

# Behavior Management System

## Information Packet

Judge Nancy R. McDonnell CBCF

October 2012

## ***PHASE I: Orientation Phase***

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### **Minimum Length:**

30 Days

**Dorms: 36, 37, 38**

### **Community Movement:**

During this phase there will be no community movement eligibility based on individual ORAS score. You will have Phase privileges, which may be restricted, and General Activities which will not be restricted.

#### **Phase 1 Privileges:**

- (2) 10 min phone calls once a week
- Indoor Gym/Rec. 3x a day for 45 min.
- Outside Recreation 3x a day for a half hour
- Playing cards/Dominos/Board Games
- MP3 players
- Café Call/Vending

#### **Phase 1 General Activities:**

- 11 PM lights out (week days)
- Midnight lights out (weekends)
- 6 AM wake up
- Visitation
- Pay Phones
- Free laundry
- Smoke Breaks

One or more phase privileges may be restricted immediately per client as a sanction for rule infractions

***\*Full restriction limits clients to general activities only***

***\*\*Outside Recreation and Smoke Breaks are based on Staff Availability***

***PHASE II: Treatment Phase***

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**Approximate Length:**

60-90 Days

**Dorms: 39, 40, 41, 42**

**Community Movement:**

Phase II clients will be eligible for limited community movement that must be approved by the caseworker

You will have Phase privileges, which may be restricted, and General Activities which will not be restricted.

**Phase II Privileges**

- Limited Community Movement (approved by caseworker)
- Indoor Gym Rec. 3x a day for 45 min.
- Outside Recreation 2x a day for an hour
- Vending/Café Call
- MP3 players
- Ping Pong table
- Pool Table (limited hours)
- Playing Cards/Dominos/Board games
- Phone Cards

**Phase II General Activities:**

- Midnight lights outs (week days)
- 1 AM lights (weekends)
- 6 Am wake up
- Visitation
- Pay Phones
- Laundry room
- Quiet room
- Smoke breaks

One or more phase privileges may be restricted immediately per client as a sanction for rule infractions

***\*Full restriction limits clients to general activities only***

***\*\*Outside Recreation and Smoke Breaks are based on Staff Availability***

***PHASE III: Reentry Preparation Phase***

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**Approximate Length:**

60-90 Days

**Dorms: 55, 56, 57, 58**

**Community Movement:**

Phase III clients will be eligible for community movement that must be approved by the caseworker

You will have Phase privileges, which may be restricted, and General Activities which will not be restricted.

**Phase III Privileges**

- Community Movement (approved by caseworker)
- Open indoor rec. when not occupied by other phase
- Outside Recreation (supervised, unsupervised following breakfast, lunch and dinner)
- Open smoke breaks
- Vending/Café Call
- MP3 players
- Limited Internet access (employment/education)
- Personal gaming devices
- Personal vehicles based on requirements approved by caseworker
- Ping Pong table
- Pool Table (limited hours)
- Foosball table
- Playing Cards/Dominos/Board games
- Movie night (once a week)
- Extra Community Service hours
- Additional drop-offs (other than scheduled drop-offs)

### **Phase III General Activities:**

- Midnight lights outs (week days)
- 2 AM lights (weekends)
- 6 AM wake up
- Visitation
- Pay Phones
- Laundry room
- Quiet room

One or more phase privileges may be restricted immediately per client as a sanction for rule infractions

*\*Full restriction limits clients to general activities only*

*\*\*Outside Recreation and Smoke Breaks are based on Staff Availability*

### **Phase IV: Merit Phase**

**Dorms: 67, 68, 69**

#### **Community Movement:**

Phase IV merit clients will be referred by their caseworker for community movement

You will have Phase privileges, which may be restricted, and General Activities which will not be restricted.

### **Phase IV Privileges**

- Increased Community Movement (approved by caseworker)
- Open indoor rec. when not occupied by other phase
- Unsupervised Outside Recreation (when not occupied by Phase II)
- Unsupervised open smoke breaks (when not occupied by Phase II)
- Vending/Café Call
- MP3 players
- Limited Internet access (employment/education)
- Personal gaming devices
- Personal vehicles based on requirements approved by caseworker

- Ping Pong table
- Pool Table (open hours)
- Access to computer with printer
- Playing Cards/Dominos/Board games
- Order take-out nights
- Two Televisions (DVD and TV)
- Extra Community Service hours
- Cell phone

**Phase IV General Activities:**

- Open bed time
- No wake-up time
- Visitation
- Pay Phones
- Laundry room
- Snack closet

One or more phase privileges may be restricted immediately per client as a sanction for rule infractions

*\*Full restriction limits clients to general activities only*

*\*\*Outside Recreation and Smoke Breaks are based on Staff Availability*

## LEVEL 1 SANCTION

Level 1 Violation	Sanction
<ul style="list-style-type: none"> <li>○ Profanity</li> <li>○ Clothing-Inappropriate</li> <li>○ Sleep Violation (unauthorized time or place)</li> <li>○ Clean Up – No Participation</li> <li>○ Property Unattended/Unsecured</li> <li>○ Dorm Rules (failure to follow)                             <ul style="list-style-type: none"> <li>○ Bed made, lights out violation</li> </ul> </li> <li>○ Late UDS</li> <li>○ Staff Directive</li> <li>○ Failure to Sign In/Out of Unit</li> <li>○ Fire Drill Procedure</li> <li>○ Unknown Whereabouts (0-1hr)</li> <li>○ Unsuccessful Pass Call (15min-1 hr)</li> <li>○ Contraband-Minor</li> <li>○ Repeated Rule Violations (4 level 1 rule violations=level 2 violation sanction).</li> </ul>	<p>24 hour loss of single privilege (selected from menu)</p>

**Profanity/ Verbal Non Threatening:** Using cuss/swear words in a non-threatening way; this can also include derogatory/slang terms and inappropriate gestures towards another.

**Clothing-Inappropriate:** Failure to follow the dress code as defined in the Resident Handbook.

**Sleep Violation (unauthorized time or place):** Sleeping in an area other than client’s own bed, and/or sleeping during a time that is not authorized.

**Clean Up – No Participation:** Failure to present for, and/or failure to complete sanitation duties as stated on the assigned sanitation card.

**Property Unattended/Unsecured:** Failing to keep property under client’s supervision, or failure to lock property up properly.

**Dorm Rules (failure to follow):** Failure to follow the rules specified under daily activities in the Resident Handbook. This includes lights out violations.

**Late UDS:** Failure to provide the correct amount (60 ml) of urine in the specified 2 hour time frame.

**Staff Directive:** Each resident has an expectation to follow staff directives. A staff directive is any reasonable request that a staff person makes directly to the resident.

**Contraband-Minor:** Possessing items that are not on the approved property list; having too much off allowed property, being found to be in possession of food in unauthorized area, or being in possession of other nuisance contraband such as tobacco products, porn, lighters, etc.

**Failure to Sign in and Out of unit:** Client not signing their name, time, dorm number and destination when leaving phase and/or not going to specific destination you signed out of. Also, client not documenting time back into phase upon return.

**Fire Drill Procedure Violation:** Failure to evacuate the facility in a timely manner.

**Unknown Whereabouts:** Clients are expected to be able to account for all time outside of the facility when on a pass/authorized leave.

**Unsuccessful Pass Call/Missed Pass Call:** Clients are expected to contact the facility at the pre-set pass/authorized leave call in times as designated on their pass/authorized leave itineraries. Clients are also expected to be available at the pre- set locations at the specified times according to their itineraries.

**Repeated Rule Violations:** Continuing to violate one rule more than once. The sanction for violating the same rule over and over increases after a set number of times violating. Please see sanction grid for a breakdown of repeated rule violations.



## LEVEL 2 SANCTIONS

Level 2 Violation	Sanction
<ul style="list-style-type: none"> <li>○ Verbal Aggression- Non-Threatening</li> <li>○ Boundaries Violation</li> <li>○ Resident Transaction</li> <li>○ Unauthorized Area</li> <li>○ Gambling</li> <li>○ Visitation-Inappropriate Conduct</li> <li>○ Paycheck-Cashed Without Permission</li> <li>○ Unauthorized Mode of Transportation</li> <li>○ Horseplay</li> <li>○ Medication Non-Compliance</li> <li>○ Late to group/meeting</li> <li>○ Assignment</li> <li>○ Failure to Provide Verification</li> <li>○ Unknown Whereabouts (1-2hr)</li> <li>○ Unsuccessful Pass Call (1-3 hr)</li> <li>○ Repeated Rule Violations (if on a level 2 sanction and another level 2 occurs it pushes the violation up to the next tier higher, has to be a different violation.)</li> <li>○ If a level 1 Violation happens while on a level 2 sanction restart level 2 violation</li> </ul>	<p>24 Hour loss of all privileges</p>

**Verbal Aggression (non-threatening):** Cursing or raising ones voice (without threatening violence) and/or inappropriate gestures towards another person.

**Resident Transaction:** Sharing, giving and/or lending of ones property to another. This also includes the exchange of goods and/or services.

**Unauthorized Area:** Clients entering an area for which they are restricted. This includes but is not limited to the following: Cafeteria, kitchen, storage closets, outside recreation and areas where the client does not reside.

**Boundary Violation:** Clients are expected to have appropriate boundaries/use appropriate social skills when interacting with staff. This includes but is not limited to the following: invasion of personal space, boundaries around staff time and staffs personal information, staff phone and/or other JNRMBCBF property.

**Gambling:** Clients are expected to refrain from participating in any form of gambling activity where clients are wagering items of value.

**Visitation-Inappropriate Conduct:** Physical contact and/or inappropriate language/discussion during visitation. This includes kissing/holding hands.

**Paycheck-Cashed without permission:** Collecting pay without utilizing the proper procedure by depositing earned income into ones resident account. This also includes failure to submit tips earned.

**Medication Non-Compliance:** Failure to take medications as prescribed.

**Late to group/meeting:** Failure to report to group/meeting at a scheduled time. Client will be verbally warned the first time they are late to group, the next time client fails to be on time client will receive a sanction.

**Assignments:** Failure to complete task(s) assigned as part of your programming.

**Unauthorized Mode of Transportation:** Clients utilizing transportation that is not approved by the facility and probation officer. This includes mode of transportation and/or transporter.

**Horseplay:** Physical activity with another client or property that is not intended to cause injury or damage but could cause injury or damage. These acts, which are usually done in fun or play without aggression are strictly prohibited. This includes wrestling.

**Sign-In Violation:** Client returning to the facility late and/or deviating from an authorized leave itinerary.

**Failure to Provide Verification:** Client failing to present required documentation for any authorized community access passes. This includes but is not limited to the following: medical appointments, mental health appointments, community support groups and/or court hearings as well as having vehicle on premises.

**Unknown Whereabouts:** Clients are expected to be able to account for all time outside of the facility when on a pass/authorized leave.

**Unsuccessful Pass Call/Missed Pass Call:** Clients are expected to contact the facility at the pre-set pass/authorized leave call in times as designated on their pass/authorized leave itineraries. Clients are also expected to be available at the pre- set locations at the specified times according to their itineraries.

**Repeated Rule Violations:** Continuing to violate one rule more than once. The sanction for violating the same rule over and over increases after a set number of times violating. Please see sanction grid for a breakdown of repeated rule violations.

## LEVEL 3 SANCTIONS

Level 3 Violation	Sanction
<ul style="list-style-type: none"> <li>○ Misuse/Destruction of Property</li> <li>○ Programming/Appointments-Failure to Attend/Participate</li> <li>○ Verbal Aggression-Threatening</li> <li>○ Employment- Fired or quit</li> <li>○ Theft</li> <li>○ Withholding / Falsifying information or documentation</li> <li>○ Unauthorized Stop</li> <li>○ Failure to Take Scheduled GED Test</li> <li>○ Unknown Whereabouts (2-3hr).</li> <li>○ Unsuccessful Pass Call (3-5hr).</li> <li>○ Repeated Rule Violations (2 level 3 rule violations=level 4 violation sanction).</li> <li>○ Level 2 Sanction Violation (failure to follow sanction given for a level 2 rule violation will now be a level 3 sanction).</li> <li>○ If a level 1 violation happens while on a level 2 sanction restart level 2 violation</li> </ul>	<ul style="list-style-type: none"> <li>-72 hour loss of all privileges.</li> <li>-Sanction to be presented at review committee meeting.</li> <li>-Facility restriction enforced by staff and to remain in place until CW removes or extends.</li> <li>-Additional sanctions may be put in place by Review committee up to and including Termination</li> </ul>

**Misuse/Destruction of Property:** Clients are expected to use program/others property for its intended purpose. Clients are not permitted to steal, damage, or destroy program/others property. This includes: tampering/stopping security equipment, altering program property (i.e. - tying bed sheets to the bunk frame, payphone, staff phone), false fire alarms, and/or throwing/slamming program/others property.

**Programming/Appointments-Failure to attend/participate:** Failure to present for any programming and/or appointment. This also includes when a client is removed from programming for any reason due to disciplinary issues.

**Verbal Aggression-Threatening:** Clients are expected to use appropriate language and communication and refrain from threatening language and gestures. This includes: verbal threats, non- verbal intimidation/gestures (i.e. - “staring someone down”), intimidating another client, provoking another client, and or \*racially/culturally offensive slurs.

\*Clients are expected to refrain from using slurs that reference one’s race or cultural difference. Examples include: racial, sexist, homophobic, and/or any other slurs.\*

**Employment-Fired or Quit:** Clients are expected to meet the expectations of their employer including maintaining their job, follow employer policies and procedures, etc. as outlined/scheduled/required. Clients are not permitted to quit their jobs without prior knowledge and approval of their caseworker and/or Employment Specialist.

**Theft:** Clients are expected to refrain from taking property that does not belong to them. This includes property of others, program property, and property from within the community.

**Withholding/Falsifying Information:** Clients are expected to report and/or provide accurate information and documentation. This is important for the **safety and security\*** of the facility, clients, staff, visitors, and the community. Withholding and falsifying information/documentation includes: **omission** (making up something that is not true), **commission** (stating things that are true but leaving out important details), and/or **action** (the behavior does not match up with what is reported or suggests something is not true).

\*Safety and security is defined as anything that maintains the physical and/or structural well being of the facility, staff, clients, visitors, or community.\*

**Unsuccessful Pass Call/Missed Pass Call:** Clients are expected to contact the facility at the pre-set pass/authorized leave call in times as designated on their pass/authorized leave itineraries. Clients are also expected to be available at the pre- set locations at the specified times according to their itineraries.

**Unknown Whereabouts:** Clients are expected to be able to account for all time outside of the facility when on a pass/authorized leave.

**Temporary Protection Order Violation:** Clients are expected to comply with directives and/or orders as designated by the courts. Clients are expected to refrain from telephone calls, letters, and/or other modes of communication that would violate those directives/orders.

**Failure to Take Scheduled G.E.D:** Failure to show up or attend G.E.D. test once scheduled.

**Unauthorized Stop:** Clients are required to follow itineraries (passes and authorized leave) as they are written. Unauthorized stop means you have not sought approval to deviate from your itinerary prior to leaving the facility **or** contacted the facility for approval prior to going to any destination.

**Unknown Whereabouts:** Clients are expected to be able to account for all time outside of the facility when on a pass/authorized leave.

**Unsuccessful Pass Call/Missed Pass Call:** Clients are expected to contact the facility at the pre-set pass/authorized leave call in times as designated on their pass/authorized leave itineraries. Clients are also expected to be available at the pre- set locations at the specified times according to their itineraries.

**Repeated Rule Violations:** Continuing to violate one rule more than once. The sanction for violating the same rule over and over increases after a set number of times violating. Please see sanction grid for a breakdown of repeated rule violations.

## LEVEL 4 SANCTIONS

Level 4 Violation	Sanction
<ul style="list-style-type: none"> <li>○ Arrested</li> <li>○ Physical Aggression/Contact</li> <li>○ Sexual Harassment/Conduct</li> <li>○ Positive ALCO</li> <li>○ Positive UDS</li> <li>○ Tampering with UDS</li> <li>○ Refusal to submit ALCO/UDS</li> <li>○ AWOL</li> <li>○ Aiding in Escape</li> <li>○ Escape</li> <li>○ Temporary Protection Order Violation</li> <li>○ Unknown whereabouts (anything over 3 hrs)</li> <li>○ Unsuccessful Pass Call (anything over 5 hrs)</li> <li>○ Level 3 Sanction Violation (failure to follow sanction for a level 3 violation will now be a level 4 sanction).</li> <li>○ Smoking in an unauthorized area</li> <li>○ Contraband-Major               <ul style="list-style-type: none"> <li>○ Weapons</li> <li>○ Drugs</li> <li>○ Alcohol</li> <li>○ Paraphernalia</li> <li>○ If any threat to the safety or security is perceived to the building (reaching over the desk areas, being in a staff only area, using staff only chemicals etc...)</li> </ul> </li> <li>○ Unauthorized Cell Phone</li> </ul>	<p><b>Sanction</b></p> <ul style="list-style-type: none"> <li>-7 day loss of all privileges.</li> <li>-Sanction to be presented at review committee meeting with client present.</li> <li>-Facility restriction enforced by staff and to remain in place until CW removes or extends.</li> <li>-Addition sanctions may be put in place by Review committee up to and including Termination.</li> </ul>

**Contraband (Major):** Items that are prohibited within the facility or property. These items include: weapons, drugs, alcohol, and drug paraphernalia.

**Arrested:** The taking of client into legal custody by officers of law for a new charge, warrant or probation violation.

**Physical Aggression/Contact:** Acts that are intended to cause injury or damage toward staff, clients, property or self.

**Sexual Harassment/Conduct:**

Any action, behavior or statement that is sexual in nature. This includes consensual or non consensual activities with another person.

**Positive UDS:** Positive result on a urine drug screen (UDS).

**Positive Alco:** Confirmed positive reading of presence of alcohol.

**AWOL (Absent Without Leave):** A client leaving the JNRMBCBF without authorization, fail to return from authorized leave, or they cannot be accounted for at your place of authorized leave, will be considered absent without leave (AWOL).

**Escape:** A client who absconded the custody of the program after six (6) hours of unknown whereabouts and has been AWOL for period of twenty-four hours will be considered escaped.

**Aiding Escape:** Assisting another in escaping from custody.

**Tampering with UDS:** By diluting a urine sample, passing another urine as own or introduction a substance that would alter a test result.

**Refusal to submit a UDS:** When requested by staff to submit a urine drug screen, the failure to do so. This also includes not going to the intake area when asked or leaving the intake area without submitting or permission to leave.

**Temporary Protection Order Violation:** Clients are expected to comply with directives and/or orders as designated by the courts. Clients are expected to refrain from telephone calls, letters, and/or other modes of communication that would violate those directives/orders.

**Unknown Whereabouts:** Clients are expected to be able to account for all time outside of the facility when on a pass/authorized leave.

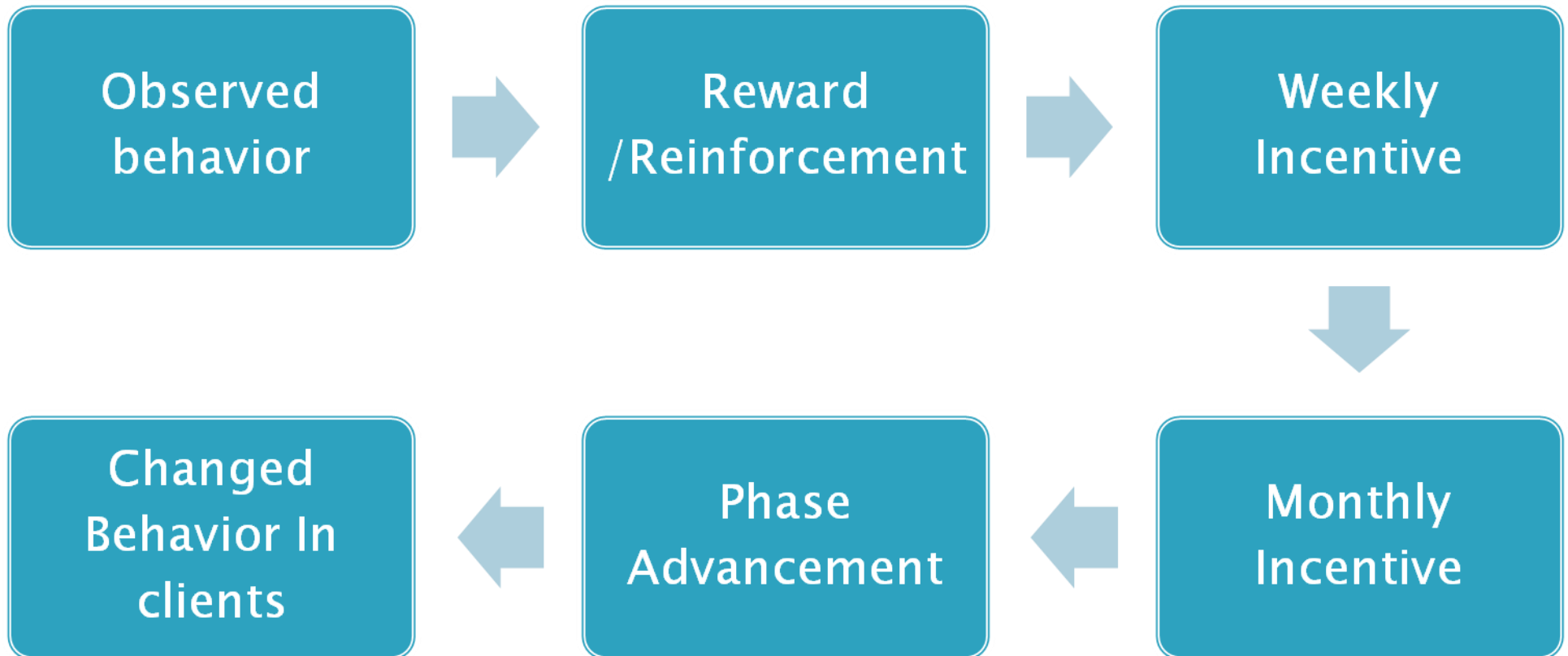
**Unsuccessful Pass Call/Missed Pass Call:** Clients are expected to contact the facility at the pre-set pass/authorized leave call in times as designated on their pass/authorized leave itineraries. Clients are also expected to be available at the pre- set locations at the specified times according to their itineraries.

**Smoking in an Unauthorized Area:** Smoking is only permitted in the designated areas at pre-set, designated times. Clients are expected to smoke in only those areas at those times. Smoking is **not permitted at any time** within the building or during evacuation drills.

### CELLULAR PHONE SANCTIONS (Merit Phase IV Only)

<ul style="list-style-type: none"><li>○ Failure to register cellular phone</li><li>○ Use of cellular phone in unauthorized area</li><li>○ Use of cellular phone after lights out</li><li>○ Client transaction of cellular phone or charger (including having other clients' contact information/calls/texts)</li><li>○ Use of internet</li><li>○ Having pornographic, drug/alcohol related messages, or gang related material in cellular phone</li><li>○ Taking or having photos/videos of other clients, staff, or self on Oriana House, inc. property</li><li>○ Calling staff while in facility</li><li>○ Failure to turn in cellular phone as directed</li></ul>	<p><b>Sanction</b></p> <ul style="list-style-type: none"><li>-7 day loss of cellular phone privileges</li><li>-Permanent ban of cellular phone privileges</li><li>-Donation of cellular phone</li><li>-Unsuccessful discharge from program</li></ul>
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# REINFORCEMENT





## JNRMCBF - BEHAVIORS FOR REINFORCEMENTS GRID

<b>Tier 1</b>	<b>Rewardable Behaviors</b>	<b>Reward</b>
Chemical Dependency	<ul style="list-style-type: none"> <li>• Attending group</li> <li>• Prompt for group</li> <li>• Completing assessment</li> <li>• Participation in class</li> <li>• Attending AA/NA Meetings</li> <li>• 30 days drug/alcohol free while not restricted to facility</li> <li>• Attending group, prompt for group, participation in class, homework</li> <li>• Completion of Community Service Requirements</li> </ul>	Verbal Praise  Verbal praise from court community service
Anger Mgmt.		
Community Service		
Education		
Employment	<ul style="list-style-type: none"> <li>• Complete Career Readiness Class</li> <li>• Actively job searching</li> <li>• Return from job searching on time</li> <li>• Return with proper verification</li> <li>• Submitted accurate Job Itinerary</li> <li>• Submitted accurate Weekly Schedule</li> </ul>	
Medical	<ul style="list-style-type: none"> <li>• Take medications on time</li> <li>• Take medications as prescribed</li> </ul>	
Leisure	<ul style="list-style-type: none"> <li>• 100% achievement of weekly IPP sheet</li> <li>• Participation in a pro-social organized event in the community – Children’s school events, (PTA)</li> </ul>	
Programming	<ul style="list-style-type: none"> <li>• Attending weekly meetings on time</li> <li>• Improve achievements from week to week</li> </ul>	
Cognitive Skills	<ul style="list-style-type: none"> <li>• Group participation/being prepared</li> <li>• Attending all sessions</li> <li>• Completing Homework</li> <li>• Prompt for Group</li> </ul>	

## JNRMCBFCF - BEHAVIORS FOR REINFORCEMENTS GRID

Tier 2	Rewardable Behaviors	Reward
Chemical Dependency Anger Mgmt.	<ul style="list-style-type: none"> <li>• Complete CD TX</li> <li>• Obtain a verifiable sponsor/sober contact/home group</li> <li>• 60 days drug/alcohol free while not restricted to the facility</li> <li>• Attending group, participation in class, completing homework, being prompt</li> </ul>	-Verbal praise plus tangible reward. -Extra Pass Time -Reward Box
Education	<ul style="list-style-type: none"> <li>• Progression in GED Levels</li> <li>• Pass pre-GED Test</li> <li>• Above and beyond 100%, i.e. attendance- attends education programs to advance to higher learning</li> <li>• Pass GED test</li> </ul>	-Free/Extra Phone Call Pass -Extra Drop Off
Employment	<ul style="list-style-type: none"> <li>• Obtain Employment</li> <li>• Maintaining employment at the same company for 60+ days</li> <li>• Earning a verifiable raise/ promotion at work</li> </ul>	(outside of scheduled drop off) -Vending Coupon
Financial	<ul style="list-style-type: none"> <li>• Turn in all paychecks</li> <li>• Pay per diems on time</li> <li>• Establish a savings account</li> <li>• Establish a budget plan or continue w/current budget</li> <li>• Pay off court costs/restitution/fines</li> </ul>	-Certificate of Achievement -Skip a Pass
Medical	<ul style="list-style-type: none"> <li>• Proper use of medical resources</li> <li>• Taking all medications as prescribed</li> </ul>	-Indirect Praise (praise to family, letter to judge)
Leisure	<ul style="list-style-type: none"> <li>• Participation in a pro-social organized event in the community, children's school events (PTA etc.)</li> </ul>	-Quiet Room Pass
Programming	<ul style="list-style-type: none"> <li>• Observed practicing a learned skill</li> <li>• Observed practicing a leadership skill</li> <li>• 100 % achievement of IPP sheet for two consecutive weeks</li> <li>• Achievement of IPP Goals</li> <li>• Attending Programming Activities on pass, i.e. IPP related activities</li> </ul>	-1 Hr. Television Pass (show approved by staff) -Free Laundry Pass

**Character Coupon**

**Congratulations**

**Character Coupon**

You have been chosen to receive a Character Coupon

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phase: \_\_\_\_\_ Staff: \_\_\_\_\_

Reason for Coupon: \_\_\_\_\_

Resident Name: \_\_\_\_\_

Date Given: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Phase: \_\_\_\_\_

Reason: \_\_\_\_\_

### **Client Rewards**

Extra Pass Time  
Reward Box  
Free/Extra Phone Call Pass  
Extra Drop Off (outside of scheduled drop off)  
Vending Coupon  
Certificate of Achievement  
Skip a Pass  
Indirect Praise (praise to family, letter to judge)  
Quiet Room Pass  
1 Hr. Television Pass (show approved by staff)  
Free Laundry Pass

### **Weekly Incentives**

Game Night  
Movie Night  
1 Earned Day  
Events in the City  
Laundry Passes  
Top 5 Clients in Facility Family Recognition  
Extra Drop Off  
Extra Pass to Workout  
Lonnie Burton Recreation Center Pass  
Special Visit

### **Monthly Incentives**

2 Extra Approved Visitors  
5 Hours of Pass Time/ Extra Pass  
Gift Certificate/Card  
Phone Card  
Vending Fob

## **SOCIAL SKILLS**

### **FOLLOWING INSTRUCTIONS**

1. Listen carefully while you are being told what to do.
2. Ask questions about anything you do not understand.
3. Decide if you want to follow the instructions and let the other person know your decision.
4. Repeat the instructions to yourself.
5. Do what you have been asked to do.

### **LISTENING**

1. Look at the person who is talking.
2. Think about what is being said.
3. Wait your turn to talk.
4. Say what you want to say.

### **INTRODUCING YOURSELF**

1. Choose the right time and place to introduce yourself.
2. Greet the other person and tell them your name.
3. Ask the other person their name if you need to.
4. Tell or ask the other person something to help start the conversation.

### **SAYING THANK YOU**

1. Decide if the other person said or did something that you want to thank him/her for.
2. Choose a good time and place to thank the other person.
3. Thank the other person in a friendly way.
4. Tell the other person why you are thanking him/her.

### **ASKING FOR HELP**

1. Decide what the problem is.
2. Decide if you want help for the problem.
3. Think about different people who might help you and pick one.
4. Tell the person about the problem and ask that person to help you.

## Cell Phone Rules at JNRM CBCF



1. Upon entry to Phase IV Status, I must register my cellular phone with the facility staff and provide the following information to them without hesitation: phone number, serial number/MEID number, and model.
2. If I do not have a cellular phone at the beginning of phase IV status but later obtain one, I must follow the above guideline for registration. Unregistered cellular phones will be confiscated and may or may not be returned.
3. I may only register one cellular phone at a time.
4. I am to keep my cellular phone on silent or vibrate while inside the facility; no rings are permitted within the building.
5. I am only permitted to use my cellular phone in designated areas. Designated areas are the smoke pit and my assigned dorm. I am prohibited to use my cellular phone in all other areas within the facility, including the hallways by the main post and the caseworker offices, the cafeteria, and the lounges.
6. I will not use my cellular phone in any prohibited areas.
7. I will not talk/text or charge my cell phone in the dorm at lights out. Lights for phase IV during the week is 12:00pm and weekends 2:00am. However, if I am returning to the facility from work, I may charge my cell phone during my one hour wind down time as long as I remain with my cell phone. The cell phone needs to be secured in my locker prior to lights out.
8. The use of my cellular phone will not interfere with programming requirements such as group time, drug/alcohol testing, scheduled caseworker meetings, or employment. I understand that my cellular phone is required to be secured in my locker and off during any programming or appointments.
9. I understand that I am prohibited from using my cellular phone during my active participation in community service hours.
10. I will not sell or loan my cellular phone to other clients while in the program.
11. I will not call/text or have other clients' cell phone numbers in my possession.
12. I will not leave my cell phone charger plugged into the wall without charging my phone, nor will I leave the cell phone charger unattended.
13. I am not permitted to use blue tooth devices.
14. I understand that my cellular phone is a privilege and can be confiscated due to restriction/sanctions. Failure to follow program rules and requirements may result in the loss of my cellular phone privileges. The cell phone restriction period will be at least one week or longer depending on the nature of the violation, or I will no longer be eligible for this privilege.
15. I understand that if my cellular phone is used in commission of any violating behavior, it may be confiscated and may or may not be returned at completion of the program.
16. I understand that my cellular phone is my responsibility. Oriana House, Inc. is not liable for any lost, damaged or stolen cellular phones/chargers.
17. I am restricted from accessing the internet from my cellular phone; I am not allowed to contact other clients or staff on any social networks, such as facebook etc.
18. Additional conditions may be placed upon my use of a cellular phone at the discretion of the supervising authority due to my offense history.
19. I agree that my supervising authority and CBCF staff may search my cellular phone at any time with or without cause in order to verify compliance.



20. I am not permitted to have any obscene photos on my cellular phone, including but not limited to nudity, drugs/alcohol related messages, or gang related material. I understand that if any inappropriate material is found on my cellular phone, my cellular phone will be confiscated and will not be returned to me.
21. I am prohibited from taking photos of myself or other clients within the facility, on Oriana House, Inc. property, or other outside agencies. I understand that if photos taken within the facility, on Oriana House, Inc. property, or other outside agencies are found on my cellular phone, my cellular phone will be confiscated and will not be returned to me.
22. I am prohibited from taking videos of myself or other clients within the facility, on Oriana House, Inc. property, or other outside agencies. I understand that if videos taken within the facility, on Oriana House, Inc. property, or other outside agencies are found on my cellular phone, my cellular phone will be confiscated and will not be returned to me.
23. I understand that once I register a cellular phone with the facility, I may no longer be considered as indigent.
24. I understand that I may not call staff in the facility if I am in the facility. I am to follow standard practices while requesting services.
25. I understand that if I violate the cell phone rules and staff instructs me to turn in the cell phone as a consequence, then I must immediately turn in the cell phone to staff. Failure to do so may result in further consequences, such as termination from the program.
26. I understand that should I allow another client to use my cell phone or charger, I give consent that it will be donated as a consequence. Furthermore, the client who borrowed my cellular phone will not be eligible to register/have a cellular phone for the remainder of their program.
27. I understand that violating any of the above guidelines more than once will result in the donation of my cellular phone. Notice that some violations, such as client transactions, taking photos/videos of other clients, staff, or myself on Oriana House, inc. property will result in immediate and permanent ban of all cellular phone privileges and my cellular phone will be donated.

Cell Phone Number (        )        -       

Model Number \_\_\_\_\_

Phone Brand \_\_\_\_\_

Model \_\_\_\_\_

Printed Name \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved or Denied by Caseworker

Signature \_\_\_\_\_ Date \_\_\_\_\_