

GEO Oxford
Resident
Handbook

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INTRODUCTION

Welcome to **GEO** - Oxford Facility, also known as Sullivan Hall, a residential program designed to meet the needs of offenders/parolees referred from the Pennsylvania Department of Corrections and Pennsylvania Board of Probation and Parole. This handbook has been developed for your benefit and guidance. The rules and regulations contained in this handbook do not cover all situations that may arise, but rather serve as a basic guideline. These rules are subject to change. When changes are made, you will be properly notified. If you have any questions regarding the contents of this handbook, ask a staff member for guidance. Well-defined and structured rules assist you down the appropriate path to the correct behavior.

Our goal is to effectively supervise and assist you with transitioning back into society. To meet this objective, you will meet weekly with your case manager for individual and group sessions. Your case manager will also provide assistance in referring you to the appropriate 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.

The facility will coordinate a collaborative effort with Probation and Parole, Outpatient Substance Abuse Treatment Providers, Job Development Centers and other support based organizations to ensure a successful transition. All reentrants are afforded the same services regardless of race, religion, national origin, gender, disability or political views. 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.

It is our responsibility to offer the highest quality of services in the area. This mission cannot be accomplished without your commitment to the program.

Mission Statement

To provide a healthy, drug free, safe and secure environment within which we will provide program and education services that focus on changing addictive and criminal behaviors. We provide our participants with the knowledge and skills necessary to lead productive lifestyles prior to reintegration into their communities.

Orientation Period

Upon arrival you will receive an Intake package. This package provides general facility information that will be useful until you receive your orientation by a case manager. During the intake process, you will be asked pertinent information about you, as well as, asked to sign various acknowledgement forms. You will also receive a tour of the facility and informed on appropriate ways of conducting yourself.

During the first 72 hours of arrival, all Reentrants are placed on COMPLETE and have no movement. A case manager will meet with you within 24 hours of your arrival. During your meeting, the case manager will review the rules and regulations of the program and answer any questions you may have. The following are some of the topics that will be covered during your orientation period:

- Program Rule and Regulations
- Expectations
- Introduction to Therapeutic Community
- Assessment & Development of Individualized Program Plan

- Daily Schedule
- Life Skills Program
- Treatment Services
- Phase System
- Accountability
- Resources
- PREA
- Release Plans

FACILITY MANAGEMENT

About the Facility

GEO Oxford is a single four-story building, conveniently located within walking distance to various modes of public transportation. GEO-Oxford is Tobacco-free. The facility is equipped with a resource room, multipurpose room, laundry room, day rooms, and a dining room. Each room houses two males with an adjoining bathroom between every pair of rooms. The facility is also has handicap accessible bathrooms and an elevator.

NOTE: The elevators are only allowed for Reentrants with physical limitations.

Identification

Upon arrival you will be issued a GEO Identification Card. This ID card must be worn at all times on the shirt or outer garment affixed to the collar or chest area, above your waist. Reentrants are not permitted outside of their rooms and cannot receive staff services without their ID card. Your ID card is also required when entering and departing the facility. If you lose your ID card, you will not be allowed to leave the facility until you purchase a replacement card for \$5.00. ID cards are color coordinated based on your classification. Prior to your release, you will be required to return your ID card.

Personal Attire

All Reentrants are required to maintain appropriate personal hygiene. When moving around in the facility, Reentrants must be fully dressed with shirts, pants, shoes or sneakers. Clothing with drug or alcohol slogans, gang connotations, profanity or sexual implications are not allowed. Wearing a hooded sweatshirts and/or sweater, with the hood up on the head is not permitted.

The following personal attire is not acceptable outside of your living area or bathroom:

- No hats, head rags, or skull caps are to be worn in the building at any time, except for religious purposes.
- No sunglasses are to be worn inside at any time, unless prescribed by a medical professional with written authorization.
- No slippers, flip flops, and all open toe shoes.
- No tank tops are to be worn in the common areas of the facility.

Staff may require a Reentrant change clothes or adjust what he is wearing, if it is deemed inappropriate.

Personal Property

Upon arrival you will be assigned a locker/closet and a lock to secure your personal belongings. When bringing, receiving or removing any personal property you are required to update your personal inventory form. Your property should be stored in your locker. Upon leaving your housing area, it is your responsibility to make sure your personal items are secured and locked.

Personal clothing is limited to (5) sets of clothing, three (3) pairs of shoes, one (1) pair of shower shoes, one (1) coat, pajamas and undergarments. **All clothing must fit neatly into your closet and locker.** Shoes must be aligned under the front edge of the bed, with the toes facing out. When bringing, receiving or removing any personal property you are required to update your personal inventory form. All property over the stipulated amount or identified as not authorized, will need to be removed from the facility. Staff will allow for you to make arrangements to be send the excess home. Failure to comply will lead to confiscation.

Reentrants are allowed to have a small clock radio, religious text, books and magazines. However, iPods, electronic games, hygiene or personal items stored in glass containers, cameras, computers, and back packs are prohibited.

You are solely responsible for your personal property. We suggest that you do not bring any valuables or items of sentimental importance into the facility. Any property confiscated for disciplinary reasons will be retained by the Operations Manager or designee until properly destroyed. GEO-Oxford will not be responsible for any property lost, stolen, abandoned, confiscated, damaged or destroyed.

Reentrants discharged from the facility are required to take all personal belongings with them upon release. Reentrants that abscond forfeit their rights to their personal property. Reentrants or family members of Reentrants who escape/abscond from the facility will not be able to retrieve their personal items until they are in custody.

Due to limited space in the housing units, luggage cannot be stored in the facility. If you need to bring in luggage upon arrival or need to pack items in preparation for release, arrangements must be made with the Security Supervisor.

Living Area

Upon arrival, you will receive an assigned room, bed and locker. A bathroom is adjoined to your living quarters which you share with another room. Reentrants must be properly dressed when in their living quarters. This includes when sleeping. The authorized changing area, is your bathroom. You are not to switch bed assignments without approval of the Operations Manager. Special consideration will be given to those individuals with special medical needs. All Reentrants are required to keep their rooms and bathroom clean, neat and free of clutter. Cleaning supplies are available for you to sign out at the main control booth.

Reentrants are allowed to decorate their living area with personal belongings as long as the items are not considered offensive and do not cause damage to the facility. Windows and walls are to remain free of all obstructions. Personal corkboards have been provided for hanging decorations and personal effects (i.e., pictures) in each room.

The following standards are required to maintain your personal area:

- All beds shall be made and rooms clean by 8:00am or before leaving the facility. On weekends and holidays, the beds are to be made by 10:00am. On weekdays, you are not permitted to lay/sleep in your bed, between the hours of 8:00am and 2:00pm. Exceptions for work schedules must be made through your case manager.
- The bed is to be made in the following manner: sheets tucked under mattress, blanket tucked over the sheet, pillow in pillowcase at head of bed
- All window sills, base boards, and floors will also be checked for cleanliness
- Nothing stored on the bed or under the mattress.
- No food or drinks – except water – are allowed in your living area. Only one (1) water bottle per person.
- Besides your shoes, the only item allowed under your bed is a mesh laundry bag the only item that Reentrants are permitted to hang on the bedpost is a mesh laundry bag.
- Towels and wash cloths are to be neatly folded on the bed rail at the front of the bed
- Bathrooms are to be kept clean at all times, this includes the bathtub/shower, tiles, sink, commode and floors.
- Personal alarm clock radios are permitted in the facility; however, **noise levels must be kept to a minimum.** Televisions, boom boxes, video games and other high-ticket items (lap tops, computers, cameras, and camcorders) are not permitted in the facility.

Linen /Laundry Services

Upon arrival each Reentrant is issued a complete set of bed linens [two sheets, pillow case and blanket]. During your placement you are responsible for laundering your linen weekly. The facility is equipped with coin operated washing machines and clothes dryers. Provisions will be made for indigent Reentrants. See your case manager for more details.

Upon discharge you are financially liable for the return of all linens received during intake.

Job- Functions

All Reentrants are required to maintain the upkeep of the facility. This includes your personal area, common areas [dining rooms, multi-purpose areas, lobby, hallways, etc], as well as the exterior of the facility.

You may be assigned a job function/chore, to assist in maintaining the facility; a job function list is posted on the bulletin board. Job functions include, but are not limited to: kitchen details, laundry, yard work, and housekeeping duties. If you are not employed on a full-time basis, or if you are on restriction you will be subject to an in-house work assignment when not engaged in programmed activities.

Inspections

A safety and sanitation inspection of your housing unit will occur daily to ensure that your personal areas are clean and safe. Staff will also inspect your work upon completion of daily chores. You will be asked to clean your personal area and/or complete your assigned chore prior before being allowed to sign out of the facility.

Meals

We offer three (3) meals per day. Reentrants are not allowed to bring food, beverages or condiments into the facility. If you require a special diet please see staff for medical or religious purposes see staff to complete the appropriate paperwork. Accommodations will be made for medically documented diets.

Meals are provided for Reentrants that have authorized movement for work, job search, medical, treatment, and official business during meal times. Bag lunches are available for Reentrants to take with them, prior to leaving the facility in the morning. Dinner trays will be saved for those Reentrants that will be returning to the facility from work or treatment after dinner hours.

Food and beverages are only allowed in the Dining Room. This includes any snack/drink purchased from one of the vending machines. Any food, beverage or condiments found outside of the dining room is considered contraband and will be confiscated. *When using the Dining Room, be considerate of others by observing good table manners, and cleaning the microwave and tables after use.*

Facility Curfew

All Reentrants are to be awake and out of bed by no later than 7:30 a.m. weekdays and 9:30am on weekends and holidays. The only exception to this rule is for Reentrants who return to the facility from work after 11:30 p.m. the previous night. Reentrants returning after 11:30 p.m., will be allowed eight hours from the time they return to the facility before having to be out of bed.

Lights Out

All lights are to be turned off in all rooms at midnight, Sunday through Thursday and no later than 1:00 a.m. on Friday and Saturday.

The dining, multi-purpose, resource and day rooms is off limits at 11:30 pm Sunday through Thursday and 12:30am on Friday and Saturday.

Indigent Care

Reentrants without financial or family support are provided with basic needs assistance. Postage assistance, envelopes, toothpaste, soap, toothbrush, shampoo, comb, towel, washcloth are available for Reentrants who require such assistance. Requests for indigent services should be forwarded from the Reentrant's Case Manager to a member of Management. Indigent Reentrants will also be provided with laundry tokens to use the facility's washer and dryer.

All Reentrants who are employed are responsible for their own basic needs including the use of the laundry and dryer (coin machines).

Counts

Official counts are conducted at random and at scheduled times each day. At least three counts per day will be a standing count; these counts require Reentrants to stand by their bed until the count is completed and cleared. During count you are expected to comply with procedures as outlined by staff. Reentrants that are not at their assigned bed are considered "Out of Place for Count" and attempt to

deceive the count taker into believing someone is present when they actually aren't is a major program infraction. During counts no one is permitted to sign in or out of the facility.

Searches

Searches of persons, personal areas and the facility as a whole may be conducted at any time without notice, **for the purpose of controlling and preventing the introduction and concealment of contraband.** 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 staff can be confiscated.

Staff will routinely, randomly or upon suspicion conduct searches of persons, personal areas, and/or the entire facility. You shall follow the directions given by the staff member conducting the search. Refusal to submit to a search or interfering with search in progress will result in disciplinary action and may result in termination.

All confiscated contraband will be placed on a property custody receipt, and referred to the Operations Manager for further processing.

Pat Searches

All persons entering the building will be required to clear a metal detector and subject to a pat search. When you are pat searched, you must:

1. Remove all outer garments (jacket, coats, etc.)
2. Empty all contents from your pockets and place them in the "Property Bin."
3. Stand still with your feet apart and arms extended outward, palms upward, and remain motionless during the search procedure.
4. Remove shoes and hand them to the inspecting security monitor.

Pat searches can occur at any time and in any area of the facility by staff.

Searches of Housing Units

Staff will routinely conduct searches of housing units. When conducting the search, all precautions will be taken to avoid damage to any items. Reentrants do not have to be present for staff to search living area nor do they have the right to refuse a search of their property.

Shakedowns

To ensure a drug-free and clean environment, a general shake-down will be conducted on a random basis. Shakedowns may include the use of K9 drug detection unit. For safety precautions this procedure may be done without you being present.

Contraband

Contraband is defined as a product, substance, or material that is illegal, immoral, or a violation of DOC, PBPP, and GEO Oxford regulations. All contraband will be confiscated and discarded as deemed appropriate by Management. Examples of contraband include but are not limited to:

- Weapon(s) or any instrument that could be used as a weapon
- Narcotics (illegal street drugs & paraphernalia)
- K2Spice, Bath Salts or any other synthetic drugs
- Bottles of "Oils" regardless of purpose are not allowed in the facility.
- Loose smoking or chewing tobacco products. **All pre-rolled cigarettes must be in a factory sealed package. Open cigarette packages are not allowed in the facility.**
- All prescribed and unauthorized over-the-counter (O-T-C) medications.
- Hygienic products with alcohol in the first three ingredients
- Dietary supplements (protein powder, fat burners, vitamins, power bars, creatine, etc.)
- Candles & Incense
- Halogen filled balloons
- Glass (Vases, aftershave, or any product or container made primarily of glass)
- Aerosol cans
- Items that have been altered
- Scissors or other cutting tools.
- Hand tools of any type.
- Backpacks or any type of bags with zippers or pockets
- Pornographic literature and or pictures
- Televisions
- Hand held video games, media players, DVDs, or CDs
- No gambling paraphernalia, Dice
- Any type of Vehicle Keys (without authorization)
- Food, Beverages, Condiments, Gum & Candy this includes, coffee (instant or regular), tea bags, condiments, (mustard, mayo, hot sauce, salt, pepper, sugar, sugar substitutes)
- Cups, bottles, etc., containing any liquid of any kind.
- Any item identified as being inappropriate will also be classified as contraband.

All sharp objects used for work (including tools) must be turned into Control upon entry into the facility.

FIRE SAFETY REGULATIONS

Emergency Procedures

If you discover a fire or smell smoke, immediately notify any and all staff. Emergency evacuation drills will be randomly conducted. Floor plans with emergency evacuation routes are posted throughout the facility. When the emergency alarm sound, Reentrants must immediately proceed to the nearest **exit** and depart the facility. You are to assemble orderly across the street on Oxford Street, and remain there until further instructions are given.

The elevator shall not be used during a fire drill.

Life Safety

To ensure the safety of you and others the following are prohibited in the facility:

- Smoking
- Incense, candles, heating equipment, extension cords, electrical appliances and flammable materials in the facility

- Ironing any place other than in the Laundry Room
- Tampering with smoke detectors, thermostats, fire alarms, and fire extinguishers.

PROGRAM COMPONENTS

Orientation Period

Upon arrival you received an Intake package. The Intake package provides general facility information that will be useful until you receive your orientation by a case manager. You will be asked pertinent information about you, as well as, asked to sign various acknowledgement forms.

A case manger will meet with you within 24 hours and provide you with an overview of the program. A meeting will also be scheduled with the assigned PBPP Agent (where applicable). The following are some of the topics that will be covered during your orientation period:

- Program Rule and Regulations
- Expectations
- Introduction to Therapeutic Community
- Assessment & Development of Individualized Program Plan
- Daily Schedule
- Life Skills Program
- Treatment Services
- Phase System
- Accountability
- Resources
- PREA
- Release Plans

Assessment and Program Plan

During the orientation period your assigned case manager will begin the assessment and evaluation process. You and your case manger will develop an individual prescriptive program/community orientation re-integration plan {COR} plan identifying your long-term and short-term goals. This plan will include any case specific requirements (including but not limited to: outpatient treatment, community service, educational and life skills programs) imposed by the referral agency. Your case manager will assist you with specific strategies for reaching the goals set in each area of reintegration. As you begin to meet all of your established goals, your program plan will be updated and new strategies will be identified in order to deal with other issues and meet new goals.

Legal Packet

Once the individual prescriptive program plan has been clearly established your case manager will schedule you to address legal visits. This will include traffic court, Cost/Fines/Restitution, criminal registration, family court, social security card, birth certificate, state issued photo ID, as well as medical assistance. As you complete your legal work, bring it to the attention of your case manager so that a copy can be made for your file.

Case Management Meetings/Progress Reviews

During your placement at GEO Oxford, you will meet weekly with your case manager to review your progress in the program. During these sessions, you and your case manager will review your program goals, assess your progress towards meeting those goals, and adjust your prescriptive program plan goals as needed.

It is extremely important that you attend these meetings as scheduled and use this time to communicate any problems or significant events with your case manager. Reentrants *are expected to consult with their Case Manager regarding problems or concerns prior to requesting a meeting with the Director.*

Life Skills Program

GEO Oxford has groups daily. House meetings are scheduled every week in the afternoon and Life Skill groups are also held three times a week. All meetings are mandatory – unless excused by your case manager. Based on your assessment and treatment plan, you may be required to participate in additional and/or specific life skill group meetings. Life Skill groups include, but are not limited to the following:

1. Health and Wellness
2. Problem Solving & Decision-Making
3. Victim Awareness & Restitution
4. Job Preparation/Transition to Work
5. Money Management Skills

Treatment Programs

Individual and group counseling sessions may be recommended or mandated as a condition of your placement. Reentrants targeted to participate in treatment services will be referred to an appropriate service provider. Failure to participate may reflect negatively in your progression to successfully complete the program.

Drug and Alcohol Surveillance

To ensure that you comply with GEO, DOC and PBPP regulations, of refraining from use of drugs and alcohol, all Reentrants are subject to urinalysis and alcohol test. You may be asked to submit urine or take an alcohol test at anytime. It is standard procedure that each time you enter the facility you must submit to an alcohol breathalyzer. When asked to submit to an alcohol or urine test, you will be required to remain in the full view until you submit to the test.

Failure to produce a specimen within a 2-hour time limit will be treated as a positive test result.

Recreation/Leisure Time

Leisure time is indicated on the daily activity schedule. During these periods Reentrants are allowed to use specified community areas in the facility (Day Rooms).

Recreation is considered part of the Reentrants' program participation. Organized activities will be arranged and coordinated through a cooperative effort involving all staff and Reentrants. All activities

must be considered pro-recovery with the quality of teaching Reentrants how to use their leisure time in positive and constructive ways. All recreational materials must be put away at the conclusion of the recreation/free time period.

Employment

All Reentrants are expected to secure full-time employment, unless *physically* disabled. Staff members are available to assist Reentrants with their job search and resume preparation. The Oxford facility also has a Resource room, equipped with computers and a resource bulletin board. Reentrants can use the computers to prepare their resume, job search and complete employment applications on the internet. The bulletin board has information on current job openings, vocational and educational programs, as well as, volunteering opportunities. Prior to job search, all Reentrants must have completed their task list and have a current resume.

Reentrants have 45 calendar days from their date of arrival to secure employment. If you fail to secure employment within this time frame you will be required with your case manager to develop a plan of action and assist with securing gainful employment. All social passes will end at the end of the 45 days period until employment is secured.

All job search schedules will need the approval of his/her case manager. Parole Reentrants will have to limit their job search activities to Philadelphia city limits, unless they obtain a travel pass from their Agent. All employment shall be with bona fide employers having accurate street addresses and "hard/land line" telephone numbers for contact. Wages are to be recorded on a pay stub indicating hours worked, pay rate, hours worked net pay and any deductions. Employment secured with establishments that serve/dispense alcohol, barbershops, or any position which pays under the table will require the Directors, Parole and/or DOC approval. Employment in which your family member either employs or supervise you and self-employment will also require the approval of the Director, Parole and/or DOC.

Once you receive an offer of employment, immediately notify your case manager. It is important that you disclose your custody status to your employer, without exception, employers will be contacted by GEO Oxford staff to verify employment data. Before you start work, the employer must complete "Intent to hire form". Once this paperwork is filled out completely and returned to your case manager, you will be able to start work. Once you start working, periodic phone and/or on-site verifications to the employers will be made. No exceptions to these initial and periodic contacts and verifications will be made. If your employment requires that you travel to various job sites, you must notify staff of your location daily.

It is your responsibility to notify your case manager if your job assignment changes, when your work schedule changes, you miss a day of work, if you have any concerns regarding your work environment, if you receive any disciplinary actions from your employer, and/or if injured on the job.

If your work schedule is going to vary from week to week, your employer is required to fax and/or email your work to schedule to your case manager on a weekly basis. Work schedules for the following week are due no later than Friday at 12:00 p.m. Failure to submit your work schedule may hinder your ability to sign out of the facility for work.

If your employer would like you to work overtime, he/she is required to contact your case manager to make this request on your behalf. Your employer will also need to fax this information to your case manager in a timely manner.

Leaving the Job

A Reentrant may not change jobs without the permission of his/her case manager. A written request must be submitted to the case manager before the Reentrant quits the job. If the case manager gives permission for a Reentrant to leave the employment, then the Reentrant must begin immediately to seek other employment. Likewise, if a Reentrant is terminated from a job, he/she must immediately begin to seek other employment. Voluntary or involuntary termination will result in the Reentrant forfeiting social passes and status. **If you are terminated from your job you are required to immediately notify your case manager.**

Vocational/Educational Programs

Reentrants are encouraged to pursue educational and vocational goals. Enrollment in these programs will be considered on an individual basis. Depending on your educational and/or vocational goals, you may still be required to secure employment.

Volunteering/Community Service

Community Service is a mandatory component of this program. The PA Department of Corrections requires all Reentrants to complete ten (10) hours of community service per month. Community Service is a great way to network in the community and gain job experience. All community service activities will be monitored by your case manager.

Release Plans

All **Reentrants** are encouraged to develop a suitable Home Plan. Once you develop a home plan and submit to your case manager, the plan will be forwarded to PBPP.

Financial Obligations

Once employed, you (reentrants) are required to submit your paycheck, complete with check stub. Paychecks are to be turned in on payday. The following deductions will be taken from your net pay: 20% for rent and 10% for any outstanding court costs, fines, and restitution. Exceptions may apply to reentrants who have stipulated payment agreements and those reentrants that owe VCF. Reentrants who fall into this category may be required to pay a higher percentage. All monies left after the above deductions will be put into a reentrant account, as savings. All checks less than \$50.00 will be returned to the reentrant.

If you receive your wages on a debit card, be sure to fully complete the money order with your name, state number, and signature. The money order and your original pay stub must be submitted and a receipt will be issued to you as soon as it is processed.

Any reentrant who fails to submit their pay check will be subject to progressive discipline action and will be referred to your supervising agent for a conference.

Money

Reentrants are permitted to have money; however, this amount cannot exceed \$150.00.

There should be no monetary transaction between Reentrants, staff, and/or volunteers.

Upon release you will be given the balance of your savings account. If you abscond, escape, or are involuntarily discharged from the facility, any money left in your Reentrant account will be used to pay any outstanding cost, fines, and/or restitution that you may owe.

Reentrant Services

Bulletin Board

Important and timely information is posted on bulletin boards located throughout the facility. Reentrants are responsible for familiarizing themselves with the posted information. These bulletin boards contain PADOc notices, daily schedules and facility updates.

Telephone

A pay phone is available in the facility for Reentrants use.

Personal Electronic Devices (PED)

PADOc allows Reentrants to have one PED, this is one cell phone, laptop and tablet unless their PBPP Board Action/Conditions prohibits. Prior to receiving authorization to keep PED in your possession, you must sign the Bureau of Community Corrections PED Agreement with your case manager. All PED must be registered with Operations. If you lose or the PED becomes inoperable you must immediately notify your case manager and operations.

If you change your cell phone number or replace the cell phone on record, you must notify your case manager and sign a new agreement. Cell phones found in your possession without an agreement will be confiscated. Violation of the PED agreement or GEO guidelines will result in disciplinary action.

PEDs cannot be used on the entire first floor level, that is, Lobby, Security Area, Multipurpose Room, Case Management Office, Resource Room, Cafeteria and Kitchen, and in the hallways and stairwells. When not in your living quarters, cell phones are to be placed on vibrate only. PED used for listening to music, video or any sound emitting programs must be used with a headphone or ear piece. Reentrants are allowed to use cell phones between the hours of 6AM and 11:30PM. The facility's quiet hours starts at 11:30PM, therefore PED use is prohibited after 11:30PM. Reentrants who are students in school or training program will be allowed to use their laptop for that purpose in the resource room with staff's permission only.

Mail

Mail delivered to the facility is sorted and can be retrieved at the Control Desk. Staff may request that you open mail in their presence, with the exception of a privileged correspondence, i.e. mail from the courts, attorneys and government officials. All mail suspected of contraband may be searched in your presence. Any boxes and packages entering the facility must be opened at Security Station in the presence of staff.

Mail containing plans for criminal activity, gambling, and lottery codes or plans for activities to solicit gifts or money will not be forwarded nor returned to the originator, and if necessary, the proper authorities will be notified. If your incoming mail is returned or outgoing mail withheld you will be notified.

No mail can be received or sent to another individual, who is currently under the custody of the state or federal institution, without prior authorization. It is your responsibility to notify your family and/or friends of Oxford facility mail guidelines.

Postage is available to indigent Reentrants. To obtain postage, complete a request slip and submit to your case manager.

Upon release we suggest that you complete a change of address form with the United States Postal Service. All mail received after your release will be returned to sender, unless you complete a Request to Forward Mail.

Visiting Hours/Drop Offs

Reentrants are allowed to receive visitors from family and friends. Visitation may be prohibited for Reentrants on Complete program restriction. Prior to receiving your visit, you will be required to fill out a visiting list and submit to your case manager for approval.

All visits are monitored by staff. Reentrants are fully responsible for the actions of their visitors; any visitor who violates the rules of the facility will be immediately asked to leave, and will no longer be able to enter the facility.

Saturdays:

Reentrants with last names "A" – "L" 1:30 p.m. - 4:30 p.m.

Sundays:

Reentrants with last names "M" – "Z" 1:30 p.m. – 4:30 p.m.

Drop Offs only are allowed on Tuesdays and Thursdays: 10:00 a.m. – 12:00 p.m.
6:00 p.m. - 8:00 p.m.

New arrivals are entitled to having property dropped off during their first 72 hours. To receive a drop-off you must be present to accept the drop-off. Once the person drops off the property, she/he will be required to leave the facility immediately after the property has been dropped off.

Visitation Guidelines

The following visitation guidelines apply to all Reentrants:

- Only 2 adults may visit at a time
- All children under 12 must be accompanied by an adult
- All visitors must present a photo ID upon their arrival at the facility
- No visit may last for more than 2 hours
- No physical contact is allowed during visits. Reentrants will be allowed to embrace at the beginning and end of each visit.
- All visitors must be properly dressed – Guidelines are posted
- No cell phones with camera or internet capabilities, pagers, or other contraband are permitted to be brought into the facility
- No one under the influence of drugs or alcohol will be permitted entrance into the facility.
- No one *currently on local, state, or federal probation or parole may visit the facility, including former Reentrants of the facility*

Special visits

Special visits consist of clergy, medical doctor, lawyer, social service agencies, family member who are from out of town and who need to meet reentrants after non-visitation hours. You must fill out a reentrant request form with the name, relationship, time and submit it to the Director or designee for approval

Legal Rights/Access to Counsel

All Reentrants have the right to have access to a lawyer and/or legal materials. A special visit or authorized movement can be granted if you need to meet with your attorney or conduct legal research regarding your current case. In order for staff to make the appropriate arrangements you must complete a Reentrants Request Slip and submit to your case manager.

MEDICAL SERVICES/MEDICATION

Medical Treatment

All Reentrants have unimpeded access to healthcare. If you are in need of medical or dental treatment, you must notify your case manager of this immediately. If your case manager is not available, you may notify another staff member. Depending on your medical needs, appropriate arrangements will be made. If you have an urgent need for medical treatment, Oxford staff will place a 911 call to transport you to an emergency room. If you are not in need of urgent care, arrangements will be made to send you to a district health facility, which will see you at either no cost or a reduced cost. To help ensure your safety at least one staff person on duty at all times is certified in first aid and CPR. Additionally, a fully equipped emergency first aid kit is maintained in the facility.

You must seek approval from your case manager or the Facility Director prior to obtaining any medical treatment, except for emergency situations. If you become ill at work or on pass you must call the Facility immediately.

Reentrants that obtain medical emergency care, are required to meet with their case manager upon return to arrange for any follow-up treatment that may be required.

Medication

You are required to initially turn in all prescription and over-the-counter *medication* (including vitamins) to security. During your orientation period, Oxford staff will determine which items will have to be kept in the medication room and what items can be kept on his person (K-O-P). Any medication not turned in, prescription or otherwise, will be considered contraband if not approved to be in your possession. All medication must be approved prior to consumption, you will not be granted authorization to consume any medication prescribed for someone else.

All medication (prescription or over-the counter) not allowed to be kept in your possession will be stored in the medication room and kept in locked cabinets. Medication is distributed three times per day. It is your responsibility to report to the medication room during the times specified. If you need to *take your medication at a time other than the times designated, complete a request form and submit to your case manager.*

Reentrants will self-administer their medication under the observation of staff. When receiving your medication, you shall sign the medication log to indicate date, time, name of medication and dosage given/taken.

Reentrants are responsible to notify a staff member at least a **week in advance** if they will need their medication re-filled. This will allow ample time for staff to schedule an appointment with the appropriate agency.

GEO Oxford does not assume any financial or other responsibility for a Reentrant's medical treatment, medication, or general health. If you do not have medical insurance, *you are required to obtain Medical Assistance through the Department of Public Assistance.*

Testing

Information on HIV/AIDS is available by request. HIV testing services are available upon request. All testing is done by outside agencies and results are given to you confidentially.

Reentrant **Experimentation Participation**

Reentrants are strictly prohibited from participating in any medical, pharmaceutical or cosmetic experimentation. The GEO Oxford Facility will not volunteer any Reentrant to be part of such a program.

This prohibition does not prohibit treatment of Reentrants by his physician with a new medical procedure, subsequent to a full explanation of the positive and negative features of the treatment.

MOVEMENT

Activity Passes

Reentrants are granted time away from the facility to job search, work, attend treatment services, etc. Prior to leaving the facility you are required to submit an activity pass with the location, date, time and purpose for every location you wish to visit. Passes must be turned in to your case manager for approval during your WEEKLY meeting. The amount of time allowed for your activity pass will be determined according to the activity and distance you will have to travel. Do not assume that an activity pass submitted other than during your weekly meeting will be approved. *Any pass that is submitted late, or fails to provide the complete address including city, state, zip code and telephone number, may not be approved.*

When you sign-out of the facility, you are only permitted to go to the locations that were approved. Staff may require you to call facility when you reach or leave a destination, and/or bring back proper written documentation. This documentation serves as proof that you went to the authorized destinations. Examples of documentation include but are not limited to job applications, business cards, company letterhead, receipts, and church bulletins. Whenever possible, your documentation should have a date on it.

You are required to return to the facility immediately upon the completion of your approved activities. If you have completed your activity before the allotted time, you are required to return to the facility at once. **Reentrants** are responsible to keep their Case Managers aware of their location and any issues that can affect timely return to the facility. Staff will insure that reasonable and appropriate return times are in place for all scheduled activities and those extensions, where necessary and approved, are edited into the schedule in a timely manner.

Entering/Leaving the Facility

Whenever you enter or leave the Facility you must always sign the signature pad. Failure to Sign Out on the signature pad prior to leaving the facility could result in you being reported as an absconder. It is your responsibility to review the approved destinations and the time allowed for each destination.

On your return you must sign in as soon as you arrive. Returning later than your assigned time will be noted; however, all late returns may be grounds for restrictions or disciplinary action. If you are running late, you must call the facility and inform staff of your circumstances. If there is a need to extend the pass time, you must obtain specific permission from your Case Manager or the Facility Director. Extensions are not guaranteed, and will only be granted in special circumstances.

Curfew

All Reentrants are required to be in the facility by no later 9 p.m. Adjustments may be made at the discretion of the Director for work or treatment purposes only. You must adhere to curfew hours while in the GEO Oxford Program.

Accountability -Telephone Calls

Staff may – and will – call your authorized destinations to verify your whereabouts. You may be required to call into the facility as directed by staff.

When a call is placed to your cell phone, place of employment or home and you are unavailable or a message is left, you have 15 minutes to return the call.

Religious Services

Reentrants are encouraged to practice their individual religious beliefs in a safe, secure, non-judgmental environment. Outside agencies in the community provide all of our spiritual services. Documentation is required of religious services such as; time and location.

Social Passes

Social passes are a privilege and contingent on the conditions of confinement. Social passes must be earned. The Phase of social pass is dependent on your progression towards meeting program goals – performing community service, fulfilling treatment obligations, attending school or securing employment and *positive facility adjustment*. Reentrants *can also use merits to earn social pass hours*.

However, prior to earning a social pass the following is required:

- Home or requested destination must be verified
- Reentrants requesting to go home, must submit a phone bill each month to ensure they do not have, call forwarding, a prohibited service on the phone line. (Magic Jack phone lines are prohibited.)
- Reentrants that do not have an address with a phone line may be granted a special pass to shopping mall or restaurant, these passes will be granted case by case after consultation with case manger, Director, Parole Agent or DOC.

The requirement for each Phase is listed below:

Orientation

This phase consists of intake, orientation, assessment and evaluation and program plan development.

- No Movement

Phase I

This phase consist of program participation and collection of task items [Traffic Court, Cost and Fines, Restitution, Social Security, Vital Records, and Penn DOT ID].

- Religious services
- Official business (Task List)
- Necessity Pass (Necessity passes are limited to four hours.)

Reentrants must test out of this phase to ensure that there has been retention of the material presented and adequate time to assess the individual's needs.

Phase II

In this phase social passes are earned through demonstration of program compliance and progression towards goal attainment. This includes program continued program participation, combined with treatment compliance and regular job search. Reentrants in this phase must also complete community service requirements.

Extra social pass hours can be earned through merit and approval of the Director.

- Social Pass – Up to 6 hours [twice a month]
 - Passes must be taken between 10:00 am – 6:00 pm

Phase III

This phase includes continued program participation, combined with treatment compliance and positive facility adjustment. Reentrants in this phase must have part-time employment, be medically waived, in a vocational program or performing volunteer work (this does not include your required community service hours). To earn this social pass - Reentrants must have completed at least four of the required 10 community service hours.

- Social Pass – Up to 8 hours - weekly

Phase IV

This phase allows Reentrants that are working, attending vocational or an accredited school on a full-time basis (30 hours per week), successfully continuing to fulfill obligations to treatment, meeting with Case Manager, and positive facility adjustment to earn additional social passes.

- Social Pass – Up to 12 hours – twice weekly

Twelve (12 hour passes) will only be granted to Reentrants that have working full-time, have submitted at least one pay check, have an approved home address and valid phone bill.

All passes must be taken between 8am – 9pm.

Phase V

This phase is limited to SIP **Reentrants**, who have who have been consistently working or attending an accredited school on a full-time basis, and successfully meeting program requirements and treatment requirements. Social passes for this phase includes a weekend furlough.

Social Pass Guidelines

When on social pass, it is mandatory that you call into the Facility immediately upon arrival at any social pass destination, and upon departure from any social pass. Failure to do so is grounds for restriction. Staff may – and will – call the social address any time to verify the Reentrant's presence at the site.

Failure to be available by phone while on a social pass will result in disciplinary action. When calling in, you should note the time of your call and the name of the staff person with whom you spoke

Note: You must report directly and only to the pre-approved destination. Stops and/or visits to other sites are considered – deviation and may result in a infraction report.

PROGRAM RULES AND PROCEDURES

Rules of Behavior

During your placement, it is expected that no person be shown less than full respect at all times in all places. All Reentrants transferred into GEO – Oxford will be held responsible for adhering to rules and regulations that govern the facility. Certain rules may overlap with **Community Corrections - Universal Set of Rules** identified by the PADO and PBPP.

Sanctions and Disciplinary Action

All rule violations will be addressed in accordance with Community Corrections – Universal Set of Rules – Response Matrix. Reentrant’s that violate any rule identified in this handbook or the Universal Set of Rules are subject to disciplinary action, including termination.

All rule violations will be reported to PADO and PBPP. Major infractions will result in a parole conference or unsuccessful discharge. Minor rule infractions usually result in an In-House sanction. Sanctions for minor infractions include, but not limited to: verbal reprimand, extra detail, writing assignment related to the infraction, loss of social passes and AOD-treatment contract. However, Reentrants with repeated infractions who establish a pattern of ongoing behavioral issues and do not demonstrate that they are responding to clinical interventions will be referred to a parole conference.

Merit/USOR System

This system is used to encourage positive behaviors exhibited by Reentrants as specified by the Reentrant Handbook. A merit is a positive affirmation given by any staff member for behavior and/or conduct of the Reentrant that is considered positive. This may be special projects, achievements, or simply consistency in program participation. Reentrants may be given an extra hour on a social pass not to exceed 12 hrs at anytime; or some other form of reward. A USOR infraction is a negative affirmation given by any staff member for behavior and/or conduct of any Reentrant that is not in accordance with the social expectations and/or procedures of the center, PADO and PBPP.

Reentrants who receive a major infraction or accumulate multiple infractions will be sanctions appropriately based on the USOR response matrix.

Program Rules

- Comply with all rules and request of GEO Oxford Staff
- Presentation to others should be respectful and courteous
- Respect the needs of privacy of other Reentrants
- ID must be visible and worn above the waist at all times
- Maintain appropriate personal hygiene
- All job functions/chores are to be completed properly – Reentrant rooms and common areas are to be kept clean at all times
- Obtain staff approval before leaving the facility and properly sign in and out
- Call the facility when required to do so
- Must be on time for all Case Manager meetings and groups
- No walking out of scheduled activities without staff permission
- Follow visitor policy and ensure guests follow visitor policy
- No drugs or alcohol
- Expired medications and loose pills are not permitted in the facility
- Stealing will not be tolerated
- No Reentrant will exert control over another Reentrant
- No feet on furniture or tilting back on chairs
- No cameras
- No physical violence
- No threats of physical violence
- No sitting on stacked chairs
- No profanity
- No yelling in the facility
- No talking on cell phones in hallways, multi-purpose room, or dining room. No answering, texting or talking on cell phone during individual or group meetings.
- No entry into another Reentrants room
- No pagers or unauthorized cell phones allowed in facility
- No talking on another Reentrants cell phone
- No running in facility
- No littering in or outside of facility
- No wearing of hats of any type in the facility unless related to religious attire
- No wearing hoods up (hooded sweat shirts, sweaters, or coats)
- Head rags worn in rooms only
- Horseplay or body punching is strictly prohibited
- No food or drink in housing area
- No eating outside of dining room unless authorized by Director or designee
- No outside food will be brought into the facility.
- No willful or intentional destruction of program property
- No plug in appliances allowed in room (unless approved by director)
- No IPOD, or similar electronic devices
- No electronic hand held computer games and DVD player
- No DVDs allowed into the facility
- All personal radios must be played with an earphone or headset (battery operated only)
- No listening to any entertainment device during regular program hours

- Laundry allowed during scheduled times only
- Possession of money is limited to \$150.00 maximum at any given time (exceptions may be made by Director or designee).
- No lending or borrowing of money between Reentrants
- Gambling in any form is not permitted
- No dice
- No tampering with, defacing, or destroying program property
- No items such as pictures, photos, posters, etc. will be hung or affixed to any wall space. Appropriate personal decorations may be hung on cork board in your room.
- No loitering in the hallways
- Microwave ovens must be cleaned after use.
- Only prescription glasses allowed to be worn in the facility (no sunglasses)
- No pornographic magazines, nude pictures, photos, or materials of the like
- No colored linen is allowed in the facility
- All footwear must be kept inside of the bed locker or under the bed
- No cardboard boxes are allowed inside of the facility
- No smoking in the facility
- No tobacco or chewing tobacco products are allowed in the facility
- Only new/un open packs of cigarette are allowed into the facility
- No Flammable products are permitted into the facility
- Seat belts must be worn during transport at all times
- No smoking in van
- Products containing alcohol are prohibited
- Items unlabeled by manufacturer or not in original container are not allowed
- Items not in original package are not allowed in the facility
- No sleeping in the facility other than in your assigned bed
- Lending or borrowing money or personal items is prohibited
- No ironing in the bedroom area. Ironing is restricted to the laundry room only.
- No ceramic or glass containers permitted into the facility
- No metal files are allowed into facility
- No scissors are permitted into the facility
- No finger nail clippers with attachments allowed in the facility
- Reentrants are not allowed to eat poppy seeds or any product containing poppy seeds
- Reentrants are not permitted to give or receive tattoos or piercings, and may not possess tattoo equipment or related paraphernalia
- Reentrants are not permitted to ingest or possess K2 or other synthetic cannabinoids, and may not ingest or possess substances containing MPDV or mephedrone, commonly known as “bath salts”.

Note – Program rules may be added at GEO Oxford, PADO, and Parole’s discretion.

Restricted Areas:

- No Reentrant is permitted in any staff member’s office when that office is not occupied by a staff member.
- Reentrants are not allowed to enter and/or visit other Reentrant housing units.

- No Reentrant is permitted to congregate and/or socialize in the hallways.
- Under no circumstances shall Reentrants enter the kitchen without authorization.

Absconds/Escapes

If you fail to return to the facility by your scheduled return time, if you fail to remain at your place of employment/training program or approved social pass site, if you fail to return from authorized /pass at the scheduled time, or if you are absent from the facility without authorization, you will be considered an absconder/escapee.

Discipline for an absconder will be determined at the discretion of PBPP. Discipline for an escapee will be determined at the discretion of PA Department of Corrections.

Major Infractions including PADO & PBPP Universal Set Of Rules

USOR - Center Informal Resolution Meetings:

Reentrants that incur a minor infraction report will be subject to a **Center Informal Resolution Meeting** to address the infraction. Based on the severity of the infraction or number of previous infraction, the Director or designee will sanction according to the USOR response matrix. These meetings will be held on Monday and Thursday's or as scheduled.

USOR - Parole and SIP referral for formal review/conference

Reentrants that occur serious infraction or multiple minor infractions are referred to parole for formal review/conference to address the infraction. Parole or SIP coordinator will advise the Facility Director of the outcome of the conference. The review and sanctioning process is based on the established USOR.

Unacceptable Corporal or Unusual Punishment

Sanctions imposed for violations of program rules shall be fair, just and appropriate to the violation. Sanctions imposed on Reentrants 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 Reentrant.

Grievance Procedures

In the event that you have concerns or issues with how your case is being handled it is expected that you notify your case manager and resolve the incident informally. However, if your concerns cannot be resolved informal through discussion, you have the right to file a grievance. You will not be discriminated against, or placed at a disadvantage, because you have initiated a formal grievance. Any staff member, or Reentrant, who violates this rule, shall be subject to disciplinary action.

Grievance forms are located in the Dining Room next to the bulletin board. Grievance forms are to be placed in the white mailbox marked – grievances. The Director will assign a staff member to confirm all the facts regarding your complaint. At this point an investigation will begin. Within seven days you will receive a response to your grievance based on the findings. If you are satisfied with their response the case will be closed.

If you are not satisfied with the response, you may appeal to the Director. Again, you must file your formal grievance in writing to the Director within 14 days of the occurrence of the issue. The Director will clarify the facts surrounding the grievance and conduct an investigation regarding the complaint. Within 7 days, the Director will respond to your grievance based on the factual information gathered throughout the course of their investigation. If you are satisfied with their response the case will be closed. All grievances are retained by the Facility Director.

Finally, if you do not feel that the Facility Director has effectively resolved your issue, or if your issue is regarding the Facility Director, you may submit your grievance in writing to the Contract Facility Coordinator for the Department of Corrections.

Research

All research programs shall maintain Reentrants' confidentiality. Reentrants participating in any research project must do so on a voluntary basis. All Reentrants must sign a consent form before any research project begins. No research shall be conducted on Reentrants in the areas of medical, cosmetic or pharmaceutical study. Research findings approved by GEO and the DOC will be made available to other interested programs.

Confidentiality and Discrimination

Information concerning the identity of any Reentrants and the facts of their commitment to GEO-Oxford Facility shall be limited to those who have a need to know.

Reentrants are selected for programs without regards to age, color, race, religion, national origin, disability, sexual orientation, marital status, or political affiliation.

Prison Rape Elimination Act {PREA}:

PREA Grievance Procedures

GEO Oxford will not impose a time limit on when a Reentrant may submit a grievance regarding an allegation of sexual abuse. **GEO Oxford** may apply otherwise-applicable time limits on any portion of a grievance that does not allege an incident of sexual abuse.

GEO Oxford will not require a Reentrant to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.

Nothing in this section shall restrict **GEO Oxford's** ability to defend against a lawsuit filed by a Reentrant on the ground that the applicable statute of limitations has expired.

GEO Oxford shall ensure that:

- A Reentrant who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint, and
- Such grievance is not referred to a staff member who is the subject of the complaint.

GEO Oxford will issue a final agency decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance. Computation of the 90-day time period shall not include time consumed by Reentrants in preparing any administrative appeal.

GEO Oxford may claim an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The agency shall notify the Reentrant in writing of any such extension and provide a date by which a decision will be made.

At any level of the administrative process, including the final level, if the Reentrant does not receive a response within the time allotted for reply, including any properly noticed extension, the Reentrant may consider the absence of a response to be a denial at that level.

Third parties, including fellow Reentrants, staff members, family members, attorneys, and outside advocates, shall be permitted to assist Reentrants in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of Reentrants. If a third party, other than a parent or legal guardian, files such a request on behalf of a Reentrant, the facility may require as a condition of processing the request that the alleged victim agree to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process. If the Reentrant declines to have the request processed on his or her behalf, the agency shall document the Reentrant's decision.

To file an emergency grievance alleging that a Reentrant is subject to a substantial risk of imminent sexual abuse at GEO Oxford, Reentrant's must verbally communicate to staff that they must submit an Emergency PREA Grievance, in which cases staff are to notify the Director immediately.

After receiving an emergency grievance alleging a Reentrant is subject to a substantial risk of imminent sexual abuse, the agency shall immediately forward the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) to a level of review at which immediate corrective action may be taken, shall provide an initial response within 48 hours, and shall issue a final agency decision within 5 calendar days. The initial response and final agency decision shall document the agency's determination whether the Reentrant is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.

The agency may discipline a Reentrant for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the Reentrant filed the grievance in bad faith.

The Oxford facility believes in the fundamental commitment to treating Reentrants with dignity and respect. Oxford facility has a "zero tolerance policy" relative to sexual misconduct. It is the policy of Oxford facility to provide training to all staff and Reentrants to prevent sexual misconduct and fully

investigate and may prosecute those involved in such conduct. For details regarding PREA, please refer to your PREA pamphlet provided at intake.

All Reentrant have the right to be free from sexual abuse, harassment and retaliation for reporting an incident.

To report an incident, call GEO PREA free Hotline on 1-973-575-3928 or write the Pennsylvania DOC at BCI/PREA Reporting, 1800 Elmerton Avenue, Harrisburg, PA 17110.

To receive confidential emotional support services, contact Women Organized Against Rape at 215-985-3333.

Community Education Centers



OXFORD

**1917 West Oxford Street
Philadelphia, PA 19121
215-235-2984**

REENTRANT HANDBOOK

Revised – April 1, 2018

Director Approval: _____