



*Bristol*  
STATION

WESTERN ALTERNATIVE CORRECTIONS, INC.  
ORIENTATION SNAPSHOT

## **Facility Overview**

Bristol Station Residential Reentry Center, owned by Western Alternative Corrections Inc., is located in downtown Hastings, Nebraska, at 101 South Hastings Avenue, Hastings, NE 68901. Our facility services male and female residents in a dormitory environment. Our service area is the central plains of the United States.

Participation in all assigned activities, compliance with all rules, regulations and instructions, completion of all objective and subjective criteria, and adherence to individual treatment plan goals is required and expected from each resident. Failure or refusal on the part of the resident to comply, participate or complete any of the expectations may result in an unsuccessful discharge from the program and the reporting of such failure or refusal to the appropriate governing authority.

Daily activities follow a set schedule from the initial wake-up call to lights out. Residents are expected to fully participate in all scheduled activities including group sessions, meetings, seminars and classes, and perform their facility support duties as may be assigned.

## **Property Limitations**

All personal property will be stored in the secured unit provided by the facility. Any property that cannot be stored properly will be considered excessive and must be disposed of in a proper manner by the resident. Bristol Station will not store excess property. Please do not attempt to check in with property in excess of what is stated below.

The facility only provides access to clothing items to residents who are indigent and does not routinely provide clothing items to residents who possess the funds necessary to obtain clothing. Residents who possess sufficient funds are responsible for obtaining their necessary clothing items such shirts, pants, undergarments, shoes, etc. In cases where a resident is indigent and cannot obtain such items, the facility will assist the resident in making the contacts necessary at local clothing banks, etc., to obtain necessary clothing items.

The following list of personal property is the **maximum allowed amounts** a resident may have in their possession in their assigned room/dorm.

(4) four Pants dress or jeans;	(1) one Watch;
(4) four Dress shirts;	(1) one Alarm Clock;
(4) four Pull over shirts;	(1) one Calculator;
(4) four Pair of undergarments;	(1) one Electric Razor or 5 disposable razors;
(2) two Pair of gym shorts;	(1) one Hair dryer;
(1) one House coat/gown	(1) one Set of Curlers/Curling Iron
(3) three Pair footwear (any combination boots, tennis shoes, dress shoes);	(5) books (hardback/paperback magazines combined) Newspaper (not more than one day old);
(1) one Pair of house shoes/shower shoes;	\$20.00 cash
(1) one Radio/Walkman with headphones	

Hygiene items shall be limited only to the amounts that can be stored properly in the resident's assigned storage. Food and drink items shall be prohibited from all dorm areas and lounges. All vending machine or other food items must be consumed in the dining or patio area(s).

A complete description of property disposal and procedures for claiming confiscated property can be found in the Comprehensive Resident Handbook which you receive during check in.

## **Cell Phone Policy**

Cell phones must be approved by the director and case manager prior to use. Pay phones are on the premises to be used between the hours of 7 am. and 10:30 pm or as approved by the Case Manager on a case by case basis for employment reasons.

## **Visitation**

Family and friends are encouraged to take part in the resident visitation program on Saturdays and Sundays for no more than two hours and must be scheduled and approved by the Case Manager. Visiting hours are from 9 am to 5 pm with the last visit being over by 5 pm. No more than two adults and up to three children may visit at any one time. Children over the age of thirteen constitutes as an adult. All visitors must be listed on the resident's visitation list, which the resident will complete at the time of admission. Visitors must have a valid form of picture identification when reporting the facility. Visitors will be required to sign an agreement to abide by Bristol Station rules and agree to waive responsibility of Bristol Station for any liability regarding their visit. No more than ten individuals may be included on the visitation list. Children under the age of thirteen are not required to be placed on the visitation list. A complete visitation policy including dress code is included in the Comprehensive Resident Handbook. Identification for all minor children will be required to verify ages. That may include birth certificate or any other official document showing the age of the minor child.

## **Intake and Orientation**

Each resident will be issued a Comprehensive Resident Handbook, and a packet of forms to be completed immediately upon entrance to the facility. Room and bunk assignments will be made and essential items and linen will be issued. Materials that will be covered during orientation are the Comprehensive Resident Handbook, grievance procedures, resident rights, job placement, life skills and safety, and support services. Case manager assignments will be made and basic needs and first steps for each individual will be identified within the first week of admission.

## **Programs**

After a resident is accepted to Bristol Station and completes the intake process, they will meet with the Program Review Team (PRT). All programs are centered on a team approach, consisting of facility staff, United States Probation Officer (USPO), and the Bureau of Prisons (BOP), as resident pass through the different phases of the program. The PRT will determine and control the pace at which each resident progresses through the phases. There are different grades of accountability defined with each phase:

- Community Corrections Component
- Pre-Release Component
- Home Detention Component

The PRT will monitor and direct each resident individually through the process of each phase.

The level of responsibility and supervision required will be based on the needs of the resident and the restrictions of the sentence. The range of restrictions and supervisions will be based on each individual's success in completing the requirements of each phase before moving on to the next. There are different grades of accountability defined with each phase.

After the initial meeting with the PRT, residents may apply for movements to shop, job search, and pass privileges, by submitting the paperwork to include a pass site address for verification. A Case Manager is available to assist residents in the process. Pass site locations will be verified prior to pass approvals. Pass site telephones will be checked for call forwarding, caller ID, answering machine and cordless handsets. These features are not permitted per Federal Bureau of Prisons policy. Upon completion of the pass site verification, staff will randomly check by telephone or personal contact during his or her absence from the center. This

process will be explained in detail by the resident's designated Case Manager. Pass descriptions and policies are included in the comprehensive Resident Handbook. All forms will be made available to the resident at the time of admission.

Bristol Station is centrally located in Hastings providing easy access to local jobs. There are different options available to residents to get to jobs including being in walking distance from most jobs, having taxi service, handibus accessibility and Bristol Station will try and assist residents in transportation needs. Residents who have licensed vehicles and meet the requirements may be approved for private transportation if appropriate documentation is provided. A complete list of resident obligations is included in the Comprehensive Resident Handbook.

### **Accountability**

Accountability is key and critical part of the daily requirements necessary here at Bristol Station. Each resident's movement will be monitored by a sign in/ sign out procedure upon leaving or returning to the facility. Residents are required to make accountability calls while at work and on pass. Staff will make calls to pass sites and work during work hours and weekend passes. Residents are required to call the facility during working hours, at least two times a day. The date, time, and place will be noted on resident movement records and reviewed by Case Management and Administration. A complete explanation of the resident's obligations including but not limited to: drug testing, pat searches, drug dog searches, and breathalyzer testing will be available to the resident, and discussion with the Case Manager will take place after arriving at the center.

### **Facility Staff**

Each administrative staff member at Bristol Station is committed to the success of each resident, and look forward to working with you throughout your stay at Bristol Station. The following staff members will be available to answer any questions and assist you with any needs you may have after your arrival.

Dustin Russell  
Executive Director

Brent Hultine  
Social Services Coordinator

Anne Kohl  
Case Manager

Leon Russell  
Case Manager