



Fairview
of Reynolds and Associates, Inc.

Residential Reentry Center
Washington, DC



District of Columbia
Corrections Information Council

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District of Columbia Corrections Information Council

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About the District of Columbia Corrections Information Council

The District of Columbia Corrections Information Council (CIC) is an independent oversight body mandated by the United States Congress and the Council of the District of Columbia to inspect, monitor, and report on the conditions of confinement in correctional facilities where inmates from the District of Columbia are incarcerated. This includes facilities operated by the Federal Bureau of Prisons (BOP), the District of Columbia Department of Corrections (DOC), and private contractors.

The CIC reports its observations and recommendations to the District of Columbia Representative in the United States Congress, the Mayor of the District of Columbia, the Council of the District of Columbia, the District of Columbia Deputy Mayor for Public Safety and Justice, the Director of the BOP, the Director of the DOC, and the community.

Although the CIC does not handle individual complaints or provide legal representation or advice, individuals are still encouraged to contact the CIC. Reports, concerns, and general information from DC inmates and the public are very important to the CIC, and they greatly inform our inspection schedule, recommendations, and reports. However, unless expressly permitted by the individuals or required by law, names and identifying information of inmates, corrections staff not in leadership, and members of the general public will be kept anonymous and confidential.

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Executive Summary

Fairview, Reynolds and Associates, Inc.: Residential Reentry Center

Date of Inspection: May 3, 2018

Location: Washington, DC

FAIRVIEW PROFILE

As of May 3, 2018

Security Level: Multi-level

Fairview Capacity: 60

Number of Staff: Approximately 17

Fairview Occupancy, May 2, 2018: 20 (15 BOP, 1 DOC, 4 Home Confinement)

KEY OBSERVATIONS

- Residents were, on the whole, satisfied with their experience with staff and the director of Fairview.
- Based on resident feedback and staff comments, the most prominent issue that residents are facing in returning to the community is finding housing.
- The majority – about 83% – of Fairview residents were employed at the time of the inspection.
- Residents reported that in the past, staff have addressed resident issues by holding team meetings where staff tries to collaborate with the resident on how to best meet the resident's needs.

SUMMARY OF CIC RECOMMENDATIONS

- Fairview, the DC Courts, the BOP, and the DOC should work together and within their own systems, to identify more individuals who would benefit from halfway house time, in order to use the bed space and services that Fairview offers.
- The larger District community should work on increasing housing opportunities for returning women, in part to create the foundation that women need in order to remain employed when they are released from Fairview.
- Fairview staff should ensure that residents have opportunities for recreation outside of the facility.

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I. Introduction

The Fairview Residential Reentry Center (hereinafter, Fairview) in Northeast Washington, DC, is a residential reentry center (RRC), or halfway house, that, pursuant to contracts with the Federal Bureau of Prisons (BOP) and DC Department of Corrections (DOC), houses inmates who are within 17 to 18 months of release.¹ Fairview is owned and operated by Reynolds and Associates, Inc. (hereinafter, Reynolds), a contract service provider to the BOP and DOC. The mission of Reynolds is, in part, to “prepare persons in custody for return to the community as more self-supporting, contributing members.”² Fairview works to meet this goal by “offering services in the area of counseling, drug education, relapse prevention and life skills development...to assist adult female offenders, in developing positive life patterns that translate into a successful reentry, into the community.”³

After approval by the BOP pursuant to the memorandum of understanding (MOU) between the BOP and the DC Corrections Information Council (CIC), the CIC inspected Fairview on May 3, 2018. The May 3rd inspection focused on the experience of BOP residents, rather than BOP and DOC residents, because approval of the inspection was only through the BOP. Fairview has a total capacity of 60 residents. In conjunction with the 60 facility beds, Fairview has a home confinement component for residents who are within their last months of the residential reentry program. At the time of the CIC inspection, there were a total of 20 residents under Fairview supervision: 15 were BOP residents, one was a pretrial DOC resident, and four were on home confinement. The May 3rd inspection of Fairview included discussions with staff, primarily with the director and assistant director, and a tour of the facility, also led by the director and assistant director.

Following the onsite tour, on May 16, 2018, the CIC returned to Fairview in the evening in order to conduct voluntary and confidential interviews with BOP residents of Fairview who had DC code offenses. Of 11 such residents, three agreed to speak with the CIC. Their reflections, comments, and suggestions are noted throughout the body of this report.

In addition to the tour and interviews, Fairview provided the CIC with copies of a number of facility documents that are referenced throughout this report. See Appendix A for a full explanation of the methodology of this report, as well as a full list of documents that the CIC collected and has on file.

II. Transition from a BOP Prison to a Contract Residential Reentry Center

The BOP describes the RRC/halfway house program as a method of reducing recidivism since individuals are guided back into their communities in a controlled setting, rather than being released directly back to their communities.⁴ The BOP explains that RRCs, “provide a safe, structured, supervised environment, as well as employment counseling, job counseling, job placement, financial management assistance, and other programs and services. RRC’s help inmates gradually rebuild their ties to the community and facilitate supervising ex-offenders’ activities during this readjustment

¹ See FEDERAL BUREAU OF PRISONS, *RRC Topics: Inmate Placement into a RRC*, https://www.bop.gov/about/facilities/residential_reentry_management_centers.jsp.

² REYNOLDS AND ASSOCIATES, INC., *Mission Statement*, on file with the CIC.

³ REYNOLDS AND ASSOCIATES, INC., *Federal Bureau of Prisons (BOP) Residential Reentry Center Returning Citizen Handbook 4* (2017), on file with the CIC.

⁴ See FEDERAL BUREAU OF PRISONS, *RRC Topics*, *supra* note 1.

phase.”⁵ The BOP refers inmates for a specific time period to a suitable RRC by considering the following factors:

- The resources of the facility;
- The nature and circumstances of the inmate’s offense(s);
- The history and characteristics of the inmate;
- Any statement by the court that imposed the sentence concerning the purposes for which the sentence to imprisonment was determined to be warranted, or recommending any type of penal or correctional facility as appropriate; and
- Any pertinent policy statement issued by the US Sentencing Commission.⁶

If an inmate is placed in and accepted by an RRC, he or she will be released on an agreed upon date, between the BOP and the specific reentry center. Residents at Fairview have typically been sentenced out of the DMV area, and home states can include but are not limited to, Washington, DC, Maryland, Virginia, and West Virginia. The BOP pays Fairview based on a fixed rate, rather than on a per diem rate.

As a contract facility, Fairview provides services and supports for women as they prepare for reentry, and as stated in the resident handbook, Fairview operates from the stance that, “the effectiveness of [the] program is dependent upon staff and residents working together, to achieve the positive goals of the rehabilitation process.”⁷

III. Overview of Fairview

Fairview is located at 1430 G Street, NE in Washington, DC, and has been operating for more than 20 years. A brief layout of the facility is in the chart below.

Chart 1: Fairview Premise

Basement	Ground Floor	First Floor
<ul style="list-style-type: none"> - Common Area/Visitation Area - Computer Lab - Dining Room - Clothing Closet - Donation Closet - Laundry Room - Urinalysis Room - Vending Machines (3) - Land Line Telephone for Resident Use 	<ul style="list-style-type: none"> - Control Desk - Staff Offices (Case Manager, Employment Specialist, Social Service Coordinator) - Conference Room - Assistant Director Office (in the same area as Resident Rooms) - Resident Rooms - Resident Bathroom (with Handicap Shower) - Handicap Accessible Restroom (toilet and sinks) 	<ul style="list-style-type: none"> - Staff Offices (Director, Executive Assistant, Controller) - Staff Lounge - Staff Bathroom - Resident Rooms - Resident Bathroom

Source: CIC observations.

⁵ FEDERAL BUREAU OF PRISONS, *Completing the Transition*, https://www.bop.gov/about/facilities/residential_reentry_management_centers.jsp.

⁶ *Id.*

⁷ *Resident Handbook*, *supra* note 3.

Fairview can hold up to 60 residents, not including those on home confinement. At the time of the inspection, there were 20 residents under Fairview supervision, 16 of whom were living at the facility (15 BOP and one DOC) and four of who were on home confinement. The Director reported that the current number of residents was low for Fairview, and the facility population has generally been low throughout 2018, particular for DOC placements. The Director explained that DOC said there have not been sufficient candidates for placement at Fairview; the DOC has 25 beds allocated at Fairview, but there was only one resident at the time of the inspection. The Director expressed a desire to work with judges in Superior Court to divert more pretrial individuals and those on probation to Fairview, rather than holding those individuals at the Correctional Treatment Facility (CTF).

Fairview staff reported that residents typically spend three to six months under the supervision of Fairview. There is no minimum time requirement; however, the maximum time that a resident may spend at Fairview is one year. In the time that residents spend at Fairview, they work with staff in order to progress through different phases of the program, which are intended to prepare them for life post-release.

CIC Recommendations

The CIC recommends that the Court explore Fairview placements as an alternative to detaining certain individuals who are pretrial, on probation, or who have had their probation revoked, and would otherwise serve time in the CTF.

The CIC also recommends that the DOC review its halfway house referral process, to ensure that the process a) identifies candidates for placement, and b) is a tool and resource that DOC case managers are actually using.

IV. Fairview Staff and Affiliates

At the time of the CIC inspection, there were approximately 17 staff members working at Fairview. The primary executive staff included the director and assistant director. In positions of case management there were three case managers (two for BOP residents and one for DOC residents), one employment placement specialist, and one social service coordinator. There were eight resident monitors who provide monitoring for the facility grounds, residents, and resident property. Fairview also contracts with outside providers for specific services. The following chart lays out the staff positions at Fairview, as well as the position descriptions and the major duties assigned to each position.

Chart 2: Staff Positions and Descriptions

Position	Description
Director (1)	<ul style="list-style-type: none"> At the time of the inspection, the current director had been employed with Reynolds for over ten years, and had held the director position at Fairview since January 2018. The director is mainly responsible for “developing and overseeing Community Center program services and supervising associated personnel.”⁸ This includes but is not limited to personnel administration, client supervision, facility management, and compliance management.⁹

⁸ REYNOLDS AND ASSOCIATES, INC., *Position Description: Director 1*, on file with the CIC.

⁹ *Id.* at 1-3.

	<ul style="list-style-type: none"> • Of note, the director oversees the resident disciplinary processes and hearings, and reads and responds to informal grievances submitted by residents (as opposed to the BP-9, BP-10 forms, and BP-11, which are sent to the BOP).
Assistant Director (1)	<ul style="list-style-type: none"> • At the time of the inspection, the current assistant director had been employed with Reynolds for about six years, and had held the assistant director position at Fairview for 15 months. • The assistant director assists in review and recommendations following disciplinary reports. • The assistant director reads and responds to informal grievances submitted by residents.
BOP Case Managers (2)	<p>The following are specific tasks that case managers complete in helping residents progress through the Fairview program, access personal documents, manage family relationships, and find jobs and housing:</p> <ul style="list-style-type: none"> • Complete residents' Individualized Program Plan (IPP); • Conduct resident orientation; • Complete Texas Christian University (TCU) assessment tool to prepare program plans for reentry; • Use individual counseling to create and track progress through residents' program plan; • Manage resident schedules; • Assist in leading life skills; • Set up residents on electronic monitoring and monitor residents on home confinement; and • Develop and maintain relationships with appropriate social service and employment placement agencies.¹⁰ <p>*Case Managers work normal business hours, but have one late night each week, where their workday begins midmorning and ends around 7:00 p.m., so that they can meet with women who work or go to classes during the day.</p>
DOC Case Manager (1)	<p>The following are specific tasks that case managers complete in helping residents progress through the Fairview program, access personal documents, manage family relationships, and find jobs and housing:</p> <ul style="list-style-type: none"> • Conduct resident orientation; • Complete an assessment toll to prepare program plans for reentry; • Use individual counseling to create and track progress through residents' program plans; • Manage resident schedules; • Assist in leading life skills; and • Locate job opportunities for residents.¹¹
Employment Placement Specialist (1)	<p>The employment placement specialist completes the following tasks:</p> <ul style="list-style-type: none"> • During orientation, instruct residents about employment expectations; • Assist case managers in completing the IPP; • Provide residents with job placement resources; • Provide residents with training in resume writing, dressing for interviews, and interviewing techniques – particularly, how to address one's record during an interview; • Assist in leading life skills; • Verify residents' employment, and conduct necessary field and home visits; • Collect subsistence payments from residents, and process waivers; and • Develop and maintain relationships with appropriate social service and employment placement agencies.¹²
Social Services Coordinator (1)	<p>The social service coordinator completes the following tasks:</p> <ul style="list-style-type: none"> • Assist case managers in completing the IPP; • Administer TCU assessment and track progress; • Conduct field and home visits; • Develop and maintain relationships with appropriate social service agencies; • Coordinate with Supervisory Community Treatment Coordinator (SCRC) on treatment offered through Community Treatment Services (CTS);

¹⁰ REYNOLDS AND ASSOCIATES, INC., *Position Description: Full Time Case Manager (BOP)* 1-2, on file with the CIC.

¹¹ REYNOLDS AND ASSOCIATES, INC., *Position Description: Case Manager/Job Development Specialist* 1-2, on file with the CIC.

¹² REYNOLDS AND ASSOCIATES, INC., *Position Description: Employment Placement Specialist* 1-2, on file with the CIC.

	<ul style="list-style-type: none"> • Promote family involvement in program planning process; • Provide training in job seeking, job readiness, and money management; • Facilitate cognitive-behavioral programs (CBT); and • Perform drug and alcohol surveillance.¹³ <p>In addition to the listed duties, during the inspection staff explained that requests for medical, mental health, and dental needs are processed through the social services coordinator.</p>
Resident Monitors (8)	<p>Resident monitors are stationed at the control desk, where they can view, as well as check in and out, people coming and going from the facility. Resident monitors are responsible for performing the majority of Fairview's security measures, as they relate to the facility, residents, and resident property. Some of these security measures are the following:</p> <ul style="list-style-type: none"> • Logging residents movement in and out of the facility; • Conducting pat downs, administering breathalyzer tests, and searching any belongings, packages, or goods each time a resident comes back to the facility or has property/goods delivered to the facility; • Log all resident property; • Conduct resident property searches in resident rooms; • Supervise resident chores; • Monitor surveillance cameras; • Dispense (but not administer) resident medication; and • Assist in organizing and supervising resident classes, church services, meals, recreation, meetings, and other in-house programs.¹⁴ <p>Resident monitors work in three shifts, with two monitors per shift. The shift times are: 8:00 a.m. - 4:30 p.m.; 4:00 p.m. - 12:30 a.m.; and 12:00 a.m. - 8:30 a.m.</p>
Controller (1)	<i>Information not collected.</i>
Executive Assistant (1)	The executive assistant works under the immediate supervision of the director, and collaborates with case management staff in order to meet the administrative needs of the facility. ¹⁵
Vacancies	<ul style="list-style-type: none"> • Part Time Resident Monitors (3)
Contract Services	<ul style="list-style-type: none"> • Computer lab technician; • Food catering (GFS Catering Inc.); • Dietician who creates and approves meal plans; • Cleaning and maintenance and • Laundry service for facility issued linens and towels.

The Director explained that in navigating staff and resident relationships, staff makes a particular effort to work with residents and not against them. For example, the Director explained that typically if a resident is having an issue with her case manager, Fairview staff sits down with the resident to discuss the issue and brainstorm a solution, rather than switching the resident's case manager. The only time that a case manager might be reassigned is if the case manager triggers a traumatic memory or reaction in the resident.

A. CRB Board

The Community Relations Advisory Board, or CRB Board, is comprised of representatives from different DC organizations and community members from various professional backgrounds.

¹³ REYNOLDS AND ASSOCIATES, INC., *Position Description: Social Services Coordinator 1-2*, on file with the CIC.

¹⁴ See REYNOLDS AND ASSOCIATES, INC., *Position Description: Resident Monitor 1-2*, on file with the CIC.

¹⁵ REYNOLDS AND ASSOCIATES, INC., *Position Description: Resident Monitor 1*, on file with the CIC.

Members include DC Project Connect,¹⁶ Dr. Avon Hart Johnson (President of DC Project Connect), Reverend Cheryl Mercer,¹⁷ community church leaders, and the Mayor's Office on Returning Citizens Affairs (MORCA).¹⁸ Fairview staff provides administrative support for the Board. The Director explained that she is trying to engage the Metropolitan Police Department (MPD) to join the CRB Board, because it seems as though officers who respond to issues at Fairview are not familiar with Fairview, and it would be helpful if officers working in the relevant police districts were familiar with Fairview, staff, and residents, as well as the types of issues that might arise at Fairview.

The Director described, with appreciation, that the current CRB Board for Fairview is very active. The CRB board holds quarterly meetings that are open to organizations and individuals who are part of the Board, or those who are interested in joining. The Board also donates time, services, and resources for special events. For example, it provided bussing for a field trip to the African American History Museum, and also held a special Mother's Day celebration for residents.

B. Volunteers

Fairview works with community volunteers who help facility staff in leading life skills. Some of those volunteers are the following: CRB Board members, DC Project Connect, University Legal Services (ULS),¹⁹ volunteers from St. Stephen Baptist Church, Trinidad Baptist Church, Greater Mt. Calvary Holy Church (GMCHC), and Mt. Jezreel.

C. Staff Training and Facility Monitoring

Staff at Fairview reported that all employees and contract service providers are trained in issues and reporting processes related to the Prison Rape Elimination Act (PREA). Fairview staff receives PREA training from the BOP and the DOC. For the DOC training, staff from DOC travel to Fairview to conduct the training. For any contract employees or volunteers, Fairview staff conducts the PREA training. Fairview has an MOU with Community Family Life Services (CFLS)²⁰ for a PREA hotline. The PREA compliance officer for Fairview works out of Virginia. In terms of

¹⁶ "The mission of DC Project Connect is to provide crisis intervention and information resources to families affected by incarceration; we support reentry initiatives that strengthen families." DC PROJECT CONNECT, *What We Do*, <http://www.dcpconnect.com/what-we-do.html>.

¹⁷ "Rev. Cheryl Mercer is the 2014 Co-Chair of Women Moving Forward. An ordained Elder at Greater Mt. Calvary Holy Church of Washington DC, Rev Mercer is a social justice advocate with a degree in Urban Ministry." WOMEN MOVING FORWARD, *About Reverend Mercer*, http://wmfmd.org/wordpress/?page_id=66.

¹⁸ "The Mayor's Office on Returning Citizen Affairs (MORCA) provides useful information for the empowerment of previously incarcerated persons in order to create a productive and supportive environment where persons may thrive prosper and contribute to the social, political and economic development of self, family, and community." MAYOR'S OFFICE ON RETURNING CITIZEN AFFAIRS, *About MORCA*, <https://orca.dc.gov/page/about-morca>.

¹⁹ "University Legal Services (ULS) is a private, non-profit, 501(c)(3), community-based organization that provides housing counseling, tenant purchase/asset management assistance to low and moderate incomes persons throughout the District of Columbia. ULS also serves as the Protection and Advocacy (P&A) agency for the District of Columbia through our Disability Rights DC (DRDC) unit." UNIVERSITY LEGAL SERVICES, *Home – About University Legal Services (ULD)*, <http://www.uls-dc.org/>.

²⁰ Community Family Life Services (CFLS) "is a nonprofit that provides children, families, and adults with the tools they need to move themselves beyond poverty and homelessness and also supports women who are returning home following a period of incarceration by assisting them as they move into permanent self-sufficiency. CFLS has two primary goals: to provide short-term crisis assistance; and to empower individuals and families to change their lives over the long term. Our programs and services include transitional housing, mentoring for individuals and families, employment coaching and placement, case management, family education, and emergency services such as food and clothing distribution." COMMUNITY FAMILY LIFE SERVICES, <https://www.cflsdc.org/>.

general training for volunteers, Fairview staff explained that after the volunteers are security cleared by the BOP, they attend a daylong volunteer training.

The BOP conducts regular monitoring of Fairview. There is annual monitoring that is full and detailed, as well as “pop-ins,” which are less formal and occur once per quarter. The DOC also conducts regular monitoring of Fairview through annual monitoring and semi-announced check-ins throughout the year. Staff explained that semi-announced means that DOC typically calls to inform Fairview that a representative will arrive within approximately one to two weeks.

Resident Feedback

Overall, the three Fairview residents with whom the CIC spoke had positive feedback about their experiences and relationships with staff. Specifically, there were positive comments about the current director and BOP case managers.

V. Resident Life at Fairview

Residents living at Fairview typically progress through different program levels that gradually allow them to spend more time outside of the facility. Progress through the program is determined by the resident’s growth and meeting the goals that are set the resident’s Individual Program Plan (IPP).

A. Fairview Program Components

i. Community Corrections Component

When residents first arrive at Fairview they complete a five-day blackout or orientation period, where they become familiar with the rules of Fairview and work with their case managers to create IPPs. During the blackout period, residents typically do not leave the facility grounds; however, women can request an emergency hygiene pass to go outside and buy hygiene products. Family members are also able to bring personal items to incoming residents within the residents’ first 72 hours at Fairview, or family can do so after the blackout period during visiting hours.

Fairview also provides women with welcome packages containing hygiene products when they first arrive at the facility. Many of these hygiene packages and products are donated to Fairview from organizations or groups, such as Catholic Charities.²¹ Women who are indigent may also be provided with hygiene products throughout their stay at Fairview. Indigence is determined by an assessment completed during the blackout period. The assessment evaluates the following factors: community ties, employment, money saved, and housing. In addition to hygiene products, when women come into the facility, staff has clothes and underclothes available. Staff reported that the need for clothing is more often experienced by women coming from the DOC.

Residents are provided with a Resident Handbook and their case managers go through it with them. During orientation, staff completes a Texas Christian University (TCU) Needs Assessment for

²¹ “Catholic Charities assists individuals and families in need, especially those who are most vulnerable. We believe in helping people develop the skills and strength to move from crisis or isolation to stability and growth. We focus on prevention when possible, intervention when needed and advocacy when resources or opportunities are either inadequate or unfair.” CATHOLIC CHARITIES, *About Us - Our Work*, <https://www.catholiccharitiesdc.org/aboutus/our-mission/>.

residents in order to assess their needs. During the blackout period, residents work with case managers to create IPPs. At the end of orientation, there is a team meeting for the purpose of reviewing residents' IPPs and the goals within. Residents also create a budget plan that accounts for expenses, such as court fines and fees, child support, and subsistence payments. Subsistence payments are 25% of a resident's weekly income for BOP residents and 20% for DOC residents. Residents must pay the subsistence payment unless it is completely or partially excused through the waiver process.

The resident handbook explains that following the blackout period, as they progress through the community corrections component program level, residents are allowed to access the community for the purposes of seeking or attending, "employment, employment interviews, religious activities, recreation, and specific treatment programming needed outside of the RRC, as approved by the RRM [Residential Reentry Manager]."²²

ii. Pre-Release Component

In the Pre-Release level, residents who are working have greater access to the community.²³ During this time, residents go into the community to collect their vital records – birth certificate, photo identification, social security card, etc. . . – often with assistance from local organizations. Residents are also able to receive social passes²⁴ to go into the community to see their families for a number of hours, and overnight passes where residents are able to spend one, two, or three days in the community with their families.²⁵

iii. Home Confinement

Home confinement allows residents to live at home and work in the community, while continuing in official confinement status with Fairview.²⁶ Residents on home confinement are still required to check-in at Fairview. There are two ways in which someone can be placed on home confinement: either as the third program component in an RRC program, or through direct home confinement.

When home confinement is the third component in an RRC program, residents are able to reach the home confinement level if they progress through their IIP, and have a job as well as an approved residence. Residents come from the BOP with a home confinement eligibility date, and as that date approaches, Fairview staff prepares the application packet and sends it to the BOP RRM for approval.

If individuals are placed on direct home confinement, they do not have to go through the full RRC program, but instead live at their approved residence, work in the community, and check-in with Fairview. However, residents on direct home confinement still stay at Fairview for the five-day black out/orientation period, which allows staff to complete a final check of a resident's home and job. If staff finds that a resident's home environment is not suitable to home confinement, the resident will have to go through the RRC program instead. In instances where the home environment was found to be unsuitable, a resident's family can also be asked to attend counseling at Fairview or typically at

²² *Resident Handbook*, *supra* note 3, at 4.

²³ *Id.* at 5.

²⁴ Passes are discussed further in Section V(G) Transportation and Passes.

²⁵ *Id.*

²⁶ *Resident Handbook*, *supra* note 3, at 5.

the community service provider where the resident is already receiving mental health services. Home confinement can be reassessed at later time.

Resident Feedback

Fairview residents identified DC organizations and agencies that were helpful in the process of obtaining vital records. All three residents went to Voices for a Second Chance (VSC)²⁷ for assistance obtaining their birth certificates, one resident said that MORCA paid for her photo identification, and one resident said that VSC paid for the transportation costs connected to obtaining her birth certificate.

B. Resident Dorms, Property, and Restrooms

The dorm rooms on the ground and first floors of Fairview generally have three, four, six, or eight beds containing a combination of single beds and bunk beds. The beds are numbered in each room, and each bed has a corresponding numbered locker where residents are able to store their property. There is additional storage under beds (for shoes), in end tables (usually one to three per room depending on the number of beds), and on wall hooks. When the facility is not at full capacity, some women are housed in rooms by themselves.

Anyone who needs accommodations for a physical disability lives on the ground floor, where there is a handicap bathroom and shower. The facility's chairlifts go from the entrance to ground floor and the ground floor to basement, but not up to the first floor.

Residents are provided with bed linens, towels, and wash clothes when they come into the facility. There is a contract cleaning service that washes facility-provided linens once per week. While residents are permitted to purchase or have family bring them different or additional bed linen, personal linen must be washed by residents rather than the cleaning service, once per week. There are two washing machines and two dryers located in the laundry room in the basement, which are available to residents daily until 10:00 p.m. Washing and drying cycles each cost \$1.25. Fairview provides residents who need money with quarters for using the laundry machines. In the basement of the facility, there is a supply closet that holds cleaning supplies, linens, toilet paper, paper towels, indigent kits, and donated hygiene products.

Women at the facility are able to keep seven outfits, four pairs of shoes, and one pair of shower shoes with them. There is a clothing closet in the basement of the facility, which contains donated clothing that residents are able to use. The facility attempts to organize the closet seasonally. Staff said that they are looking for clothing in larger sizes since those are lacking in the clothing closet.

There is no specific limit to the amount of hygiene products women are allowed to keep. Additional property that residents are permitted to keep in their rooms includes bags, televisions, and make-up. Staff explained that they try not to limit women's hygiene products or additional property, as long as it is not in excess or encroaching on their roommates' space.

²⁷ "At Voices for A Second Chance we give inmates and returning citizens a second chance to be productive members of our community. We believe that our efforts can make a huge difference in the lives of inmates, returning citizens, and their families. Our goal is to be a catalyst for more dreams to be realized and more lives to be improved." VOICES FOR A SECOND CHANCE, *Voices for a Second Chance: Giving a Second Chance to Inmates and Their Families*, <https://www.vscdc.org/>. Programs at Voices for a Second Chance include Re-Entry Services, which provides assistance to those who have been recently released back to their communities. See VOICES FOR A SECOND CHANCE, *Voices Programs*, <https://www.vscdc.org/programs>.

Resident monitors complete random “cell searches,” where women’s rooms, lockers, and property are searched for contraband. Cell searches occur approximately once every month.

There are two large bathrooms in the Fairview facility, one on the ground floor and one on the first floor. The large bathrooms each have four shower stalls and three toilet stalls. On the first floor, one shower in the large bathroom is handicap accessible. There is also a separate handicap bathroom with a toilet and two sinks on the ground floor. Bathrooms are kept unlocked, and can be used anytime except during counts. Counts are at 12:00 a.m., 5:00 a.m., 8:00 a.m., 1:00 p.m., 4:00 p.m., and 9:00 p.m.

Resident Feedback

One resident reported an issue with the clothing closet. She would like men’s clothing in the donation closet because she does not wear what is typically thought of as female clothing. She also said that she cannot afford to buy clothes while she is trying to save money for life post-release, and so having options at the facility would be a great help.

C. Daily Life

Fairview has a posted schedule that explains what residents are generally supposed to do throughout the day from Sunday through Saturday. (See chart 3, to the right, for an example of a weekday schedule at Fairview.) Resident’s schedules are different depending on their program level and employment status. There are information boards throughout the facility that provide information about schedules, programs, and services. Examples of resources on the boards include program schedules, chore lists, weekly menus, facility rules, program information, facility announcements, and sexual safety information including how to report misconduct.

Chart 3: Example Daily Program Schedule

Time	Activity
5:00am-5:30am	No Movement - Count
5:30am-7:00am	Medication
5:30am-7:00am	Breakfast
7:15am-9:00am	Chores
8:00am-8:30am	No Movement - Count
8:15am-8:30am	Medication
9:00am-10:00am	Recreation/Medication
10:15am-11:15am	Life skills – Fairview Staff
11:30am-12:15pm	
12:00pm-1:00pm	Lunch
12:15pm-12:45pm	Medication
1:00pm-1:30pm	No Movement – Count
1:30pm -Afternoon	
3:00pm-5:00pm	Life Skills – Fairview staff/Reverend Mercer
2:45pm-3:45pm	Recreation/Medication
4:00pm-4:30pm	No Movement – Count
4:45pm-4:30pm	Recreation/Medication
5:00pm-6:00pm	Dinner
6:45pm-7:05pm	Medication
7:00pm-8:00pm	
8:15pm-8:45pm	Medication
9:00pm-9:30pm	No Movement – Count
9:15-Until Complete	Chores
10:00pm	Lights out

Source: FAIRVIEW, Program Schedule May 2018, on file with the CIC.

All residents are required to complete 12 hours of life skills classes, which are held in the basement of the facility in the common area/visitation area. The common area has arm chairs and a high table with chairs, and extra chairs can be brought in from the adjacent dining room. On one end of the

Chart 4: Example Daily Meal

Breakfast
6oz fruit juice 1 cup hash browns 1 scrambled egg with cheese 1 slice of toast with margarine & Jelly 8oz milk Calories: 630
Lunch
4oz tuna salad sandwich Pickle 1oz potato chips 1 medium donut 8oz fruit punch Calories: 750
Dinner
4oz baked chicken with gravy ½ cup macaroni and cheese 1 cup greens 1 slice bread 1 slice sweet potato pie 8oz milk/lemonade Calories: 940
Snack
1oz cheese 6 saltines Fresh Fruit Calories: 250
Total Calories: 2,570

Source: FAIRVIEW, Weekly Menu, on file with the CIC.

room there is a play area set up for children, which can be used by residents' children during visiting hours. Visits and property drop-offs (family or friends can bring residents clothing, money, etc.) are Saturday for DOC residents, and Sunday for BOP residents.

When the CIC visited on May 3, one of the life skills sessions was being held. The women were sitting in the common area watching a video about drug use and addiction, and discussing different topics referenced in the video with prompts from the staff leader.

The dining area is in the basement of Fairview, and seats up to 20 people. Residents typically eat in 3 shifts. Two hot meals are served, for breakfast and dinner, and a bagged meal is available for lunch. Resident monitors staff the dining room during meal times. Fairview does not have its own kitchen; instead, GFS Catering is contracted to prepare and deliver facility meals. A dietician creates the meal plan, and Fairview staff reported that some special-diet meals are offered: gluten free meals and Halal for Ramadan. *(See Chart 4, to the left, for an example of a daily menu.)*

Facility residents are permitted to have cell phones that do not have internet capabilities and that do not have cameras (or residents can have the camera removed from a cell phone).²⁸ For residents in BOP custody, if the resident wants to have a phone, she must to fill out a request form, and then provide Fairview with the phone number and security information so that Fairview staff can access the phone if needed. For residents under DOC custody, Fairview staff reported that if the resident would like to have a cell phone, she must go through a DC judge for approval. There are landlines available for resident use in the basement of the facility. There are typically two

phones; although, at the time of the inspection there was only one.

Resident Feedback

One resident described her relationship with the other women as similar to a supportive family that helps each member. For example, the resident said that residents are able to order takeout food on weekends, and the women who are able will give extra money to cover the costs for those unable to pay.

²⁸ Additional rules for cell phone use in the facility are the following: No cell phone use from 11:00 p.m. to 6:00 a.m. Sunday - Thursday; no cell phone use from midnight to 7:00 a.m. Friday – Saturday; no cell phone use in the bathrooms, control room, or case manager offices.

D. Onsite Programs

In the beginning of their time with Fairview, women are expected to complete 12 hours of life skills, which is taught at the facility, mainly by facility staff. Women who are not yet employed can continue to participate in life skills and other special programs or events that are offered at Fairview. These special programs are generally open to all residents, but some do not participate if their work schedules conflict with the programs. Below is a non-exhaustive list of some programs and events that take place at or through Fairview:

- *Life skills*: Life skills covers a broad range of topics taught by staff and volunteers. Every resident must complete at least 12 hours of life skills programming.
- *Cognitive Behavior Therapy Group (CBG)*: Participants of CBG are typically residents who are not in mental health programming with community service providers. Classes are taught by the social services coordinator. One of the activities that women complete is journaling.
- *Coffee Talks and Tea Time*: This program is held on Tuesdays at 10:00 a.m. and is led by Dr. Avon Hart Johnson.
- *Family Reunification*: Family Reunification is a six week program that begins periodically with a new cohort. Volunteers from the community go to Fairview to teach on different topics. There are six topics and one is covered in each week of the program. The topics include employment, finance, gender, parenting, substance abuse, and spirituality. Toward the end of the six weeks, residents' family members are welcomed to Fairview and there is a ceremony at the end of the program.
- *Mother's Day Celebration*: There is a special Mother's Day celebration held at Fairview every year. There are activities and food, and the residents are given a gift. Guests include staff and CRB Board members. There is also special visitation on Mother's Day, and women can request a dinner pass to go out and eat dinner with their families.
- *CSOSA*: CSOSA holds office hours at Fairview for Reentry Planning. CSOSA typically becomes more involved in resident planning 60 days before release. Team meetings are held between the CSOSA representative, social service coordinator, case manager, and employment specialist. CSOSA also held a symposium, the Saturday before the CIC inspection, for which it provided Fairview residents transportation to the event. Four Fairview staff members accompanied residents who attended. One resident was in the fashion show and two residents read poetry.
- *Outside Organizations/Community Service Providers that go to Fairview to provide services, information about services, or donations include*: MORCA (provides information about the organization and services); Catholic Charities (provides hygiene kits); CFLS (teaches classes, holds information sessions, helps residents with obtaining identification); Thrive DC (Thrive DC presents an introduction to its program at Fairview, and then women are able to go to the Thrive DC location to participate);²⁹ MBI Health Services (gives an

²⁹ "Thrive DC works to prevent and end homelessness in Washington, DC by providing vulnerable people with a wide range of services to help stabilize their lives...Services range from twice daily meals and weekly emergency groceries, to assistance finding housing and support finding employment, to connections to legal aid and opportunities for health screenings, to intensive job training and access to computers, laundry and showers." THRIVE DC, *About Us*, <https://www.thrivedc.org/about/>; THRIVE DC, *Programs*, <https://www.thrivedc.org/programs/>.

introduction session Fairview);³⁰ and Collaborative Solutions for Communities (assists in leading life skills sessions at Fairview and runs the Healing Circle program).³¹

Resident Feedback

One resident described the Fairview life skills as “really good.” She also said that sometimes residents might not feel like going to sessions, but once they attend, they enjoy it, and it gives everyone a chance to express themselves.

E. Medical, Mental Health, and Dental Care

Any medical, mental health, or dental care that is required by BOP residents at Fairview, including prescription requests, is processed through a BOP contract service called NaphCare Inc.,³² which approves the costs of the requested care. Locally, Fairview residents receive care through Unity Health Care (hereinafter, Unity)³³ for medical and dental needs, and typically Community Connections³⁴ for mental health services. All resident requests for health care needs go through the Fairview social service coordinator.

Operationally, the relationship between Fairview, Unity, Community Connections, and NaphCare was explained by Fairview staff as the following: Fairview submits residents’ healthcare requests to NaphCare for approval; following approval, NaphCare notifies the service provider (Unity/Community Connections) of the request, and the service provider can then arrange an appointment with the resident (via Fairview staff). Fairview often receives medical and mental health records in advance of an individual arriving at Fairview, so Fairview staff can start the NaphCare approval process for initial appointments before residents arrive at the facility.

i. Medical Care

Fairview staff reported that medical records are typically sent from the BOP to Fairview for incoming residents. Staff also said that they do not generally turn potential residents away due to the individuals’ medical needs, unless Fairview would not be able to meet those needs. In terms of initially connecting residents with Unity, the Fairview social services coordinator schedules assessment appointments for residents with Unity. These initial appointments and assessments occur during the blackout period (first five days); although, if a resident requires immediate attention, that

³⁰ For more information on MBI Health Services, see <http://www.mbihs.com/>.

³¹ Collaborative Solutions for Communities describes that the goals of Healing Circle are creating “A safe and supportive space for an individual transitioning home from incarceration to make amends with loved ones and family members; A safe and supportive space for those harmed and hurt by the person’s past behaviors and incarceration to share their own healing needs; [and] A safe space where the individual and his/her family can begin to establish shared path towards success and positivity.” COLLABORATIVE SOLUTIONS FOR COMMUNITIES, *Our Work – Family Group Conference and Healing Circle*, <http://wearecsc.org/healing-circle/>.

³² NaphCare “design[s] and implement[s] client-specific programs to meet inmate healthcare needs, including comprehensive medical services (on-site medical, dental, and mental health services), pharmaceuticals, on-site dialysis services, and TechCare, our electronic operating system, solely to correctional facilities...[NaphCare] also provide[s] off-site management services to the Federal Bureau of Prisons (BOP).” NAPHCARE, *About NaphCare*, <https://www.naphcare.com/about-naphcare/>.

³³ For more information on Unity Health Care, see <https://unityhealthcare.org/>.

³⁴ “Community Connections core purpose is to provide behavioral health, residential services, and primary health care coordination to women, men, and children who are coping with mental illness, addiction, and the aftermath of trauma and abuse.” COMMUNITY CONNECTIONS, *Our Services*, <http://www.communityconnectionsdc.org/>.

need will be addressed – most often by a local hospital. The closest Unity site, which is visited by the highest number of Fairview residents, is located at 1300 Galan St, SE in Washington, DC.

Staff also reported that NaphCare typically approves minor surgeries, but for more major surgeries or a surgery that will require long term post-op care, the resident may be moved back to a BOP medical center. At a BOP medical center, residents can receive the treatment for a lower cost because it is “in house.”

If emergency care is required, Fairview staff calls emergency services. Providence Hospital is the closest hospital to Fairview; however, when there is an emergency, EMS will select the hospital as they are preparing to transport the individual.

Staff reported that almost all residents at Fairview are taking some type of medication. Some medication can be self-carried by residents, and some must be given out at the control center by resident monitors. Resident monitors do not administer medication; instead, they give it to the resident and then watch the resident take it. Examples of self-carry medications include blood pressure medications and some diabetes medications. Examples of controlled medications include narcotics, pain medications (greater dosages than 800 ML), and insulin injections.

Residents are able to begin signing up for social benefits 30 days prior to their release.

ii. Dental Care

Fairview residents are sent to Unity for dental care, but staff explained that Unity subsequently refers residents to dental treatment providers. Staff also explained the BOP does not approve cosmetic surgeries, which, in most cases, includes requests for dentures.

iii. Mental Health Care

Fairview residents are sent to outpatient community service providers for mental health counseling and treatment. Many residents are already connected to a mental health service provider when they leave the BOP or DOC, and those individuals do not typically need a referral from Fairview to a service provider. For other residents, Fairview refers them to Community Connections (following the NaphCare approval process). Residents are able to sign-up for recovery classes, like alcoholics anonymous and narcotics anonymous, and if approved, can receive a pass to go to the class. (*Passes are discussed further in Section V(G) Transportation and Passes.*)

For emergency mental health crises, Fairview staff said that they can call the Comprehensive Psychiatric Emergency Program (CPAP),³⁵ which responds to DOC resident emergencies and completes an evaluation of whether a resident needs to be taken to an in-patient mental health facility due to instability. Community Connections can also respond to individual psychiatric emergencies.

Resident Feedback

One resident was grateful that she was able to receive a minor surgery while she was at Fairview. She explained that it was an outpatient surgery completed at Howard University Hospital. She

³⁵ “The Comprehensive Psychiatric Emergency Program is a twenty-four hour/seven days a week operation that provides emergency psychiatric services, mobile crisis services, and extended observation beds for individuals 18 years of age and older.” DEPARTMENT OF BEHAVIORAL HEALTH, *Emergency Psychiatric Services*, <https://dbh.dc.gov/service/emergency-psychiatric-services>.

discovered the need to have the surgery while she was incarcerated, and after two weeks at Fairview, she was able to have it. She said that Fairview staff was instrumental in getting the surgery approved.

F. Employment and Housing Searches and Opportunities

Residents typically use the computer lab in the basement of Fairview for job searching, applications, interview preparation, and searching for post-release housing opportunities. The lab is staffed by a volunteer and is typically open Monday through Thursday. On those days, the lab is typically open to residents for four or five hours beginning at 9:00 a.m. or 10:00 a.m.; and on one day per week there are afternoon/evening hours from 1:00 p.m. to 6:00 p.m. While the computer lab is open, residents can repeatedly sign in and out at their discretion. There are three desktop computers, two laptops, one television, and an instructor's laptop. While women do have access to the internet, they are not permitted to use it for shopping or accessing social media. Residents are able to begin using the computer lab to look for job opportunities during the blackout period.

During the May inspection, the CIC spoke with the volunteer who staffs the computer lab. The volunteer explained that she typically assists residents with job searching, applications, and when time allows, mock interviews. The volunteer identified the first step and focus of lab time as tools to help residents become familiar with computers and the internet; for example, teaching residents how to search for jobs on the internet, and how to use resourceful websites. In addition, the volunteer explained that she tries to teach basic computer skills and Microsoft skills through practical exercises, such as learning Microsoft word through writing a cover letter. The volunteer reflected that when she marketed a computer skills class, residents did not frequently attend the class; instead, teaching computer skills through completing a practical and useful document has been more effective. Additional uses for the computer lab include searching for housing, pursuing education, re-enrolling in benefits, and completing online and GED classes. Fairview staff also connects residents to Dress for Success³⁶ and Suited for Change³⁷ for assistance with interview and job preparation.

The time that it takes residents to find employment ranges depending on what residents already have, in terms of identification i.e. an ID card, birth certificate, and social security card. There are some community resources that provide monetary assistance for obtaining identification documents. Some women come with identification documents, but that depends on their most recent facility. On average it can take up to 30 days for a resident to find employment. Fairview staff reported that at the time of the inspection, 83% of residents were employed or in programming. Some places that women have been able to find work are Denny's, Barnes and Noble, Macys, positions through Thrive DC, and - around the holidays - United Parcel Service (UPS) and the United States Postal Service. Fairview staff reported that not long before the inspection, five residents graduated from Thrive DC and found jobs through that program.

³⁶ "Dress for Success is an international not-for-profit organization that empowers women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life." DRESS FOR SUCCESS, *About Us*, <https://dressforsuccess.org/about-us/>.

³⁷ "Suited for Change empowers women by increasing their employment and job retention potential. We are the area's leading nonprofit for women in need of professional attire, mentoring, and job-readiness education. Through these services, we help women achieve financial independence." SUITED FOR CHANGE, *Who We Are*, <https://www.suitedforchange.org/mission-vision>.

For women who are unable to work, staff can request a special allowance from the BOP to excuse the requirement that residents pay a subsistence fee. Often, those individuals who are unable to work complete some type of volunteer service.

In terms of education and programming options, DC residents are able to attend University of the District of Columbia to take courses. Some residents also go to University of Maryland, Thrive DC, the DC Public Library for computer classes, or attend school through the Department of Youth Rehabilitation Services (DYRS). Fairview does not provide residents with tuition for any necessary books.

When asked about housing searches and opportunities for residents, the computer lab volunteer stated that it is often easier for women with children to find housing. Women have reportedly had success finding housing through Jubilee Housing³⁸ and Friendship Place.³⁹

Resident Feedback

Of the three residents who the CIC interviewed, one reported that she was currently attending programs at Thrive DC, one was employed, and the other was planning to study for her GED at Project Empowerment.⁴⁰

The resident attending Thrive DC said that she attends programming Monday through Thursday from 10:00 a.m. to 3:00 p.m. She participates in the life skills and alcoholics anonymous programs at Thrive DC. Thrive DC provides participants \$20 worth of transportation assistance every week. The resident explained that this assistance is enough for transportation to Thrive DC as well as to other approved destinations, so she has not needed to ask Fairview for additional transportation assistance.

Another resident was employed at Barnes and Noble, and had been there for about three weeks at the time of the CIC interview. She reported that she typically works at the cash register or in general merchandise and enjoys working at the store.

One resident emphasized that while she is very appreciative of everything that Fairview staff has done for her, she needs housing, and has not been able to find any for when she is released.

³⁸ Jubilee Housing was founded in 1973 by members of the Church of the Savior to address substandard housing in DC. The organization has grown to “encompass 10 buildings in Ward 1, serving nearly 800 people with housing and supportive services each year. Today as low and moderate income families are being squeezed out of the District due to lack of affordable housing... (the organization’s) work makes sure they can benefit from the progress of the city.” JUBILEE HOUSING, *About Us*, <https://www.jubileehousing.org/about-us/>.

³⁹ “Friendship Place’s mission is to empower people experiencing or at risk of homelessness to obtain stable housing and rebuild their lives. Our vision is a DC region and a nation in which every person has a place to call ‘home’... Friendship Place programs...[include] street outreach, drop-in center, free medical and psychiatric clinic, shelters and transitional housing facilities, permanent supportive and rapid rehousing, job placement, and specialized programs for veterans and youth.” FRIENDSHIP PLACE, *About Us*, <https://friendshipplace.org/who-we-are/about-us/>.

⁴⁰ Project Empowerment is a work readiness program designed to provide “unemployed District residents with opportunities to grow in education, training, and subsidized employment placements each year. Project Empowerment achieves its mission of moving participants into the workforce by partnering with government, non-profit, and private businesses across to the DMV area to recruit, train, match, and coach candidates for successful employment.” DEPT OF EMPLOYMENT SERVICES, Project Empowerment Program, <https://does.dc.gov/service/project-empowerment-program>.

CIC Recommendations

Fairview staff reported that 83% of residents were employed or in programs at the time of the inspection. There seemed to be a more poignant need for housing opportunities for women who are post release. Creating housing opportunities is a larger community task, as opposed to the sole responsibility of Fairview, BOP, or DOC. Additional housing opportunities are needed for returning women because it is crucial to their survival; stability helps them maintain employment opportunities.

G. Transportation and Passes

Following the blackout period, when residents wish to leave Fairview facility grounds, they must request a pass to do so. A pass is given by staff so that the resident can travel to an approved destination, for an approved activity, at an approved time. Any time a resident is given a pass, they need to bring proof back to the facility that they were at the approved location at the approved time. The following are several different types of passes that residents can receive for different purposes and different amounts of time:

- *Destination Pass:* A destination pass is given when a resident has a certain task that they need to accomplish outside of the facility; for example, getting hygiene products, job searching, going to the library, visiting a community service provider, going to the recreation center, or attending a religious service. The time on the destination pass depends on the activity, but destination passes typically last for three hours.
- *Religious Services:* Residents are able to leave Fairview for religious services on a destination pass. This is a three hour pass given once per week, but residents are able to choose which day of the week they would like to attend religious services and which service they would like to attend. Good Success Christian Church and Ministries (hereinafter, Good Success)⁴¹ comes to Fairview to pick residents up for church services and activities that are approved by Fairview. Residents can use the typical religious pass for the church service, but for Good Success activities, women are able to get a separate pass.
- *Recreation Pass:* Residents are supposed to receive a daily recreation pass. The recreation pass can be used to go to the library as well. For recreation passes – which last up to two hours long, including travel time – women can go to a fitness or recreation center. The resident must pay for any required recreation center membership, and residents are required to provide Fairview with proof of any recreation center membership. Other recreation options include staying at Fairview in order to play games. Additionally, there was a yoga instructor interested in volunteering to lead classes at the facility.
- *Social Pass:* Social passes are used to by residents to meet family/friends in the community at a public location, as opposed to a residential property. The public location must be at a place where the resident can bring proof that they were at the approved location at the approved time. Social passes can last up to four hours long. If the resident meets with family using social passes and there are no issues, it can lead to the resident receiving a weekend pass.
- *Weekend Pass:* Weekend passes can be earned after a resident is working and if she has not had any disciplinary issues at Fairview. If a resident receives a weekend pass, she is to spend time at home over the weekend. Weekend passes last for 24, 48, or 72 hours – and the

⁴¹ For more information on Good Success, see <http://www.goodsuccesschurch.org/home>.

residence must be preapproved. The approval process includes Fairview staff conducting a site visit, and the residence must have a verified landline. While using the weekend pass, residents must call Fairview when they arrive to the home, if they leave the home, as well as periodically over the 24, 48, or 72 hours.

Common modes of transportation for residents are the metro or bus. For indigent residents and the majority of incoming residents, the facility provides transportation tokens. There is no limit on tokens for indigent residents. The facility purchases tokens monthly. The facility also has a five-passenger SUV that staff can use to transport a limited number of residents to certain appointments, such as court hearings.

If a resident is out on a pass but is going to be late coming back to the facility, she needs to call Fairview to speak with the relevant staff person – usually a case manager who is tracking the individual's location and can extend the time in order to accommodate for the delay.

Escape: A resident is considered to have escaped from Fairview when Fairview staff does not know the resident's location. If a resident's location is unknown for 15 minutes or more, the escape process is started, and facility staff call local hospitals, police, and emergency services in an attempt to locate the resident. If the resident is found while Fairview is calling around, and before the duty officer is contacted, the escape protocols will be terminated; however, the resident will still receive a disciplinary hearing and sanction. If the resident cannot be found, then the duty officer is called. The duty officer completes their portion of paperwork and provides that paperwork to the United States Marshals Service (USMS) in order to alert the Marshals that a resident has escaped custody. If the resident is located before the duty officer alerts USMS, then the escape protocols may be terminated. However, once USMS is aware of an escape, USMS will take action, which means finding the resident on the street and taking her into custody, or finding the resident at Fairview upon her return and taking her into custody.

Following an escape, there can be a disciplinary hearing depending on the specific situation. If a resident is gone for less than two hour, they will receive a disciplinary level infraction. Center Discipline Committee (CDC) hearings are held by the Fairview director. The CDC (i.e. the Fairview director) will make a recommendation regarding the outcome of the hearing, which is sent to the BOP for approval. There is not a clear line of demarcation regarding whether the time length of an escape will result in a disciplinary infraction or -alternatively - a return to a BOP facility. Staff said that someone gone for two hours may stand a chance to stay at Fairview, but someone gone for days will definitely be taken into USMS custody and returned to a BOP facility.

Resident Feedback

In reference to opportunities for recreation, one resident reported that residents are not able to get passes from case managers to go to the recreation center or library (the closest recreation center has a library in it). The resident said that she would like to go to the recreation center and library for an hour every day. On the weekends it is also difficult because the women are stuck in the facility, and the resident explained that she spends most of that time in her bed.

CIC Recommendations

Based on resident feedback, the CIC recommends that Fairview staff review facility practices to ensure that residents are generally being provided with opportunities for recreation outside of the facility.

H. Grievances and Discipline

Grievances: Internal grievances, or informal grievances, are placed by residents in a lock box in Fairview that is checked by the director or assistant director three times per day – morning, mid day, and the end of day. Formal grievances – BP9, BP10, or BP11 – are sent to the BOP for review. Grievance forms are available on the ground floor hallway of the facility.

Discipline: Fairview handles in house disciplinary sanctions, decisions, and appeals. The Fairview Director is the hearing officer on behalf of the BOP, and handles 100/200 level infractions. Residents are not permitted to have legal representation at Fairview; although, they can have a staff representative present to explain the charge and procedures of the hearing. They are also allowed to call witnesses. If a resident goes back to the institution for the hearing, they can request to have an attorney present. Any appeals from Fairview hearing decisions are completed by the resident in the form of a BP9 or 10, which are sent to the BOP via the Fairview director.

For in house issues, a staff member typically writes up the resident, then a different staff member who is not associated with the event conducts an investigation. Residents are supposed to be provided a written copy of the incident report within 24 hours of the incident. Then, the assistant director reads the report and investigation, and can recommend a sanction or a hearing. If a hearing is recommended, it is supposed to be held within 24 hours to three days of the incident. If there is an immediate sanction (rather than hearing), the assistant director meets with the resident to explain the decision and sanction. Sanctions can include verbal warnings, extra detail, loss of social passes, or taking away good time (which is a more severe sanction). Sanctions increase in severity depending on the offense and the resident's history of disciplinary issues.

Resident Feedback

In reference to discipline, one resident said that Fairview staff is not too picky but they can push you. She described having received a number of write-ups for use of prohibited substances. To address these multiple write-ups, Fairview staff had what she described as an “intervention.” During this intervention, she had a round-table meeting with staff where staff asked how they could help her.

Another resident said that staff at Fairview does not threaten to send residents back to the BOP. She reported that she once got a write-up for talking back, and the sanction was an extra detail.

Appendix A. Methodology

The CIC regularly collects information from Federal Bureau of Prisons (BOP) facilities in which DC residents are incarcerated. In order to promote reentry and transition from prison back into the community, the BOP refers inmates to contracted reentry centers, or halfway houses, so that inmates can live in community facilities and begin the process of reentry within the last 17 to 19 months of their release date. Therefore, when at a reentry center, an inmate is still under the custody of the BOP. DC residents are frequently referred to Fairview Residential Reentry Center of Reynolds and Associates, Inc., located at 1430 G St. NE, Washington, DC 20002.

On May 3, 2018 and May 16, 2018, the DC Corrections Information Council (CIC) conducted a comprehensive inspection of the facility. Prior to, and again at the facility, the CIC requested a number of documents from the DOC pursuant to D.C. Code § 24-101.01(f)(1) (2011), in order to gain additional information for its report. In April and May 2018, the CIC requested information of the following areas:

A. General Resident Data

- a. A roster of the following information for all DC residents: names, offender ID, terms in-effect, date of birth, and projected release dates;
- b. The maximum capacity, current occupancy, average monthly occupancy for the past 12 months, and the average stay of residents;
- c. Number of resident deaths, with cause of death, for the last 12-month period; and
- d. The total number of residents released, number of residents released back to DC DOC or Bureau of Prisons custody, and all available recidivism information for the past 12-month period.

B. Institutional Supplements

- a. Operational Manual, including job descriptions and responsibilities for positions at Fairview;
- b. Mission Statement;
- c. Volunteer Manual;
- d. Community Resource Manual;
- e. Written policy and procedure for offender discipline;
- f. Written policy and procedure on offender orientation, case management, and transitional programs;
- g. Written policy and procedure for searches to control contraband;
- h. Grievance procedure provided to residents;
- i. Employee Standards of Conduct;
- j. Employee Orientation Information; and
- k. Emergency Response Plans.

C. Contract Data

- a. Contractor Evaluation Forms;
- b. Self-Assessment Reports; and
- c. All existing contracts between Fairview and BOP.

D. Additional Information

- a. List of community service providers providing services onsite, including the service being provided to residents;
- b. List of community service providers providing services offsite, including the service being provided to residents;

- c. Weekly schedule of programming, including the dates and time each program is offered onsite;
 - d. All grievances filed by residents within the past 12-month period referencing Fairview; and
 - e. Menu for the last four weeks, including any vegetarian and religious diet options.
- E. *Resident Admission and Orientation Handbook*
 - a. Admission and Orientation handbook that is issued to new residents.
- F. *ACA Audits*
 - a. A copy of the most recent American Correctional Association (ACA) audit, and if no latest ACA audit was available, a request for an explanation.

The CIC did not receive any of the requested documents prior to September 20, 2017. During the course of tour and through on-site requests to the director, the CIC was able to collect the following documents. Some of the information was collected verbally and some of the documents were viewed by CIC, but copies were not provided. The method of collection (e.g. date received, verbally communicated by Fairview staff, or document reviewed by CIC staff) is noted next to each line item:

- A. *General Resident Data*
 - a. A roster of the following information for all DC residents: names, offender ID, terms in-effect, and projected release dates (received 5/3/18);
 - b. The maximum capacity, current occupancy, and the average stay of residents (verbal 5/3/18); and
 - c. Number of resident deaths, with cause of death, for the last 12-month period (verbal 5/3/13).
- B. *Institutional Supplements*
 - a. Operational Manual (reviewed);
 - b. Job descriptions and responsibilities for positions at Fairview, including Director, Executive Assistant, Case Manager, Social Services Coordinator, Employment Placement Specialist, Resident Monitor, and Part Time Urine Monitor (received 5/16/18);
 - c. Mission Statement (received 5/3/18);
 - d. Volunteer Manual (reviewed 5/3/18);
 - e. Written policy and procedure for offender discipline (included in Resident Handbook);
 - f. Written policy and procedure on offender orientation, case management and transitional programs (included in Resident Handbook);
 - g. Written policy and procedure for searches to control contraband (included in Resident Handbook);
 - h. Grievance procedure provided to residents (included in Resident Handbook);
 - i. Employee Standards of Conduct (reviewed 5/3/18);
 - j. Employee Orientation Information (reviewed 5/3/18); and
 - k. Emergency Response Plans (reviewed 5/3/18).
- C. *Additional Information*
 - a. List of community service providers providing services onsite, including the service being provided to residents (verbal 5/3/18);

- b. List of community service providers providing services offsite, including the services being provided to residents (verbal 5/3/18);
 - c. Weekly schedule of programming, including the dates and time each program is offered onsite (received 5/3/18);
 - d. Five weekly menus (received 5/3/18).
- D. *Resident Admission and Orientation Handbook*
 - a. Admission and Orientation handbook that is issued to new residents (received 5/16/18).
- E. *ACA Audits*
 - a. The director explained that there is no recent ACA Report on Fairview because of funding.
- F. *Additional Documents Collected but not Specifically Requested*
 - a. DOC Program Manual – Work Release
 - b. Family Reunification Course Topics

On May 3, the inspection included discussions with the Director and Assistant Director, as well as a tour of the facility, led by the Director and Assistant Director. The areas toured included the first floor (resident rooms, resident bathroom, and staff offices and lounge); the ground floor (control desk, resident rooms, resident bathrooms, and staff offices and conference room); and the basement (common/programming/visitation area, computer lab, clothing closet, dining area, donation closet, and laundry room).

Finally, the CIC offered to conduct confidential interviews with any Fairview resident who was sentenced in DC. On May 16, the CIC returned to Fairview to interview three such residents. The CIC highlighted comments and concerns raised by residents throughout this report, and focused on resident concerns in formulating report recommendations.