

GEO Walker Hall Luzerne Treatment Center

RESIDENT HANDBOOK

January 2018 - Revised

Director's Approval:  _____

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CREDO

We are here as an alternative to incarceration. While we are here we will take direction and instruction from staff on good faith so that we can learn the errors of our past. We will strive to understand how our old behaviors, attitudes and decision making caused ourselves and others sorrow and pain. We will work to grow intellectually, spiritually, and emotionally. Clearly our release is inevitable but our continued freedom is up to us. In order to become the sons, brothers, spouses, and fathers our families deserve we must acquire information and use that information to develop a positive life style.

ATTITUDE

Attitude is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than success, than what other people think say or do.

It is more important than appearance giftedness or skill. It will make or break a business ...a home ...a friendship ...an organization. The remarkable thing is, you have a choice every day of what your attitude will be.

We cannot change the past ...we cannot change the actions of others. We cannot change the inevitable. The only thing we change is our attitude. Life is 10% of what happens to us and 90% of how we react to it.

CHOICES

I choose to live by choice,
Not by chance.

I choose to make changes,
Not excuses.

I choose to be useful,
Not used.

I choose self-esteem,
Not self-pity

I choose to excel,
Not compete

I. Introduction

Welcome to **Walker Hall – Luzerne Treatment Center**; a residential treatment program providing drug and alcohol services 24 hours a day, seven days a week. The treatment program consists of groups, lectures and individual sessions that are designed to aid you in your efforts to abstain from drug and alcohol abuse and/or dependence. It is our hope that the time you spend here with us will prove to be the start of a new and fulfilling life for you and your loved ones.

The mission of **Walker Hall** is as follows:

- First, it is our objective to provide each resident with substance abuse treatment programs that offer the greatest opportunity to remain clean and sober while entering into long-term sobriety. We believe that effective substance abuse treatment will reduce criminal behavior, and, in turn, result in reduction of parole violations.
- Secondly, it is our objective to provide each resident with education and counseling programs designed to develop skills, values and behaviors which will lead to a productive and meaningful life within your family and community without criminal behavior and/or drug use.

To carry out this mission, our facility is staffed with experienced and qualified professionals. It is our responsibility to offer the highest quality treatment in the area. This mission cannot be accomplished without your commitment to the program.

This handbook's purpose is to help you understand **Walker Hall** rules, regulations, and expectations and your responsibilities as a resident. It should serve as your reference guide as you strive to be a productive member of the Luzerne community.

II. Program Phases

Intake: Upon arrival, you will participate in the intake process at which time you will be given this handbook. A staff member will help you complete all required paperwork and will briefly discuss briefly rules and regulations of the program. You will then be assigned a room, bed and locker and be provided with clean linens. During this time you will be on "black out", you will not be allowed to receive any visits; but will be allowed to receive a drop off of clothing and hygiene items

Orientation: You will participate in an orientation period for a minimum of two weeks after the intake process. The orientation counselor will meet you, assist in the completion of consent forms, and assign a resident mentor. This fellow resident will assist you in becoming more comfortable with the rules and regulations of the community introduce you to the other members of the community and generally help you adapt to your new environment. You will be expected to attend all morning meetings and scheduled treatment activities. You will be given an orientation study guide, and folder for the timely completion of assignments. During orientation, you will complete a psychosocial assessment and formulate a master treatment plan with a counselor. You and the counselor will sign the plan. Throughout your stay, the master treatment plan will be reviewed and revised. New strategies will be identified as other issues begin to surface and you will have the opportunity to set new goals. During this time you will be on "black out", you will not be allowed to receive any visits; but will be allowed to receive a drop off of clothing and hygiene items.

Intensive Treatment Phase: After the successful completion of orientation as determined by the orientation counselor, you will be given a test on the materials you were given while in Orientation. You must pass this test with at least a 70% in order to move to the next phase. Once you advance from Orientation, you will be placed Phase 1 for a period of at least two weeks. In this phase of treatment, you will meet with your primary counselor at least once per week, share openly and honestly with your static group twice per week and perform your work detail contingent on your job function on a daily basis. At which time you will be required to take a test to advance to the next Phase (2). Phase 2 of treatment will offer continued treatment information as well as goals and objectives that must be met. This phase is for a period of one month and will also require you to take a test to advance to Phase 3.

III. Resident Rights

You are afforded the following rights:

1. The right to be treated with dignity and respect.
2. The right to have your religious beliefs respected.
3. The right to nutritious food, safe and adequate lodging, physical exercise and personal hygiene needs.
4. The right to communicate by mail, phone and other forms of private communication, except when prohibition or modification is a documented part of a treatment plan.
5. The right to participate in counseling and vocational training as far as resources are available and in keeping interest, needs and abilities.
6. The right to receive treatment without regard to race, creed, gender, affectional/sexual preference, religion, national origin, age, disability, political affiliation, color, ethnicity, marital status, previous criminal record or status with regard to public assistance.
7. The right to examine their own records subject to the following limitations:
 - i. The clinical supervisor may temporarily remove portions of the records prior to the inspection by the resident if he/she determines that the information may be detrimental if presented to the client. Reasons for removing sections shall be documented and kept on file.
 - ii. The resident shall have the right to appeal a decision limiting access to his records to the project director.
 - iii. The resident shall have the right to request the correction of inaccurate, irrelevant, outdated or incomplete information from his records.
8. The resident shall have the right to submit rebuttal data or memoranda to his own records.
9. The right to request a discharge/transfer from the program with the understanding that the referring agency will be notified as soon as you exit the building. Also, with the understanding that you will be considered an absconder and an unsuccessful completion will be sent to the referring agency (DOC, Parole, County).
10. The right to register complaints about the administration of rules, regulations, sanctions, disciplinary measures and modifications of rights through a resident's grievance procedure approved by GEO's Board of Directors.
11. The right to be free from corporal punishment, physical abuse and involuntary physical confinement.
12. The right to have any information regarding their identification and participation in the program treated confidentially in accordance with all local, state and federal laws.

In addition, you are protected from physical and other abuse as follows:

Walker Hall shall maintain you in a safe environment providing proper discipline and control.

Walker Hall staff shall have the right as ordinary citizens to protect themselves from physical harm.

Walker Hall shall report any use of physical force by staff on you to the Department of Corrections/Board of Probation and Parole. Under no circumstances shall you be subjected to inhumane treatment.

IV. In-House Rules and Regulations

Cardinal Rules: A cardinal rule differs from a general rule in that violation of a cardinal rule may result in your immediate discharge from Walker Hall.

1. No violence or threats of violence - Fighting, threatening directly or indirectly to a fight, any physical force used against residents by a resident.
2. No sex or sexual acting out - Sex between clients, sex between clients and staff, no sex acts of any nature with anyone in the facility, no pornographic material
3. No usage, possession or sales of - Presence of illicit drugs or alcohol
drugs and/or alcohol in the facility, a resident under the influence of drugs or alcohol in the facility.

Program Participation:

This program is designed to break the cycle of criminal behaviors and drug and alcohol abuse. Our efforts cannot be successful without a sincere effort on your part. Therefore, your participation is expected and required. If you choose not to participate, you will be unsuccessfully discharged from the program. To be successful in the program it is necessary for you to be punctual for all activities, to behave in an appropriate manner and to be properly dressed. Residents are required to have their shirts tucked at all times.

General Rules/Regulations: Sanctions for breaking a general rule/regulation depend on factors such as clinical progress, severity of rule and number of times a specific rule is broken.

Respect for Staff, Residents, and Facility Property – Walker Hall holds it essential that no person be shown less than full respect at all times in all places. Violation of this principle may result in administrative action up to and including discharge from the program. Residents are expected to show respect for the facility and the property contained within the facility by following the rules at all times, refraining from vandalism, and performing house duties as required.

Punctuality – Following the therapeutic schedule in a timely manner is crucial for growth of Walker Hall residents. Residents are to attend all therapeutic functions on time as determined by the treatment schedule. Residents are to attend meals on time as determined by the treatment schedule. Residents are

to awake/sleep on time as determined by the treatment schedule. Lateness from any of therefore mentioned activities will result in sanctions. No resident is to be sleeping before lights out is called other than those that are medically cleared to do so.

Breaks – Residents will be permitted 1 hour recreation on a daily basis weather permitting.

1:00PM - 2:00PM (*Recreation Time on Weekdays*)

10:00AM – 11:00AM (*Recreation Time on Weekends*)

Fire starting equipment or devices are not permitted to be in the possession of any resident. **Walker Hall** is a 100% smoke free building. Any person engaging in tobacco smoking inside the building will be met with immediate ~~sanctions~~ sanctions.

Possession of Food – Residents are not permitted to store food or foodstuff of any kind in their rooms. All food served in the cafeteria is to be eaten in the cafeteria and any snack/drink purchased from one of the vending machines is to be consumed in the cafeteria. Residents are not permitted to receive outside food from family, friends or associates. No food is to be sold between residents. No gum is to be chewed at any time by any individual while in the facility. Usage of the facility microwave must be followed by immediate and thorough cleaning of the facility microwave.

Personal Property - Decorating Living Area

Walker Hall residents are not permitted to hang decorations on the walls or windows of any part of the building without prior authorization from the Director. Decorations or suggestions for wall hangings in common areas must be submitted to the Director for approval in order that such articles are affixed appropriately to the walls. All wall decorations are to be of good taste and should not be offensive to others (i.e. nude pictures, alcohol/drug posters). Residents are notified upon admission about such limitations through the resident's handbook. The resident handbook is update annually by the Director or on an as needed basis.

Phones – Residents are permitted to use the pay phones in Walker Hall: at scheduled times of the day. No resident is allowed to use the phone during any clinical group, lectures or counts. The phone schedule is as follows:

Mon, Tues, and Thurs.

11:00 AM – 2:00 PM

5:00 PM – 7:00 PM

09:00 PM – 11:00 PM

Wed.

11:00 AM – 02:00 PM

5:00 PM – 6:00 PM

9:00 PM – 11:00 PM

Fri.

11:00 AM - 02:00 PM

4:30 PM - 12:00 AM

Saturday and Sunday

All Day (*with the exception of CBH Group*)

Residents are only allotted fifteen (15) minutes on the phone per day. No refunds will be given to lost money on any pay phone in the facility. Treatment staff may permit a resident to use an office phone but only while

monitored by treatment personnel. Resident using office phones without staff's knowledge or consent is not permitted. Residents are not permitted to own or use beepers, pagers, or cellular phones at any time in the facility.

Resident (s) that are hearing impaired:

Any resident that is hearing impaired will be allowed to use the facility cell phone. They will be allowed to use the phone to make calls by calling 711 and it will connect them to their callers' cell phone that has text capability.

Money – Residents are permitted to carry money in order to use the vending machines or other personal necessities. Residents are permitted to carry \$40.00 at a time. Any monies in the excess of \$40.00 is to be turned into operations staff or administrative manager upon admission into the facility. Any monies acquired by residents from outside sources are to be turned into the operations staff or administrative manager upon reception. Only **POSTAL MONEY ORDERS** will be accepted by the Administrative Manager. Money orders are to be sent in by family members identified in the resident's visitor log. Any money order not recognized via the resident's visitor log will be returned to sender or denied. Residents may request funds from their account on a weekly basis, with monies being distributed by staff on Thursdays. The Administrative Manager and/or Director are the only authorized staff to enter into financial transactions with residents. Borrowing of money amongst residents is to be done at the resident's risk. **No betting or gambling is permitted at any time.** No resident is to offer money to any staff member and no resident is to accept any money from any staff member. Any money lost in any of the vending machines or pay phones is not refundable.

Law Library:

Our facility is a no movement facility, therefore residents that are in need of utilizing anything in reference to their case or law issues may be allowed to use the Lexus Nexus. This system is set up for resident use only and only one resident can utilize the system at a time. In order to be able to use LexusNexus, you must put a request slip into your program counselor. Hours will be determined based on clinical schedule.

Attorney Visits and Calls:

Residents shall have an opportunity to make and receive calls from their attorneys. Residents shall request special visit with their attorney's in advance. Attorney calls or visits must be arranged by the Director or designee by completing a Resident Request Slip. A Special Visit Form will be completed by resident's Program Counselor after request has been approved by the Director or designee.

Visitors – Residents are encouraged to have family and friends visit you at **Walker Hall**. All visits to the center must be pre-approved by the resident's primary counselor prior to the visit. This is done through written authorization, not verbal. Visits that occur outside of normal visit day(s) will take place in the lobby area of the facility – these are Special Visits and must be pre-approved by director. Visits must not interfere with any therapeutic function or activity as indicated on the schedule. All visits are to have start times and end times determined by the resident's primary counselor. All visits are to be monitored by staff members. Visitors must provide picture identification to staff and agree to a search of any bags brought into the facility. The resident is responsible for the behavior of the resident's visitor(s). Any behavior deemed inappropriate by staff will be grounds for immediate termination of the visit.

Visitors are to be dressed appropriately as determined by staff. **NO** items can be exchanged during any

visits.

Visitor's dress code is as follows:

WOMEN

NO OPEN TOE SHOES, SANDALS OR FLIPFLOPS
NO SHORT SKIRTS OR SHORTS MUST BE BELOW THE KNEES
NO MID SECTION OR CHEST EXPOSURE
NO SPANDEX PANTS, TIGHTS, OR SKINNY JEANS
NO TANK TOPS
NO UNDERWIRE BRAS
NO SWEATERS, YOGA PANTS OR TRACK PANTS
NO CARDIGANS, BLAZERS, JACKETS
NO SUNGLASSES
NO FORM FITTING SHIRTS OR PANTS

MEN

NO TANK TOPS
NO WHITE T SHIRTS
NO EXPLICIT RING SHIRTS
NO FLIP FLOPS
NO HOODIES, OR HATS (ONLY HATS FOR RELIGIOUS PURPOSE)
NO EXPOSURE OF CHEST
NO SWEATPANTS, YOGA PANTS OR TRACK PANTS
NO SUNGLASSES
NO BASKETBALL SHORTS

CHILDREN MUST DRESS ACCORDINGLY TO THE FACILITY DRESS CODE

Only one bottle and one diaper allowed in visiting area.

Visitors must adhere to the facility dress code. This code is posted in the main lobby for all visitors to review and adhere to.

Resident Appearance/Hygiene – Residents are to present themselves and their surrounding environment in a decent and respectable manner at all times while residing in **Walker Hall**. Residents are expected to maintain good personal hygiene through proper grooming, bathing/showering and proper dress attire. Residents are also expected to keep their room, bed and locker neat at all times. Beds are to be made firmly upon wake-up, lockers are to be organized properly and clothes/towels are to be folded neatly and stored into corresponding drawers. Nothing is to be hanging on a resident's bed or locker. No item of any kind should be placed on top of a resident's locker. There is to be no ironing in any dormitory and no food is to be brought into a resident's room. **Hair cutting is permitted on Fridays and Saturdays only as long as it does not interfere with any therapeutic function. Cutting hair is to be done in the individuals' bedroom only and must be clear and clean upon completion of the haircut.** Residents must have only six sets of clothing in their locker. No scissors, hand tools or cutting tools are allowed in lockers. Residents must clean their room on a daily basis. No grooming products containing alcohol in the first three ingredients are allowed in Walker Hall. Only two pairs of shoes/sneakers and one pair of shower shoes are permitted for each resident. These shoes are to be placed neatly under the corresponding bed. Hats,

scarves, rag's, or any other garment excluding those worn for religious purposes are not to be worn on a resident's head at anytime in Walker Hall!

No eye wear excluding prescription contact lenses or glasses are to be worn at anytime in Walker Hall.

Shower shoes are not to be worn in the facility except for traveling *to* and *from* the shower. All boots, sneakers, and shoes on your feet must be tied, snapped or buckled at all times when they are on your feet. If you are wearing more than one shirt and the one underneath is longer than the one on top, the one underneath must be tucked in. Head phones are *to* be worn only in your room or *o u t s i d e* during recreation. A resident promenading the facility with the absence of a shirt, pants or underwear is not permitted. No under shorts or towels are to be worn beyond your room or the bathroom at anytime. Sanctions will be issued to residents not keeping themselves or their surrounding environment clean.

Informed Medical Consent:

Residents must complete the Medical or Dental Request form in order to receive services. This form discusses medical consent. Residents are not provided medical treatment against their will. In case of an emergency, consent must be provided if possible.

Medication – All residents who are admitted to Walker Hall are medically cleared to participate in the full range activities the facility has to offer. Residents have unimpeded access to health care services. A resident who feels that he is not medically cleared or has overwhelming medical issues not noted or documented may not be suitable for this environment. In such cases, discharge back to a state correctional institution or county correctional institution may transpire. A resident who is currently taking medication(s) is to submit all medications in his possession to the medical staff. No resident is permitted to be in possession of any medicine or drug at any time.

Medication is distributed at the following times

7:30 AM - 8:00 AM

12:00PM – 12:30PM

5:45 PM - 6:15 PM

Changes to this Schedule may change due to other situations that may be occurring in the facility at the time.

Residents who require additional times to receive medication must have written authorization to do so by the facility nurse or doctor. If that is the case, then other treatment staff will be able to provide medication. All residents' medication (prescription or over-the-counter) will be kept in a locked medical cabinet in the medical office. Residents must take the medication in the presence of staff. Both the resident and the staff person are required to sign the medical log after medication is dispensed. Residents will not be reminded to take their medication. Residents are not permitted to consume any medication prescribed for someone else or to transport any medication belonging to another into or out the facility unless authorized by staff. Medications that are left after a resident is discharged from the facility will be kept a maximum of thirty days and then discarded.

HIV Testing – Residents can be tested for HIV at the local health care clinics with approval from the medical department.

Laundry – Washing of personal property will be done in the laundry room only. No clothes will be washed in the bathrooms, sinks or showers. In addition, no clothing will be left in the bathroom to dry. Use dryers located in laundry room. Clothing found in the bathroom will be confiscated by staff and

discarded. Only laundry workers are permitted to work or be in the laundry.

Recreation – Use of equipment and participation in Walker Hall's recreation activities is at your own risk. Residents will be held responsible for recreational equipment and damage or destruction of recreational equipment through malicious intent will be considered destruction of facility property.

Personal Property – All necessary clothing and personal toiletry articles are to be brought with you or given to you by outside resources. In the case of absconders, personal property left more than 7 days after discharge will become property of Walker Hall. Due to limited storage space, residents are only permitted to have 7 days worth of clothing in their lockers/cabinets. Walker Hall does house limited supplies of items such as soap, toothpaste and deodorant. These items are for those residents who are **truly indigent only**. Residents are completely responsible for their personal property. Staff inventories all resident's personal property the day of admission. **Walker Hall is not responsible for resident's personal property.** Personal property includes: pants/jeans, shirts/sweaters, underwear, socks, footwear, undershirts, jacket/coat, religious materials, small radios, DVD's, coffee, notebooks, and toiletries.

Searches – Searches of persons, personal areas and the facility as a whole may be conducted at any time without notice. All searches are to be conducted by at least one staff member in the presence of another staff member. Items that are not the property of the person being searched will be confiscated until such time as proper ownership may be determined. Any item deemed inappropriate by the treatment staff will be confiscated. Refusal of room searches and/or personal searches may constitute grounds for discharge.

Merit/Demerit System:

We seek to encourage residents to exhibit positive behaviors and practice prosocial decision-making skills. It is understood that your daily activities parallel real life experiences. Given that, it is believed that the correction of daily behavior will teach you how to develop positive lifestyles when you are released.

A merit is a positive affirmation given by a staff member to a resident for behavior and/or conduct that is considered exemplary. This may involve special projects, achievements, or simply positive treatment participation. A demerit is a negative sanction given to a resident by any staff member for behavior and/or conduct that is not in accordance with the social expectations and/or procedures of the facility. Both merits and demerits are recorded and incorporated into your clinical file and final discharge.

Clinical Intervention Committee:

The merit/demerit reports are completed and forwarded to the Clinical Intervention Committee (CIC). Supervisory staff will meet each business day to review the reports. If you have a merit you will be provided an opportunity at the CIC to select a special privilege and will be recognized during House Meeting. If you received a demerit; you will appear before the committee to receive a sanction. Although you have a right to appeal a demerit if you feel it is unfair, keep in mind that you are in a treatment program and not a court. Our primary focus at this hearing is to assess your ability to take responsibility for your behavior and demonstrate an ability to grow from the experience.

Staff at this meeting will take into consideration the length of time you have been in the treatment, your history of behavior, and any unusual circumstances when deciding the sanction for the demerit. The demerit report will be forwarded to your Program Counselor who will in turn record the demerit in your

file. When your Program Counselor completes your monthly behavioral evaluation, the number of merits and demerits will be recorded as part of the overall evaluation process. After three (3) or more demerits, you may be referred for Case Conference Review and/or Administrative Review particularly if you are not demonstrating an ability to be honest about and take responsibility for your behavior. At the case conference, staff will discuss your ability to remain in treatment or possibly be returned to your original sending facility or contractor, (DOC, Parole or FIR). Your return will only be recommended to the contacted agency by the director of the facility.

Sanctions and Disciplinary Action:

All rule violations and formal disciplinary procedures will be addressed in accordance with those policies and procedures. Termination, administrative or disciplinary action may result if a resident violates any rule identified in this code, or if there is evidence of an inability to conform to the basic rules and regulations of the facility, DOC or Parole. Residents who establish a pattern of ongoing behavioral issues and do not demonstrate that they are responding to clinical interventions may be returned to your sending facility, or contractor. Residents who isolate three minor rule infractions and; or one major rule sanction will receive a sanction of a minimum of seven day extension of special conditions and a maximum of fourteen days. Also, residents who violate one or more of the misconduct charges during the extension of the special conditions of Parole will be terminated from the program and returned to custody for disciplinary reasons.

Residents Right to Inspect Records – All residents in Walker Hall have a case record, which is kept by treatment personnel. Each record for each client contains basic consent forms to treatment, treatment plans and progress reports. Every resident has the opportunity to inspect and view his own case record through proper written consent.

Drug and Alcohol Testing/Urine Monitoring – Residents are subject to random urinalysis testing. Additionally if a staff member suspects that a resident has been consuming drugs and/or alcohol, a urine and breathalyzer test will be administered. A resident may drink only water after a urine sample has been requested. Residents must remain in full view of staff until he is able to provide the urine sample. Failure or refusal to take urine or breathalyzer test is considered the equivalent of producing illicit substances or alcohol in a residents urine. Residents have a maximum of two hours to produce urine for a urine test and fifteen minutes to produce carbon dioxide/water vapor for a breathalyzer test. If a resident is called to any part of the building by staff, he is to report their immediately.

Counseling – Residents will be required to meet with their primary counselor on a weekly basis. These counseling sessions will revolve around the goals and strategies of the individuals master treatment plan. Residents are required to attend their scheduled individual and group sessions. These sessions will provide residents with the opportunity to speak on issues they do not feel comfortable sharing with others. All individual counseling sessions are completely confidential.

Counts – Official counts are conducted at scheduled times of each day. All residents in the facility are to report to scheduled counts (or "pops") when they are called. Failure to report to a count will result in sanctions. Deceiving the count taker into believing someone is present when they actually aren't may result in individual discharge.

Funerals – Residents will be permitted to attend funerals if they are **for immediate family members only. All funerals must be approved by parole.** These include mothers, fathers, sisters, brothers, children and grandparents.

V. Treatment Components

The following section details the specific structure of the various program components offered at Walker Hall. The schedule for each day of the week is:

WEEKDAY	Monday	Tuesday	Wednesday	Thursday	Friday	WEEKEND	Saturday	Sunday
6:15am-6:30am	Count	Count	Count	Count	Count	6:15am- 6:30am	Count	Count
6:30am - 7:00am	Personal Hygiene	6:30am - 7:00am	Personal Hygiene	Personal Hygiene				
7:00am-7:30am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	7:00am - 7:30am	Breakfast	Breakfast
7:45am - 8:00am	Count	Count	Count	Count	Count	7:45am - 8:00am	Count	Count
8:00am - 8:30am	Room Inspections/?Morning Medication	8:00am - 8:30am	Free Time/Morning Medication	Free Time/Morning Medication				
8:30am - 9:00am	Prepare for Morning Meeting	8:30am - 9:00am	Prepare for Morning Meeting	Prepare for Morning Meeting				
9:00am - 9:45am	Morning Meeting	9:00am - 9:45am	Morning Meeting	Morning Meeting				
9:45am - 10:00am	Count	Count	Count	Count	Count	9:45am - 10:00am	Count	Count
10:00am - 11:00am	Lecture	Lecture/ Parenting	Lecture/ Philadelphia Fight	Lecture/ Job Readiness	Free Time	10:00am - 11:00am	Recreation	Recreation
11:00am - 12:00pm	Homework Assignments/CIC	Homework Assignments/CIC	Homework Assignments/CIC	Homework Assignments/CIC	GI Facility/CIC/ Orientation	11:00am - 12:00pm	CBH Group	CBH Group
12:00pm - 12:30pm	Lunch	Lunch	Lunch	Lunch	Lunch	12:00pm - 12:30pm	Lunch	Lunch
12:30pm - 1:00pm	Clean UP	12:30pm - 1:00pm	Clean UP	Clean UP				
1:00pm - 2:00pm	Recreation - Individual Sessions	Recreation Individual Sessions	Recreation Individual Sessions	Recreation - Clinical Staff Meeting	Recreation/ Jumar Services Individual Sessions	1:00pm - 2:00pm	Free Time	Free Time
2:00pm - 2:15pm	Count	Count	Count	Count	Count	2:00pm - 2:15pm	Count	Count
2:15pm - 3:15pm	Phase Groups 1, 2, 3	Static Group	Phase Groups 1, 2, 3	Static Group	Free Time	2:15pm - 4:45pm	Free Time	Free Time
3:15pm - 4:00pm	Homework	Homework	Homework	Homework	Free Time		Free Time	Free Time
4:00pm - 4:45pm	House Meeting	Free Time	Free Time	Free Time	Free Time		Free Time	Free Time
4:45pm - 5:15pm	Dinner	Dinner	Dinner	Dinner	Dinner	4:45pm - 5:15pm	Dinner	Dinner
5:15pm - 5:30pm	Count	Count	Count	Count	Count	5:15pm - 5:30pm	Count	Count
5:30pm - 6:00pm	Free Time	Free Time						
6:00pm - 7:00pm	12 Step Group	12 Step Group	Free Time	NA Meeting	Free Time	6:00pm - 7:00pm	Free Time	Free Time
7:00pm - 8:00pm	GI	GI	Family Visits	GI	Phase Visits	7:00pm - 8:00pm	GI	GI
8:00pm - 9:00pm	Free Time	AA Outside Speakers	Religious Service	Free Time	Free Time	8:00pm - 9:00pm	Movie Night	Movie Night
9:15pm - 9:30pm	Count	Count	Count	Count	Count	9:15pm - 9:30pm	Count	Count
9:30pm - 11:30pm	Free Time	9:30pm - 11:30pm	Free Time	Free Time				
11:30pm	Lights Out	11:30pm	Lights Out	Lights Out				
12:00am	Count	Count	Count	Count	Count	12:00am	Count	Count

On scheduled holidays, the daily schedule is "down" or more relaxed. On nights before holidays, lights out is scheduled at 12:00AM.

Morning Meeting — **Morning Meeting** is a daily session in which the purpose of it is to set the tone for the day. In morning meetings, pull-ups are read, songs are sung, announcements are made and a theme for the day is guessed by residents and elaborated on by staff. Typically morning meetings are chaired (or run) by residents. Morning meetings begin at 9:00AM every day and are attended by all residents present in the building. Staff members sit in on morning meetings. The residents running morning meeting prepare a sheet outlining all announcements and assignments that are to be presented for that morning. Morning meeting structure is as follows:

Introductions

(Residents running the meeting and staff say good morning)

Morning Meditation

(A pre-selected resident is called up to read a daily meditation from the morning meditation book)

Pull-ups

(The author's of the three selected pull-ups chosen at pre-morning meeting come forward one at a time and recite their pull-up to the family. After elaborating on his pull-up, three residents are called up to successfully recite the pull-up and elaborate on it themselves. This is done for each of the three totaling twelve (12) elaborations)

Current Event Paper

(A pre-selected orientation member communicates international, national, and local news to the family)

Funny Paper

(A pre-selected orientation member reads three jokes either pulled from the facility joke book or pre-approved by the staff to the family)

Kitchen Menu

(A kitchen worker/ramrod/department head reads the daily menu)

Announcements

(Communications that is vital to daily schedule, **not** complaining about the program or the facility)

If at any time morning meeting does not follow this schedule, staff will stop the meeting. Family members not called upon during the meeting are to be sitting quietly. If a resident wishes to use the lavatory, he must raise his hand and ask staff's permission. If the resident running the morning meeting (or "table") makes a mistake during the meeting, a resident may raise his hand and offer a pull-up. Residents disrupting the meeting in any form or fashion will be removed from the meeting. Any resident who refuses to participate in the meeting will be sanctioned heavily.

Static Group – *Static Group* is the group that meets Tuesdays and Thursdays at 2:15 PM in which the purpose of it is to share feelings/issues openly and honestly with group members. Residents assigned to a primary counselor and a specific group only meet with primary counselor and that specific group.

Static group has rules that are to be reviewed before group begins. It is in this group that

residents can express themselves to others and receive feedback. Static group supersedes all functions/activities in or out of the facility and is mandatory for all residents to attend. Medical or legal passes will not be given during static group times. Static groups should not be interrupted by anyone for any reason at anytime.

Core Lecture – *Core lecture* is a meeting given by a staff member. Core Lecture focuses on recovery related issues and requires residents to listen attentively and actively participate. Core lecture is to be attended by all residents present at the facility. Sometimes core lectures may be run by residents with staff facilitating.

Evening Seminar – *Evening seminar* is a meeting held every night and is generally run by a staff member. Evening seminar is identical to core lecture in terms of the structure and set up. Evening seminar generally requires more participation from the residents than a core lecture.

12 Step Meetings – In house 12 step meetings are those that are facilitated and chaired by individuals that come from outside the facility. These are generally held on Evenings at 6:00 PM.

Resident Structure – All residents are required to engage in work therapy while residing in Walker Hall. All residents in the community are given a job function, which is illustrated on the structure board. Each assignment is clinically based and part of their overall treatment plan. For example, being assigned to the function of expediter would likely be due to the residents need to learn how to challenge and confront his peers and not accept their negative behaviors. Resident Structure is a visual tool created by the treatment staff that allows the community to see what position they hold in what department. A structure board is formulated once a week by the treatment team and is non-negotiable. If a resident is not satisfied or confused with his progress (or apparent lack of thereof) he is to directly ask his primary counselor through chain of command. Though different positions in the structure board warrant different levels of responsibility, no resident has any real authority or power over another resident while in the community.

The residential job department's of the community is:

Kitchen Preparation of meals, serving food, cleaning the kitchen

Laundry – Washing and drying of resident clothes and linen

Maintenance and Grounds - Custodial work around the facility

Orientation – Aiding new residents in the program

Expediter – Acting as the eyes and ears of the community, communicating, motivating

family members.

In each department (except expeditors) there is a department head who directly oversees the department as a whole and brings communications from members of his department.

The chain of command is derived from the residential structure board. The *chain of command* is the proper procedure a resident must take in order to satisfy wants and needs. Going outside

the chain of command is called shooting a curve and is not permitted. A resident must follow the chain of command with proper written request slips in order to achieve goals through staff. The chain of command in its entirety (including staff) is as follows:

- Facility Director
- Director of
Clinical Services
- Program
Counselor
- House Coordinator
- Assistant House
Coordinator -
Behavioral
Coordinator
- Expediter

All request deemed unsatisfactory by the resident must be submitted through chain of command. For example, if a resident is not satisfied with a response from his counselor concerning a request, he has the option of submitting the request to the clinical supervisor. If still not satisfied, he has the option of submitting the request to the Director.

Structure – residents who have served in a given department for a length of time and are responsible for assuring leadership in their given department is aware of their responsibilities and duties.

The house is generally supervised and run by Structure. Each department is considered a part of Structure under leadership of the following positions:

House Coordinator - the resident who is responsible for supervising the expeditors, delegating responsibilities to other residents and generally making sure the daily program is running as it should.

Assistant House Coordinator – Works side by side with the House Coordinator.

Behavior Coordinator – greets the community, announces if there will be any CIC and announces if there is any LE's that have to be read.

Expeditor – Goes around the building announcing every meeting 5 minutes before they start and opens/closes Morning/Afternoon Meeting, does role call during morning meeting.

Mentor – Meets and greets all new residents when they first come to the center and gives them the overall of what is expected of them.

SIP Coordinator – Duty is to run the house and make sure everything is running smoothly

with the SIP population.

Department Coordinator – Job is to make sure the residents get a job before taking the orientation test.

Orientation – This resident facilitates the orientation group along with staff.

Activities – This resident is in charge of setting up and taking down the chairs, the tables and cleaning up during lunch.

Education – This resident is to announce when the test for Orientation and the Phases are given as well as when you need to sign up for them.

Inspiration – This resident is to read the Word of the day and N/A daily.

Motivation – This resident is to help with setting positive energy for the day with something positive ex. Speech, sket.

Maintenance – This resident assists the facility manager with all repairs that need to be done in the building.

Services – This resident assists with the cleaning of the facility as well as putting out the trash.

Learning Experiences – When residents exhibit negative attitudes or behaviors, he may be put on a learning experience. It is the hope of the staff that when a resident does something wrong, he learns something from the experience. There is no specific length of time for each learning experience. It depends on how the resident honors his learning experience and how he is able to demonstrate what he learned from the negative behavior.

Religious Services – All residents are allowed to attend religious service within the facility. Jumah is held at 1:00pm every Friday and Religious Services are held on Wednesday evening at 8:00pm.

House Meetings – A *house meeting* is when residents gather to discuss house related issues and affairs among themselves. House meetings may or may not be attended by staff and can be called anytime day or night. Residents generally call a house meeting and should communicate what happened at such meetings to staff afterwards. Residents do not need to seek approval for arranging house meetings unless they interfere with previously scheduled therapeutic functions. Residents are encouraged to resolve conflicts and draw attention to issues during house meetings. Remember: staff member's work at the facility Walker Hall but residents live at Walker Hall.

GI – a GI is when the residents perform a facility wide cleaning of the building. All residents are to participate in GI and are assigned various cleaning functions. A GI ends after staff

completes a thorough inspection and "calls GI is now clear."

Room Decorations – All residents are allowed and encouraged to decorate their living area/space. Decorations are to be Pro-Recovery in nature. No inappropriate pictures allowed.

VI. Facility Management

Emergency evacuation drills will be conducted on a surprise basis at least once a month. All residents are required to participate. Posted in each room and around the facility are diagrams showing exits/routes from the facility. Should the emergency alarm sound, residents must proceed immediately to the nearest exit, depart the facility and assemble in the parking area by assigned bedrooms. Staff will give further instructions at this time.

Fire and Safety Regulations – No heating equipment, extension cords, electrical appliances or TV's are allowed in resident rooms. Walkmans or clock radios are allowed, if volume is low. Ironing is to be done only in the designated area. Residents are strictly prohibited from tampering with smoke detectors, fire alarms and fire extinguishers. At least one staff person on duty at all times is certified in first aid and CPR.

VII. Consequences for Rule Violations

Class I Charges-Category B

1. Fighting
2. Threatening another person
3. Engaging in sexual acts with others or sodomy
4. Wearing a disguise or mask
5. Failure to report an arrest for any violation of the PA Crimes Code
6. Refusing to obey an order
7. Possession of contraband, including money, implements of escape, non prescribed drugs or drugs which are prescribed for another, drug paraphernalia, poisons, intoxicants, materials used for formation, property of another, weapons or other items which may present a threat to self, others or the security of the facility.
8. Possession or use of a dangerous or controlled substance
9. Possession or use of intoxicating beverages
10. Extortion or blackmail
11. Any violation of the PA Crimes Code not in Category (specified)

Class I Charges – Category C

1. Tattooing or other forms of self-mutilation
2. Destroying, altering, tampering with, or damaging property
3. Indecent exposure
4. Engaging in or encouraging unauthorized group activity
5. Engaging in or encouraging others to refuse work
6. Breaking restriction or quarantine
7. Gambling or conducting a gambling operation
8. Unauthorized use of the mail or telephone

9. Possession or circulation of petition

Class I Charges – Category D

1. Using abusive behavior or obscene behavior to an employee
2. Failure to stand count or interfere with count
3. Violating a condition of a pre-release program (specified)
4. Violation of visiting regulations (specified)
5. Lying to an employee
6. Presence in an unauthorized area
7. Lending or borrowing property
8. Failure to report the presence of contraband

Class II Charges

1. Body punching or horseplay
2. Taking unauthorized food from the dining room or kitchen
3. Failure to report to work, or unexcused absence from work
4. Smoking in building
5. Possession of any item not authorized for retention or receipt by the resident not specifically enumerated as Class I contraband
6. Any violation of a rule or regulation in the Resident Handbook not specified as a Class I misconduct charge

Unacceptable Corporal and Unusual Punishment:

Sanctions imposed for violations of program rules shall be fair, just and appropriate to the violation. Sanctions imposed on residents shall be reasonable and in accordance to the program model. At no time shall a sanction, deemed unusual or corporal in nature, be imposed on a resident.

PREA- (Prison Rape Elimination Act of 2003) The Prison Rape Elimination Act was signed into law in 2003 to study and address prison rape and sexual violence.

Zero-Tolerance Policy

Luzerne Treatment has a "zero-tolerance" policy relative to sexual misconduct. Anyone who engages in, fails to report, or knowingly condones sexual harassment or sexual abuse shall be subject to disciplinary action and may be subject to criminal prosecution.

A resident, staff member, contract service provider, volunteer and/or any individual who has business with or uses the resources of Luzerne Treatment Center is subject to disciplinary action and or sanctions, including possible dismissal and termination of contracts and/or services, if he/she is found to have engaged in sexual harassment or sexual contact with a resident.

Resident Rights under PREA Act

All residents have the right to be free from sexual abuse, sexual harassment, and from retaliation for reporting any such incidents.

Reporting Procedures

Offender/detainee has several methods for reporting Sexual misconduct:

- Verbally: residents are encouraged to verbally report incidents of sexual abuse or sexual harassment to any staff member working in this facility
- Written: residents can write out request slips to a staff member who is required to address the request in a timely manner. Resident can also make a written report to the

Pennsylvania Department of Corrections at the following address: **BCI/PREA Reporting: 1800 Elmerton Avenue Harrisburg, PA 17110**

- **Telephone Calls:** Residents can anonymously report a PREA incident by leaving a message on the **GEO PREA Hotline number @ 1-866-568-5425 or 1-561-999-5827.**

Support Services:

If an incident of sexual abuse occurs, the days ahead can be traumatic and it helps to have people who care about you to support you. Mental Health Staff are available for crisis care 365 days a year to listen and offer support.

For confidential emotional support services related to sexual abuse call **W.O.A.R (Women Organized Against Rape)** at **215 985-3333.**

Residents can also seek support from the following types of occupations:

- Mental Health Staff,
- Social Services
- Chaplain
- Counselor
- Medical Staff

Grievance Procedure:

The in house grievance form can be used to report a PREA incident. This report will be turned over to the Pennsylvania Department of Corrections for further investigation.

VIII. Contraband

Contraband is defined as a product, substance material which illegal, immoral, or a violation of Department Of Correction, Pennsylvania Parole & Probation Board and Luzerne Treatment Center rules/regulations. Examples of contraband:

- Possession of a controlled substance
- Misc. Drug paraphernalia
- Weapon(s)
- Cell phone/
- beeper
- Prescription medicine
- Over the counter medicine-
- Matches, Lighter
- Possession or use of intoxicating beverages

- Portable TV
 - All sharp objects used for work or school
 - Large radios, cameras, VCRs, tapes, dice,
 - Pornographic materials
- Any items that staff identifies as being inappropriate

IX. Grievance Procedure

If a resident feels he has been dealt with unfairly or in an unjust manner, he has the opportunity to file a grievance if an informal resolution has been attempted but failed.

Procedures for filing a grievance are as follows:

1. Submit a statement outlining the incident and attempts in informal resolution to the facility director
2. Within four working days, the facility director will hold a meeting with you and other parties involved. A written summary of this meeting and any subsequent investigation will be given to you within four working days.

Resident Mail:

All outgoing mail will be collected for daily postal pickup. Outgoing correspondence will not be held for more than 24 hours except on weekends and holidays. All packages shall be inspected for cash, checks, money orders, and contraband. Incoming correspondence may not be read unless there is a reason to believe that contraband or criminal activity is involved. Residents should advise their correspondents of the above procedures. All packages must be dropped off during designated facility drop off times. In the event a resident is indigent (is unable to receive any outside financial assistance), Walker Hall will provide postage for letters – not to exceed two letters per month.

Mail Forwarding:

All mail and packages are forwarded to residents who have been discharged from the program (for up to one year, provided a forwarding address is available). If a Resident does not leave a forwarding address, mail is marked and returned to the US Postal Service.