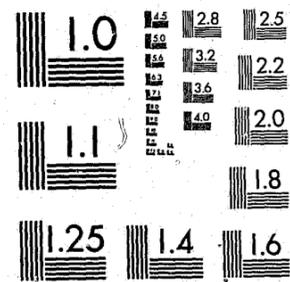


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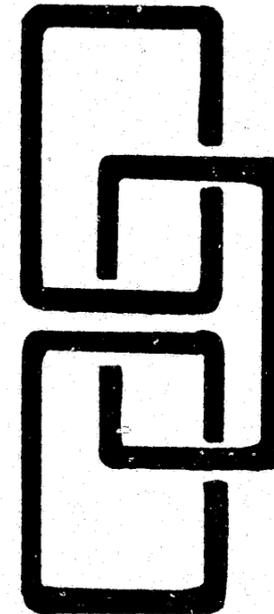
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COMMUNITY CORRECTION CENTER

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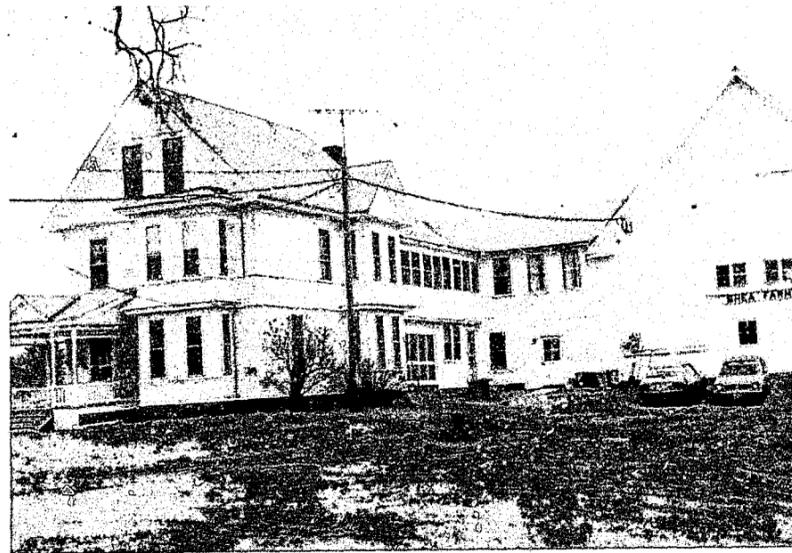


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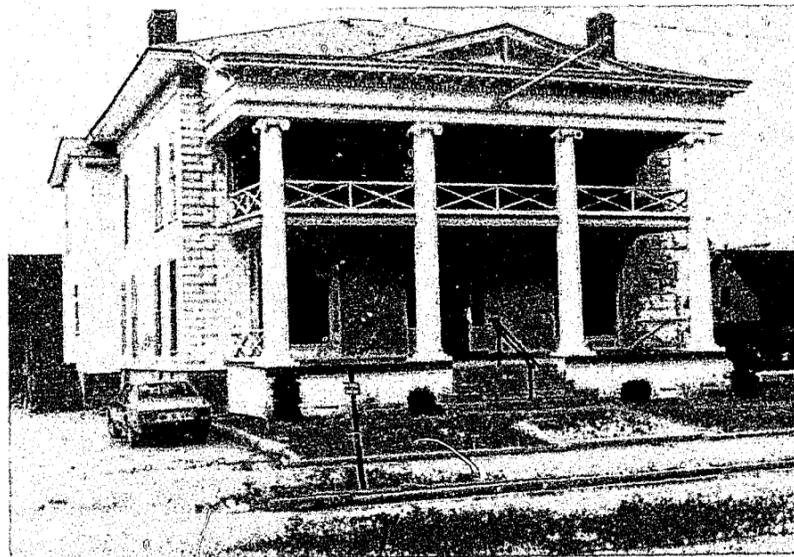
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Concord Community Correction Center



Shea Farm
Ironworks Rd. Concord

Manchester Community Correction Center



Calomet Center
128 Lowell St.
Manchester

COMMUNITY CORRECTION CENTERS
HANDBOOK OF RULES AND REGULATIONS

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COMMUNITY CORRECTION CENTER - HANDBOOK OF RULES AND REGULATIONS

A. Using This Handbook

This handbook is written for applicants, residents and staff. Its purpose is to outline and explain how the Community Correction Centers operate. Instructions which are directive in nature constitute standing orders and violations are punishable.

B. Authority

The Community Correction Centers are structured, community-based work-release programs primarily for inmates of the New Hampshire State Prison. The program puts into operation the New Hampshire Criminal Code, RSA 651:25. The program is managed by the Director of Community Corrections under the supervision of the Warden and policy guidance of the Prison Board of Trustees.

C. Mission Statement

The Community Correction Centers program serves approved inmates who are within three to six months of being released into the community. The Centers provide assistance, guidance, and advice toward improved work skills, habits and motivations. The Centers function as testing situations to enable inmates to demonstrate they are capable of leading responsible law-abiding lifestyles. The Centers operate in such a manner as to provide the community with reasonable expectations of safety and security and are cost effective.

D. Application and Screening Process

When an inmate at the New Hampshire State Prison is within eight months of his minimum parole eligibility date, he can request to be considered for acceptance at the Community Correction Centers. (See Classification Manual, Edition II, August 1978, Chapter VI.)

To apply for the program at the Community Correction Centers, an inmate must fill out an application which he may obtain from his case manager or Pre-Release and return it to the Director of Community Corrections through the prison mail system.

The Director will schedule the inmate/applicant to appear before a Classification Board to discuss his request for transfer. A staff member from the Community Correction Centers interviews the inmate/applicant

informs him of the general nature of the program and attempts to answer any questions he may have. At the Classification Board, the members discuss the request and vote to either approve, disapprove or table the request. The Board takes no final action, but makes recommendations to the Warden.

If the Warden approves the Classification Board's recommendation to transfer an inmate, a letter is sent to the inmate's sentencing Judge, informing the Judge of the Warden's intention to transfer the inmate. The Judge has ten working days to respond. If no negative response is received, the Director of Community Corrections will schedule a tentative date for transfer and determine which program (Concord or Manchester) the inmate will be transferred to. It is important for the inmate/applicant to remember that acceptance for the program does not necessarily mean that he will be automatically transferred. The inmate must be approved by the Warden and his Judge and must continue to maintain good work and behavior reports during this period.

Inmates who have less than three months to complete before their minimum parole eligibility date may apply to the program. However, each resident of the Community Correction Centers must stay a minimum of ninety (90) days and may be required to remain at the Center beyond his minimum parole eligibility date.

All inmates must meet the Minimum Security Unit requirements and normally will spend some time at the Minimum Security Unit before being assigned to a work release program.

E. Mutual Agreement Programming

Mutual Agreement Programming (MAP) is a negotiation process to develop a written **contract** between a resident and Counselor, designed to identify, list and produce specific results that both feel will best utilize the resident's time at the Center. Certain inmate/applicants will be required to sign a MAP contract before arriving at the Center.

A MAP contract lists specific behaviors and duties that the resident is responsible for completing. Goals are established to measure performance, either in terms of the amount of time to be spent on the duty or in terms of the success level required. Goals are stated in specific terms and involve agreement between both parties.

F. Expectations

When an inmate becomes a resident of the Community Correction Center he is expected to be ready to constructively deal with the issues necessary to develop a successful and rewarding lifestyle. Residents have a great deal of freedom and assistance to develop their community reintegration plans. Freedom, however, demands responsibility. Residents are expected to conduct themselves as good citizens. Residents will not associate with individuals having a criminal record or anyone else whom they are advised by the staff not to associate with. Residents will not

enter licensed beer and liquor establishments including barrooms and so-called social clubs where liquor is dispensed without prior explicit permission from the staff.

Residents are reminded that they represent the future of the Community Correction Centers. It is very important to make a good impression and obtain the support of the citizens of the community. Inappropriate behavior on the part of any resident is likely to result in a condemnation of the whole program by the general public.

The progress a resident makes will depend to a large extent on his sense of responsibility, his maturity and his behavior. At the Centers, actions speak louder than words. A resident can expect to get out of the program what he puts into it.

When problems arise, residents are expected to use proper channels for solving them. Residents should first try to deal directly with the problem and person(s) involved as best they can. If a resident feels he cannot do this or is not satisfied with the results, he should discuss it with his Counselor or the Resident Executive Committee (see Section G, 16), the Assistant Director, the Director or the Warden.

The general expectation of a resident is that he act in a morally responsible law-abiding manner and avoid behavior which is unacceptable.

G. General House Policies

1. Alarm Clocks: Being on time for work and other activities is very important. It is strongly recommended that all residents have alarm clocks within two weeks of their arrival. Staff members do not wake residents up for work after they have been at the Center for two weeks or longer.
2. Alcoholics Anonymous Meeting: Attendance at outside AA meetings is permitted with Counselor's approval. Residents are responsible for informing their Counselor where and when the meetings are scheduled and are responsible for arranging their own transportation to and from the meetings.
3. Bicycles: Bicycles are permitted at the Center with Counselor's approval. Bikes must be stored properly and kept locked when in storage. The Center is not responsible for lost, stolen or damaged bicycles.
4. Church: Attendance at outside church services is permitted with Counselor's approval. Residents are responsible for informing their Counselor where and when the services are scheduled and are responsible for arranging their own transportation.
5. Dress: The Center is a public facility and proper clothing in all public areas is required. This includes at least a shirt, pants, and shoes. Robes or bathing attire are not allowed in public areas.

6. Duty Areas: Housekeeping is the responsibility of the Center's residents. Each resident is assigned a specific area of the house to clean daily. It is each resident's responsibility to ensure that he maintains the proper level of cleanliness according to the house standards and that he receives a duty area check from a staff member. Restrictions are placed on residents who do not maintain proper levels of cleanliness or who do not clean their assigned areas. Duty areas are to be completed between Noon and 11 p.m. and prior to leaving on curfew outings. Special exceptions may be approved by the House Manager. Residents must complete their areas themselves unless they are away from the Center as on weekends or are too ill to attend work. Residents are expected to inform their Counselor as to who will do their area if they cannot.
7. Grounds: During daylight hours, residents are permitted to be on the grounds of the Center. The staff will outline the areas that are permitted. All residents must be inside the building by dark.
8. Jogging: Jogging is permitted with Counselor's approval. The staff will outline the jogging paths and time limitations for anyone interested.
9. Linen: All residents are given two sheets, one blanket, one pillow and one pillowcase which must be returned upon their release. Residents are expected to wash their linen regularly and will be charged accordingly for unwashed linen or linen that is not returned to the Center in satisfactory condition. Residents who wish to provide their own linen can do so, but must keep this clean as well.
10. Meals: The following meal hours have been established. Unless a resident is working in the kitchen, they are required to stay away from the area so that the Cook can prepare meals without interruption.

Weekdays: Breakfast - Residents prepare their own meal.

Lunch - Residents prepare their own meal, unless the Cook has prepared leftovers for lunch. Please plan on eating lunch at approximately noon time as the Cook needs the kitchen for preparation of dinner.

Dinner - 5 p.m. to 6:30 p.m. Residents who are working late must prepare their own meals from dinner leftovers.

Weekends: Residents are responsible for preparing their own meals and should refer to the weekend menu posted in the kitchen.

Breakfast - 7 a.m. to 9 a.m.

Lunch - 12 Noon to 1 p.m.

Dinner - 5 p.m. to 6:30 p.m.

Meals are not provided for visitors. Visitors may bring in food to prepare if they wish. It is the resident's responsibility to ensure that his visitors clean up after themselves. All residents must clean

up after themselves after eating any meal at the Center. This includes washing all dishes, pots and pans, and utensils used, drying them and storing them properly, storing all leftover food, and wiping the areas used for eating or food preparation. Bread and spreads are provided by the Center for residents to make their own lunches to take to work. When available, sandwich meats, cheese and other foodstuffs can be used for packing lunches. Residents are asked not to throw away any leftover food from a meal unless asked to do so by the Cook or House Manager.

11. Meetings: One night per week, residents and staff join in the House Business Meeting. The staff and residents participate by bringing up issues of concern to the entire group. On some nights, each Counselor may meet with their assigned residents to discuss issues in a small group. It is each resident's responsibility to attend these meetings unless excused because of work schedules.

12. Rooms: Residents are assigned rooms or sleeping areas by the House Manager or their Counselor upon arrival. Residents are not permitted to change without prior permission from the House Manager. Changes in the physical structure of any room or cubicle or other Center property cannot be done without prior permission from the House Manager. Residents are allowed to decorate their rooms to their own liking, however, do not use any tape, nails or nonadhesive picture hangers. Furniture may not be moved from one area to another as it is all inventoried by room.

All living areas are inspected daily and cleanliness is considered when approving privileges. Residents who do not keep their areas up to the Center's standards will be appropriately disciplined. Food items such as fruit, cookies, crackers, cheese spread, etc., should be kept in the residents' refrigerator, not in individual areas due to sanitation problems and insects. The burning of candles and incense is not allowed. Residents may not smoke in bed and should not smoke in areas where non-smokers object. Visitors are not permitted in sleeping areas.

13. Telephone: There is only one telephone for use by the residents. In the evenings this phone can be in constant use and many residents need to make important calls. Residents must limit their conversations to twenty minutes so as not to monopolize the telephone. Residents are expected to be considerate of each other's needs. Telephone calls to other inmates by the residents of the Center are not permitted. Prior approval from a Counselor is necessary before using the Center's business phone and any calls made on that phone must be for business including job search and apartment search. Any toll calls made by a resident or on behalf of a resident will be charged to that resident.

14. Property Damaged or Stolen: Residents found responsible for destroying or misplacing Center property will be charged with the amount needed to repair or replace the property. In the case of Center property damaged

or stolen, when no one resident can be found responsible, all residents will be charged an equal amount to pay for the item(s).

15. Resident Executive Committee: The REC is composed of three men elected by their fellow residents. To qualify as a member of the REC, the resident must be in the program for at least four weeks and must be employed on a full-time basis. The Assistant Director may remove members of the REC for cause. Responsibilities and duties of the REC include:
 - a. Meet weekly with the staff to discuss house and resident issues;
 - b. Manage the weekly House Business Meeting;
 - c. Provide information to all new residents;
 - d. Be on call to all residents and staff to assist in crisis situations;
 - e. Act as an advisory complaint board for residents' problems. (Provided proper staff channels are used first.);
 - f. The REC may request a general meeting with staff and/or residents when necessary;
 - g. Residents who suggest changes in the program must do so through the REC. Changes must include the reasons why a change in the program is justified. Changes in program must finally be approved by the Prison Board of Trustees;
 - h. The REC is also tasked with maintenance of harmonious relationships among residents. The verbal backstabbing and/or slandering of a fellow resident or staff member is forbidden. Especially in a Community Correction Center setting where people live and work rather closely, there is no room for this type of behavior. The REC should direct criticisms of a person to that person directly. It is absolutely necessary that the REC concern itself with the manner in which people treat people.
16. Transportation: Residents should plan to take public transportation or have their Counselor's approval to arrange their own transportation with family, friends, or fellow employees to and from work and for other outings and appointments. If this is not possible, residents can try to arrange for transportation in the Center van. The staff will indicate what hours the van operates. Residents who do travel to work in the van will be charged a fee based on mileage and total cost to operate the van. This charge is in addition to the Van Fee collected each week from all residents for transportation of food, supplies, mail, staff traveling on resident business, transfer of inmates from the prison, and other Center business. The Van Fee is based on the total cost to operate the van (gas, oil, tires, repairs, inspections, etc.).

Residents are not allowed to drive motor vehicles unless it is while on the job and required by the employer. In order to drive any vehicle while residing at the Center, a resident must receive approval from his counselor. Also a resident must request, in writing, permission from the New Hampshire Parole Department to drive or obtain a license. Residents must show that the vehicle to be used is properly registered and insured. Residents may be required to show financial responsibility and insure their license before they will be allowed to drive.

Residents who drive company vehicles to and from work should park in designated areas. Residents driving vehicles must turn in their keys to the staff each evening.

Residents can generally travel together to work, on curfews, to AA meetings, shopping or similar local activities when transportation is provided by a visitor who has signed the visitor's log or when residents wish to share taxi fare. Residents cannot travel together in a company vehicle operated by a resident. Residents cannot travel with parolees unless prior approval is gained from the New Hampshire Parole Department. Hitchhiking is not permitted.

17. Valuables: The Center is not responsible for valuable possessions such as televisions, stereos, jewelry, cash, etc. Residents may have them, but they are the resident's responsibility. Under no circumstances may residents have large sums of money at the Center. In the case of a resident who is returned to custody, family or friends may pick up his belongings that cannot be returned to the prison (i.e., tools, clothing, appliances, etc.). Belongings not claimed after thirty (30) days will be disposed of.
18. Work-Offs: Residents who are not employed, or have a day off that is normally a work day must work off their room and board. Residents are expected to report to the House Manager to receive an assignment by 8 a.m. Unemployed residents must receive a satisfactory work-off from the House Manager each day. If the resident and his Counselor have arranged job interviews, the resident must arrange with the House Manager to complete the work-off sometime during the day, in the evening if necessary. Work-off slips are issued daily by the House Manager and residents who do not satisfactorily complete their work-offs will not receive their slip. Residents who do not have slips should not expect to have privileges.

H. Employment and Finances

Two of the goals of the Centers are to ensure that each resident leaves the prison system with a reasonably stable and fulfilling job and has the security of having some money in the bank.

1. Finding a Job: The Center requires that each resident takes an active role in the search. Ways to accomplish this are by developing leads, telephoning possible employers to set up interviews, familiarizing himself with and using the services of the Department of Employment Security, etc.

2. On the Job: The resident's responsibilities while on the job are basically to be a good employee, i.e., being on time, not missing days, willing to learn, able to accept supervision, etc. In order to build in some assurance that the resident is meeting these responsibilities, the Centers have developed these guidelines:
- Job Checks: It is necessary for employers (at least personnel directors) to know of a resident's involvement in the Center. Employers will be contacted by staff and asked about attendance, reliability and on-the-job performance. Residents will receive feedback concerning these checks. Regular monthly work reports will be sent to the Prison to be placed in the resident's Classification file.
 - Loss of Job: A resident who loses his job due to quitting or being fired because of poor performance will be considered to have not met his responsibilities and will lose the privileges he has earned. He will start over in Phase I of privileges (see Section J-4). Changing jobs requires having a new job to go directly to and giving prior notice to the present employer and Counselor. A resident who is laid-off due to no fault of his own will not be placed in the same category with those who quit or are fired. In all cases, the resident is expected to find new employment as soon as possible.
 - Sickness: Any resident who misses work due to sickness is expected to notify his employer that he will not be in for work that day. The resident has the option to either go to the Prison doctor, go to a doctor of his choice at his own expense or stay confined to his living area. A resident will not leave the Center and may lose all or part of his privileges until he returns to work.
 - Transportation: See House Policies, #16.
 - Paychecks: The Center has responsibility for controlling resident earnings and finances as provided in the New Hampshire laws, which states in part "An inmate...shall surrender to the Warden his total earnings less payroll deductions authorized by law. After deducting from the earnings of each person an amount determined to be the cost of the person's keep, the Warden shall: 1) allow the person to draw from the balance a sufficient sum to cover his incidental expenses; 2) credit to his account such amount as seems necessary to accumulate a reasonable sum to be paid to him on his release; 3) cause to be paid such part of any additional balance as is needed for the support of the person's dependents; 4) pay the balance to the person when he is released."
3. Budgeting of Earnings: The following example shows the weekly budgeting and banking routine: The resident receives his paycheck from his employer on payday. When the resident returns to the Center he will sign the check and give it to a staff member for accounting purposes and safe-keeping. During the following week, the resident will present his Counselor with his proposed budget. The Counselor and resident will discuss this proposed budget accounting for:
- Room and board payments for each day worked;
 - A fee to cover the cost of transportation furnished by the Center Van;

- Medical, dental and prescription bills that the resident owes;
- Monthly bills that are divided and shared equally by all residents such as cable television, Home Box Office, and the pay telephone;
- Any restitution or support payments they may be ordered to pay by the Court;
- Support to help their families;
- Fees or fines established in the Center;
- Other expenses including an allowance for personal needs, lunches, cigarettes, laundry, etc.

After all of a resident's expenses have been deducted and a deposit is left in each resident's account for emergencies, the remainder is deposited in a resident's individual bank account. Residents who have been approved for parole and have demonstrated they can responsibly manage their own money, may do their own banking with the guidance and weekly consultation with their Counselor.

I. Security/Management Policies

Residents at the Community Correction Centers enjoy the privileges and freedom of work-release status, however, they are still part of the New Hampshire State Prison system. As part of that system, the Centers are responsible for certain security/management procedures that ensure accountability of residents' behavior.

- Custody: The Community Correction Centers are responsible for the whereabouts of the resident at any given time. It is the resident's responsibility to inform the Center of any changes in schedules or plans during any type of release from the Center. Residents are also responsible for making phone checks and returning to the Center on time. Residents are reminded that failure to be accounted for by the Center staff may result in loss of privileges, disciplinary actions and/or escape proceedings.
- Off Limits: Unless written permission is obtained from the counselor or House Manager, residents are not allowed in areas that are normally off limits. The Counselor will outline the off limits areas upon a resident's arrival.
- House Tools and Equipment: Residents are not permitted to use or borrow tools or equipment that are Center property unless permission is obtained from the House Manager.

4. Searches: In order to ensure that the Community Correction Centers are free of contraband, staff members will randomly search living areas, common areas and motor vehicles. All packages entering the Center by residents and visitors will be inspected by the staff and must be presented upon arrival.

Residents who are found to have contraband in their living areas will face disciplinary actions and possible return to custody. When contraband is found in common areas, further searches will be conducted and the matter will be investigated. During the investigation, all privileges and outings may be suspended by the staff. Any visitors who attempt to introduce contraband will be prosecuted.

5. Substance Abuse Monitoring: Residents of the Community Corrections Centers are prohibited from the use of alcohol and drugs unless prescribed by a physician. When a resident receives prescribed medication, he must give the medication to the staff, who will monitor the prescription. Residents who purchase over-the-counter medication must also report this to the staff.

In order to ensure that residents at the Center do not use drugs or alcohol, all residents will be subjected to random screening by use of the Alco-Sensor, Marijuana Detection Kit and urine samples. Residents who have been known to abuse alcohol or drugs in the past may be monitored more closely and referred to outside agencies for counseling. Any resident who refuses to cooperate with the screening will be returned to custody, as it will be assumed that the test would prove positive.

A random system of screening is effective because any resident may be tested by any staff member at any time. Usually the schedule for testing is drawn up in advance and residents will not know when to expect a test. Residents should be advised, however, that any staff member may screen if they feel a resident is under the influence of a substance. Residents should keep in mind that completion of successful screening during the length of time in the program will result in concrete evidence showing each resident's freedom from substance abuse.

- a. Alco-Sensor: This unit is a portable breathalyzer that will detect evidence of any alcohol and report the amount in a precise digital display. Positive results can be obtained with the use of certain medications, thus each resident must report the use of medications to staff when obtained.
- b. Marijuana Detection Kit: This kit detects the use or handling of marijuana by obtaining samples from the fingers, lips and mouths of users. When traces of marijuana are detected, a chemical solution identifies this by turning the sample into a specific color.
- c. Urine Samples: These samples are taken to identify the use of alcohol and any type of drug. In order to ensure a valid sample a staff member must be present when the sample is obtained.

6. Return to Custody: Placement at the Community Correction Centers is a privilege of the New Hampshire State Prison system and residents who do not abide by the Center rules and regulations may be returned to the Prison. More specifically, violations of the following rules will result in immediate return to custody:

- a. Introduction of any drug or alcohol onto the premises of the Community Corrections Center;
- b. Use of alcohol or drugs while at the Center, at work or on any **type of release or outing from the Center;**
- c. The threat or use of violence;
- d. Failure to return to the Center within established time frames or leaving the Center without permission;
- e. Conduct that is determined to have a negative effect on the Center's existence or the residents' programs;
- f. Inability to adjust to the program.

A resident who is returned to custody will be normally placed initially in Administrative Segregation pending investigation. Reports will be provided concerning the situation and the resident may face disciplinary action and/or Court proceedings. Depending upon the seriousness of the situation, there are many possible alternatives after a return to custody, some of which include:

- a. The resident is allowed to return to the Center after reaching an agreement with the staff regarding conditions of his return. (This should include a written contract possibly extending length of residency at the Center, loss of program status, etc.);
- b. The resident remains at the Prison with the opportunity to work his way back to the Center;
- c. The resident remains at the Prison and will not be reconsidered for residency at the Center.

Note: Staff recommendations concerning return to the Center are separate from concerns of the New Hampshire Parole Board and the Classification Office who can also lengthen the time to be served or may place special conditions on a resident returned to custody.

J. Privileges

The Community Correction Centers provide a program of privileges which increase with demonstrated accomplishment. Along with this increase in freedom comes an increase in the demand for responsible action. It is only through each resident's ability to show he can handle his own responsibilities that he can advance through the four phases of the program.

1. Visits: Residents may receive visits from relatives and friends, who are on their approved visiting list. Lists must be approved by the Counselor. Remember all visitors must sign in and the resident is responsible for his visitor's conduct while on the Center grounds. Visiting hours are as follows:

	CONCORD	MANCHESTER
Monday	12 noon to 4 p.m.	12 noon to 9 p.m.
Tuesday	12 noon to 9 p.m.	12 noon to 4 p.m.
Wednesday	12 noon to 9 p.m.	12 noon to 9 p.m.
Thursday	12 noon to 9 p.m.	12 noon to 9 p.m.
Friday	12 noon to 10 p.m.	12 noon to 10 p.m.
Weekends	10 a.m. to 10 p.m.	10 a.m. to 10 p.m.
Holidays	10 a.m. to 10 p.m.	10 a.m. to 10 p.m.

2. Walks: Residents and visitors may take up to three walks each day. Walks are limited to 20 minutes each and no more than two residents may leave at any one time. Each resident must personally check out and back in with a staff person. Walks are restricted to the areas which will be outlined by the staff at the Centers.
3. Outings: Basically outings are privileges which allow the resident to leave the Center for purposes other than to go to work. Outings come in a number of forms which will be discussed in greater detail below. Any time a resident is away from the Center on any form of outing he has a number of responsibilities. He is required to be where he has said he will be and no where else. The Center must be able to contact any resident quickly should the need arise. To ensure this, phone checks are required. A phone check consists of either the Center calling the resident at a pre-arranged number, or when there is no phone right there, the resident must get to a phone and call the Center. Residents must be aware of their time limits. Since all outings have an established time that the residents must be back, it is the responsibility of the resident to make sure he is back on time. It is the resident's responsibility to arrange reliable transportation and to allow enough travel time to ensure his returning on time. Finally, the resident must check out and back in with a staff person.

- a. Supervised Outings: Supervised Outings allow the resident to leave the Center for from two (2) hours to twelve (12) hours when in the company of a person or person's screened and approved of by the staff. Any staff person can qualify as an approved person as long as that person and his/her supervisor are sure that the relationship is constructive and does not present a condition of compromise or conflict of interest. Supervised Outings are approved only for "public" activities which fall into two categories:

-Open, scheduled "public" activities in the community that are not readily accessible on a regular basis (e.g., a screened volunteer or staff person offers to escort an interested resident to a concert at a local theater).

-General recreational activities such as hiking, bowling and going to the beach can be considered "public" as long as all residents have been afforded an opportunity to participate. A sign up sheet must be posted for all residents to see.

All activities must be deemed appropriate and constructive and the staff will use its discretion in deciding if the above requirements have indeed been met. The staff person or screened volunteer must initiate the application for the outing and post the sign up sheet at least one week prior to the proposed outing. Each interested resident must turn in his outing request at least three (3) days prior to the proposed Supervised Outing.

Exception: In the case when a tangible, existing professional counseling relationship is in evidence a Supervised Outing may be granted for other than the public activities on a one-to-one basis.

- b. Unsupervised Outings: Unsupervised Outings allow the resident a 2-4 hour outing between 11 a.m. and 6 p.m. in the local area, plus an additional 6-12 hour outing. On this outing the resident may also go out of town to approved sites and activities as long as reliable transportation is available and enough travel time is allowed. The outing must take place between the hours of 8 a.m. and 8 p.m. The two allowed outings may not occur on the same day. Detailed application must be submitted at least three days in advance.
 - c. Curfew Outings: Curfew outings allow eligible residents the opportunity to leave the Center in the evening. Curfews are approved for a specific place and purpose such as attendance at specific community, religious, educational, vocational, social, civic or recreation activities. If a Curfew Outing is requested for a general purpose such as "to go downtown shopping", a phone check is required. In other cases a phone check is only required at the discretion of the staff. Curfews are for no more than four hours. Due to the limited time, residents are restricted to places and activities in city limits (Concord and Manchester). Requests for a Curfew Outing may be made on the same day as the proposed outing but it is always best to try and plan ahead whenever possible.
 - d. Approved Absence: Under RSA A-1-9 residents who are in their last 90 days become eligible for approved absence. The specific eligibility criteria and purpose will be enlarged upon by the Counselors.
 - (1) Except in emergency situations, resident must have proven themselves able to handle unsupervised time away from the Center by successfully participating in no less than three Unsupervised Outings in Phase III before being considered for an Approved Absence.
 - (2) First two Approved Absences may only be one night.
 - (3) Remainder may be two nights (Friday p.m. to Sunday p.m.).
 - (4) Approved Absences in Phase III - Return 6 p.m.
 - (5) Approved Absences in Phase IV - Return 8 p.m.
4. The Phases: The program allows for the resident to progress through four phases of increasing freedom and responsibility. The privileges which are available to the resident in each phase are outlined below.
 - a. Phase I: Phase I serves as an orientation and job search period. The job the resident obtains and the attitude he develops towards his involvement in the program will set the tone for the rest of his time at the Center. Phase I usually lasts until the resident has worked a full week. The privileges are:

- 1.) Visits any time during established visiting hours as long as they do not interfere with job search or any other house responsibilities.
 - 2.) Walks as specified in these guidelines.
 - 3.) Time away from the Center with staff in order to seek a job.
 - 4.) Limited advantage of Supervised Outings. This is limited only to group activities involving most of the residents and staff of the Center.
- b. Phase II: Once the first full week of employment is completed and the resident has handled his house duties well he may advance to Phase II. Privileges are:
- 1.) All privileges offered in Phase I.
 - 2.) Use of the full range of activities allowed under the Supervised Outing section.
 - 3.) Unsupervised Outings as follows: first weekend 2 hours, second weekend 3 hours, third and fourth weekends 4 hours. Due to the limited time allowed in this phase the resident is only allowed to go to sites and activities within the city limits (Concord or Manchester). Outings are to be taken between the hours of 11 a.m. and 6 p.m.
 - 4.) Eligible for a double room as long as standards for cleanliness have been met in his dorm area.
- c. Phase III: After the resident has successfully taken at least the four Unsupervised Outings outlined in Phase II and has continued to handle his house responsibilities well he may be considered for advancement to Phase III. Advancement requires agreement of a majority of the staff. Privileges are:
- 1.) All privileges granted in Phases I and II.
 - 2.) Unsupervised Outings as follows: first weekend 6 hours, second weekend 7 hours, third weekend 8 hours and 9 hours on the fourth weekend. The resident may go out of town to approved sites and activities as long as reliable transportation is available and enough travel time is allowed. The outing must take place between the hours of 9 a.m. and 6 p.m.
 - 3.) Up to two curfew outings Monday through Friday (meeting night excluded) from 6 p.m. to 9 p.m.
 - 4.) Eligible for a single room as they come available and as long as standards of cleanliness have been met in his prior living areas.
- d. Phase IV: After the resident has successfully taken at least the four Unsupervised Outings outlined in Phase III and has continued to handle his house responsibilities well he may be considered for advancement to Phase IV. Advancement requires agreement of a majority of the staff. Privileges are:
- 1.) All privileges granted in Phases I, II, and III.
 - 2.) Unsupervised Outings of up to 12 hours. The first weekend will

be 10 hours; the second 11 hours and all further weekends 12 hours. The outings must be taken between 8 a.m. and 8 p.m.

- 3.) Up to five Curfew Outings Monday through Saturday (meeting night excluded). The hours are the same - 6 p.m. to 9 p.m., except that on Thursday and Friday 6 p.m. to 10 p.m. is allowed.
- 4.) Residents who take a 4 hour in-town outing are not required to make a phone check.
- 5.) Residents who work on the weekend may proceed directly to a 4 hour in-town outing without returning to the Center. A phone check will be required in this instance.

All phases are considered privileges earned through responsible action. A resident may lose any part or all of his privileges or be delayed in his advancement to the next phase if his responsibilities are not met in an acceptable manner.

END