



CSOSA

GUIDANCE STATEMENT

Re-Entry and Sanctions Center: Resident
Guidance

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Re-Entry and Sanctions Center: Overview

Authorities

- Section 11232 (b)(1), § 11232(b)(2), § 11233(b)(2)(B) of the National Capital Revitalization and Self-Government Improvement Act of 1997 (“Revitalization Act”), Pub. Law 105-33, 111 Stat. 712, D.C. Code § 24-1232(b)(1), § 24-1232(b)(2), § 24-1233(b)(2)(B) (1996 Repl., 1999 Supp.)
 - D.C. Code § 24-103 (1996 Repl.); D.C. Code § 24- 201.2(a)(3) and D.C.M.R. §§ 213.4-2.13.6 (1987)
 - D.C. Official Code § 24-133(b); 111 Stat. 748, Pub. Law 105-33, § 11233
 - D.C. Official Code § 24-133(c) (2001 Edition)
 - 28 C.F.R. §§ 2.85 and 810
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Guidance Disclaimer

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

Summary

The Re-Entry and Sanctions Center (RSC): Resident Guidance provides a comprehensive overview of the RSC and includes resident responsibilities and rights.

Coverage

This Guidance Statement applies to residents of the RSC.

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Re-Entry and Sanctions Center: Overview, Continued

Background

The Court Services and Offender Supervision Agency's (CSOSA or Agency) mission is to enhance public safety, prevent crime, and reduce recidivism among those supervised and to support the fair administration of justice in close collaboration with the community.

The National Capital Revitalization and Self-Government Improvement Act of 1997 grants the Director of CSOSA authority to "enter into such contracts, leases, and cooperative agreements as may be necessary for the performance of the Agency's functions, including contracts for substance abuse and other treatment and rehabilitative programs." This Act also grants CSOSA authority to "carry out the conditions of release imposed by the Superior Court (including conditions that probationers undergo training, education, therapy, counseling, drug testing, or drug treatment)."

In support of its mission, CSOSA opened the Re-Entry and Sanctions Center (RSC) in February 2006. Located on the grounds of former DC General Hospital in the historic Karrick Hall building, the RSC provides re-entry services to high-risk offenders and defendants who are non-compliant or at risk of violating their release conditions, offenders and defendants who are ordered by the court to undergo RSC programming, and inmates from the Bureau of Prisons (BOP) or the DC Jail who are released to the RSC under CSOSA supervision. As a residential facility, the RSC has a capacity to serve 102 residents in six specialized units. Five out of six units serve male residents, including two units dedicated to meeting the needs of individuals with a history of co-occurring substance use and mental health disorders. The remaining unit is specifically designed to serve female residents.

RSC residents receive structured holistic and multi-disciplinary interventions designed to address one or more criminogenic risks and needs that pose challenges to the residents' successful re-entry into the community. The goal of the RSC is to equip its residents with the tools needed to:

- Refrain from engaging in criminal activities;
- Succeed in vocational/educational undertakings;
- Support addiction recovery and prevent relapse;
- Succeed in a treatment modality;
- Adhere to supervision requirements;

- Improve familial relationships; and
- Initiate productive community reintegration.

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Re-Entry and Sanctions Center: Overview, Continued

RSC Mission The mission of the RSC is to provide intensive assessment and reintegration programming for high-risk offenders and defendants and those ordered by the releasing authority to receive services at the RSC. It is centered on the philosophy that mental health and substance use disorders, and criminality can be effectively identified, stabilized, treated, and successfully managed.

- About the RSC**
- The RSC is a 24-hour facility, comprised of eight (8) floors.
 - There are separate floors for females and males.
 - The RSC has a medical unit that includes a psychiatrist.
 - Behavioral intervention staff and medical staff are trained to provide mental health assessments, substance use disorder assessments, and risk and needs assessments.
 - The RSC provides extensive programming to address the criminogenic cognitions and behaviors of offenders and defendants.
 - The RSC houses a Learning Lab and staff to provide employment readiness and vocational programming.
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- RSC Programs**
- 28-Day Program: Designed for male offenders and defendants with substance use disorders, to include those with co-occurring mental health and substance use disorders.
 - 42-Day Program: Designed for female offenders and defendants with substance use disorders, to include those with co-occurring mental health and substance use disorders.
 - 60-Day Extended Stay Program: Designed for high-risk male offenders and defendants for whom substance use is not the primary risk factor. This program utilizes the residential setting to provide intensive programming that targets the four (4) major criminogenic risk factors:
 - Antisocial behavior;
 - Antisocial cognitions;
 - Antisocial associates; and
 - Antisocial personality traits.
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Re-Entry and Sanctions Center: Overview, Continued

Eligibility for RSC Programs

- Eighteen (18) years or older.
 - Current, negative PPD (Tuberculin test)/Chest X-ray.
 - No history of behavior that indicates a heightened risk to the safety and security of the other residents or staff.
 - Stable physical and mental health symptoms:
 - An offender/defendant cannot have an unstable physical or mental health condition that precludes or interrupts his/her ability to participate in the daily programming (e.g., ability for self-care/activities of daily living);
 - An offender/defendant must be in compliance with any prescribed medication(s) for physical and mental health issues; and
 - An offender/defendant cannot be experiencing active psychotic symptoms, or active suicidal or homicidal ideations.
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RSC Staff

The RSC is staffed by highly qualified professionals dedicated to meeting the needs of RSC residents. They have diverse backgrounds with varied life experiences and can serve as role models for residents.

RSC Programming

RSC programming for which residents may be eligible includes, but is not limited to:

- Psychological testing;
 - Medical evaluation;
 - Psycho-educational groups;
 - Individual and group counseling;
 - Cognitive behavioral interventions;
 - Relapse prevention planning;
 - Violence reduction group;
 - Employment readiness and vocational programming; and
 - Recreational/leisure activities.
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Screening and Search Procedures

Policy

It is the policy of the RSC to operate a safe and secure therapeutic environment. Emphasis is placed on providing comfortable housing while taking into account health concerns and issues of personal safety. The RSC screening and search procedures are designed to:

- Ensure the safety of RSC residents and staff; and
 - Ensure that contraband or prohibited items are not introduced into the RSC.
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Contraband and Prohibited Items

RSC staff, contractors, visitors, and residents are prohibited from introducing contraband or prohibited items into the RSC.

Contraband is any item that poses a serious threat to safety of RSC staff and residents.

Examples of contraband include, but are not limited to:

- Weapons;
- Ammunition;
- Explosives;
- Incendiary devices;
- Combustible or flammable liquids;
- Hazardous or poisonous chemicals and gasses;
- Alcohol, narcotics or other controlled substances;
- Cigars and cigarettes of any kind; and
- Prescribed medication that is possessed by a resident for whom it was not prescribed.

All contraband is immediately confiscated. Attempted or actual introduction of contraband into the RSC may result in discharge from the facility and civil or criminal prosecution.

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Screening and Search Procedures, Continued

Contraband and Prohibited Items, continued

Examples of prohibited items include, but are not limited to:

- Personal items containing alcohol (including mouthwash) or consisting of glass containers, powder or aerosol;
- Money;
- Jewelry, with an exception for religious jewelry as described below;
- Cell phones and cell phone watches; and
- Radios and other personal audio/media equipment.

All prohibited items are inventoried and stored in individual storage units in the intake room until the resident's discharge.

Full Body Scanner

All residents and visitors must walk through the full-body scanner located in the lobby of the RSC each time they enter the facility.

Pat Search

All residents are subject to a pat search each time they enter the facility. During this search, the outer surfaces of a person's clothing are patted down to detect hidden contraband or prohibited items.

Visual Search

During a visual search, the resident is instructed to remove belts, shoes, socks, hats, jewelry, purses, backpacks, bags, etc., and to remove all items from his/her pockets. The items searched and/or inspected. Items not determined to be contraband or prohibited items are returned to the resident.

A visual search is conducted under the following circumstances:

Direct observation of concealment;

Abnormal conduct or erratic behavior;

Security or staff receives reliable information that the resident is in possession of contraband; and/or

Security or staff observes indicia of impairment due to controlled substances or alcohol.

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Screening and Search Procedures, Continued

Routine Search A routine search of resident rooms and general areas is conducted for the purposes of detecting contraband and prohibited items, maintaining sanitary standards, and limiting fire and safety hazards.

Random Search A random search is conducted without prior notice or approval of the residents. A random search of resident rooms and general areas is conducted when there is reasonable suspicion that a resident or RSC visitor is in possession of contraband or a prohibited item, is engaged in, or is about to engage in criminal or prohibited behavior.

Intake and Orientation

Upon Arrival A resident is subject to RSC screening and search procedures. A pat search is completed after the resident walks through the full-body scanner. The screening also includes a search of the resident's personal property, such as clothing, duffle bags, hygiene items, etc. Personal property that is not permissible (e.g., money, jewelry, etc.) is stored in the intake room in individual storage units.

Medical Intake To ensure suitability for RSC placement, the resident receives a comprehensive medical intake assessment by the RSC medical unit. The assessment includes:

- Baseline physical exam;
- Dental exam;
- Test for communicable diseases;
- Stability of withdrawal symptoms;
- Routine blood work; and
- Initial urinalysis.

Psychiatric Intake To ensure suitability for RSC placement, a psychiatric intake assessment is conducted for residents who:

- Have a confirmed mental health history;
- Are on medication for treatment of a pre-existing mental disorder; or
- Exhibit signs or symptoms consistent with an undiagnosed mental disorder.

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Intake and Orientation, Continued

Orientation

Residents who are cleared through the medical and, if applicable, psychiatric intake are admitted to the program and receive an orientation. Each resident is assigned a counselor and case manager as soon as is practicable. During orientation, an overview of the RSC program is provided, including psychological testing, psycho-educational modules, psychotherapy groups, and individual counseling. RSC staff explain the program's purpose, goals, rules, and objectives and address any concerns or questions the resident may have. Resident responsibilities and rights are reviewed. A counselor or designated staff determines if the resident has any immediate needs that must be addressed (e.g., clothing, language barriers, religious requirements/preferences, physical impairment[s], etc.) and precludes the resident from 100% program participation.

Residents are issued the following documents:

- RSC Resident Guidance Acknowledgement Form;
- RSC Program Consent Form; and
- Personal Property Receipt Form.

Residents are asked to sign the forms to acknowledge receipt. In the event that a resident refuses to sign, staff will document that the information was provided to the resident.

Personal Property

Permitted Items Residents are only permitted to bring designated clothing and other personal items to the RSC. Excess personal items are prohibited. Each resident is provided an individual storage unit within his/her living quarters for personal items. Excess personal items and other prohibited items are stored in individual storage units in the intake room until the resident's discharge.

The following designated clothing and personal items are permitted:

Lotion (2 bottles)	Shower shoes/flip flop sandals
Toothpaste (2 tubes)	Pants
Toothbrush (one)	Shirts
Soap (2)	Jacket
Deodorant	Socks
Shaving cream/lotion	Underwear
Comb/brush	Undershirts
Hair grease, gel or oil	Shoes
Shampoo/conditioner	Personal electric razor
Petroleum jelly	Personal hair clippers
Feminine hygiene products	Lip balm
Face coverings	Scarf, bonnet, wave cap

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Personal Property, Continued

Permitted Religious Apparel

Permitted religious apparel includes, but is not limited to:

- Prayer shawls and robes;
- Kurda or ribbon shirts;
- Medals and pendants (as noted below);
- Beads;
- Medicine pouches; and
- Various types of headwear.

Religious headwear, including yarmulkes, kufis, crowns, turbans, headbands, and scarves or wraps for Orthodox women is permitted in the facility. However, all items are subject to inspection by staff and expected to conform to normal considerations of cleanliness, security and good order. Religious headwear that has been altered without staff approval is considered contraband.

Each resident may possess one (1) religious pendant and chain. Pendants and chains cannot contain gemstones and must have a declared value of less than \$100. The RSC Director can approve other religious items, on a case-by-case basis, with consideration for facility security.

Watches

A resident may possess one (1) approved watch at a time. Watches cannot contain gemstones and must have a declared value of less than \$100.

Personal Photos

A resident may possess personal photographs that are not detrimental to personal safety, security, or to the good order of the facility. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs are to be stored or displayed in the resident's assigned wardrobe closet, according to sanitation and housekeeping guidelines.

Daily Schedule and Other Information

Daily Schedule

- All residents must be out of bed by 6:00 am and be fully dressed by 7:00 am.
 - All residents must remain out of bed until 9:00 pm unless medical staff authorizes an exception.
 - Residents are prohibited from reclining on their beds between 6:00 am and 9:00 pm during free periods within the program schedules.
 - All residents must be in bed by 11:00 pm (the start of “lights out” at the RSC). At 11:00 pm, all lights are turned off in the resident and dayrooms, unless the RSC Deputy Director or Shift Supervisor authorizes an exception.
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Meals

Residents are served three meals daily and a snack at night. The meals are served in the dayroom. All residents are to remain behind the partition until the contractor has departed the unit. The possession and consumption of food are permissible in the dayroom **only**. Food found in resident rooms will be confiscated.

Meals are served as follows:

Breakfast	7:00 am to 7:30 am
Lunch	12:00 pm to 1:00 pm
Dinner	5:00 pm to 6:00 pm
Snack	9:00 pm to 10:00 pm

Residents with special dietary needs are identified during intake. Special dietary needs are limited to health restrictions and religious practices, which may include vegetarian diets, no red meat diets, bland diets, soft diets, diabetic diets, etc. It may take up to 24 hours for the resident to begin receiving the special dietary needs meals.

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Daily Schedule and Other Information, Continued

Sick Call

Sick call is conducted by the RSC Medical Staff seven (7) days a week from 7:30 am to 9:30 am and 4:00 pm – 8:00 pm.

Sick call is an organized method for treating resident health problems through a regularly scheduled triage procedure. Sick call provides residents with an opportunity to report health care problems to qualified medical personnel for diagnosis and treatment. Sick call request forms can be found in drop boxes located on each residential unit.

NOTE: Residents should report all medical emergencies to RSC staff for immediate evaluation.

Sick Call Procedure

1. Residents complete sick call requests and place the forms in the secure, locked boxes located on each residential unit.
2. The medical staff collects sick call requests from the locked boxes twice daily.
3. The nursing staff date stamps all requests, triages the requests, and completes a schedule for the mid-level providers (nurse practitioner/physician assistant) daily.
4. Sick call requests collected in the morning are seen the same day by medical staff during the designated evening sick call hours.
5. Sick call requests collected in the evening are seen by medical staff during the designated morning or evening sick call hours the next day.

Laboratory Testing and Phlebotomy Collection

All laboratory testing and phlebotomy collection are done in the designated area within the medical unit. This includes glucose testing (finger sticks) with lancets for diabetic residents. Needles, lancets, and syringes are **NOT** to be taken out of the medical unit under any circumstances.

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Daily Schedule and Other Information, Continued

Sending and Receiving Mail

Each resident is afforded the opportunity to send and receive mail consistent with the RSC security protocol. All incoming resident mail is opened in the presence of RSC staff. Resident mail received after the resident's discharge is forwarded to the assigned Community Supervision Officer (CSO)/Pretrial Services Officer (PSO).

RSC mailing address:

Court Services and Offender Supervision Agency
Re-Entry and Sanctions Center
ATTN: (Resident Name), RSC Unit #
800 N. Capitol Street NW – Mailstop RSC
Washington, DC 20001

RSC Rules

Overview

There are two types of rules for the RSC program: cardinal rules and programmatic rules.

- Cardinal rules ensure the safe and orderly operations of the RSC program. They cannot be breached.
 - Programmatic rules promote effective program operations.
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Cardinal Rules

Residents are prohibited from:

- Engaging in physically violent contact. Physically violent contact includes fights, the threat of physical violence, and the use of intimidation;
 - Possessing contraband; and
 - Participating in sexual misconduct, sexual fondling, or sexual assault (including rape). Sexual acts or contacts between a resident and RSC staff (permanent, temporary, contract or otherwise), even if consensual are forbidden and may be illegal.
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Programmatic Rules

Residents are prohibited from:

- Possessing, reading, sending or receiving sexually explicit printed materials (e.g. books, magazines, newspapers, cards, etc.);
 - Receiving or possessing personal photographs in which the subject is partially nude, completely nude, or if the photograph depicts sexual acts such as intercourse, masturbation, fellatio, or sodomy, or is otherwise sexually explicit. Prohibited photographs received through the mail will be returned to the sender. All other prohibited photographs will be confiscated;
 - Smoking while enrolled in the RSC program (inside or outside of the building or while out on escort);
 - Using profanity;
 - Engaging in horseplay, such as wrestling, running, hand play, or roughhousing;
 - Entering any housing unit other than the one to which he/she is assigned, unless escorted by staff;
 - Handling the television remote control or changing stations or volume. The operation of televisions and radios is the responsibility of RSC staff; and
 - Playing cards.
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RSC Rules, Continued

Group Rules

- Groups start and end on time.
 - Residents must maintain the confidentiality of the group. Any unauthorized disclosure of a person's drug or alcohol treatment or mental health treatment is a violation of Federal and District of Columbia law and may result in civil or criminal prosecution.
 - Residents cannot leave the room once group begins without permission of staff or in case of an emergency.
 - Residents cannot leave his/her chair, except at staff's request or with staff permission.
 - Residents are prohibited from engaging in disruptive behavior.
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Dress Code

- Stocking caps, scarves, bonnets, and/or non-religious headgear are not permitted outside of resident rooms.
 - Residents must dress neatly and clothing must cover the chest, back, thighs, abdomen, and all intimate parts of the body:
 - Shirts and pants are to be worn whenever a resident is outside his/her room or bathroom;
 - All shirts must be buttoned and tucked;
 - Pants must be properly worn around the waist and fastened with no showing of undergarments; and
 - No clothing should be worn in a provocative fashion.
 - Residents must wear shoes during program hours:
 - Shoelaces must be tied; and
 - Feet and heels are to be inside of shoes.
 - Shower shoes/flip-flop sandals may be worn instead of shoes during non-program hours.
 - Socks are to be worn at all times during program hours. At night meetings, socks must be worn with shower shoes/flip-flop sandals.
 - Hair/head gear, sunglasses or any clothing that bears religious and/or extremist messages are forbidden as they could offend others.
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RSC Rules, Continued

Resident Movement

With the exception of resident movement within the assigned unit, all residents must be escorted by staff to and from all floors and areas within the facility. These floors and areas include, but are not limited to, the medical unit and resource room (located on the 2nd floor), the multipurpose room (located on the 1st floor), and the facility courtyard.

Telephone Use

- All calls are monitored.
 - Residents are allowed one phone call during orientation for the purpose of making arrangements to have their personal property brought to the facility.
 - Any subsequent calls must be approved by the assigned case manager and must be specific to the resident's treatment.
 - Incoming calls from a resident's referring agency are accepted.
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Consequences For Violating Rules

- Violation of a cardinal rule results in immediate discharge from the RSC and may result in civil or criminal prosecution.
 - Violation of a programmatic rule results in one of the following responses and is proportionate to the severity and chronicity of the violation:
 1. Verbal warning: The case manager and the counselor attempt to informally resolve noncompliant behavior by verbally counseling the resident and reiterating the program's purpose and expectations;
 2. Loss of privileges or length of stay extension;
 3. An administrative staffing with the resident, his/her assigned CSO/PSO Case Manager, Counselor and/or Lead Counselor, and Unit Manager to develop a behavioral contract; or
 4. An administrative staffing with the resident, his/her assigned CSO/PSO, Case Manager, Counselor and/or Lead Counselor, and Unit Manager to discuss discharge planning.
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Resident Rights and Responsibilities

- Resident Rights** Residents have the right to:
- Equitable and quality care;
 - Be treated with dignity and respect by RSC staff and contractors;
 - Confidential and secure handling of all communications and records pertaining to their care. Release of confidential information is prohibited without prior consent from the resident, except as required by law;
 - Receive an explanation of their treatment program and clarifications, as needed;
 - Request assistance when English is not their primary language, or when visual, hearing, reading or difficulties expressing themselves or other expressive impairments prevent effective communication;
 - Know the rules and regulations that apply to resident care and conduct;
 - Choose whether or not they want to participate in experimental treatment or experimental educational programs;
 - Respect for their religion and opportunity to practice their religion;
 - Wear their personal clothing, provided the clothing meets the RSC requirements;
 - A clean, safe, and secure environment;
 - Be provided food, which meets established nutritional requirements, is palatable, served in sufficient quantities and meets special dietary requirements;
 - Have access to routine and emergency medical and dental services;
 - Have access to routine and emergency mental health and substance use disorder services;
 - Have access to counsel and confidential contact with his/her attorney(s) upon submitting a signed Release of Information form. Contact includes but is not limited to telephone communications, uncensored correspondence, and visits;
 - A fair and equitable disciplinary system and a right to appeal; and
 - File grievance(s) without fear of reprisal.

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Resident Rights and Responsibilities, Continued

Resident Responsibilities

Residents are responsible for:

- Participating in all intake, orientation, and assessment processes necessary to establish eligibility and suitability for RSC program participation;
- Providing accurate information, to the best of their ability, concerning their medical, criminal, and substance use histories;
- Participating in the development of their individualized treatment readiness or case and relapse prevention/recovery plan, reviewing their program progress, and identifying goals for their continuum of care;
- Participating fully in all applicable RSC's programs and complying with the rules and regulations as defined in this guidance;
- Refraining from engaging in disruptive behavior;
- Participating in random screening for illegal drugs, marijuana, and alcohol;
- Keeping their rooms clean and orderly at all times. All personal property must be kept under the resident's bed or hung in his/her unit locker;
- Cleaning up after themselves in common areas (e.g., dayroom, bathroom, etc.);
- Maintaining a neat appearance and practicing good personal hygiene; and
- Following the rules related to recreational walks outside of the facility (i.e., no physical contact with the general community, staying with their group). Walks can be terminated when any of the rules are violated.

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Resident Rights and Responsibilities, Continued

Grievance Procedure

Grievances can address program staff, conditions, and circumstances (e.g., inadequate treatment, discrimination based on race, religion, sex, age, national origin, etc.). Each resident has the right to, independently or in combination with other persons, present grievances and recommend changes in protocols and services without fear of reprisal, restraint, interference, coercion or discrimination. The initiation of a grievance will not affect the quality of care given to the resident.

All information, including the resident's original written grievance, copies of the incident report, responses to the grievance, and any subsequent documentation/information is maintained in the office of the RSC Program Director.

Informal procedure

1. A resident may verbally present a grievance to RSC staff at any time.
2. RSC Staff will attempt to resolve any routine grievance with the resident.
3. If the grievance is not satisfactorily resolved, the resident has the right to elevate the grievance to the RSC Deputy Director.

Formal grievance procedure

1. If the issue cannot be resolved to the resident's satisfaction by the RSC Deputy Director, the resident can file a written grievance to the RSC Program Director.
2. Within ten (10) calendar days of receipt of the grievance, the RSC Program Director will review the grievance, meet with the grievant and any involved persons, and attempt to obtain a satisfactory resolution.
3. Within ten (10) calendar days of the meeting, the RSC Program Director will send the grievant a written response detailing resolution attempted or achieved and a final determination.
4. Residents who have exhausted the informal and formal steps of the grievance procedure and wish to pursue their grievance further, may file a written grievance with the Senior Advisor (CSOSA's Office of the Director).

NOTE: Serious grievances, such as allegations of physical or sexual abuse, must be presented immediately to the RSC Program Director by the victim or any resident or RSC staff who has knowledge of the incident.

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Resident Rights and Responsibilities, Continued

Exceptions to the Grievance Procedure

Due to the serious nature of the following offenses, any could result in discharge from the RSC and/or criminal prosecution, and is not covered by the grievance procedure:

- An act or threat of violence toward any RSC staff or another RSC resident;
 - Possession or transportation of weapons into the RSC;
 - Selling or possession of drugs within 1000 feet of the RSC;
 - Stealing from the RSC, RSC staff, vendors, contractors or other RSC residents;
 - Willfully destroying or damaging RSC property; and
 - Failure to comply with the requirements of the intake/assessment process to establish eligibility and suitability for RSC program participation.
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