Hope House

2501 Holiday Rd.
Coralville, IA 52241
319-625-2202

Resident Handbook
10-16-17
The Sixth Judicial District Department of Correctional Services has a zero-tolerance policy toward all forms of sexual abuse and sexual harassment. You have the right to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents.

To make sure that sexual misconduct is reported, the Iowa Department of Corrections has several ways for offenders to report confidentially. Offenders or third parties may use the reporting method with which they are most comfortable:

Tell a staff member you are comfortable discussing the matter with. As a part of their job, staff is required to report any allegation, ensure offender safety and maintain confidentiality.

- Send a letter to:
  District Director Bruce Vander Sanden
  951 29th Avenue SW
  Cedar Rapids, IA 52404
- Use the facility grievance process
- Sixth Judicial District PREA Hotline: 319-297-3532
- www.iowacbc.org (click on Prison Rape Elimination Act)
- Email: 6th.PREA@iowa.gov
- Send a letter to:
  Iowa Ombudsman Office
  Ola Babcock Miller Building
  1112 E. Grand Avenue
  Des Moines, IA 50319
  1-888-426-6283 (toll free) or
  515-281-3592
- Rape Victim Advocacy Program (RVAP) 1-800-228-1625
INTRODUCTION

HOPE House, which is operated by the Sixth Judicial District Department of Correctional Services, is a structured residence for adult males referred by the court as a condition of probation, or referred by the Board of Parole to participate in the work release program.

The HOPE House OWI Inmate Program is for clients sentenced for multiple offense Operating While Intoxicated. District personnel work with an accredited substance abuse provider to deliver a minimum of two hundred and twenty hours of substance abuse/drunk driver treatment programming plus the more traditional minimum-security institutional structure.

The HOPE House program allows residents to establish themselves gradually as productive citizens of the community. Emphasis is placed on employment, financial management, and other rehabilitative programming. Hence the acronym H.O.P.E., honesty, opportunity, prosperity, employment.

This handbook explains the rules and expectations of the program. Residents are responsible for knowing the contents of this handbook and are encouraged to ask questions.
HOUSE POLICIES
PERSONAL PROPERTY

Residents are responsible for the personal property they bring into the facility. Staff may restrict the kind and amount of property brought into the facility. Staff is not responsible for any lost, stolen or damaged resident personal property. It is the responsibility of the resident to take reasonable precautions with his property to ensure that it is not lost, damaged or stolen.

The following items are allowed in the facility:

A. Personal towels/washcloths
B. Liquid laundry detergent/Liquid fabric softener
C. Personal toiletries (shampoo, toothpaste, toothbrush, comb, deodorant, etc.)
D. Alarm clock
E. Small clock radio
F. Portable walkman (to be used outside the facility only), MP3, IPOD.
G. TV – 19” flat screens or smaller
H. Power strips that have been approved by staff.

Residents should not leave their property unattended and should not trade, borrow, lend or give their property or money to other residents without staff approval. Non-amplified guitars are acceptable but must be played outdoors at all times. Homemade TV antennas are not allowed. The only radios allowed are small alarm clock radios or portable Walkman radios. The walkmans can only be used outside the facility. Resident will be allowed only one (1) bottle of non-alcohol containing aftershave, cologne, or mouthwash in his room. Residents may have personal property brought to the facility upon their arrival during non-visiting hours. This will be allowed on a one-time basis to allow them access to necessities.

SEARCH & SEIZURE/CONTRABAND

Residents and visitors are subject to search and seizure of contraband items at any time.

Schedule I Contraband:
Aerosol cans (including hairspray or perfume, etc.)
Alcohol in any ingestible form
Animals, animal related products
Cell phones, cell phones accessories, pagers or smart watches
Cigars/Flavored cigars
Cigarette papers (i.e. ZigZag papers), Pipes, Matches, Zippo Lighters, and Lighter Fluid
Drug paraphernalia
Inhalants of any kind
Items that look like weapons or other contraband
Electric cigarettes
Explosives, ammunition, fireworks and other incendiary devices
Financial Instruments
Gambling paraphernalia
Illegal pornographic material
Incense, incense burners and candles
Information and/or materials which could assist in making or using explosives, weapons, synthetic drugs, poisons or similar articles
Information, symbols, paraphernalia, etc. related to unauthorized groups, gangs or organizations including racist materials
Loose pills or medicine outside of its original container
Loose tobacco/chew (flavored or non-flavored)
Material which depicts harm to others
Material which threatens, attempts to blackmail, or which is written in code
Photographs of nude/partially nude persons
Photography, video equipment or recording devices

Schedule I Contraband (continued):
Substance use testing equipment
Tattoo equipment
Unauthorized facility supplies
Unauthorized keys or key patterns
Unauthorized or illegal drugs
Urine containers
Vinegar
Weapons, including firearms and knives
X-rated video tapes

**Schedule II Contraband:**
Air fresheners
Aluminum foil
Balloons
Bleach
Breath strips/whitening strips
Clothing which advertises alcohol, bars, illegal drugs or inappropriate sexual reference
Eye drops and eye droppers
Glue (in any form)
Hair coloring accessories/perm kits
Hydrogen Peroxide
Musical instruments
Nail polish remover
Permanent markers
Personal locking containers/devices
Potted plants or flowers
Powder in any form (detergent, foot, baby, etc.)
Rubbing alcohol
Tools/scissors

**Schedule III Contraband**
Bedding not 100% cotton
Blank, unrated or home-recorded videotapes, DVD’s or CD’s
Computers/word processors/PDA’s/tablets/etc.
Dryer sheets
Extension cords (surge protectors are allowed)
Food or food service items (dishes, silverware, etc.)
Gum
IPODS, MP3 players, boom boxes, CD players with speakers, MP3 detachable/portable speakers
Items not listed on the personal property list or in greater number than allowed by the list
Magnets
Personal bedding (additional bedding may be purchased through budgeting)
Personal trash cans
Pillows
Sexually explicit materials
Shoe polish or sneaker cleaner
Stuffed animals
Video games/all gaming devices
Wallet chains

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**DRESS/LAUNDRY**
Residents shall dress appropriately, which includes wearing shoes and shirts while in any common area of the building (shower area excluded). No sleeveless/cropped t-shirts allowed in kitchen. No open-toed shoes allowed behind the serving line and/or in the kitchen.

Upon entering HOPE House, residents must purchase a linen packet containing a mattress pad, two sheets, a pillowcase, a blanket, a towel and a washcloth. The purchase price will be budgeted from their facility account. These items are the property of the resident and will be removed at the time of the resident's discharge from the facility. Residents may also bring in one additional blanket or one bedspread for their use. Residents shall wash their clothes and bedding at least weekly. The washers and dryers in HOPE House belong to a business; if a machine malfunctions, notify staff promptly. Residents are not permitted to have liquid bleach. No powders are allowed.

UNAUTHORIZED GROUPS

Any apparel, jewelry, accessory, notebook, artwork, photographs, symbols or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute, denotes memberships in such a group that advocates drug use or exhibits behaviors that interfere with the normal and orderly operation of Hope House is not allowed. Residents shall not originate, promote, participate in, or recruit for any unauthorized group. This includes, but is not limited to, communicating involvement in any unauthorized group through written, verbal, physical appearance or by use of hand signs. Residents are not allowed to get tattoos/brands of any kind while in the program.

PADLOCKS

Every resident is issued a padlock(s) which should not be lent to another resident. If the padlock is lost or damaged, the resident will be charged fifteen dollars ($15.00) for a replacement. The resident is responsible for turning in the padlock(s) at discharge. Personal padlocks will not be allowed.

BEDROOMS

Residents shall keep their bedrooms neat and clean, which includes making their beds upon waking, vacuuming their carpets, and putting all clothes in a wardrobe or other container. Residents are not allowed to move any Hope House furniture from the room or bring their own furniture into the facility. Dirty clothes are to be kept in Hope House garbage bags inside the provided plastic storage containers. Each resident shall keep property in his area of the room, i.e. bed, cabinet, locker. No laundry bags/bins/etc. are allowed other than the one provided by the facility.

If staff decides that a resident's bedroom needs cleaning, the resident shall clean it as instructed. At discharge, residents are required to thoroughly clean their room according to staff directions.

Residents are not allowed to enter another resident's bedroom. Bedroom doors should be closed when unoccupied to discourage theft. Lights, radios, TV's and VCR's shall be turned off when residents leave their room for extended periods of time. Residents will also be considerate of their roommate(s) and will keep the volume on TV's and radios to a reasonable level so as not to disturb his roommate(s).

Residents are allowed to change bedrooms only under compelling circumstances and with staff permission.

Residents may not tape or hang any poster/pictures on the walls or wardrobes.

Bedrooms will be formally inspected weekly. Room inspection failures could result in disciplinary action.

ROOM EXPECTATIONS

In order to maintain cleanliness in rooms, the following limits have been put on personal property:
1) 10 pairs of pants (includes shorts, work clothes, dress clothes, etc.)
2) April through October: 10 shirts (includes t-shirts, dress shirts, sweatshirts, etc.) November through March: 15 shirts (includes t-shirts, dress shirts, sweatshirts, etc.)
3) 4 pairs of shoes
4) 10 pairs of socks
5) 7 pairs of underwear
6) 2 coats (when needed)
7) 5 CD’s
8) 5 video tapes/DVD’s per person

If a room has an unkempt appearance, the amount of personal property will be further limited. Suitcases or large bags are not allowed at Hope House. A backpack is acceptable for transporting items. Any other items are subject to staff discretion.

Reasons for failing a room inspection are:
1) The room smells bad-- if a room stinks, the resident will find out where the smell is coming from and remedy the problem.
2) Too much property.
3) Bed unmade; bed needs to be made when the resident gets up in the morning. All sides of the bed should have the bedding neatly tucked under the mattress. The bedding should not look like the resident slept on top of the bedding. The linen should be on the bed unless it is being laundered.
4) There should be no paper or plastic shopping bags, boxes, food, candy or drinks in rooms.
5) The following are minor room inspection violations. Any three (3) failures will result in the entire room failing:
1) Too many tapes, DVD’s, videos, books, or CD’s.
2) Dirty laundry must be bagged and stored in the provided plastic storage container.
3) Garbage should be taken out regularly. Always use a new liner when emptying the trash.
4) The only thing that should be on the overhead lamp should be an alarm clock.
5) Resident will be allowed only one (1) bottle of non-alcohol containing aftershave, cologne, or mouthwash in his room.
6) Floor should be vacuumed and shelves, cabinets, and bed lamps dusted.
7) No unauthorized meds are allowed in the resident rooms.
8) There should not be anything but a TV/VCR/DVD player on the desk or chair.
9) There should not be anything on the bed or hanging from a bedpost.

HOUSE DETAILS

When a resident is assigned to do a particular detail and is not present to do the detail (including working extra hours or being on out of county or overnight furlough during times he is expected to do the detail), that resident will accumulate 30 minutes of open work time in the facility. When he returns to the facility, he may be able to complete an alternate duty assigned by staff in return for not being present to complete the detail assigned on the duty roster. If work time is still due at the end of the week, staff will keep a record of time owed on the count sheet. Residents must have all the time owed completed prior to level advancement or being considered for discharge.

Every resident is assigned a house detail, which is done daily for one week. New details are posted on the control center on Tuesday and take effect on Wednesday morning. Extra house details may be assigned to residents who have violated HOPE House rules and residents who are on the alternate list. Residents should contact staff for a description of their assigned detail and instruction on the correct procedure for completing their detail.
Details marked "AM" need to be done between the hours of 0400 AM and 0800 AM Monday-Friday. "AM" details have until 0900 AM on Saturday and Sunday.
Details indicated "PM" should be done between the hours of 1300(1:00 PM) and 2200(10:00 PM).

Details with other completion times will be indicated on the House Detail list.

Residents are responsible for completing their assigned details once per day. The resident must inform staff when beginning his detail. After a detail has been completed, residents are required to inform a staff member, so the detail can be checked off by both resident and staff. When staff determines that a detail is not satisfactory, the resident will be informed of the specific deficiency.

Failure to complete details will be handled in routine disciplinary fashion. Under compelling circumstances, staff may request that unassigned details be done.

If you are unable to complete an assigned detail, it is your responsibility to inform staff at the earliest opportunity. Staff will then decide whether or not to excuse you. Exceptions may be made for out of county furloughs, employment and treatment reasons. If assigned to do a PM detail the day of an overnight or out-of-county furlough, you may be required to do the detail before leaving on furlough. This also means that residents who had not been assigned to a detail will be asked to complete tasks assigned to other residents.

**HOPE HOUSE PROPERTY**

The dining room, television areas, patio, and other common areas, which are closed between 2200 and 0600, Sunday through Thursday and closed between 2300 and 0600, Friday and Saturday, are used by all residents; therefore, all residents shall help to keep these areas clean and neat by picking up after themselves and by cleaning when asked by staff. No visitors, food, and/or beverages are allowed in the lounge area. No dishes are allowed outside.

Residents shall not damage HOPE House property. Unreasonable wear is charged to the resident responsible, which may include the cost of repair or replacement of the damaged item.

**SMOKING/CHEWING TOBACCO**

All tobacco products and smoking accessories, i.e. lighters, matches, etc., may be kept in resident’s room. Smoking is allowed on the smoking patio, which includes the concrete patio and the deck, during non-curfew hours. Smokeless or chewing tobacco is banned and may not be used on Hope House property. Loose tobacco, papers and/or cigarette rolling machines are also banned from Hope House and are considered contraband.

**TELEPHONES**

There are pay telephones near the control center for residents’ use. Conversations should not exceed fifteen minutes. Residents must wait one hour between phone calls, to allow other residents to use the phone. Telephones may not be used between the hours of 2200 and 0600, Sunday through Thursday, and between the hours of 2300 and 0600, Friday and Saturday, and calls during the early a.m. hours are discouraged. Use of the telephone may be limited by disciplinary sanctions. Messages left in the resident voice mail system may be monitored to ensure compliance with facility and program expectations. Residents may be allowed to use the HOPE House business telephone (625-2202) for business calls, with staff permission, such as: calling an employer, an attorney, or for an appointment.
FACILITY CURFEW

Residents are required to observe room curfew between 2200 and 0600, Sunday through Thursday, and between 2300 and 0600, Friday and Saturday, except for emergencies. If departing for work prior to 0500 a.m., residents may leave their room no earlier than one hour prior to departure from the facility.

SIGNING IN AND OUT

Residents must always inform staff of their whereabouts; therefore, residents must check in with staff when leaving or returning to HOPE House for work, school, appointment, and all other reasons. You must also be sure staff has entered your departure/return in the computer system. Furlough forms, which may need to be completed before leaving, require the following information: day and time of departure and return, person or place visited and address, telephone number, transportation plan, and any planned changes in this information.

SAFE HANDLING OF CHEMICALS

Residents are responsible for understanding the printed label directions on chemical containers before using the product. Chemical label directions include: Directions for use, Dangers, and First Aid.

Federal and Iowa "Right to Know" laws mandate residents are aware of proper handling and use of chemicals. Chemicals, which are used for cleaning and disinfecting, are included in these categories. There is an MSDS (Material Safety Data Sheet) booklet in the staff office and in the kitchen, which lists all chemicals used in the facility, their ingredients, and proper use.

Should questions arise concerning a particular product, you should review the MSDS, which will be made available by staff. Protective eye goggles, hand gloves and protective gowns are available for your use.
MEDICAL

Residents are expected to pay for their medical treatment. There is a medical clinic in Iowa City, where residents can obtain free treatment. It is located at 2440 Towncrest Drive, Iowa City, Iowa. Information about the clinic hours can be obtained from calling their business line at 337-4459, during their business hours, which are Monday to Thursday from 9:00 a.m. to 3:00 p.m. and Friday morning from 9:00 a.m. to 11:00 a.m.. Medical care is provided by appointment only during the clinic hours, which are usually Monday and Thursday evening, Tuesday during the day and Thursday morning. STD and HIV testing is available as well by phoning the general information number of 337-4459. The appointment number is 337-7909. Limited dental care is also available by appointment only and appointments should be made by calling the appointment number beginning at 8:30 a.m. on the first Friday of the month that the appointment is desired. If extensive dental services are required, the University of Iowa Dental School may provide services at a lower cost.

OWI residents are required to submit to a physical examination within the first month after admission. This exam is mandatory and there is no charge to the resident. The record of the exam is kept on file.

Residents who are in need of eyeglasses and are unable to afford these can secure a voucher for payment of an eye examination and the purchase of the glasses through the Free Medical Clinic. Residents will need to have a current prescription in order to do this. If residents do not have a current prescription, they will have to pay for their own eye examination.

Emergency treatment can be obtained at the University of Iowa Hospitals and Clinics. Residents are responsible for their own medical expenses.

Residents are required to notify staff whenever they enter the facility with any type of medication (prescription and non-prescription). Staff will secure medications which present a potential for misuse, and make them available to the resident during posted med times according to dosage instructions. Medications which residents are allowed to keep must be initialed by staff and locked in their room locker at all times.

All medications brought into the facility must be in the original container allowing staff to properly identify the medication. Medications which are not labeled will not be allowed in the facility. All prescribed medications entering the facility must be accompanied with a travel bottle with prescribed instructions if that prescribed medication will be removed from the facility at any time during the resident’s placement, including taking the prescription medication to work, on furlough, etc. A travel bottle should be requested from the pharmacist. Failure to provide a travel bottle in these cases may result in disciplinary action. All sample medications must be accompanied with a doctor’s instructions for use. Meds will be available to residents at specific times. Med times are posted at the control center.

Residents who are unable to work due to illness/medical reasons are on room restriction. Furloughs will be allowed for medical appointments only. Furlough privileges will resume and room restriction will end when the resident returns to work. While on room restriction, the resident must use the room intercom and request permission from staff to leave his room for any reason except during curfew hours. The resident is to use the public restroom by the control desk for hygiene purposes except showering/laundry. Residents are allowed 30 minutes at meal time, 10 minutes to iron and 20 minutes to shower. When on sick leave from work, the resident loses smoking privileges until he returns to work. A resident is allowed 30 minutes “wind down” time after work/treatment. Residents are allowed one hour of visitation on Sunday only. Residents are not allowed to use payphones. Residents may smoke only during the 30 minute meal time.

CLOTHING

Residents who are in need of clothing should contact their Probation/Parole Officer.
EDUCATION

Residents may be required to complete their GED or high school diploma while at Hope House.

AA/NA

The Iowa 13th District Office can be contacted for advice or support at 338-9111. Residents should talk to their Probation/Parole Officer for permission to attend AA/NA. (A list of approved sites is located at the front desk). If a resident is on facility restriction or owes open work, he is not allowed to attend AA/NA meetings unless approved by his Probation/Parole Officer.

MAIL

Resident's personal mail is not censored; however, mail may be inspected for contraband, which is done only when the resident is present and has personally opened the mail or package. There are four exceptions to this policy: mail from the court, the Office of the Governor, an attorney, or the Office of the Ombudsman is not opened or inspected by staff. Writing to other persons under supervision or who are incarcerated/jails must have prior approval through the Probation/Parole Officer. These privileges are reserved for immediate family members. If a resident is on escape from the facility or is otherwise unavailable, staff may open his paycheck in order to deposit it into his Hope House account.

ATTORNEY

Every resident may communicate with his attorney through the mail or in person. Communication by telephone may be limited, however, if a resident is on early curfew or room restriction. A resident will not be denied a furlough to meet with his attorney if the meeting is during business hours or was previously scheduled.

RELIGION

Residents may attend religious services in the community utilizing earned furlough time allowed by the level system. Residents on restriction or in Level I may be allowed to attend services if approved in advance by the Probation/Parole Officer. Residents in Levels II-IV use earned furlough time unless given special permission from the Probation/Parole Officer.

TRANSPORTATION

Residents shall arrange their own transportation. Residents are responsible for verifying that their driver's license, insurance and registration.

Residents who need a bus pass should see their Probation/Parole Officer. If a resident is getting a ride, he must go directly to his destination (work, treatment, etc.) and return directly to the facility.

Residents are not allowed to walk along highways unless with staff permission. Transportation/arranging rides are the responsibility of the client. Failure to plan ahead in this area may result in sanctions. When residents accept employment, they must be able to arrange their own transportation within one week.

Driving while at Hope House is a privilege. Residents may be allowed to drive if they are in Level 3, however, before driving a motor vehicle; a resident must obtain the Probation/Parole Officer’s permission and must provide proof of purchase, a valid driver's license, and liability insurance. A resident may operate a vehicle belonging to another person if written permission from the owner is obtained. Residents are not allowed to do any mechanical work on their vehicles or wash their vehicles on the Hope House property. Resident's vehicles must be moved upon staff request for snow removal. Residents must turn in keys to staff that will start, the vehicle and open any containers in the vehicle.
FOOD

All food is provided to the residents of Hope House. Residents are not allowed to bring any food or drink into the facility; all food must be eaten in the dining area. Food and drink are not allowed in the television areas or on the smoking patio. Other than sack lunches, residents are not allowed to remove any food or drink from the facility. No food/drink is allowed in lockers or resident bedrooms.

Meals times are:
- Breakfast: 0500 - 0800 (0500 - 0900 on weekends)
- Lunch: 1130 - 1230
- Dinner: 1630 - 1745

Residents working overnights may eat breakfast after returning to the facility from work. They must then clean up after themselves.

One sack lunch will be provided for residents who work outside of the facility during lunch hours. If a resident who has taken a sack lunch comes back into the facility before lunch and wants to go through the lunch line, he must turn in his sack lunch and his name will be written on his sack lunch for his use the next day. He must return to Hope House by 12:25 p.m. in order to eat lunch on the lunch line. Residents who will be late for dinner due to work obligations will be provided a late tray. Late trays may be eaten up to one hour after returning to the facility and the resident shall wash all items that they use. All residents must be neat and clean before eating meals. Residents must wear sleeved shirts and shoes (no sandals) when behind the serving line.

Residents may also be allowed to eat their meals outside the facility by using privileges outlined in the Level System. Residents who are on restricted status or Level I shall eat food provided by the facility. If a resident is on a furlough during dinner, it is his responsibility to eat. Residents cannot return to the facility and eat a late tray after being on a furlough during meal time.

VISITATION

The visiting hours at HOPE House are from 1900 to 2100 on Tuesday and Saturday, 1300-1500 on Sunday. When residents have visitors, they must notify staff, and the visitors shall sign the guest book. Visitors under the age of eighteen must be accompanied by parent(s) or guardian(s) or an adult caretaker may accompany the minor(s) with written permission of the parent(s)/legal guardian(s). Children under 12 years of age must leave the facility by 2000 hours. Visitors must have prior approval before being allowed visitation privileges. Residents must turn in names of proposed visitors to staff for review/approval/denial. The maximum number of visitors is four adults and unlimited number of children as long as they are accompanied by their parent(s) or guardian(s). Staff may prohibit individuals who are under supervision, have previously caused problems or for other justifiable reasons.

Residents who are on restriction may have one hour visitation on Sundays during regular visiting hours. Residents who are convicted of sex offenses must go to their rooms during visiting hours if they do not have visitors when minors are present.

Visiting is allowed in the multipurpose room only. No visiting is allowed on the sides at the building, the patio area, the lounge, or inside a motor vehicle. Residents cannot walk visitors to their cars. Physical contact with your visitor is limited to an embrace/kiss when entering and leaving the facility and holding hands during the visit. Visitors are expected to conduct themselves appropriately. Staff will ask visitors who are unruly, disruptive, or who have consumed alcohol to leave facility premises. Visitors are expected to be appropriately dressed, which includes proper underclothing. Suggestive or offensive clothing is not allowed. Residential staff will determine whether the attire is appropriate.

Residents may have personal property brought to the facility upon their initial arrival to Hope House once during non-visiting hours. This will be allowed on a one-time basis to allow them access to necessities.
REENTRY CASE PLAN

Upon entering HOPE House, every resident meets with a Probation/Parole Officer to review all program requirements and to begin a Reentry Case Plan. The Reentry Case Plan, which is an agreement between HOPE House and the resident, includes general program requirements and goals chosen to match each resident's rehabilitative needs. These goals may include getting a G.E.D., obtaining vocational training, attending counseling, getting a driver's license, or attending community activities. Progresses toward these goals, which are a measure of a resident's success in HOPE House, are periodically reviewed by staff and the resident.

BUDGET

Residents shall support themselves and shall also save money to pay for the housing they will need when discharged from HOPE House. All money shall be submitted to staff immediately. Residents must never cash their paychecks or accept a cash advance without prior approval from their Probation/Parole Officer. Except for tips from work, residents may not turn in cash; they must obtain a money order or check. The resident submits a budget sheet every two weeks outlining his budget plan to be approved by the Probation/Parole Officer. The following priorities are used: 1) child support; 2) restitution; 3) Hope House facility rent; 4) other debts; and 5) personal. The resident shall receive a check for personal expenses in accordance with his budgeting plan.

The resident may request extra money from his account for special purchases (clothing, shoes, and car). If approved by the Probation/Parole Officer, the resident must turn in all receipts from these purchases. Clients need to keep in mind that paying rent and other debts come before money for clothing, gifts, or family support (other than child support).

Residents who have not done a budget with their Probation/Parole Officer may receive no more than $20 per week from an outside source. Budgeted residents may receive no more than $70 in a two week period in authorized funds except as approved by a Probation/Parole Officer.

Phone calling cards, credit cards, bankcards, checkbooks, savings books, or other financial services are not allowed, unless approved by Probation/Parole Officer. Prepaid phone cards (i.e. purchased at store) are allowed.

Pay cards must be turned in to staff and stored in the safe.

Finally, residents may request a loan from HOPE House for an unexpected expense that is both immediate and of an emergency nature. Examples of this are: medications, appropriate clothing due to weather conditions, and immediate necessities for a new resident, such as laundry and hygiene items. These would not include loans to pay rent on an apartment, whether it is the resident’s or a family member’s, vehicle repairs, or money for gifts.
FURLOUGHS
DEFINITION

A furlough is any temporary release from HOPE House. Furloughs are privileges granted to residents for seeking work, work, educational and vocational training, medical treatment, evaluations and counseling, religious activities, family visits, shopping, recreation, and other activities that enable residents to become productive citizens. FAILURE TO HAVE POSITIVE ADJUSTMENT AT HOPE HOUSE, FAILURE TO MAINTAIN FULLTIME GAINFUL EMPLOYMENT AND FAILURE TO COMPLY WITH RECOMMENDED CASEPLAN WILL RESULT IN DENIAL OF FURLOUGH PRIVILEGES. The Levels Committee will review a client’s progress in those areas and can modify furloughs/deny furlough privileges for failure to comply with Hope House expectations.

GENERAL FURLOUGH INFORMATION

1. No more than two days per week may be designated as days off. These days are Saturday and Sunday, unless a resident working weekends requests to designate two weekdays as his days off.

2. Residents may not travel to or from a furlough destination during the curfew period.

3. A resident on an overnight furlough must be at his approved destination during the curfew period. Staff must approve traveling during the curfew period.

4. The furlough week begins on Friday at 6:00 a.m. and goes through the next week Thursday at 10:00 p.m. (curfew).

5. Furloughs are only allowed to approved destinations (see section on Furlough Procedure)

Staff will be completing phone and physical checks of furlough residences to verify information provided on the furlough.

Phone answering machines and mobile/cell phones are not allowed for use when on furlough to a residence. There must be a landline phone at the residence.

All furloughs begin and end at Hope House. For example, going from work to furlough is prohibited. Any exceptions must be approved by the Probation/Parole Officer.

Any furloughs not specifically listed will be determined by the Residential Manager.
**FURLOUGH PROCEDURE**

The process for requesting an approved furlough location is as follows:

1. If a resident intends to furlough to a private residence, staff must investigate, do a visual inspection and approve that residence before the resident can take furloughs to that location. Residents can obtain the furlough residence request form by asking a Residential Officer or their Probation/Parole Officer. Before a visual inspection is done by staff, a copy of the lease must be provided to Hope House staff if the residence is rented/leased. If the residence is owned or is in the process of being bought by the homeowner, staff will verify this information before a visual check is done. A landline phone must be installed and working before a residence is approved.

2. Staff will contact the head of the household and set up a time/day to go do a home visit/inspection by going to the residence if in county. If out of county, the Probation/Parole Officer will contact the probation office or police department in the area to verify the suitability of the residence for the client to furlough to. Paperwork may then be sent to the residence for approval for the client to furlough there.

3. Once a home visit is conducted and the residence deemed acceptable by staff, the approved location will be entered in the computer system and the resident will be ready to furlough when eligible per the level system.

4. The resident will be allowed to maintain up to two (2) approved private residences on file. Residents will need to choose the private residences they wish to go to carefully, as they will only be allowed to go to two (2) private residences the entire time at Hope House. Changing, deleting, or adding furlough residences (more than two (2)) will be at the discretion of the Levels/Furlough Committee. A residence that has been removed will not be later re-approved.

5. Staff may set appropriate special conditions to furloughs as necessary. Staff will also determine what constitutes a private residence (example: house, apartment, mobile home). Staff will review the proposed residence to ensure it is an appropriate place for the client to furlough.

6. Once a resident is eligible for an overnight and/or out of county furlough, the resident must submit the application for furlough to staff. The furlough week will run from Friday 0600 until the following Thursday curfew of 2200. Furlough requests will be approved/denied/reviewed by the Probation/Parole Officer.

7. When submitting application for furlough (overnight and/or out of county), the resident must list all locations he plans to furlough to, as well as the approved private residence(s) (maximum of two) at the time it is submitted in the kiosk. This would include any additional locations, such as general, treatment, recreation sites the resident is planning to furlough to. The total of any additional locations (other than the main residence) is two, other than work. Resident may be allowed to go to work while on overnight and/or out of county furlough. This does not count as one of the two locations.
8. Clients may delete any location (except main furlough residence) on furlough application by calling in and reporting deletion to staff. Clients may NOT add anything to an Overnight or Out-of-County furlough once it is submitted. Once a client has designated a main furlough residence on the Application for Furlough, it cannot be deleted or changed. Clients cannot call Hope House while on day-off furloughs to go to stores, other sites/ residences, etc. These sites MUST be pre-planned and pre-approved by the Probation/Parole Officer.

9. If a client is planning to advance a level and is unsure of how many hours of furlough he will be eligible for, he may wish to submit two (2) furloughs, one for each level. Client will be notified by the Probation/Parole Officer which furlough is accepted or they may check the kiosk.

10. Clients may check the kiosk to see if the furlough has been approved or they may ask staff.

11. Residents cannot call/add/change an overnight/out of county furlough once it is approved (can only delete locations other than main residence). Any issues or problems with furloughs will be reviewed by the Committee at the next weeks meeting on Wednesday and may result in a modification of future furloughs.

Residents can request that a treatment furlough and a work furlough be combined due to transportation problems. Clients must call Hope House when leaving a residence and when returning to a residence. A recreational furlough cannot be added to a work or treatment furlough.

Staff monitors the resident who is on furlough by telephone and in person to learn whether the resident is at the approved location. No answering machine or voice mail is allowed.

Residents may not furlough to their place of employment.

Residents may furlough to hotels/motels with their Probation/Parole Officer’s approval. Residents may also furlough to hotels/motels if they have no approved furlough location in county. The resident must call Hope House and provide the room number upon his arrival at the hotel/motel.

For daily recreational furloughs, staff may allow two (2) residents, maximum, to the same location; one (1) resident only per residence on overnight furloughs.

Staff does not approve a Furlough Request to a residence occupied by an individual under supervision to the Department unless the supervising agent grants permission.

Cell phones are NOT allowed to be used on furloughs or on community service.

Passes (4, 6, 8, 16 hour) may have a maximum of five location movements.
OVERNIGHT AND OUT-OF-COUNTY FURLOUGHS

All overnight and out-of-county furlough applications shall be submitted by Tuesday night curfew for review by the Probation/Parole Officer. When a resident is on one of these furloughs, staff may ask law enforcement to visit the resident and administer an Alco-sensor. While on an overnight furlough, the resident must be at his approved furlough residence and still adhere to curfew hours.

If a resident is furloughing to a motel, the motel room number and motel room phone number must be provided to Hope House staff by calling Hope House upon arrival. The name of the person the room is registered to, and any persons who will be at the motel room must be listed on the furlough form. (These conditions apply even if resident is only visiting the hotel/motel room). Residents must also bring in a receipt of the room rental.

NO-PHONE FURLOUGH

A resident may take a furlough to a location without a telephone, which is called a no-phone furlough, but there are several limitations.

1. Residents who have achieved Level III or Level IV are allowed two no-phone furloughs per week, beginning on Friday, which may not be taken on the same day.
2. No-phone furlough times/hours allowed include travel time—no extra time for travel. No-phone furloughs are not allowed after dark if at an outside location.
3. No cell phones can be used as a phone number, however, if there is a permanent phone at the place a client is going, that number must be listed.
4. A no-phone furlough is four (4) hours long. Staff has the right to determine whether a general furlough location is acceptable.
5. A resident must specify an exact location where they will be when on a four hour no-phone furlough, because staff must be able to find the resident within fifteen minutes after arriving at the location. A drawn map of the area must be provided.
6. Out-of-county no-phone furloughs must be indicated on the out-of-county furlough form and approved by Residential Counselors. This will take planning on the part of the client, as out-of-county no-phone furloughs for the next week must be submitted on Tuesday evenings for approval by the Probation/Parole Officer (see previous Furlough Section).
7. No-phone furlough time may not be accumulated. If a resident returns early, the no-phone furlough is over.
8. Furlough time for movies is restricted for the duration of the movie and travel time. Resident must produce ticket stub when returning to facility. Only two (2) residents are allowed to go to a movie at the same time and must be staff approved.

CURFEW

Residents must be at HOPE House, and in their room, during curfew hours, unless they are working or on an overnight furlough. Curfew hours are: 2200 hours (10:00 pm) to 0600 (6:00 am), Sunday through Thursday, and 2300 (11:00 pm) to 0600 (6:00 am), Friday and Saturday. Residents returning after curfew from work/treatment are allowed one hour of wind down time (30 minutes if on restriction).
JOB SEEKING EXPECTATIONS

1. Hours of employment may not interfere with treatment schedules.
2. Residents are expected to find acceptable full-time employment with a minimum of 40 hours. Residents will job seek on their time off work when not working full time. If they are not working a forty hour job, they may not get their level advancement and may be placed on room restriction.
3. All employment offers must be approved before the job is accepted. Approval is given by a residential officer or Probation/Parole Officer.
4. Job seeking sites will be approved by Hope House staff. Residents may job seek only at approved sites.
5. Residents may not shop, eat, or conduct any personal business while job seeking.
6. Residents must job seek alone.
7. Residents must job seek during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Residents must return to Hope House sometime between 11:30 a.m. and 12:30 p.m. Residents wishing to eat from the serving line must return by 12:20 p.m. Residents may not job seek for more than 6 hours at a time.
8. Residents must submit morning and afternoon job seeking passes by 9:00 p.m. the previous night. These job seeking passes must be filled out completely with a minimum of three job seeking sites on the morning pass and three job seeking sites on the afternoon pass.
9. Residents are expected to be appropriately dressed when job seeking. Residents must be freshly shaved. Residents with facial hair must have it cleaned and well trimmed. Residents must wear a clean collared shirt and trousers/slacks – no jeans. Hair must be clean and brushed/combed. Residents may not wear jeans, shorts, sweatpants, hats, bandanas, wave caps, t-shirts, muscle shirts, sweatshirts; nor carry a backpack, gym bag, portable cd/dvd player, ipod or any portable music device. If a resident smells of body odor and/or dirty clothing, staff will direct the resident to shower, change clothes, wash hair and brush teeth. Staff reserves the right to say the Resident is not appropriately dressed and groomed.
10. Residents may not go to a job seeking site more than once unless they have staff permission.
11. When filling out a job application, residents must use the Hope House address and phone number: 2501 Holiday Road, Coralville, Iowa 52241, (319)625-2202.
12. While unemployed, job seeking residents will not play cards, games or watch TV between 8:00 a.m. and 5:00 p.m.
13. If a resident does not have employment after two weeks of job seeking, he will be placed on room restriction until he gets employment.

ONLINE JOB SEEKING EXPECTATIONS

1. Residents must submit a job seeking pas for online job seeking by 9:00 p.m. the previous evening. A list of the businesses the resident is applying to must be provided to staff prior to getting on the computer.
2. Residents are to use the internet for job seeking purposes only.
3. Residents must turn in proof the job application was submitted.
4. Email may not be accessed without staff permission.
5. Residents may not use the computers for any online social networking.
6. Failure to follow job seeking and online job seeking expectations will result in a report.

EMPLOYMENT EXPECTATIONS

1. Employment may not interfere with treatment schedules.
2. Residents may not work more than 56 hours a week unless given permission by their Probation/Parole Officer. Work hours are recorded daily in the work binders at the control desk when residents return from their shifts. Residents will not receive credit for hours worked unless they are recorded in the binder.
3. A resident not working 40 hours per week must look for a second job or different job or risk being placed on room restriction.
4. Residents may not have visitors or conduct personal business while they are working.
5. Residents may not use work phones and/or cell phones for personal business while they are working.
6. Residents must be appropriately dressed for employment.
7. Residents may not quit a job without prior approval from a residential officer or Probation/Parole Officer. Residents are required to give TWO WEEKS NOTICE AFTER getting permission to quit their job from a residential officer or Probation/Parole Officer.
8. Residents must be positive and respectful to customers, co-workers, supervisors and managers. Use of abusive and/or vulgar language will not be tolerated. Harassment of co-workers, supervisors, managers and customers will not be tolerated.
9. Residents may not claim they are exempt from paying taxes. Employers must take out the standard deduction for Social Security, Federal taxes and Iowa taxes, Medicare, etc.
10. Paychecks with paystubs must be turned in to staff for deposit into resident's Hope House banking account.

**EMPLOYED RESIDENTS**

Treatment shall always take priority over employment. Hours of employment cannot get in the way of treatment schedules. Residents must get permission to quit a job. Residents must get permission to change jobs. Permission must be given by Employment Team or the Probation/Parole Officer. Residents are required to give two (2) weeks notice prior to quitting current job. You may be told by the Employment Specialist or Probation/Parole Officer to quit right away. The Employment Team must approve spot jobs. Additional jobs must be approved. A major change in a job schedule must be approved. Approval is obtained from the Employment Team or Probation/Parole Officer. You may not work more than 56 hours in one week. In order to obtain permission to work over 56 hours per week, you must receive approval from your Probation/Parole Officer.

If unable to work due to illness/medical reasons, the resident shall notify staff and their employers immediately and no later than work departure time. The resident may use the control desk phone to contact his employer. Residents may not use the pay phones. Residents who are unable to work due to illness/medical reasons are on room restriction. While on room restriction, the resident must use the room intercom and request permission from staff to leave his room for any reason except during curfew hours. The resident is to use the public restroom by the control desk for all hygiene purposes except showering/laundry. Residents are allowed 30 minutes at meal time, 10 minutes ironing time, and 20 minutes to shower. When on sick leave from work, the resident loses smoking privileges until he returns to work. Additionally, room restriction will end once the resident goes back to work.

Residents will provide a complete, current work schedule placed in the plastic sleeve FACING their work hour’s calendar prior to leaving Hope House to go to work. A complete and current work schedule includes, but is not limited to: the resident’s first and last name, the employer's name and phone number, and the resident’s supervisor's name and phone number if different from the business number. Additionally, the date and start and stop times must be indicated on the work schedule prior to the resident leaving for work.

Residents are responsible for signing in and out of the building correctly with staff. Work hours must be recorded on the resident’s work hour’s calendar and recorded correctly. Any mistakes could affect level advancement.

Residents working for an employer with more than one job site must call in the address change every time the move to a different job site.

**SELF-EMPLOYMENT**

Self-employment may be allowed for residents who were operating a business prior to admission to Hope House. Residents who are self-employed must first provide staff with the following information and indicate the history of the business in the following manner:

1. Provide staff with the company tax number and/or license number
2. The resident’s pay must be comparable to employees of similar employment
3. The resident must provide the Probation/Parole Officer with financial business records indicating a historical financial stability
4. The resident must bring in monthly bank statements indicating the income and debits of the business
5. The resident must be accountable for the number of hours for which he is signed out on a work furlough

The Residential Manager will make the final decision about appropriateness of the employment.
LEVEL SYSTEM
INTRODUCTION
LEVEL SYSTEM

The purposes of the level system are to communicate program expectations, to assess resident progress toward individualized goals identified in the Reentry Case Plan, and to reward positive adjustment through opportunities in the furlough program. Successful discharge will also depend upon advancement through the level system.

Listed below are the guidelines that Levels and Furloughs Committee will consider in reviewing level advancement requests.

Level reviews will normally be done on Wednesday afternoons, typically involving the Supervisor, Probation/Parole Officer, and at least one Residential Officer. Decisions will be posted at the control center. Level changes will be posted by Thursday, 1600, but will not be effective until Friday, 0600 a.m. Residents who are reduced or who meet minimum time frames and are not advanced will be notified in writing of the reason(s) for the decision. Careful consideration is given to disciplinary sanctions (restriction or open work).

The Residential Program consists of the pre-employment phase and four separate levels. In order to qualify for advancement or to remain at the current level, all aspects of the level must be achieved, including meeting minimum time frames. In addition, when advancement is sought, an APPLICATION FOR LEVEL ADVANCEMENT form must be submitted to Levels and Furloughs Committee by curfew on Sunday evening. Residents are expected to keep track of when they are eligible for advancement and must have met the criteria for that level. Residents who do not meet the criteria for a certain level may be reduced to the appropriate level as a result of staff review. Residents with pending disciplinary reports will not advance in levels.

In addition to considering all the goals/requirements of each level, the panel applies the following standards.

1. A resident who is under-employed (less than forty hours/week) may qualify for level advancement; however, the minimum time frame criteria is extended on a pro-rated schedule based upon hours worked during that week. Involvement in an approved educational program or completion of Community Service hours may be added for employment hours, as approved by staff.

2. A resident who loses employment through no fault of his own may remain at his current level at the discretion of the Level Committee. If the Level Committee determines that the resident should lose his level, he may regain his previous level when employment is obtained, at the discretion of the Level Committee.

3. A resident must be free of restriction and open work status at the time of the level review to qualify for level advancement.

4. A resident who is found guilty of a major violation will be reduced a minimum of one level, unless the level loss is suspended by the hearing committee. However, if found guilty of a major report, must remain report free for 4 consecutive weeks for consideration of level advancement. If the resident was not reduced one level at the time of the disciplinary hearing by the disciplinary committee, the level committee will reduce him effective the date of the disciplinary report.

5. A resident who has been reduced in the level system due to disciplinary reasons will be required to complete all requirements for level advancement.
PRE-EMPLOYMENT PHASE

RESPONSIBILITIES

1. Complete all intake and assessment requirements for staffing by the Employment Team.
2. Complete staffing and begin the job-search process in areas approved by the staff and Probation/Parole Officer.
3. Follow job-seeking guidelines and secure employment. After employment is secured and has been verified by staff, the resident will be placed in Level 1 the first day of full-time employment.

APPLICATION FOR LEVEL ADVANCEMENT

NAME: Joe Smith

I am requesting to be considered for advancement from LEVEL 1 to LEVEL 2 for the following reasons:

1. I have maintained my employment, and averaged a minimum of 40 hours per week for four consecutive weeks.
2. I have not had any major reports.
3. I am free of restrictions.
4. I have satisfactorily completed all facility work assignments.
5. I have kept all scheduled appointments with counselor and I am current with my caseplan objectives.
6. I have performed satisfactorily on all previous furloughs.
7. I have an AA sponsor

OFFICERS INPUT:

Joe has done a good job on house details-mike
He had to be warned about keeping the room clean-Ann

Joe has always been ready for work in the AM and shown a good attitude-Candace
He likes to work in the garden-real helpful-Rich
LEVEL I

RESPONSIBILITIES

1. Must have full-time employment or educational equivalent approved and confirmed by staff.

2. Develop Reentry Case Plan goals with the Counselor and work toward achieving those goals by making necessary appointments and by attending all required sessions.

3. Budget personal finances responsibly.

4. Satisfactorily complete assigned house details and maintain adequate personal hygiene.

5. Keeps bi-weekly appointment with Probation/Parole Officer and is current in regard to Reentry Case Plan objectives.

6. Reentry Case Plan/SL/Jesness/Action plan must be completed with Probation/Parole Officer.

7. Clients must turn in weekly report on time and filled out accurately and completely.

8. Maintain personal hygiene and living area must pass daily inspection.

9. Complete all Workforce Development expectations.

10. Program fees paid current to last budgeting process before advancement

Minimum time in Level 1:
Four weeks

PRIVILEGES

1. May attend treatment related functions approved by the Probation/Parole Officer.
LEVEL II

RESPONSIBILITIES

1. Maintain full time employment with satisfactory job checks.
2. Budget finances responsibility and be current on rent before advancing to level III.
3. Continue satisfactory progress toward Reentry Case Plan objectives by attending all scheduled appointments and by complying with treatment recommendations.
4. Satisfactorily complete assigned house details and maintain adequate personal hygiene.
5. Keeps bi-weekly appointment with Probation/Parole Officer and is current in regard to Reentry Case Plan objectives.
6. Must be free of restriction and open work status by the day of the level review.
7. Maintain personal hygiene and living area must pass daily inspection.
8. Clients must turn in weekly report on time and filled out accurately and completely.

Minimum time in Level II:
A. Four weeks

PRIVILEGES

1. Workdays (total of five days) - Four hours of furlough time on each day
2. Days Off (total of two days) - Eight hours of furlough time on each day
LEVEL III

RESPONSIBILITIES

1. Maintain full-time employment with satisfactory job checks.
2. Budget personal finances responsibly and be current on rent.
3. Continue satisfactory progress toward Reentry Case Plan objectives by attending all scheduled appointments and by complying with treatment recommendations.
4. Satisfactorily complete assigned house details and maintain adequate personal hygiene.
5. Keeps bi-weekly appointment with Probation/Parole Officer and is current in regard to Reentry Case Plan objectives.
6. Clients must turn in weekly report on time and filled out accurately and completely.
7. Maintain personal hygiene and living area must pass daily inspection
8. Must be free of restriction and open work status by the day of level review.

Minimum time in Level III:

A. Four weeks

PRIVILEGES

1. Workdays (total of five days) - Six hours of furlough time on each day
2. Days Off (total of two days) - One 24 hour furlough
   - One 16-hour furlough during non-curfew hours.
3. No phone furlough privileges as stated under No Phone Furlough section.
LEVEL IV

RESPONSIBILITIES

1. Maintain full time employment with satisfactory job checks.
2. Budget personal finances responsibly and be current on rent.
3. Continue satisfactory progress toward Reentry Case Plan objectives by attending all scheduled appointments and by complying with treatment recommendations.
4. Satisfactorily complete assigned house details and maintain adequate personal hygiene.
5. Keeps bi-weekly appointment with Probation/Parole Officer and is current in regard to Reentry Case Plan objectives.
6. Must be free of restriction and open work status by the day of the level review.
7. Clients must turn in weekly report on time and filled out accurately.
8. Maintain personal hygiene and living area must pass daily inspection

Minimum time in Level IV:
A. Four weeks

PRIVILEGES

1. Workdays (total of five days) – Six hours of furlough time on each day.
2. Days Off (total of two days) - 48 hours of furlough time. May take one 48 hour furlough or two 24 hour furloughs.
3. No Phone furlough privileges.

DISCHARGE

Probation: Discharge will be granted after maximum benefits have been achieved. This would include stabilization of employment, cooperation with recommended treatment programs, payment of necessary program fees and having a suitable residence to live at after discharge.

Work Release/OWI: Will be discharged from Hope House when signed to parole with a Parole/Probation Officer.
RESIDENT RULES
While at the HOPE House, residents shall obey all laws, applicable ordinances, and the following facility rules and regulations.

Resident Rules

1. **Illegal behavior** – When an offender plans, participates, assists, condones, or encourages others to violate a local, state or federal law, whether the offense is committed inside or outside the residential facility and whether the offense actually occurs.

2. **Verbal Abuse** – When the offender subjects another person to abusive or defamatory, insolent, or disrespectful language or remarks, whether written or oral, or abusive, defamatory, insolent, or disrespectful gestures.

3. **Threats/Intimidation**: - When the offender communicates a determination or intent to injure another person or to commit a crime of violence or an unlawful act dangerous to human life, and the probable consequence of such threat or threats (whether or not such consequence, in fact, occurs) is:
   a. To place another person in fear of bodily injury; or
   b. To cause damage to property; or
   c. To take place in the future after released from confinement.

4. **Disobeying a Lawful Order/Directive** – When an offender refuses to obey an order (written or verbal) given by a person in authority, which is considered reasonable in nature, or attempts to circumvent established procedures.

5. **False Statements** – When the offender knowingly makes a false statement whether or not under oath or affirmation, including, but not limited to, dishonesty, deception, failure to disclose, cheating, etc.

6. **Unauthorized Possession/Exchange** – When an offender has in possession on their person, in the offender’s living area, locker, or immediate place of work or other program assignment, or receives from, or gives to another offender, any item delineated as unauthorized or contraband by District policy.

7. **Possession of Dangerous Contraband** – When the offender possesses, used, or has under their control or custody, an item defined as dangerous contraband by District policy.

8. **Possession of Drugs/Intoxicants** – When an offender is in possession or has been in possession of any unauthorized drug or intoxicant. This includes synthetic substances. It further includes paraphernalia that is used in relationship to drug/intoxicant use, sale, positive urinalysis, or positive blood test. The offender must provide a testable sample within two (2) hours of the request. Failure to do so will constitute a violation of this rule. An offender may also be found to be in possession of a drug or intoxicant for which there is no readily available urinalysis testing if the offender displays symptoms or actions that are consistent with intoxication and/or fails any field sobriety tests administered by the residential staff or law enforcement personnel.

9. **Possession/Use of Alcohol** - When an offender is in possession of, or has consumed alcohol or any product containing alcohol. This includes results from any manner of testing including but not limited to a positive breath, alco-sensor test or an admission of use. Refusal to submit to a test for alcohol use shall constitute a violation of this rule. Offenders are not allowed to enter establishments where alcohol is served without prior staff permission.

10. **Abuse of Medication** – When an offender fails to follow the prescription or package directions of any medications. An offender shall also be considered in violation of this rule when they give their medication to another person. Medication shall be turned in to staff per district policy.

11. **Escape** – When an offender is absent from the residential facility without proper authorization for over two hours, or there is probable cause to believe the offender has taken flight or is involved in a criminal offense.

12. **Out of Place of Assignment** – When an offender is not at their designated place of assignment (residential
facility, work place, treatment program, furlough, or other authorized leave) and/or fails to use the most
direct route or method of transportation. Offenders are responsible for promptly notifying the residential
facility staff of any proposed changes in their work schedule or furlough plan and must receive staff approval
of all changes.

13. **Failing to Secure/Maintain Employment** – When an offender fails to actively seek, secure and maintain
full-time employment as approved by staff. When an offender jeopardizes employment, quits without staff
approval, or is terminated from their job.

14. **Sexual Misconduct** – When an offender proposes or engages in sexual contact with another person on
residential facility property (or premises) or engages in sexual contact at any location with a person who is
also a resident of a correctional residential facility. Indecent exposure also constitutes sexual misconduct.
This includes, but is not limited to, offensive exposure of the genitals or pubic area in a manner to be seen
by another person; gesture of a sexual nature to cause embarrassment or to be offensive to another person.
Sexual misconduct may be written as well as verbal communication. Offenders are not allowed to have
sexual contact with each other while participating in the program. This includes while on pass or furlough.

15. **Unauthorized Use of a Motor Vehicle** – When an offender uses a motor vehicle as a means of
transportation, whether as a driver or passenger, without staff permission.

16. **Unauthorized Possession of Money, Cashing Paycheck, Unauthorized Accounts, Debit Cards or
Purchases** – When an offender cashes a paycheck, fails to turn in all money to staff, obtains a checking
account, savings account, credit card, charge account, debit card, pay in advance or any payroll deductions
for personal use without staff approval or control. Offenders are also in violation when they make
purchases, or incur debts, without staff approval. All money shall be turned into residential facility staff and
all expenditures must be done through the residential facility budgeting process and with prior staff approval.

17. **Theft** – When an offender takes possession or control of the property of another, or property in the
possession of another, with the intent to deprive the rightful owner of the use or benefit of the property.

18. **Bartering/Selling Goods** – When an offender barters, loans, gives, accepts, sells or buys things of value,
enters into financial agreements or contracts, engages in a business, including, but not limited to, clothing,
personal items, furnishings, etc., transfers or attempts to transfer or accepts transfer of funds from one
offender to another offender; or agrees to perform or receive services or gifts, for anything of value without
staff approval.

19. **Gambling, Debts, etc.** – When an offender plays any game for things of value or wagers anything on the
outcome of an event or game; or incurs an unauthorized debt (i.e. cash advances, work debts, etc.).

20. **Safety/Sanitation Violation** – When an offender engages in any practice contrary to written or verbal safety
instructions; or is unsanitary/untidy in their personal hygiene, living quarters, common areas of the
residential facility, or smokes in an unauthorized area.

21. **Failure to Comply with Special Conditions or Participate in Treatment** – When an offender fails to be
involved in a required educational or treatment program, which shall include failure to follow through with
any special condition imposed by staff or to fully participate in treatment or educational activities. This
includes failure to comply with a case plan.

22. **Tampering with Locks or Security Items** – When an offender locks, unlocks or alters a locking device, fire
alarm system, or security item without authorization. This includes any unauthorized possession of a key or
key pattern and electronic monitoring devices.

23. **Damage to Property** – When an offender intentionally or negligently causes damage to property of another
person, or of the state, such as tampering with electronic, electronic monitoring devices, mechanical, or
plumbing devices or fixtures. This also includes damage to property resulting from other misconduct (i.e.
fighting, horseplay, theft, disruptive conduct, etc.).
24. **Fighting** – When an offender engages in a physical altercation including the exchange of blows, shoves, kicks, offensive physical contact, or, if horse playing, the physical contact need not be in anger.

25. **Assault** – When an offender intentionally causes or threatens to cause injury to another person or applies any physical force or offensive substance (such as feces, urine, saliva, mucous, or any other item) against any person regardless of whether injury occurs, to include sexual assault.

26. **Violation of a Condition of Leave or Furlough** – When an offender fails to comply with any condition of a leave or furlough from the residential facility.

27. **Unauthorized Group/Gang Conduct** – When an offender displays or promotes involvement in an unauthorized group/gang through any of the following means: writing, words, physical appearance, and hand signs, symbols, and photographs, possession of group/gang-related materials or association with others known to be affiliated with an unauthorized group/gang.

28. **Obstructive/Disruptive Conduct** – When an offender interferes with staff duties, or conducts themselves in a manner that disrupts or interferes with the secure and orderly running of the residential facility.

29. **Habitual Minor Offender** – When an offender is repeatedly found in violation of minor/medium violations. The number and types of offenses, and prescribed time frames may be reflected in District policy.

30. **Attempt or Complicity** – When an offender attempts to commit any of the listed offenses or is involved with others who are committing or attempting to commit any of the listed offenses.
DISCIPLINE
PROCEDURE

When a staff member sees that a resident has violated a HOPE House rule, disciplinary action is taken. If the violation is minor, the staff member may give the resident anything from a verbal warning to two hours of open work, two days restriction, and/or room curfew. Examples of minor violations are not doing a house detail, returning from a furlough five minutes late, or not having a clean bedroom. If the alleged violation is major or a repeated minor violation, a three-part disciplinary procedure occurs.

First, a staff member explains the alleged violation in a written report, a copy of which is served to the resident. Second, an independent staff member conducts an investigation, during which the resident may mention any facts or witnesses regarding the violation that support his claim. The disciplinary hearing shall be held within 7 working days of the resident being served notice of the disciplinary report. For Probation cases, the hearing may not be held if the resident is not available to staff to conduct the hearing. Third, a hearing committee of one or two staff members who have not been directly involved in the incident as a witness, Investigator, or reporting staff reviews the report and the investigation, and then they decide whether the resident is guilty or innocent. If the finding is guilty, disciplinary sanctions are imposed; if the finding is innocent, the violation is dismissed.

A resident may indicate in Section III that he waives his right to be present at the disciplinary hearing. If he waives his right to be present at the hearing, he also waives his right to appeal the decision of the disciplinary hearing committee.

SANCTIONS

The disciplinary sanctions at HOPE House include verbal reprimand, open work in the facility, loss of furlough privileges, room curfew/room restriction, drop in the level system, community service and any combination of the above. If a level(s) is lost due to disciplinary report, the loss of level(s) goes into effect the date that the report was written. If level(s) loss was not done by the hearing committee on a major report, the Levels Committee will enforce the level(s) reduction when levels are reviewed. The date of the level(s) loss will be the date that the report was written.

If open work is assigned, a designated number of hours and a deadline for sanctions will be specified and completed before level advances will occur. Residents will be placed on restriction if open work is not completed by the assigned deadline and will remain on restriction until the open work is completed. Duties will be assigned at staff discretion. Residents will not be required to work more than two open work hours on work days or four open work hours on days off. However if a resident chooses to do more than the minimum requirement, he can. Residents may NOT refuse an open work request from staff. If they do so, it will result in disciplinary action.

Facility restriction starts the day the report is written and continues until the report is heard. A resident who is on restriction may leave the facility for work, treatment and community service that is required for level advancement or to complete open work. A resident may go to Wal-Mart one time every seven days at staff discretion.

A resident who has been reduced in the level system due to disciplinary reasons will be required to complete all requirements for level advancement and must be free of restriction, open work status, at the time of the level review to qualify for level advancement.

If a resident is sanctioned to room restriction, he must use the room intercom and request permission from staff to leave his room for any reason except during curfew. The resident is to use the public restroom by the control desk for all hygiene purposes except showering/laundry. Residents are allowed 30 minutes at meal time, 20 minutes to shower and 10 minutes to iron clothes. While on room restriction or facility restriction, a resident may not go to AA meetings, take recreational furloughs or go on voluntary job seeking furloughs. However, residents are still expected to go to work and attend scheduled treatment appointments. A resident on room restriction may have one hour of visitation on Sundays only between 1300 and 1500.

A formal disciplinary report will also result in the loss of furlough privileges while the report is pending. Furthermore, a finding of guilt at a disciplinary report hearing may cause a loss of good time for residents on work release or in the OWI Program.
<table>
<thead>
<tr>
<th>Rule Violated</th>
<th>Detailed Information</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Illegal Behavior</td>
<td>Misdemeanor offense: Traffic violations, shoplifting, trespassing, disorderly conduct</td>
<td>7 days room restriction</td>
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<td></td>
<td></td>
<td>1 Level loss</td>
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<td></td>
<td></td>
<td>9 hours extra duty</td>
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<td></td>
<td></td>
<td>Violations may result in jail placement</td>
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<tr>
<td>2. Verbal Abuse</td>
<td></td>
<td>5 days room restriction</td>
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<tr>
<td></td>
<td></td>
<td>7 hours extra duty</td>
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<td></td>
<td></td>
<td>With possibility of 1 Level Loss</td>
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<tr>
<td>3. Threats/Intimidation</td>
<td></td>
<td>5 days room restriction</td>
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<tr>
<td></td>
<td></td>
<td>7 hours extra duty</td>
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<td></td>
<td>1 Level loss</td>
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<tr>
<td></td>
<td></td>
<td>JH status or Level 1=30 days R status</td>
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<td></td>
<td></td>
<td>Violations may result in jail placement</td>
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<tr>
<td>4. Disobeying a Lawful Order/Directive</td>
<td></td>
<td>2 days room restriction</td>
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<td></td>
<td>5 hours extra duty</td>
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<tr>
<td>5. False Statements</td>
<td></td>
<td>2 days room restriction</td>
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<td></td>
<td></td>
<td>5 hours extra duty</td>
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<tr>
<td>6. Unauthorized Possession/Exchange</td>
<td>Contraband from Schedule I – MAJOR violation</td>
<td>2 days room restriction</td>
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<tr>
<td></td>
<td>Contraband from Schedule II – MEDIUM violation</td>
<td>5 hours extra duty</td>
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<tr>
<td></td>
<td>Possession of Pay Card/Debit Card/Credit Card</td>
<td>Cell Phones/Accessories → 1 Level Loss 2nd Violation or Subsequent</td>
</tr>
<tr>
<td>7. Possession of Dangerous Contraband</td>
<td>Specify dangerous nature of contraband</td>
<td>5 days room restriction</td>
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<td></td>
<td>7 hours extra duty</td>
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<td>Placement reviewed by RPPO/Supervisor</td>
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<td></td>
<td></td>
<td>Violation may result in jail placement</td>
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<tr>
<td>8. Possession of Drugs/Intoxicants</td>
<td></td>
<td>SWR/OWI 1st Offense:</td>
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<tr>
<td></td>
<td></td>
<td>May go to Jail (Hearing must be held)</td>
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<td></td>
<td>Probation 1st Offense:</td>
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<td></td>
<td>5 days room restriction</td>
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<td></td>
<td>8 hours extra duty</td>
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<td></td>
<td></td>
<td>LNC</td>
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<tr>
<td></td>
<td></td>
<td>JH, &amp; Level 1 = 30 days R status</td>
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<td></td>
<td></td>
<td>Level 2 = 30 days R status, begin level system over</td>
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<td></td>
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<td>Level 3 &amp; Above = Begin level system over</td>
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<td></td>
<td>Probation 2nd Offense:</td>
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<td></td>
<td>Jail</td>
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<tr>
<td>Section</td>
<td>Offense Description</td>
<td>SWR/OWI 1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
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<tr>
<td>9. Possession/Use of Alcohol</td>
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<td>May go to Jail (Hearing must be held)</td>
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<td></td>
<td>Probation 1&lt;sup&gt;st&lt;/sup&gt; Offense: 5 days room restriction 8 hours extra duty (LNC) JH or Level 1 = 30 days R status Level 2 = 30 days R status, begin level system over Level 3 &amp; Above = Begin level system over</td>
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<td>Probation 2&lt;sup&gt;nd&lt;/sup&gt; Offense: Jail</td>
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<tr>
<td>10. Abuse of Medication</td>
<td>2 days room restriction 5 hours extra duty 1 Level loss JH or Level 1 = 30 days R status</td>
<td></td>
</tr>
<tr>
<td>11. Escape</td>
<td>SWR/OWI: Jail/Revocation (Hearing must be held)</td>
<td>Probation: Jail/Revocation</td>
</tr>
<tr>
<td>12. Out of Place of Assignment</td>
<td>2 days room restriction 5 hours extra duty If furlough related: Refer to L&amp;F for further sanctions Over 5 hours OPA time – 1 Level Loss (per report)</td>
<td></td>
</tr>
<tr>
<td>13. Failing to Secure/Maintain Employment</td>
<td>2 days room restriction 5 hours extra duty Termination of employment=Dropped to JH &amp; start Level System Over.</td>
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<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense: Early curfew until full-time employment is verified</td>
<td></td>
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<tr>
<td>14. Sexual Misconduct</td>
<td>2 days room restriction 5 hours extra duty</td>
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<tr>
<td>15. Unauthorized Use of a Motor Vehicle</td>
<td>2 days room restriction 5 hours extra duty</td>
<td>If Driving: 2 days room restriction 5 hours extra duty Loss of 2 levels JH or Level 1 status=30 days R status Level 2 &amp; Above=30 days R status</td>
</tr>
<tr>
<td>Violation</td>
<td>Sanctions</td>
<td></td>
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<tr>
<td>---------------------------------------------------------------------------</td>
<td>------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Unauthorized Possession of Money, Cashing Paycheck, Unauthorized Accounts or Purchases | Possession of Pay Card/Debit/Credit Card  
2 days room restriction/5 hours extra duty |
| Unauthorized Accounts or Purchases                                         | Cashing Paycheck:  
No passes or furloughs until current on rent  
If current on rent 30 days R status |
| 16. Unauthorized Possession of Money, Cashing Paycheck, Unauthorized Accounts or Purchases | 2 days room restriction  
5 hours extra duty |
| 17. Theft                                                                  | 7 days room restriction  
9 hours extra duty  
1 Level loss  
Violation may result in jail placement |
| 18. Bartering/Selling Goods                                               | 2 days room restriction  
5 hours extra duty |
| 19. Gambling, Debts, Etc.                                                 | 2 days room restriction  
5 hours extra duty |
| 20. Safety/Sanitation                                                     | 2 days room restriction  
5 hours extra duty |
| 21. Failure to Comply with Special Conditions or Participate in Treatment | 2 days room restriction  
5 hours extra duty  
2nd or Subsequent Violation  
JH status or Level 1=30 days R status  
Level 2 and above = 1 Level Loss |
| 22. Tampering with Locks or Security Items                                | 2 days room restriction  
5 hours extra duty |
| 23. Damage Property                                                       | 2 days room restriction  
5 hours extra duty |
| 24. Fighting                                                               | Jail |
| 25. Assault                                                               | Jail |
| 26. Violation of a Condition of Leave or Furlough                         | 2 days room restriction  
5 hours extra duty  
Refer to L&F for further sanctions |
| 30+ minutes= Violation of Rule #12, instead of Rule #26                    |                                                  |
| 27. Unauthorized Group/Gang Conduct                                       | 2 days room restriction  
5 hours extra duty |
| 28. Obstruction/Disruptive Conduct                                        | 5 days room restriction  
7 hours extra duty |
| 29. Habitual Minor Offender                                               | 2 days room restriction  
5 hours extra duty |
| 30. Attempt or Complicity                                                 | 5 days room restriction  
7 hours extra duty |
| 31. No Contact with Person on Supervision                                 | 2 days room restriction  
5 hours extra duty  
*** This is a MEDIUM violation |
| 32. Visitation                                                            | 2 days room restriction  
5 hours extra duty  
*** This is a MEDIUM violation |
| Progressive Sanctions:                                                                                                                                 |
| 1st report of same violation(s) → minimum sanctions listed above          |                                                  |
| 2nd & subsequent report(s) of same violation(s) → double minimum sanctions listed above |                                                  |
| 4th report of same violation(s) → placement reviewed by RPPO/Supervisor & resident must write & provide a paper explaining “Why I should stay in the program” when meeting with RPPO/Supervisor. |                                                  |
| When a resident has a collective of 30 hours of In-House that have not been completed, residents will meet with PPO/Supervisor. |                                                  |
| Definitions:                                                              |                                                  |
R Status: See Handbook, “Restricted Status”

Enhanced Restrictions: (Include but are not limited to)
- R Status
- Behavioral Contract
- Extra House Job
- Writing a Paper
- No Recreation
- No Lounge
- Early Curfew
- Recommendations for Status Review
- 3 reports in 7 days requires
  - 30 days R status for stabilization to begin at sanction time of 3rd report
- Level Loss
- Multiple rule violations-
  - 1 day room restriction for the second and each subsequent rule violations
  - 1 hour of In-House for the second and each subsequent rule violations

APPEAL

If a resident disagrees with the disciplinary procedure, the disciplinary decision, or the sanctions imposed, he may submit an appeal, which is a written account of the action appealed, the reasons for the appeal, and the corrective action sought. Staff will supply an appeal form upon request. Sanctions are in effect during the appeal process when imposed for a written report.

The resident must submit the appeal to the staff within twenty-four hours after receiving the disciplinary sanctions; failure to do so will make his appeal invalid. After receiving the appeal, the residential manager or supervisor will respond in writing within 20 working days. If more time is required, notice and explanation will be provided to resident.

If the residential manager/supervisor affirms the appeal, the sanctions may be reduced, vacated, suspended, or a rehearing may be ordered.

GRIEVANCE

Hope House residents may file grievances regarding any aspect of their supervision. Sanctions and expectations remain in effect through the resolution of the grievance. Grievances are addressed by residential facility supervisory staff. Responses to resident grievances will be given in writing, generally within 10 days of receipt.

If a resident disagrees with how Hope House is operated, with the exception of disciplinary decisions, the resident may submit a grievance, which is a written account of the alleged problem and the corrective action sought. The grievance must be submitted to the facility staff within five working days after the resident discovers the alleged problem. The Residential Manager or Residential Supervisor will respond to the grievance within 10 days.

ADDITIONAL REVIEW PROCEDURE

In addition to the appeal and grievance procedures, residents may write to the State of Iowa Office of the Ombudsman, 1112 E. Grand Avenue, Des Moines, Iowa, 50319 or call (515) 281-3592.
RELEASE EXPECTATIONS

Prior to discharge the resident must submit a proposed residence to their Probation/Parole Officer. This residence plan is subject to approval from the parole or probation officer. Residents will be discharged from HOPE House after they successfully complete the program goals in their Reentry Case Plans.

The resident will also be made aware of any special parole/probation supervision conditions prior to release. If the receiving agent mandates specialized programming, the resident will meet with his counselor, the agent, and treatment provider if applicable.

EVACUATION PLAN AND EMERGENCY PROCEDURES

Residents will receive specific instructions from staff when evacuation of the building is necessary or when a natural disaster is possible or imminent.

Tornado or Nuclear Accident - Occupants will gather in the shower area/restrooms on their living unit.
Fire or Bomb Threat - Exit through nearest door and meet in the front (west) parking lot of the facility.

**FIRE OR BOMB THREAT: Immediate evacuation**

Exit through the nearest door and meet in the front (west) parking lot, where residents may receive further instructions from staff on how to proceed.

**TORNADO: Seek Shelter**

All persons in the facility are to move to the shower areas.

**EMERGENCY FIRST AID: By Staff Only**

Summoning of ambulance service using the 911 emergency number or the use of staff vehicles when an ambulance is unavailable. Transport to the emergency room of the University of Iowa Hospital.

**HEAD COUNT: Resident and Staff Accountability**

Every attempt shall be made during emergencies for an accurate head count. At the end of the particular emergency an immediate head count shall be taken to account for all residents and staff present at the facility. If any residents are unaccounted for, staff will inform Fire Rescue personnel of the missing person(s). In case of a fire drill, staff will search the building to assure all residents have participated in the drill.