CLiENT RULES AND RESPONSIBILITIES

The following client rules and responsibilities have been cooperatively developed in accordance with agency policy, regulatory and licensing mandates, and the policies of the PA Department of Corrections and Pennsylvania Board of Probation & Parole. Any changes to these rules or other agency policy will be issued by managerial staff of the Gaudenzia DRC, and you will be required to adhere to those changes when issued by this agency.

1. You are responsible for following the Offender Disciplinary and Restricted Housing Procedures, (DC-ADM 801), and the sanctions therein, while residing in this facility. You are also responsible to follow all rules and responsibilities as outlined in the client handbook, including those outlined in this document.

   a) On occasion, you may be issued notice by the agency of revisions or changes to policies and/or client rules. These changes will be issued to you in the form of a memorandum from agency staff. You are required to place any such notices in your client handbook under the section labeled, “Addenda to Handbook.” You will be required to abide by the changes issued in this manner in the same way you are required to abide by the contents of the rules.

2. You are encouraged to ask questions of staff on any matter for which you are uncertain to avoid misunderstanding and/or possible disciplinary problems. You are responsible for checking bulletin boards daily for notices and assignments.

3. Drinking alcoholic beverages, use of non-prescribed psychoactive substances (drugs), and/or misuse of prescribed medications is prohibited and will be immediately reported to the Department of Corrections and/or Parole. Urine samples for drug testing will be supervised and collected weekly, in addition to random sampling of all residents. Breathalyzers will also be conducted randomly by Program/Operations staff. Refusal of urine screening and breathalyzer testing will be regarded the same as having a positive drug/alcohol test.

   a) Drinking alcohol while a resident in this program will result in the following:
      ☒ If not employed at the time of the incident, you will receive a 30-day social restriction.
      ☒ If you are employed full time (legitimate, non-temporary work), you may keep your job and return to work but you will remain on social restriction for 30 days
      ☒ If employed at a “temp agency,” you will be permitted to work. You will receive a 30 day social restriction.

4. Physical violence of any kind will be reported immediately to the Department of Corrections and/or Parole, and will be grounds for immediate discharge. Threats of violence will not be tolerated. Threats to staff will result in social restriction with possible discharge. Threats to another client will result in a social restriction and will be subject to a misconduct hearing. Reports of physical violence will be written as an Extraordinary Occurrence Report and will be sent to the Department of Corrections.

5. Male residents are not allowed on the “female section of the facility” without prior authorization from the Program Director or designee.
6. Gambling is not permitted. Gifts and loans of any nature, (i.e., money, clothes, cigarettes, etc.) are prohibited. The “giver or lender” and the “recipient” of any gift or loan will both be held equally accountable. Gambling includes the exchange of any goods and/or services as payment for anything that would serve as a gain for the giver or receiver.

7. Smoking is prohibited in the facility. You are required to use the ashtrays provided in smoking areas for disposing of your cigarette butts. No resident will be permitted to smoke after curfew hours. Program Directors that find a presence of smoking in the facility shall sanction the resident and an Extraordinary Occurrence report may result as well as notification to the Department of Corrections. (Please refer to the Senate Bill 246 of 2007 Clean Indoor Air Act)

8. Any resident found smoking in the facility will receive a behavior contract and will be at risk of termination from the program.

9. Air conditioners, televisions and all other electronic devices are not to be left on after the resident has left the room. Opening of windows in the facility are also prohibited.

10. No food is allowed on the residential floors, unless it has been approved by the Medical Department/Director or Designee. Food found by staff during their daily inspections will be thrown out. Residents that have special dietary concerns should notify their Program Director or Designee and special provisions will be made.

   a) You will be held accountable for any must take responsibility for any food items that may contain ingredients that may result in a positive urine results. All Community Corrections clients, including parolees, may not ingest poppy seeds in any manner. Claims of poppy seed consumption will not be accepted as a reason for positive urine results.

   b) You must also refrain from the use of other substances which may produce a positive drug/alcohol reading, (for example, ginseng, and alcohol containing products such as certain mouthwashes and cough syrups). Use of these products will not be accepted as a reason or an excuse for positive urine results.

11. All packages and other items, including food and beverages (such as coffee, tea, soda, etc.) will be inspected at the front desk by staff. When you enter the building, you are required to check your items with the front desk staff for proper initialing to indicate that your items have been checked. Food and beverages brought into the facility without being checked and initialed by staff are not permitted in the building or on the unit. Failure to check your packages in this manner may result in confiscation of the items as they will be regarded as contraband, and disciplinary action will follow.

12. Meal times are posted on the Gaudenzia DRC Facility Schedule.

   a. You are required to eat meals with your assigned program in accordance with the Gaudenzia DRC Facility Schedule.

13. All residents are responsible for keeping their rooms neat and clean, and for their own personal cleanliness. This includes no clothes on floor, beds or hung from pipes; no bags on floor; beds to be made by 8:30 AM. Residents possessing unnecessary clothing or large amounts of personal property will need to arrange for a family or significant other to pick these items up.
14. Residents may decorate their bedrooms; however, such may not occur in a manner which would result in damage to the walls, floors, ceilings or furniture provided by the Gaudenzia DRC. Personal decoration may not be made in a “permanent” manner which would require restoration by maintenance, such as painting, plastering, etc. Clients may not hang personal decorations on the walls, doors or other furniture with tape, glue, nails or tacks. Each client shall have the use of a personal bulletin board next to the bed on which to hang personal decorations. Photographs, posters or other decorations may not be pornographic in nature, nor may they be ethnically, politically or morally offensive to others. Any resident who is offended by the personal decorations or possessions of another resident may establish an appointment to meet with the Program Director regarding this concern. The Program Director shall have the ultimate responsibility of investigating the complaint and rendering a decision as to the appropriateness of the decoration or lack thereof. The Program Director’s decision may be appealed to the Program Director via the established grievance procedure.

15. Personal Belongings must be kept to a minimum. One week’s clothing with proper provisions for undergarments should be a guideline (see attached addendum). Five pairs of shoes should be appropriate. Excessive personal belongings will not be tolerated and will need to be stored somewhere else off Gaudenzia DRC’s property. As a client you are entitled to the following: three drawers in a bureau, one locker, one nightstand, and hooks to hang up jackets. Any belongings that do not fit in the above referenced areas will need to be evacuated.

16. In consideration of others, noise should be kept to a minimum. If a radio has been approved by the Program Director, head phones must be used at night. Residential Aides will conduct hourly walk-through to ensure these regulations and safety regulations are complied with.

17. Clean linens will be issued upon your arrival. You are responsible for doing your own personal laundry during designated “free time.” Hours of operation for the laundry room are posted on the laundry room door.

18. Proper attire should be worn at all times. Sunglasses may not be worn in the building at any time. Hats may not be worn in the building, as well. Religious coverings are exempt and may be worn, but first require authorization by the Program Director.

19. It may be necessary for residents to perform daily chores assigned to them. They are mandatory, not optional. Your work assignments will be posted outside of the office.

20. You must sign in and out of the residential unit in the presence of program staff every time you leave and return to unit, whether you are leaving the building or going to another floor for treatment. Each time you sign in or out, program staff will countersign your entry as verification.

Leaving the building or the unit must not interfere with scheduled program activities including lectures, groups, unit meetings, counseling, AA/NA meetings, etc. At no time may you sign out or leave the unit after curfew. You will be required to sign two logs when leaving the unit: Your personal log sheet and the unit log sheet which is used in the event of a building evacuation. You must specify your name, date, departure time (including “AM” or “PM”), destination (see “b” below), and expected time of return (including “AM” or “PM”).
a. You may only sign out for one destination at a time. You must return to the unit, sign in, and sign back out for your next destination.

b. When signing out, you must include your exact destination including the name of the location, address and telephone number. If your destination does not have an address and telephone number, (i.e., going to the store, going for a walk), the duration of your absence will be strictly limited, (see “c” below).

c. The duration of your absences from the facility will be limited as outlined through the phase system.

COMMUNITY CORRECTIONS FACILITY CLIENTS:

YOU MUST MEET THE FOLLOWING CRITERIA TO BE ELIGIBLE FOR SOCIAL PASS:

- Are employed full-time (you cannot be employed in a temporary job service)
- Are employed part-time and enrolled in school.
- Are a full-time student;
- Are actively enrolled in a full-time training program;
- Are performing full-time 10 hours per month community service;
- Are enrolled in a treatment program, if required
- Are compliant with program requirements
- Are compliant with fiscal policy (court costs and fines, rent, savings, etc.)
COMMUNITY SERVICE: (Community Corrections Facility only)
Community Service is a mandatory Department of Correction component of the Gaudenzia DRC, Inc. Community Corrections Facility program. All residents will complete community service hours at a rate of 10 hours each month. Community Service hours will be monitored by staff and failure to comply with this directive could result in loss of privileges and/or progressive disciplinary action. Those residents in “medical status” or who are “disabled” will need to complete their community service obligation at the rate of 12 hours per month when unable to qualify for employment.

ORIENTATION – INTRODUCTION: (Curriculum Participation & Employment Orientation)
New residents are required to attend orientation weekly in addition to regular activities. The class will be held during seminar time in the morning, afternoon, or evening by a designated staff person. The orientation period is a minimum of 30 days during which residents are encouraged to begin submitting “home plans”, participating in morning meeting and modeling pro-social behaviors. When not attending orientation classes new residents will participate in all other aspects of the program.

PHASE 1 – PRIMARY TREATMENT:
The length of a resident’s program stay is primarily determined by the Department of Corrections, Parole, and the resident’s demonstration of having met the necessary requirements. A resident’s progression through Phase 1 is determined by his performance in the program. When residents have obtained gainful employment they are mandated by the Department of Corrections standards to pay 20% of their net wages towards maintenance/rent fees, 20% towards savings and 10% towards fines, penalties or restitutions. Any resident who fails to pay their maintenance fees or fines will be subject to disciplinary action. Residents can request to move to the next phase of program according to their progress which also includes: completing the mandatory hours of community service and the submission of a home plan.

PHASE 2 – RE-ENTRY PREPARATION
It is still mandatory that residents in Phase 2 attend the activities assigned by their Counselor when they are in the facility. Residents should be directed to obtain daytime vocational, educational or employment if possible so that they can attend evening activities that are geared toward re-entry issues. Full-time employment is equal to 32 hours of work per week.

The facility encourages and promotes healthy employment and life skills. Residents will be given ample assistance in the form of wake-up calls for the first 10 days of employment. Thereafter the liability for going to bed, waking up and getting to work on time is the sole responsibility of the resident. Residents will be allowed to own and possess “wind-up” alarm clocks in the living quarters.

RE-ENTRY:
1. Employed Residents are eligible for social passes progressively, 5 hours, 8 hours and 12 hours on Saturday & Sunday or on scheduled days off from work or school. Social passes must be approved by Program Director, Supervisor and/or designee.
2. Can qualify for the use of a personal vehicle, but must park off the grounds and at your own risk. Gaudenzia DRC will not be responsible for theft or damage to the vehicle. This approval must come from the Department of Corrections and/or Parole.
3. Will attend a minimum of two (2) outside support group meetings weekly.
4. May request pocket money and carry on person up to $100.00 weekly.

Be gainfully employed and/or complete intake process for day program, vocational training or volunteer placement and attend/participate fully in set program.

Develop Personal Budget Plans:
Continue to be a role model within the community and give support.

1. Assist with program activities and the general maintenance of the unit when needed.
2. Attendance at all Program in-house NA/AA/DT meetings, unless attending outside meeting.
3. Must be on floor daily for breakfast if in the facility.
4. If in the facility, must attend all groups as assigned.
5. Must attend all scheduled individual sessions with counselor and any other program team meeting scheduled for.

PROGRAM PASSES: (Community Corrections Facility Program only)

Within the program, it is believed that residents must be reintegrated slowly and progressively while given the information they need to make the transition effectively. Residents are granted social passes after achieving full-time employment and according to their progress in the program and how they are doing in all aspects of their program participation.

Note:

❖ Approved “Home Plans” may be used as a criteria for Pass privileges.
❖ Evening passes approved for weekdays will be for a maximum of four (5) hours.
❖ Residents on Parole are prohibited from having “overnight furloughs”
❖ Evening “Pass” Curfew is 9:30 pm for Non-Booster residents (No Exceptions). Curfew for Booster residents is 7:00 pm.
❖ *Residents arriving late from Passes/Job Searches may be subject to losing their pass privileges. Lateness is defined as failure to arrive after the scheduled time of return.
❖ Residents requesting overnight furloughs must be a “role model” on the unit and participate in all program activities as scheduled.

1. There are addiction education meetings, AA/NA meetings, and individual and group therapy scheduled regularly. All clients are responsible for knowing their program/treatment schedule as provided by your Counselor. All residents must attend program activities listed in their treatment schedule, unless excused by the Counselor, Supervisor and/or Director. When you attend program services, you must sign in. Those who miss treatment sessions without approval may be subject to loss of social privilege.

2. Under no circumstances are residents to be in each other’s rooms. Any fraternization between clients may result in immediate discharge of all involved. This includes, but is not limited to, any sexual contact, kissing, and hugging and/or extended conversation. Fraternization between clients is also prohibited when you are away from the facility.

3. Radios in bedrooms are a privilege which could be taken away by the Program Director if abused or misused. Radios must be off between 11:00 PM and 6:00 AM. Loud radios are not permitted at any time, nor may they be left on when you are not in your bedroom. Utilization of radios, televisions and all other electronic devices are based on program status/progress and are at the discretion of the Program Director and/or designee. All Lounge televisions are to be turned off during treatment hours, Monday through Friday from 8:00 AM to 4:00 PM. Use of the television or VCR may not include pornographic and/or violent videos or programs. Pornographic and violent video tapes will be confiscated by staff and the owner placed on restriction. Personal televisions and VCRs are not permitted in resident rooms.

4. Offices and Residential Aide’s stations are for treatment and program services only, and are not areas for social gatherings. Mail for residents will be distributed as soon as it is received by the Program Director and/or his/her designee.

5. It is your responsibility to cooperate in carrying out the program requirements and to make reasonable efforts to attain your objectives and goals. You are expected to keep all appointments made for you by
your Counselor. This includes those made with your Counselor for Medical Services, DPA, etc. If for any reason you cannot keep an appointment, you must notify your Counselor immediately.

6. Group and Individual therapy is mandatory. Excused absences may only be granted by the Counselor and Program Director and/or designee. A missed treatment session which has not been excused by the Counselor and Program Director prior to the session may be subject to loss of social privilege. It is important that you not to be late. No food or beverages may be taken into any group, nor will smoking be permitted in group sessions. Once any treatment session or service has started, you are not to leave before it has ended.

7. For your personal protection and security of personal effects, we will check all your personal possessions at the time of your admission. When admitted, you will be required to provide the names and telephone numbers of two individuals who shall be authorized to receive your personal belongings in the event that you are removed from the program or unable to personally claim those items. You will be asked to sign a form authorizing these designated individuals to retrieve your personal belongings within seven days of notice, in the event that you are unable to remove your belongings personally. All personal belongings placed in temporary storage shall be itemized by a staff member and witnessed by another staff member. Following your discharge, program staff shall contact the person(s) you have indicated to pick-up your possessions. Your contact person will then have seven (7) days to retrieve your possessions. Possessions left at the facility longer than seven days from the date contact is made with your designated individual will remain in your possession. The pick-up of your possessions by the designated individual will be permitted Tuesday through Thursday from 8:00 AM to 4:00 PM. Individuals designated to pick-up your possessions will be required to provide photo identification in order to receive your possessions, and they will be required to sign a release form indicating receipt of your possessions. Gaudenzia DRC will not store any property for residents that have absconded or escaped from the facility. Gaudenzia DRC is not responsible for personal property brought into the facility. Any damage, theft, loss or otherwise destroyed property is your responsibility.

8. Gaudenzia DRC reserves the right to conduct searches of clients’ belongings and personal effects, as well as, all areas of the facility, whenever contraband is suspected. Searches will be conducted by two staff members, one of them being the Program Director, Program Supervisor or designee. If your belongings are being searched and you can be located, you will be present at the search. If you are not present, (e.g., out of the building), another client will be asked to be present during the search. Thus, two staff members and one client will be present during any search. Gaudenzia DRC staff is permitted to search your room without you or a representative being present, if safety of staff or residents is believed to be a risk. Residents will ensure that Gaudenzia DRC supervisory staff has a copy of the combination or key to locks on storage areas (lockers, trunks etc.) in living quarters. Failure to turn in the number for your combination lock or a copy of your key will result in your lock being cut off in case of a search. Lockers should remain locked at all times; staff is not responsible for items left in unlocked lockers due to resident non-compliance.

If contraband is found, it will be confiscated by staff and secured. An incident report will be filed, along with a Confiscated Items Report. An Extraordinary Occurrence Report may also be completed in some cases. If drugs are found during a search, all three reports will be completed, and the DOC or Parole Department will be immediately notified.

9. Possession of a firearm or weapon of any kind is considered a threat to staff and clients of the Gaudenzia DRC and is strictly prohibited. Firearms or weapons found in the possession of any resident will result in immediate confiscation; reporting the possession to the Department of Corrections; your possible return to the institution; and possible criminal prosecution. All weapons seized will be secured by


(Locks & Combinations) (Rewards & Punishers) (Gaudenzia DRC) (Henry Avenue Location) (May 08, Client Rights – Mail)
program staff until recommendations are received from the Department of Corrections regarding their disposition. Any sharp and/or pointed instrument is considered a weapon, (i.e. fingernail files, any scissors whether cosmetic or otherwise, knives, letter openers, etc.). Depending upon the nature of the weapon and the manner of discovery by staff, you will minimally receive a 60 to 90 day restriction. Use of any weapon or threats made with a weapon will result in your return to the institution. Please see the attached Contraband list for examples.

10. All medications and instructions for use, whether prescribed by a physician or over-the-counter, must be turned over to program staff upon admission. If, at any time, you receive or consume a medication during any medical or dental appointment, or if you consume any over-the-counter medication while outside the facility, you must immediately report such to the program staff. If, at any time, you receive a prescribed medication or purchase over-the-counter medication while residing in this facility, you must immediately turn over said medication to program staff upon return to the facility. All medication will be kept in a locked storage area.

11. You are responsible for taking all medications as prescribed. You are to report to the staff office at designated times (as posted on the unit) and the program Aide will remove your medication tray from the locked storage area. In the presence of the Aide, you are responsible for removing the proper medication and dosage, and for consuming your medication as prescribed.

12. In those instances in which it may be necessary that you are prescribed a medication that must be in your possession at all times, such as nitroglycerin for heart problems or an inhaler for asthma, you will be allowed to keep such medication in your possession. However, you must immediately report such a medication to program staff who will document the medication on your medication record. At no time are residents to share or dispense their personal medications to another resident.

13. In those instances when it is necessary for you to take a prescribed medication during an approved absence from the facility, you are to report to the staff office. Program staff will allow you to remove the proper medication and amount needed to sustain you during your absence, and they will note your medication records.

14. All CCF/CCF MH clients are responsible for obtaining their own medications through med care during their residency at Gaudenzia DRC.

15. Refusals to take prescribed medications will be reported to your Counselor and the Program Director. A meeting will be arranged with you and your Counselor to discuss your refusal. If you continue to refuse a prescribed medication, your Counselor will schedule an appointment for you with the prescribing physician. You will be required to return with a medical verification from the physician as to whether or not the medication is to be discontinued. If the medication is to be continued and you still refuse to take that medication, such will be reported to the Department of Corrections. Refusal to take prescribed medication and/or misuse of medication will result in a conference with your assigned parole agent and parole supervisor and will result in discharge on the second offense.

16. Refusal to take life-sustaining or psychotropic medication may also result in an Incident Report and notification to the Board of Probation and Parole and the Department of Corrections and/or any other governing bodies.

17. Failure to return to this facility by curfew will result in notice to the Department of Corrections and/or Pennsylvania Board of Probation and Parole, and escape/abscond charges filed by the proper authorities.

(Locks & Combinations) (Rewards & Punishers) (Gaudenzia DRC) (Henry Avenue Location) (May 08, Client Rights – Mail)
18. Social time curfew is 8:30 PM Monday through Sunday if you are a Community Corrections facility client.

19. Note: Some employed Community Corrections facility clients may have a later curfew if the job dictates; however this will occur on a case-by-case basis and will require the approval of the Program Director.

20. Lights out will occur at 11:00 PM Sunday-Saturday. You are required to be in your assigned room and bed following lights out, and may not be in the common areas, another resident’s room, or on another floor of the facility. You may leave your room to speak with a staff member on duty on your floor, if needed, or to use the bathroom.

21. At some point during your stay and only with the approval of your Counselor and the Program Director, employment may be sought. Any acceptance of employment must have prior approval from your Counselor and the Program Director. Seeking employment differs among programs and depends ultimately on the individual’s progress or participation in treatment.

Prior to beginning employment, all residents must provide the details of your potential employment to your Residential Coordinator and/or Designee. This includes the employer’s name, address, telephone number, scheduled work hours, and the type of work you will be performing. No resident may begin employment without first providing this information to the Residential Coordinator in writing, and receiving the approval of your Counselor and the Program Director. You must also provide updated information concerning employment as requested by program staff. Employment information will be verified by a phone call or personal visit to the employment premises prior to employment approval.

If employment is approved, you must arrange with your employer to agree to cooperate with program staff in our requests for information regarding your employment such as confirming your employment, work schedule, confirming your attendance, salary information, etc. Accountability calls will be made randomly by staff to your employer. If your employer refuses to cooperate with staff in their attempt to obtain the information listed above, job approval may be lost. You must show tax deductions from your pay via submission of a pay stub or an authentic document from your employer. All forms of payment must be submitted by no later than Friday night in accordance with the finance policy.

COMMUNITY CORRECTIONS FACILITY CLIENTS:
Seeking employment shall be permitted after the normal blackout period (2 weeks) or until the conclusion of the third week of the COR program, unless otherwise specified.

22. Visitors will be permitted only after a two-week stabilization period, at the discretion of the Counselor, and only on Saturday afternoons between 1:00 PM and 4:00 PM. Exceptions may be made at the discretion of the Program Director. All visitors will be required to attend the mandatory Orientation Presentation that begins at the initiation of visiting time.

When your visitors arrive at the facility, they must immediately report to the front desk on the third (3rd) floor. At no time may a visitor enter the building without checking in at the front desk. Upon their arrival, your visitors will be asked to state the nature of their visit, including the name of the resident being visited. They will be asked to sign a Visitor’s Log and will have to show identification. All visitors will be subject to search by metal detector and all other facility security procedures.
Visitors will be permitted in designated areas only. Your visitors will be shown to the designated visiting area and you will be notified by staff that your visitors have arrived. At no time are visitors permitted on the residential units or in resident bedrooms.

Restrictions on visitors may occur for failure to meet your program responsibilities or for rules violations.

If any visitor presents any problems or is of questionable character or reputation, that visitor may be barred completely from all visitations at this facility. Those individuals may be informed verbally, if appropriate, or in writing by the Program Director. Residents may be held accountable for the conduct of their visitors. Visits can and will be terminated if either the visitor or the resident engages in behavior that is deemed questionable, overly affectionate or in any other way jeopardizes the safety and security of the facility. If a resident disagrees with the termination of that visit, that resident may submit a written appeal to that decision to the Program Director of his/her individual program.

Visiting between residents of Contract Facilities must be approved by the Directors of both facilities, in writing, prior to any visitation. Bureau of Community Corrections residents who wish to visit offenders in State Correctional Institutions must make such a request to the Program Director. Such approval may only be granted upon receipt of written approval from the Executive Director via the Regional Director and the Superintendent of the State Correctional Institution to be visited.

23. When you become employed, you will be expected to pay rent which is calculated at a rate of 20% of your weekly net income, save at a rate of 20% and contribute 10% towards your cost & fine obligation.

24. You are required to submit your entire income from any source, (i.e., wages, public assistance, pension, worker’s compensation, unemployment compensation, etc.). Upon receipt of your income, you will be required to endorse the check to the Gaudenzia DRC and submit it to the designated staff member for deposit into the Resident Wage Account. If you are not paid via a company payroll check, you are still required to turn in your entire wages with a written statement from your employer regarding gross pay, net pay, and tax information. You will not be permitted to turn over partial wages at any time. You are not permitted to work “under the table” jobs!!! You are not permitted to be paid in cash or personal checks!!!! Designated staff will monitor your employment to ensure hours of work, legitimacy of employment, and actual wages earned, etc.

When you arrive at the facility and upon receipt of income, you shall turn in your money to the financial manager for deposit into the Resident Wage Account. Disbursements for an amount greater than your account balance are prohibited. Necessary expenditures shall be dispersed via checks for the following:

- Operating expenses: meals, travel expenses, necessary clothing, and incidentals.
- Support for your dependents, if any.
- Court costs, and other obligations reduced to judgment is equal to 10% of your weekly income.
- Other obligations acknowledged by the resident and approved by the Director or his/her designee.
- Rent assessed at the rate of 20% of weekly net income, if employed.
- Home-planning preparation.

Withdrawals from your account may only be made with the approval of the Counselor and Program Director. You will be required to save a minimum of 20% each time you receive income. Deductions will be made to your account balance for court costs, fines, and child support as ordered by the court.
Financial transactions will be conducted during established banking hours as posted on the client bulletin board. You will be required to complete a check request form and submit it to the financial manager for all withdrawals from your balance. A separate check will be written to you for living expenses. In the case of child support or other obligations, the check will be written directly to the appropriate individual or agency. Upon discharge from the program, the balance of your account, minus any outstanding obligations, shall be returned to you.

**YOU WILL NOT BE PERMITTED TO OWN/USE:**

(a) Any type of automated teller machine (ATM) access cards such as the MAC card;
(b) Credit card accounts such as VISA or MasterCard.

25. There is to be no loitering (hanging-out) in front of the Gaudenzia DRC building or anywhere on Henry Avenue or in the grassy areas of the facility. This includes the parking lot and rear of the building near the Outpatient Program Entrance. The facility maintains a courtyard for clients to utilize. Disciplinary action will result for any resident who makes obscene, sexually explicit or any other type of unwarranted comments to pedestrians passing by the facility.

26. At no time will you be issued duties or responsibilities of program staff, nor will you be assigned a position of authority over other residents. You will not be afforded special consideration or compensation for divulging information pertaining to the activities of other residents.

27. You may not acquire the ownership of a motor vehicle nor operate any motor vehicle while residing in this contract facility which is under the jurisdiction of the DOC. Prior written approval to own or operate a motor vehicle is required by the Contract Facility Coordinator of the Bureau of Community Corrections.

28. Prior to the operation of a motor vehicle, you must have a valid driver’s license, appropriate insurance coverage for the vehicle, and a valid owner’s registration card for the vehicle. Copies of these documents must be kept in your residential file as well as a description of the vehicle. You must also have prior written permission from the owner in order to use a vehicle owned by another person. At no time are residents permitted to ride in another resident’s vehicle due to the risk of liability.

The foregoing rules are illustrative only and do not constitute the only causes for which disciplinary action or discharge may occur. Unless otherwise indicated in the above rules, restrictions will occur for violation of these rules and responsibilities. You have the right to ask questions, voice opinions or present grievances at any time regarding these rules and responsibilities and/or action(s) taken as a result of their violation. The grievance procedure is as follows:

a. Request an interview with your Counselor.

b. If you are dissatisfied with the results of your interview with your Counselor, you have a right to appeal in writing to the Program/Clinical Supervisor who will respond to your grievance within five (5) business days of its receipt.

c. If you are dissatisfied with the results of your interview with the Program/Clinical Supervisor, you have a right to appeal to your Program Director who will respond to your grievance within five (5) business days of its receipt.
d. If dissatisfied with the outcome of your appeal to the Program Director, you may then appeal in writing to the Division Director within five (5) business days of the Program Director’s decision. The Division Director will respond to your appeal within five (5) business days of its receipt.

e. If you determine that the outcome of your appeals is unsatisfactory, you have the right to request a hearing. Such requests should be made in writing within five (5) business days of receiving the response of the Division Director. Your appeal should be made as follows, with a copy submitted to the Division Director.

If a pre-release client, your request for a hearing before the Grievance Officer, in accordance with section 4.29 of the Contract Facility Manual, should be directed to:

Bureau of Community Corrections Region I Director  
261 Old York Road Suite 420  
Jenkintown, PA 19046

If on parole, your request for a hearing should be directed to the Parole Supervisor in the office to which you have been assigned.

Note: If you are unable to document your grievances a result of disability or the inability to read or write, you may seek assistance in doing so from your Counselor, a Residential Aide, or other Gaudenzia DRC staff member. However, the grievance must still be placed in writing and submitted in accordance to the time frames outlined in this document. Additionally, if another person has assisted you in the preparation of your written grievance, the person assisting you shall also sign and date the grievance, record his/her relationship to you, and document that he/she has assisted in documenting your grievance.

The Gaudenzia DRC has been in this area for a very long time. Be courteous to our neighbors and when shopping in the stores around here. Remember that your behavior must be appropriate at all times.

THANK YOU.
FISCAL PROCEDURES

RESIDENT EARNINGS AND RENT

The procedures set forth in this manual may not be deviated from without the written approval of the Director of the Bureau of Community Services or his designee. The Center Director is the Chief Fiscal Officer of the Center. In his absence, the counselor or the Center Director’s designee, with the written approval of the Regional Director may assume that responsibility.

I. Resident Fiscal Policy

A. Resident Earnings

1. Each resident will turn his/her entire income into the Center Director or designee for deposit into the Wage Account.

2. Necessary expenditures shall then be disbursed via checks.

3. Resident monies shall be disbursed in the following manner:
   a. Rent - assessed at the rate of 20% of weekly net income.
   b. Operation Expenses - meals, travel expenses, necessary clothing and incidentals.
   c. Support of the resident’s dependents, if any.
   d. Court costs and other obligations reduced to judgment.
   e. Other obligations acknowledged by the resident and approved by the Center Director.
   f. The balance will be kept in the resident’s wage account as savings.

4. Residents arriving from State Correctional Institutions with money shall turn that money into the Center Director for deposit in the Wage Account.

5. Disbursements for an amount greater than the account balance are prohibited. At no time will the Offender Wage Account monies be used to make loans to residents.

6. Once a resident has accumulated $500.00 in the Resident Wage Account he may request permission from the Center Director to open an interest bearing savings account in the financial institution of his choice. The resident shall advise the Center Director of the existence and location of such an account.

7. Residents shall not be permitted to own any type of Automatic Teller Machine (ATM) access cards; i.e., MAC card.

B. Resident Rent

1. All residents shall be required to pay rent except as provided below. The rental fee is computed at the rate of 20% of weekly net income.

2. A resident may, at the discretion of the Center Director, be charged rent at the daily rate if he/she is within three weeks of his parole date and he must pay rent for his parole residence. This shall be documented and placed in the resident’s case file for auditing purposes.
C. Resident Rent Exemptions

1. All Community Corrections Facility residents receiving *Welfare* cash assistance shall be exempt from paying rent. However, such residents are still responsible for paying 20% of each check received (10% toward Court Costs and Fines and 10% for Savings), which totals 40% of all cash assistance received for that month. Unit counselors can provide assistance if residents need help calculating these expenditures.

2. All Community Corrections Facility residents receiving *Social Security Disability* income are responsible for paying 10% of their monthly income (toward Court Costs and Fines). Unit counselors can provide assistance if residents need help calculating these expenditures.

3. Federal residents and residents who are unemployed and not receiving unemployment compensation shall not be required to pay rent.

4. For all other residents an exemption to the payment of rent may be granted, in writing, by the Regional Director when there is *documented evidence* indicating that the rent payment is a hardship.

5. The Regional Director shall also have the discretion to authorize a total or partial rent exemption in consideration of any unusual services or special work assignments performed by the resident in the center or Regional Office.

6. All requests from the Center Director shall include the reason for the request, the resident’s financial status (three pay stubs), the period of time for which the request is being made. Documentation shall be placed in the resident’s case file with the approving correspondence and justification to provide an audit trail.
GAUDENZIA DRC
CLIENT RIGHTS FOR ALL PROGRAMS

1. You have the right to receive considerate, respectful and humane care and treatment at all times.

2. You have the right to have input into planning, problem solving, and decision making related to your participation in the program.

3. You will be assigned a Counselor to provide treatment, counseling, and social services as prescribed by your treatment/prescriptive plan. You have the right to obtain information relative to your treatment plan. You have the right to find out about alternative forms of treatment. Such requests for this information should be made directly to your Counselor. You have the right to have a prescriptive program plan written within fourteen (14) days of admission. You have the right to change and update your prescriptive program plan in conjunction with your Counselor and Parole Agent and schedule and appointment to do so. You have the right to have a review of your prescriptive program plan every two weeks. You have the right to participate, minimally, in one (1) major counseling session a week.

4. You have the right to expect that your Counselor will assist you in obtaining social services and to refer to publicly funded legal services if needed.

5. You have the right to ask questions, voice opinions or present grievances relating to your treatment with your Counselor. If such can not be resolved informally with your Counselor, s/he will bring your concerns to the attention of the Program Director, who will set up an appointment to meet with you within five (5) business days.

6. You have the right to the following accommodations in regards to your room:
   a. Some degree of privacy.
   b. 25-square feet of unencumbered space per occupant
   c. Access to toilets and a wash basin with hot and cold running water 24 hours a day
   d. A bed, mattress, pillow, desk, chair or stool, and hooks or closet space
   e. Temperatures that are appropriate to the summer and winter comfort zones
   f. Access to writing and seating space

7. You have the right to store your personal belongings in your room in accordance with Gaudenzia DRC's policy on personal belongings. You may not have any contraband or excessive personal property. You shall be provided with a personal locker, a nightstand, hooks, three drawers in a bureau, and if possible closet space. Any belongings that do not fit in those areas shall not be permitted to be kept in the facility.

8. You are entitled to have accommodations for clean clothing. Currently there are eight washers and dryers available for your use. If you choose not to use Gaudenzia DRC faculties, you may choose to use Chinatown Cleaners, which is less than one mile from the facility.

9. You are entitled to ask you Counselor or Dietary for special diets. Special diets may be required or prescribed for appropriate medical or dental reasons or for religious purposes. The medical department can submit special dietary requests for medical or dental purposes. You may ask your Counselor to send a memo to Dietary for a special diet regarding religion compliance.

(Revised June 20, 2016)
(Locks & Combinations) (Rewards & Punishers) (Gaudenzia DRC) (Henry Avenue Location) (May 08, Client Rights – Mail)
10. You are entitled to receive suitable, clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, and sufficient blankets to provide comfort under existing temperature controls.

11. If you cannot afford personal hygiene items such as a comb, shampoo, soap, toothbrush and toothpaste, these items will be provided for you, based on sufficient documentation supporting that you are indigent.

12. You are entitled to ethical medical treatment.

13. If you are unsatisfied with your medical treatment, whether it is provided internally by Gaudenzia DRC or through a private community resource, you have access to the grievance system to place complaints in accordance with Gaudenzia DRC’s grievance procedure. All decisions concerning access to healthcare are made by the Medical Department of Gaudenzia DRC.

14. The program will not discriminate in the provision of services on the basis of age, race, creed, sex, ethnicity, color, national origin, marital status, sexual orientation, handicap, disability or religion administered for beneficiaries and participants.

15. You have the right to utilize the Grievance Procedure regarding any treatment decisions, disciplinary actions, or violations of your rights. All grievances must be in writing and given to the Director of your program within five (5) business days of the incident you are grieving. The Director will respond to your written grievance within five (5) business days of its receipt, at which point, a meeting will be scheduled with you, the Director, and other involved parties, (i.e., Counselor, etc.) During this meeting, you will have the opportunity to explain your grievance and discuss the actions taken. A decision regarding your grievance will then be rendered by the Program Director within five (5) business of this meeting. You may further grieve the decision of the Program Director to the Division Director, by placing your grievance in writing and forwarding such to him within five (5) business days of receipt of the Program Director’s decision. The Division Director will respond to your grievance and schedule a meeting with you. The Division Director will render a decision within five (5) business days of this meeting, at which point, you will receive notice of his decision.

Note:
If you are unable to document your grievance, appeal or request as per the procedures outlined in this Client’s Rights document as a result of disability or the inability to read or write or the inability to read or write English, you may seek assistance in doing so from your Counselor or Residential Aide, or you may seek the assistance of a friend, family member or other client. You have the right to choose the person who will assist in documenting your grievance, appeal or request. However, the grievance, appeal or request must still be placed in writing and submitted in accordance to the time frames outlined in this document. Additionally, if another person has assisted you in the preparation of your written grievance, appeal or request the person who assisted you shall also sign and date the document, record his/her relationship to you, and document that he/she has assisted you in documenting the grievance.
16. Residential staff and/or Counselors shall ensure and facilitate access to counsel for their client’s and assist clients in making confidential contact with attorneys and their authorized representatives. Such contact includes, but is not limited to: telephone communications, uncensored correspondence, and visits.

17. Gaudenzia DRC will ensure that program access, work assignments, and administrative decisions are made without regard to resident’s race, religion, national origin, sex, disability, or political views.

18. You are entitled to practice your religious faith in such you are entitled to participate in religious activities in accordance with the state, city, and/or federal laws. Residents who wish to participate in religious activities or practice their religious faith shall coordinate those efforts with their assigned Counselor. The Gaudenzia DRC shall provide some opportunity for you to practice your religious faith, either by designating a private area to do so, permitting visitors to congregate with, and/or providing listings of religious congregations with the phone numbers and location(s).

19. You are entitled to have visitors in accordance with Gaudenzia DRC’s policy, if you do not have any misconduct, or are on restriction. You are entitled to have special visits if a visitor is coming from long distances or a similar extenuating circumstance. All special visits are to be approved first, by your assigned Counselor and the Program Director. If there is a threat to the operations of the facility due to a visitor or any misconduct is found performed in collaboration of a visitor in accordance with, Gaudenzia DRC shall ask the visitor to vacate the premises.

20. Resident’s shall have access to a telephone to initiate and receive personal phone calls. Resident’s shall have access to the public telephone on each unit and in the lobby. Personal phone calls may be supervised, and if they are longer than the accepted time limit of twenty (20) minutes, they will be asked to continue their conversation at another time. Public phones may be used Monday through Sunday, 4:00PM to 11:00PM; however, during the times of regularly scheduled and mandatory workshops, meetings, groups, counseling sessions, etc. they are not to be used.

21. Residents shall be permitted uncensored correspondence, if it poses no threat to the safety and security of the facility, public officials, or the general public and is not being used in the furtherance of illegal activities.

22. If the resident absconds, escapes, or cannot be reached, the Program Supervisor or designee shall attempt to call the designated individuals responsible for accepting the resident’s personal belongings. If the designated individuals do not respond to the attempted contact by Gaudenzia DRC employees within seven (7) working days, the letters and packages shall be discarded.

23. All mail that is addressed to residents, incoming or outgoing, is subject to inspection. When mail is delivered, it is sorted, and if packages or letters appear suspicious in nature, as presented in its size, shape, smell, or addressed from an inappropriate person, the Director of Operations shall inspect, and if necessary, open the letter or package. Based on the interest of facility security and safety, mail may be rejected or read. You shall be notified in the event incoming mail is returned or outgoing mail is withheld. It is your responsibility to notify your family members or correspondent of the rules and regulations pertaining to mail.
24. All publications, including magazines, newspapers, books, and other such reading materials shall be subject to inspection. Reading materials should not be pornographic, discriminatory, or extremely violent in nature or offensive in such obvious nature as to offend others who would be in the relative area. Specific examples may be in accordance with Gaudenzia DRC’s policy of contraband.

25. If residents are proven to be indigent by the definitions provided by the Bureau of Community Corrections and such contract, the Gaudenzia DRC shall provide, upon request and approval by the Program Director, a specified postage allowance to maintain community ties. An allowance shall be designated as no more than the cost to send two letters a month, which shall not exceed the amount of $2.00 a month. Additionally, residents may be advanced tokens and funds for washing laundry.

26. You shall be entitled to indoor and outdoor recreational and leisure time in accordance with Gaudenzia DRC’s rules and regulations. Particular units may provide indoor recreation such as Movie Nights, Bingo Nights, Game Night, and outdoor activities may include outings to museums, games, and other such activities. If you are interested in such activities, please ask your assigned Counselor for a schedule of such events.

27. If you are interested in attending educational classes on literacy, completing a GED program, or other such educational programs, please coordinate such events with your assigned Counselor. Your Counselor shall provide you with information about admission into such programs, and any special requirements.

“Thinking For a Change”

Social skills are the skills we use when we deal with other people. Good social skills get us what we want and maximize the positive response and minimize the negative response from other people.

We can take charge of our lives by learning more effective ways of thinking.

- **Thinking** is what we say to ourselves inside of our head.
- **Internal Control** is control of our thinking and feelings.
- **Social Skills** are skills we use in dealing with other people.
- **Problem-Solving** is a skill for dealing with difficult situations.

Opportunities for learning new pro-social skills are provided daily in treatment, employment, chores and recreational programming. Gaudenzia DRC embraces social learning theory, and practices it principles deliberately, on a daily basis. Program rules and living conditions are enforced in a firm and fair manner. Consequences, incentives, and rewards are controlled by the multi-disciplinary treatment team, with input from residents. The treatment team, with meaningful input from residents, design and enforce prescriptive/treatment plans. Positive re-enforcers will outnumber punishers at a ratio of 4:1. The treatment team reviews this principle weekly. Consequences for performing poorly or for inappropriate behavior will be levied immediately. This ensures that the residents understand what they did wrong. Rewards are given as quickly to reinforce positive changes in thoughts and behaviors. Reinforcement is an integral part of the Gaudenzia DRC CCF Program.

Three types of re-enforcers are used:
1. Activities: Senior residents (Expeditors) earn recreational outings as a reward for progressing well in the program.
2. Responsible Thinking Reward: Extra privileges like late curfew, food treats are given for responsible thinking.
3. Social Re-enforcers: As an integral part of the social learning practiced at Gaudenzi DRC, residents will receive motivational re-enforcers, both internal and external, for modeling pro-social behaviors.

**REINFORCERS/REWARDS**

A. Types of Reinforcers:
   1. Material - food, books, music, recreational equipment, etc.
   2. Symbolic - trophies, certificate, diplomas, awards etc.
   3. Natural - attention, praise, approval, acknowledgement, positive write-up, etc.

B. Guidelines for Administering Reinforcers:
   1. Contingent on performing behavior
   2. Residents should know it is tied to behavior
   3. Immediate
   4. Natural reinforce used most frequently
   5. Individualized (not all residents are rewarded by same things)

C. How Do You Effectively Deliver Social Reinforcers?
   1. Immediately tell the client that you liked what he did.
   2. Tell him/her why you liked what was done.
   3. Congratulate the client for behaving the way he/she did
   4. Help him consider why the behavior is desirable and how continuing it will benefit him.

D. When should you provide praise or other social reinforcement?
   1. When residents demonstrate shows pro-social attitudes, behaviors, and/or skills in the following areas:
      a. Accountability & ownership
      b. Responsibility obligation, & self efficiency
      c. Empathy/concern for others
      d. Trust & honesty
      e. Realistic expectations
      f. Adherence to conventional norms & anti-criminal expressions
      g. Respect for authority, laws/rules, and rule enforcers
      h. Smart decision-making
      i. Appropriate problem-solving and coping skills
      j. Goal-setting and planning
      k. Avoidance of clients causing trouble
      l. Avoidance of facility/institutional settings and situations with potential for trouble

E. Reinforcers/rewards should outnumber extinguishers/ punishers by 4:1

**EXTINGUISHERS/PUNISHERS**
A. Examples of Extinguishers/Punishers:
   1. Disapproval
   2. Loss of Points/tokens
   3. Loss of privileges
   4. Timeout
   5. Written or other assignment
   6. Extra work
   7. Negative write-ups

B. Guidelines for Maximizing the Effectiveness of Extinguishers:
   1. Escape impossible
   2. Immediate
   3. Maximum intensity
   4. After every occurrence
   5. Use only to train in what not to do
   6. Include teaching pro-social alternatives
   7. Negative consequences considered
   8. Remember that prisoners are among those for whom punishment is least effective

C. How Do You Effectively Show Disapproval?
   1. Immediately tell the client that you disapprove of what he/she did
   2. Explain why you disapprove with what the client did
   3. Encourage the resident to consider why his behavior is undesirable/identify consequences
   4. Immediately stop showing disapproval as soon as the client stops the undesirable behavior.

D. When should you show disapproval?
   1. When an resident demonstrates anti-social, inappropriate attitudes/behaviors in the following areas:
      a. Lack of responsibility, denial
      b. Lack of concern for others
      c. Lack of empathy/concern for others
      d. Dishonesty
      e. Unrealistic expectations
      f. Lack of adherence to conventional norms
      g. Pro-criminal expressions
      h. Lack of respect for authority, laws/rules, and rule enforcers
      i. Poor decision-making
      j. Weak problem-solving and coping skills
      k. Failure to set goals and plan ahead
      l. Association with clients causing trouble
      m. Avoidance of facility/ institutional settings and situations with potential for trouble

LIVING QUARTERS & LAUNDRY ROOM
All beds must be neatly made with sides tucked in, pillow under spread and one extra blanket folded at the foot of the bed by 8:00am during the week and 10:00am on the weekend. Only one laundry bag per client is permitted to be hung on end of bed. Laundry Bags must be uniform and of a solid material. House cleaning chores will be assigned on a weekly basis.
Towel and washcloth may be left on end of bed to dry - neatly folded. Floor under bed must be swept and mopped. It is not permissible to leave anything else out other than what is noted above (i.e. battery powered radio, books, clothes, pictures). Nothing is permitted on top of, or underneath lockers.

Clients are not allowed to carry clothes through the hallways; all clothing must be placed in a laundry bag or folded during use of the laundry room. Staff will inform you of the times designated for your use of the laundry room. If you are washing or drying laundry that does not belong to you (personally) you are required to wear protective clothing and gloves.

THE ABSOLUTE BARE MINIMUM INFORMATION YOU SHOULD KNOW BEFORE BEING LEFT ALONE WITH A LOADED WASHER AND DRYER!

Now that you're a resident of Gaudenzia DRC, your life should be changing constantly. Plus, there's this little detail: probably no one mentioned that laundry would be part of treatment. Maybe someone used to take care of your laundry for you, but now you're part of a community.

Laundry room hours are posted on laundry room doors. All lint, dryers, sheets, trash, etc. should be discarded properly. As a courtesy to others, please time your washer and dryer and remove your clothes promptly so that others may use the facility. If a client notices that a washer or dryer is inoperable, please notify the Residential Aide on-duty immediately as a consideration to the next user.

Detergent spilled on machines, laundry room floors should be cleaned up immediately.

Laundry room will be secured when not in use. Users are requested to turn off the lights and close the door when leaving the room.

*That may seem like a big deal but if you take five minutes to read this little section, doing your laundry at Gaudenzia DRC will go smoother, and maybe even a little cleaner. It's easy; here's how:

Sort your laundry before you come to the laundry room
Follow care directions on clothing labels!
Choose the right cycle and water temperature!
Don't overload!
Make sure soap is fully dissolved.
Your wash is done when "time remaining" on your machine display reaches 00 minutes
Dry on "normal" for most kinds of wash (except delicates) and, (you've heard this one already) don't overload!

Now, for more details:

Sort It!
Before you head for the laundry room, separate light and dark laundry. It also helps to keep heavy stuff like sweats and jeans separate from light-weight synthetics. Really delicate things, like stockings and underwear, should be washed separately. The same with red-colored articles of clothing - they tend to run, no matter what. You'll notice there's a special setting on your washer for delicates; use it to avoid your machine becoming jammed, unbalanced, or damaging your fine washables.

Load It!
Your clothes should be completely covered with water and no higher than the top of the agitator vanes. There is no benefit to overloading a washer. Too big a load means your clothes don't get clean and you risk the possibility of damaging the machine, creating an inconvenience for your fellow students. Heavy things like
towels and sweats can cause a machine to go off balance. In such a case, just lift the lid, redistribute your clothes, and then continue washing. The same goes for dryers. One wash load equals one dryer load. That's it.

The Complicated Stuff-Not!
Pick the right wash cycle and water temperature following the "care instructions" label that’s sewn into most pants, shirts, and sweaters. The "Permanent Press" cycle and "Warm" in "Cold" is a good choice for pants, skirts, shirts, and 100% cotton clothing that is specially treated against wrinkling. Finally, "Delicates" are usually best washed at the "Warm" or "Cold" setting. Heavy towels and sweats should be washed on the "Normal" setting, with warm or cold water. The touchpad display makes it easy to select for fabric type and wash water temperature. And don't forget to distribute the load evenly!

TRY THIS REFERENCE GUIDE FOR BASIC MACHINE SETTINGS

<table>
<thead>
<tr>
<th>Type of Stuff</th>
<th>Cycle</th>
<th>Water Temp</th>
<th>Dryer Setting</th>
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<tbody>
<tr>
<td>Whites</td>
<td>Regular</td>
<td>Hot</td>
<td>Normal</td>
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<tr>
<td>Colors</td>
<td>Regular</td>
<td>Warm/Cold</td>
<td>Normal</td>
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<tr>
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<td>Perm. Press</td>
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<tr>
<td>Wool</td>
<td>Delicates</td>
<td>Cold</td>
<td>Tumble-No Heat</td>
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Your Laundry & The Environment - Your wash (and the wash being done by other residents at Gaudenzia DRC has an impact on the environment.

How Dry Can You Get? - There are three rules of thumb here:
Read the care labels on your clothes again; you'll find drying instructions there right along with washing suggestions; remove your clothes from the dryer immediately after it's done (if you want to avoid wrinkles)

The Grand Finale! - Fold 'em; stack 'em; and put 'em away! Clothes are to be folded and taken back to your room. At no time are “finished” clothing to be left unattended in the laundry room. Do this once a week and your social life will improve; your room will feel better and your treatment will be enhanced...well, maybe not completely...Anyway, now you've got a whole new spin on Gaudenzia DRC!

Well Wishes!
EXPECTED PRACTICE:

Gaudenzia DRC, Inc. conducts unannounced evacuation drills at least once each month and, on a quarterly basis, these drills will be conducted on each shift at least once when the majority of residents are present.

PROTOCOL:

1. Evacuation drills will be conducted no less than once per month. These drills will be conducted on alternate shifts.

2. A log recording evacuation drills will be kept on the premises, and will indicate the staff member conducting the drill, date, timed response of all individuals present in the facility, and number of people involved in drill.

3. Upon notification of an evacuation drill, all building occupants will proceed immediately to the closest exit and depart from the building.

4. All building occupants who exit through the entrance of the facility will assemble in an along South End of Henry Avenue farthest from the facility. Roll call will be taken, and a count made of the number of persons evacuated. Residents are not allowed to stand on the grass or under any trees.

5. In the event of a threat to the integrity of the facility, all residents and staff shall assemble on the South End of Henry Avenue approximately 100 feet from the facility. Do not cross Henry Avenue or stand in the driveways. Emergency vehicles must have unimpeded access to the facility. The supervisor will be responsible for the evacuation drill and will record all necessary information on the fire drill sheet, located in Main Reception.

FIRE DRILLS

Gaudenzia DRC employees are to follow the foregoing fire evacuations.

There will be an “all clear” announcement to advise persons in the fire drill exits to return to the facility upon completion of the fire drill.

The date and time of Fire Drills will not be announced in advance. If you hear a fire alarm and there has been no prior notification, you must assume that there is a real fire emergency.
FIRE EVACUATION PLAN FOR OCCUPANTS

"TRAINING PLAN GUIDELINE"

1. If you discover a fire or smell smoke, immediately sound the building alarm. Know the location of the alarm signal stations and how they operate. Fire exits are located along the south and west of the facility.

2. FIRE ALARM STATIONS ARE LOCATED THROUGHOUT THE UNIT(s) AND AT MAIN CORRIDORS. USE IN CASE OF FIRE OR SMoke!

3. When the fire alarm is sounded, feel the door that leads from your room to the corridor before opening it. If the door feels hot or smoke is seeping in...DO NOT OPEN! If you become trapped in your room and cannot reach the fire exit, keep your door closed and seal off any cracks.

4. If your door feels cool, open it cautiously. Brace yourself against the door and be prepared to slam it shut if the hall is full of smoke or if you feel heat pressure against the door. If the hall is clear, leave at once and close the door behind you. Proceed with caution to the fire exit!

5. DISABLED PERSONS: A Residential Aide, Supervisor and/or the fire emergency team should be assigned to assist the disabled person in the event of fire. These persons are taken to the fire exit until help arrives. (Non-ambulatory persons should be the last to exit to prevent wheel chairs, walkers etc. from hindering the flow of occupants/traffic).

6. If caught in smoke or heat, stay low where the air is better. Take short breaths (through the nose) until you reach your area of refuge.

7. Do not block room doors or fire exits with any objects.

Race: R - remove - resident - from - area - involved - in - fire
A - alarm - sound building alarm
C - contain - close door to contain heat, smoke & fire
E - evacuate - according to the fire evacuation plan

FIRE PREVENTION

Fire prevention is of the utmost importance in reducing fire losses and deaths due to fire. Awareness and correction of any fire hazard will aid greatly in keeping our building a safe place in which to live and work!

PEOPLE DON'T PLAN TO FAIL....THEY FAIL TO PLAN!

The Director or designee must review this policy at least annually.

<table>
<thead>
<tr>
<th>Date Reviewed</th>
<th>Signature of Director or Designee</th>
<th>Policy Approved</th>
<th>Revision Request Sent to Corporate</th>
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PENNSYLVANIA DEPARTMENT OF CORRECTION
PENNSYLVANIA BOARD OF PROBATION & PAROLE


(Locks & Combinations) (Rewards & Punishers) (Gaudenzia DRC) (Henry Avenue Location) (May 08, Client Rights – Mail)
Disciplinary Rules are necessary in any program to assure that it operates effectively, and at the same time protects the rights, comfort and well being of the program participants. It is vital that no one's individual rights, or the existence of the program is jeopardized by any individual or group of individuals. Therefore, the Following rules and regulations have been generated for all programs operated by Gaudenzia-DRC.

SANCTIONS AND DISCIPLINARY ACTION

All rule violations and formal disciplinary procedures will be addressed in accordance with those policies and procedures identified in DC-ADM 801. This includes the identification of all 'Prohibitive Acts' defined by the Pennsylvania Department of Corrections. 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 Community Corrections Program.

PROGRAM RULES AND REGULATIONS

All residents transferred into the Gaudenzia DRC shall be held responsible for adhering to basic house rules and procedures generated by Gaudenzia DRC. Certain rules may overlap with the 'Prohibitive Acts' identified by the Department of Corrections. Any such major violation will be immediately referred to the PADOC to initiate '801' hearing procedures. If a resident is found to be in violation of those rules and procedures identified therein, he may fail to earn pass/furlough status, or other In-House privileges, or he may be subject to having repeated violations upgraded and referred to the PADOC for major disciplinary action. Rules are grouped in descending order of severity, and possible sanctions/consequences:

I. Major Prohibited Acts:

Violation of the following 'Prohibitive Acts' and 'Major Rules and Procedural Infractions' will result in the resident being cited and scheduled for a hearing pursuant to those procedures outlined in DC-ADM 801:

a. Illegal group criminal activities (gambling, drug dealing, prostitution, bribery, etc.);
b. Tampering with or theft of Life Safety equipment (batteries, emergency lights, alarms, fire extinguisher, etc.);
c. Sexual acts with staff or other residents on Gaudenzia DRC property;
d. Major theft of Gaudenzia DRC property;
e. Possession or use of alcohol or drugs and/or related paraphernalia in the Gaudenzia DRC facility, and/or the discovery thereof by Gaudenzia DRC staff in a unit;
f. Positive drug urine screen;
g. Failure to maintain accountability with the program for a period of twenty-four hours;
h. Arrest on new charges.

V. Major Rules and Procedural Infractions:

a. Violation of any criminal law;
b. Possession, use or misuse of any drug not prescribed for the individual by a physician;
c. Possession of narcotic paraphernalia, such as rolling papers, water/marijuana/hash pipes, roach clips, pipe screens, syringes, etc.
d. Possession of a weapon;

e. Bribery or offering anything of value to a Gaudenzia DRC staff member, any relationship, fraternal or financial, but not programmatic, with Gaudenzia DRC staff member (Association outside
Gaudenzia DRC property will violate this rule unless prior written approval has been given by the Director;

f. Sexual acts on or adjacent to Gaudenzia DRC property;

g. Exit from, or entrance into the facility through any opening other than the primary entrance to the facility, except in an emergency or fire drill procedure;

h. Making threats of physical violence against a resident or staff person;

i. Fighting with another resident or any other person;

j. Escape, deviation or unauthorized absence from work assignment, treatment or the facility. All residents when signing out of the facility, whether to a pass residence, job, and job search or treatment must document their destination(s) and be at that destination within a reasonable time frame. Deviation from that destination must be reported to the facility and prior authorization must be obtained. Unaccountability for a one hour period or failure to return within one hour of an expected sign-in time is a major program violation.

k. Interference with Drug Urine Screens, including failure to provide a urine sample within a reasonable period of time, failure to comply with standard labeling and continuity of evidence procedures, the addition of any foreign substance into a urine sample, or the giving or a urine sample for another resident;

l. Interference with, or refusal to submit to, a search;

m. Intoxication;

n. ANY TRAVEL OUTSIDE THE COMMONWEALTH OF PENNSYLVANIA;

- Any travel beyond the geographical limits of Region I of the Pennsylvania Department of Corrections, Community Corrections Division, without prior approval from the Regional Director;

o. Possession, use, removal of, or tampering with confidential or unauthorized material in Gaudenzia DRC’s possession;

p. Failure to comply with all fiscal procedures identified by the Pennsylvania Department of Corrections, including weekly payment of rent, providing proper documentation of all financial transactions, and no personal savings or checking accounts;

q. Refusal to obey or follow a staff order or request. If a resident disagrees with the order of request, he must comply unless to do so would be illegal or a violation of these rules. Resident grievance procedure may be followed in these instances.

II. Minor Rules Infractions:

Violation of the following rules and regulations will generally result in In-House sanctions such as failure to earn a phase privilege, In-House restriction, or a formal reprimand. However, repeated violations of these rules may result in the resident being cited for an 801 hearing for failure to maintain a satisfactory program adjustment:

1. Driving without authorization from the Director or his designee, riding in a vehicle during a pass, furlough or job search without staff permission or driving without the required documentation;

2. Failure to attend Morning Meeting, Groups or a Community Meeting;

3. Failure to attend counselor session and other required in-house meetings;

4. Failure to attend special stipulations, or to provide written documentation that stipulated programs were attended;

5. Lying, providing a false statement to staff member or utilizing a false document. A particular grievous intentional violation of this rule may result in a major sanction.

6. Using abusive, obscene or threatening language, or gestures;
7. Smoking, cooking or burning incense or other material in a sleeping area or unauthorized area;
8. Undue familiarity of a sexual nature on the premises;
9. Possession of any tool in the facility which would be used as a dangerous weapon. Such tools must be checked in with on-duty staff upon entering the facility;
10. Possession of a knife when used as a tool may be valid but prior authorization must be obtained and the item checked with staff when entering the building;
11. Unauthorized use of any other resident's possessions;
12. Inability to be contacted within 1 (one) hour while out of the facility or returning past a sign-in time without prior authorization. Only Supervisors or the Program Director may authorize a resident to be out beyond his designated time of return to the facility;
13. Curfew violations; all curfews are set in the Resident Phase System. Curfew Violations may result in a resident being returned to a previous level or orientation,
14. Facility checks are conducted every hour and it is each resident's responsibility to ensure that he is included in the count. Switching of beds or failure to sign-in/out appropriately is considered to be interfering with the procedure.
15. Presence in an unauthorized area. No resident is allowed in the living area of another resident, or in staff offices without authorization;
16. Unauthorized use of Gaudenzia DRC Official Telephones;
17. Engaging in any type of business practice within the facility where money would be exchanged between residents for specific services rendered. This includes the practice of giving haircuts,
18. Possession of excessive amounts of cash (as compared to the residents' weekly allowance);
19. Failure to abide by visitor policy and procedures, to have visitors in the facility beyond established visiting hours, or to have visitors in unauthorized areas of the facility.
20. Failure to pick up dinner tray, or throwing the tray in the trash without eating it.
21. Possession of a cellular phone without authorization from the Director.
22. Smoking, eating, drinking during or otherwise disrupting a seminar, 12 Step Mtg. or Community Mtg.
23. Late arrival or early departure from an In-House or outside stipulation/12 step meeting.

III. Program Rules to assure Accountability and the Successful Re-Entry of Residents to their Community:

1. All "day program" participation or job searches must be documented with an approved itinerary and verification that all scheduled appointments was kept.
2. Providing proper written documentation that all stipulations were met on a weekly basis (AA, NA, D&A Out-Patient, Mental Health, etc.);
3. Notification of any changes in employment or day programming, including work shifts, job titles, pay changes, terminations, resignations and changes instituted by the employer must be told to the Counselor upon return to the facility that day;
4. All residents are required to develop a Treatment Plan (TP) with their Counselor during the Orientation Phase of the program. This should include personal and program goals which the resident and Counselor review on a weekly basis.
5. Residents are not permitted to borrow money from the program or other residents. All PADOC residents are expected to arrive at the facility with a minimum of 60 days of medication and $50.00 to defray initial expenses until they are employed or have received a public assistance grant.
6. Residents are expected to consult with their Counselor regarding problems or concerns prior to requesting a meeting with the Director.
7. Residents are required to utilize the grievance procedure to resolve any disagreement with action taken by Gaudenzia DRC staff.
8. Initial furloughs must be requested in writing by the resident to the Counselor. A contact visit with the family must have been completed by the Counselor prior to a furlough being approved.

Decisions for termination will always be determined from the context of whether the resident can benefit from the program. While Gaudenzia DRC is governed by a strict set of regulations, it is no the policy of the program to super-impose a single corrective model for infractions. Due to our belief in individualized services, diversion from agency policy will be judged on the individual merit of the resident.

When it is determined through intervention that an individual is not able to benefit from further services, said services will be terminated and the Region I Contract Facility Coordinator or Parole Officer shall be notified. Resident’s rights to appeal a termination are outlined I the grievance policy and resident information manual.

IV. Bureau of Community Corrections- Offender Cell Phone Policy:

1. I am solely responsible for the total cost of the cell phone and service in my possession. I will not list any Department of Corrections Facilities as my billing address; on any document related to this device.
2. I certify that my PBPP Board Action/conditions does not prohibit my possession of a cell phone.
3. I will immediately surrender my cell phone for visual and/or electronic search upon request by any staff member and each time I enter Gaudenzia DRC with it. Refusal to submit your cellular phone for search will result in misconduct charges, confiscation of the cell phone and social restriction. Also illegal, illicit or unauthorized activity on the cell phone is subject to misconduct sanctions, cell phone confiscation, discharge and/or criminal charges.
4. I will not possess a cell phone with camera/video recording capabilities.
5. I understand that I will be responsible for the content in my cell phone. Recording, streaming and broadcasting any person, activity or event in Gaudenzia DRC is a criminal offense. Anyone violating this rule will be prosecuted to the fullest extent of the law.
6. Possession of a cell phone while placed at Gaudenzia DRC is “at your own risk.” The responsibility of securing the cell phone is “yours” at all times. Gaudenzia DRC will not be liable in the event that your phone is lost, stolen or destroyed.
7. Call forwarding is prohibited on all cell phone devices.
8. Residents are not permitted to make voice calls between the hours of 12 am & 5 am; however, text messaging and internet use are available during these hours.
9. I will keep my cell phone on silent or vibrate while in the facility.
10. Cell phone usage is prohibited during: group, count, searches, fire drills, in common areas, hallways, facility entrance nor to disrupt the safe, secure and orderly operation of the facility.
11. In order to maintain efficient operations, the Center Director may suspend cell phone privileges.
COMMONWEALTH OF PENNSYLVANIA
NOTICE OF PRIVACY PRACTICES
PROTECTED HEALTH INFORMATION

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

I. How the Commonwealth Uses and Discloses Your Health Information:

The Commonwealth of Pennsylvania provides a broad range of services through a wide variety of health and human services programs. If you receive services from a Commonwealth program, the Commonwealth program may use your protected health information and disclose it to other Commonwealth health and human services programs and outside the Commonwealth, to:

   a. Plan and provide your care and treatment;
   b. Communicate with health care professionals who care for you;
   c. Describe the care you receive;
   d. Obtain reimbursement from private insurers or other government programs;
   e. Verify that services billed were actually provided;
   f. Educate health professionals;
   g. Inform public health officials charged with improving healthcare;
   h. Administer the Commonwealth’s programs which provide public benefits, and/or health or human services;
   i. Assess and improve the services provided and the outcomes achieved;
   j. Pay for services you receive;
   k. Inform you about other public programs and services;
   l. Inform you about other public programs and services.

The Commonwealth and its program will not use or disclose your protected health information except as described in this notice, or otherwise authorized by law.

II. Your Health Information Rights:

You have the right to:

1. Request a restriction on certain uses and disclosures of your protected health information;
2. Obtain a paper copy of this Notice of Information Practices upon request;
3. Inspect and copy your protected health information as per Gaudenzia DRC policy;
4. Request amendments to your protected health information as per Gaudenzia DRC policy;
5. Request communications of your protected health information by alternative means or at an alternative address;
6. Revoke your consent to use or disclose protected health information to the extent that it has not already been relied upon;
7. File a complaint to Gaudenzia DRC, Inc. and/or the Secretary of the U.S. Department of Health and Human Service if you believe your privacy rights have been violated.
III. The Commonwealth Program Duties:

The Commonwealth’s health and human services programs each have a duty to:

a. Maintain the privacy of your protected health information;
b. Provide you with a notice as to our legal duties and privacy practices with respect to protected health information we collect and maintain about you;
c. Abide by the terms of this notice;
d. Notify you if we are unable to agree to a requested restriction;
e. Accommodate reasonable requests you may have to communicate health information by alternative means or at an alternative address;
f. Provide an accounting of disclosures of your protected health information.

The Commonwealth or any Commonwealth health and human services program may change its privacy practices and make the new privacy practices effective for all protected health information we maintain. Should our privacy practices change, we will mail a revised notice to the address you have supplied us.

For More Information or to Report a Problem:

If you have questions and would like additional information, you may contact your Program Director at the Gaudenzia DRC, Inc. at 215-625-8060.

If you believe your privacy rights have been violated, you can file a complaint with the Privacy Officer, Program Director or with the Secretary of the United States Department of Health and Human Services. There will be no retaliation for filing a complaint.

Examples of Disclosures for Treatment, Payment, and Health Operations:

1. To Those Currently Providing Treatment To The Client: Information obtained by a nurse, physician, counselor, or other member from your treatment team will be recorded in your record and used to determine the course of treatment that should work best for you.

2. To persons at treatment programs or facilities where the client is referred: For possible treatment, a summary of some of the portion of the treatment information is necessary for the provider to assess the clients’ needs and to assure continuity of proper care and treatment.

3. The Director of a County Office of Mental Health and Mental Retardation (or their designee): If the information is requested as part of a psychiatric commitment process, e.g., a petition filed under §§302,303,304, or 305 of the Mental Health Procedures Act (1976). 55 P.S. §7101 et seq. 55 P.S. §7111; 55 PA Code §5100.32(a) (1).

4. A Judge or Court: Only if the court has actually issued a good faith court order directing the release.

5. To Lawyers: Lawyers who provide written proof that they represent the client, which is usually accompanied by a signed authorization.
6. **To Police or other government officials:** If an official needs to know if a client is present or absent from a particular facility, they may only receive information under the following circumstances:

- The client is involuntarily committed to the treatment program AND
- The request for information occurs as part of a legitimate government function AND
- The only information that can be released is information stating whether the client is present or absent in a particular treatment program, AND
- The facility’s Medical Director has determined that it is in the best interests of the client to release information.

7. **To insurance companies or other third party payers, including CBH:** If these entities need information to confirm that the consumer received treatment services for which the company is being requested to pay.

8. **To physicians, other medical professionals, or police officers:** If the client is involved in a medical emergency and the information sought is needed to prevent death or serious risk of bodily harm.

9. **To federal or Commonwealth auditors:** 55 PA Code 1101.51(e); Commonwealth employees who need treatment information to perform their jobs, JCAHO inspectors, and persons participating in PSRO or utilization reviews.
Gaudenzia DRC
CONTRABAND

Definition:
Any unauthorized item that would present a threat to the security of the Facility or to the personal well-being of employees and residents alike.

1. Weapons of any kind. (Firearms, knives, swords, pocketknives, scissors, screwdrivers, tools, sewing needles, etc.
2. Alcohol Beverages- including any cooking products, cough syrup, or over the counter medicine containing alcohol.
3. Illicit Drugs or Drug Paraphernalia
4. Pornographic material- videos, CD’s, DVD’s, pictures, magazines etc.
5. Construction tools of any kind- hammers, nails, paint, etc.
6. Stolen Property, Counterfeit Items, watches, etc.
7. Aerosol Sprays of any kind- hairspray, personal cleaning products, deodorant, etc.
8. Cell phones (unauthorized) and or with cameras and pagers
9. Any products containing high concentrations of toxic, caustic, or flammable material.
10. Pirated or copied material- videos, CD’s, DVD’s, pictures, magazines etc.
11. Unlabeled Body Oils, Fragrances, etc.

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<td>Diesel Fuel</td>
<td>Paints (oil based)</td>
<td>Ammonia</td>
<td>Lye</td>
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<td>Motor Oil</td>
<td>Linseed oil</td>
<td>Chlorine</td>
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<td>Cleaning Solvents</td>
<td>Neat foot Oil</td>
<td>Duplicating Fluid</td>
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Sample Items may include the following:
Nail polish, Nail polish remover, Hair dye, air fresheners, cough syrup, incense, shoe polish, glue and/or rubber cement, typewriter cleaners, antiseptic products, unauthorized medication, leather cements and/or dyes.

If you are unsure about an item being contraband, ask your program director or supervisor.

All residents, the following items are not permitted in this center at anytime for any reason.
1. No more than (3) pair of shoes/boots/sneakers and (1) pair of shower shoes in residents personal space. (Top bunk to the left side of the bed bottom bunk to the right)
2. Nothing is to be hanging on the walls, doors or cabinets for any reason. Laundry bags can be the only item hanging from the foot of the beds.
3. No open bottles (glass or plastic containers are to be in the bedroom area at all No glass is permitted at all. Each resident are permitted (1) plastic container in their locker for work meals or travel lunch only and you must keep container clean and empty in your closet area.
4. No food is to be stored in the bedroom for any reason. (Potatoes chip, soda, cookies etc.)
5. No ironing in the bedrooms. For no reason is anyone to have an iron in the bedroom.
6. No laundry products are to be held in the rooms for any reason, (soap powder, fabric softener, etc). Bleach is not permitted on the property at all.
7. No cardboard boxes are permitted in the bedrooms (sneaker boxes, up state boxes etc.)
8. Any and all medication is to be kept in the medication office only, not in the resident living, area,
9. No pornography of any type (magazines, newspapers, pictures from home, calendars, or DVD/VHS at all)
10. No electrical cords, TVs, personal DVD players are permitted in the bedrooms.
11. No cologne, rubbing alcohol, Mouthwash (containing alcohol), or mouth spray are permitted. If it contains alcohol you cannot have it in your rooms.
12. No aerosol spray cans of any type are allowed. Spray medication should be turned in to staff to be placed in the medication office.
13. No work tools are permitted in the rooms at all. If it pertains to work it will be lock in the front desk area only with permission from the facility director.
14. No dice or playing cards are permitted on the property.
15. No metal hangers are allowed. Plastic hangers only,
16. No suite cases are allowed in the rooms. One pull tie bag with no zippered compartments for carrying items to and from the facility, and nothing that requires a lock.
17. No material that shows gang affiliation, crime endorsement, or any type of drug paraphernalia,
18. Any items which has been altered from its original state.

Note:
Violation of this policy may result in progressive disciplinary action in accordance with DRC/DOC Rules and Regulations.
what got me here?

Here I am – sitting in a strange chair, in a strange place, surrounded by people I’ve never seen before. Why did I wind up in a treatment center?

I knew I was losing control. My family was falling apart. I felt so alone and so afraid. My life was getting all messed up. It was like I needed to call a time-out and make all the craziness stop for a while. But my life just became more and more desperate.

Now I’m sitting here not knowing what will happen next. Do I really belong here? Does anyone here really know what I’ve gone through? Can anybody help?

I’m afraid.
You came to the right place.

Most people are confused and frightened when they first enter Gaudenzia DRC. Few enter with an attitude of "Isn't this a wonderful place to be?" Yet their lives had become unmanageable and out of control.

Often residents have lost or never discovered the warmth and peace of a spiritual way of life. Members of their families and close friends have been unable to help or understand. Some residents doubt whether they should be in a center at all.

If you have these types of feelings today, take heart in knowing that many residents before you have similar doubts and fears.

Welcome.

You find this to be:
- A safe place to begin your path to pro-social behavior.
- A caring place to heal physically and spiritually.
- A program that knows how to address issues while treating you with dignity.

- A center in which healthcare professionals provide quality, confidential services.
- A program designed for you and your reintegration needs.
- A program that accepts you where you are today.
Your mirror.

When you look in the mirror, who do you see looking back at you? How do you describe that person...not just in terms of what appears on the outside, but what do you see coming through from the inside?

What do you see in the mirror today?

________________________________________________________________________

________________________________________________________________________

Peers can help.

Your peers in the center can help you gain a more accurate picture of who you are today and what you are feeling. And you can help them gain a better understanding of themselves at the same time. In fact, this peer sharing will be an important part of your process.
My Story.

This is a chance for you to introduce yourself to your peers in the unit. It may also allow you to focus on your life so far and how you feel about it. The more open and honest you can be, the more you will gain from doing “your story”.

You should include your history of alcohol and drug use/abuse. When did you start, how often and how long have you abused, attempts to stop and how you felt along the way.

You may include facts and feelings about your anti-social behavior, family, and friends, growing up, juvenile difficulties, relationships, school, jobs and any other parts of your life you wish to share.

Don’t rush into this journaling. Relax, close your eyes for a few minutes and put yourself back into your past. Remember how you felt about important events and people in your life.
the disease of chemical dependency

It's hard for me to accept that I'm addicted to chemicals or a lifestyle. I didn't think I was drinking more beer or more scotch or more wine or using more drugs than anybody else. Sure I got high, but didn't everybody?

When I tried to stop or at least slow down, I could... but only for a short time. Then the craving would come and I would be back using as much as before. And when I was drinking, I was thinking about using.

I must have known I had a problem because I began to hide how often and how much I drank. I would lie and attempt to cover my tracks.

Addicted? I guess I am.
Chemical dependency is defined.

A person becomes chemically dependent when he or she develops a craving for a substance in order to feel good or "high" or keep from feeling discomfort, including the discomfort of not using the substance. The need for the substance is always psychological but may be physical as well.

Chemically dependent people can describe their addiction in various ways:

"My mind would constantly stay on getting high. It was what got me through the day."

"When I’d take that first beer, I’d have no intention of getting drunk. Sometimes I didn’t but sometimes I just lost track."

"I began to hate my parents, hate my brother, hate anything that kept me from a good time, from my beer and pot."

"Nothing can describe a good cocaine high. Nothing! What else counts when I can experience that kind of feeling."

"Alcohol was my buddy for twenty years. I never missed a day of work, I never abused my wife or kids and I never got in trouble with the law. Then one day I realized I was no longer in control. The beer and scotch had taken over."

"I was always prepared to lie to my family in order to get what I needed...something to get me high."

"I don’t smoke pot and drink to get high anymore. I do it just to get by."

Describe the relationship you have with alcohol or other drugs. What role has it played in your life?
We are here because there is no refuge, finally, from ourselves. 
Until people confront themselves in the eyes and 
hearts of others, they are running. 
Until they suffer others to share their secrets, 
they have no safety from them. 
Afraid to be known, they can know neither themselves 
nor any other; they will be alone.

Where else but in our common ground can we find such a mirror? 
Here, together, people can at last appear clearly to themselves— 
not as the giant of their dreams, nor the dwarfs of their fears— 
but as individuals, part of a whole, with a share in its purpose. 
In this ground we can each take root and grow, 
not alone anymore as in death, but 
alive to ourselves and to others.
GAUDENZIA DRC
CCF/CPC Program

I have read or have had read to me, and I fully understand Gaudenzia DRC's policies on Clients Rights, Staff Code of Ethics, Client Rules, Tools of the Environment & Client Responsibilities.

Resident Signature

Date

Witness Signature

Date

A copy of this page must be placed in the client's chart!!!!!
Community Corrections – Universal Set of Rules

Our goal is to provide individuals with a safe opportunity to successfully re-enter the community while assigned to a DOC operated/contracted facility. Basic security measures are enforced for the protection and safety of all who enter the center and live in our community. Resident will initial each rule and sign at the bottom for acknowledgement.

1. I will not possess or use any type of weapon.
2. I will not engage in physically assautive/destructive behavior.
3. I will not threaten an employee or other person with bodily harm.
4. I will not engage in any behavior that threatens the safety and security of the center.
5. I will not sexually harass or sexually assault/abuse another person.
6. I will comply with the search of my person, vehicle and/or property.
7. I will not interfere with drug interdiction efforts (Urinalysis, Breathalyzer, K9, etc.).
8. I will not possess alcohol, illegal drugs, unauthorized drugs or drug paraphernalia.
9. I will not engage in any sexual acts with others or sodomy inside the center.
10. I will not leave the center without authorization (LWA) or fail to return (FTR) from authorized absence.
11. I will comply with all sections of the PA Crimes Code.
12. I will not use alcohol, illegal drugs or unauthorized drugs.
13. I will comply with all treatment plans as assigned.
14. I will comply with all board/field conditions and/or sanctions imposed by the PA Board of Probation and Parole.
15. I will comply with interventions and/or sanctions imposed by the PA Department of Corrections CCC/CCF.
16. I will comply with all center-related security procedures (count, fire drills, etc.).
17. I will not use abusive, obscene or inappropriate language directed to or about another person.
18. I will follow facility rules and direction (verbal or written) given by staff.
19. I will not go to unauthorized locations and I will return to the center when expected or directed.
20. I will not violate the Clean Indoor Air Act (I won’t smoke inside the center).
21. I will complete tasks assigned to me (housekeeping, community service, job search, etc.).
22. I will not possess contraband or any other item not approved by the PA DOC inside the center.
23. I will notify the center of any change in my employment status or schedule.
24. I will provide all paychecks to the center for verification of work and for rent and center deductions.

Resident Printed Name/DOC# __________________________________________________________________________________________

Resident Signature/Date __________________________________________________________________________________________

Staff Signature/Date __________________________________________________________________________________________

Client Handbook (Revised: February 26, 2007) (Revised: January 10, 2008) (Revised: January 15, 2010) (Revised: March 5, 2013) (Revised: June 20, 2016)
(Locks & Combinations) (Rewards & Punishers) (Gaudenzia DRC) (Henry Avenue Location) (May 08, Client Rights – Mail)
Sexual Abuse Awareness

End The Silence...

A Cooperative Project of the PA Department of Corrections and the Pennsylvania Coalition Against Rape

What is Center Sexual Violence?

Sexual Violence can include both sexual abuse and sexual harassment by another offender, staff member, contractor or volunteer.

Sexual Harassment
- Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures or actions of a derogatory or an offensive sexual nature by one offender directed towards another.
- Repeated comments or gestures of a sexual nature towards an offender by a staff member, contractor or volunteer.

Sexual Abuse
- Forced sexual intercourse, including psychological intimidation or bullying and physical force.
- Sexual Abuse is achieved through use of fear or threat of physical violence.
- Can also include incidents where penetration is from a foreign object.
- Definition includes male or female victims, and both hetero- or homosexual individuals.

There are three types of Center Sexual Abuse:

1. Offender on Offender: One or more offenders engaging in or attempting to engage in a sexual act.
2. Staff on Offender: Staff engaging in or attempting to engage in a sexual act with an offender.
3. Staff on Offender Misconduct: Sexual behavior between staff and an offender which can include indecent, profane, or abusive language or gestures or inappropriate surveillance of offenders.
Tips for Avoiding Sexual Abuse

A victim is never to blame for being attacked, but these tips may help you lower your risk of being abused.

1. Carry yourself in a confident manner at all times.
2. Pay attention to your surroundings.
3. Do not permit your emotions (fear/anxiety) to be obvious to others.
4. Do not accept gifts or favors from others. They usually come with strings attached.
5. Do not accept an offer from another offender to be your protector or “friend”.
6. Find a staff member with whom you feel comfortable discussing your fears and concerns. Confide in them if you feel threatened.
7. Be Alert! Do not use contraband such as drugs or alcohol as they will weaken your ability to stay alert and make good judgments.
8. Be direct and firm when others ask you to do things that you don’t want to do.
9. Do not give mixed messages to others regarding your wishes for sexual activity.
10. Stay in well lit areas.
11. Choose your associates wisely.

What To Do If You Have Been Sexually Abused?

1. Tell a staff member as soon as possible.
2. Seek medical attention BEFORE you, shower, eat, drink, change clothing, brush your teeth or use the bathroom.
3. Give as much information as possible to the questions you are asked.

How Can You Report A Sexual Abuse or Sexual Harassment?

1. Tell any Center Staff Member that you trust.
2. Make a written request to any staff member.
3. Call the Sexual Abuse Reporting Line at 1-800-472-8477 to make an anonymous and non-monitored report.
   - You can find this number near each set of phones in your center.
3. Go online to www.tipsubmit.com to file an anonymous report.
4. Write to request more information at:

   PCAR
   Pennsylvania Coalition Against Rape
   P.O. Box 400
   Enola, PA 17025

Any form of sexual abuse will not be tolerated by the PA Department of Corrections. The goal of the PA Department of Corrections is the safety of the offenders incarcerated in its facilities. The Department will hold accountable any persons found to have committed any form of sexual abuse against another person.