



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 taxpayers.



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ACKNOWLEDGMENT OF CUSTODY	ERROR! BOOKMARK NOT DEFINED.

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 Rehabilitation Center (Midway). Midway hopes residents will find their stay at Midway rewarding and pleasant. Residents are assigned a primary counselor. The primary counselor will help residents explore ways of making their stay here as productive as possible. The residents' responsibility is to maintain open communication with the primary counselor, advising them of anything that arises that affects the resident or the residents' program status. As residents progress through the program and demonstrate responsibility, they can earn more privileges. However, based on the referral source, residents sometimes do not secure privileges during their stay. Residents' stay at Midway should give them a sense of accomplishment.

Midway expect that residents will encounter problems they will need help solving. However, no matter what problems may have brought residents to Midway, the entire staff is dedicated to making the residents' stay here as rewarding as possible. Midway hopes residents feel free to discuss their problems and progress with the primary counselor. In addition, our staff can help residents with problems because of training previously received.

Residents must cooperate in all matters discussed in this orientation package. **If residents have any questions, make sure to ask the primary counselor.** Remember, each resident will develop their program plan, so it is a good idea to obtain information from the 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 residents to do the work and make the necessary changes.**

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

This program is designed to help residents learn to live meaningful life without using substances or legal problems. The program will enable residents to develop new habits and behavior patterns which will prepare them to re-enter society as independent and productive people. The program's primary focus is to help residents learn a new lifestyle that does not involve using substances or illegal activities to cope with problems. All residents are expected to put forth energy and devotion to developing their own personal, social, vocational, legal, educational, recreational, emotional, physical, and economic goals.



program
guidelines



Staff

The staff is responsible for the facility's supervision and the residents' well-being, ensuring proper conduct and respect for others. You will be assigned a primary counselor who will meet with residents at least once weekly to develop and review the residents' individualized program. In addition, duty officers supervise the residential floors and are in charge of the running of the floor. Residents will also interact with other staff in groups and meetings as the residents' plan requires.

Any questions residents may have should contact their counselor during their business hours. **DO NOT CALL ANY COUNSELOR AFTER HOURS.** If this question cannot wait until they return, contact the first-floor duty office at (865) 637-1555.

Referrals to Other Agencies

Midway will complete referrals to other community resources for assistance when deemed appropriate and the resident's needs. The counseling staff is responsible for determining the referral's appropriateness and assisting residents with the referral. All medical referrals or appointments must be approved by the BOP regardless of who pays for the service. Residents can seek assistance from other community resources without a referral from Midway. However, to coordinate treatment, residents must inform Midway of any involvement with other agencies. While residing at Midway, residents cannot collect social security disability.

Pre-Release Residents

Jurisdiction of Residents

Even though, as pre-release residents, residents can enter the community, residents 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 residents. Those residents under Pre-trial status must abide by the same rules and regulations as other correction residents 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.

The resident shall understand that while at Midway, if a resident leaves Midway or an approved location without permission from the Executive Director or authorized representative, the resident will be discharged from Midway immediately. If my placement at Midway was through a referral source, that referral source should be contacted immediately and informed of my unsuccessful discharge. Additionally, residents leaving their employment or training without permission or failing to return to the residential center within the predetermined time are subject to being discharged from the program. Again, 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 10.1965m amends section (11) of section 4082 of title. 18. United States code as follows:

The willful failure of a prisoner to remain within the extended limits of their 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.

Residents are required to understand that while at Midway, they are in the custody of the Attorney General of the United States. Residents should further understand that leaving the residential center without permission from the Executive Director or their authorized representative shall be deemed an escape from the custody of the Attorney General. Residents also understand that leaving my place of employment or training without permission of the Executive Director or their 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

Residents are required to understand that while at Midway, if they leave the residential center without permission from the Executive Director or authorized representative, they are subject to be discharged from Midway immediately. If my placement at Midway was through a referral source, that referral source should be contacted immediately and informed of my unsuccessful discharge. Residents also should understand that leaving my place of employment or training without permission of the Executive Director or his/her representative or failing to return to the residential center within the time predetermined residents are subject to be discharged from Midway immediately. Again, if my placement at Midway was through a referral source, that referral source should be contacted immediately and informed of my unsuccessful discharge.

Visits by Family and Friends

1. Reporting Procedure

Visitors entering the facility should check in at the duty officer station on the 1st floor. All visitors must sign in / out on the computer and clipboard with the duty officer. A badge will be provided. Visitors must inform the staff member who they wish to visit. Residents are required to notify 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 that has a picture and signature on it

All visitor's items, including purses, cell phones, shopping bags, food, etc., should remain in the visitor's vehicle. Visitors are not allowed to bring in food or any items. The duty officer will be the deciding staff member if questions arise regarding appropriate identification. Visitors cannot bring in a cell phone or recording device. Staff on duty at the time of the visitation will supervise the visitation.

2. Reception

During a visitor's initial visit, Midway will ask for basic information, input it into SecurManage, and signed by both staff and visitors. 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. Residents may add visitors and delete visitors through the Kiosk. However, the visitor must be approved by their primary counselor on Thursday, a week before the visit.

3. Notification

Residents must be eligible for visitation with no active disciplinary infraction(s), and visitors must be approved the Thursday before visits. Staff will contact the resident and inform them they have a visitor(s). Residents may be denied visitation if the primary counselor, Executive Director, or referral agency deems 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 them to leave the facility.

4. Visiting Hours/Limitations

Residents may receive visitors under normal circumstances. Visitation days and times are posted on each floor. Visits are not permitted during mealtimes or allowed to have meals delivered during visitation. **CHILDREN UNDER THE AGE OF 16 MUST BE SUPERVISED BY AN ADULT OTHER THAN THE RESIDENT AT ALL TIMES.**



On occasion, Residents will require more privacy during visitation than available in the designated visitation areas, such as a meeting with a lawyer or clergyman. In those cases, the resident should talk to their primary counselor to arrange a more private visitation area.

Lawyers may need to see residents outside of regular visitation hours and days; this is acceptable if the resident gets prior approval.

Visitation hours and days are subject to change. Visitation can be canceled for an individual, a floor, or the facility without notice.

Visitation is restricted to the designated area with no access to a restroom. Visitation will be monitored by staff and incite of cameras at all times.

Dress and Conduct

The staff member supervising the visitation may terminate the visit if they feel it is disruptive to the facility. For example, staff may terminate visitation if a safety, sanitary, or other problem occurs to staff, residents, or the facility, if the visitor is inappropriately dressed or exhibiting disruptive behavior. In addition, visitors are not allowed to bring homemade food, pocketbooks/purses, backpacks, diaper bags, or any type of drink into the facility. Duty Officers will notify the Executive Director in writing whenever a visit is denied or terminated and explain why. Terminating a visitation is at the discretion of the staff member on the floor.

Visitors will not be allowed to leave and reenter during the same visitation unless there is a fire/disaster drill or evacuation. Any drills or evacuation visitors must participate in evacuating the facility.

Visitors cannot visit multiple residents on different floors on the same day.

No visitor can smoke on any facility property.

All visitors must agree to abide by the rules and regulations of Midway as presented on the Visitor Agreement form. The rules include wandng the visitor. In addition, introducing prohibited items or contraband into the facility will terminate the visit and future visitation. In writing, staff informs the Executive Director of any confiscated contraband brought into the facility by a visitor. **In addition, it is prohibited to have physical contact between visitors and residents; failure to abide by this regulation will result in the termination of the visit and future visitation.**

Again, suppose visitors do not follow the rules or are found with prohibited items or contraband (including but not limited to drugs, alcohol, weapons, recording devices, etc.). In that case, this will result in the termination of the visit and future visitation.



6. Former Residents

Former residents 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 toilet paper and laundry detergent while in the program. Suppose residents are determined to be indigent and cannot purchase a cell phone and personal hygiene items. In that case, Midway will provide the basic items (deodorant, toothbrush, toothpaste, razor, and comb) at the residents' request. Inform the primary counselor during the intake that residents need a hygiene packet. After residents secure employment, Midway expects them to purchase such items for themselves.

Under special circumstances, Midway will continue to provide such items with approval from the Executive Director. To obtain approval, residents must discuss their situation with their primary counselor.

Mail/Telephone Calls

Telephones

Midway provided phones on each floor for residents except during lights-out times. The phones are land phones and do not require money to make local calls. However, a calling card is necessary if residents wish to make long-distance calls. 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 residents are in the program due to confidentiality laws unless residents sign a release of information notice. Midway corresponds with the Federal Bureau of Prisons, United States Probation Office, and other legal entities such as US Marshals when needed about the residents' 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 (10) minutes with a five (5) minute waiting period between calls.
- Be courteous when on the phone, and do not use foul language.
- If a resident answer the phone, they must take a message using the chalkboard on the wall or locate the individual.
- Do not leave the phone off the hook.
- When answering the resident telephone, say “Hello” and do not identify Midway.
- Do not lean back in the chairs when using the phone.
- Do not put feet on the wall.

Depending on the violation, the staff member monitors the phone for inappropriate behavior and can revoke phone privileges for an individual or the facility as a whole. Staff will inform the Executive Director of the removal of phone privileges and why.

Mailing Address

Residents should address their mail to the street address at:

The residents' name
1515 Magnolia Ave.
Knoxville, TN 37917

Do not use the PO Box # to receive the residents' mail. When Midway receives mail for the resident, their mail will be delivered to the appropriate floor by the duty officer, or their primary counselor will retain to have

Mail Forwarding Instructions

Once residents are discharged from the program, Midway returns all mail to the sender. The USPS will not allow residents to submit a change of address due to Midway being a business. Residents are responsible for calling and changing their address with anyone who has Midway as their address.

If residents are transferred to another facility, the resident's mail will be forwarded to that location for two weeks, and then all mail received at Midway will be returned to the sender.

Indigent Residents /Mail

Midway will help those indigent residents who wish to mail letters to maintain community ties based on the following criteria.

Residents who enter the program and are defined as indigent by Midway's policy include those who are:

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

Midway 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 residents will be allowed to mail up to three weekly letters based on the above criteria for one month. However, suppose a resident cannot become financially sound within a month because of mitigating circumstances or cannot work. In that case, the Executive Director reserves the right to continue mailing letters to the resident, but it is not mandated.

Determination is based on the situation's circumstances, the length of time the resident will be in the program, and the importance of correspondence. Residents should talk to the primary counselor if they feel the criteria are met.

If residents have met the criteria listed above, present the residents' letter/s to the Executive Director, and they will use the agency's postal meter to stamp the letters. It is the residents' responsibility to mail the letters.

Censorship of Mail

Midway permits uncensored mail correspondence by residents if the mail does not threaten the safety and security of the facility, public officials, or the general public and is not used to further illegal activities.

- **Outgoing mail:** As a general rule, Midway does not inspect mail sent out because residents can access the community and mail letters/packages on the residents' own. Midway does intercede outgoing mail that is suspicious residents will be asked to open the letter, and staff will read the contents. Suppose the Executive Director determines the letter's content to pose a threat to any of the entities above. In that case, it will be confiscated and turned over to legal authorities if the mail is deemed 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 threatens 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 why or turned over to legal authorities if the content of the mail is determined to be illegal.

The resident will open incoming packages in front of Midway staff.

- **Disposal of incoming mail:** If Midway decides that mail must be censored or rejected, residents will be notified of the decision in writing and provided with why. The mail will be held five (5) days after residents have been notified to allow residents adequate time to file an appeal using the in-house grievance form. The mail will be destroyed if residents do not file an appeal and no



disciplinary action is taken. The mail will be retained and attached to the residents' appeal if an appeal is filed.

Dress Code

All residents must be fully clothed when inside or outside their sleeping quarters. Pajamas, nightgowns, or robes are not to be worn outside the bedrooms at any time. A robe alone is unacceptable when going to and from the shower. 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 residents to change their attire if they feel it is inappropriate. The staff has the final decision when deciding what appropriate and inappropriate clothing is. Residents are never permitted to walk around shirtless. Undergarments must be worn (including bras for female residents). **No sunglasses or hats, excluding religious head garments, may be worn in the facility.** Inappropriate attire may be confiscated by staff. Proper clothing 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. These tasks must be completed by a specific day according to the times listed on the resident schedule posted on each floor. Residents are responsible for knowing what their 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. See Resident Schedule for posted times of cleaning details and inspections. If residents work late, they will have to ensure the area is neat with no clothing on the floor or on top of their footlocker; footlockers are to be kept closed when residents are not in the building. **Everyone** is responsible for the room trash can-EMPTY IT, EVEN IF RESIDENTS DON'T USE IT!

“Extra Duty” to clean an area of the facility may be imposed for rule infractions.

ROOM DETAILS/DECORATIONS



Each resident is also responsible for keeping their living area clean and neat. Areas include recreation areas, day rooms, bathrooms, showers, and hallways. Proper care of the residents' living areas is a daily requirement. Beds are to be made at all times. Residents must keep all personal property in their footlocker and closet. For additional storage, residents can have one plastic container that must be kept under their beds. Living quarters are inspected daily by staff. Remember, residents 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 the residents' beds.
- Use plastic trash bags in the residents' room; the garbage can
- Have non-Midway bed linens, including comforter
- Have a pillow or mattress pad from outside the facility.
- Hang anything or put anything on the ceiling
- Hang anything from the fire sprinkler system which violates fire-safety standards
- Re-arrange furniture in the residents' room; this includes the desk
- Store clothes or any article behind the residents' footlocker; all clothing items and other articles need to be stored neatly in the residents' 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 six pairs of shoes
- Have open food/drinks in the residents' room
- Use an unauthorized lock on the residents' footlocker
- Hang pictures, posters, or decorations that may be interpreted by someone else as being offensive, promoting alcohol/drug use, cult or pornography
- Have the residents' laptop or computer, tablet, television, or DVD player
- Use the desk provided as the residents' night table-it is to be shared by everyone in the room
- More than one mattress on the residents' bed
- Anything over \$100 in value
- Extension Cords
- See the more detailed list of allowed and non-allowed items in the intake packet

Residents are allowed to decorate the bulletin board in the residents' room within the stipulations indicated above. All residents in the room must share the bulletin board.

Residents are subject to an incident report and disciplinary action if the residents' facility detail or room does not pass inspection. In addition, residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions.



Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

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, residents cannot switch rooms or beds 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. This prescription will be confirmed with the medical referral.

The duty officer on the resident's floor will distribute medication during specified times. See the residents' floor's resident schedule for these times. Special approval must be obtained to take medicine outside these times. In most cases, this might occur if the resident is at work during medication or needs a specific time between dosages.

Medicine time guidelines:

Medicine taken four times per day –	Doses will be 4 to 6 hours apart
Medicine taken three times per day –	Doses will be 6 to 8 hours apart
Medicine taken two times per day –	Doses will be 10 to 12 hours apart
Medicine taken one time per day –	Doses will be 22 to 24 hours apart

Residents must have their badges to obtain medicine.

Suboxone has separate times and locations. See the duty officer for details.

Upon receipt of the residents' medication, residents and the staff member will sign that resident received their medication. The medication will be returned to a locked, secure medicine cabinet. Medication will only be given out as indicated in SecurManage. Medication can only be taken as prescribed.

If residents no longer want to take the medication prescribed, residents must seek a doctor's approval. Staff will complete a medication advisory form when residents do not take their medication.

Over-the-counter medication **CAN BE KEPT** in the duty offer in the residents' bin as long as it is in the original container, is not outdated, or is a combination of pills in one container. Pills will be disposed of if outdated, not in the original bottle, or mixed with other medication. Prescription medicine such as birth control, nitrogen pills, and rescue inhalers may also be kept in the residents' possession with approval. In addition, 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**. A resident cannot possess items with a sleeping aid or caffeine-type medications. Laxatives and water pills, unless medically prescribed, are also prohibited. **NEVER TAKE MEDICATION THAT BELONGS TO SOMEONE ELSE.**

Residents cannot take medication that is not prescribed to resident and get a positive urine screen.

Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary action. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

Residents should **ALWAYS** know what medication they are taking.

Medication Refills –The resident's responsibility is to make sure they are looking in the Kiosk to see their medication counts. If the medication is ten days, let their primary counselor know. The medication form should be completed with their primary counselor, including the prescription number, name, and strength. This request should be completed one week before the medication's last day. Residents are not allowed to get their medication without prior approval. If residents are given a prescription from any source, they turn it into their primary counselor. The BOP must approve all medicines before they can be picked up.

Upon release from the program, medication will be returned to the resident.

Resident Kiosks

Kiosks are available on each floor to perform a variety of functions.

ALWAYS LOG OUT OF THE RESIDENTS' SECURMANAGE ACCOUNT BEFORE LEAVING THE KIOSK.

RESIDENTS' REQUESTS MUST BE SUBMITTED AT VARIOUS TIMES DEPENDING ON THEIR PRIMARY COUNSELOR'S SCHEDULE – SEE YOUR PRIMARY COUNSELOR FOR TIMES

Logging In: Residents can log in to their SecurManage Account on the residents' floor's tablet or the 4th-floor computers. The resident's password is the last four digits of their Social Security number.

Messages: Residents can view messages from their primary counselor and any notes they may have left on an approved or denied request. CHECK THE RESIDENTS' MESSAGES AT LEAST ONCE A DAY.

New Request: Tap the Request Type drop-down box to select either Counselor Meeting or New Schedule. Residents must include a reason for their primary Counselor Meetings in the Description box.

RESIDENTS CAN NOT SIGN OUT OF MIDWAY UNTIL THEIR PRIMARY COUNSELOR HAS VERIFIED THE RESIDENTS' ELIGIBILITY AND APPROVED THE REQUESTED SCHEDULE.

RESIDENTS MUST ENTER AN ADDRESS AND PHONE NUMBER IN THE DESCRIPTION BOX. INCLUDE THE CITY, STATE, AND ZIP CODE IN THE ADDRESS.

Enter times in a 12-hour format (example: 6:00). Do not forget to change AM to PM.

New Schedule Types:

Work Site: Select Recurring Schedule to request multiple days at once if the residents' sign-out and sign-in times will be the same each day.

Personal Time: Must have a job. Four hours every week. Receiving an IR may cause a loss of eligibility. Able to go to 4 approved locations.

Hygiene Pass: Only if residents do not work. Two hours once a month.

Treatment: All requests must be approved by BOP

Request Status: Residents can view whether their submitted requests are Pending, Approved, or Denied. Residents can cancel Pending requests from this page.

Medications: Residents can view their list of medications and their current count. Residents are to report to their primary counselor when less than seven days are left of medication.

Calendar: Residents can view all their approved schedules in a monthly view.



Requirements are subject to change at any time and based on eligibility.

Suicide Prevention

Whether positive or negative, change can cause many emotions, so Midway realizes that the resident's transition to the halfway house is associated with many emotions. There is much information to process and adjust to expectations. Take the residents' time, ask questions, and talk to someone if things become overwhelming.

Midway takes all threats or signs of potential suicide seriously. All staff is trained to recognize signs and information indicating a possible suicide. A potential suicide checklist will be completed with residents during their health screening. If the list suggests that residents are at medium or high risk for possible suicide, residents 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 a problem	15 min check with the visual and verbal exchange by staff, not left alone
Level Code	Assessment	Symptoms	Supervision
Level 3 / RED	Residents 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 a concrete suicide plan, refuses no-hurt contract, minimal insight into an existing problem, limited control	Close one-to-one observation until removed to mental health program or hospital, accompany everywhere, including the bathroom



Midway will contact Mobile Crisis to help assess the situation, and the Residential Reentry Manager's (RRM) office will be notified.

Midway also contracts with a psychologist and psychiatrist. If residents need to talk with a mental health professional, residents should inform their primary counselor or any Midway staff member at any time during the residents' stay at Midway. In addition, Midway will seek approval from the Bureau of Prisons for residents to be placed on mental health aftercare.

Residents must notify staff if they observe suspicious behavior from another resident. Some behavior that may suggest that the person is struggling with suicidal thoughts includes but are not limited to: Talk of suicide, lack of family, and friends, prior suicide attempts, depression, sadness, tension, loss of appetite, giving away personal belongings, severe mood changes and socially withdrawn.

If residents 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 the residents' problems, no matter how bad residents perceive the situation.

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 available in the basement for all residents. Laundry room hours are posted on the residents' floor. The basement area could be closed on special occasions, but Midway will post closure notification 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 not put tennis shoes in the washer or dryer. Residents must remove clothes immediately after the cycle is completed.** An iron and ironing board are provided on each floor. Only Laundry detergent provided by Midway may be used. Detergent can be requested at the Duty Officer's office. **BLEACH IS NOT ALLOWED.**

Suppose residents fail to get their clothes from the laundry room before it closes. In that case, they will have to wait to retrieve them from administrative staff and be subject to an incident report and disciplinary action.

Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.



Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

NO EXCEPTIONS. The duty officer can not authorize returning the residents' items or changing times.

All residents must turn their bed linens into the duty officer on Tuesday evenings. **LINEN EXCHANGE IS MANDATORY.** Residents will be issued clean bed sheets. In addition, each person is expected to wash their towels, clothes, and clothing at least once weekly.

Residents scheduled to leave should exchange linen before signing out. Then, residents will sign acknowledging linen exchange was completed. Staff will issue an incident report if the linen exchange is not completed.

Articles Issued to Residents at Midway

Upon admission into the program, each resident is issued the following:

- A set of bed linens
- Blanket
- Towel
- Washcloth
- Combination Lock
- Pillow
- Pillowcase

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

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

Smoking

Midway Rehabilitation Center (Midway) prohibits smoking or tobacco use inside the premises of 1515 Magnolia Ave. Smoking and tobacco include any paraphernalia, such as vapes, e-cigs, and chewing tobacco.

Smoking inside the facility is still strictly prohibited.

Failure to follow these rules may result in an incident report and disciplinary action for a resident, the resident's floor, or the entire building.

Any resident with 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. Residents will be sanctioned if they receive an incident report for smoking or bringing any smoking or smokeless contraband into the facility. **DO NOT SMOKE IN THE FACILITY!!!!**

Smoking Sanctions

Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

The entire floor will lose privileges if residents receive multiple incident reports for smoking or bringing in smoking-related contraband.

Midway expects residents to police themselves. Residents are adults and know the rules!!!!

Food Service / Kitchen

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

The food service department of Midway 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. A licensed nutritionist approves all menus annually and posted on the bulletin board outside the kitchen. All residents in the facility will be provided meals at no charge. See the resident schedule for mealtimes located on the residents' floor.

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

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 LUNCHESES OR LATE PLATES) IN THEIR ROOMS.

Removal/Delivery of Food

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

Late plates must be consumed immediately on the resident's floor in the common area. The container must be returned to the duty office immediately after consumption.

No home-cooked food is allowed in the facility. Food from restaurants is permitted to be delivered at specific times. No open food is allowed in resident rooms. All open food found in resident rooms will be thrown away by staff. **THERE ARE NO DELIVERIES OF ANY TYPE, INCLUDING FOOD, DURING NON-DELIVERY HOURS. SEE RESIDENT SCHEDULE FOR TIMES.**

Special Diets

Suppose a doctor or dentist prescribes a "special diet" for you. In that case, the residents are responsible for giving the written prescribed menu to their primary counselor to receive approval from the Executive Director. If residents eat a "special diet" because of religious or personal preference, such as no meat (pork), residents should inform the cook that residents would like a meat substitute.

Suggestions

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

Internet/Computer use by Midway Residents

Midway provides a computer with internet services and printers at no cost to residents. The internet is used only for job seeking, educational endeavors, self-improvement activities, and reconnecting with family members and communities. Internet use is on a first-come-first-serve basis. Please be courteous if residents use the internet and another person is waiting. Residents cannot use the computers during GI night, linen exchange, a house meeting, or scheduled lights out.

A resident is never allowed to change settings on the computer or alter the program(s) installed on the computer. Residents who have changed their computers on the resident floor are subject to an incident report and disciplinary action. Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.



If residents discover a problem with the computer, residents must tell a staff member immediately.

Residents eligible for weekend passes or home confinement may have access to the internet in the home.

Residents suspected of engaging in inappropriate internet use will have their privileges suspended or revoked and may be subject to an incident report and disciplinary action. In addition, any resident with a history of using the internet for illegal purposes will be prohibited from accessing the internet.

Therapeutic Meetings

Each week residents will attend both individual and group meetings. These meetings are required; if residents miss a scheduled meeting, they must inform their primary counselor.

Individual Sessions

Individual Sessions are scheduled between residents and their primary counselor. Residents and their primary counselors will explore various things during these meetings based on the developed personal program plan. It is the residents' responsibility to attend their scheduled meetings.

Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

If residents cannot keep their appointment, residents must contact their primary counselor as soon as possible, inform them of this, and attempt to reschedule.

Weekly Classes

See resident schedule for Transitional Skills classes. These group sessions focus on transitional skills to better equip residents when reentering the community. **ALL RESIDENTS MUST ATTEND THESE MEETINGS EXCEPT FOR TRANSITIONAL RESIDENTS.** Residents unable to attend either meeting should make arrangements with their primary counselor to fulfill this requirement.

RDAP (TDAT) Groups and Sessions

While incarcerated, residents who participated in the Residential Drug Abuse Program (RDAP) will continue in aftercare during their stay at Midway. Residents will undergo an



alcohol and drug assessment within ten working days after the residents' arrival. In addition, residents are expected to attend one weekly group session. There are three weekly groups, allowing residents to participate in the group that best fits the residents' schedule. See RDAP Counselor, who will assign residents a group time.

In addition, residents are required to meet with the therapist once a month for an individual session. Residents will be given the time and date of these meetings. This schedule will be listed in the residents' calendars on the kiosks.

Residents must adhere to these requirements to comply with TDAT stipulations. Failure to do so will make Midway communicate with the Community Treatment Services about the residents' behavior. In addition, residents are subject to an incident report and other disciplinary actions as determined by CTS.

Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

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

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

Psychology and Psychiatric Appointments

Psychology and Psychiatrist Appointments- Residents must see Midway's contracted, psychologist or psychiatrist. The resident's primary counselor will inform them of doctor's appointments before the date. Midway will provide transportation to these appointments. Residents are responsible for ensuring they are ready and available to attend these appointments.

Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

In addition, the psychiatrist's schedule will be listed in the residents' calendars on the resident kiosks.

Facility Resource Contact

The residents' primary counselor is the initial contact person to help them meet their goals, needs, and objectives. Residents will undergo an initial assessment by the Social Worker to help Midway determine their needs and how to meet them best. The Social Worker is considered the resource person in the facility and will coordinate care with the primary counselor to accomplish established tasks. Typically, during the initial assessment, residents will receive an electronic monitor during this appointment.

The purpose of therapeutic meetings, groups, and mental health aftercare is to provide residents with various resources and skill sets to assist in navigating any challenges they may face during the reintegration period at Midway. The ultimate goal is to foster the residents' confidence in personally managing issues by using good decision-making skills and thinking about the consequences of their actions before acting.

Program Discharges



Positive Program Completion

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

1. Development of a 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 substances
8. The 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 substances.
3. Unable to meet the program's requirements 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

Residents in a non-earning capacity and without family or community resources will be provided bus tickets if needed for program-related activities (i.e., employment search).

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

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

Visit katbus.com or call (865) 215-7800 for pricing and policy changes.

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

Fare Description

One Ride

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, at the Knoxville Station Customer Service Counter, or by mail.

1 Day Pass

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, at the Knoxville Station Customer Service Counter, or by mail.

30 Day Pass

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

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

The residents' trip may require more than one bus route to reach their destination. The bus will meet in many locations throughout the city for pickup, dropoffs, and transfers.



Residents will need to pay a new fare each time residents board a bus, so purchasing a day pass is most economical for anyone who needs to transfer.

Discounted Fare Program

A discounted fare is available to those who qualify. Qualifying individuals include seniors 65 or over, Medicare card holders, students under 18 years old, and persons with disabilities. Before boarding, proper identification (Medicare card or a valid KAT I.D. card) is required.

Residents can complete the Discounted Fare Application form online. See the website for applications and possible changes. Katbus.com

LIFT / Paratransit Service

KAT offers paratransit service for those unable to use regular fixed-route buses. The LIFT, a door-to-door service, is provided by reservation only, and passengers must be certified by KAT to use the service. All LIFT passengers must re-apply every two years to keep their certification current. The LIFT handbook contains detailed information on using the service. Anyone wishing to apply for LIFT certification should read the handbook before filling out the application.

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).
- Sign the operator by raising or waving hands to ensure they see and know they want to board. Then, be sure to stand a safe distance back from the curb until the bus comes to a complete stop.
- Residents should be ready to pay the fare as soon as they 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 - residents will be issued a change card to use on another bus trip. To learn about different pass options, visit our Fares section.
- When residents want to get off the bus, they use the pull cord or rubber strips around the windows to signal to the operator.
- When the bus comes to a complete stop, residents should make sure they have all items and exit the bus through the rear door. Then, 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 Taxi cab fares

Private Owned Vehicle

It is permissible for residents to have family and friends transport them to approved locations. It is the residents' responsibility to know that the individual driving meets the requirements to drive in Tennessee and has no contraband in their vehicle. If residents are stopped by the police and taken into custody, they will be on a technical escape, and an IR will be issued. **RESIDENTS SHOULD BE CAREFUL WHO THEY ACCEPT RIDES FROM.** Residents must inform their primary counselor of the outcome if they or the driver get pulled over.

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

- Valid Tennessee Driver's License
- Proof of current insurance showing effective dates of the policy
- Current Registration
- A notarized letter from the vehicle owner (if other than a resident) permits residents to drive the car.
- Completed Authorization for the use of Vehicle Form

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

Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

The residents' cars will be searched monthly or more often if necessary.

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

If the residents' job requires them to operate a vehicle, they must consult their primary counselor before driving the car.

INFORM STAFF IMMEDIATELY IF RESIDENTS 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

An appointment can be made the day before the scheduled pickup. Residents are not eligible if they are on a KAT service route or near a bus stop.



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



Transportation is provided for employment and training 24/7. However, funding is limited.



Lift-equipped vehicles are available.



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

TRANSPORTATION FARES

One-way Trips..... Call the phone # below to schedule, and confirm pricing and times.

Phone: (865) 524-0319

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

1. Residents ask permission at a minimum of twenty-four-hour before the appointment - this request should be made via their 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. The resident must sign out with the duty officer and notify the counselor if prescribed medicine. Residents must wear a seatbelt during transportation, and no additional stops will be approved. 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 the psychiatrist, as described above, they must return to the facility to depart for their appointment.

Residents may be approved for Midway transportation or alternative traveling if necessary for programming needs. Example: Transportation from Midway to obtain a driver's license, use the bike program to travel to work employment, or receive bus tickets.

Resident Levels

While a resident in Midway, residents will advance through several levels of treatment. As residents progress through the program, they will be given more privileges and expected to accept more responsibility. Residents are not here to socialize but to learn to deal with problems and become contributing societal members.

When residents first enter this program, they will be assigned a level by the Program Review Team (PRT). This team consists of representatives from US Probation, the Bureau of Prisons, and Midway. A level will be chosen depending on the residents' entry status to this program, specific needs, and past conduct records. It is anticipated most residents enter the program on level 2 or the Pre-Release Component. However, the residents' level will be re-evaluated after completing the IPP. The IPP ensures the residents are on the correct level based on their program plan.

Midway requires residents to participate in life skills and substance abuse education programs based on their 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 reside at home on home confinement. The residents' progress through the levels is based on their level of responsibility, supervision needs, and restrictions from the imposed sentence.

Residents who enter Midway as a public law resident 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 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 their primary counselor's doctor visits and other necessary and appropriate appointments. Under normal operations, visits from family and friends are conducted at the facility. See the resident schedule posted on each floor.

Level 2: Residents on this level are allowed access to the community to seek employment, obtain a picture ID and license, adhere to medical needs, and work at a legitimate job. Access to the community is limited on this level and based on specific programming needs, as discussed above, and other activities deemed necessary by their primary counselor based on established goals. Under normal operations, 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 the following:

- 1) Name of Church/Synagogue etc.;
- 2) Location of Church/Synagogue etc.;
- 3) Telephone of Church/Synagogue etc.;
- 4) Time of Worship

Suppose staff discovers that residents are abusing sign-out time to church. In that case, residents can be made to watch church service via television or given a specific church to attend where they can be better held accountable. Under normal operations, visits with family and friends are conducted at the facility. See resident schedule (if available).

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. These activities are limited to two(2) - four (4) hours weekly. All hours must be taken simultaneously. These hours cannot be split into multiple trips. Personal time can only be taken to a residence if the residence is approved to take weekend passes and the home site has been verified by Midway staff. Residents should always consult their primary counselor about using personal time to go home. Residents need to be organized and consider where they 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 8 am and 9 pm. Residents cannot take personal time on Monday and Tuesday evenings or when special facility details have been assigned, such as GI night. A resident must wait 30 minutes after entering the facility before signing back out. Public Law Residents are not eligible for this level.

Residents who attend religious services and are eligible for personal time must return to the facility and wait 30 minutes before taking any scheduled personal time; church time and personal time cannot be combined. In addition, residents who have obtained level 3 must be gainfully employed and meet other program requirements 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 under normal operations. Weekend passes are to assist in the resident's readjustment back home.

Level 5: Residents in this program component have met all their program goals and feel they can derive no additional benefit from staying in the facility. Therefore, residents cannot begin home confinement before their eligible date, determined based on their



sentence and provided to them in a computation sheet. The Residential Reentry Office is the only authority that can approve home confinement. Residents on home confinement will be monitored via electronic monitoring.

Advancement through the levels is the resident's responsibility. Participation in the residents' individualized program plan will be critical in obtaining levels.

REMINDERS:

Residents must continue to demonstrate responsibility while on each level and remain free of disciplinary write-ups. Residents who fail to comply with program rules and regulations will lose privileges and receive sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc. Repeat offenses will result in additional loss of privileges and sanctions, including removal from Midway.

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

Below is a list of requirements to move to higher levels. Remember, program plans are individualized for each resident, so it is important NOT to compare themselves 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 gainfully employed; however, all residents are encouraged to have 40 hours per week of 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. The home site has been verified by Midway staff or other appropriate representatives.
3. Continue to participate in Tuesday evening classes.



Level 4 to Level 5

1. Maintain all requirements fulfilled in levels two and level 3.
2. Have achieved home detention eligibility date.
3. RRM's office has approved home Confinement.

The progress of all residents in the Midway program is monitored by staff daily. Midway staff encourages all residents to progress through treatment. However, residents may have to be moved down to a lower level with fewer privileges. Moving down to a lower level 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.

Residents should not compare themselves to other residents in the program.

Summary of Levels

If residents enter Midway on Level 1, they are on house arrest. Level 2 allows residents to sign out to work three (3) hours of religious services per week. Level 3 only applies to pre-release residents. It entitles residents to two (2) - four (4) hours of personal time every other week. This time may not be taken in increments. Personal time must be to a specific location such as a restaurant or store, no unapproved residences, amusement parks, bars, adult entertainment, hotels, etc. Level 4 only applies to pre-release residents who have met all requirements. Under normal operations, these individuals are eligible for weekend passes pending a home site inspection. Individuals on Level 5 are eligible for home confinement (pre-release residents only) no earlier than their home confinement eligibility date. Public Law Residents do not qualify for levels 3-5.

Rights & Responsibilities

Midway's policy supports residents' rights to independent expression, choice, and action. It strives to ensure that each individual is given respect, dignity, consideration, privacy, and opportunities to participate in all available programming. All rights and responsibilities of residents are presented in a manner or format that promotes understanding, and opportunities are given to residents to ask questions about the information.

Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

These rights and responsibilities include:



1. Residents have the right to be given a statement of the specific rights guaranteed by these rules and applicable state and federal laws.
2. Residents have the right to be free of any requirement by the facility to perform services ordinarily performed by facility staff.
3. Residents have the right to ask the facility to correct information in their records. If Midway refuses, residents may include a written statement in the records of why they disagree.
4. Residents have the right to be informed about their care in the language residents understand.
5. Residents have the right to participate in developing their programs or treatment plans. Residents receive sufficient information about proposed and alternative interventions and program goals to enable them to participate effectively.
6. Residents have the right to participate fully or refuse to participate in community activities, including cultural, educational, religious, community services, vocational and recreational activities.
7. Residents are allowed to have free use of the common areas in the facility with due regard for privacy, personal possessions, and the rights of others.
8. Residents have the right to be accorded privacy and freedom to use bathrooms when needed.
9. Residents shall be permitted to retain and use personal clothing and appropriate possessions, including books, radios with earphones, religious articles, toiletries, jewelry, and letters.
10. Residents have the right to associate and communicate privately with persons of their choice, including receiving visitors at reasonable hours.
11. Residents have the right to privacy and freedom in their bedrooms/sleeping areas.
12. Residents have the right to expect to be treated respectfully and fairly by all staff of Midway. Residents have the right to treatment regardless of race, religion, creed, national origin, gender, disability, or political views.
13. Residents are responsible for treating staff and other residents in the same manner.
 - a. Residents have the right to know the rules, regulations, procedures, and schedules concerning Midway's operation.



- b. Do not cuss staff or other residents or use language that is considered offensive.
14. Residents have the right to health care, including nutritious meals, proper bedding, laundry facilities, an opportunity to shower regularly, proper ventilation, temperature control, and access to medical and dental treatment.
 - a. Midway, nor the Bureau of Prisons, is financially responsible for the residents' medical care while residing at Midway. Therefore, Midway will help coordinate medical and dental treatment but is not obligated to pay for it.
15. It is the residents' responsibility not to waste food, not damage the facility, exchange linen weekly, wash personal clothing regularly, shower daily, maintain neat and clean-living quarters, and seek medical and dental care as required. Residents are also responsible for keeping all open food items and drinks out of their living quarters.
16. Residents have the right to expect reasonable safety in so far as Midway's practices and environment are concerned.
17. Residents have the right to know that mandatory monthly facility searches are conducted to look for contraband items.
18. Residents who have been approved to drive need to be aware that their vehicle will be searched monthly to ensure it is free of contraband.
19. Midway's staff member will search all packages brought into the facility.
20. Midway also conducts random pat-down searches on residents. The staff of the same-sex offender will perform the pat-down search.
21. Midway staff will also use a wand to detect contraband on a resident.
22. Residents are responsible for cooperating with these monthly and random searches.
23. Midway has the right to destroy all contraband confiscated.
24. Residents have the responsibility to cooperate with: (a) the fire and safety rules and regulations, (b) exiting the building as quickly as possible during mandatory
25. s, and (c) to inform staff immediately if residents observe any life safety violations in the facility.
26. The residents' responsibility is also not to tamper with any fire and safety equipment. Tampering with equipment, including hanging items from the sprinkler system, is prohibited.



27. Residents have the right to visit and correspond with family members, friends, and news media in keeping with facility rules, regulations, and schedules.
28. It is the residents' responsibility to conduct themselves properly during visits, not to pass contraband during visits or by mail to bring contraband into the facility at any time, not violate the law through correspondence, and respect the confidentiality of other residents in the program.
29. Residents have the right to make suggestions to the staff. If residents feel they have the basis for a grievance, they may file per Midway's policy and procedure. Grievances are located on each floor, hanging on the bulletin board.
30. Residents have the responsibility to present themselves honestly and fairly with their grievances.
31. Residents have the right within the law to personal and informational privacy as covered under the state and federal confidentiality regulations.
32. Residents have the right to refuse to see or talk with visitors.
33. Residents have the right not to make public statements that acknowledge gratitude to the Midway program or to participate in a public gathering on behalf of Midway.
34. Residents 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 the residents' treatment and responsible for monitoring their quality.
35. Residents have the right to expect their presence at Midway, including any activities, to be confidential unless residents give permission otherwise. Therefore, unless written and signed consent, Identifiable photographs or images of residents will not be used by Midway except under two circumstances:
 - a. Residents who escape or abscond from Midway have warrants issued for arrest.
Midway cooperates with the arresting authority and provides photos and images of the resident in the act of escaping or absconding if requested; or
 - b. Incidents occurring within the facility are considered criminal and under investigation by an outside agency such as the Police Department.
36. Residents are not responsible for disclosing other residents' presence at the center without their consent.

37. Residents are responsible for accurately presenting themselves to the agency they are seeking assistance to evaluate whether they are eligible for the requested service.
38. Residents have the right to access the legal courts and access to a law library.
39. Residents should consult their primary counselor for more information on this.
40. In addition, residents have the right to seek judicial relief and not to be subjected to reprisals or penalties because they decide to seek such relief.
41. Residents have the right to vote, make contracts, buy or sell real estate or personal property, or sign documents unless the law or a court removes these rights and if residential services are provided, and if married residents reside in the facility, privacy for visits by spouses must be ensured.
42. The residents residing at Midway are still under the custody of the UA Attorney General and are serving the remainder of their confinement at a residential reentry management center (Midway). In accordance with the law, residents are not allowed to vote as stipulated in The Tennessee Constitution, which denies the right to vote for persons convicted of an infamous crime (Tenn. Const. Art. 1, Section 5). Any felony is considered an “infamous crime” and disqualifies a person from exercising the right of suffrage (T.C.A. Section 40-20-112). Those convicted of infamous crimes may petition for restoration upon completion of the sentence or be pardoned by the governor (T.C.A. Section 40-29-101, Section 2-19-143). Proof of restoration is needed to register to vote (T.C.A. Section 2-2-139). In addition, since the residents are “in custody” of the United States District Attorney, they do not have the liability to sign documents or enter into contracts, including real estate, until they are released from custody.
43. The residents residing at Midway must abide by the conditions of incarceration, which forbid married residents from sharing a room or engaging in conjugal visits.
44. In addition, residents are considered federal “inmates” and are not allowed to engage in sex while in custody.



The rights of all residents in Midway may only be modified or limited under the following conditions:

1. It is demonstrated and documented that a legitimate program purpose cannot reasonably be achieved without such modification or limitation.
2. No modification or limitation may be made solely for the convenience of Midway staff or be more stringent than is necessary to achieve the demonstrated purpose.
3. Residents or representatives of residents, as appropriate, must be fully informed of proposed facility rules, policies, or procedures modifying or limiting their rights and of the reasons, therefore and must be given an opportunity to object; propose alternatives; and consult with family, friends, and/or advocacy agencies before their implementation.
4. Midway rules, policies, or procedures that modify or limit resident rights must be in writing and posted in a conspicuous place. If the residents receive services in their homes, they and/or their legally appointed representative shall be provided with a written copy of the proposed rules, policies, or procedures.
5. Midway is not a Medicaid-reimbursed home and community-based service (HCBS) provider required to comply with the federal home-based and community-based setting final rule, published in the Federal Register at 79 FR 2947 (January 16, 2014)

Program Rules

The following is a list of program rules that residents should read carefully. This list is not inclusive, as regulations may change based on the requirements of the BOP. Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

Residents must always be in proper attire when in or out of their rooms. No pajamas, including PJ pants, nightgowns, or any sleeping attire is not permitted in public areas. In addition, residents must wear shoes when out of their rooms.

- ❖ Sunglasses and hats, excluding religious head garments, are not to be worn in the facility. In addition, residents cannot sleep nude, and undergarments must be worn at all times.



- ❖ Each resident is responsible for the cleanliness of their living area.
- ❖ Each resident will be responsible for completing their assigned detail(s) Mon-Fri and weekends during posted times on the resident schedule.
- ❖ Facility/Car searches will be conducted unannounced frequently. All contraband seized will be disposed of.
- ❖ Weapons on the premises are strictly prohibited. All knives, guns, clubs, slap-jacks, and other instruments 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 cause an incident report and disciplinary action that will likely include removal from Midway. Violence includes acts committed in the community, such as domestic violence. Midway staff will call the local police if a fight occurs, and all involved will be taken into custody.
- ❖ No smoking is permitted anywhere in Midway's facility. No Smoking includes vapes, E-cigarettes, and chewing tobacco. 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.). No rolling papers are to be used or brought into the facility.
- ❖ There is 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 the residents' assigned rooms is prohibited.
- ❖ Disrespect for other residents, the program, the staff, and the facility is not permitted. Disrespect includes offensive or obscene language.
- ❖ All prescription medication must be immediately turned in to the office and will be logged into SecurManage and supervised as prescribed. Do not pick a prescription up at the pharmacy or take any pills. All medication is counted when it is turned in. Do not take over-the-counter medicines containing alcohol, including mouthwash. No over-the-counter medication containing Ephedrine is allowed.
- ❖ Residents should read bulletin boards and notices daily.
- ❖ When transported in a Midway vehicle, everyone in the vehicle must wear a seatbelt at all times. In addition, smoking, dipping tobacco, drinking, or eating is prohibited in company vehicles.



- ❖ Visitors must have picture identification and be on the resident's approved list before being allowed to visit. Visitation hours and days are posted on the resident schedule. Therefore, visitation hours and times are subject to change. If Midway staff decides that the residents' visitor is inappropriate, they will be asked to leave and placed on a banned visit list.
- ❖ 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 the Midway-provided form. The primary counselor must approve attendance.
- ❖ No open beverages, food, or fruit are allowed in a resident's room. It will be confiscated and thrown away as contraband. Remember, no liquid is to be brought into the facility. Residents may purchase drinks from the machines in the facility during approved times, meal times, or laundry/workout times.
- ❖ Do not monopolize the telephones. Limit calls to ten (10) minutes with a five (5) minute interval between calls. Unlimited access to Midway phones is a privilege and can be taken away if residents abuse the privilege.
- ❖ Remember to be respectful of others. When talking on the phone, RESIDENTS CAN NOT LEAN BACK IN THE CHAIR OR PUT THEIR FEET ON THE WALL. If residents answer the phone, they should answer "hello and is responsible for getting the person requested or taking 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 gender, is strictly prohibited. All parties will be issued an incident report.
- ❖ The resident will open incoming mail in front of Midway staff.
- ❖ Tampering with electronic monitoring equipment will result in the residents' immediate removal from home confinement.
- ❖ The amount of cash a resident can keep in the facility equals or less than \$100. Any amount over \$100 should be deposited in a savings account, which is required for all working individuals.
- ❖ Attendance at scheduled activities is required unless their primary counselor or group facilitator approves.
- ❖ Residents cannot put anything on the walls in their rooms. The bulletin board is to be used to display pictures etc. Residents cannot post anything considered or related to



pornography, alcohol, or drugs on their bulletin boards. Midway can remove items on the bulletin board at the staff member's discretion.

- ❖ Residents are not allowed to do hair (cut, color, braid, etc.) in any common area of the facility.
- ❖ Midway will notify a resident within twenty-four (24) hours 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 twenty-four hours (24) after the investigation unless mitigating circumstances exist.
- ❖ A resident who receives an incident report and disciplinary actions may be held in from work and other community activities pending the write-up, even after the incident report has been processed if necessary.
- ❖ When signing out to work, the resident is expected to be at work they signed out. Suppose the resident leaves their job (i.e., approved doctor visit), they must call the facility and inform the duty officer of the location change. All location changes must have prior approval from the resident's primary counselor. The resident must contact the facility when they return to work. If residents are dismissed from work early, residents are expected to return immediately to the facility or home if on home confinement.
- ❖ When residents sign out for any personal time, they must make sure they go to the location listed on the schedule.
- ❖ 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 65. Any resident working over 65 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 at Midway must seek approval through the Executive Director and requires the RRM to approve.
- ❖ Residents can attend church services for three (3) hours per week.
- ❖ Stealing (taking an item from someone else or the program) is a severe violation.
- ❖ Residents are discouraged from working for family members or being self-employed. Any resident who wishes to work for a 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. Therefore, other residents cannot come into the residents' living quarters.**



- ❖ Residents are not allowed to work for or cooperate with any law enforcement agency while a resident is 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 and wand searches, which Midway will conduct randomly.
- ❖ Music in rooms must not be audible from the hallway. Residents should wear headphones.
- ❖ 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 must evacuate the building during random fire and disaster drills regardless of weather or the time of day.
- ❖ Sexual harassment, unwanted advances, or inappropriate comments or behaviors will not be tolerated; intimate, sexual, or dating relationships with other residents or staff are prohibited.
- ❖ Residents are allowed to have cell phones during their stay in the program.
- ❖ Residents are required to provide their cell phone numbers to their primary counselor. Suppose residents change their cell numbers while in the program; residents must give the new number to their primary counselor.
- ❖ Residents are not to take pictures of other residents or staff.
- ❖ Residents cannot give their phone # to other residents. And residents cannot store other residents' phone numbers, text them, or have any contact with other residents via cell phone.
- ❖ Midway reserves the right to ask for the residents' cell phones to ensure they comply with the rules. Residents must provide the security code to allow staff to access their phones. Midway cannot confiscate the residents' phones permanently and will return them to residents as soon as Midway's compliance can be verified.
- ❖ Residents cannot FaceTime without the use of headphones. Be respectful of others around you, and do not use speaker phone / FaceTime in any of the common areas. **Cell phone use of any kind is prohibited on the 4th Floor, duty office, meal lines, and Fire/Disaster Drills.**



- ❖ The following items are not allowed in the facility or the residents' room: rolling papers, vaping devices, oil for vaping, incense, personal TVs, DVD players, computers/laptops/tablets, stereos, extension cords, 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 the residents' footlocker or sent home. Do not put them under the bed).
- ❖ All personal items must be appropriately stored either in the footlocker or closet. For example, residents cannot sit items on the footlocker or window sill.
- ❖ If residents 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.
- ❖ 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 the community.
- ❖ If at any time while a resident of Midway residents is questioned or arrested by law enforcement, it is THE RESIDENTS' responsibility to inform Midway staff at the residents' first opportunity of the situation. Residents must also tell Midway of all traffic accidents or tickets, even if residents are on home confinement. In addition, incident reports will be issued to all residents arrested by any law enforcement agency. These arrests are considered a technical escape. As a result, the resident may not return 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 mandatory special counseling and/or groups.
- ❖ All residents will participate in groups on certain days to comply with guidelines. These groups will be mandatory and announced so residents can plan accordingly.

Resident Grievance Procedure

Pertinence

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

Adverse Action



Any resident reporting a grievance will not be subject to any adverse action by any staff member due to 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 their primary counselor unless it is regarding the primary counselor. The primary counselor will attempt to resolve the problem. However, suppose the primary counselor cannot resolve the resident grievance. In that case, the counselor will gather 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. If the grievance is regarding the primary counselor, the resident will turn into the Executive Director.

2. Second Level-Appeal Process

Within five working days, the Executive Director will review the grievance. In addition, 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.

The Executive Director will approve all resolutions to grievances. However, suppose the Executive Director does not authorize the resolution. In that case, 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 has the right to file a BP-9 and mail it to the Residential Reentry Manager's office (RRM). These forms may be found on the bulletin boards 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 about 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

- A cable TV is located on each floor—the majority rules what is to be watched. Televisions will not be on during scheduled cleaning or lights-out times.
- Each floor is equipped with a DVD player. Residents are allowed to bring in appropriate movies to be viewed.
- A workout area is located in the basement. Males and Females cannot be in the basement together. Walking is allowed in the basement. Residents are only authorized to work out during scheduled times and NOT during mealtimes.
- Midway provides an assortment of games.
- Residents may have radios which must be used with headphones.

Life Safety

Emergency Medical Back-Up Procedure

Whenever residents are injured or ill, they must report to the duty officer on the assigned floor. The duty officer will arrange to transport residents to a nearby hospital if they need medical treatment. In the case of a severe injury, an ambulance will be called by the duty officer. Residents who are taken by staff to the emergency room will be transported to Fort Sanders Medical Center. For example, suppose a resident uses an ambulance; the driver will be asked to take the resident to Fort Sanders Medical Center unless medical personnel determines they need to go to a Level 1 (Trauma) hospital, which means the resident will be taken to the University of Tennessee Medical Center.

Remember, once at Midway, you assume responsibility for the residents' medical care which means they are financially liable for any bills received during their stay at Midway.



In certain situations, the Executive Director will request that the Bureau of Prisons pay for medical expenses incurred while residing at Midway. However, based on their policy, they are under no obligation to pay for this, and neither is Midway.

If a resident is injured or becomes ill while away from the facility, they must immediately call Midway and inform the staff of their condition.

No matter how small the injury or illness, it is the residents' responsibility and a requirement that they make staff aware of their condition.

The resident must continue to update Midway on their status every 4 hours. The status includes if admitted, room number, procedures, diagnosis, and next steps. In addition, the resident must update Midway of any change of status, which may be more than every 4 hours. The resident will update the first-floor duty officer and counselor (if available).

Infectious Disease Management and Universal Precautions

Infectious Disease Management

Midway will manage infectious diseases in the facility through a comprehensive approach that 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 through contact with bodily fluids, by aerosols (coughing or sneezing), or via a vector, for example, a mosquito.

Midway receives a referral packet before the residents' arrival, which contains information about their physical health, including diagnoses of any infectious disease. This information is on BEMR (Medical), indicating whether they are cleared for food service. Midway does not segregate or acknowledge the residents' diagnoses unless they are determined to be contagious. For example, suppose residents have an infectious disease that is not foodborne or transmitted by casual contact. In that case, residents are not prohibited from assignment to food service.

The Executive Director or designee will perform a health screen form on all individuals who enter the program. This screen helps to serve as the 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.

Suppose residents become ill while a resident of Midway; inform staff immediately. It would be determined by medical personnel if they seek medical care or by the Executive Director based on their symptoms. Transportation by Midway staff member If residents choose not to go to the doctor, they must be put in a single-man room and may be determined not to have contact during sickness. Any resident suspected of being contagious will be assigned to a single-person room until their symptoms subside. If residents are on a food service-related detail, they also will be removed from that detail until their symptoms improve.

How to tell when residents are contagious

To be contagious means that residents can transmit an illness to another person. Once residents feel sick, knowing if they are contagious may prevent them 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 residents feel ill, follow these steps.

1. **Take temperature.** Residents should ask the duty officer for a thermometer to take their temperature. A normal temperature range is 97.7 to 99.5°F (36.5 to 37.5°C). Anything above is considered a fever and indicates that residents are probably contagious. Having a fever with a cold is not as common as the fever associated with the flu is considered contagious.
2. **Examine mucus and nasal secretions.** Thick or discolored yellow/green mucus strongly indicates that residents have an upper respiratory infection accompanied by inflammation in the respiratory tract. It also means that residents 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 residents are contagious, like with illnesses such as chickenpox or measles. In addition, some contagious bacterial infections can also cause skin rashes, especially scarlet fever or impetigo. Streptococcus or staphylococcus usually causes this. Fungal infections can cause contagious skin rashes such as ringworm or athlete's foot.
4. **Watch for diarrhea accompanied by a slight fever.** Diarrhea can signify a contagious illness, especially when accompanied by vomiting and a low-grade fever. Diarrhea, vomiting, and low-grade fever can be signs of gastroenteritis. Gastroenteritis is often referred to as stomach flu. However, the symptoms could be signs of rotavirus, norovirus, or coxsackievirus. These are all contagious.
5. **Look for pain behind the forehead, cheeks, and across nose.** Regular headaches are not usually an indication of a contagious disease. However, specific headaches (where residents feel pain in the face and forehead) can be a warning that residents are contagious.
6. **Notice if a runny nose accompanies a sore throat.** When residents have a contagious illness, like the flu or a cold, the sore throat is often accompanied by a runny nose. However, a sore throat with a NON-runny nose but with



symptoms such as a fever, rash, or headache can signify strep throat. Strep throat is a very contagious bacterial infection.

7. **Pay attention to feelings of sleepiness and a loss of appetite.** Contagious illnesses can cause residents to feel tired or sleepy and lose their appetite. Conversely, sleeping a lot and eating less are two ways the residents' 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 signs of a cold include a sore throat, stuffy or runny nose, cough, congestion, sneezing, mild chest discomfort, fatigue, and general body aches and pain. Colds are contagious one to two days before symptoms appear and 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 residents have gastroenteritis, sometimes called the stomach flu or food poisoning. Gastroenteritis and food poisoning have similar symptoms. These symptoms can make it hard to tell which one residents may have. However, the stomach flu or gastroenteritis is contagious, and food poisoning is not.
4. **Consider the people who have been around that are sick.** Most contagious illnesses can be caught for one or two days before symptoms develop. Learning what residents have caught may be easier by understanding the recent illness of others exposed, even if they were not yet sick when they 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 create tiny droplets that can travel.
2. **Get the flu vaccine yearly.** Scientists research and develop flu vaccines 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 residents from the next round of flu season. However, getting the flu vaccine is vital in controlling the spread of the flu.[https://www.wikihow.com/Tell-when-You-Are-Contagious - note-5](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. Midway will announce to the resident available times, dates, and locations.
3. **Wash hands.** Upper respiratory illnesses, like a cold or the flu, are spread from person to person. These illnesses are commonly spread by touching someone or something contaminated with the virus.
4. **Use soap and water.** Wash with warm water and soap placed in the palm of the hands. Lather hands by rubbing them together for at least 20 seconds. Cover all parts of the hand surfaces, including between fingers, under nails, and wrists. Then rinse the residents' hands well, use a paper towel to dry them, and use a towel to turn off the faucet. Discard the towel in the trash can.
5. **Clean hands with alcohol gel.** Squirt gel into the palm of the dry hand. Rub hands together, covering all surfaces until the gel dries. Cleaning the hands should take about 15 to 20 seconds.
6. **Be aware of surfaces that others can touch.** Doorknobs, desks, pencils, and other objects can carry the virus germs from one person to another. Once a person touches an object contaminated with the virus, it is easy to touch the mouth, eyes, or nose. Touching those things allows that unwanted virus to enter the residents' bodies. The flu virus can live for two to eight hours on surfaces.
7. **Protect yourself and other people from exposure.** If residents get sick, avoid contact with other people until their symptoms improve or their doctor says they are not contagious.
8. **Cover your mouth when coughing or sneezing.** For example, coughing or sneezing into a tissue or bent arm will prevent infection from spreading through droplets into the air.

9. **Stay at the facility, isolated from other people.** Stay in the assigned room in the facility, separate from other residents, to avoid spreading the illness. Don't go to work when residents 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 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

Call (865) 215-500 to confirm times, and residents must obtain approval through their counselor before an appointment.

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

Universal Precautions

Midway follows universal or standard precautions established by OSHA Handbook Methods of Compliance when dealing with any 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 other fluid is present. Body fluids include saliva, sweat, vomitus, tears, and intestinal and urinary tract materials.

Universal Precautions assume that all persons are potentially infected with transmissible diseases.

Residents should never place themselves at risk of blood or bodily fluids exposure. However, if there is a medical emergency where blood and/or bodily fluids are 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 possible contact with body fluids is eliminated. Please DO NOT touch the outer surfaces of the gloves when removing them. All materials should be disposed of in a plastic-lined waste basket or case of small articles or fluids in the toilet. The hazardous material waste can is located in the maintenance room in the basement. Place all contaminated pieces in a plastic bag to transport to the container.
5. Wash hands thoroughly with soap and water after removing gloves. If personal exposure to body fluids is direct, through contaminated surfaces, or materials, wash any exposed area thoroughly with soap and water.

THE BASIC RULES OF UNIVERSAL PRECAUTIONS

Universal Precautions aim to prevent or minimize exposure to bloodborne 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 HIV or HBV-contaminated.
- Approach ALL needles and sharps as if they have been contaminated with HIV or HBV.
- Blood is the most important source of HIV, HBV, and other blood-borne pathogens in the workplace.
- Universal Precautions are used for exposure 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. In addition, precautions do not apply to saliva, except in dentistry.
- Anticipate the kind of patient contact and use appropriate personal protective equipment.
- Residents should know the limitations of the personal protective equipment to use, when it can protect them 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 removal of gloves.

Fire Safety and Emergency Evacuation Plan

When resident suspects a fire, they must alarm 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 and if the fire is small and localized. Residents should exit the building immediately and report to the designated location in the parking lot. Do not attempt to extinguish the fire.

All individuals will immediately leave the building by the most accessible exit when an alarm is given. Do not wait to dress, investigate, or retrieve possessions. Exit routes are posted in each room. Residents who refuse to exit the building or do not exit quickly will receive an incident report and disciplinary action. Likewise, residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

Move quickly but calmly to avoid panic.

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

To slow the fire's spread, residents and staff should close as many doors as they leave. However, do not shut off escape routes for others.

If trapped, the resident should close one door between themselves 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. Instead, use another avenue, escape, or wait at the window for rescue.

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

At the meeting spot, assemble in the area designated with other floors. The second-floor staff member will make a head count for all individuals. If someone is missing, staff will



inform the fire department by 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. Instead, 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: The front area, break room, and two in the hallway
- Seven extinguishers are located in the basement: Kitchen, laundry, maintenance, boiler room, and common areas.

Disaster and Emergency Plan - Telephone #911
Severe Weather

The duty officer or Executive Director will notify residents of severe weather alerts. All residents will be sent to the safe refuge area 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 will remain at the basement level until the disaster ends.

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

YOUR KNOWLEDGE OF THIS PLAN WILL BE TESTED PERIODICALLY

available means of transportation will be utilized. In addition, the second-floor duty officer will develop an overall roster of residents.

If 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.

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 to a person's skin or eyes or ingested. If residents are exposed to a toxic chemical, it is considered a medical emergency, and they should do the following:

- Immediately wash the affected area with water. Cleaning the affected area may be done at a designated eye wash station (located in the maintenance room or dish room), a sink, or a shower.
- Call for help if not able to go to a staff member. The resident should inform staff of the cleaning product used. Staff will pull the MSDS for that particular cleaning product. Follow the instructions on the MSDS sheet until the 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-VENTILATED AREA.

Personal Property

Security of Property: Midway will provide a metal footlocker with a combination lock for residents to securely and adequately store valuable items. Residents are responsible for using and returning the lock when they leave the program. If residents lose the lock or fail to return it at their discharge, they will have to pay the replacement cost of the lock.

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 residents purchase or discard personal property listed, the duty officer needs to be informed so the item can be added or removed from their inventory list. Midway is not responsible for articles that are stolen or misplaced.

Disposal of Property: Since Midway has limited storage space and must abide by strict fire and safety regulations, storage of personal property after discharge must be limited to only five (5) days. Midway will not ship property to the family. Someone must be designated to physically pick up the residents' personal belongings if they cannot take them at the time of their discharge. Midway will have residents complete a property disposition form. The person listed in the property disposition form is the only individual to whom Midway can release the residents' belongings.

If residents leave the facility before completing the program, Midway will keep their belongings for one (1) year and dispose of them per Midway's policy. Midway will not be liable for the loss or theft of any personal effects that residents may have in their possession while a resident of the program. In addition, residents agree not to hold Midway responsible for any personal items residents may leave behind upon separation from the center.



Financial

Fee Agreement

Residents entering the residential program on a self-pay status are responsible for the total daily rate unless Midway and the resident agree to a sliding fee before admission. The sliding fee will be based on the individual's income.

Self-pay residents may also be liable for the cost of urine screens and alcohol checks required during treatment.

The residents' first paycheck stub and all after should be brought to the residents' weekly counselor meeting. Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

Although Midway will refer residents for medical treatment, neither Midway nor the BOP is under any obligation to pay for these services. For example, suppose a resident must receive medical care at Midway, and the BOP denies such treatment. In that case, the resident can be transferred back to a BOP Medical Facility or pay for the services themselves. However, the BOP must approve the treatment even if a resident pays for the medical or dental services.

Credit/Savings

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

A budget is required as soon as you become employed. The residents' primary counselor will assist them in developing a realistic budget. All residents will be required to open a savings account unless they cannot do so due to the nature of their offense. Documentation of the residents' savings accounts must be given to their counselor. Residents will also be responsible for other bills while a resident of Midway.



A condition of the residents' community program requires them to participate in the "Resident Financial Responsibility Program" if they did not fulfill that obligation during their term of imprisonment.

Disciplinary Procedures

In-House Incident Reports

This incident report is handled informally.

Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

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 issuing the incident report. A disciplinary hearing will be completed 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.

The incident report will be EXPUNGED from the record when a resident is found innocent of the charges.

Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.



Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

Smoking Incident Reports

Refer to the smoking section for detailed information on sanctions related to smoking in the facility, on the premises, or having smoking-related articles in the residents' rooms, belongings, or persons.

Public Law Residents/Pre-trial Residents

If a public law or pre-trial resident receives a write-up, Midway will consult with the referral source regarding disciplinary action. However, these write-ups will not be forwarded to the hearing officer and could be immediately removed from the program.

Drug & Alcohol Screens

Drug Screens

While a resident of Midway will require to provide a urine sample for drug testing at any time, 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 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. Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

Residents are allowed to drink water while trying to provide urine screens. However, once a staff member puts residents on notice for a urinalysis, they will not be allowed to leave the staff member's sight until they have provided the screen.

As part of the procedure, residents must sign paperwork indicating correct procedures were followed. Therefore, when residents are asked to take a test, they should ensure that the



following things that happen to collect the sample are handled correctly. If the steps are not followed, residents should not sign the paperwork and request the staff member to contact the Executive Director immediately.

Ensure the staff member supervising the screen spells the residents' names correctly and has the correct register when filling in the forms.

Residents will be asked to empty their pockets and remove jackets, etc. Residents will also be asked to wash their hands with soap and water.

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

After giving the screen, double-check the name and register number on the form, and place security label tape across the bottle lid. The staff member should have put the number bar label on the bottle. Next, sign the residents' names in SecurManage and the logbook. After residents sign their names on these two locations, the Midway staff member will sign SecurManage and logbook to verify that they obtained the screen. The residents' signature, as well as the staff member's signature, is a verification that correct procedures were followed in collecting the specimen.

If residents are suspected of attempting to provide altered urine, they may be asked to give another screen. An incident report will be initiated if residents are caught providing altered urine.

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

Alcohol Sensors

All residents will be administered an alcohol test after returning 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 alcohol test will be administered whenever a resident is suspected of drinking.

Failure to blow in the tube for an accurate reading will result in an incident report and disciplinary action. Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

After providing a negative screen, residents will be asked to sign in SecurManage.

If the residents' screen was positive at .02% or above, residents will wait fifteen minutes and then provide another test. Midway will issue an incident report to the resident if that screen also registers positive at .02% or higher. Residents cannot leave the duty office until a negative reading is obtained.

Anytime a resident is suspected of drinking or using drugs, a drug or alcohol test will be administered. If a resident fails to keep a curfew, they are subject to an alcohol/drug test upon 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 throughout the month. If residents enter Midway from an institution and provide positive alcohol or urine test, they will be issued an incident report. Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

Notification of Use of Bath Salts and Synthetic Marijuana

Any resident who tests positive for bath salts, synthetic marijuana, or other alternative names will fail to comply with Midway's rules and regulations.

In addition, any resident found to have synthetic marijuana or bath salts or any product with alternative names used for such products will fail to comply with Midway's rules and regulations.

Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

Prison Rape Elimination Act (PREA)

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

Residents have the right to be protected from neglect, physical, verbal, and emotional abuse, and misappropriation or exploitation.

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 or is coerced into the such act by overt or implied threats of violence, or is unable to consent or refuse, is sexual abuse:

- (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 instruments; and
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or 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, is sexual abuse:

- (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 instruments, 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 buttocks that is unrelated to official



duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse or gratify the 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's uncovered genitalia, buttocks, or breast in the presence of a resident, detainee, or resident, and
- (8) Voyeurism by a staff member, contractor, or volunteer.

Voyeurism:

An invasion of a resident's privacy by a staff member, contractor, or volunteer unrelated to official duties. The invasion includes peering at a resident using a toilet to perform bodily functions, requiring a resident to expose their buttocks, genitals, or breasts, or taking images of all or part of a resident's naked body or a resident 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/resident, detainee, or resident directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to an inmate/resident, 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, unescorted volunteers, visitors, vendors, and contractors will undergo training on the signs of sexual abuse/harassment and how to report sexual abuse/harassment.

If residents experience any of the above situations or know someone to whom any of the above scenarios has happened, there are several ways to report the abuse. All ID cards and visitor cards issued to staff, residents, visitors, vendors, and contractors have PREA Reporting procedures. In addition, 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 victim's safety following the established protocol. A victim or an individual reporting abuse will never be subject to retaliation.

All staff and residents have the right to privacy relating to this topic.

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

Midway has established a local intervention protocol that offers immediate resident protection from the assailant.

Driving

The pre-release placements must seek permission to operate a vehicle and cannot drive until they have been granted permission from the Bureau of Prisons or their designee. In addition, residents will be permitted to drive one car while a resident. Residents must apply for permission for driving privileges by turning in the following information to their counselor:

- Completed "Authorization to Operate a Motor Vehicle" Form
- Valid Tennessee Driver's License
- Notarized letter from the owner of the vehicle (if not a resident) permitting residents to drive the car
- Copy of insurance on the car to be driven showing effective dates of the policy
- Valid car registration

Residents may seek permission to drive a street-legal motorcycle or moped. The exact requirements for driving a car are the same. 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 residents have been granted permission; driving without permission will result in an incident report.

Remember that the residents' cars will be searched at the minimum monthly and maybe more often if deemed necessary. **RESIDENTS ARE PERMITTED TO DRIVE ONLY THE VEHICLE RESIDENTS HAVE BEEN APPROVED TO OPERATE.** If the residents' job requires them to operate a vehicle, consult with their primary counselor before driving the car. **REMEMBER TO INFORM STAFF IMMEDIATELY IF RESIDENTS ARE ARRESTED, STOPPED BY LAW ENFORCEMENT, INVOLVED IN A TRAFFIC ACCIDENT, OR RECEIVE A TRAFFIC TICKET.**

Accountability

Residents should check their sign-in time and location to ensure that they know where they have signed out to and when they are required to be back.

One of the most important things residents 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 residents are and how to reach them at all times (24 hours per day). Residents are responsible for following this procedure. Within the supervision framework, residents are expected to use the residents' freedom of movement to find suitable employment and reestablish family and community relationships.

Follow the sign-in/sign-out rules exactly. The residents' sign-out process must be completed **BEFORE** residents leave the center.

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

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

Residents are required to sign the clipboard on their assigned floor indicating the following: going to the basement, the fourth floor, or meeting with the counselor;

Residents are to sign back into the facility as soon as they enter it. Residents are not allowed to their room or any other area before signing in;

Packages brought into the facility will be searched;

Residents have to call the center if they are unable to return at their designated time;

Residents on home confinement or home pass will have to call the first-floor duty office when leaving or arriving home, and

Residents are placed on electric monitoring, and Midway staff be notified if the resident makes stops, goes to the incorrect location and if a resident has tampered with their monitor.

Residents should review guidelines with counselors on gas stops and drive-thrus.

If residents fail to return to the center on time or become unaccountable, they will be considered on escape status. The escape report will be processed formally.

Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.



Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

Unaccountability/Escape

Should residents be unaccountable at work, pass, or any other approved site, or if they leave the center without permission, they will be charged with ESCAPE.

Contrary to popular belief by the resident population, residents DO NOT HAVE 72 HOURS TO TURN THEMSELVES before escape charges are filed.

Residents are on ESCAPE status for any period they are unaccountable.

The US Attorney's Office may pursue criminal escape charges in every case.

Employment

All unemployed residents must attend employment classes held weekly by the Employment Specialist, if available. The specified times are posted on the Resident Schedule located on each floor. The time and date are subject to change, but a notification will be given before any changes. These classes are designed to assist individuals in securing employment. In addition, the classes will help develop resumes, inform residents of local job fairs, how to utilize computer-based technology and resources, job readiness skills, and recognize residents' skill levels. Attending this class will 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, residents are allowed to work where they are paid cash, but they must have the APPROVAL to work such a job. The residents are still responsible for knowing their work schedule, when they are paid, and the amount. Also, residents are generally not allowed to work for their families or themselves. But, sometimes, special circumstances exist, and this type of job is permissible. Residents must consult with their primary counselor before beginning such work. All work considered outside the "norm" will require approval from either the Executive Director or the Bureau of Prisons.

Once residents secure employment, they must inform their employer that they are at Midway. Residents must talk with their counselor about the job before beginning work. Midway will verify their employment before they can start. Midway staff will contact the residents' employer via telephone and do an on-site verification. Failure to find employment within 30 calendar days may result in disciplinary action. If residents are laid off or fired, report this immediately to their counselor.

Residents should not quit a job without first informing their counselor. Quitting a job before reporting to their counselor will result in an incident report and disciplinary action. Return



to the facility if residents go to work and are not needed. Call Midway and inform them of this location change. Residents must get approval to change location on a schedule, such as going to lunch, changing work sites, or doctor appointments. In that case, it is the residents' responsibility to call Midway, inform Midway of where they are going, and will return to work. It is not OK to stay on the job site while not being paid. The residents' paycheck stub shows the number of hours they have worked; this should match the residents' sign-in and out sheet. If it is discovered that residents have been abusing the hours they have been given to work, an incident report will be initiated.

Residents who cannot work due to health issues must get approval to waive their work. The Bureau of Prisons or its designee is the only body to grant this approval.

Supervision

Midway residents will be under close supervision. Midway staff must always know where residents are and be able to reach them within a five-minute time frame. If residents fail to follow the supervision rules and staff cannot locate them, they will be placed on escape status.

Sign Out

When residents leave or return to the facility, residents must sign in or out on the SecurManage system. To sign out properly, residents must provide the correct date and exact location, including street address or where they are going, a phone number to the place residents are going, the time they are leaving, the time they expect to return, and their signature. Sign back into the facility via SecurManage when residents return. Residents are responsible for looking at this location and time to ensure it is correct and sign their names. If residents have difficulty reading or writing, inform their primary counselor of this so assistance may be provided when signing in and out of the facility. **SIGN IMMEDIATELY BACK INTO THE FACILITY WHEN RESIDENTS ENTER. DO NOT GO TO ANY OTHER LOCATION. SIGN IN ONLY ON THE FLOOR RESIDENTS ARE ASSIGNED TO UNLESS THAT FLOOR IS CLOSED. IF THE RESIDENTS' FLOOR IS CLOSED, SIGN IN AND OR OUT ON THE FIRST FLOOR.**

Passes

Under normal operations, weekend passes must be approved by the residents' primary counselor and the Executive Director based on the residents' program. Only residents who have met the requirements are eligible for weekend passes. Before taking a pass, residents must be at Midway for 30 days; a home site must be completed at their residence, be free of disciplinary infractions, and work 30 hours per week or have employment waived before residents take a weekend pass. In addition, the residence has to be the place resident will go to home confinement. Passes are 52 hours, beginning at 5 pm and ending at 9 pm. The pass can only be on the residents' days off from work. The residents' counselor is the only staff member who can put their pass into SecurManage. Passes must be turned in for submission no later than the close of business two days before the start of the pass. For



example, if residents take passes from Friday to Sunday, turn in the residents' completed passes no later than 5 pm 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. Residents will be expected to follow the pass rules on the front and back of the request form. Please ask a staff member if residents do not understand what is expected of residents while on a pass. Residents will be expected to remain at their APPROVED pass location except for approved hours such as personal time and religious services. While on a pass, residents must call and inform the center if residents leave and return the residents' pass location. Suppose residents fail to answer the residents' phones while on a pass; residents will be considered unaccountable and subject to an incident report and disciplinary action. Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

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

PASS REMINDERS

Do not go to another residence while on a pass. If residents are arrested or questioned by law enforcement officers for any reason while on a pass, home confinement, or furlough at the residents' first opportunity, they should call Midway and inform them of their situation. Suppose residents must seek medical attention while in the community; the resident is to contact Midway as soon as possible to advise them of the situation. Do not take prescription medication that does not belong to you. Bring all prescriptions back to the facility when residents return from pass or furlough.

All residents taking home passes or on home confinement are required to have a cell phone

Remember

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



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 office of the Residential Reentry Manager (RRM). The conditions of home confinement must be followed precisely if granted this privilege.

Residents are still expected to remain accountable to Midway 24 hours a day, 7 days a week. Residents will be watched on electronic monitoring to ensure that they are accountable. Midway staff will also randomly visit residents at their residences and employment. In addition, residents will have reliable transportation to return to Midway at least once per week to participate in program requirements. While on home confinement, Midway has the right to inform residents to return to the facility to ensure that all guidelines are followed, including random alcohol checks or drug screens.

Residents receiving incident reports are subject to be removed from home confinement, 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 Confinement Phone Policy

All residents taking home passes or on home confinement are required to have a cell phone

Home Confinement Guidance

Below are highlights of requirements while on home confinement. These are not all the requirements and are subject to change at any time without notice. However, residents must comply with Midway's requirements. If residents do not comply, they may be subject to loss of privileges, incident reports, returning to Midway, being removed from the program completely, and returning to an institution. Any questions residents may have should contact their counselor during their business hours. **DO NOT CALL ANY COUNSELOR AFTER HOURS.** If this question cannot wait until they return, contact the first-floor duty office at (865) 637-1555.



1. Phone requirements
 - Must have a working phone (Can be a cell or landline)
 - Must have minutes
 - Must have reception
 - Must have long distance
2. Movement in the Community / Schedules requirements
 - Must have all schedules approved by the residents' Counselor
 - Must not be late returning from schedules
 - If a resident is tardy, they will be placed on a behavioral contract. If two additional tardies occur in 30 days, incident report(s) will be issued, and residents may be subject to return to Midway and/or be removed from MRC
 - Must get all doctor's appointments and prescriptions approved (even if residents self-pay)
 - Must return to the facility after Dr. Robertson's appointments to drop off paperwork
3. Accountability requirements
 - By Phone
 - Must answer incoming calls from Midway 24/7
 - Must call Midway (865) 637-1555 when leaving AND returning home
 - Electronic Monitoring (EM) - Must always follow EM procedures
4. Privileges
 - Able to request 4 hours of personal time to approved location(s) subject to change
5. Returning to Midway / Weekly Meeting requirements
 - Residents must return to Midway (upon request) at any time or immediately for any reason, which includes the following but is not limited to:
 - Meeting with a Staff Member
 - Urine Screen
 - Pill Count(s)
 - Must attend weekly meetings
 - Must have a ride or vehicle available at any time



Miscellaneous Information

Below are additional rules and regulations for residents. Residents who fail to comply with Midway's rules and regulations will receive an incident report and disciplinary actions. Disciplinary action includes losing privileges and receiving sanctions. Some examples of privileges could be ordering outside food, home passes, personal passes, visitation, etc. Some examples of sanctions could be extra details, removal from home confinement, being ineligible to go to home confinement, etc.

Serious or Repeat offenses will result in additional loss of privileges and sanctions, including loss of good conduct time and removal from Midway.

1. No alcohol, narcotics, illicit drugs, non-prescribed medications, weapons, or other contraband items are to be used outside, brought into the center, or in the residents' possession at any time. Residents must give in all prescribed medication to the duty officer before they use them. Ensure over-the-counter medicines are alcohol-free, including mouthwash, cough syrups, etc. No over-the-counter medications containing Ephedrine are allowed. Further, the Bureau of Prison memo of April 7, 1987, prohibits the consumption of poppy seeds in any form, as this has caused positive drug screens. Suppose residents get a positive drug screen from eating poppy seeds or taking any medication not approved by Midway staff. In that case, residents are subject to an incident report for illicit drug use and the associated sanctions.
2. Anytime residents have a medical problem, immediately notify a staff member before seeking treatment. Suppose residents did not notify the institution's medical staff or counselor of the residents' current medical problems before departing the institution. In that case, this may be considered justification for returning to the federal institution for treatment. Again, immediately notify staff if an emergency medical problem arises after residents enter Midway.
3. Residents are responsible for cleaning the living areas and making their beds. In addition, to keeping the residents' room clean, they will be assigned a detail in the facility to complete—all details, including having the bed made, must be completed by times specified in the Resident Schedule. The facility participates in a GI night where each floor has specific details to complete. This evening, no one is allowed to take free time during the hours designated for GI Night. No one, except those 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 out of bed after 8 am. The residents' room and facility detail will be inspected daily to ensure their cooperation.

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



4. Midway staff will conduct facility searches on at least a monthly basis 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 except for the food, which is disposed of immediately. Contraband items given back to residents are expected to be removed from the facility. However, if the same thing is confiscated in a subsequent search, this item will be disposed of and not given back.
5. Residents cannot leave their assigned floor to visit other residents on another floor and be in any room besides their assigned room.

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 enters Midway taking prescribed medication, they must take the prescription as written until they see a doctor.
7. Residents must attend an employment class if they do not have a job. Specified times are posted on the Resident Schedule.
8. See Resident Schedule for lights-out time. During lights, residents will not be in the common area, and only one person in the restroom for a limited amount of time. The only exception to this rule is when a residents return from work during lights out. Those residents will be allowed one hour in the bathroom and common areas.

Convicted Felon Notice

NO GUNS

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

Firearms apply to all types of guns (handguns, rifles, shotguns, pistols, machine guns), bombs, grenades, and silencers.

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

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



In some cases, a limited right to possess firearms and ammunition may exist. However, unless the residents' pre-release officer, probation officer, or attorney tells residents otherwise, they should assume it is illegal to possess a firearm or ammunition

Disciplinary Process

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

Summary of Resident Disciplinary System

The staff becomes aware of the resident's involvement in the 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. The staff gives the resident notice of charges by delivering the incident report. The notice is done at a maximum of five workdays from when staff becomes aware of the resident'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 resident signs a waiver of the 24-hour notice, the resident 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 is divided into four categories based on severity: Greatest, High, Moderate, and Low. The prohibited acts in Table 1 - Prohibited Acts and Available Sanctions are described below. Aiding, attempting, abetting, or making plans to commit prohibited acts is the same as committing the act itself.
- (b) **Available sanctions.** The available sanctions for committing prohibited acts are listed in Table 1 - Prohibited Acts and Available Sanctions. In addition, if residents commit repetitive prohibited acts, Midway can impose increased sanctions, as detailed 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 a 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, and 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 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 is 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 is 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 the 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, lock pick, 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 officers 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, 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, other forms of physical encounter, or military exercises or drill (except for drills 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 a 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 an illegal activity which circumvent the ability of staff to monitor the frequency of telephone use, the 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 is 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 is 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 the 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 the 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 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, and 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 a criminal activity that does 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 an illegal activity which does not circumvent the ability of staff to monitor the frequency of telephone use, the 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 the 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 the 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 is 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 the 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 the year (to be used only where 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 the 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).
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