



REENTRYCENTERS.COM
SOCIAL SERVICES FOR SUCCESS

RESIDENT HANDBOOK

REVISED 06/10/2022

**ARC of Bessemer
1616 5th Ave N
Bessemer, AL 35020
Main Office (205) 434-1566**

Contents

Introduction	5
The ARC Program	5
Goals/Objectives	5
ARC Staff	5
Staff Responsibility.....	6
Resident Responsibility	6
Counseling.....	6
Community Services.....	6
Individual Treatment Plan.....	6
PREA.....	6
Zero Tolerance Policy.....	6
Behavioral Contract	6
ARC RESIDENCY REQUIREMENTS.....	7
Responsibility	7
Accountability	7
Employment.....	7
Housing	8
Fees, Budgets and Savings Accounts	8
Education	8
Individual Program Plan.....	8
ARRIVAL AND INTAKE PROCEDURES.....	9
NON-SMOKING TOBACCO-FREE FACILITIES.....	10
RESIDENT RIGHTS & RESPONSIBILITIES.....	10
Rights & Privileges.....	10
Responsibilities	10
Prescribed or Over-The-Counter Drugs	11
Illness/Injury.....	11
Hygiene/Dress Code.....	11
Linens, Clothing And Laundry	11
Room/House Responsibilities	11
Curfews/Passes	12
PASSES AND FURLOUGHS	12
Overnight & Weekend Passes.....	12

Resident Request to Staff Member Forms.....	12
Social Signout.....	12
Community Corrections Component.....	13
Home Confinement.....	13
Law and Conduct.....	13
FACILITY ADMINISTRATION.....	13
Responsibility for Personal Property	13
Responsibility for Cell Phones and Computers	13
Responsible Behavior.....	13
Morning Routine and Awakening	13
Marriage.....	13
Television/Recreation Rooms - Hours of Operation.....	14
EMERGENCY PROCEDURES	14
Fire	14
Tornado.....	14
Earthquake.....	14
Bomb Threat	14
VISITOR POLICY	14
MAIL POLICY.....	15
TRANSPORTATION POLICY	15
Public Transportation.....	15
Driving Policy.....	15
URINALYSIS/BREATHALYZER TESTS.....	15
Drug Testing.....	15
Alcohol Testing.....	16
PERSONAL PROPERTY	16
Storage on Termination	16
Room and Body Searches	16
STATEMENT OF CONFIDENTIALITY	16
RESIDENT GRIEVANCE PROCEDURE.....	17
Informal Grievance	17
Formal Grievance.....	17
PROHIBITED ACTS AND DISCIPLINARY PROCEEDINGS.....	17
Violent Behavior.....	17
Gambling/Borrowing/Lending/Buying/Selling.....	17

Smoking.....	17
Horseplay	17
Destruction of ARC Property or Others' Property	17
Excessive Noise	17
Possession Of Contraband	17
Operation of a Motor Vehicle Without Permission	17
PROHIBITED ACTS & SANCTIONS	17
CODE OF PROHIBITED ACTS	18
100 Level Offenses (Maximum Severity)	18
200 Level Offenses (High Severity)	18
300 Level Offenses (Medium Severity)	19
400 Level Offenses (Low Severity)	21
SANCTIONS.....	21
Social Media Policy	21
Expectations of Residents.....	22
Code of Conduct	22
Contraband	22

INTRODUCTION

Alliance Reentry Centers (ARC) are a network of re-entry and success centers located nationwide that serve as transitional housing and employment facilities to assist residents through the re-entry process. We help men and women re-enter society and become whole and successful citizens again. The ARC Program offers a second chance for someone to re-enter society after being in jail or prison. We equip them with the necessary tools to they need to start over and succeed in life. The program is designed to help people transition from undesirable situations in life to positive situations.

The purpose of this handbook is to provide information to you as a resident and provides guidance on your stay in our program, including facility rules, regulations, and expectations, along with rights and privileges. Residents are expected to review this handbook and keep it for use as a reference guide throughout their residency. This handbook is not all-inclusive. In the event of a situation not addressed in this handbook, staff will make the best decision dependent upon the circumstances. It is your responsibility to ask questions to staff if you are unsure about information outlined in this handbook.

It is important to remember that all residents are not under the same authority, and therefore all may not be granted the same privileges. If you are referred from a state or federal agency, each resident's referring agency maintains final authority over all legal matters. State custodial residents are subject to the Department of Corrections' (DOC) policies; state supervised residents are monitored by the Board of Pardons and Paroles; circuit, district, and/or municipal court placements' final authority resides with the sentencing judge unless otherwise specified; federally supervised residents' final authority is maintained by the United States Probation Office (USPO).

The Board of Directors of Alliance Reentry Centers approves responsible and qualified community citizens to serve on the Alliance Reentry Centers Board of Directors. Each member contributes their time as well as their unique knowledge and skills so the ARC program can offer the best services possible to its residents.

THE ARC PROGRAM

Goals/Objectives: The primary goal of ARC is to provide residents with the atmosphere and structure that is needed to make positive adjustments to their life and their community. The ARC program also provides society some external protections against recidivism. The main emphasis in this program is to instill a sense of self-responsibility for your life choices. Residents need to accept the rewards for their positive decisions as well as the consequences of any negative behaviors. Residents are hopefully instilled with the belief that they have the power to choose the type of life they will be living.

ARC Staff: The Executive Director is the main person responsible for operations of the ARC program. The primary instructive staff is the full-time directors and managers who are responsible for implementing programming. Residents will be assigned a life coach upon arrival. Questions, concerns and problems are to be directed to your life coach. Life coaches are available to assist with job seeking and other work-related services. Residents will find them receptive and helpful. Support staff is on duty 24 hours a day. In addition, there are general maintenance personnel who are important in the day-to-day operations of the program.

Staff Responsibility: All staff are responsible in assisting residents in achieving their goals primarily through various types of feedback and acting as responsible role models. Staff are trained to assist residents to accomplish their goals and will make every effort to assure that their stay at an ARC facility is productive and successful.

Resident Responsibility: Residents are responsible for making their stay at the ARC as successful as possible. This can best be accomplished by maintaining a positive attitude, a willingness to learn, a desire to improve, and the flexibility to change. The rules of ARC are designed for residents' benefit. Resident support and adherence to policies will improve their chances for success.

Counseling: Individual and group counseling sessions are required for residents. Counseling sessions may be either informational or therapeutic in nature. The goal of these counseling sessions is to give residents greater insight into a variety of problematic behaviors they may experience, such as obtaining viable employment, finding affordable housing, help with financial management, addressing chemical dependency, staying clean and sober, building or repairing family and social relationships, developing responsible parenting, and various other life skills.

Community Services: In addition to services offered by the ARC, additional services are also provided in the community included are drug and alcohol, religious, family and financial and health issues.

Individual Treatment Plan: Residents will be assisted in setting both long-range goals and short-range objectives. The steps they plan to take to reach each goal are written out and a weekly evaluation by their life coach and examined for progress on each goal. If residents are to be successful, it is extremely important to help them locate employment quickly, which allows them to become independent and find an affordable residence.

PREA: The Prison Rape Elimination Act (PREA) was enacted by the United States Congress in 2003 to address the problem of sexual abuse of people in the U.S. correctional agencies. The Act applies to all public and private institutions that house adult or juvenile offenders or residents. It addresses both resident-on-resident sexual abuse and staff sexual misconduct.

Zero Tolerance Policy: Alliance Reentry Centers (ARC) mandates zero tolerance toward all forms of sexual abuse and sexual harassment. Sexual abuse or sexual harassment of a resident is prohibited. If a resident is a victim of sexual assault or suspects someone else has been sexually abused or involved in sexual misconduct with another resident or a staff member, they need to report it. To do so, they can tell any staff member, report it in writing, report it anonymously, or have a third party report it. The ARC directors will investigate every allegation. Residents have the right to serve their sentence with dignity.

Behavioral Contract: Upon admission, residents will receive a copy of the ARC Behavioral Contract that contains the ARC's rules and regulations, which residents are expected to follow, and for which they will be held accountable. The staff will cover the contract with residents, so they understand what is expected and required of them. By signing this form, residents are agreeing to follow the rules; if someone does not understand a rule, be sure to ask questions. Violations of the rules, either by not doing what is required or by committing a prohibited act, will result in consequences and penalties. Severe infractions or repeated nonconformity with the program will result in dismissal/termination from the program.

ARC RESIDENCY REQUIREMENTS

Responsibility: It is expected that residents always act as responsible adults. ARC is a self-help program; good behavior leads to good results and irresponsible behavior leads to negative results.

Accountability: While residents are in the program, they must keep ARC informed of where they are at all times. When signing out, residents must put the date, the time they are leaving, signature, destination (the name, address and phone number), and the time which they expect to return. The sign-out form is returned to a staff member in the watch office who must initial the log as residents leave the premises. Upon returning to ARC, residents sign back in with their name, time they arrived, and hours worked (if applicable), then return the sign-in form to the watch officer who will initial the log.

Sign-out sheets need to be accurate in the event a resident needed to be reached for an emergency or if there is a legal problem. Random checks may occur to verify residents are at their indicated destinations. For all passes, a phone must be at the location which the resident listed on their pass request form. No call forwarding will be permitted while you are a resident of ARC.

Failure to follow accountability procedures may result in a reprimand, loss of pass time, an ARC restriction, or negative termination/program failure. Remember that unauthorized absences may be considered ESCAPE in some circumstances, and residents would be terminated from the program and returned to the custody of their referring agency. If it is determined a resident has escaped, they may be prosecuted for that offense and receive additional time.

ARC Residents, who have a public safety factor and/or are perceived to pose a danger to the local community shall be required to wear an electronic monitoring device to assist with their accountability. Residents that prove to have unaccountability issues may also be required to wear an electric monitoring device. The electronic monitoring device shall be considered a required part of successful participation in the ARC program.

Employment: Gaining and keeping an approved job is a major part of a resident's return to the community. Residents will be expected to secure full-time employment within 14 days following arrival at the program and work at least 40 hours per week for the duration of their stay in the program. The resident's life coach will assist them with finding employment which will be capable of supporting them upon their release. Participation in job readiness classes will be required within the first week of arrival unless the resident has verified employment prior to arrival.

Until the resident secures employment, they will be expected to contact their life coach daily to coordinate the resident's job seeking activities. All job seeking must be conducted Monday – Friday from 8:00am – 4:00pm. No job seeking will be conducted on Holidays and during inclement weather. Each day, the resident will be required to complete a job seeking sheet that is turned in to their life coach immediately upon their return to the ARC. The sheet must be filled out at each site and all areas completed. Failure to obtain work may result in restriction or negative termination/program failure.

All employment contacts will be scheduled by the Life Coach and approved for the purpose of accountability. Residents will not be permitted to tour the city or surrounding area at their discretion and accountability will be maintained throughout the job seeking process.

Once employment is found, any job changes must be cleared in advance with your life coach. Quitting a job without advanced staff approval may result in restriction of privileges. If a resident appears to be "job-hopping" and unable to keep a steady job, termination may result. Many people are working at something they do not enjoy but continue their employment until a better job becomes available. Residents must persevere, remain patient, and build a good work reputation if they expect to become successful.

Housing: One of the primary reasons for a resident's stay at an ARC facility is to assist them in finding a suitable place to live upon reentry. Without housing, they greatly increase their chances for failure. Residents should begin their search for affordable housing as soon as possible and make every effort to build a sizable savings account to assist in their selection.

Fees, Budgets and Savings Accounts: Residents will be assessed a fee of 70% of their gross pay, including commissions and overtime pay. Each payday residents must bring in their pay stub to ARC showing pay period, gross and net pay, hours of work, etc. Residents will contribute (70% of gross) to promote financial responsibility. Subsequent payments must be made within 48 hours of the resident's pay date. No passes will be issued until financial obligations are met and satisfied.

Every resident is encouraged to establish a savings account as part of their Individualized Program Plan. Every resident is required to complete a monthly budget form due by the last day of each month. Residents who fail to pay their fees or turn in a monthly budget will be subject to disciplinary action.

Education: Residents should contact their life coach if they have educational or vocational needs. Attending school or vocational training is permitted during non-working hours with prior approval.

Individual Program Plan: This plan is a list of the resident's immediate objectives with step-by-step plans as to how they will accomplish them. In addition, there are the long-range objectives, which are kept in mind when developing the more immediate objectives. Because this is the resident's life plan (or blueprint), the resident and their life coach will need to work together establishing it. The life coach will help the resident evaluate his/her plan, go over goals, and assess progress. This is a very important part of the program as residents accomplish their goals. Keep in mind that full-time employment and affordable housing are critical to a resident's successful return to the community. Residents are expected to meet with their life coach at least once weekly. This time is an opportunity to focus on achievements, needs, and problems. Additional time may be scheduled, as needed.

ARRIVAL AND INTAKE PROCEDURES

A designated staff member will conduct an admission interview during which residents will complete a variety of forms. Residents will then be admitted, receive a tour of the facility, and an orientation to the rules and regulations of the ARC. If needed, staff may provide new residents with a set of clean linens, basic personal hygiene products and their room assignment. New residents are restricted to the facility for the first two days of their arrival. If a resident arrives on Thursday or Friday, they will not be permitted to access the community until Monday, unless otherwise authorized.

Upon a new resident's arrival at an ARC facility, a House Manager/Life Coach will:

1. Start a new resident admission form.
2. Log the new resident's name and identity at intake.
3. Make a copy of the resident's ID (or take a photo of the resident) to keep in the resident's file.
4. Complete an intake assessment, collect the new resident's personal data and physical history.
5. Review the resident's admission application to assess the resident's particular needs.
6. Interview the resident to assess any medical, psychological, or mental health issues that may not have been addressed in their initial application.
7. Interview the resident to establish their visiting list, next of kin, etc.
8. Assist the resident in developing a program plan.
9. Assist the resident in establishing their short-term and long-term goals.
10. Discuss with the resident what is required to be successful while residing at ARC.
11. Explain any special conditions, activities, groups or other programs the resident will be required to participate in while at ARC.
12. Review the ARC behavioral contract; upon completion, residents are required to agree and sign.
13. Issue the resident a copy of the ARC Resident Handbook, if one was not received by them prior to their arrival.
14. Review the zero-tolerance policy toward drugs and alcohol.
15. Review the zero-tolerance policy toward weapons not being allowed on the premises.
16. Review the zero-tolerance policy toward sexual assault and sexual misconduct.
17. Review the male/female fraternization policy.
18. Explain the financial requirements, including fees and savings account.
19. Explain the disciplinary procedures and consequences unique to ARC.
20. Explain ARC grievance procedures and your appeal process.
21. Assist the resident with opening a ARC Pay bank account.
22. Have the resident complete and sign a property form if any property is to be held by the ARC.
23. Explain the sign-in/sign-out procedures.
24. Assign the resident a room.
25. Give the resident a short tour of the facility, to include laundry room, food service, and living quarters, etc.
26. Explain response to emergency alarms and show residents emergency exit routes.

Following admission and intake, residents will familiarize themselves with the ARC facility, its expectations, requirements, schedules, policies, and procedures, as contained throughout this manual.

NON-SMOKING TOBACCO-FREE FACILITIES

The ARC's are tobacco-free non-smoking facilities, with the exception of designated outdoor smoking areas that are clearly marked.

Smoking in the designated smoking area is only allowed 6:00am to 11:00pm.

Due to serious health concerns to visitors, residents, and staff, use of tobacco products is only allowed by residents and staff in the designated outdoor smoking areas. Visitors will only be allowed to smoke in their vehicles, at least 10 feet from any entrance to buildings.

Residential orderlies will be assigned to monitor those utilizing the designated smoking area. They will be responsible for monitoring these areas insuring they are clean, free of refuse.

ARC is aware of the individual difficulty for staff and residents regarding this policy. Staff and residents are strongly encouraged to utilize health classes provided on a volunteer basis by making a request through their respective House Coaches.

RESIDENT RIGHTS & RESPONSIBILITIES

Rights & Privileges:

1. Residents can expect that all staff will treat Residents respectfully, impartially and fairly.
2. Residents will be informed of the rules and procedures concerning the operation of this facility.
3. Residents have freedom of religious affiliation and voluntary religious worship.
4. Residents have the privilege to visit and the right to communicate and correspond with family members and friends.
5. Residents have a right to expect information concerning their personal information and situations will be held in confidence.

Responsibilities:

1. Residents have the responsibility to know and abide by the rules of this facility.
2. Residents are to participate in substance abuse counseling, educational, vocational training, and employment, as resources are available and as is appropriate to their needs.
3. Residents have the responsibility to recognize and to respect the rights of others.
4. Residents have the responsibility to treat others, both employees and residents, in a dignified and respectful manner.
5. Residents have the responsibility:
 - A. Not to waste food or cleaning supplies.
 - B. To cooperate in the use of the laundry.
 - C. To maintain living quarters in a neat and clean condition.
 - D. To perform their work assignments in a quality and timely manner.
 - E. To keep their living quarters and person free of contraband.
6. Residents have the responsibility to conduct visits in a dignified manner and be accountable for the actions of their visitor(s) and children.
7. It is a resident's responsibility to arrange with their life coach any release of information forms concerning other agencies or employers.

8. Residents have the responsibility to pursue community resources in a manner that is supportive of their program goals and abide by all items in the Behavioral Contract while in the community.

Prescribed or Over-The-Counter Drugs: All prescribed drugs will remain in the resident's possession, labeled with their name and kept locked in their room for use as needed with the exception of any drug or other substances that are considered controlled substances under the Controlled Substances Act (CSA). Controlled substance, prescription medications, refrigerated medications, and syringes will be kept in the Watch Office medical cabinet and dispensed as necessary. Residents are not allowed to take medications containing alcohol, nor allowed to keep alcohol based items in their area at the ARC.

Illness/Injury: If a resident is ill or injured, they should immediately tell the watch office staff so they can make occasional checks on their condition. Also, residents must call and notify their work officials that they are ill, prior to the shift time they are to report.

Residents will be provided with an opportunity to access medical care and treatment. If a resident requires medical attention, please see the life coach, unless it is a medical emergency, in which case an ambulance should be called.

Note: A person who is ill during the day loses all pass privileges for that entire day and night. If a resident requires hospitalization or extensive treatment so that they are physically unable to work, they will be referred to their sponsoring agency that can provide the services needed and the resident may be terminated from the program.

Hygiene/Dress Code: Residents are expected to maintain good hygiene habits, including showering and shampooing daily. Good grooming (appearance) is to be acceptable in the community and on the job. Only clothing worn in public and deemed acceptable by staff will be appropriate dress on grounds of ARC. No revealing clothing will be allowed. Clothing should be clean at all times. Residents must be fully clothed when out of their room and be dressed appropriately while in their room. Clothing displaying alcohol, drugs, violence or profanity is not acceptable. Shoes are required; sandals may be worn while in living quarters; gang colors or insignias are not allowed. Laundry facilities are available to all residents at no charge. Residents are required to wash their clothes at least once weekly. All residents must be fully clothed while out of their assigned rooms. No exceptions.

Linens, Clothing And Laundry: Residents are responsible for washing their own laundry. Please be cooperative in the use of the laundry room. Soap may be provided for indigent residents. Residents are required to wash their linens weekly. This will be verified by the watch officer.

Room/House Responsibilities: Residents are expected to keep their room neat, clean, and attractive. Beds and furniture are not to be moved within or from room to room. Beds will be made at all times except when in use. Residents need to keep their bathrooms sanitary. Sinks, showers, and toilets will be cleaned daily. Windows, walls, floors, and furniture will be washed and/or dusted weekly or as required by the daily sanitation inspection. All residents assume the responsibility of keeping the ARC clean and neat equally. Upon entering the program, residents will be assigned a specific detail that will change from week to week. Residents will be held accountable for the general condition of the ARC. Once a resident has completed their assigned detail, inform staff so it can be evaluated and checked. Otherwise, it will be assumed that the detail was not completed. Only non-perishable food items capable of being stored in a locker will be allowed in rooms. Photographs and pictures must be of an acceptable nature. No nude photographs or pornographic material will be permitted at ARC and will be confiscated as contraband. No cardboard boxes, paper sacks, plastic furnishings, or other flammable materials are allowed in living quarters. Absolutely no extension cords, multi-plug, or surge protectors are allowed in ARC. Resident rooms, vehicles, and personal property will be searched for contraband on a regular schedule.

Curfews/Passes: Signing out for passes requires completing a sign-out sheet in full. Anytime an approved change of location occurs while on pass, the ARC staff is to be notified of the change in location by phone. Passes are not to exceed the 9:00 p.m. curfew without prior life coach approval. Participants must pay for a post-pass drug screen prior to being approved for the pass and agree to submit to the drug screen upon their return from pass.

If a resident is taking a pass, a written request must be submitted to their coach for approval. All overnight and weekend passes must be submitted on a request form for approval. Residents are not allowed to take passes over 100 miles from their assigned facility. Passes must list all sites and telephone numbers the resident requests to visit. The person(s) to be visited must fill out a questionnaire agreeing to the visit and identifying their relationship. Also, person(s) to be visited must not have a felony arrest record with the exception of immediate family.

Residents are to be in his/her room and quiet by 9:00 p.m.

PASSES AND FURLOUGHS

For all pass privileges, please consult your life coach. All passes have a curfew of 9:00 p.m.

Overnight & Weekend Passes:

1. Overnight and weekend passes must be requested on a pass request form and turned in to the resident's life coach so they can be reviewed and approved by ARC administration.
2. Requests for extended passes must be reviewed on-site prior to the pass being granted.
3. All passes must have a signed approval of the person(s) visited.
4. All sites to be visited must be listed with telephone numbers included.
5. Returning late (15 minutes or more) from any pass or community activity will result in an Incident Report. Residents may potentially be put on escape status after 15 minutes of being late.
6. Pass time shall not normally be granted for any unemployed resident.
7. If a resident has been determined to be unemployable, pass time may be granted based on program participation and successful completion of the objectives outlined in their referral and/or program plan with prior approval for the resident's life coach and/or from the referring agency.
8. Residents who are in the pre-release component, passes shall be allowed for those meeting program requirements successfully. The requirements are length of time in program, full-time employment of at least forty (40) hours during a five (5) day period, and who is successful participating in the objectives of their referral/program plan.
9. Requests for all overnight passes must be reviewed and approved by the life coach prior to granting the pass.
10. All passes must be on the official pass form.
11. Passes shall in no way interfere with your program plan. Aftercare and work come before passes.

Note: Residents must sign-in and back out between both work and passes. Any exceptions require prior approval of the life coach.

Resident Request to Staff Member Forms: Forms are available to allow residents a chance to participate in worthwhile community activities, i.e. church, AA/NA meetings, shopping, etc. These requests are to be submitted on a "Request to Staff" form and are subject to life coach approval. Residents on restriction may attend community programs only with their life coach's approval.

Social Signout: ARC residents who are eligible for overnight passes may take up to a four (4) hour "social sign-out" on their weekend to participate in worthwhile community activities, if they do not have an approved pass site to go to on that same weekend.

Community Corrections Component: Some residents in this program component are in a Residential Reentry Center as a punitive sanction. Conditions are more restrictive for these residents. Except for employment, community service may be directed by the court to allow residents to participate in necessary community activities. Residents in the Community Corrections Component are ordinarily restricted to the facility grounds. Passes, furloughs, or other similar absences from the facility require appropriate advance approval.

Home Confinement: Placement on home confinement will be reviewed for those residents who are eligible. The release plan must be within one hundred (100) miles of the facility. Compliance with the conditions of home confinement will be monitored by electronic monitoring equipment (GPS). Residents must return to the facility weekly for required program participation.

Law and Conduct: Residents are to obey all city, state, and federal laws. Also, they are to conduct themselves in a responsible manner when they are in the community. If they are arrested or questioned by any law enforcement officer, they are to immediately report this to the ARC staff. An arrest may be classified as a technical escape.

FACILITY ADMINISTRATION

Responsibility for Personal Property: Resident's belongings are here at their own risk. The ARC does not accept responsibility for any property. Residents are to keep their rooms and lockers locked to avoid losing their belongings to residents who still indulge in inappropriate behavior. Residents must complete the Personal Property Inventory sheet upon admission and kept in their file to help identify their property. It is the resident's responsibility to keep this sheet updated.

Responsibility for Cell Phones and Computers: Residents are permitted to possess and use cell phones with approval from their assigned life coach. Possessing a cell phone is a privilege, which can be terminated if misuse or abuse occurs. Cell phone service must be able to satisfactorily reach or be reached within a 100-mile radius of ARC at all times. Residents must return any calls from ARC staff within 15 minutes from a landline. "Dead areas" will not be used as an excuse for not returning a call to the ARC within 15 minutes. Residents may be asked to download apps such as Meet or Zoom in order to video chat with the watch office to verify location for accountability. Social media use is for family re-integration only. Pornography is not to be viewed or stored on resident's phones. Attempting to contact staff through social media is prohibited. Cell phone use is prohibited in the administrative building and at the sign out station. Taking photos at ARC, or of staff or other residents, with personal phones is strictly prohibited. Continued violation of cell phone regulations may result in loss of the privilege for all residents at ARC to possess a cell phone. Therefore, it is everyone's responsibility to ensure the guidelines are followed. An Incident Report will be written if any of the above-mentioned violations occur. A computer lab is available for all residents and may be used for seeking employment, communicating with employers, printing paystubs, pursuing educational opportunities, and re-entry preparation. All computers are monitored and will be restricted for use if abused in any way that compromise the purpose and integrity of the facility. Computers are prohibited from some residents if their court order prohibits internet access.

Responsible Behavior: Residents are to act in an appropriate and discreet manner while on the premises. Often, people are visiting from the community and inappropriate, loud, offensive or profane speech will not be tolerated. If you are demonstrating irresponsible behavior, disciplinary action may occur. Demonstrating, practicing, or using martial arts, boxing, wrestling, etc. are also prohibited.

Morning Routine and Awakening: It is each resident's responsibility to wake and arise in time to clean their room, shave/shower, eat breakfast, perform assigned ARC duties and report to work on time. Staff will not awaken residents. Residents must be responsible for themselves and their own daily schedules.

Marriage: If a resident wishes to marry while living at ARC, they must first request to do so in writing and receive approval from ARC administrators and the resident's referring agency.

Television/Recreation Rooms - Hours of Operation: The televisions may be operated between the hours of 6:00 a.m. and 9:00 p.m. midnight.

EMERGENCY PROCEDURES

Emergency fire and tornado drills will be conducted monthly. All persons in the facility at the time of the drill are to participate. The emergency exits are marked, and the emergency evacuation plans are posted within the buildings. During each residents' intake procedure with the watch office staff, a staff member will verbally cover these with the new resident, as well as their life coach during their individual intake. Evacuation routes are posted throughout the facility.

Fire: For residents' protection, there are both heat and smoke alarms positioned in the facility to give adequate warning of a fire. In addition, fire extinguishers are placed in each area for additional protection. These are for residents' safety and should not be tampered with.

Tornado: If a Tornado Warning is issued, residents will report immediately to the main dining room for instructions on where to go and what to do. The ARC has a weather radio for emergency broadcasts located in the Watch Office to monitor early warnings of a storm.

Earthquake: In the event of an earthquake, all residents, staff and visitors will evacuate the building and assemble at an outdoors staging area. If evacuation is impossible, all persons should seek shelter under sturdy objects like tables, chairs, desks, or beds.

Bomb Threat: If a suspicious package is found, the alarm will sound, and the building will be evacuated. Staff will account for all residents. Residents will be moved to the parking lot to await further instructions.

Note: Any resident tampering with an emergency protection device (smoke alarm, fire doors, etc.) will automatically be negatively terminated as this could put lives, including your own, in jeopardy.

VISITOR POLICY

ARC encourages visits from residents' family. Friends may be allowed to visit at ARC but will require prior approval by the resident's case manager. No felons are allowed to visit, except immediate family members only.

Upon admission to the program, each resident must fill out a visitor list for approval. When this is accomplished and approved by your life coach, the resident may be eligible to receive visitors. Visitors are welcome except in the event they arrive under the influence of alcohol, marijuana, or other drugs; visitors in this condition will be asked to leave, and should they refuse, law enforcement will be asked to remove them. Furthermore, a person might be banned from the premises, if, in the staff's judgment, their presence is felt to be potentially dangerous or to be detrimental to the resident's adjustment and growth. Visitors are to conduct themselves as guests while at an ARC facility. Only appropriate conduct and attire by visitors will be acceptable. Guests are to sign the visitors log each time they visit.

Visitors must show ID prior to visit being permitted. Visitors attempting to visit several residents at the same time, or different times, will be barred from ARC. Minor visitors (under the age of 18) may not visit without their parents or guardian being present. Verification of age and identification must be presented.

Outside visiting is allowed, weather permitting. Reclining on blankets or lying in the grass with your visitor is not acceptable. Visitors may only visit one resident of the ARC, unless they are blood relatives. Visitors and residents must be in the building at sundown - or when the watch officer determines it is too dark to remain outside.

Visiting hours will be coordinated with staff at each facility and hours are subject to change.

The ARC wants all visits to be pleasant and therefore expect residents and adult guests to closely supervise children in their party to insure there are no injuries and the children do not disturb others at the ARC. Children are to be escorted to the rest room by the adult with whom they came. Other residents are not to supervise minors. If children are not controlled, the visit will be ended. No pets will be allowed to visit.

While your visitor is at ARC, you are responsible for your visitor's adherence to these policies, as stated.

MAIL POLICY

Residents have a right to receive and post uncensored mail. Residents must get their mail from the watch office in person; mail will not be given to another resident to deliver. Packages must be opened in ARC staff's presence for inspection. C.O.D. letters or packages will not be accepted. Out-going mail must be placed in the mailbox at front entrance prior to 10:00 a.m. There is no mail on weekends and holidays. No mail is permitted from local or county jails, or state or federal prisons without prior approval from ARC staff.

TRANSPORTATION POLICY

Public Transportation: Since the goal of the program is to help residents adjust successfully to the community, the ARC provides transportation to and from the resident's place of employment. Residents may also use public transportation to get around. The ARC encourages residents to learn to use their local bus systems, as many will not have access to private vehicles when they are released. As an alternative to bus transportation, you may secure a ride with a fellow employee (as long as the fellow employee is not a resident of the opposite sex at ARC), or you may have a bicycle while at ARC. It is advised to have a chain lock on the bike when not in use.

Driving Policy: Driving to the job is subject to approval. Driving request forms may be obtained from ARC staff. Completed forms are to be submitted to the resident's life coach for final approval. Final approval and authorization must be received before residents drive any motor vehicle.

Operation of private vehicles is governed by ARC policy guidelines. ARC allows select residents to drive to and from work. If anyone has questions about an agency's driving policies or the ARC driving policy, they should talk with Arc staff. Driving without permission is a serious offense and will result in restriction and possible termination.

URINALYSIS/BREATHALYZER TESTS

ARC is required by contract to conduct drug and alcohol testing.

Drug Testing: Residents will be scheduled for drug testing as prescribed by the agency which referred them to ARC. Additionally, ARC staff will schedule random drug testing as deemed necessary. Consent to be tested for drugs and/or alcohol at any time is a mandatory requirement of the ARC program.

Residents will be required to provide a urine sample upon request of the Watch Office staff. If unable to provide a urine sample when requested, the resident will have two (2) hours, while under direct observation of the Watch Office, to provide the requested sample. During this two (2) hour wait, the resident may consume no more than 12

ounces of water. Failure to provide a urine sample within the two (2) hours will result in an incident report and disciplinary citation being written.

When an ARC staff member collects a urine sample for testing, they are required to sign a statement that indicates they have collected and sealed the sample. It is the staff member's responsibility to ensure the urine sample does not leave their sight until they have verified the number on the bottle and the lab 'Chain of Custody' form are the same, and the bottle has been properly sealed. This process preserves the integrity of the test.

All prescription drugs must be turned into the watch office. All over the counter prescriptions or herbal remedies must be approved in advance by a resident's life coach. This includes any substance containing alcohol and any herb or herbal supplements/substance, kratom, incense, or bath salts which will include any and all synthetic cannabinoids and synthetic heroin.

Alcohol Testing: All residents are subject to submit to a Breathalyzer exam for alcohol use at any time. Additionally, ARC staff will randomly conduct Breathalyzer exams on residents in house.

ARC has a "Zero Tolerance" policy concerning drug or alcohol use. Any positive readings on a BA or UA, except for the initial intake screening, may result in termination from the residential facility program. Any failure to comply with the drug and alcohol-screening program may also result in termination.

It has been theorized that poppy seeds may cause false positive drug tests. Residents are advised to avoid all foods that contain poppy seeds; however, ingestion of poppy seed will not be accepted as a defense for a positive test.

Residents are also advised not to purchase or use mouthwash, breath fresheners, cough syrups, or any over-the-counter medications with an alcohol base.

PERSONAL PROPERTY

Storage on Termination: If you are negatively terminated, your personal property will be inventoried and packed by staff and will be stored for 3 days. It is your responsibility to contact a designated person(s) to pick up property. After 3 days, the ARC will dispose of any unclaimed property.

Room and Body Searches: Staff will make random room and/or body searches for contraband. All residents in a room will be held accountable for contraband found in a common area of the room. This policy emphasizes the importance of observing the prohibition against having residents visit from one room to another.

STATEMENT OF CONFIDENTIALITY

While in the ARC program, all resident records are kept confidential. The 'Disclosure Consent Form' is used to give permission to release information to referring agency staff and to secure information for your employer and/or school or for medical purposes. Only persons authorized, including the resident, will have access to information contained in his/her file. (This does not include Freedom of Information exempt material).

Closed files remain confidential. The files are to be kept in a locked cabinet. Federal files are destroyed after five (5) years. The closed files are maintained to do follow-up studies, possible court proceedings, and to comply with auditing needs of referring agencies.

RESIDENT GRIEVANCE PROCEDURE

Informal Grievance: When a resident has an informal grievance or complaint, they are to follow this procedure starting with number one and advancing to the next stage if they do not feel the matter has been satisfactorily settled after discussion with their life coach.

Formal Grievance: Complete a Grievance Form and submit it to a life coach. Discuss with the Director.

PROHIBITED ACTS AND DISCIPLINARY PROCEEDINGS

Refusal to Obey Staff Directives: If a resident does not understand a request by staff, they may discuss it with them; however, in ARC, residents must always cooperate with staff. Loss of passes or other consequences may occur if a resident is uncooperative.

Violent Behavior: This includes actual fighting, but also threatening, verbal abuse, and inciting or starting a fight. This behavior will result in immediate termination from the program and removal from the premises. Additionally, criminal charges may be filed.

Gambling/Borrowing/Lending/Buying/Selling: These are prohibited for both residents and staff.

Smoking: This is a tobacco free non-smoking facility except for two (2) designated outdoor smoking areas. Electronic cigarettes are also prohibited inside ARC facilities.

Horseplay: Horseplay is potentially harmful toward persons or property and is not allowed.

Destruction of ARC Property or Others' Property: If a resident damages property of the ARC or another person, the offending resident will be required to pay for its replacement.

Excessive Noise: Noise producing items, i.e. radios, DVD players, ect., must be off unless headphones are used so that roommates will not be disturbed.

Possession Of Contraband:

- Possession of drug paraphernalia (pipes, syringes, needles, etc.) is prohibited.
- Tattoo guns or body piercing equipment are also considered contraband. Any paraphernalia found will be confiscated and disciplinary action taken.
- Taking photos of anyone or recording others is prohibited at ARC.
- Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosives, or any ammunition will result in immediate termination.
- Any items brought into ARC without permission of staff will be considered contraband and confiscated.

Operation of a Motor Vehicle Without Permission: Not obtaining proper clearance and operating a vehicle will result in an Incident Report and may result in termination.

PROHIBITED ACTS & SANCTIONS

Prohibited acts represent a category of behaviors that the ARC defines as unacceptable. These includes behaviors that are detrimental to the ARC's curative program, its residents' well-being, or acts harmful to communities, as well as illegal activity that endangers a person's life, liberty, person, and property. The ARC classifies offenses into four levels of severity. Sanctions coincide with the severity range of the infraction. More severe infractions carry greater penalties and sanctions than those of lower severity. Additionally, more than one sanction may be imposed for a particular infraction.

Offense Severity Range:

- 100 = Greatest
- 200 = High
- 300 = Moderate
- 400 = Low

The following code of offenses are prohibited by any person – whether a staff member, resident, visitor, or guest – while in the ARC program, inside its facilities, or on any of its premises.

CODE OF PROHIBITED ACTS

100 Level Offenses (Maximum Severity)

- 100 Murder, killing another person.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or 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, or 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., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device)
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.
- 114. Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115. Destroying and/or disposing of any item during a search or attempt to search.
- 196. Use of the mail for an illegal purpose or to commit or further a prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit a prohibited act.
- 198 Interfering with a staff member in performance of duties most like another prohibited act. This charge is to be used only when another charge of greatest severity is not accurate.
- 199 Conduct, which disrupts or interferes with the security or orderly running of the institution.

200 Level Offenses (High Severity)

- 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.

- 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 Possession of any unauthorized locking device or lock pick or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism or procedure.
- 208 Adulteration of any food or drink.
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in work stoppage.
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for purposes of introducing contraband or 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 the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)
- 220 Demonstrating, practicing, or using martial arts, boxing, wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff.)
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225. Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226. Possession of stolen property.
- 227. Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228. Tattooing or self-mutilation.
- 229. Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296. Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit a prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called.
- 298 Interfering with a staff member in performance of duties.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution.

300 Level Offenses (Medium Severity)

- 300 Indecent exposure.
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.

- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work, or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to or accepting money or anything of value from: another inmate, or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.
- 331 Possession, manufacture, 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.
337. 396. Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.

- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
- 399 Conduct, which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severities prohibited acts.

400 Level Offenses (Low Severity)

- 402 Malingering, feigning illness.
- 404 Using abusive or obscene language.
- 407 Conduct with a visitor in violation of regulations.
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties (low severity).
- 499 Conduct that disrupts or interferes with the security or orderly running of institution (low severity).

SANCTIONS

Sanctions for violating any of the above listed offenses may include, but not limited to, the following:

- Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation)
- Change of housing quarters or housing locations
- Removal from a life plan and/or group activity
- Loss of job
- Impoundment inmate's personal property
- Confiscation of contraband
- Monetary fine for damages
- Restriction to living quarters
- Extra duty
- Removal from the ARC program
- Being banned from the facility
- Criminal prosecution

Social Media Policy

Residents are cautioned as to what they post or share on social media sites. Anything posted that violates a facility rule may result in disciplinary action taken against the resident.

Residents may maintain a personal email account to be used for employment seeking communications.

Expectations of Residents

1. Residents must obey all direct orders and directions given by staff.
2. Physical violence or threat of violence towards staff and/or residents is strictly prohibited and will result in immediate removal from the facility.
3. Verbal disrespect of staff will not be tolerated and may be grounds for removal from the facility.
4. Residents are not permitted in the Administrative or Office area(s) at any time, without authorization of the staff, and/or under escort.
5. Violation of any law while a resident is a serious offense and will result in disciplinary action, up to and including transfer to a secure facility.
6. While in the community, residents will behave in a manner that does not jeopardize public safety or bring discredit upon the ARC program.

Code of Conduct

1. No dating between participants in the program.
2. Residents are permitted in their assigned dormitories only. Male residents are not permitted into the female dormitories at any time. Female residents are not permitted in the male dormitories at any time.
3. Residents are subject to random physical searches by staff and may be asked to remove all outside garments i.e. coats, hats, gloves, windbreakers, sweaters, etc. upon entering the building. All residents must be fully clothed when out of their dormitory living quarters. Sleeping attire – pajamas, robes, gowns – are not considered appropriate attire. Footwear is also required to be worn outside of the dormitory living quarters.
4. Physical contact will not be allowed. This rule is to be maintained between residents at all times regardless of gender, race or sexual orientation.
5. Possession or use of drugs or alcohol is strictly prohibited while in the ARC program. The ARC has a “Zero Tolerance” policy regarding drugs or weapons, and any possession or use will be grounds for immediate removal from the program.
6. All bags will be checked upon entering the facility.
7. Behavior that leads staff to believe that a resident may be harmful to himself/herself or others, or is detrimental to the overall well-being of the ARC, may receive loss of privileges, be removed from the program, or be transferred to a secure facility.

Contraband

Any unauthorized item on any resident's person or among his/her belongings is considered contraband.

- (1) Any drugs, drug paraphernalia, narcotics, intoxicants (including over-the-counter medications); synthetic drugs (sparks/synthetic THC, bath salts, etc.), alcoholic beverages, items containing alcohol, etc.

(2) Any person bringing or attempting to bring in any narcotics, drugs, alcohol, weapons or any contraband letters or messages intended for a resident is guilty of a serious offense and will be prosecuted.

Contraband includes, but is not limited to, the following items and is not permitted in the facility or in a resident's possession:

1. any explosives or ammunition
2. any guns, firearms, weapons, knives, or sharp instruments (Utility knives for work, may be left in staff office)
3. any intoxicants, over-the-counter cold medications, alcoholic beverages or products containing alcohol, including over-the-counter medications, mouthwash, pump hair/body spray, etc.
4. any drugs, narcotics, or narcotic paraphernalia
5. prescription medications not specifically authorized for self-administration (self-administration needs approval by staff)
6. any over-the-counter cold medications or medications containing methamphetamine, including inhalers.
7. any electronics not expressly authorized in this handbook or approved by the Operations Manager.
8. Styrofoam packaging or items made of Styrofoam, such as coolers
9. candles, incense, or incense burners
10. any bedding or pillows not issued by the center, other than towels
11. fire hazards, including frying pans, toasters, coffee makers, fans, and space heaters
12. ash trays or evidence of smoking in the facility
13. lighter fluid (other than contained in disposable lighters)
14. any food (unless brought in for immediate consumption);
15. any plates, cups, utensils, food (other than bag lunches), etc., removed from the dining area
16. any weights, dumbbells, etc.
17. television sets, DVD players, stereos and speakers, computers
18. pepper spray or self-defense type chemical agents
19. tattoo equipment (professional or homemade)
20. any item that has been altered and is not in its original state
21. Property in excess of authorized limits

(3) All unauthorized property or property deemed to be contraband will be confiscated and subject to disciplinary procedures. If the contraband violates any laws, the resident will be prosecuted to the full extent of the law. No resident shall steal, exchange, borrow, lend, give, buy or sell any article of food, equipment, or supplies from other residents or from the facility, nor obtain such an article through fraudulent means. Trading, bartering, borrowing and lending are prohibited.