

## AVALON CORRECTIONAL SERVICES, INC. & SUBSIDIARIES WAIVER, PROPERTY, ORIENTATION AND ACKNOWLEDGEMENTS

These policies and procedures below are designed to be firm, fair and consistent while protecting the public, staff and Clients.

### I. RULES

#### 1. Basic Rules

There are five basic rules:

- A. No sexual activity while at the facility (Includes kissing, hugging, holding hands, etc. -any display of affection)
- B. No violence or threats of violence
- C. No drugs or alcohol
- D. No weapons of any kind
- E. Be at the required place at the appointed time conducting the appropriate business at all times.

#### 2. SMOKING

Clients who choose to smoke will smoke in designated areas only.

#### 3. CONTRABAND

The following are considered contraband and are not allowed on the center:

- A. Any non-approved prescriptions
- B. Any non-approved over the counter medications
- C. Any narcotics, alcohol, firearms, or knives
- D. Any weapons
- E. Pornography or other depictions of nudity
- F. More than seventy-five dollars (\$75) in cash
- G. Solvents, paint, nail polish, paint remover
- H. Tank tops, bandanas
- I. Glass items
- J. Cell phones, pagers, cameras, audio recorders, video recorders, laptop computers
- K. Extension cords
- L. Aerosol spray cans

#### 5. PERSONAL VEHICLES

Personal vehicles are allowed on facility grounds in specific areas for approved drivers. All personal vehicles must be approved by the Client's Program Coordinator or Designee.

#### 6. ELECTRICAL OUTLETS

Clients are not allowed to use extension cords or piggyback surge protectors (i.e. plug one protector into another one). Surge protectors will be secured to the bunk legs, using strip ties. Surge protectors cannot be lying loose or secured to the bunk using tape or string.

7. LIGHTS OUT

Lights out schedule is Sunday through Thursday 10:30pm-6:00am and Friday through Saturday 12:30am-6:00am. This means that all TV's, lamps and lights will be turned off at the appointed time. All Clients will be in their bunk during lights out. The only exception for the use of lamps will be for Clients getting ready for work or returning from work. Clients will only be allowed to use the restroom and to sign in or out for work.

8. CLOTHING

Monday thru Friday between the hours of 0800 to 1600 all shirts are required to be tucked in. Socks must be worn with sandals. Tank tops and shower shoes are not allowed outside of the annexes. Ball caps and stocking caps are the only authorized headgear.

II. MEAL TIMES

1. Breakfast Monday - Friday 6:30am-7:00am, Saturday - Sunday 7:30am-8:00am
2. Lunch Sunday - Saturday 11:30am-12:00pm
3. Dinner Sunday- Saturday 4:30pm-5:00pm.

Do not remove cups or silverware from the kitchen.

Meal times are always subject to change to fit with the operation of any given facility.

III. PROCEDURES

1. COUNT TIME

All Clients are required to sit on their assigned bunk until the count is complete.

2. SIGN IN/OUT

Clients must sign in and out at the Central Control station prior to departing the center and upon returning to the center.

3. SEARCHES

All Clients are subject to random locker and personal searches. Searches can be conducted at anytime on or off the facility grounds. Random UA and BA testing is performed on the center as deemed appropriate by facility staff.

4. MEDICATIONS

All medications must be brought to the Medical Room for storage. Designated staff receiving medication will count medication in the presence of client. Staff will log the medications in log form. Staff and client will sign form. Any medications not logged in will be considered contraband. For Private Pay treatment Clients this also includes over the counter medication and vitamins.

5. VISITATION

The Operations Supervisor or Designee must approve all visitors. Visitation will be allowed with two (2) adults and three (3) children. All children must be with an adult at all times.

6. SANITATION

All Clients are required to keep their area and the areas around their housing units (buildings) cleaned at all times. Please note that no Client is to be "assigned" to work at the facility.

7. INFORMATION

It is the Client's responsibility to read the bulletin board daily. Pertinent information will be posted on the bulletin board in the administration building. If you have any questions, please feel free to ask the Assistant Administrator. Do not rely on information from other Clients.

8. MAIL

Incoming mail will be checked, logged and posted for review prior to distribution. Mail will be distributed during the 2<sup>nd</sup> shift between 8:00pm and 12:00am. Mail will also be distributed between 3:00pm and 4:00pm hours for those who missed the prior distribution.

9. LINEN AND BEDDING

Clients are issued linen and bedding upon arrival at the facility. Clients are responsible for washing linen and bedding while at the facility and upon departure.

10. TRANSPORTATION

Clients are encouraged to use public transportation.

11. EMERGENCY PROCEDURES

As specified in the emergency procedure orientation, all Clients are expected to follow the facility emergency procedures and staff directives in a calm and orderly manner during emergency situations. The facility conducts random emergency procedure drills. Evacuation routes are posted throughout the facility. Clients are required to notify staff of any emergency or potentially dangerous situation on or near the facility.

12. GRIEVANCE PROCEDURES

The facility maintains written procedures for resolution of grievances. The grievance procedure process is as follows:

- a. Grievances may be resolved informally with the Program Coordinator or Designee.
- b. Clients may utilize a Request to Staff form. The Request to Staff form is available from the Program Coordinator or Designee. The completed form should be placed in the appropriate box addressed to the Program Coordinator or Designee for a response.

- c. - Clients may request and fill out a Grievance form. The completed form should be placed in the appropriate box addressed to the Program Coordinator or Designee for a response. If the response is not acceptable to the Client, the Client may appeal the decision to the Facility Administrator.
- d. If the grievance is directed at the Program Coordinator or Designee, it should be addressed to the Facility Administrator.

#### IV. PROPERTY

1. Clients will be allowed to receive property during visitation hours only. It is the Client's responsibility to stay within the property matrix.
2. PROPERTY MATRIX  
Property in excess of the approved property matrix is considered a rule violation. The following is a list of allowable items:
  1. (12) Bottles of soda (20 oz plastic bottles)
  2. (2) 2 liter bottles of soda
  3. (6) Bags of microwave popcorn
  4. (12) Bags of ramen noodles
  5. (1) box (20 to 45 unit size) laundry detergent
  6. (3) plastic containers of coffee, tea or kool-aid mix
  7. (3) pairs of shoes
  8. (1) belt with buckle
  9. (7) pair of boxers or briefs or panties (females)
  10. (7) pair of socks
  11. (7) pair of jeans or slacks (including work uniforms)
  12. (7) shirts (including work uniforms)
  13. (1) coat
  14. Recovery reading material
  15. (1) toothpaste, toothbrush, brush, alarm clock and paper notebook
  16. (2) wash clothes, bath towels
  17. (1) 13" Television (must have headphone jack)
  18. (1) Portable DVD player (must have headphone jack)
  19. (1) Walkman style radio (must have headphones)
  20. (1) Handheld game device

Hygiene items containing alcohol are not permitted. Aerosol cans are not permitted. Glass containers are not permitted.

#### V. WAIVERS

1. Medical and Dental Waiver  
Clients are fully responsible for any and all medical, dental, psychological, or health care I obtained while participating in any programs or residing at the Facility. The Facility will not be responsible in any way for payment of any medical or dental expenses. Clients understand and acknowledge they are

responsible for all costs incurred and all payments for any and all medical or dental fees, including ambulance service.

2. Disposition of Personal Property

Clients are required to designate the person listed below to receive all money and other personal property in the event of the Client's death or unauthorized departure from the Facility. Clients understand they have the right to change the designee named below at any time during their stay. This designation relates to monies and personal property and becomes invalid upon the Client's release from the Facility.

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

3. Confidentiality of Alcohol and Drug Treatment Records

Federal law and regulations protect the confidentiality of alcohol and drug Client records maintained by the program. Generally, the program may not disclose to a person outside the program that a Client attends a program or disclose any information identifying a person as receiving alcohol or drug treatment unless:

- A. The Client consents in writing.
- B. The disclosure is allowed by a court order.
- C. The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.

Violation of the federal law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations.

Federal law and regulations do not protect any information about a crime committed by a Client either at the Program or against any person who works for the program or about any threat to commit such a crime. Federal law and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

4. Authorization and Consent to Search

All Clients voluntarily authorize and consent to the search of their person and/or property as a condition of their participation in the Program. Clients acknowledge and understand they can be subject to a pat down search when staff has reason to believe Clients may be concealing contraband. Pat down searches can be administered at any time and will be performed by staff of the same sex. All Clients will have the Search and Seizure policy explained in a manner that is completely understood. Clients understand that any contraband or evidence of a rule violation or evidence of a crime discovered during the search can be used as

evidence against the Client in a court of law.

VI. PASSES

1. Clients who have been at the facility for 30 days are allowed to have a 12-hour day pass every other weekend if they have met the following criteria:
  - a. Court has approved for client to have a 12-hour pass
  - b. Client has paid all fees and no late payments
  - c. Client has not had a hot UA or BA result
  - d. Client has had no incident reports
  - e. Client has attended all treatment groups

These rules are in addition to all other Center policies and procedures.

Clients acknowledge their understanding of the items explained above and agree to abide by these policies. I understand I can request additional information from the Program Coordinator or Designee about the items listed above.

Client Name (Print): \_\_\_\_\_

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

Assistant Administrator: \_\_\_\_\_

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