



**JOHN R. HAY HOUSE, INC.
OFFENDER POLICIES AND PROCEDURES**

SUBJECT: Offender Sanctions/ Removal from Facility

AUTHORITY: Board of Directors

DISTRIBUTION: Manual

EFFECTIVE DATE: April 2018 - Revised

POLICY: It is the policy of John R. Hay House (HHSE) that the below listed offender sanctions will be adhered to in all cases. That the sanctions will meet the minimum sanctions of the TDOC. Offender removal from the facility for specific issues will be conducted to avoid company liability. Maintaining a peaceful and safe environment for all offenders and staff must be preserved at all times.

Statement of understanding and definitions:

VIOLATIONS/SANCTIONS

The Hay House (HHSE) program is an opportunity for preparation for successful re-entry into the community. Staff, services, programs and equipment are to assist you and are privileges not rights.

It is impossible to list every possible violation and consequence a client could commit. The following written and implied conduct is provided as a reasonable guide of client conduct while in the Hay House (HHSE) Program.

Sanctions: Sanctions will be chosen to coincide with the appropriate violations. Management may increase the severity of sanction(s) recommended, but may not exceed the ranges specified, more than one sanction may be imposed at a time.



Goals of Structured Sanctions

- To make community supervision more effective in protecting the public by responding to supervision violations swiftly and with certainty
- To reduce the number of violators who require revocation by responding to violating behavior before it reaches a level of seriousness requiring incarceration and by making sure all appropriate intermediate community alternatives are used before revocation
- To ensure that similar violators who commit similar violations are similarly punished
- To reduce the cost to the public associated with judicially conducted probation violation hearings and effect future cost reductions in judicial/court time, indigent defense, district attorney time, probation/parole officer time
- To set priorities for the use of criminal justice resources and provide more consistent use of intermediate punishments.

Removal from facilities:

It is imperative and crucial to maintain a peaceful and environment in all HHSE residential facilities. HHSE management will not allow or tolerate the following:

1. Entering any HHSE facility intoxicated and being unruly.
2. Entering any HHSE facility under the influence of drugs and being unruly.
3. Being unruly or threatening to staff or other offenders while residing in HHSE facilities.
4. Any altercations including pushing and shoving.

In all cases the Kingsport Police Department will be contacted and will escort the offender from the facility and a warrant will be filed with the Sullivan County Criminal court.

The Officer will set a reporting time for the offender to see his/her Case Officer for the next business day at 9am. Should the offender fail to make the appointment there will be an additional violation.



JOHN R. HAY HOUSE, INC. (HHSE)

SUBJECT: Client Behavior and Consequences Agreement and Sanctions

<u>Behavior</u>	<u>Consequence</u>
Possession of a Weapon Any New Felony Arrest Any Attempt to mask a Drug Screen Possession of Illegal Drugs/Alcohol Failure to Follow Specific Court Orders Absconding Fighting Inside or Outside of the Facility Threats against Staff or Other Clients Positive Drug Screen for Methamphetamine Acts of a sexual nature: Sexual abuse or Sexual harassment (Violation of PREA Policy Standards are referred to the Sullivan County Criminal Court)	WARRANT- No Bond

<u>Behavior</u>	<u>Consequence</u>
Positive Drug Screen (1 st)	30-day restriction – may continue employment Re-test in 30 days.
Positive Drug Screen (2 nd)	30 days restriction – loss of employment – outpatient treatment at Frontier Mental Health – Repeat DRC classes.
Positive Drug Screen (3 rd)	Warrant – no bond. – request in-patient treatment from the Court.
Consumption of Alcohol (1 st)	30-day restriction – may continue employment
Consumption of Alcohol (2 nd)	30-day restriction – loss of employment outpatient treatment at Frontier Mental Health
Consumption of Alcohol (3 rd)	In - patient treatment or warrant.
Consumption of Alcohol (4 th)	Warrant - no bond.

Notes – If a client is found to be unruly or uncontrollable the police are to be called immediately. In the case of a police report – a warrant will be filed.



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Behavior

Consequence

Residential infractions including but not limited to the Following:

Not Doing Chores	1st OFFENSE: Verbal Warning
Not Getting Up in the Morning	2nd OFFENSE: 1 Week Restriction and 10 extra CS Hours
Talking Back to Staff	3rd OFFENSE: 2 Weeks Restriction and 20 extra CS Hours
Not Cleaning Assigned Area	4th OFFENSE: 3 Weeks Restriction and 30 extra CS Hours
	5th OFFENSE: Warrant-Technical Violation (No Bond)

Behavior

60 Days Late in any of the following fees:

Failure to pay court cost, fines, fees
Criminal injuries fees, rent or restitution.

Consequence

- 1st OFFENSE:** Placed on a Budget with specific dates of payments to be made.
2nd OFFENSE: 30 days restriction – may continue employment.
3rd Offense: Warrant – no bond

Note: State requirements on fee collection must be adhered to. Do not violate the State mandated fee payment requirement.

Behavior

Consequence

Failure to Report as Directed -	1st OFFENSE: Loss of Phase II or III Status
Failure to Report Address Change -	2nd OFFENSE: Loss of Phase II or III Status and return to Residential Facility. no less than 30 Days.
Failure to Report Change of - Phone Number -	3rd OFFENSE: Warrant-No Bond
Failure to Maintain Phone Service	
Failure to Report change of Employment -	
Failure to be Honest with Hay House Staff -	



Failure to Report Contact with Law Enforcement -

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<u>Behavior</u>	<u>Consequence</u>
Curfew Violations	1st OFFENSE: Verbal Warning 2nd OFFENSE: In Field: Loss of Phase II or Phase III status. Return to Residential facility 3rd OFFENSE: Warrant - No Bond

<u>Behavior</u>	<u>Consequence</u>
Failure to Attend DRC Classes or Treatment as required by Hay House Behavior Contract	1st OFFENSE: Verbal Warning 2nd OFFENSE: In Field: Loss of Phase II or Phase III Status. 3rd OFFENSE: Return to Residential Facility. 4th OFFENSE: Warrant - No Bond

<u>Behavior</u>	<u>Consequence</u>
Failure to obtain gainful employment within 15 Days -	Must Perform Community Service everyday
Failure to gainful employment within 30 days -	Must work community service daily Loss of all privileges

<u>Behavior</u>	<u>Consequence</u>
Failure to obtain gainful employment within 90 days	Warrant - No Bond



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Signed Agreement

I _____, as a client of John R. Hay House, Inc. have read and do understand the Behavior & Consequences Agreement.

Client Signature

Date

Case Officer

Date