



my orientation manual

The mission of Midway Rehabilitation Center is to protect the health, welfare and safety of the citizens of Knox County and surrounding communities by providing high quality and comprehensive services to individuals who have proven to be dysfunctional in the community by guiding them to become substance free, law abiding, fully functioning citizens and tax payers.



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A decorative graphic consisting of several small, stylized leaves or petals arranged in a semi-circular arc above the word "welcome".

welcome

Welcome

Welcome to Midway. 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. It is your responsibility to keep good, open communication with your counselor, advising him or her of anything that arises that affects you or your program status. As you progress through the program and demonstrate responsibility, more and more privileges will be given to you. In some instances, based on the referral source, you do not secure privileges during your stay. 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.

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 is 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 you 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, vocational, legal, educational, recreational, emotional, physical and economic goals.



program
guidelines

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. Duty Officers man residential floors and are in charge of the running of the floor. You will also interact with other staff in groups and meetings as required by your individual plan.

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. All medical referrals or appointments must be approved by the BOP regardless of who is paying for the service. You have the right to seek assistance from other community resources without a referral from Midway. If you are involved with another agency you must inform your counselor so treatment can be coordinated. While residing at Midway you are not eligible to collect social security disability.

Visits by Family and Friends

1. Reporting Procedure

Visitors entering the facility should check in at the duty officer station on the 1st floor. Visitors must inform the staff member who they wish to visit. Residents are required to inform their visitors of when visitation occurs and are responsible for the conduct of their visitors. Adult visitors will be required to provide picture identification before being allowed to visit. Acceptable identification is:

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

All purses and or bags including shopping bags should remain in visitor's vehicle. Any item brought into the facility will be searched this includes food. 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.

2. Reception

During a visitor's initial visit they will be asked to answer basic information which is input into Secur Manage and signed by both staff member and visitor. All visitors are issued a "Visitor Agreement" form, which provides the rules and regulations regarding visitation. It is the visitors' responsibility to know this information. During initial intake on the floor residents must list all individuals they wish to visit them on their visitors log in Secur Manage. Residents may add visitors and/or delete visitors during their stay. Visitors are not allowed into any sleeping quarter. Visitation is



restricted to the designated area on each floor. Midway does not have a public restroom.

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 on Wednesday-Sunday between the hours of 6pm - 9pm. Additional visitation hours are on Saturday and Sunday between 1pm and 4pm. Visits are not permitted during meal times. Visitation normally takes place on the floor the resident is assigned. **CHILDREN UNDER THE AGE OF 16 MUST BE SUPERVISED BY AN ADULT OTHER THAN THE CLIENT AT ALL TIMES.**

On occasion Residents 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 to arrange a more private visitation area.

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.

Visitation hours and days are subject to change. Visitation can be cancelled for an individual, a floor or the entire facility.

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, if the visitor is inappropriately dressed, or the visitor is exhibiting disruptive behavior. Visitors are not allowed to bring home made food, pocket books/purses, backpacks, diaper bags or any type of drink 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. Termination of a visit is the discretion of the staff member on the floor.

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. 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.

Midway does not have a visitors restroom.

6. Former Residents

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

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 are determined to be indigent and cannot purchase your own personal hygiene items, Midway will provide the basic items (deodorant, toothbrush, toothpaste, razor, and comb) at your request. Inform your primary counselor during the intake that you are in need of a hygiene packet. After you secure employment, Midway expects you to purchase such items for yourself.

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.

Mail/Telephone Calls

Telephones

Phones are provided on each floor for your personal use. 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. Phones may be used at any time but it is requested that you be respectful of other people on the floor. The telephone numbers for these phones as well as the office telephones are as follows:

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

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. Do not use the office phone number as a contact number for employers, medical providers, etc.

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.

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.

Mail Forwarding Instructions

Once you are discharged from the program, Midway returns all mail to sender. The USPS will not allow you to submit a change of address due to Midway being a business. It is your responsibility to call and change your address with anyone who has Midway listed as your residence.

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.

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.

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 of 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. Talk to your primary counselor if you feel you meet these criteria.

If you have met the criteria listed above present 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.

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.



Dress Code

All residents must be fully clothed when inside or outside their sleeping quarters. All residents are Pajamas, night gowns, or robes are not to be worn outside the bedrooms at any time. When going to and from the shower, a robe alone is not acceptable. 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
- Excessively baggy jeans or pants
- Sports bras
- Halter Tops
- Tank tops-male and female

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.**

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. Daily details can be started no earlier than 6:00am, unless you are leaving before this time to go to work. These tasks must be completed by a certain time each day according to the detail assigned but no later than 7:15 am Monday-Friday and 9:00am Saturday and Sunday. You are responsible for knowing what your assigned detail is. Assigned details are posted on the corkboards on each floor and change weekly. Rooms must be cleaned and orderly for room inspections directed and completed by the Duty Officers at 7:30am Monday-Friday and 9:30am on Saturday/Sunday. If you work late, make sure that your section of the room is neat with no clothing laying on the floor or top of your footlocker; footlockers are to be kept closed when you are not in the building. EVERYONE is responsible for the room trash can-EMPTY IT EVEN IF YOU DON'T USE IT!

ROOM DETAILS/DECORATIONS

Each resident is also responsible for keeping his/her own living area clean and neat. Proper care of your living area is a daily requirement. Beds are to be made at all times. Each resident is required to keep all personal property in their foot locker and/or closet. For additional storage you are allowed to have one plastic container that may be kept under your bed. 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 open 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 laptop or computer, tablet, television, or DVD player
- Use the desk provided as your own personal night table-it is to be shared by everyone in the room
- More than one mattress on your bed
- Anything over \$100 in value
- Extension Cords

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.

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.

Residents with medical conditions that may require extra pillows etc. will need to provide a doctor's statement stating this requirement. All requests are subject to the Executive Director's approval.

Once assigned a room you are not allowed to switch unless it is medically necessary or the Executive Director approves the change.

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. Morning medication needs to be requested before 7:15 am; afternoon medications are to be requested after 4:30 pm. Upon receipt of your medication you as well as the staff member will sign 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. Medication should be taken as prescribed. Failure to take medication as prescribed can result in disciplinary action. If you decide you no longer want to take the medication prescribed, you must seek doctor approval. Over the counter medication **CAN BE KEPT** in your



possession or in your personal quarters as long as it is in the original container, is not outdated, or a combination of pills in one container. This type of problem will result in the pills being disposed of. Prescription medicine such as birth control, nitrogen pills, and rescue inhalers may also be kept in your possession. 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**. At no time is a resident authorized to possess items that have a sleeping aid in them, or caffeine type medications. Laxatives and waters pills, unless medically prescribed, are also prohibited. **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.

Medication Refills –It is the resident’s responsibility to make sure they are getting their medication refilled. Located on the bulletin boards on each floor there is a Medication form that should be completed in its entirety including prescription number, medication name, and medication strength. This form should be sent to the fourth floor. Residents are not allowed to get their own medication without prior approval. If you are given prescription from any source turn them into your primary counselor. All medications must be approved by the BOP before it can be picked up.

Suicide Prevention

Change, regardless if it is positive or negative, can cause an array of emotions so Midway realizes that your transition to the half-way house is associated with many emotions. There is a lot of information to process, expectations placed on you and responsibilities to adjust to. Take your time, ask questions and talk to someone if things become overwhelming.

Midway Rehabilitation Center takes all threats or signs of potential suicide seriously. All staff is trained to recognize signs and information that may indicate a potential suicide. During your health screening a potential suicide checklist will be completed with you. If the list suggests that you are at a medium or high risk for possible suicide you will be placed under emergency suicide protocol. The suicide action plan will reflect the action taken after symptoms are identified and will be assigned as follows:

Level Code	Assessment	Symptoms	Supervision
Level 1 / BLUE	Not verbalizing or suggesting suicide, but depressed or admits drug/alcohol use	Do not meet any criteria below	Place in a 2-man room, normal verbal normal house count observations
Level 2 / YELLOW	Have suicide ideation and are assessed to be in minimal danger of actively attempting suicide	Vague suicide idea, no plan, willing to make no-hurt contract, has insight into problem	15 min check with visual and verbal exchange by staff, not left alone



Level Code	Assessment	Symptoms	Supervision
Level 3 / RED	Inmate with suicide ideation and present clinical symptoms that indicate a higher suicide potential, i.e. history of suicide attempts, specific plan, self-injury scare, guilt feelings, family-friends who committed suicide	Has concrete suicide plan, refuse no-hurt contract, minimal insight into existing problem, limited control	Close one-to-one observation until removed to mental health program or hospital, accompany everywhere including bathroom

Mobile Crisis will be called to help assess the situation and the RRM's office will be notified of the situation.

Midway also contracts with a psychologist as well as psychiatrist and if at any time during your stay at Midway you feel the need to talk with a mental health professional inform your primary counselor or any Midway staff member. Midway will seek approval from the Bureau of Prisons for you to be placed on mental health aftercare.

As a resident of the facility you are asked to notify staff if you observe behavior from another resident that is suspicious. Some behavior which may suggest that the person is struggling with suicide thoughts include but are not limited to: Talk of suicide, lack of family, friends, prior suicide attempts, depression, sadness, tension, loss of appetite, giving away personal belongings, severe mood changes and social withdrawn.

If you are experiencing thoughts of suicide and do not want to talk with staff at Midway, reach out to someone. Suicide is never the answer to your problems no matter how bad you perceive the situation to be.

The **National Suicide Prevention Lifeline** is a 24 hour toll free phone line for people in suicidal crisis or emotional distress. The number is **1-800-273-TALK (8255)**. An online chat option is available at

<http://www.suicidepreventiononlifeline.org/GetHelp/LifelineChat.aspx>

Laundry Facilities/Linen Exchange

Washers and dryers are provided for all residents. The laundry room is located in the basement. 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. The laundry room is not a social area; residents doing their laundry are the only ones allowed in this area. 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 detergent⁸ is provided to all clients while in the program. You may purchase your own powder detergent if you chose to (No Liquids). It must be stored in your room. • **BLEACH IS NOT ALLOWED.**



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.

All residents must turn their bed linens into the duty officer on Tuesday evenings. **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.

Articles Issued to Residents in 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.

If you fail to turn in the item, Midway reserves the right to charge you the replacement cost of the item issued to you.

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 to be in possession of contraband or discovered smoking in the facility or Midway vehicle will receive an incident report. All contraband will be destroyed and not given back. Smoking and contraband incident reports are not negotiable. If you receive an incident report for smoking or bringing any type of smoking or smokeless contraband into the facility you will be sanctioned. **DO NOT SMOKE IN THE FACILITY!!!!**

Smoking Sanctions

First Offense: If you receive an incident report for smoking or bringing in smoking related contraband, you will lose 2 weeks personal time or 1 pass. If you do not have either of these privileges your sanction will be individualized such as no visitation, extra details etc.

Second Offense: If you receive a second incident report for smoking or bringing in smoking related contraband, you will lose ALL privileges for one month including visitation. If you do not have either of these privileges your sanction will be individualized such as no visitation, extra details etc.



Third Offense: If you receive a third incident report for smoking or bringing in smoking related contraband, the entire floor will lose privileges which will be determined at the time.

If you continue to receive incident reports for smoking, Midway will request you be removed from the program.

Midway expects you to police yourselves. You are adults and know the rules!!!!

Food Service / Kitchen

The kitchen is "off limits" to all residents except when going through the food line. All residents who are not assigned kitchen or dining room detail should leave the area when you are finished eating.

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 and posted on the bulletin board outside the kitchen. All residents in the facility will be provided meals at no charge. Meals are served on the following schedule:

Breakfast	Monday, Friday	Served on the floors	6 am – 7 am
	Tuesday, Wednesday & Thursday	Served in the Kitchen	6 am – 7 am
	Saturday & Sunday	Served on the floors	7 am – 8 am
Lunch	Monday – Sunday	Served in the Kitchen	12 noon - 1pm
Dinner	Monday – Sunday	Served in the Kitchen	4:30 pm – 5:30 pm

Removal/Delivery of Food

Meals are to be consumed in the Dining Room. Eating is prohibited in all other areas. At NO time is it permissible to remove food prepared by Midway Rehabilitation Center's staff from the dining room.

No home cooked food is allowed in the facility. Food from a store or restaurant is allowed. Food brought into the Center by visitors is to be consumed by the completion of the visit. No open food is allowed on the floors. All open food will be thrown away by staff. **THERE ARE NO DELIVERIES OF ANY TYPE INCLUDING FOOD BETWEEN THE HOURS OF 8am and 4pm or after 9pm.**

Midway will provide a bagged lunch for those residents who work and will miss lunch. In addition, residents who work in the evenings and miss dinner will be given a late plate that maybe heated in the microwave, in the TV room on their floor, when they return.

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.

RESIDENTS OR VISITORS ARE NOT ALLOWED TO BRING ANY LIQUIDS (INCLUDING DRINKS) INTO THE FACILITY.

RESIDENTS ARE NOT PERMITTED TO HAVE ANY MIDWAY FOOD (INCLUDING BAG LUNCHES) IN THEIR ROOMS.

Internet/Computer use by Midway Residents

Midway Rehabilitation Center provides computer with internet services as well as printers at no cost to residents. The internet is to be used only for job seeking, educational endeavors, self-improvement activities and to reconnect with family members and communities. The only computers that have internet access are located on the fourth floor, in the main area. The internet may be used Monday-Friday from 8am to 4:30pm except when the fourth floor is closed for mandatory staff and counselor meetings. Internet use is on a first -come- first -serve basis. If you are using the internet and another person is waiting, please be courteous.

A resident is never allowed to change settings on the computer, or in any way alter the program(s) installed on the computer. If it is determined that a resident has altered the computer in any way, they are subject to an incident report. If you are using the computer and discover a problem, it is your responsibility to tell a staff member immediately.

Residents who are eligible for weekend passes or home confinement may have access to internet in the home. The internet access must not interfere with accountability calls.

Resident's suspected of engaging in inappropriate use of the internet will have their privileges suspended or revoked and may be subject to an incident report. Any resident with a history of using the internet for illegal purposes will be prohibited from accessing the internet.

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

Individual Sessions are scheduled between you and your primary counselor. During these meetings a variety of issues will be explored based on the individual program plan that was developed. It is your responsibility to attend your scheduled meeting. Failure to keep a scheduled meeting with your primary counselor will result in disciplinary sanctions. If you are unable to keep your appointment you must contact your counselor as soon as possible and inform them of this and attempt to reschedule.



Weekly Classes

Journaling Classes are held on Tuesdays each week at 10:00am and 6:30pm. The classes consist of 9 sessions. These group sessions focus on transitional skills that will better equip you when reentering the community. **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 meeting should make arrangements with their primary counselor on how to fulfill this requirement.

RDAP (TDAT) Groups and Sessions

Residents who participated in the Residential Drug Abuse Program (RDAP) while incarcerated will continue in aftercare during their stay at Midway. You will undergo an alcohol and drug assessment within 10 working days after your arrival. You will be expected to attend one weekly group session. There are three groups per week, which affords you the opportunity to attend the group that best fits your schedule.

Groups are held on:

Tuesdays	6:30 pm
Wednesdays	10:00 am
Thursdays	6:30 pm

Group days and times may change, but notification will be given to you prior to the change

In addition, you are required to meet with the therapist one time per month for an individual session. You will be given the time and date of these meetings.

IT IS MANDATORY that you adhere to these requirements in order to remain in compliance with your TDAT stipulations. Failure to do so will result in Midway communicating with the Community Treatment Services about your behavior. You are subject to an incident report and other sanctions as determined by CTS.

Psychology and Psychiatric Appointments

Psychology and Psychiatrist Appointments-Residents who are mandated to see the contract psychologist or psychiatrist will be informed of their appointments prior to the date. Midway will provide transportation to these appointments. It is your responsibility to make sure you are ready and available to attend these appointments. Failure to attend scheduled meetings will automatically result in loss of two weeks personal time.

Facility Resource Contact

Your primary counselor is your initial contact person to help you meet your goals, needs and objectives. You will undergo an initial assessment by the Social Worker that will help you as well as staff determine what your needs are and how to best have them met. The social Worker is considered the resource person in the facility and will coordinate care with your primary counselor to accomplish established tasks.

The purpose of therapeutic meetings, groups, and mental health aftercare are to provide you will a variety of resources and skill sets to assist in navigating any challenges you may face during your reintegration period at the RRC. The ultimate goal is to foster your confidence on how to personally manage issues by using good decision making skills and being able to think about the consequences of your actions prior to acting.



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 of 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.

Transportation

Types of transportation:

Knoxville Area Transit

Resident's in a non-earning capacity and without family or community resources will be provided bus tickets if needed to be used for program related activities only (i.e. employment search).

Once the resident secures employment and receives their first paycheck and no longer meets the definition of indigent they will no longer receive free bus tickets.

Midway has brochures of the bus routes available on the fourth floor.



KAT offers a variety of fares depending on the need of the individual:

Fare Description

One Ride

\$1.50 (\$.75 reduced fare) - Good for a single, one-way trip on any fixed route bus (transfer not included). One ride passes can be purchased on the bus, at the Knoxville Station Ticket Vending Machine on the bus platform, the Knoxville Station Customer Service Counter or by mail.

1 Day Pass

\$4 (\$2 reduced fare) - Good for unlimited rides from the first time the pass is used until the end of the service day. 1 Day passes can be purchased on the bus, at the Knoxville Station Ticket Vending Machine on the bus platform, the Knoxville Station Customer Service Counter, by mail.

7 Day Pass

\$15 (\$7.50 reduced fare) - Good for unlimited rides for seven consecutive days beginning when the pass is first used. 7 Day passes can be purchased at the Knoxville Station Ticket Vending Machine on the bus platform, the Knoxville Station Customer Service Counter, by mail.

30 Day Pass

\$50 (\$25 reduced fare) - Good for unlimited rides for 30 consecutive days beginning when the pass is first used. 30 day passes can be purchased at the Knoxville Station Ticket Vending Machine on the bus platform, the Knoxville Station Customer Service Counter, or by mail.

20 Ride Pass

\$25 (\$12.50 reduced fare) - Good for twenty single (one-way) trips on any regular, fixed route bus (transfer not included). 20 Ride passes can be purchased at the Knoxville Station Ticket Vending Machine on the bus platform, the Knoxville Station Customer Service Counter or by mail.

Transfer

\$.50 (\$.25 reduced fare) - Transfers can only be purchased on the bus. Passengers must let the operator know when boarding that a transfer is needed. Transfers are an additional \$.50 but are not needed if you have a 1 Day pass, 7 Day pass or 30 Day pass (which include unlimited rides).

Transfer Policy

If you intend to transfer to another route, you will need to obtain a Transfer pass. Let your operator know you will need a transfer as soon as you board the bus. You will pay your fare *(\$1.50) and the additional transfer fee *(\$.50) and you will be issued a transfer ticket to use on the next bus. This allows you to continue your trip without costing you the price of a full fare for the next bus. Transfers cannot be used on the same route and must be used within one hour of issue.

Bus fares are subject to change without notice.

How to Ride the Bus

Arrive at the bus stop at least 5 minutes early.

- As the bus approaches, check the sign above the front window (the destination sign) to make sure it is the correct bus. This sign should show the bus route number and destination (for example, 11: Kingston Pike).
- Signal the operator by raising or waving your hand to ensure he/she sees you and know you want to board. Be sure to stand a safe distance back from the curb until the bus comes to a complete stop.
- Be ready to pay your fare as soon as you board. If this trip involves a transfer to another bus, let the operator know upon boarding. If paying with cash, exact change is not required - you will be issued a change card to use on another bus trip. To learn about different pass options, visit our Fares section.
- When you want to get off the bus, use either the pull cord or the rubber strips around the windows to signal to the operator.
- When the bus comes to a complete stop, make sure you have all your personal items, and exit the bus through the rear door. Wait on the curb until the bus leaves before crossing the street.

For more information on maps, planning routes, and other information visit <http://www.katbus.com/>

Taxi Cab

Residents must pay their own Taxi cab fares

Private Owned Vehicle

It is permissible for residents to have family and/or friends transport them to approved locations. It is your responsibility to know that the individual driving meets the requirements to drive in Tennessee and has no contraband in their vehicle. If they are stopped by the police and you are taken into custody, you will be considered on technical escape and an IR will be issued. BE CAREFUL WHO YOU ACCEPT RIDES FROM. Inform your primary counselor if the vehicle you are riding in is stopped by the police regardless the outcome of the interaction.

If a resident wishes to operate a motor vehicle while in the program authorization must be obtained. The following paperwork must be submitted:

- Valid Tennessee Driver's License
- Proof of current insurance showing effective dates of policy
- Current Registration
- Notarized letter from owner of vehicle (if other than resident) giving permission for you to drive the car.
- Completed Authorization for Use of Vehicle Form

The Executive Director and or designee will approve you to drive. You are responsible for ensuring that the insurance and registration on the vehicle remain in good standing. If they expire, you are expected to provide an updated copy. Failure to do so will result in your driving privileges being terminated.

Your car will be searched at least monthly and maybe more often if deemed necessary.

YOU ARE ONLY PERMITTED TO DRIVE THE VEHICLE YOU HAVE BEEN APPROVED TO OPERATE.

If your job requires you to operate a vehicle consult with our primary counselor prior to driving the car.

INFORM STAFF IMMEDIATELY IF YOU ARE INVOLVED IN AN ACCIDENT (no matter how minor), STOPPED BY LAW ENFORCEMENT, RECEIVE A TRAFFIC TICKET, OR ARE ARRESTED.

Uber

Residents must pay their own Uber fares

CAC

Knox County CAC Transit provides accessible, demand response public transportation services to the residents of Knox County who live within Knox County outside of the City of Knoxville, to those individuals who live within the City of Knoxville outside the KAT service area, and to those city residents who are not served by the KAT fixed route system, including those who live too far from a bus stop or who's destination is not within the KAT service area.



Transportation is provided to medical appointments, grocery shopping and other essential errands.



Transportation is provided to employment and training 24/7, however, funding is limited.



Lift-equipped vehicles available.



Rides must be scheduled by no later than 11:00 a.m. the day before your appointment. Office hours for scheduling are Monday-Friday between 8:00 a.m. – 4:45 p.m.

TRANSPORTATION FARES

One-way Trips.....\$2.00

Phone: (865) 524-0319

Transportation to appointments such as job interviews, doctor's appointments etc., is normally the resident'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

Midway does provide transportation for residents who go to the agency's contract physician, psychologist or psychiatrist. It is the resident's responsibility to be ready for these appointments. All Community Treatment Services appointments where transportation is required will be provided for the resident. If the resident is on home confinement and needs transportation to an appointment described above they must return to the facility to depart for their appointment.

Resident Levels

While a resident in Midway Rehabilitation Center, you will advance through several levels of treatment. 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. It is anticipated most residents enter the program on level 2 or the Pre-Release Component. However, after the completion of your IPP your level will be re-evaluated to ensure it is correct based on your program plan.

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 level of responsibility, supervision needs, and restrictions based on your sentence.

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 residing on the 1st and 3rd floors seeking work on the 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 4pm for purposes of securing work. Resident residing on the 2nd floor seeking work may sign out between the hours of 8:30am and 12:30pm. You must return to the facility between 12:30pm and 1:30pm. Residents are permitted to sign out in the afternoon from 1:30pm to 4:30pm. Residents must complete a Community



Release Form prior to job searching that details where they are going. Community Release Forms must be turned in before 12am the day before. Give the Community Release Form to the Duty Officer on your floor. Residents are allowed three (3) hours weekly (including travel time) 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 are required to bring a bulletin back as well as complete a "Church Notes" 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.

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. Residents must complete a Community Release Form to take personal time. This form must be completed in its entirety and given to the Duty Officer on your assigned floor prior to 12am the previous day. 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 will be monitored via electronic monitoring.

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

REMINDERS:

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.

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 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 RRM's office.



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.

Summary of 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.

Rights & Responsibilities

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 Midway. 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.

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: (a) the fire and safety rules and regulations; (b) exiting the building as quickly as possible during mandatory drills; and (c) to inform staff immediately if you observe any 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 are kept in a secure internet based program that meets the confidentiality guidelines. These files are only to be read 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. You have the right to expect that any identifiable photographs, or images



of you will not be used without the written and signed consent of you except under two circumstances:

- Clients who escape or abscond from Midway and have warrants issued for their arrest. Midway cooperates with the arresting authority and provides photos of the client as well as images of the client in the act of escaping or absconding if requested; or
 - Incidents occurring within the facility which are considered criminal and under investigation by an outside agency such as the Police Department.
11. You have the responsibility not to disclose the presence of other clients at the center without their consent.
 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.

Program Rules

The following is a list of program rules that residents should read carefully. This list is not inclusive as rules may change based on the requirements of the BOP.

- ❖ Residents must always be in proper attire when in or out of their room. No pajamas including PJ pants, night gowns, or any sleeping attire is not 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 7:15 am Mon-Fri and 9:30 am on weekends. 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. All 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 smoking is permitted anywhere in Midway's facility this includes E-cigarettes. No smokeless tobacco residue is to be used or left in the facility, (i.e. no spit cups sitting in living quarters, dining room, TV lounge, etc.).
- ❖ 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.
- ❖ All prescription medication must be immediately turned in to the office and will be logged into Secur Manage 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.
- ❖ 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. The hours of visitation are 6pm to 9pm and on Saturday and Sunday also between 1pm and 4pm. 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 and placed on a banned list to visit.
- ❖ 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. Remember no liquid of any kind is to be brought into the facility. You may purchase drinks from the machines in the facility.
- ❖ 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.
- ❖ 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. If you are dismissed from work early you are expected to return immediately back to the facility.
- ❖ When signing out for personal time, make sure you go to the location listed on your Community Release Form and bring back receipts.
- ❖ 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 CCM'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.
- ❖ 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 CCM's office.
- ❖ Residents 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 random basis.
- ❖ Music in rooms must not be audible from the hallway. 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 and disaster 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 allowed to have cell and use cell phones during their stay in the program. Residents are required to provide their cell phone number to their primary counselor. If you change your cell number while in the program, it is your responsibility to give the new number to your primary counselor. You are not to take pictures of other residents, have their number stored in your phone, text them, or have any contact with other residents via your cell phone. Midway reserves the right to ask for your cell phone to ensure that you are complying with the rules. You must



provide the security code to allow staff to access your phone, failure to do so will result in an incident report. Midway cannot confiscate your phone permanently and will return it to you as soon as your compliance can be verified.

- ❖ The following items are not allowed in the facility or in your room: smoking paraphernalia, cigarettes, tobacco, oil for vaping, incense, personal TV's, DVD players, computers/laptops/tablets, 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, vinegar, 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.
- ❖ 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 (RDAP) 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.

Resident Grievance Procedure

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.



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.

Grievance Process-In-Facility

The internal 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. 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.

Grievance Process-Out-of-the-Facility

In addition, Midway Rehabilitation Center has several ways to file an external grievance to agencies located in the community. A resident can file a grievance by:

Bureau of Prison residents have the right to file a BP-9 and mail it to the RRM's office. These forms may be found on the bulletin boards located in the common area on the 1st, 2nd, and 3rd floors. The address to the RRM's office is:

Federal Bureau of Prisons
701 Broadway, Suite 124
Nashville, TN 37203



In addition, residents may also file a grievance by phone, mail, or in person to the Department of Mental Health and Substance Abuse Services located at:

520 West Summit Hill Drive, Suite 502
Knoxville, TN 37902
#865-594-4482

Grievances pertaining to food service can be made to the Knox County Health Department's Food Protection Division located at:

140 Dameron Ave.
Knoxville, TN 37917
#865-215-5000

Recreation

- Cable TV is located on each floor. Majority rules on what is to be watched. Televisions will not be on during scheduled cleaning times.
- Each floor is equipped with a DVD player. Residents are allowed to bring in appropriate movies to be viewed. Majority rules on if the movie is to be watched.
- A work out area is located in the basement. Male and Females cannot be in the basement together. Walking is allowed in the basement. You are not allowed to work out during meal times. The basement is open from 6am to 9pm.
- Midway provides an assortment of games.
- Residents may have radios which must be used with headphones.

Life Safety

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.

Infectious Disease Management and Universal Precautions

Infectious Disease Management

Midway will manage infectious diseases in the facility through a comprehensive approach which includes testing, appropriate treatment, education, and infection control measures.

Midway defines an infectious disease as an illness that can be spread from one person to another, for example through contact with bodily fluids, by aerosols (coughing, or sneezing), or via a vector, for example a mosquito.

Midway receives a referral packet prior to your arrival which contains information about your physical health including diagnoses of any type of infectious disease. Midway does not segregate or otherwise acknowledge your diagnosis unless you are determined to be contagious. If you have an infectious disease that is not foodborne or transmitted by casual contact; i.e., hepatitis B virus (HBV), Hepatitis C (HCV), HIV, you are not prohibited from assignment to food service based solely upon the diagnosis of the infectious disease. The BEMR (Medical) included in your packet indicates whether you are cleared for food service.

The director or designee will perform a health screen form on all individuals who enter the program. This screen helps to serve as a first line of defense against individuals who may be suffering from an infectious disease so proper care can be utilized to prevent the spread of the illness.

If you become ill while a resident of Midway Rehabilitation Center inform staff immediately. It will be determined by medical personnel if you seek medical care or by the Director based on your symptoms if you chose not to go to the doctor if you need to be put in a single man room. Any resident suspected of being contagious will be assigned to a single person room until their symptoms subside. If you are on a food service related detail you also will be removed from that detail until your symptoms improve.

How to tell when you are contagious

Being contagious means that you are capable of transmitting an illness to another person. Once you feel sick, knowing if you are contagious may prevent you from contaminating other people. Upper respiratory illnesses, like a cold and the flu, are caused by viruses and are easily transmitted to other people. Many infections caused by bacteria can also be highly contagious. If you feel ill follow these steps.

1. **Take your temperature.** Ask the duty officer for thermometer is to take your temperature. A normal temperature range is 97.7 to 99.5°F (36.5 to 37.5°C). Anything above that is considered a fever and indicates that you are probably contagious. Having a fever with a cold is not as common as the fever associated with the flu, but either way it means you are contagious.
2. **Examine your mucus and nasal secretions.** Thick or discolored yellow/green mucus is a strong indication that you have an upper respiratory infection



accompanied by inflammation in the respiratory tract. It also means that you are most likely contagious.

3. **Look for a skin rash.** Certain skin rashes are often a sign of being contagious. Rashes that affect large portions of the body may be either allergic or viral. Viral rashes are the ones that mean you are contagious, like with illness such as chickenpox or the measles. Some bacterial infections that are contagious can cause skin rashes, such as scarlet fever (caused by streptococcus) or impetigo (caused by streptococcus or staphylococcus usually). Fungal infections can even cause contagious skin rashes such as ringworm or athlete's foot.
4. **Watch for diarrhea, accompanied by a slight fever.** Diarrhea can be a sign of having a contagious illness, especially when accompanied by vomiting and a low-grade fever. Diarrhea, vomiting, and a low-grade fever can be signs of gastroenteritis, often referred to as the stomach flu, or signs of rotavirus, norovirus or coxsackievirus, all of which are contagious.
5. **Look for pain behind the forehead, cheeks and across the nose.** Regular headaches are not usually an indication of a contagious disease. However specific types of headaches (where you feel pain in the face and forehead) can be a warning that you are contagious.
6. **Notice if your sore throat is accompanied by a runny nose.** When you have a contagious illness, like the flu or a cold, the sore throat is often accompanied by a runny nose. A sore throat without a runny nose but with symptoms such as a fever, rash, or headache, can be a sign of strep throat. This is a bacterial infection which is very contagious.
7. **Notice if your sore throat is accompanied by a runny nose.** When you have a contagious illness, like the flu or a cold, the sore throat is often accompanied by a runny nose. A sore throat without a runny nose but with symptoms such as a fever, rash, or headache, can be a sign of strep throat. This is a bacterial infection which is very contagious.
8. **Pay attention to feelings of sleepiness and a loss of appetite.** Contagious illnesses can cause you to feel very tired or sleepy, and to lose your appetite. Sleeping a lot and eating less are two ways in which your body conserves energy to fight infection.

Putting the Symptoms Together

1. **Recognize the symptoms of influenza, or the flu.** Flu symptoms include fever, headache, general aches and body pain, extreme feelings of fatigue, and sometimes stuffy, runny nose, sneezing, cough, and chest discomfort.



Influenza, or flu, symptoms begin more abruptly, progress quickly, and are more severe than symptoms from a cold. The flu also can lead to serious complications.

2. **Identify the symptoms of a cold.** Typical symptoms that occur with a cold include a sore throat, stuffy or runny nose, cough, congestion, sneezing, mild chest discomfort, fatigue, and some general body aches and pain. Colds are contagious one to two days before symptoms appear, and then continue to be contagious for the next two to three days when the symptoms are at their worst.
3. **Pay attention to combined symptoms.** Symptom groups such as diarrhea, nausea, and vomiting accompanied by muscle aches and headaches can mean that you have gastroenteritis, sometimes called the stomach flu, or even food poisoning. Gastroenteritis and food poisoning have similar symptoms. This can make it hard to tell which one you may have. However, the stomach flu, or gastroenteritis is contagious, and food poisoning is not.
4. **Consider the people you have been around that are sick.** Most contagious illnesses can be caught for one or two days before symptoms develop. Learning what you have caught may be easier by understanding the recent illness of someone you have been exposed to, even if they were not yet sick when you were around that person.

Preventing the Spread of Contagious Illnesses

1. **Avoid contact with people that are sick.** The flu virus can be spread by someone sick as far as six feet away. Coughing and sneezing creates tiny droplets that can travel.
2. **Get the flu vaccine yearly.** Scientists research and develop flu vaccines that are designed to prevent infection from the most likely strains of flu viruses. Every year the vaccine is different, so getting it one year does not protect you for the next round of flu season. Getting the flu vaccine is key in controlling the spread of the flu. <https://www.wikihow.com/Tell-when-You-Are-Contagious-note-5> Midway normally offers residents the opportunity to get a free flu vaccination each year. The time, date, and location will be determined and a sign up list posted.
3. **Wash your hands.** Upper respiratory illnesses, like a cold or the flu, are spread from person to person. A common way these illnesses are spread is by touching someone or something that has been contaminated with the virus.
4. **Use soap and water.** Wash with warm water and soap placed in the palm of your hand. Lather your hands by rubbing them together for at least 20 seconds. Be sure to cover all surfaces of your hand, including between your



fingers, under your nails, and your wrists. Then rinse your hands well, use a paper towel to dry, and use a towel to turn off the faucet. Discard in the towel in the trash can.

5. **Clean your hands with alcohol gel.** Squirt gel into the palm of your dry hand. Rub your hands together covering all surfaces until the gel dries. This takes about 15 to 20 seconds.
6. **Be aware of surfaces you touch.** Door knobs, desks, pencils, and other objects can carry the virus germs from one person to another. Once you touch an object that has been contaminated with the virus, it is easy to then touch your mouth, eyes, or nose. This provides a way for that unwanted virus to enter your body. The flu virus can live for two to eight hours on surfaces.
7. **Protect yourself and other people from exposure.** If you get sick, avoid contact with other people until your symptoms improve or your doctor says you are not contagious.
8. **Cover your mouth when coughing or sneezing.** Coughing and sneezing into a tissue, or even into the bent part of your arm near your elbow, is better than spreading the infected droplets into the air.
9. **Stay at the facility, isolated from other people.** Try to stay in your assigned room in the facility, separate from other residents to avoid spreading the illness. Don't go to work when you are contagious.
10. **Avoid sharing items.** Bed sheets, towels, dishes, and utensils should be washed carefully before being used by other people.

Testing for Infectious Diseases

Midway encourages all residents who wish to be tested for infectious diseases to do so. Approximately every quarter Midway will have a speaker at the house meeting on Tuesday evenings present on Sexually Transmitted Diseases and HIV. This individual also conducts free on-site HIV testing. Testing for other infectious diseases is conducted at Knox County Health Department Preventive Health Clinic located at:

140 Dameron Ave,
Knoxville, TN 37917
865-215-5000

Hours:
Monday - Friday
8:00 am – 4:30 pm

Confidentiality guidelines apply to all individuals who chose to be tested however Midway may ask you to sign a release of information so that any necessary precautions can be made to safeguard you as well as staff and other residents.

Universal Precautions

Midway Rehabilitation Center follows universal or standard precautions established by OSHA Handbook Methods of Compliance when dealing with any type of situation where exposure to potentially harmful substances may exist.



Universal Precautions are implemented when administering first aid, cardiopulmonary resuscitation or any procedure where the potential for exposure to blood or anybody fluid is present. Body fluids include saliva, sweat, vomitus, tears, and intestinal and urinary tract materials.

Universal Precautions assumes that all persons are considered potentially infected with a transferable disease.

Residents should never place themselves at risk or exposure to blood or anybody fluid. If there is a medical emergency where blood and/or bodily fluids is present seek out a staff member immediately.

Where blood and or bodily fluids are present in the facility, staff will exercise the following procedures to ensure that the area has been cleaned thoroughly:

1. Disposable gloves should be worn whenever cleaning surfaces contaminated by body fluids.
2. Surfaces must be disinfected with a disinfecting agent. Household bleach diluted 1:10 is sufficient.
3. Disposable gloves should be worn whenever handling any contaminated materials.
4. Dispose of contaminated gloves in plastic lined waste baskets after all possibility of contact with body fluids is eliminated. Do NOT touch outer surfaces of the gloves when removing them. All materials should be disposed of in a plastic lined waste basket, or in case of small articles or fluids, in the toilet. The hazardous material waste can is located in maintenance room in the basement. Place all contaminated articles in a plastic bag to transport to the container.
5. Wash hands thoroughly with soap and water after removing gloves. In the event of personal exposure to body fluids directly, or through contaminated surfaces or materials, wash any exposed area thoroughly with soap and water.

THE BASIC RULES OF UNIVERSAL PRECAUTIONS

The purpose of Universal Precautions is to prevent or minimize exposure to blood borne pathogens.

- Approach ALL patients as if they are HIV or HBV infectious.
- Universal Precautions apply to tissues, blood, and other body fluids containing visible blood.
- Approach ALL blood, body fluids, and tissues as if they are HIV or HBV contaminated.
- Approach ALL needles and sharps as if they have been contaminated with HIV or HBV.
- Blood is the single most important source of HIV, HBV, and other blood borne pathogens in the workplace.



- Universal Precautions also apply to tissues, semen, vaginal secretions, cerebrospinal fluid (CSF), synovial fluid, pleural fluid, pericardial fluid, and amniotic fluid.
- Universal Precautions do not apply to feces, nasal secretions, breast milk, sputum, sweat, tears, urine and vomit unless they contain visible blood. Precautions do not apply to saliva, except in dentistry.
- Anticipate the kind of patient contact and use appropriate personal protective equipment.
- Know the limitations of the personal protective equipment you are using, when the equipment can protect you and when it cannot.
- Do not recap needles.
- Do not break or otherwise manipulate needles.
- Place contaminated sharps in puncture-resistant containers.
- Wash hands immediately after contamination or removing gloves.

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 an 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.

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 2 or 3, the second floor staff member 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 not 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 officer from the second floor 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 officer 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 second floor 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 evaluating authority. The same procedures will be in place for organizing the move and tracking residents.

YOUR KNOWLEDGE OF THIS PLAN WILL BE TESTED PERIODICALLY

Handling/Exposure to Hazardous Materials

Midway 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:

- Immediately wash the affected area with water. This may be done at a designated eye wash station (located in maintenance room or dish room), a sink or shower.
- Call for help if not able to go to a staff member. Inform staff 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.

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 list. 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. Midway will have you complete a Property Disposition Form. The person listed in the Property Disposition form is the only individual Midway can release your belongings to.

If you leave the facility prior to completion of the program, Midway will keep your belongings for one (1) year and then will dispose of them per Midway's policy.

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

Financial

Fee Agreement (Subsistence)

Residents funded by the Federal Bureau of Prisons 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.

BOP Residents who are granted the privilege of home confinement are no longer required to participate in the subsistence program. However, they must continue to bring in their paychecks.

The amount of subsistence is pre-determined by the BOP. BOP Residents who are struggling to meet financial obligations may request a reduction and or waiver of subsistence by submitting a request to the Residential Reentry Management Office. These requests must show WHY you need your subsistence reduced, and must include copies of bills, etc. Midway has no authority to reduce or waive subsistence payments.

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.

All changes in a residents financial circumstances are required to be reported to the Executive Director immediately.

All residents who are gainfully employed are expected to make subsistence payments to Midway. Subsistence payments begin the day you get your first paycheck, and are paid on Tuesday, starting the first Tuesday after your initial paycheck. Subsistence payments are then required to be made before 6pm on TUESDAY Afternoon. Failure to pay subsistence correctly, and no later than 6pm Tuesday afternoon, will result in the initiation of an incident report. Each resident is will pay 25% of his/her GROSS salary, rounded down to the nearest dollar. The last week you are in the program, your subsistence 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 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 is owed. Remember to take 25% of your GROSS pay, then round down to the nearest dollar. For example: if your gross pay is \$565.13, you would divide that amount by 4, resulting in \$141.25. You should then get a money order for \$141.00. Always round down to the nearest dollar, no change. Midway will not take money orders for the wrong amount.

If you fail to pay subsistence payment on time and have not made arrangements, then you will receive an incident report and loose one week of personal time and/or an equivalent sanction. Continued incident reports for failure to pay your subsistence or not paying in a timely fashion, will result in additional more severe sanctions including removal from the program.

BASIC SERVICES COVERED BY SUBSISTENCE

The subsistence you pay covers the following basic services:

1. Three nutritious and well-balanced meals per day;
2. Twenty-four hour supervision by awake trained staff members;
3. Room and all amenities associated with living such as electricity, water, cable, local phone, and computer access with internet capabilities;
4. Operable and adequate bathrooms;



5. Workout area;
6. Laundry facility with powdered laundry detergent;
7. Weekly linen exchange of sheets;
8. Laundry bag, combination lock, twin sheet set, blanket, bedspread, pillow, towel and washcloth;
9. Weekly therapy sessions with primary counselor to address reunification with family, vocational, educational assistance, abstinence from mood altering substance and any other issues as identified on your individualized program plan;
10. Referral to mental health treatment if designated by referral source;
11. Transportation to mental health appointments;
12. Referral to doctor's which must be approved by BOP;
13. Medication pick-up, which must be approved by BOP;
14. Weekly group sessions on life skills;
15. Weekly employment group to assist those unemployed in securing work;
16. Alcohol checks; and
17. Random drug screens as dictated by the BOP.

Although Midway will refer residents for medical treatment, neither Midway nor the BOP is under any obligation to pay for these services. If it is deemed necessary for a resident to receive medical care while at Midway and the BOP denies such treatment, the resident has the option to be transferred back to a BOP Medical Facility or pay for the services myself. Even if a resident chooses to pay for the medical and or dental services the BOP still must approve the treatment.

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 \$15.00 per screen.

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 you 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 do so 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.

Disciplinary Procedures

In-House Incident Reports

Residents failing to follow program rules and guidelines may receive an in-house incident report 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 RRM's office and Disciplinary Hearing Officer for final disposition. Midway only recommends sanctions.

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.

IR Appeal Procedure

Administrative Remedy Procedures

The resident shall complete the form (BP-10) with all requested identifying information and shall state the complaint in the space provided on the form. If more space is needed, the inmate may use up to (1) letter-size (8.5" x 11") continuation page. The resident must submit one copy of the supporting exhibits. Exhibits will not be returned with the response. Because copies of exhibits must be filed for any appeal (see §542.15(B)(3)), the resident is encouraged to retain a copy of all exhibits for his/her personal records.

If a BP-10 is not available, the resident can write a (1) page letter-sized (8.5" x 11") with the identifying certification number assigned by the DHO at the time the decision was made at the top of the letter within 20 days of the certification date.

Send correspondence to:

Federal Bureau of Prisons
Attn: Administrative Remedy Coordinator
North Central Sector
400 State Avenue
8th Floor
Kansas City, KS 66101

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.

Tardy Slips

If you are late returning to the facility regardless of the reason, you will be issued a tardy slip. Anyone receiving a tardy slip will automatically lose 4 hours of personal time. If you do not have personal time another appropriate sanction will be issued. Plan accordingly and return on time.

Smoking Incident Reports

Refer back to smoking section for detailed information on sanctions related to smoking in the facility, on the premises or having smoking related articles in your room, in your belongings or on your person.

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 & Alcohol Screens

Drug 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.

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 be 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 in Secur Manage as well as in the log book. After you sign your name on these two locations, the Midway staff member will sign Secur Manage 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.

If you are suspected of attempting to provide an altered urine screen, you may be asked to provide another screen. If you are caught providing an altered screen an incident report will be initiated.

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

Alcohol Sensors

All residents will be administered an alcohol test each time they return to the facility from an unsupervised activity.

Random alcohol tests will be administered to residents at various times during their stay in the program.

Any time it is suspected that a resident is drinking an alcohol test will be administered.

Failure to blow in the tube for an accurate reading will result in an incident report being initiated.

After providing a negative screen you will be asked to sign in Secur Manage.

If your screen was positive at .02% or above you will wait fifteen minutes and then provide another test. If that screen also registers positive at .02% or higher an incident report will be issued. You are not 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 DUIs 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.

Notification of Use of Bath Salts and/or Synthetic Marijuana

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. 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.

Prison Rape Elimination Act (PREA)

It is the policy of Midway Rehabilitation Center to have a **zero tolerance** for all forms of sexual abuse and harassment and to provide for a quick, responsible and efficient response to instances of inmate reported sexual offenses and to ensure the preservation of any possible evidence. Sexual conduct between staff and inmates, volunteers or contract personnel and inmate regardless of consensual status, is prohibited and subject to administrative and criminal sanctions.

The following will define sexual abuse and sexual harassment:

SEXUAL ABUSE OF A RESIDENT BY ANOTHER RESIDENT:

Any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of a resident by a staff member, contractor, or volunteer: Any of the following acts, with or without consent of the resident:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff



- member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
 - (6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5) of this section;
 - (7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
 - (8) Voyeurism by a staff member, contractor, or volunteer.

Voyeurism:

An invasion of privacy of a resident by a staff member, contractor, or volunteer unrelated to official duties, such as peering at a client who is using a toilet in his or her cell to perform bodily functions; requiring a resident to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a resident's naked body or of an inmate performing bodily functions.

SEXUAL HARASSMENT:

Includes any of the following acts:

- (1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Staff, residents, and any unescorted volunteers, visitors, vendors and/or contractors will undergo training on the signs of sexual abuse/harassment, and how to report sexual abuse/harassment.

If you experience any of the above situations or are aware of someone who any of the above scenarios has happened to, there are several ways to report the abuse. All ID cards and/or visitor cards issued to staff, residents, visitors, vendors, and or contractors have PREA Reporting procedures. On each floor of the facility there are PREA posters that outline how to report the abuse.

Midway will utilize all available resources to ensure the safety of the victim following the established protocol. A victim or an individual reporting abuse will never be subject to retaliation.

All staff and 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.

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

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 to Operate a Motor 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

Residents may seek permission to drive a street legal motorcycle or moped. The same requirements as those for seeking permission to drive must be adhered to. Residents are not permitted to ride as a passenger on a motorcycle or moped.

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. REMMBER TO INFORM STAFF IMMEDIATELY IF YOU ARE ARRESTED, STOPPED BY LAW ENFORCEMENT, INVOLVED IN A TRAFFIC ACCIDENT, OR RECEIF A TRAFFIC TICKET.

Accountability

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 log must be completed BEFORE you leave the center.

Do not leave the center without a curfew or approval by your counselor;

Check your sign-in time and location to ensure that you know where you have signed out to and when you are required to be back.

Do not go outside the facility for any reason without signing out;

Sign the roster on your assigned floor 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 or any other area prior to signing in;

Packages brought into the facility will be searched;

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

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

Unaccountability/Escape

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

You are on ESCAPE 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.

Employment

All unemployed residents are required to attend employment classes held each week by the Employment Specialist at 1pm on Mondays on the fourth floor in the Board Room. The time and date are subject to change but notification will be given in advance of any changes. These classes are designed to assist individuals in securing employment by helping develop resumes, inform residents of local job fairs, how to utilize computer based technology and resources, job readiness skills, and how to recognize resident's skill levels to enhance job placement which fosters long term employment maximizing job retention.

It is expected that every resident on Level 2 will make a concentrated, immediate effort to find full time employment within 30 calendar days. Paper paystubs showing proper withholdings are required. However, on occasion you are allowed to work where you are paid cash but you must have APPROVAL to work such a job. It is still your responsibility to know your work schedule, when you are paid and the amount you are 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. Talk to your counselor about the job before beginning to work. Your employment must be verified prior to you starting. Midway staff will contact your employer via the telephone as well as doing as on-site verification. Failure to find employment within the 30 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. Remember Midway must be able to contact you on the job, so employment such as a delivery person, or taxi driver is not permissible. Certain jobs you acquire necessitate that you wear an electronic monitor. These include jobs where Midway cannot easily make contact with you directly while on the job. If you go to work and are not needed, return to the facility. If you go to work and are sent to a different work site, call Midway and inform them of this change in location. If you are given a lunch break while at work and leave your approved location for lunch it is your responsibility to call Midway and inform them of where you are going and let Midway know when you are back at work. 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.

Supervision

While you are 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

Each time you leave the facility or return to the facility, you must sign in or out on the Secur Manage system. To sign out properly you 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. Sign back into the facility via Secur Manage when you return. 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 ANY OTHER LOCATION. SIGN IN ONLY ON THE FLOOR YOU ARE ASSIGNED TO UNLESS THAT FLOOR IS CLOSED. IF YOUR FLOOR IS CLOSED SIGN IN AND OR OUT ON THE FIRST FLOOR.**

Community Program Release Forms

Prior to signing out to look for work and or personal time you must complete a community release form. You can find these forms on the bulletin board located on each floor. The form must be filled out correctly and in its entirety. You must turn this form into the duty officer before 12am the day before you intend on going to the location/s listed.

Passes

Weekend 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. 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 are 52 hours and begin at 5pm and end at 9pm. It is mandatory that Midway has a current phone bill on file showing your service dates prior to taking a pass. Your counselor is the only staff member who can put your pass into Secur Manage. Passes must be turned in for submission no later than close of business two days prior to start of the pass. For example, if you take passes from Friday to Sunday turn in your completed pass no later than 5pm on Wednesday.

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 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.

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.

PASS REMINDERS

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 prescription 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 Re-Entry Management 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. In addition, residents will have to have reliable transportation to return to Midway at least one time per week to participate in program requirements. Residents on home confinement will be placed on electronic monitoring as part of home confinement status. While on home confinement Midway has the right to inform you to return to the facility to ensure that all 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 location.

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 non-transferrable. This means that the home phone service must only be accessible from the home site. Therefore, no magic jacks, line links, talk 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:
 - a. AT&T
 - b. Comcast
 - c. Bell South
 - d. Frontier
 - e. Charter
 - f. Century Link
 - g. WOW
 - h. Spectrum
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 at any time thereafter, that you do



you have call forwarding...then 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.

Miscellaneous Information

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 Ephedrine 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 7:15 am Mon-Fri and 9:30 am Sat & Sun. The facility participates in a GI night where each floor has specific details to complete. On this evening no one is allowed to take free time during the hours designated for GI Night. 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.

*USE GOOD
JUDGEMENT IN
YOUR ACTIONS
AROUND THE
CENTER AND IN
THE COMMUNITY*

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 is disposed of immediately. Contraband items given back to residents are expected to be removed from the facility. If the item is confiscated in a subsequent search it will not be given back and will be disposed of.
5. Residents are not allowed to leave their assigned floor to visit residents on another floor and be in any room besides their assigned quarters.

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

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.
7. If you do not have a job you must attend employment class on Monday's at 1pm. You are not allowed to sign out of the facility on Monday afternoons until after employment class.

Convicted Felon Notice

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 your 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.

Disciplinary Process

While a resident at Midway, you will be subject to the same disciplinary process, including incident reports, prohibited acts and sanctions as all federal institutions and camps use.

Summary of Inmate Disciplinary System

Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution. This process ordinarily is a maximum of twenty-four hours. The process involves three steps consisting of:

1. Staff gives inmate notice of charges by delivering the incident report. This is done at the maximum, ordinarily, of five work days from the time staff becomes aware of the inmate's involvement in the incident, excluding the date staff became aware of the involvement, weekends, and holidays.
2. Initial Review by the UDC.
3. No less than 24-hours after delivery of the incident report, unless the inmate signs a waiver of the 24-hour notice, the inmate has a Discipline Hearing Officer (DHO) hearing.

NOTE: Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

Prohibited Acts & Available Sanctions

- (a) **Prohibited acts.** The list of prohibited acts are divided into four separate categories based on severity: Greatest; High; Moderate; and Low. We describe the prohibited acts in Table 1 - Prohibited Acts and Available Sanctions. Aiding, attempting, abetting, or making plans to commit any of the prohibited acts is treated the same as committing the act itself.
- (b) **Available sanctions.** The list of available sanctions for committing prohibited acts is listed in Table 1 - Prohibited Acts and Available Sanctions. If you commit repetitive prohibited acts, we can impose increased sanctions, as listed in Table 2 - Additional Available Sanctions for Repeated Prohibited Acts Within the Same Severity Level.

Greatest Severity Level Prohibited Acts	
100	Killing.
101	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
105	Rioting.
106	Encouraging others to riot.
107	Taking hostage(s).
108	Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade, body armor, maps, handmade 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 or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
114	Sexual assault of any person, involving non-consensual touching by force or threat of force.
115	Destroying and/or disposing of any item during a search or attempt to search.
196	Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
197	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
198	Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. 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 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 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1.	Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C.	Disciplinary segregation (up to 12 months).
D.	Make monetary restitution.



E.	Monetary fine.
F.	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
G.	Change housing (quarters).
H.	Remove from program and/or group activity.
I.	Loss of job.
J.	Impound inmate's personal property.
K.	Confiscate contraband.
L.	Restrict to quarters.
M.	Extra duty.
High Severity Level Prohibited Acts	
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
201	Fighting with another person.
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 lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
209	Adulteration of any food or drink.
210	(Not to be used)
211	Possessing any officer's or staff clothing.



212	Engaging in or encouraging a group demonstration.
213	Encouraging others to refuse to work, or to participate in a work stoppage.
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 communications 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 a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
221	Being in an unauthorized area with a person of the opposite sex without staff permission.
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 the person, after having been previously warned to stop such conduct.
226	Possession of stolen property.
227	Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g. DNA, HIV, tuberculosis).
228	Tattooing or self-mutilation.
229	Sexual assault of any person, involving non-consensual touching without force or threat of force.
296	Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High



	category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
297	Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
298	Interfering with a staff member in 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 60 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).
B.1.	Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C.	Disciplinary segregation (up to 6 months).
D.	Make monetary restitution.
E.	Monetary fine.
F.	Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation).
G.	Change housing (quarters).
H.	Remove from program and/or group 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 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
308	Violating a condition of a furlough.
309	Violating a condition of a community program.
310	Unexcused absence from work or any program assignment.
311	Failing to perform work as instructed by the supervisor.
312	Insolence towards a staff member.
313	Lying or providing a false statement to a staff member.
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
315	Participating in an unauthorized meeting or gathering.



316	Being in an unauthorized area without staff authorization.
317	Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
318	Using any equipment or machinery without staff authorization.
319	Using any equipment or machinery contrary to instructions or posted safety standards.
320	Failing to stand count.
321	Interfering with the taking of a 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.
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 a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
332	Smoking where prohibited.
333	Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
334	Conducting a business; conducting or directing an investment transaction without staff authorization.



335	Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
336	Circulating a petition.
396	Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
397	Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
398	Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

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).
B.1.	Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C.	Disciplinary segregation (up to 3 months).
D.	Make monetary restitution.
E.	Monetary fine.
F.	Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation).
G.	Change housing (quarters).
H.	Remove from program and/or group activity.
I.	Loss of job.



J.	Impound inmate's personal property.
K.	Confiscate contraband.
L.	Restrict to quarters.
M.	Extra Duty.
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 abuse or obscene language.
405	(Not to be used)
406	(Not to be used)
407	Conduct with a visitor in violation of Bureau regulations.
408	(Not to be used)
409	Unauthorized physical contact (e.g., kissing, embracing).
498	Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.
499	Conduct which disrupts or interferes with the security or orderly running of 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	
B.1.	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).



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

TABLE 2 - Additional Available Sanctions for Repeated Prohibited Acts Within the Same Severity Level

Prohibited act severity level	Time period for prior offense (same code)	Frequency of repeated offense	Additional available sanctions
Low Severity (400 level)	6 months	2nd offense	1. Disciplinary segregation (up to 1 month).
			2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3rd or more offense	Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2nd offense	1. Disciplinary segregation (up to 6 months).
			2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense.	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2nd offense	1. Disciplinary segregation (up to 12 months).



			2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months		

Acknowledgement of Custody

Pre-Release Residents

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 previous pages.

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.

Public Law Residents

Public Law 89-176. SB** Congress, H.R. 6964, September 10, 1965 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.

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.

