

Appendix V: Women's Services Unit (WSU)

Note: The Bismarck Transition Center (BTC) Resident Handbook is subject to change, at any time, with notification from Facility Management. Based on your status as a resident within the Women's Services Unit (WSU), not all rules and privileges listed in the BTC Resident Handbook will be applicable to you. Please see your Case Manager (CM) regarding questions you may have concerning your status. Below are program objectives, rules and privileges directly related to the WSU (which are not all inclusive) in addition to or at times replacing the guidelines which are listed within the BTC Resident Handbook.

AN OPPORTUNITY FOR SUCCESS: The WSU provides opportunity to complete core correctional programming: Cognitive Behavioral Intervention for Substance Abuse (CBISA), and Responsive Risk Reduction for Women (RRRW) to prepare you for transfer to other transitional programs (i.e. BTC Women's Transitional Unit or another like program) and at times for direct release to your home community. This programming will provide you with the skills necessary to reduce the risk of continued involvement in the criminal justice system. It is important to note that programming involvement is considered an assignment and directive. Failing to follow through with programming requirements will result in progressive disciplinary action.

1. CBISA: Monday through Friday 9:00AM-10:30AM
2. RRRW: Monday through Friday 11:30AM-12:30PM

ADMISSION AND ORIENTATION: Upon arrival to the WSU, you will complete many screening instruments, meet with your CM and attend Orientation.

BUDGETING-Resident funds, from any source (i.e. employment, donations, gifts, etc...) are to be posted to your BTC resident financial account. A print out of your BTC resident financial account will be provided to you on the last Friday of every month. The only opportunity you will have to spend the financial funds is through Commissary Requests process (see Commissary) and through attainment of phone cards (See Phone). There will be no consideration given for Family Support Payments. Residents of the WSU are not allowed Emergency Budgeting privileges.

CASE MANAGEMENT SERVICES: Upon arrival you will be assigned a CM to assist you in your change process and assist you in meeting your legal obligations to the ND DOCR. You will be required to meet with your CM on an as needed basis based upon your progress on the unit. All other communication with your CM will be in your scheduled RRRW group and through the use of Request to Speak with Staff form (See Request to Speak with Staff).

COMMISSARY: The WSU Commissary list will be made available to all residents of this unit. You are allowed to spend up to \$100.00 dollars per month on Commissary items. Commissary Request Forms are to be turned into the designated BTC staff member on Sunday evening of each week. The designated BTC Member will approve or deny your Commissary Request Form and provide you a copy. The request will then be made to the supplier and dispersed to you upon delivery to the WSU.

COMMUNITY COUNSELING AND SUPPORT GROUPS: Residents of the WSU are not afforded counseling or support group attendance outside of the unit. WSU residents are highly encouraged to participate in and facilitate resident run AA/NA meetings. If a WSU resident is in need of mental or physical health needs that fall beyond the scope of what can be provided on the WSU, your case will be staffed with the ND DOCR Director of Women's Services so that a plan can be created to meet those needs.

DRESS CODE: All WSU females will be required to wear the BTC issued uniform clothing the entire time while residing on this unit. All residents must be fully clothed; showing no knees and no shoulders within BTC. During outside recreation, weather appropriate clothing will be expected.

EMPLOYMENT: Residents of the WSU are eligible for employment within BTC. Several factors are taken into account regarding those residents who may be eligible for work within BTC and those factors may include: previous institutional behavior, current behavior on the WSU, disciplinary actions, Positive Behavior Reports (PBRs), average In Program Resident Assessment (IPRA) score and Level of Service Inventory-Revised (LSI-R) score. If a resident of the WSU is not initially assigned an opportunity for employment they may request employment through an application which is gained from their assigned CM staff member.

It is important to note that employment (duty assignment) is an expectation and failing to comply with this requirement will result in progressive discipline.

It is the responsibility of kitchen staff to approve the Resident Time Sheet. The kitchen staff will then provide this time sheet to the BTC Resident Accountant. The BTC Resident Accountant will tabulate and post monies earned to each individual BTC financial resident account monthly.

Kitchen/Laundry Hours: 8AM to 1PM: 2PM to 7PM

BTC Pay Grade Scale for Inmate Jobs

Day 1-60: Pay Grade 1: Kitchen and Laundry Workers \$1.80 per day

Day 60 Plus: Pay Grade 2: Kitchen and Laundry Workers \$3.60 per day

FOOD: BTC will provide the residents of the WSU with three meals per day according to the posted time schedule. Only those foods purchased from commissary may be present within the WSU. Coffee will be provided during meal times and served within the BTC dining/kitchen area. Residents are allowed to take one cup of coffee or water up to the WSU after meals.

GROUP ROOM: The group room within the WSU will remain locked at all times, aside from the following uses: CBISA, RRRW, Religious Activity and Resident Run AA/NA. Access to the group room may be requested through your CM.

HOUSE CLEAN: The WSU has a morning and an evening half-hour period of house cleaning. All areas of the unit are to be cleaned and sanitized. All persons present in the unit and available (minus those currently in a group or on sick call) will participate in both the morning and evening house cleaning periods.

HYGIENE- BTC follows a hygiene schedule which includes time periods for showering and limited access to the restroom facilities during times of room down time. Residents will be allowed to order hygiene items off of commissary. BTC will provide needed hygiene items such as shampoo, conditioner, razors, bath soap and feminine hygiene products.

Room Down Time	10:00 PM to 5:30 AM
Showering Period	5:30 AM to 6:30 AM
Showering Period	9:00 PM to 10:00 PM

LAUNDRY: BTC will wash your clothing at no charge. Laundry procedures and schedules will be posted in the WSU Day Room. Clothing can be turned in for washing on a daily basis; placed within the laundry cart located in Storage Room #3 within the BTC kitchen/dining room. BTC is not responsible for lost, stolen, or damaged personal clothing.

LEGAL INFORMATION: WSU residents may receive legal information from their referring agencies or their attorney. Residents must submit a written request (Request to Speak with Staff Form) to

their CM asking for information regarding specific North Dakota Century Code Statutes. The CM will forward the request to the appropriate agency or attorney. Residents with a need for further assistance or research will be managed on a case by case basis.

LINEN: BTC supplies clean linen (sheets, blankets and pillow cases) through a Linen Exchange Program. Blankets are to be laundered one time per month, pillow cases and sheets need to be laundered two times per month. The following outlines the schedule for linen exchange and each resident of the WSU must ensure they sign off for their clean linen.

Blankets

Odd Numbered Rooms: By 7:30 AM on the first Tuesday of the month.
Even Numbered Rooms: By 7:30 AM on the second Tuesday of the month.

Sheets and Pillow Cases

Odd Numbered Rooms: By 7:30 AM on the first and third Wednesday of the month.
Even Numbered Rooms: By 7:30 AM on the second and fourth Wednesday of the month.

MAIL: Residents of the WSU are responsible for their own postage costs. Those residents deemed as indigent will have up to two normal sized letters mailed at no charge each week. Incoming mail is available at the RA desk at 7:00 PM Monday through Friday.

PASSES-As a resident of the WSU you will not be afforded passes. The only passes you are eligible for are ones of emergent nature (i.e. immediate family death) and must be approved by the ND DOCR Women's Service Director and the BTC Administrator.

PHASE SYSTEM: The Phase System is substantially different within the WSU than that of BTC. Upon entry into the WSU you will be in Phase I.

Phase I: Phase I is your WORKING PHASE; you are working to complete the recommendations made for you by Case Planning or the Clinical Staffing Team of BTC. This could include: Cognitive Behavioral Interventions for Substance Abuse (CBISA) and/or Responsive Risk Reduction for Women (RRRW); this may also include your time spent being employed within the BTC Kitchen.

Your tasks during this phase include working on transferring the skills you are learning and practicing within your groups to that of on the unit and during your employment time in the BTC Kitchen.

Your ability to transfer the skills learned within your programming are measured by an instrument called the IPRA. The IPRA consists of ten questions targeting the following areas: Problem Solving, Problem Understanding, Motivation to Change, Substance Use Disorder group Participation, Communication with Resident Assistants, Communication with Therapists/CM, Program Compliance, Problem Solving, Recognizing Cognitive Distortions and Beliefs and Ability to Generalize. One time per month your abilities and progress are reviewed through using the IPRA instrument by the BTC IPRA Team which consists of CM, LAC, Supervisory Staff, Security Staff and Kitchen Staff.

As part of your stay within the WSU; your transfer of skills from your groups to the unit and work in the BTC kitchen, will be affirmed through the issuing of PBR or Incentive Coupons.

Expectations of Phase I-Working Phase:

1. Following the schedule created for you by your CM which can include but is not limited to: groups, work in the kitchen, house meetings, individual sessions with CM/LAC, etc.
2. Keeping an average score of 1 or higher on the IPRA instrument.
3. Practice of the skills you are learning within your change groups (CBISA, RRRW).
4. Adherence to all rules and regulations of the unit.

Phase II: Phase II is your TRANSITION PHASE. You will be recommended to be removed from the secure WSU to the following: BTC Women's Transition Unit, to the transition programming within another facility or direct release to the community or the honor dorm within the WSU. This recommendation will be made to the ND DOCR Women's Service Director who will approve or deny the request. To earn Phase II Transition you will have needed to complete the following:

1. Remain disciplinary free for a period of 3 weeks prior to application.
2. Complete the Phase II Transition Application-provided to you by your CM.
3. Successfully complete or anticipated to successfully complete all required programming within a period of 1 week of application. This includes a minimum of 40 hours RRRW; Successful completion of the Skill Based Test for RRRW and/or 90 hours of CBISA.
4. Have gained a total of 4 PBRs or Incentive Coupons.
5. Have earned an average score of 1 or higher on the IPRA.

Note: It is important to note that Parole Board recommendations and/or appearances, as well as, bed availability may prohibit BTC's ability to graduate you out of the WSU despite your attainment of Phase II Transition Phase.

PHONE CALLS: Residents of the WSU are not allowed to receive telephone calls, nor does the staff take messages. You may communicate through the US Mail. Residents are allowed to make local or long-distance calls during unstructured times. All charges for these phone calls are at the expense of the resident or the person called.

BTC's current vendor for telephone services is Securus Technologies. The residents can purchase phone card by completing a Request to Speak with Staff form addressed to an identified BTC Staff member. Those individuals residing in the community, wishing to contact you, may set up an account through Securus Technologies (<https://www.securustech.net/> and <https://www.securustech.net/enroll>).

PHYSICAL HEALTH/MEDICATION: The ND DOCR provides all physical health needs and medication. You may be subjected to minimal co-pay for your medical services and you may be required to participate in a Financial Obligation Hearing.

The residents of the WSU will have the ability to meet with ND DOCR medical health staff on at least one scheduled "Medical Request" period per week. The ND DOCR medical health staff will triage your immediate needs and create a plan to address those needs. To access the "Medical Request" period residents of the WSU must complete a Medical Request Form; to be delivered to the WSU CM staff by 4PM on Tuesdays (if the CM is not present please place the Sick Call Request form underneath the CM office door); the WSU CM will forward the request to the identified ND DOCR medical health professional. During times of the WSU CM staff absence an identified back up BTC CM will be present sporadically throughout the day and will be responsible for forwarding the Medical Request Form to the appropriate ND DOCR medical health staff member. The Medical Request Form should indicate what your specific reason is for visiting with the ND DOCR medical health staff.

It is the responsibility of the WSU resident to request medication refills. To request a medication refill you will be required to complete a Medical Request Form; the WSU CM will forward the request to the identified ND DOCR medical health professional. The resident is required to list what medication they are requesting to have filled and how much of the medication is currently left. Residents of the WSU should request medication refills at least two weeks prior to running out of the identified medication.

Medication times: 8:00 am, 12:00 pm, 5:00 pm and 8:00 pm. Medication will not be dispersed other than these times.

In the event of emergent mental or physical health needs, BTC staff will follow normal emergency procedures and community medical services will be accessed.

In the event that a resident of the WSU is ill and unable to attend group and/or participate in their scheduled BTC employment, it is the responsibility of the resident to inform a BTC Resident Assistant (RA) or their WSU CM, who will then notify the appropriate BTC staff members of your inability to participate in your scheduled shift/group. Further, you will be restricted to your room for the duration of your identified sick day.

PROGRAM COSTS: Residents of the WSU will not be charged a daily rate during their stay. Once Phase II Transition is gained and you are physically transferred to the BTC Women's Transition Unit, you will incur a daily rate charge.

PROPERTY: The BTC is not responsible for stolen, lost or damaged personal property. You are responsible for the personal property from the time of admittance and commissary distribution, or until it is disposed of; or you have been discharged from the facility. If your personal property is lost or stolen you shall report it immediately to your CM. BTC does not store any personal property unless cleared by designated BTC member. After 7 days, BTC considers any unauthorized personal property abandoned and will dispose of the property. You may not sell, loan, barter or give away personal property or clothing to other residents. You may not alter personal clothing or any item of property provided to you from BTC. It is highly recommended all personal property be labeled with your legal name. Further, all property must be listed on your property inventory sheet.

New Arrival Property

- One wrist watch
- One ring
- One pair of eye glasses.
- One pair of contacts (clear).
- One bottle contact solution.
- One religious symbol necklace (can't be openly displayed)
- One pair of stud earrings (must be worn one earring in each lobe only)
- One Bible
- Reasonable amount of legal material
- Ten small pictures
- Arts and crafts supplies
- Medication which will be turned over to BTC upon arrival
- Money which will be placed in the resident's BTC financial account
- Driver's License
- Social Security Card
- Birth Certificate

Personal Property: Residents are allowed to have money (money orders or cashier's checks: made out to the resident) mailed to them. Residents have access to a complete line of commissary items.

Residents will be allowed to have personal undergarments (bras, underwear, socks), shower shoes, one pair of shoes mailed in.

Facial makeup and finger nail polish may be purchased through BTC commissary.

Residents will be allowed a set of clothing (one pair of pants, one shirt and a coat) stored here at BTC prior to discharge from WSU.

Gift subscriptions for magazines and newspapers or purchases of books, magazines and or newspapers are allowed to be ordered for the resident and sent from the publisher or approved vendor. Items mailed in from any other source will be returned to the sender at the resident's expense. The resident will have 7 days in which to complete this process. If the item(s) is not sent out in 7 days, the item will be disposed of.

Facility Owned Property: Upon arrival to the WSU, you will be issued up to two T-shirts, four pairs of underwear, 2 bras, four pairs of socks, one pair of shower shoes, one laundry bag, one bath towels, one sweatshirt and two sweatpants. You may be provided with a jacket (seasonally appropriate). You will be required to wear BTC issued uniformed clothing the entire time you reside in WSU. Upon completion of your stay at the WSU you will be responsible for turning in all BTC issued uniformed clothing. You will be responsible for turning these items in to the laundry.

If an item wears out through normal wear and tear, you shall turn it in to the Resident Assistant (RA) in charge of the unit for a replacement of the item. If the item is intentionally destroyed or altered, you may be charged for the replacement. If you find you are no longer in need of issued property, you may turn the property in to an RA staff member at any time. You will be provided with one pillow case, two sheets and one blanket. Sheet and blanket exchange times will be posted in the WSU Day Room. You will be required to exchange dirty sheets and blankets for clean sheets and blankets. At the time of discharge, all facility issued clothing, linen and footwear must be returned to laundry.

QUIET ROOM: A resident of the WSU may request access to the quiet room. This room is meant for times when a resident is in need of individual time or quiet time.

RECREATION: BTC will provide for two one hour of in/out side recreation per day (provided staff availability and weather). You will be provided no off ground recreational activities. Recreation times will vary based on staff availability and the season.

RELIGIOUS SERVICES: BTC will provide for weekly access to pastoral or religious services which are held on the WSU.

RESTITUTION, FINES AND FEES: Residents of the WSU will not be required to make payment towards restitution, fines or fees during their stay. However, it is noted this is a requirement once you have physically moved to the women's Transitional Services Unit.

REQUEST TO SPEAK WITH STAFF FORM: Residents of the WSU will be required to use the Request to Speak with Staff Form for any correspondence/communication they need to have with BTC staff (outside of scheduled meetings) and ND DOCR staff. The only time the Request to Speak with Staff Form would not be required is in cases of emergent nature.

ROOM DOWN TIME: Curfew or room down time begins at 10:00 PM and is not lifted until the schedule wake up time of 5:30AM

SMOKING/TOBACCO PRODUCTS: Any type of tobacco product is prohibited within the WSU and on the property of BTC. Staff will conduct urinalysis testing randomly and for suspected tobacco usage, as deemed appropriate. Staff will follow the urinalysis testing procedures as outlined in Policy Number 10-6.

STRUCTURED SCHEDULE: The services and programming of the WSU operates off of a structured schedule. You will be orientated to this schedule during your initial meeting with your CM.

STRUCTURED CONTACT & PROBLEM SOLVING: It is the expectation you set up and keep appointments with your CM and LAC staff. There will be times when you will be expected to complete skill based individual sessions with your CM and LAC. These sessions will be based upon an appointment schedule. If you need to speak with your CM or LAC staff in between these scheduled appointments, it is the expectation that you complete a Request to Speak with Staff form. Further, it is the expectation of both the LAC and the CM on the unit that you begin to practice and use the problem solving steps being taught to you in your core correctional programming. It is for this reason that when you present to your LAC and CM staff with a problem; that they will first provide you a problem solving sheet prior to discussion with you. Problems of an emergent nature will be dealt with accordingly.

VISITATION: The residents of the WSU have two separate visitation periods available to them. It is important to note that visitation may impact your employment within BTC and it is your responsibility to be in communication with your CM and Kitchen staff when conflicts arise regarding scheduled visitation and your scheduled hours of employment. Visitation is on Mondays from 1:00pm-3:00pm and 7:30pm-9:30pm.

Holiday visitation will be held on designated holidays (New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas) from 1:00 p.m. to 4:00 p.m.