



# PHAROS HOUSE

*Building Safer Communities by Fostering Productive Citizens*  
5 Grant Street Portland Maine 04101 207-774-6021

## Resident Rules & Regulations

*Approved 02/20/19*

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A resident's knowledge of and compliance with the following program rules and regulations and with the Pharos House Resident Manual is vital to their success in the Pharos House program. Please see the Resident Manual for more details on resident rules and regulations.

Any violations of the following rules may result in termination of the placement and/or may be a violation of the resident's probation/parole that can be subject to further disciplinary action by the court.

## General Rules

1. Possession of firearms, ammunition, dangerous or deadly weapons will result in immediate termination from the program.
2. Possession of illegal or prescription medication (unless prescribed for you by a physician) will not be tolerated.
3. If Pharos House cannot account for the residents' whereabouts, they will be considered escaped or absconded. If a resident chooses to leave the facility unauthorized, their escape status will be declared immediately.
4. Physical assaults, posturing or verbal threats by residents will not be tolerated. Residents involved in fighting will be held jointly responsible.
5. Any behavior that violates any Maine law, rules of your probation or the Federal Bureau of Prison Prohibited Acts, which can be located on the bulletin board located in the main hallway of the facility, will not be tolerated.
6. Residents are expected to be respectful to the neighborhood by being courteous to neighbors and abiding by parking laws.
7. Smoking is not permitted inside Pharos House, nor on the front steps, the front sidewalk and the sidewalk leading to the back yard. Residents can go at the 30-minute mark of an hour for 10 minutes. A resident is expected to not start smoking until they have gotten to the back yard. Smoking should be finished in the backyard and cigarettes butts should be placed in the appropriate cans. All tobacco products including cigarettes, lighters, matches, etc. are to be kept in a locker or a mailbox. Smoking related products are not to be kept in rooms. Smoking is a privilege. Vaporizers are not permitted at Pharos House.
8. Off limit areas are: any staff office, conference room, storage rooms, kitchen, staff bathroom, UA bathroom. Unless permitted by staff or during posted hours
9. Residents are prohibited from visiting sleeping quarters of other residents. This includes knocking on other resident's doors. Residents are not to be on floors or in hallways that are not on the same floor of their assigned room (with the exception of third floor residents who need to use the bathroom.)
10. Residents cannot change or rearrange furniture. This includes switching out mattresses, dressers, or desks. Residents cannot take unused mattresses from other beds.
11. Residents and their personal property are to not be in other residents designated areas including beds, bureaus, closets, and lockers.
12. Physical contact between residents is prohibited. This includes but is not limited to hugs, high fives, pat on back.
13. Lounging on furniture or sleeping in the TV rooms or other common areas is not allowed. Feet should be on the floor – never on furniture.
14. Use of fragrances such as perfumes or oils or colognes is prohibited. Scented clothes dryer sheets are prohibited. Oils used for religious purposes will be granted with documented practice.
15. Laundry can only be done at posted hours unless given permission by staff. Pharos House will provide laundry detergent that is skin sensitive to residents. No personal laundry detergent can be used.
16. Except on weekends and holidays, the upstairs living room is not to be used from 0800 to 1700. The basement TV room is open from 0800-2400 daily (females 0800-1800) unless closed by staff. Residents must request to use the living room for computer use or to make coffee, etc. The living room closes at 0200 and reopens at 0500 for breakfast. Residents who are working an early shift may have access to the kitchen and dining room one hour before their departure for work.

17. Residents can use the backyard for recreation purposes. A resident uses the movement time at the 30-minute mark. Resident must come back into the house during a movement period. Residents should refrain from talking to other people over the fence and be respectful of neighbors at all times.
18. The showing or possession of X-rated tapes, videos, websites or DVDs is prohibited. DVD's and CD's that are not rated or are burned are not permitted.
19. Offensive or obscene language in the facility will not be tolerated.
20. Residents are expected to treat all staff with respect and follow all directives issued by a staff member of the Pharos House facility.
21. Residents are expected to be out of bed, have beds made, and be dressed between the hours of 0800-1700. Residents working 2<sup>nd</sup> or 3<sup>rd</sup> shift are expected to be out of bed, with beds made 9 hours after signing in from work. Residents may stay in their room, sitting on the bed or in chairs, reading or using audio/visual equipment unless they have other obligations to fulfill. Exceptions to this policy may be granted by Case Managers or on-call staff.
22. Televisions, radios, and other audio/video equipment are allowed in rooms only with prior approval of the Director. So that others are not disturbed, headphones are mandatory.
23. Residents cannot go to social activities together and they may never visit past residents who are now in the community, unless permission is granted by the Director.
24. All residents are required to attend a monthly resident meeting unless given permission to be excused.
25. All residents are required to attend weekly meetings with the Case Manager and scheduled meetings with the Reintegration Specialist.
26. All residents are encouraged to participate in the practice of their religious faith and are entitled to sign out to services. Requests for unusual amounts of times or distances to be traveled will have to be approved by the Director. Residents should expect that their attendance at services may be verified by staff.
27. Residents may engage in religious practices based upon documentation of prior practice in that religion.

## **House Rules**

### Fire and Evacuation

1. Incoming residents, during the initial intake process, will be made aware of all emergency exits and evacuation routes, including the steps to take in the event of an emergency and/or drill.
2. During an actual emergency or a fire/evacuation drill, all residents will exit the building within 3 minutes and all residents will meet across the street at the designated assembly point.

### Sleeping Quarters/Chores/Housekeeping

1. Residents are required to keep their sleeping quarters and adjacent areas neat and clean. All items must be properly stored at all times unless in current use. Excessive items that cannot be stored must be removed from this facility.
2. Residents must make his/her bed neatly when they are not sleeping. Residents are responsible for linens to be washed weekly. Residents are not allowed to change beds or lockers without permission from the Director.

3. Once a week, a resident is required to sweep and mop their personal living area. This must be done by Friday and must be approved and initialed by the Shift Monitor.
4. Clothes are not to be left lying around but are to be hung up in closets or put on clothes racks. Dirty Laundry will be stored in mesh laundry bag. No paper bags, boxes, or plastic bags are allowed in bedroom areas. Beds shall be made by 0800 (except for night workers). No items shall be kept under the bed except shoes.
5. No furniture can be located in such a manner as to block fire exits or egresses. Residents are not permitted to have in their rooms: paper bags, cardboard boxes, plastic bags, trash, extension cords, multi-plug adaptors, flammable items, aerosol cans, or other items that could be considered a potential fire or safety hazard.
6. Residents cannot change or rearrange furniture. This includes switching out mattresses, dressers, or desks. Residents cannot take mattresses from other beds. Residents and their personal property are to not be in other residents designated areas including beds, bureaus, closets, and lockers.
7. Residents are prohibited from visiting sleeping quarters of other residents. This includes knocking on other resident's doors. Residents are not to be on floors or in hallways that are not on the same floor of their assigned room. Residents shall sweep and mop their room once a week and remove trash daily. Baseboards and window sills shall be wiped down weekly.
8. Staff and Shift Monitors (either sex) conducting bed checks or inspecting the house can be expected to enter rooms without notice. Residents should not sleep uncovered.
9. The following must be done on a daily or weekly basis as identified below:

#	Checklist
1	Beds are to be neatly made with clean sheets by 0900 (except for night workers)
2	There shall be no items on the bed or under the bed Except shoes
3	There shall be no belongings on the floor (including closets)- with the exception of shoes
4	The floors shall be swept & mopped every week- <b>by Friday at Noon (including under bed &amp; dresser)</b>
5	All items in dressers, shelves, and closets are neatly folded and organized
6	Dressers shall not be over-stuffed and easy to open
7	Trash shall be removed daily
8	Baseboards and window sills should be wiped weekly ( <b>By Friday at Noon</b> )
9	Side tables and desks shall be neat and organized (inside & out)
10	No contraband or prohibited items in room
11	All dirty laundry should be in mesh laundry bag

10. Residents will be assigned at least one daily chore on a weekly basis.
11. Residents must turn in their chore sheet to the Shift Monitor after completing the assigned task; and request the on-duty Shift Monitor to initial the chore sheet after confirming that the chore was properly completed.

### Mail

Mail is received and dispensed through the front office. Residents have their own mailbox and no resident shall use or tamper with another resident's mailbox for any reason.

### Personal Property

1. All personal property brought into the facility will be searched by staff. Pharos House will not be held responsible for lost or stolen property. By signing and accepting this handbook residents agree that they understand that their property is their responsibility and Pharos House is not liable for missing items.

2. Residents may have personal belongings not otherwise prohibited in quantities that will neatly fit into their assigned lockers. If a resident has too many belongings, staff will request that these be picked up by a friend or relative. Residents understand that they will not be granted shopping passes if staff identifies that they have too many belongings.
3. Residents should report any missing/lost property to a staff member in the event that the property is later located or found.
4. All property must be removed on the same day that the resident is released unless given permission by the Director.
5. Residents should not leave money or other valuables lying around. Pharos House will not hold money or other valuables for safekeeping. If someone is having money dropped off, then the resident must be there to receive the money.
6. Pharos House will not store property except in cases where the resident is returned to custody or removed for medical treatment. In these instances, the resident's designee must pick up property within 30 days or it will be discarded.
7. Residents cannot have in excess of \$500.00 in cash unless approved by case manager.
8. Residents are not permitted to share property. This includes but is not limited to cell phone, radios, MP3's, DVD's.
9. Residents can request a locker from the front office. These lockers can contain nonperishable foods, money, valuables, and tobacco products. Lockers will be searched on a regular basis for contraband.

### Food

1. Food and drinks are not allowed on the 2<sup>nd</sup> or 3<sup>rd</sup> floors. Only a cup or bottle of water is permitted in these areas.
2. Residents are not allowed to bring any perishable food into the facility. Any perishable food will be confiscated. Determination as to if an item is considered perishable shall be at the sole discretion of the staff. Generally, perishable foods are defined as foods that are likely to spoil, decay or become unsafe unless refrigerated or frozen, including meat, poultry, fish, dairy products, milk, eggs, raw fruits and vegetables, milk, ice cream and all other refrigerated foods.
3. All food items will be examined as it enters the facility. Food must be stored in the resident's locker or mailbox. Lockers are assigned upon request.
4. Food items that contain poppy seeds are not permitted inside Pharos House. Residents are not permitted to ingest poppy seeds.
5. Take-out food will be permitted the Director allows.
6. Drinks and dry snack foods are allowed in the Basement TV Room. Residents are not permitted to eat or store any food (candy, cookies, soda) in their rooms.
7. All meals must be consumed at the dining room table or living room.
8. Meal times are as follows: Breakfast 0500-0800; Lunch 1200-1300; Dinner 1700-1800.
9. Breakfast is self-service.
10. Bag lunches are prepared for employed residents needing a meal at lunchtime. One lunch per resident is allowed unless other arrangements are made with the kitchen manager or shift monitors. These may be obtained from the shift monitor on duty.
11. Residents are not allowed in the kitchen except for during designated times.
12. Staff will not bring out any extra food not called for by the kitchen manager as these foods may be needed for dinner meals throughout the week.

- Residents who are working through dinner time can request a "Save a plate". Residents sign up in staff office at least 5 hours prior to the meal. Residents cannot share "Save a plate". All uneaten "Save a plate" will be thrown out the following day.

Dress Code

- Residents will wear, at minimum, appropriate undergarments while sleeping. Residents shall not sleep uncovered because male or female staff members routinely conduct inspections and don't always knock on doors before entering.
- Residents must be fully clothed at all times. This includes a shirt, pants/shorts and undergarments. Residents must be fully clothed when going to and from the rest room.
- Residents are not permitted to wear or display bandanas or gang paraphernalia. These objects should not hang from your locker, bunk, pockets, or be visible in any way.
- All dress code guidelines are in effect for outside recreation areas also.
- Residents are not permitted to wear hats, hoods and/or sunglasses in the building.
- Shoes or slippers must be worn at all times.
- Appropriate undergarments must be worn but may not be exposed.
- Clothing denoting sexual connotations, drug or alcohol use, profanity, gang affiliations, or other questionable adornments may not be worn or displayed in the facility.
- Tube tops, fish net tops, half shirts, or tops that are revealing may not be worn.
- Shorts are allowed, but must be at least mid-thigh length
- Pants must be worn at the waist and a belt or suspenders must be used if necessary to hold them up.
- Jewelry may be worn as long as it is not capable of being used as a weapon, is not capable of concealing contraband, or is otherwise deemed contraband.

Contraband

- No resident is permitted to possess contraband which is defined as any article prohibited by law, alcohol, illegal drugs, intoxicating substances, containers with residue of any prohibited substance, any flammable item, anything in pressurized containers, incense, and substances containing steroids, perishable foods and unapproved cell phones and computers. Written permission is required for ANY audio-video equipment and other special equipment including but not limited to bicycles, TV's, DVD players, IPOD's, electronic games. Any electronic device with internet capability is not allowed.
- Ammunition or weapons of any sort (including pocket knives) are prohibited. If a residents' employer requires such a device, this will be handed in daily to staff when not at work.
- Pornographic materials are not permitted in the facility. Publications containing nudity, any private photographs containing nudity, or any other items deemed inappropriate are not allowed. DVD's and CD's that are not rated or burned are not permitted.
- Any material that discriminates against gender, sexual orientation, race, religion, age, disability is not permitted
- The definition includes containers with residue of alcoholic beverages, marijuana, and other contraband substances. Ingestible toiletries must be alcohol free. Items also cannot be flammable or be in pressurized containers.
- The following items are considered contraband and shall not be in resident's rooms::

No Illegals drugs or drug paraphernalia	No Unapproved special equipment
No Alcohol or products containing alcohol	No devices with internet capabilities
No Weapons or ammunition	No pornographic material

No Audio or video recording devices/cameras	No sexualized material inappropriate for setting
No Unauthorized DVD players or games	No food or drinks (except 1 bottle of water)
No Unauthorized cell phones	No tobacco or tobacco products
No flammable items	No vaporizers
No Incense or candles	No paper bags or cardboard
No Matches or lighters	No OTC meds -not in labeled bottles
No devices used to alter UA samples	

### House Phones, Computer and Cell Phones

1. Residents can have access to the computer by signing up for time slots with the front office staff. Residents who have been convicted of a computer-related crime are prohibited from using the computer, unless approval is granted by the Director.
2. The house phone is available for local calls for medical or employment purposes only.
3. All residents will review and sign a copy of the cell phone policy before using any cell phone
4. Any cell phone in the possession of a resident shall be registered with their Case Manager and approved by the Director in Writing. Cell Phones may not be used until approved.
5. Cell phones cannot have cameras and/or internet features.
6. No resident-to-resident contact is allowed to include calls, text messages, emails, photos or other contact.
7. Cell phones cannot be used as the sole means of accountability.
8. Cell phones may be searched at any time and residents shall not delete any contacts or correspondence.
9. Residents must provide their password to the staff upon request or directive.
10. If residents have a monthly cell phone bill, they shall give the bill to their Case Manager for review.
11. Residents may pick up their cell phone in the front office in the morning (after 6:00 AM) and they must turn it in to the front office by the 9:00 PM curfew. For residents returning from work after 9:00 PM they must turn the phone in, upon their return. Residents who leave for work earlier than 6:00 AM may pick up their cell phone before departing for work.
12. Residents may use the cell phone in common areas where resident access is allowed. Residents can use their cell phones in their rooms. Residents must be respectful to their roommates and other residents by keeping their voice down or moving to private areas when talking on their phone.
13. Violating this policy can lead to loss of cell phone privileges and other disciplinary actions.

## **Accountability and Security**

### General Accountability

1. Approval for an activity should not be requested unless a full address and phone number are provided. Non-specific locations such as parks, beaches, shopping malls, or sporting events will not be authorized.
2. Residents must sign-in/out whenever they enter or leave the building. Residents must have the arrival/departure time recorded with the staff initials as verification.
3. Residents may not sign out before 0600 and must be signed-in by the national curfew of 2100, unless an approved curfew extension has been granted by the RRM. Sign-outs

may not exceed 12 hours at any time, unless special arrangements have been approved by the RRM.

4. Residents must enter and exit the facility from the #5 front entrance only, except in the event of an emergency or authorized exception.
5. Whenever residents leave Pharos House for an activity, they will always call upon their arrival at the approved destination. If a phone is not available at that location, the resident will make the call from the nearest available phone. Every time a resident arrives at a new location, they will call Pharos House so that the location can be verified.
6. Residents are required to call Pharos House if they will be returning more than 30 minutes early from any activity.
7. Residents will immediately report any contact with a police officer to the shift monitor on duty.

### Itinerary and Sign-In/Out

1. Unless other arrangements are made with the Case Manager, residents must fill out a weekly itinerary for proposed activities. Residents are required to supply full addresses and telephone numbers where he/she can be reached.
2. Residents must sign-out/in each time they leave or return to Pharos House. Residents must provide full addresses and phone numbers where they can be reached on the sign-out sheet, the date and time they are leaving and returning, and residents must make certain that a staff member has approved and initialed his/her entry. Residents will not sign-out his/her departure time until they are actually ready to leave the building. Shift Monitors will initial the sheet at the time of departure.
3. Residents are expected to call upon arrival at any approved destination. If a phone is not available at that location, residents must make the call from the nearest available phone. Every time a resident arrives at a new location, he/she will call Pharos House so that the location can be verified.
4. Residents must go directly to/from any approved destinations and may not stop at any other location that had not been previously been approved.
5. Residents must indicate the reason for an activity on both their itinerary and sign-out sheet. This reason must be consistent with their program plan.
6. Shift Monitors will not allow residents to leave Pharos House for an activity that is not on their itinerary and approved by a Case Manager. All activities must be approved and on the itinerary.
7. All activities must be purposeful and relate to a resident's Individual Program Plan. Approval for an activity should not be requested unless a full address and phone number are provided.
8. Residents may not sign out before 0600 and must be signed-in by the national curfew of 2100, unless for employment. Sign-outs may not exceed 12 hours at any time, unless special arrangements have been approved by the RRM.
9. Residents must enter and exit the facility from the #5 front entrance only, except in the event of an emergency or authorized exception.
10. Residents are required to call Pharos House upon departure from work.
11. Residents are required to call Pharos House if they will be returning more than 30 minutes early from any activity.
12. Resident will not cross-out or change itineraries. Resident will submit a change slip to the Case Manager.

## Searches

Searches of residents' property, person, cell phone, lockers and vehicles will occur randomly or when a resident is suspected of being in possession of contraband.

## Alcohol and Drug Screening and Testing

1. Pharos House is an ALCOHOL AND DRUG FREE FACILITY.
2. Residents are not permitted to bring alcoholic beverages into the facility. Residents are not allowed to ingest alcohol products; including but not limited to toothpaste, mouthwash, mints, gum, cooking spirits, cough drops.
3. Residents shall submit to an alcohol breath test when directed by staff. At a minimum, residents will submit an alcohol breath test upon entry to the building from an unsupervised activity. Refusal will result in disciplinary action.
4. Vicks and Benedrex inhalers are considered to be contraband will be confiscated unless accompanied by a doctor's prescriptions.
5. Residents may not possess or use any dietary or health supplements containing steroids or creatine.
6. The use or possession of any type of illegal, unprescribed or synthetic substance is prohibited from residents residing within this program. Synthetic cannabinoid drugs as described, K-2, Cloud, Cloud 9, MOJO, Spice, Route 69, Genie, etc., are examples of prohibited substances.
7. Due to potential cross-reactivity, residents must refrain from certain substances, such as poppy seeds, goods made with poppy seeds, and certain over-the-counter medications.
8. It is the resident's responsibility to inform staff of any over-the-counter preparations they have taken that may cause cross-reactivity.
9. Methadone and Suboxone are not permitted in the facility, even with a valid prescription.
10. Residents must submit to a urine sample when directed by staff. Tests are conducted at random and observed by staff. Refusal to cooperate will be considered a positive indication. Once a staff requests a urine screen, residents must remain in the "hot seat" or designated area until able to produce an adequate sample of urine as required for testing. Failure to provide a urine sample within two hours is considered a stall, and stalls are prohibited. Refusal to submit a sample is a violation of program rules and subject to disciplinary action. If the staff witnesses, the resident trying to alter a urine sample by use of a "wizzinator" or any such device must immediately hand the device over to staff when directed.
11. Testing is scheduled on a random basis without regard for work schedules or social activities. Residents must always cooperate with testing whenever requested and never receive advance notice of a test.
12. Staff may request a second test if the sample appears to be adulterated.
13. Residents have the right to know the results of any UDS test submitted.
14. Upon intake, residents are responsible to inform staff of all medication (prescription and non-prescription) taken within the last two weeks.

## **Programming**

### Eligibility for Social Activities/Privileges

Eligibility for social activities is a privilege determined at the time of referral by the Bureau of Prisons and by the resident's progress in the Pharos House program thereafter. Residents will usually be allowed social activities based on the following categories and criteria. Residents who display disciplinary problems will be moved to a more restrictive category determined by the Director. The Director will confer with the Program Review Team and this will be documented in the IPP.

**Program Component Table**

<b>Component</b>	<b>Brief Description</b>	<b>Privilege Level</b>
<b>Community Corrections</b>	The most restrictive component; Except for employment, participation in religious activities, approved recreation, program needs, community programs and emergency situation, the resident is restricted to house	<b>CC1-</b> Minimum Privileges for CC <b>CC2-</b> Moderate Privileges for CC <b>CC3-</b> Maximum Privileges for CC
<b>Pre-Release</b>	Residents have more access to the community and family members through weekend and evening passes;	<b>PR1</b> Minimum Privileges for PR <b>PR2</b> Moderate Privileges for PR <b>PR3</b> Maximum Privileges for PR
<b>Home Confinement</b>	The least restrictive component; When a resident is not involved in approved activities, programming requirements, and/or employment, they are required to remain at their home	<b>HC1</b> Minimum Privileges for HC <b>HC2</b> Moderate Privileges for HC <b>HC3</b> Maximum Privileges for HC

Social Passes/Weekend Passes/Furloughs

Social activities include but are not limited to eating out, shopping, library, museum, etc. in compliance with the rules and regulations of Pharos House. Residents must follow the following guidelines for social passes and furloughs.

1. Residents are required to call upon arrival to an activity.
2. Once employed, on pre-release status, in good standing a resident is eligible for up to a total of 6 hours of social activity time can be requested weekly. Exceptions can be made with the permission of the Director.
3. Whenever a resident is approved to go to a store or restaurant, a dated receipt from the store/restaurant must be provided to staff upon return.
4. Residents understand that before any pass to a release-residence can be approved, an on-site visit must be made, and phone services of an approved type must be verified (basic service with no additional services besides *call waiting*). Residents know that they may not have an answering machine or a computer modem active on the phone line at their pass-site.
5. Prior to receiving approval for an overnight or weekend pass a monthly itemized landline phone bill must be provided.
6. Residents know that standard call-in procedures as outlined under *Accountability* apply to all Pass itinerary activities and they are aware that they will receive random phone calls from Pharos House staff for the purposes of accountability.

Social Passes

1. It is the resident's responsibility to make certain before signing out that the location has been approved on their itinerary, that they do not sign out for times that exceed the amount approved, that they remain at that location, and that they return to Pharos House on time.
2. Residents are required to call upon arrival to an activity.
3. Once employed, on pre-release status, in good standing a resident is eligible for up to a total of 6 hours of social activity time can be requested weekly. Exceptions can be made with the permission of the case manager.

4. Activities must be purposeful and relate to the residents' program plan. Residents will not request approval for an activity unless they can provide a full address and phone number where they can be reached. Non-specific locations such as parks, beaches, shopping malls, or sporting events will not be authorized.
5. Residents cannot go to social activities together and they may never visit former residents who are now in the community.
6. Whenever a resident is approved to go to a store or restaurant, a dated receipt from the store/restaurant must be provided to staff upon return.
7. Residents cannot go from work to a social activity without first returning to the house. Similarly, residents cannot go from a social activity directly to work.

#### Home Overnight Passes

1. Residents understand that before any home pass to a release residence can be approved, an on-site visit must be made, and phone services of an approved type must be verified (basic service with no additional services besides *call waiting*). Residents know that they may not have an answering machine or a computer modem active on the phone line at their home pass site.
2. Prior to receiving approval for an overnight or weekend pass a monthly itemized landline phone bill must be provided.
3. Random checks will be conducted to ensure that compliance with the conditions of the pass.
4. Residents will have a home pass application completed and submitted no less than three days before the requested pass is to begin so that it may be reviewed and approved by the Case Manager and the Director. This means that it is the resident's responsibility to completely and correctly document his/her approved residence and phone number. Failure to provide this information will result in a forfeiture of the privileged pass. All overnight passes must be signed by the Director. No changes can be made to the pass once the resident has left the House.
5. Residents know that standard call-in procedures as outlined under *Accountability* apply to all Pass itinerary activities and they are aware that they will receive random phone calls from Pharos House staff for the purposes of accountability.
6. No activities in the community will be approved for their first overnight pass while a resident is on Pre-Release-2 status.
7. After a resident's first overnight pass, and when a resident is on Pre-Release-3 status, residents may request approval for no more than the following schedule of activities: planned medical appointments; religious services (if the resident has a prior pattern of attendance); Residents understand that this schedule represents the maximum allowed level of activity and that the Case Manager may not approve some of these activities.
8. Residents must travel directly to the pass site without stopping at any other locations.
9. Any activity the resident applies for will be within 30 minutes travel time from their pass address and no single activity shall exceed six hours including reasonable travel time. Residents must call when leaving their home, arriving at the activity and upon arrival to their home.
10. Once a release address has been identified, the resident must provide this information to the Reintegration Specialist to have the house checked for passes. Residents are permitted to visit this release address only unless special permission is granted by the Director.

11. As a USPO resident, a release address will need to be approved by both Pharos House staff and by USPO.
12. It is the resident's responsibility to make sure that the pass site phone is available for accountability calls and the resident understands that his/her pass will be revoked and they will be required to return to Pharos House if a call reaches an answering machine, if the resident cannot be reached within 30 minutes, or if the resident is not immediately available when the phone is answered by someone else.
13. Residents are aware that overnight social passes for purely recreational purposes are not allowed.
14. Residents must place a daily check in call from their home site each day.
15. Resident cannot work while on pass.
16. Residents are expected to coordinate the home overnight pass with days off from employment
17. Residents will abide by the national curfew of 2100-0600. Residents must arrive at their home pass site no later than 2100 and cannot leave earlier than 0600.
18. If a staff member requests that a resident return to Pharos House, they are expected to return within 30 minutes plus travel time.

#### Furloughs

1. The resident will apply for a furlough to travel to any approved destination over 100 miles from Portland and for any stay away from Pharos House in excess of 48 hours.
2. Except in the case of an emergency, the resident must apply for a furlough at least 30 days in advance.
3. Only the RRM can approve furloughs.
4. Emergency medical furloughs will be initiated when a resident is admitted to the hospital.
5. The same accountability rules apply to a furlough as a home overnight pass.
6. Residents requesting a furlough must complete an application and review the conditions of furlough form

#### Home Confinement

1. Rules governing home confinement/detention include, but are not limited to:
  - i. Curfew is from 9 p.m.- 6 a.m.
  - ii. One check-in phone call is required daily.
  - iii. Resident must be in compliance with their program plan.
2. One in-person report to the facility is required each week. One report shall be scheduled, and one shall be at the discretion of staff on a call-in.
3. Continued cooperation with ongoing programs or substance abuse treatment is mandatory.
4. Weekly itineraries must be submitted and approved in advance.
5. A call-in is not required when making location changes when on home confinement, except for arrival and departure calls from work, so long as the movement complies with locations and times on an approved itinerary.
6. Any violation of home confinement rules may result in disciplinary action and your immediate return to residence at Pharos House or your return to a Federal institution.
7. Phone service requirements for home confinement are the same as for passes.

#### Health, Treatment and Recreation

1. Residents must agree to participate in any program to meet an identified risk or need including, but not limited to, mental health counseling, anger management, financial management, parenting skills, basic adult education and any treatment targeted at

risk-reduction. Some residents, depending on community resources, may have to pay for some or all of such program costs.

2. Residents are permitted to go to the YMCA for 1 hour daily while on Community Corrections-1 status. Once employed or a work waiver has been received a resident can go to the YMCA for up to 2 hours daily. Residents with restricted status will not be allowed at the YMCA. The YMCA is a privilege and can be suspended or terminated. Residents must sign a YMCA agreement, which requires that they follow all rules of the YMCA. Residents on Community Corrections-2 or 3 status may go to the YMCA for up to 2 hours per day, if they are allowed to go.
3. Residents will turn in all prescribed medications to the front office where staff members will dispense them.
4. Residents will actively participate in programming identified by a Risk Assessment Instrument. This may include individualize programming which targets your risks and needs identified in the risk assessment instrument.

### Driving

1. Residents must have prior written approval to operate a motor vehicle. An application must be submitted to the Director. Residents will meet with Case Manager and fill out application if driving is deemed appropriate.
2. Driving privileges for residents under the jurisdiction of the USPO will be discussed by their Probation Officer and Case Manager on a case by case basis.
3. In addition to the application, the resident will need a copy of their valid driver's license, a signed and notarized letter from the owner of the vehicle giving permission for the resident to use the vehicle (or can be signed in front of Pharos House staff), a copy of the vehicle registration, proof of insurance, and, in some cases, a letter from the residents employer attesting to the need to drive in order to maintain employment.
4. All driving privileges must be approved by the Director and can be revoked at any time.
5. Residents' keys must be turned into the front office upon entry into the facility.
6. Residents are not allowed to ride together or drive one another's vehicle unless approved by case manager for employment purposes.
7. Resident vehicles are subject to search at any time by staff.
8. Residents may not purchase a motorized vehicle without the prior approval of the case manager.
9. Residents are permitted to drive only to locations approved on their itinerary.

### Employment

1. Pharos House is a Work Release Program and all residents are required to work on a full-time basis (40 hours) unless they are currently medically certified as disabled. Documentation is required and approved by the Regional Reentry Manager (RRM) at the Federal Bureau of Prisons.
2. Employment must be secured within 21 calendar days of arrival.
3. All residents will be required to attend the Employment Readiness/Dynamic Risk Factor Group.
4. Residents may not work more than 60 hours per week including travel time to and from work.
5. If residents are asked to work overtime, they must call the Shift Monitor for permission and must have their supervisor available to confirm overtime hours.
6. If a resident has a history of alcohol abuse, they will not seek employment in an environment where alcohol is readily available unless approved otherwise.

7. Residents are required to work as scheduled unless they are sick or excused from work for some other reason by the case manager. If residents miss work due to illness, they will seek medical attention if requested to do so.

#### Financial/Subsistence

1. Residents must agree to pay 25% of his/her gross weekly income towards subsistence at Pharos House (rounded down to the nearest whole dollar). Residents must pay subsistence with a money order. Residents will pay on all income including but not limited to wages, social security, workers compensation, unemployment, SSI/SSDI, VA benefits.
2. A resident's final subsistence payment will be pro-rated and may be substantially larger than his/her average weekly payment because the last payment is made in advance of the residents' release date and includes any paycheck holdback period. Residents are expected to initiate a discussion of their final subsistence payment with their Case Manager at least three weeks before the resident's release date.
3. Residents may not gamble (includes lottery), borrow or lend money, pay or give money to another resident for any reason, or purchase any merchandise or service on credit while he/she is a resident at Pharos House.
4. Residents will not make a purchase over \$100 without prior discussion with their Case Manager.
5. Subsistence will be paid within 48 hours of being paid unless a waiver is deemed to be appropriate.
6. If a resident should fail to pay subsistence in a timely fashion, they may lose furlough or pass privileges and/or face disciplinary action that could lead to they return to custody or termination.
7. Residents must not apply for or maintain any type of credit, nor will a resident enter into any contract without prior approval of the case manager.
8. No subsistence will be collected from Home Confinement residents.
9. To be eligible for weekend passes/furloughs, all residents must pay their weekly subsistence in full. Any exceptions to this policy will require prior approval of the director.
10. Residents shall develop a budget and disclose all income and spending and share all bank statements with their Case Manager.

#### Visitors

1. Visiting hours are Mondays, Wednesdays, and Fridays from 1830-2100. Visiting hours on weekends & holidays are 1000-2100. Minor (under 18 yrs.) visiting hours are weekends & holidays 1300-1630.
2. Special visits may be authorized by the Director for visitors who must travel long distances; for residents or visitors who work odd shifts; or for attorneys or social service representatives.
3. The number of visitors and the duration of visits may be limited by the Shift Monitor to avoid overcrowding.
4. All visitors must be previously approved by a Case Manager and be listed on a resident's visitor list. Visitors are subject to a background check which goes through USPO and may take up to 2 weeks to be cleared.
5. Visitors must present a picture ID and register on their first visit. They must present identification and sign-in/out on every visit.

6. Any bags brought into the building by visitors will be checked at the front office and are subject to search. Visitor cell phones must be turned in to the front office.
7. Visitors are allowed in the dining/living room, the main floor restroom and in the back yard with Shift Monitor permission. In an overflow situation and with Shift Monitor approval, residents and their guests may use the basement TV room. In special circumstances, with the Case Managers permission, residents and their families may visit in the downstairs conference room. Visitors are not allowed in the kitchen, upstairs or in resident's rooms at any time for any reason.
8. Displays of affection between residents and visitors are limited to a kiss on arrival and departure and the holding of hands during the visit. No other physical contact is permitted.
9. Anyone under the age of 18 must be in the company of a parent or legal guardian and must always be supervised during the visit.
10. No visitor will be admitted who, in the opinion of the Shift Monitor, is under the influence of alcohol or drugs.
11. Visits can be terminated at any time if visitors are not conducting themselves in a responsible and respectful manner or are interfering with the orderly running of the facility.
12. Any visitor who has caused problems for the resident being visited, or who fails to obey house rules, will be denied future visits.
13. Anyone convicted of a felony must have the approval of the Director before they may visit. The USPO must also approve visitors to probation residents.
14. Visitors may have tea or coffee, but they may not eat Pharos House food without permission.

### Meetings/Programming

Residents are required to attend all programming unless excused by authorized staff. Residents should plan their activities in order to be available for all programmatic sessions.

## **Discipline**

### DISCIPLINARY PROCESS

1. Upon arrival at Pharos House, all residents will have access to a copy of the FBOP Prohibited Acts and Disciplinary Severity Scale (Prohibited Acts) which describes behaviors which may result in disciplinary action and which outlines possible sanctions for these actions.
2. Allegations of sexual assault or sexual harassment will always be handled in accordance with the Pharos House PREA Policy.
3. The Disciplinary Process will be slightly different for BOP and USPO residents. Please see the Resident Manual for details on the disciplinary process



# PHAROS HOUSE

*Building Safer Communities by Fostering Productive Citizens*  
 5 Grant Street Portland Maine 04101 207-774-6021

## Resident Agreement

### To Abide by Resident Rules & Regulations & Resident Manual

Resident Name:	Registration #:
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Resident Initials	Agreement
	I understand that the information presented is a summary of the rules and regulations of Pharos House.
	I have been offered a copy of the <u>Resident Rules and Regulations</u> and FBOP <u>Prohibited Acts and Disciplinary Severity Scale</u> (Prohibited Acts). I have been told where a copy of both documents are posted in the building.
	I have reviewed this document with my case manager or designee and have asked questions to help my understanding of the rules and regulations.
	I have been offered to have this presented in a different language or format so that I can further understand the rules and regulations.
	I am aware that there is a separate document called the <u>Resident Manual</u> that contains additional information that I need to ensure my success at Pharos House. This document is located in the front office and I can ask to review it at any time and I may make copies of such documents. This document contains but is not limited to: Emergency procedures; Category of residents; Staff and resident relations; Recycling information; Hazardous and toxic materials; Inmate property; Food and food service; Sexual abuse procedures and PREA; Disciplinary Action; Grievance policy and Appeals procedure; Any memos that indicate a deviation to the rules and regulations
	I understand that I may be deemed as a program failure and this can result in my removal from Pharos House if I cannot accept the terms of the Rules and Regulations; fail to adjust to program requirements; will not abide by the Rules and Regulations of Pharos House; or present individuals in the house or in the community with a potential dangerous situation.
	I understand that my behavior in the community is closely monitored and that if I behave in a manner that jeopardizes community relationships that I will be held accountable and may face disciplinary action.
	I hereby authorize employees of the Department of Justice to release any or all of the contents of information in my inmate central file to educational facilities, social agencies, prospective employers, etc. for the purpose of assisting in all phases of community programming and release planning. I also authorize the above persons to advise prospective employers that I am currently in the custody of the US Attorney General serving a sentence or under the US Parole and Probation Office residing at a Residential Reentry Facility. This consent will remain in effect until my release from a community based correctional program.

Resident Name Printed	Resident Signature	Date
Case Manager or Staff Name Printed	Staff Signature	Date