence of mail by residents as long as the mail does not pose a threat to the safety and security of the facility, public officials, or the general public, and is not being used in the furtherance of illegal activities.

- Outgoing mail- As a general rule, Midway does not inspect mail that is being sent out because you can access the community and mail letters/packages on your own. Midway does intercede outgoing mail that is suspicious you will be asked to open the letter and staff will read the contents. If the content of the letter is determined by the Executive Director to pose a threat to any of the entities above it will be confiscated and/or turned over to legal authorities if the content of the mail is determined to be illegal. The referral agency will be notified and sanctions will be implemented based on their instructions.
- Incoming mail- All mail is delivered to the fourth floor and distributed. If staff suspects a letter contains contraband or poses a threat to the above entities it will be held on the fourth floor until the resident can open it in front of staff. It then will be handled in the same fashion as outgoing mail except the mail will be either forwarded back to the sender stating the

reason why or turned over to legal authorities if the content of the mail is determined to be illegal.

- Disposal of incoming mail – If Midway decides that mail must be censored or rejected you will be notified of the decision in writing and provided with the reasons why. The mail will be held for five (5) days after you have been notified to allow you adequate time to file an appeal using the in-house grievance form. If you do not file an appeal and no disciplinary action is taken the mail will be destroyed. If an appeal is filed the mail will be retained and attached to your appeal.

6. Forwarding of Mail

Two weeks prior to your discharge from the program your primary counselor will help you complete a change of address form from the United States Postal Service in accordance to their policy and procedure which will be made available to you at that time. This form will be completed on the computer printed out form and mailed by your primary counselor. Your primary counselor will provide you with a copy of the completed form for you to retain in your records.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

If you are transferred to another facility your mail will be forwarded to that location for a period of two weeks and then all mail received at Midway will be returned to sender.

If you do not have a forwarding address at the time of discharge, all mail received at Midway after you leave the program will be returned to sender.

Midway will forward mail on all individuals who leave the program that have provided a forwarding address for a period of two weeks after their discharge. After two weeks all mail received at Midway on a discharged resident will be returned to sender.

E. DRESS CODE

All residents are expected to maintain appropriate posture and dress any time you are out of your assigned sleeping quarters. Pajamas, night gowns, or robes are not to be worn outside the bedrooms at any time. Shirts and shoes are required when in the general population. Clothing that is considered inappropriate includes but is not limited to:

- Shorts or Skirts that do not at least come to the middle of the thigh
- Shirts that show stomach
- Shirts that show cleavage
- See-through clothing

Staff may ask you to change your attire if they feel it is inappropriate. They have the final decision when deciding what is appropriate and not appropriate clothing is. You are never permitted to walk around shirtless. Undergarments must be worn (including bras for female residents). No sunglasses may be worn in the facility. Proper attire must be worn while sleeping –no sleeping in the nude.

F. FACILITY AND ROOM DETAILS/DECORATING ROOMS

FACILITY DETAILS–As a part of the general house care, each resident assumes responsibility for designated tasks assigned by the staff. These tasks must be completed by a certain time each day according to the detail assigned but no later than 7:30am Monday–Friday and 9:00am Saturday and Sunday. You are responsible for knowing what your assigned detail is. Assigned details are located behind the glass bulletin board on each floor and change weekly.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

ROOM DETAILS/DECORATIONS-Each resident is also responsible for keeping his/her own living area clean and neat. Living quarters are inspected daily by staff. Remember you are not allowed to:

- Put items (i.e. towels, radios, magazines, etc.) on footlockers.
- Have personal fans or heaters
- Store cardboard boxes or luggage under your bed.
- Use plastic trash bags in your room garbage can
- Provide your own bed linens including comforter
- Have your own personal pillow and/or mattress pad.
- Hang anything or put anything on the ceiling
- Hang anything from the fire sprinkler system, this violates fire-safety standards
- Re-arrange furniture in your room this includes the desk
- Store clothes or any article behind your footlocker, all clothing items and other articles need to be stored neatly in your footlocker, on the closet shelf or hung up in the closet
- Change beds without prior approval of the Executive Director
- Hang any decorations on the walls
- Have more than 6 pairs of shoes
- Have unopened food/drinks in your room
- Use an unauthorized lock on your footlocker
- Hang pictures, posters, or decorations which may be interpreted by someone else as being offensive, promoting alcohol/drug use, cult or pornography
- Have your own personal computer, table, television, orDVD player
- Use the desk provided as your own personal night table-it is to be shared by everyone in the room

You are allowed to decorate the bulletin board in your room within the stipulations indicated above. All clients in the room must share the bulletin board.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

If your facility detail or room does not pass inspection, you are subject to disciplinary action. Special details will be assigned as needed and generally occur on a special day of the week called GI night.

G. MEDICINE

All prescription medication should be turned into the Duty Officer and will be secured in a locked medicine cabinet. When you require a dose of prescription medication you should report to the duty officer and notify them. Upon receipt of your medication you will be asked to initial a medication tab indicating that you received your medication. The medication will be returned to a locked secure medicine cabinet. Medication will only be given out as indicated on the prescription. Over the counter medication CAN BE KEPT in your possession or in your personal quarter as well as other prescription medicine such as birth control and nitrogen pills. Midway supplies house medication such as aspirin and cough syrup on an as needed basis.

Residents should not purchase over the counter medication which contains ALCOHOL or EPHEDRINE. NEVER TAKE MEDICATION THAT BELONGS TO SOMEONE ELSE. If you take medication that is not prescribed to you and you get a positive urine screen you will receive a disciplinary write-up and will be subject to removal. Make sure you know what medication you are taking.

H. LAUNDRY FACILITIES

Washers and dryers are provided for all residents. All residents must turn their bed linens into the duty officer once per week for laundering. THIS IS MANDATORY. Residents will be issued clean bed sheets. Each person is expected to wash his/her own towels, washcloths and clothing at least once per week. Care should be taken not to overload the washing machines and to operate them correctly. Do no put tennis shoes in the washer or dryer. Clothes must be removed as soon as the cycle is completed. An iron and ironing board are provided on each floor. Laundry detergent is provided to all clients while in the program. You may purchase your own detergent if you chose to. It must be stored in your room. • BLEACH IS NOT ALLOWED.

Laundry room hours are from 6am to 9pm, seven days a week except on special occasions when the floor is being cleaned and waxed at which time the basement area will be closed. You will be notified of this at least one week in advance.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

If you fail to get your clothes from the laundry room before it closes at 9pm, you will have to wait until the following day. NO EXCEPTIONS. The duty officer does not have the authority to open the door after 9pm.

I. ARTICLES ISSUED TO CLIENTS IN THE PROGRAM

Upon admission into the program each resident is issued:

- A set of bed linens
- Blanket
- Towel
- Washcloth
- Combination Lock
- Laundry bag

These items are the responsibility of the resident and loss or damage will result in replacement cost being paid by the resident. At the time of discharge you are expected to return all items that belong to Midway.

Replacement costs for items issued to residents (and assigned for) are as follows:

Bedspread \$24 Blanket \$12 Laundry Bag \$7 Towel/Washcloth \$10

Combination Lock \$14 Sheet set \$12

J. SMOKING

Midway Rehabilitation Center prohibits smoking or tobacco use in any form in or on the premises of 1515 Magnolia Ave. This includes any type of tobacco paraphernalia such as lighters, rolling papers, etc.... No E-cigarettes or chewing tobacco are allowed.

Any client found smoking in the facility or in a Midway vehicle will receive an incident report

K. KITCHEN

The kitchen is “off limits” to all residents at all times. All residents who are not assigned kitchen or dining room detail should leave the area when you are finished eating

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

L. THERAPEUTIC MEETINGS

Each week you will attend both individual and group meetings. These meetings are required and if you have to miss a scheduled meeting it is your responsibility to inform your primary counselor.

- Individual Sessions–If it is an individual meeting that you have to miss every attempt will be made by your primary counselor to reschedule the meeting. Failure to keep a scheduled meeting with your primary counselor will result in disciplinary sanctions.
- Weekly Classes are held on Tuesdays each week at 10:00am and 6:30pm. The classes consist of 24 sessions. These group sessions will focus on the basics of Cognitive Behavior Skills, Care Skills and recovery maintenance. IT IS MANDATORY THAT ALL RESIDENTS ATTEND THESE MEETINGS WITH THE EXCEPTION OF TRANSITIONAL

CLIENTS WHO ARE EXEMPT. Residents who are unable to attend either group should make arrangements with their primary counselor on how to fulfill this requirement.

M. TRANSPORTATION

Transportation to appointments such as job interviews, doctor's appointments etc... is normally the client's responsibility. However, in certain special circumstances, transportation may be provided by Midway under the following conditions:

1. Resident provides a least a twenty-four hour notice- this request should be made via your primary counselor
2. Availability of staff
3. Approval of executive director

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

Midway does provide transportation for residents, direct court commitments and pre-trial residents who must go to the agency's contract physician at the time of their entry into the program.

N. PROGRAM DISCHARGES



Positive Program Completion –Residents fulfilling the following criteria will receive a positive discharge from the Midway Program.

1. Development of workable plan for maintaining a stable lifestyle.
2. Demonstration of self-respect, indicated by neat personal appearance and positive attitude.
3. Securing, maintaining, and functioning well on the job
4. Dealing directly with problems as they arise.
5. Development of social and recreational outlets.

6. Development of own financial resources for independent living.
7. Remaining free of alcohol and other illegal mood altering substances
8. Accomplishment of other individual treatment plan goals.



Irregular Program Discharges- Residents who receive an irregular discharge from the program include:

1. Those who leave without notice (escape or abscond).
2. Use mood altering substances.
3. Unable to meet the requirements of the program due to mental or physical impairments.
4. Unable to adjust to the program (numerous incident reports, etc.)
5. Request to be removed.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

X

Third Party Signature/Date

1. You have the right to expect to be treated respectfully and fairly by all staff of Midway Rehabilitation Center. You have the right to treatment regardless of race, religion, creed, national origin, gender, disability or political views.
2. You have the responsibility to treat both staff and residents in the same manner.
 - You have the right to be informed of the rules, regulations, procedures and schedule concerning the operation of the center.
 - Do not cuss staff or other clients or use language that is considered offensive.
3. You have the right to health care which includes nutritious meals, proper bedding, laundry facilities, an opportunity to shower regularly, proper ventilation, temperature control and access to medical and dental treatment.
 - Midway nor the Bureau of Prisons is financially responsible for your medical care while residing at the ½ house. Midway will help coordinate medical and dental treatment but is not obligated to pay for it.
4. It is your responsibility not to waste food, not to damage the facility, to exchange linen weekly, wash personal clothing regularly, to shower daily, to maintain neat and clean living quarters, and to seek medical and dental care as you may require it. You are also responsible for keeping all open food items and drinks out of your living quarters.
5. You have the right to expect reasonable safety in so far as Midway's practices and environment are concerned. You have the right to know that mandatory monthly facility searches are conducted to look for items of contraband. Residents who have been approved to drive need to be aware that each month their vehicle will be searched to ensure it is free of contraband. In addition, all packages brought into the facility will be searched. Midway also conducts random pat down searches on clients. Staff of the same sex of the offender will perform the pat down search.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

X

Third Party Signature/Date

Lastly, Midway staff will also use a wand to detect contraband on a client. It is your responsibility to cooperate with these monthly as well as random searches. Midway has the right to destroy all contraband confiscated including cell phones.

6. You have the responsibility to cooperate with the fire and safety rules and regulations and to inform staff immediately if you observe and life safety violations in the facility. It is also your responsibility not to tamper with any fire and safety equipment. Tampering with equipment including hanging items from the sprinkler system will result in an incident report
7. You have the right to visit and correspond with family members, friends, and with members of the new media in keeping with facility rules, regulations and schedules
8. It is your responsibility to conduct yourself properly during visits, not to pass contraband during visits or by mail to bring contraband into the facility at any time, and do not violate the law through your correspondence, and to respect the confidentiality of other clients in the program.
9. You have the right to make suggestions to the staff. If you feel that you have the basis for a grievance, you may file one in accordance to Midway Rehabilitation Center policy and procedure. Grievances are located on each floor hanging on the bulletin board. You have the responsibility to present honestly and fairly your grievance
10. You have the right within the law to personal and informational privacy as covered under the federal confidentiality regulations. You have the right to refuse to see or talk with visitors. You have the right not to make public statements which acknowledge gratitude to Midway program or to participate in a public gathering on behalf of Midway. You have the right to expect treatment records to be kept in a locked file and to be read only by those involved in your treatment and responsible for monitoring its quality. You have the right to expect that your presence at the center and activities at the center to be totally confidential unless you give permission otherwise.
11. You have the responsibility not to disclose the presence of other clients at the center without their consent.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

X

Third Party Signature/Date

12. You have the responsibility to make an accurate presentation of yourself to the agency you are seeking assistance from so that they can fairly evaluate whether you are eligible for the service you requested.
13. You have the right to access the legal courts and access to a law library. Consult with your primary counselor for more information on this. You have the right if you seek judicial relief not to be subjected to reprisals or penalties because of your decision to seek such relief.

RESIDENT GREIVANCE PROCEDURE

A. Pertinence

Grievances may pertain to any policy, procedure, condition in the facility, or staffs conduct including sexual abuse or harassment. All residents are encouraged to file a grievance if they feel there is a problem with the agency.

B. Adverse Action

Any resident reporting a grievance will not be subject to any adverse action by any staff member as the result of filing the grievance.

C. Grievance Process

The grievance process has two levels with the second level being an appeal process as specified below:

1. First Level

A resident submits a grievance in writing, to his/her counselor (in the case the grievance pertains to the counselor, the grievance should be given to the assistant or executive director or if the grievance concerns sexual harassment it should be given directly to the Executive Director and/or referral agency). The counselor will attempt to resolve the problem. If the problems cannot be resolved, the counselor will gather any pertinent information and submit the written grievance to the executive director and the grievance processes to the second level or appeal process.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

X

Third Party Signature/Date

The resident will receive any assistance necessary in filing out the grievance form.

2. Second Level–Appeal Process

Within five working days the executive director will review the grievance. The information gathered by the counselor receiving the grievance will be examined. After all facts have been presented, a final resolution to the grievance will be rendered by the executive director and given to the resident within two working days of the executive director's decision in writing.

All resolutions to grievances will be approved by the executive director. In the event the executive director does not approve the resolution, the grievance will be reevaluated by the staff completing the grievance and a revised resolution will be submitted to the executive director.

Bureau of Prison residents who have utilized the above procedure and still are not satisfied with the decision have the right to file a BP-9 and mail it to the CCM's office. These forms may be found on the bulletin boards located in the common area on the 2nd and 3rd floor.

TREATMENT SECTION

While a resident in Midway Rehabilitation Center, you will advance through several levels of treatment. You will receive a copy of the treatment plan program as part of your intake orientation and your counselor will explain the process to you. As you progress you will be given more privileges and will be expected to accept more responsibility. Remember you are not here to socialize but to learn to deal with problems and to become a contributing member of society.

When you first enter this program you would have been assigned a level by the Program Review Team (PRT). This team consists of representatives from US Probation, Bureau of Prisons and this center. Depending on your entry status to this program, your specific needs and past conduct record, a level will be chosen.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

Midway requires you to participate in life skills and substance abuse education programs based on your individual needs. Midway operates using a level system. There are five (5) levels with one (1) being the most restrictive and level five (5) being the least restrictive where residents actually reside at home on home confinement. Your progress through the levels is based on your participation in classes, employment, and payment of subsistence, maintaining clear conduct, and taking an active part in your reiteration into the community. Residents who enter Midway as a public law client are only eligible to obtain a level 2.

Levels are as follows:

Level 1: This is the most restrictive level. Residents placed on this level are usually residents who have medical concerns, or residents who have violated program rules. This level may last from seven (7) days to thirty (30) days. Residents in this component are denied access to the community except for doctor visits and other appointments deemed necessary and appropriate by the resident's primary counselor. Visits from family and friends are conducted at the facility.

Level 2: Residents on this level are allowed access to the community to seek employment, obtain picture ID and/or license, adhere to medical needs and work at a legitimate job. The access to the community is limited on this level and based on specific programming needs as discussed above and other activities as deemed necessary by your primary counselor based on established goals. Residents seeking work may sign out between the hours of 8am and 12pm. You must return to the facility between 12noon and 1pm. Residents are permitted to sign out in the afternoon from 1pm to 5pm for purposes of securing work. Residents are allowed three (3) hours weekly to attend religious activities. Before being allowed to attend a religious service the resident must provide their primary counselor with the specifics of:

- 1) Name of Church/Synagogue etc....
- 2) Location of Church/Synagogue etc...
- 3) Telephone of Church/Synagogue etc.

4) Time of Worship

Residents will be asked to bring a bulletin back as well as complete a handout pertaining to the service. If staff discovers that you are abusing sign out time to church you can be made to watch church service via television or given a specific church to attend where you can be better held accountable. Visits with family and friends are conducted at the facility.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

Level 3: This level is identical to level 2 except there is more access to the community for social purposes such as visitation with family or friends in public areas where there is a phone and/or shopping trips. These activities are limited to four (4) hours per week. Personal time can only be taken to a residence you are already approved to take weekend passes and the home site has been verified by Midway staff. You should always consult with your primary counselor about using personal time to go home. It is important to be organized and think about where you are going because personal time includes: recreational activities, exercise time, picking up personal hygiene items, banking, and spending time with family. Personal time must be taken between the hours of 8am and 9pm. Residents cannot take personal time on Tuesday evenings or when special facility details have been assigned such as GI night. A resident must wait 30 minutes after entering the facility before signing back out. Public Law Residents are not eligible for this level.

Residents who attend religious services and are also eligible for personal time must return to the facility and wait for 30 minutes before taking any scheduled personal time, Church time and personal time cannot be combined. Personal time may be divided into 2 hour segments or used in 1 hour segments. Plan your time wisely. If a resident only uses 1 hour of a 2 hour personal time pass, they forfeit the other hour. It cannot be used at a later time or combined with the remaining hours. Residents

who have obtained level 3 must be gainfully employed as well as meet other program requirement pertinent to their goals.

Level 4: Residents on level 4 retain all the privileges of level 3 and are allowed to take weekend passes to an approved home site. This is to assist in the resident's readjustment back home.

Level 5: Residents in this program component are those who have met all their program goals and it is felt that they can derive no additional benefit from staying in the facility. Residents cannot begin home confinement before their eligible date which is determined based on their sentence and provided to them in a computation sheet. The Residential Reentry Office is the only authority who can approve home confinement. Residents on home confinement may be monitored via electronic monitoring.

Advancement through the levels is the resident's responsibility. Your participation in your individualized treatment program will be a key factor in obtaining levels.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

***Reminder: Residents must continue to demonstrate responsibility while on each level and remain free of disciplinary write-ups. A resident who fails to show he/she can adhere to what is expected of them will lose a level and/or levels and the privileges associated with it.

****Reminder: Residents entering Midway as a public law can only go as far as level 2. These residents cannot obtain level 3- level 5. Residents entering Midway from other referral sources will advance to a level determined appropriate by the referring agency.

Below is a list of requirements required to move to higher levels. Remember program plans are individualized so it is important not to compare yourself to other residents in the program.

Level 2 to Level 3

1. Secure employment (generally a resident must work at least 30 hours a week to be considered gainfully employed, however all residents are encouraged to have 40 hour per week employment.
2. Participate in Tuesday evening house meetings
3. Attend all required classes and counseling sessions
4. Open Savings Account
5. Maintain Clear Conduct
6. Be up to date in paying subsistence/fines/child support/ restitution and fees

Level 3 to Level 4

1. Maintain all requirements fulfilled in level 2.
2. Home site has been verified by Midway staff or other appropriate representative.
3. Continue to participate in Tuesday evening classes.

Level 4 to Level 5

1. Maintain all requirements fulfilled in level 2 and level 3.
2. Have achieved home detention eligibility date.
3. Home Confinement has been approved by RRC's office.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

Progress on all residents in the Midway Rehabilitation Center program is monitored by staff on a daily basis. Midway staff encourages all residents to progress through treatment, however, at times; residents may have to be moved down to a lower level with fewer privileges. This may be done for several reasons including but not limited to: failure to adhere to a requirement of a particular treatment plan goal, violation of Midway rule(s), or to allow the resident to become more stable before interacting in the community.

Remember not to compare yourself to other residents in the program.

MEDICAL SECTION

Emergency Medical Back-Up Procedure

Whenever you are injured or ill, you must report to the duty officer on the floor you are assigned. The duty officer will arrange a way to transport you to a nearby hospital if you need medical treatment. In the case of a serious injury, an ambulance will be called by the duty officer. Residents who are taken by staff to the emergency room will be transported to St. Mary's Medical Center. If an ambulance is used to transport a resident the driver will be asked to take you to St. Mary's Medical Center unless medical personnel determine you need to go a Level 1 (Trauma) hospital which means you will be taken to University of Tennessee Medical Center.

Remember once at the half way house you assume responsibility for your own medical care which means you are financially liable for any bills received during your stay at Midway. In certain situations, the Director will request that the Bureau of Prisons pay for medical expenses incurred while residing at Midway but based on their policy they are under no obligations to pay for this and neither is Midway.

If you are injured or become ill while away from the facility, it is your responsibility to contact the center and inform the staff of your condition immediately.

No matter how small the injury or illness it is your responsibility and a requirement that you make staff aware of your condition.

Fire Safety and Emergency Evacuation Plan

When a fire is suspected, alarm the duty officer on the floor you are assigned or any available staff member. The duty

officer will immediately call the fire department using telephone #911. Fire extinguishers may be used only after the above has been done and if the fire is small and localized. Clients should exit the building immediately and report to the designated location in the parking lot. Do not attempt to extinguish the fire.

When alarm is given, all individuals will immediately leave the building by the most accessible exit. Do not wait to dress, investigate or retrieve possessions. Exit routes are posted in each room. Failure to exit the building or not exiting as quickly as possible will result in disciplinary action.

Move quickly, but calmly to avoid panic.

If faced with heat or smoke, keep low for better air.

To slow fire spread, close as many doors as you are able while you leave. Do not shut off escape routes for others.

If trapped, close one door between you and the fire and wait at the window for rescue.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

Before opening a closed door, feel the door first. If the door is warm or smoke is seeping in, DO NOT OPEN. Use another avenue or escape or wait at window for rescue.

Go directly to the designated meeting spot: Parking lot at corner of Myrtle and Fifth Ave.

At the meeting spot assemble in the area designated with a 1, 2 or 3, the staff members will make a head count to account for all individuals. If someone is missing, staff will inform the fire department giving details of the individual's last known location or bedroom location.

Do not use the elevators to exit the building during a fire alarm. Always take the steps that are most accessible to you.

Do no re-enter the building.

Fire-Extinguisher Locations: Fire extinguishers are located on each residential floor in the common areas.
*Four extinguishers are located on the administrator floor: Front area, break room and two in the hallway
*Seven extinguishers are located in the basement floor: Kitchen, laundry, maintenance, boiler room and common areas.

DISASTER AND EMERGENCY PLAN-TELEPHONE #911

Severe Weather

The duty officer or executive director will be responsible for notifying clients of severe weather alerts. All clients will be sent to the area of safe refuge In the basement area.

The duty officers will maintain a list of those present in the facility. All residents and staff present will remain in the basement level until the disaster is over.

Toxic Spills, Electrical Blackouts or Other Crisis

The duty officers will notify all residents in the facility and proceed to make arrangements for evacuation to Broadway Baptist Church located at 815 N. Broadway.

The duty officer from the second floor is in charge of coordinating the move. All available means of transportation will be utilized. The each duty officer will develop an overall roster of clients.

**In the event that Broadway Baptist Church is included in the disaster area, the residents will be transported to the location designated by the evacuating authority. The same procedures will be in place for organizing the move and tracking clients.

YOUR KNOWLEDGE OF THIS PLAN WILL BE TESTED PERIODICALLY.

Midway Rehabilitation Center prohibits the use of toxic materials within the facility. However, cleaning products are

Used within the facility and can be caustic If exposure Is made with a person's skin, eyes, or ingested. If you are exposed to a toxic chemical it is considered to a medical emergency and you should do the following:

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

Handling/Exposure to Hazardous Materials

- Immediately wash the affected area with water. This may be done at a designated eye wash station (located in
- maintenance room), a sink or shower.
- Call for help if able to go to a staff member. Inform them of the cleaning product you were using. Staff will pull the MSDS for that particular cleaning product. Follow the instructions on the MSDS sheet until situation is resolved or medical help arrives.
- Call the appropriate medical response team if deemed necessary.

NEVER COMBINE CLEANING PRODUCTS OR USE THEM IN A NON-VENTIATED AREA.

FOOD SERVICES

The food service department of Midway Rehabilitation Center Is inspected and approved by the Knox County Public Health Department. Meals are prepared in a fully equipped commercial kitchen located in the basement of the

1515 facility by experienced staff all menus are approved annually by a licensed nutritionist. Meals are served on the following schedule:

Monday through Friday

-Breakfast is served on the floors Friday, Saturday and Sunday between the hours of 6am to 7am.

On Monday, Tuesday, Wednesday and Thursday breakfast is served In the kitchen between the hours of 7am to 7am.

-Lunch - 12noon to 1pm in the kitchen

•Dinner - 4:30pm to 5:30pm In the kitchen

Saturday through Sunday

• Breakfast served on the floors between 8am to 9am

• Lunch -12 noon to 1pm in the kitchen

• Dinner – 4:30pm to 5:30pm in the kitchen

Removal/Delivery of Food

At NO time is it permissible to remove food prepared by Midway Rehabilitation Center's staff from the dining hall,

Placing food in cabinets, or other areas for future consumption.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

Special Diets

If a doctor or dentist prescribes a "special diet" for you, it is your responsibility to give the written prescribed menu to your counselor in order to receive approval from the Executive Director. If you eat a "special diet" because of religious or personal preference such as no meat (pork) you should inform the cook that you would like a meat substitute

Suggestions

Midway welcomes suggestions about the food service and menus. A suggestion box is located on the fourth floor.

PERSONAL PROPERTY

Security of Property: Midway Rehabilitation Center will provide a metal foot locker with a combination lock for you to use in order to securely and properly store items of value. It is your responsibility to use the equipment provided for you and to return the lock when you leave the program. If you lose the lock or fail to return it at the time of your discharge you will have to pay the replacement cost of the lock (\$14).

Intake Inventory: The value of any personal items must be limited to \$100. Any items valued over \$100 should be removed from the facility. Upon admission into the program, a complete inventory list of personal property is recorded.

If you purchase or discard personal property that is listed, the duty officer needs to be informed so the item can be Added or removed from your inventory sheet Midway is not responsible for articles that are stolen or misplaced.

Disposal of Property: Since Midway Rehabilitation Center has limited storage space and must abide by strict fire and safety regulations, storage of personal property after discharge must be limited to a period of only five (5) days. Midway will not ship property to family. Someone must be designated to physically pick your personal belongings up if you are unable to take them with you at the time of your discharge. We request that you complete the below section for Midway to follow when you leave the program.

My personal property left by me at the Midway Rehabilitation Center for more than five (5) days after my release, transfer or escape should be disposed of in the following manner (initial one):

_____ It should be disposed of by any method the program chooses.

_____ It will be picked up within five (5) days by someone with written and signed permission from me to collect my property.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

Name of Person to pick up property:

Address of Person to pick up property:

Telephone Number:

I understand that Midway Rehabilitation Center will not be liable for the loss or theft of any personal effects that I may have in my possession while I am a resident of the program. I also agree not to hold Midway Rehabilitation Center responsible for any personal items that I may leave behind upon my separation from the center.

FINANCIAL SECTION

FEE AGREEMENT

Residents funded by the Federal Bureau of Prisons and Pre-trial Services are required to participate in a subsistence program, at a rate of 25% of their gross salary. This could include disability, retirement, and other sources of income such as rental property. Subsistence payments collected are deducted from the monthly billing sent to the Bureau of Prisons.

Residents entering the residential program on a self-pay status are responsible for the total daily rate unless a sliding fee has been agreed upon by Midway and the resident prior to admission. The sliding fee will be based on the individual's income but will not be less than \$130.00 per week or more than the daily per diem rate at the time of entry.

Out-Patient Services (All counseling fees are based on one hour sessions): The fees change in accordance to the budget which is approved by the Board of Directors during the December board meeting.

I understand that if the above circumstances change, I will need to make other financial arrangements with the Executive Director immediately.

Subsistence payments are collected each TUESDAY between the hours of 5p and 6pm. Payments may be made prior to Tuesday BUT MUST BE PAID BY TUESDAY AFTERNOON. Failure to pay subsistence correctly will result in an incident report being initiated.

I understand that the subsistence I pay does not include the cost of medical or dental treatment while at Midway, refer back to Medical Section.

Self-pay residents may also be liable for the cost of urine screens and alcohol checks which may be required during treatment. The cost of drug screens for self-pay clients is \$25.00 and alcohol screens cost \$12.00 per screen.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

PROGRAM RULES

The following is a list of program rules that residents should read carefully.

Residents must always be in proper attire when in or out of their room. No pajamas including pj pants, Nightgowns or any sleeping attire will be permitted in public areas. Shoes must be worn when out of your room.

Sunglasses are not to be worn in the facility. No sleeping in the nude, undergarments must be worn at all times.

Each resident is responsible for the cleanliness of his/her own living area.

Each resident will be responsible for completing his/her assigned detail no later than 9am each day. Failure to do so will result in loss of privileges and sanctions.

Facility/Car searches will be conducted on a monthly basis. All contraband seized will be disposed of.

Weapons on the premises are strictly prohibited. Ail knives, guns, clubs, slap-jacks, and any other instruments which are commonly considered weapons are not permitted in the facility and will be confiscated as contraband.

Violence of any form (fighting, wrestling, verbal altercations, food fights) will be cause for disciplinary action and/or discharge. This includes acts committed while in the community such as domestic violence, etc. Midway staff will call the local police if a fight breaks out and all involved will be taken into custody.

No tobacco use is permitted on or in Midway's facility. This includes smokeless, dip, snuff, vape and e-cigarettes.

Violation of the tobacco policy will result in a write-up.

There is to be no loitering or sunbathing on Midway property including the parking lot.

Tampering with any fire-safety equipment will result in an incident report and possible removal from the program. Do not touch thermostats.

Rearranging furniture in your assigned room is prohibited.

Disrespect for other clients, the program, the staff and/or facility is not permitted. This includes offensive or
Obscene language.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

All prescription medication must be immediately turned in to the office and will be logged in the residents chart and supervised as prescribed. Do not pick a prescription up at the pharmacy and take any pills from it. All medication will be counted when it is turned in. Do not take over the counter medication containing alcohol including mouth wash. No over-the-counter medication containing Ephedrine is allowed.

All residents are responsible for checking with their Duty Officer for mail and other information that needs to be relayed to you. Bulletin boards also should be read on a daily basis.

When being transported in a Midway vehicle, the seatbelt must be worn at all times. Smoking, dipping tobacco, drinking or eating is not permitted in company vehicles.

Visitors must have picture identification and be on the client's visitors list prior to being allowed to visit. Visitation hours are on the following days: Wednesday, Thursday, Friday, Saturday, and Sunday between the hours of 6pm to 9pm also Saturday and Sunday from 1:00pm to 4:00pm. Visitation hours and times are subject to change. If it is decided by Midway staff that your visitor is not appropriate for whatever reason they will be asked to leave.

Residents who wish to participate in support meetings in the community such as AA or NA should consult with their primary counselor. Verification of attendance is required using MRC provided form. Counselor must approve attendance.

No open beverages, food and/or fruit of any kind are allowed in a client's room. It will be confiscated and thrown away as contraband.

Do not monopolize the telephones. Limit calls to ten (10) minutes with a five (5) minute interval between calls.

Having unlimited access to the phones is a privilege and can be taken away if you abuse the privilege. Remember to be respectful of others. When talking on the phone DO NOT LEAN BACK IN THE CHAIR OR PUT YOUR FEET ON THE WALL. Answer the phone "hello." If you answer the phone it is your responsibility to get the person requested or take a message if the individual is not there. Long distance calls require a calling card.

There will be no sexual acting out or cohabitation in the facility. Residents who are romantically involved such as husbands and wives or are suspected of being involved will be housed on different floors. Entering another person's living quarters, regardless of the gender is strictly prohibited. All parties will be issued an incident report.

Incoming mail will be opened in front of staff.

Tampering with electronic monitoring equipment will result in your immediate removal from home confinement and issuance of an incident report.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

The amount of cash a resident is permitted to keep in the facility is \$100. Any amount over this should be placed in a savings account which is a requirement for all individuals who are working.

Attendance at scheduled activities is required unless the resident has been excused by his/her counselor or the group facilitator. Failure to attend required meetings may result in disciplinary action.

Do not hang anything in the walls in your room. The bulletin board is to be used to display pictures etc. Nothing considered pornographic in nature or displaying alcohol or drugs can be posted. This is at the discretion of Midway staff.

Residents are not allowed to do hair (cut, color, braid, etc...) in any common area of the facility.

A resident will be notified within twenty-four (24) hours of Midway staff learning of an incident or program violation requiring disciplinary action. The investigation will be completed within twenty-four (24) hours after notification. The disciplinary hearing will be conducted within twenty-four hours after the investigation unless mitigating circumstances exist.

A resident who receives a disciplinary write-up may be held in from work and other activities in the community pending processing of the write-up and even after the incident report has been processed if necessary.

When signing out to work the resident is expected to be at the work site to which they signed out. If the resident leaves work (i.e. lunch, doctor, etc. they must call the facility and inform the duty officer of the location change. All location changes must have prior approval of the resident's counselor. The client must call the facility when they return back to work.

Residents are not allowed to work seven (7) days a week, one (1) day off is required. The Executive Director must approve any hours over 40 and up to 55. Any resident working over 55 hours must request permission from the RRM's office. Full time employment is considered forty (40) hours but situations vary from individual to individual and those working at least thirty (30) will be considered for privileges.

Residents who wish to attend school, training, or a vocational program while at Midway must seek approval from the Executive Director. Employment is still required. The RRM is the only one who can approve a resident not to work in lieu of school.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

Residents are allowed to attend church services for a period of three (3) hours during a one week period of time.

All residents are required to bring back a bulletin. Misuse of church time will result in disciplinary action. Stealing (taking an item from someone else or the program) is a serious violation and will result in disciplinary action.

Residents are discouraged from working for family members or being self-employed. Any resident who wishes to work for family or be self-employed must get approval from RRM's office.

A resident must sign immediately back into the facility upon entering. Do not go to any other location in the building, this includes your living quarters.

Residents are not allowed to work for or cooperate with any law enforcement agency while a resident in the program.

All packages brought into the facility by residents or visitors must be presented to staff to inspect the contents.

Residents are also subject to pat searches and wand searches which will be conducted on a routine basis. Music in rooms must not be audible from the common area. Head phones are suggested.

If a room is damaged repair costs for residents will be shared equally by all occupants.

Residents may not enter into any contractual agreements.

All residents are required to evacuate the building during monthly fire drills regardless of what the outside weather is like or the time of day. Refusal to evacuate the building will result in disciplinary action.

Sexual harassment, unwanted advances or inappropriate comments or behaviors will not be tolerated, intimate sexual or dating relationships with other residents and/or staff is prohibited, and may result in immediate disciplinary transfer.

Residents ARE NOT ALLOWED TO USE A CELL PHONE DURING SIGN IN OR OUT. This is strictly prohibited and will result in a cell phone being confiscated. Residents are not allowed to or have any communication with another client via cell phone this includes calls, texts, video, and picture messaging. Any cell phone confiscated is considered contraband and will be destroyed regardless of who it belongs to.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

The following items are not allowed in the facility or in your room: personal TV's, DVD players, computers, stereos, extension cords, cell phones, throw pillows, comforters, rugs of any type, boxes including shoe boxes, knives with blades greater than 3 inches, tools(i.e. hammer, screwdrivers, scissors etc...), open food or beverages, paraphernalia promoting alcohol or drug use or pornography, bleach, items containing alcohol including mouthwash, plastic bags, or suitcases (these must be stored in your footlocker or sent home. Do not put them under the bed).

All personal items must be stored properly either in the footlocker or closet. Do not sit items on top of the footlocker or in the window sill.

If you have items that may be considered contraband, please ask staff before bringing the items into the facility.

If a staff member orders a resident to do something and the resident fails to do what was requested it is considered a refusal to obey an order. An incident report will be initiated.

DISCIPLINARY PROCEDURES

In-House Incident Reports

Residents failing to follow program rules and guidelines may receive the following disciplinary actions, depending on the seriousness of the infraction. This incident report is handled informally. Your counselor normally will process the paperwork and inform you of your sanction. Sanctions may include but are not limited to: loss of privileges, lowered curfew, extra details, written assignments or other appropriate sanctions approved by the executive director and or Bureau of Prisons.

Formal Incident Reports

A resident will be notified in writing within twenty-four (24) hours of learning of an incident report or rule violation requiring disciplinary action.

An investigation will be conducted within 24 hours after being issued the incident report. A disciplinary hearing will be conducted within 24 hours of the investigation or no later than 48 hours after the issuance of the incident report. A resident charged with an offense will have the opportunity to be heard and present a defense.

If an incident report is initiated over a weekend or Holiday, the incident report will not be processed until the administrative office reopens. All formal incident reports are forwarded to the CCM's office and Disciplinary Hearing Officer for final disposition. Midway only recommends sanctions.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

Discipline Committee sanctions may include but are not limited to: any appropriate sanctions outlined in the list of prohibited acts, program removal, loss of good conduct time, and/or loss of privileges.

When a client is found innocent of the charges, the incident report will be Expunged from the record.

Detail In-House Incident Reports

Residents failing to complete their assigned facility detail and/or appropriate sanitation in their room will be issued an in house detail report. Sanctions will be implemented for such an infraction and can include loss of free time, passes, or additional details.

Public Law Residents/Pre-trial Residents

If a public law or pre-trial resident receives a write-up the referral source will be consulted to determine an appropriate sanction but these residents do not have to have paperwork forwarded to the hearing officer for sanctions to be implemented and or for them to be removed from the program.

DRUG AND ALCOHOL SCREENS

While a resident of Midway Rehabilitation Center, you may be required any time, to provide a urine sample for drug testing purposes. These tests are a mandatory part of the program for all residents with a history of substance use or designated by their referral source to participate in drug testing. Positive screens can result in discharge from the program so a very precise procedure is followed when Midway staff supervises a urine test. In addition, failure to provide a screen within two hours is a BALK and will result in disciplinary action. You are not allowed to drink more than 8 ounces of water while trying to provide the urine screen. Once a staff member puts you on notice for a urinalysis you will not be allowed to leave the staff member's sight until you have provided the screen.

As part of the procedure, you will be required to sign paperwork indicating correct procedures were followed. Therefore, when you are asked to take a test, you should ensure that the following things happen to make sure your sample is handled properly. If the following steps are not followed, you should not sign the paperwork and request the staff member to contact the executive director immediately.

Make sure the staff member supervising the screen spells your name correctly and has the correct register number or social security number when filling in the forms.

You will be asked to empty out your pockets and remove jackets, etc., you will also be asked to wash your hands with soap and water.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

The staff member administering the screen may ask females to pull their clothing all the way down to the floor and make sure tops are not obstructing the view of being able to watch the sample being provided.

After giving the screen, double check the name and register number on the form, place security label tape across the bottle lid. The staff member should have placed the number bar label on the bottle. Sign your name on the UA form as well as in the log book. After you sign your name on these two locations, the Midway staff member will sign the form and log book to verify that he/she obtained the screen. Your signature as well as the staff member's signature is verification that correct procedures were followed in the collection of the specimen.

Running of sink water during the collection of a urine screen is prohibited.

Residents with a history of alcohol use or designated to participate in the testing by their referral agency will be administered an alcohol sensor test. The procedure to follow when providing an alcohol screen is as follows:

You will receive an Alco-sensor every time you sign back into the facility from the community.

You can be notified at any time you need to give an alcohol check.

You will be asked to rinse your mouth out with water.

You will be asked to blow into a tube that is connected to an Alco-sensor which will provide an automatic reading. Any reading beyond .000 means alcohol has been detected.

When a positive reading is obtained another test will be performed after 15 minutes following that same procedure as above.

If a staff member concludes that the tests are positive an incident report will be initiated for the use of intoxicants and the resident will not be allowed to leave the duty office until a negative reading is obtained.

Anytime a resident is suspected of drinking or using drugs, then a drug and/or alcohol test will be administered. If a resident fails to keep curfew they are subject to an alcohol/drug test upon their return. If a resident refuses to participate in testing procedures it is considered a balk and will result in disciplinary action. If a resident has PUTs in the past and is approved to drive they may be subject to additional alcohol checks through the month. If you enter Midway from an institution and provide a positive alcohol test and/or urine test you will be issued an incident report.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND.

X

Resident Signature/Date

X

Staff Signature/Date

NOTIFICATION OF USE OF
BATH SALTS AND/OR SYNTHETIC MARLUUANA

Any resident that test positive for bath salts and/or synthetic marijuana or any other alternative names that such products are packaged under will be issued an incident report for violation of Prohibited Act. #199-Conduct which disrupts the Smooth Orderly Running of the Facility. The incident report will be processed formally and sanctions will be implemented which could include removal from the program. Any resident who is found to be in possession of synthetic marijuana or bath salts or any product with alternative names used for such products will be issued an Incident report or possession of contraband. The incident report will be processed formally and sanctions will be implemented which could include removal from the program.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

SEXUAL ABUSE HARRASSMENT POLICY

Sexual abuse, harassment and assault impact both inmates (residents), and Midway staff as well as the orderly running of the facility.

Sexual abuse, assault and misconduct are defined as verbal or physical conduct of a sexual nature directed

toward an inmate(resident) by another inmate (resident), staff member, agent or volunteer of a correctional

agency, department or private organization.

Sexual misconduct by correctional staff against an inmate (resident) is prohibited by policy.

Sexual misconduct, as it is related to an inmate(resident), is a sexual advance welcome or not, by an inmate (resident), staff member, agent or volunteer of an agency, department or private organization.

Sexual misconduct in any form is illegal and a violation of Federal Law.

All staff will receive pre-service and annual training on this topic, all inmates (residents will receive orientation

and periodic training on this topic.

All staff and inmates (residents) will be watchful of any behavior that may be inappropriate, harassing or assaultive.

Any staff or inmates (residents) will seek protection from any of the above actions, by contacting the management of Midway.

All staff and inmates (residents) have the right of privacy relating to this topic.

Medical and psychological programs will be made available to victims of any type of abuse.

Any staff or inmate (resident) may make a confidential report of any matter of a sexual abuse nature to the

Midway Director, any management staff, the Bureau of Prisons, Office of the Inspector General or any local law

enforcement agency.

Midway will immediately report all sexual misconduct allegations to the Bureau of Prisons, Community Corrections Office, or appropriate referral source.

Midway has established local intervention protocol that offers the inmate (resident) immediate protection from

the assailant.

Midway has in place procedures which assure a medical examination and counseling by a clinical psychologist

within twenty-four hours of the incident.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

Jurisdiction of Residents

Even though as a pre-release client you are able to enter the community, you are still in the Custody of the United States

Attorney General and the Federal Bureau of Prisons. Public Law residents are under the supervision of the United States

Probation Office but still must adhere to the same rules and regulations as other correction clients. Those residents under Pre-trial status must abide by the same rules and regulations as other correction clients and any special conditions

that the Pre-trial office may establish. All residents regardless of what referral agency they are under will be expected to

adhere to the Prohibited Acts and the rules on the following pages.

Levels

If you are entering Midway on Level 1, you are on house arrest. Level 2 allows you to sign out to work and three (3) hours

religious services per week. You must bring a church bulletin back and complete a handout. Level 3 only applies to pre

release residents. It entitles you to four (4) hours of personal time per week. This time may be taken in two (2) hour

increments or in one (1) hour allotments. Personal time must be to a specific location such as a restaurant or store, no

unapproved residences, parks, movies, amusement parks, zoo etc... where it would be difficult for Midway staff to contact you. Level 4 only applies to pre-release residents who have met all necessary requirements. These individuals

are eligible for weekend passes pending a home site inspection. Individuals on Level 5 are eligible for home confinement

(pre-release clients only) no earlier than their 10% date or home detention eligibility date. Public Law Residents are not

eligible for levels 3-5.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

General Rules

Midway will not tolerate violence of any form or the use of alcohol or drugs. Violence includes incidents in the facility as well as outside in the community. If at any time while a resident of Midway you are questioned by law

enforcement and/or arrested, it is YOUR responsibility to inform Midway staff at your first opportunity of the situation. This includes traffic accidents and or traffic tickets. This also applies to residents on home confinement, incident reports will be issued to all residents who are arrested by any law enforcement agency.

This is considered a technical escape. The resident may, or may not be admitted back to the program.

Residents who completed the Transitional Program in prison and/or identified as having a substance abuse issue may have to participate in special counseling and/or groups that are mandatory.

All residents will participate in groups on certain days to comply with guidelines. These groups will be mandatory and announced in advance to residents can plan accordingly.

****DRIVING****

Pre-release placement must seek permission to operate a vehicle and cannot drive until they have been granted permission to do so from the Bureau of Prisons or their designee. You will only be permitted to operate one specific vehicle while a resident. To apply for permission to drive, the following information must be turned into your counselor:

- Completed "Authorization for Use of Vehicle Form"
- Valid Tennessee Driver's License
- Notarized letter from owner of vehicle (if other than resident) giving permission for you to drive the car
- Copy of insurance on car to be driven showing effective dates of policy
- Valid car registration

Driving privileges for residents will include to and from work. Residents are not allowed to ride with one another. Do not drive a vehicle until you have been granted permission, driving without permission will result in an incident report.

Remember that your car will be searched at least monthly and maybe more often if deemed necessary. YOU ARE PERMITTED TO DRIVE ONLY THE VEHICLE YOU HAVE BEEN APPROVED TO OPERATE. If your job requires you to operate a vehicle consult with your primary counselor prior to driving the car. REMEMBER TO INFORM STAFF IMMEDIATELY IF YOU ARE ARRESTED, STOPPED BY LAW ENFORCEMENT, INVOLVED IN A TRAFFIC ACCIDENT, OR RECEIVED A TRAFFIC TICKET.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

****CREDIT/SAVINGS****

Do not open a checking account, apply for credit cards, or enter into ANY contract You are allowed to have a debit or check card issued on your savings account. Residents entering Midway from the street (public law) may already have an established checking account as well as credit. You do not have to close these accounts but do not open any additional accounts while a resident. Credit includes but is not limited to purchasing any item on a payment plan.

A budget is required as soon as your become employed. Your primary counselor will assist you in developing a realistic budget. All residents will be required to open a savings account unless you are unable to due to the nature of your offense. Documentation of your savings account may be requested. Residents will also be responsible for other bills while a resident of Midway.

A condition of your community program requires you to participate in the "Inmate Financial Responsibility Program" if you did not fulfill that obligation during your term of imprisonment.

••ACCOUNTABIUTY**

One of the most important things you are responsible for is the sign in and sign out procedure. The Bureau of Prisons and other contracting sources require that Midway staff know where you are and how to reach you at all times (24 hours per day). It is your responsibility to see that this procedure is followed. Within the framework of supervision, you are expected to use your freedom of movement for finding suitable employment and reestablishing family and community relationships.

Follow the sign in/sign out rules exactly. Your sign in and out sheet must be completed BEFORE you leave the center.

Do not leave the center without an approved scheduled and signing out in the computer system.

Do not go outside the facility without signing out

Sign the roster indicating you are going to the basement or fourth floor

Sign back into the facility as soon as you enter it. Do not go to your room first.

Packages brought into the facility will be searched.

Call the center if you are unable to return at your designated time.

If you fail to return to the center on time, without prior approval you will be considered on escape status.

•••Check you sign in time to ensure you know when to be back.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date



US DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Mid Atlantic Region
Community Corrections

Nashville Community Corrections
701 Broadway Street, Room 599
Nashville, Tennessee 37203
615-736-5148

Raleigh Community Corrections
P.O. Box 725
Creedmore, North Carolina 27522
919-575-2080

Baltimore Community Corrections
302 SENTINEL DRIVE,SUITE 200
ANNAPOLIS JUNCT, MD 20701
301-317-3280

Reply To:Nashville

Date: December 8, 2007

To: Resident Name: Register Number:

From: Kelly C. Boyle
Management Center Administrator

Subj: Unaccountability/Escape

This is your official notification that should you be unaccountable at work, pass, or any other approved site, or if you leave the center without permission, you will be charged with Escape.

Contrary to popular belief by the inmate population, you DO NOT HAVE 72 HOURS TO TURN YOURSELF IN before escape charges are filed.

You are on ESCAPTE status for any period of time you are unaccountable.

Criminal Escape charges may be pursued with the US Attorney's Office in each and every case.

I have read the above information and fully understand that if I leave the center without permission, or am unaccountable at any time, I can be charged criminally with ESCAPE. I also understand that there is no grace period to turn myself back into to avoid being charged.

Inmate Signature

Date

Staff Witness/Printed Name/Signature

Date

****EMPLOYMENT****

It is expected that every resident on level 2 will make a concentrated, immediate effort to find full time employment within 21 calendar days. Generally jobs where you are paid by h check showing proper withholdings are encouraged. However, on occasion you are allowed to work where you are paid cash but you must have APPROVAL to work such a job. Talk to your counselor about the job before beginning to work. U is still your responsibility to have a written statement from the employer citing work hours and amount paid. Also, generally you are not allowed to work for family or yourself. Again sometimes special circumstances exist and this type of job is permissible. You must consult with your primary counselor before beginning such work. All work that is considered outside the "norm" as just described will require approval of either the Executive Director and/or Bureau of Prisons.

Once you secure employment, it is your responsibility to inform your employer you are at Midway. Midway staff will contact your employer via the telephone as well as doing as on-site verification. Failure to find employment within the 21 calendar days may result in disciplinary action. If you are laid off or fired, report this immediately to your counselor.

Do not quit a job without first informing your counselor. Quitting a job before you have informed your counselor will result in disciplinary action. If you work a job that requires you to change locations, be sure Midway staff is aware of your location and knows how to contact you. Remember Midway must be able to contact you on the job, so employment such as a delivery person, or taxi driver is not permissible. If you go to work and are not needed, return to the facility. It is not OK to stay on the job site while not being paid. Your paycheck stub shows the number of hours you have worked, this should match your sign in and out sheet. If it is discovered that you have been abusing the hours you have been given to work an incident report will be initiated.

Residents who are unable to work due to health issues must get approval to have their work waived. The Bureau of Prisons or their designee is the only body able to grant this approval.

****SUBSISTENCE****

All residents who are gainfully employed are expected to make subsistence payments to Midway Rehabilitation Center. Subsistence payments begin the day you get your first paycheck and are paid on Tuesday, starting the first Tuesday after your initial check. Failure to pay the amount specified on TUESDAY BETWEEN 5:00pm and 6pm will result in an "incident report." Each resident will pay 25% of his/her GROSS salary rounded down to the nearest dollar. The last week you are in the program you will be pro-rated on a daily basis. This must be paid prior to your discharge. After each payday, submit a copy of your paycheck stub to your counselor. Your counselor or any other staff member on the fourth floor can calculate your subsistence payment for you if you have questions about how much you own. Remember to take 25 % of your GROSS pay and then round down to the nearest dollar. For example if your gross pay is \$565.13 you would divide that amount by 4 and your payment \$141.25. You should get a money order for \$141.00. Always **round down** to the nearest dollar, no change. Midway will not take money orders that are for the wrong amount.

The amount of subsistence is pre-determined by the Bureau of Prisons. Midway cannot allow a resident to pay less than 25% of their gross pay. All requests for subsistence reductions or waivers must be forwards to the CCM's office for approval. These requests must show WHY you need your subsistence reduced including copies of bills etc. The CCM is the only one who can reduce subsistence.

****SUPERVISION****

While you are a resident of Midway Rehabilitation Center, you will be under close supervision. Midway staff must always know where you are at and be able to reach you within a five minute time frame. If you fail to follow the supervision rules, and staff cannot locate you, you will be placed on escape status.

SIGN OUT SHEET

Each time you leave the facility or return to the facility, you must sign in or out through the computer system on an approved schedule. The approved schedule must provide the correct date, exact location, including street address or where you are going, a phone number to the location you are going, the time you leave, the time you expect to return, and your signature. You will sign back into the facility through the computer system. You are only allowed to go to the location you signed out to. If you change locations you must call in to staff and report the change in location. It is your responsibility to look at this information to make sure it is correct and sign your name. If you have difficulty reading or writing inform your primary counselor of this so assistance may be provided to you when signing in and out of the facility. **SIGN IMMEDIATELY BACK INTO THE FACILITY WHEN YOU ENTER> DO NOT GO TO YOUR ROOM OR THE BATHROOM.** If you return to the facility late, even by a minute you will be issued a tardy slip for investigation.

PASSES

Fifty-Two hour passes must be approved by both your primary counselor and the Executive Director based on your individual program. Only residents who have met the requirements are eligible for weekend passes. A home site must be completed at your residence prior to you taking a weekend pass. The residence you are going to must have a land line with one of the following providers **AT&T, Comcast, Bell South, Frontier, Charter, Century Link or wow with no call-forwarding.** You must be free of disciplinary infractions. Passes must be filled out completely and returned to the duty officer no later than noon on Thursdays. Passes begin on Fridays at 5pm and end at 9pm on Sundays. If you need to take a pass on different days or at different times talk with your primary counselor.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

No resident is allowed to go directly from work to their pass site. Pass forms must be filled out correctly or they will be denied. You will be expected to follow the rules of the pass on the front and back of the request. If you do not understand what is expected of you while on pass please ask a staff member. You will be expected to remain at your APPROVED pass location except for approved hours such as personal time and religious services. While on pass, you must call in and inform the center if you leave your pass location. Personal time is only to a public location. Verification calls will be made to you while on pass. If you fail to answer your phone while on pass, you will be subject to an incident report and considered unaccountable. You are not allowed to have an answering machine or call forwarding on the telephone

at your pass site. It is mandatory to turn in a copy of your phone bill prior to taking a weekend pass and each month thereafter. All passes are subject to Midway staff or referral source.

Midway has the right to inform you to return to the facility at any time to ensure that all guidelines are being followed including random alcohol checks or drug screens.

REMEMBER

Do not go to another residence while on pass. If you are arrested or questioned by law enforcement officers for any reason while on pass, home confinement or furlough at your first opportunity you should call Midway and inform them of your situation. If you have to seek medical attention while in the community, call Midway as soon as possible to advise the facility of your situation. If you take medication while in the community make sure you know what you are taking. Do not take pi ascription medication that does not belong to you. Bring all prescriptions back to the facility when you return from pass or furlough.

FURLOUGHS

Furloughs are for emergency purposes only such as illness or death. Furloughs are only granted through the Residential reentry office.

HOME CONFINEMENT

Residents who have reached their 10% date and met all the other requirements of the program are eligible for home confinement. Home confinement is granted through the RRM's office. The conditions of home confinement must be followed exactly if granted this privilege. Residents are still expected to remain accountable to Midway 24 hours a day, 7 days a week. Daily random telephone calls will be conducted at your home as well as your job to ensure that you are accountable. Midway staff will also visit you at your residence and place of employment on a random basis. Residents on home confinement may be subject to electronic monitoring as part of home confinement status. While on home confinement Midway has the right to inform you to return to toe facility to ensure that all

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

guidelines are being followed including random alcohol checks or drug screens. Residents who receive incident reports are subject to be removed from home confinement and placed back into the program and/or removed from the program.

REMEMBER

Residents on home confinement still must call and report all changes in locations.

****MISCELLANEOUS INFOEMATION****

1. No alcohol, narcotics, illicit drugs, non-prescribed medications, weapons, or other items of contraband are to be used outside, brought into the center, or be in your possession at any time. All prescribed medication must be turned into the office before you use them. Make sure over-the-counter medication including mouth wash, cough syrups etc. must be alcohol free. No over-the-counter medications containing Ephedrin are allowed. Further, Bureau of Prison memo of April 7, 1987, prohibits the consumption of poppy seeds in any form as this has been known to cause a positive drug screen. If you get a positive drug screen as a result of eating poppy seeds or taking any medication not approved by Midway staff, you are subject to an incident report for illicit drug use and the associated sanctions.
2. Any time you have a medical problem, immediately notify a staff member preferably before seeking treatment. If you did not notify the institution's medical staff and/or case worker of your current medical problems before departing the institution, this may be considered justification for return to the federal institution for treatment. If you have an emergency medical problem arise after you enter Midway, notify staff immediately.
3. You are responsible for keeping your own living area clean and your bed made. In addition, to keeping your room clean you will be assigned a detail in the facility to complete. All details including having your bed made, need to be completed by 9am each day. The facility participates in a GI night where each floor has specific details to complete. On these evening no one is allowed to take free time. No one with, the exception of individuals who work a night shift (those individuals are allowed one hour of wind down time from the time they enter the facility and then 8 hours of sleep) should be in bed after 8am. Your room and facility detail will be inspected daily to ensure your cooperation. Incident reports will be issued to residents who fail to meet this requirement and sanctions will be implemented.
4. Facility searches will be conducted on at least a monthly basis by Midway staff to ensure there is no contraband. All contraband will be confiscated and kept in the Executive Director's office for seven (7) days and then disposed of with the exception of food which his disposed of immediately.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

5. Residents are not allowed to leave their assigned floor to visit residents on another floor or use the telephones on another floor.
6. If a resident entered Midway taking a prescribed medication they must take the prescription as written. It is the resident's responsibility to make sure they get refills of the medication they are taking. If a resident needs assistance in getting the medications refilled, they must notify their primary counselor at least 10 days prior to running out of the medicine.

****REMEMBER****

USE GOOD JUDGEMENT IN ALL YOUR ACTIONS AROUND THE CENTER AND IN THE COMMUNITY.

THE STAFF OF THIS FACILITY IS TO BE INFORMED AND HAVE A RECORD OF YOUR LOCATION AT ALL TIMES, 24 HOURS A DAY

****CONVICTED FELON****

NO GUNS

If you have been convicted of a felony, it is federal crime for you to possess any firearm or ammunition.

This applies to all guns (handguns, rifles, shotguns, pistols, machine guns) as well as to bombs, grenades, and silencers.

A felony is any crime which carries a possible sentence of more than one year.

Persons convicted of this federal crime may be sentenced to 10 years imprisonment and a fine up to \$250,000.

In some cases, a limited right to possess firearms and ammunition may exist. Unless you pre-release officer, probation officer, or attorney tells you otherwise, you should assume this it is illegal for you to possess a firearm or ammunition.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

****PROHIBITED ACTS****

All acts prohibited by the federal institution apply while at this facility (SEE BELOW)

GREATEST SEVERITY LEVEL PROHIBITED ACTS

100 Killing

101 Assaulting any person, or an armed assault on the institutions secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).

102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.

103 Setting a fire (charged with his act in this category only when found to pose a threat to life or a threat of serious bodily harm or furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).

104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical explosive, ammunition, or any instrument used as a weapon.

105 Rioting.

106 Encouraging other to riot.

107 Taking hostage(s).

108 Possession, manufacture, introduction or loss of hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable fo doing serious bodily harm to others; or those hazardous to institutional security or personal security, e.g. hacksaw, blade, body armor, maps, homemade rope, or other escape paraphernalia, portable telephone, pager or other electronic device).

109 (Not to be used).

110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.

111 Introduction of or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed by for the individual by the medical staff.

113 Possess of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia nto prescribed for the individual by the medical staff.

114 Sexual assault of any person, involving nonconsensual touching by force or threat of force.

115 Destroying and/or disposing of any item during a search or attempt to search.

196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.

197 Use of the telephone for an illegal purpose to to commit or further a Greatest category prohibited act.

198 Interfering with a staff member in the performance of duties most like another Greatest seventy prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHOIBITED ACTS

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

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g.. visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).

- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion: blackmail: protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any device (includes keys), or destroying, altering, interfering with, improperly using, or damaging security device, mechanism or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer's or staff clothing

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communication device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys that person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.

227 Refusing to participate in a required physical test or examination unrelated to testing or drug abuse (e.g., DNA, HIV, Tuberculosis).

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

228 Tattooing or self-mutilation.

229 Sexual assault of any person, involving non-consensual touching without force or threat of force.

296 Use of the mail for abuses other than criminal activity which circumvents mail monitoring procedures (e.g. use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directors or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).

297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further High category prohibited act.

298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 6 days whichever is less and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)

C. Disciplinary segregation (up to 6 months).

D. Make monetary restitution.

E. Monetary fine.

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

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

300 Indecent exposure.

301 (Not to be used).

302 Misuse of authorized medication.

- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g., failure to obey an order which furthers a riot would be charged as 104. Rioting: refusing to obey an order which furthers a fight would be charged as 201. Fighting: refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g.. counterfeiting release papers to effect escape. Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.

- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failure to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

- 330 Being unsanitary or untidy: failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, Introduction, or loss of non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-

hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

332 Smoking where prohibited.

333 Fraudulent or deceptive completion of a skills test (e.g.. cheating on a GED. or other educational or vocational skills test).

334 Conducting a business; conducting or directing an investment transaction without staff authorization.

335 Communicating gang affiliation: participating in gang related activities: possession of paraphernalia indicating gang affiliation.

396 Use of mail for abuses other than criminal activity which do not circumvent mail monitoring: or use of the mail to commit or further a Moderate category prohibited act.

397 Use of telephone for abuses other than illegal activity which do not circumvent another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

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

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days whichever is less and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B1. Disallow ordinarily between 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

- C. Disciplinary segregation (up to 12 months).
- D. Make monetary' restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used):.
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau of regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (e.g.. kissing, embracing).

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B1 Disallow ordinarily between 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months): Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

I HAVE READ THE ABOVE INFORMATION OR HAD IT EXPLAINED TO ME AND I FULLY UNDERSTAND ITS CONTENTS.

X

Resident Signature/Date

X

Staff Signature/Date

****ACKNOWLEDGEMENT OF CUSTODY****
(Pre-Release Residents)

Public Law 89-176. SB"* Congress, H.R. 6964, September 10.1965m amends section (11) of section 4082 of title. 18. United States code as follows:

The willful failure of a prisoner to remain within the extended limits of his/her confinement, or to return within the time prescribed to an institution or facility designated by the Attorney General, shall be deemed an escape from custody of the Attorney General, punishable as provided in Chapter 35 of this title.

I understand that while at Midway Rehabilitation Center I am in the custody of the Attorney General of the United States. I further understand that leaving the residential center without permission from the center director or his/her authorized representative shall be deemed an escape from custody of the Attorney General. I also understand that leaving my place of employment or training without permission of the center director or his/her authorized representative, or failure to return to the residential center within the time predetermined, shall be deemed an escape from custody of the Attorney General of the United States.

I, hereby acknowledge that I fully understand this law on the _____ day of _____, _____.

Resident Signature:

Date:

Staff Signature:

Date:

Executive Director Signature:

Date:

****ACKNOWLEDGEMENT OF CUSTODY****
(Public Law Residents)

The willful failure of a prisoner to remain within the extended limits of his/her confinement, or to return within the time prescribed to an institution or facility designated by the US Probation Office, shall be deemed absconding from custody of the US Probation Office, punishable as provided in Chapter 35 of this title.

I understand that while at Midway Rehabilitation Center I am in the custody of the United States Probation Office. I further understand that leaving the residential center without permission from the center director or his/her authorized representative shall be deemed as absconding from custody of the U.S Probation Office. I also understand that leaving my place of employment or training without permission of the center director or his/her authorized representative, or failure to return to the residential center within the time predetermined, shall be deemed as absconding from custody of the United States Probation Office.

I, hereby acknowledge that I fully understand this law on the _____ day of _____, _____.

Resident Signature:

Date:

Staff Signature:

Date:

Executive Director Signature:

Date:

****ACKNOWLEDGEMENT OF CUSTODY****
(Pre-Release Residents)

I understand that while a resident of Midway Rehabilitation Center, I am under the direct supervision of the United States Probation Office. I further understand that leaving the residential center without permission from the center director or his/her authorized representative shall be immediately reported to the US Probation Office and could result in a violation of my bond and removal from Midway. I also understand that leaving my place of employment or training without permission of the center director or his/her authorized representative, or failure to return to the residential center within the time predetermined shall be immediately reported to the US Probation Office and could result in a violation of my bond and removal from Midway.

I, hereby acknowledge that I fully understand this law on the _____ day of _____, _____.

Resident Signature:

Date:

Staff Signature:

Date:

Executive Director Signature:

Date:

****ALL OTHER RESIDENTS****

I understand that while at Midway if I leave the residential center without permission from the center director or authorized representative I am subject to be discharged from Midway immediately. If my placement at Midway was through a referral source that referral source shall be contacted immediately and informed of my unsuccessful discharge. I also understand that leaving my place of employment or training without permission of the center director or his/her representative, or failure to return to the residential center within the time predetermined I am subject to be discharged from Midway immediately. If my placement at Midway was through a referral source that referral source shall be contacted immediately and informed of my unsuccessful discharge.

I, hereby acknowledge that I fully understand this law on the _____ day of _____, _____.

Resident Signature:

Date:

Staff Signature:

Date:

Executive Director Signature:

Date:

Midway Rehabilitation Center

Home Phone Policy

All residents taking home passes or on home confinement are required to have home phone service. Resident home phones must meet the following guidelines.

1. Home phones must be residential landlines that are nontransferable. This means that the home phone service must only be accessible from the home site. Therefore, no magic jacks, line links talks boxes, etc. will be permitted to serve as a landline.
2. You must obtain home phone service with one of the following home phone service providers:
 - AT&T
 - Comcast
 - Bell South
 - Frontier
 - Charter
 - Century Link
 - WOW
3. Call forwarding must be removed from the home phone service. You must provide proof that this has been done from the phone company. If it is discovered during the home site inspection or any time thereafter that you do have call forwarding than your privileges to go home will be immediately terminated.

If you are currently taking home passes or are currently on home confinement you will have 30 days from the date you are notified to change services to meet the aforementioned guidelines. Failure to do so will result in termination of your home pass and/or home confinement privileges.

I have read the above information and understand what I am to do in regards to establishing and maintaining home phone service while in the Midway Rehabilitation program. I understand that failure to comply with these guidelines will result in termination of privileges.

Client Signature

Date

Staff Witness

Date

Midway Rehabilitation Center

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Client Signature

Date

Staff Witness

Date

