PHILLY-HOUSE

CLIENT HANDBOOK

Helping Individuals Transition

PROGRAM HANDBOOK
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gaudenzia Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>Program Description</td>
<td>4</td>
</tr>
<tr>
<td>Daily Schedule</td>
<td>5-6</td>
</tr>
<tr>
<td>Client Rights</td>
<td>6-10</td>
</tr>
<tr>
<td>Disciplinary Rules &amp; Prohibited Acts</td>
<td>10-17</td>
</tr>
<tr>
<td>Sanctions and Penalties</td>
<td></td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>12</td>
</tr>
<tr>
<td>Medication &amp; Medical Treatment</td>
<td>17</td>
</tr>
<tr>
<td>Employment</td>
<td>17</td>
</tr>
<tr>
<td>Financial Responsibility</td>
<td>17</td>
</tr>
<tr>
<td>Mail</td>
<td>18</td>
</tr>
<tr>
<td>Dress Code</td>
<td>18</td>
</tr>
<tr>
<td>Good Neighbor Guideline</td>
<td>19</td>
</tr>
<tr>
<td>Curfew</td>
<td>19</td>
</tr>
<tr>
<td>Urine Procedures</td>
<td>19</td>
</tr>
<tr>
<td>Contraband List</td>
<td>19</td>
</tr>
<tr>
<td>Restriction Procedure</td>
<td>20</td>
</tr>
<tr>
<td>Living Area Standard</td>
<td>21</td>
</tr>
<tr>
<td>Disposition of Personal Property</td>
<td>23</td>
</tr>
<tr>
<td>PREA</td>
<td>23</td>
</tr>
<tr>
<td>Contraband list</td>
<td>24</td>
</tr>
</tbody>
</table>
MISSION STATEMENT

Gaudenzia, Inc. helps people affected by chemical dependency, mental illness and related conditions to achieve a better quality of life – allowing them to live as productive and accountable individuals. This is accomplished through comprehensive treatment and prevention methods guided by a philosophy of mutual concern and responsibility. Gaudenzia also conducts research and educates the community on the causes, treatment and prevention of addictions, mental illness and related conditions.

VISION STATEMENT

Gaudenzia aspires to be the best program for the continued recovery of those affected by alcohol and other drug addiction, as well as mental illness, by providing the highest quality and most cost-effective treatment services available. Gaudenzia develops and implements specialized treatment to meet the needs of various resident profiles and provide these services in such a manner that social, economic or demographic factors do not limit an individual’s access to appropriate services.

GAUDENZIA PHILOSOPHY

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 adheres to the holistic principles of the Therapeutic Community that encourage individuals to take part in the treatment process as full partners, not as objects or patients. The primary goal of Gaudenzia is to foster personal growth by changing an individual’s lifestyle through a community of concerned people working together to help themselves and each other.

Individuals admitted to Gaudenzia encounter a highly structured family environment in which honesty; trust and mutual support are the foundation of the treatment process. In addition to daily seminars, group counseling and individual activities, residents are assigned work responsibilities that teach basic cooperation, respect and discipline.

Gaudenzia’s programs enable individuals to live life on life’s terms, free from drugs and alcohol. We teach our residents that there are consequences of addiction for the addict, their families and their communities. We also provide the skills and tools our residents need to live as responsible and productive citizens.
The Gaudenzia Philly House Program, 2100 West Venango Street, Philadelphia, PA 19140 is a 45 bed residential transitional program under contract with the Pennsylvania Department of Corrections. The program provides 24-hour supervision to offenders returning to the Philadelphia region on parole or pre-release. The program is housed in a residential facility. The living quarters are semi-private with capacity ranging from two (2) to four (4) residents per room. Philly House provides the residents breakfast, lunch and dinner meals daily in the dining room. The facility has four (4) washers and four (4) dryers. Each room is assigned a washing day and residents expected to follow the schedule. In addition, laundry mat services are available at 22nd and Huntington Park and 22nd and Erie Ave for residents who desire to wash outside the facility. The laundry room is open from 7:30am and the last load must be in the washer by 10:00pm. Soap powder is provided, no outside detergent is allowed.

Program Description:

Gaudenzia PHILLY-HOUSE is a Community Corrections Center with variable lengths of stay. Our primary goal is to foster personal growth in a continuum of care that supports an individual’s program of recovery from substance abuse, crime and other situations that are indicative of an addictive lifestyle. This is accomplished by changing an individual’s lifestyle through a community of concerned people working together to help themselves and each other.

Introduction:

Welcome to Gaudenzia Philly House Program, we are committed to providing you with a treatment and support experience which has helped many other men and women with similar problems. First, we are the Gaudenzia Family…we hope you will become a part of us.

This portion of our orientation handbook contains important information. It describes the program content and explains to you what will be expected of you as a program participant. Read the information carefully and refer to it often, our staff will use it as a basis of reference during your orientation. The following Unwritten Philosophies are used and displayed in the program. They are meant to give all of us a motto to live by and reflect upon during each day, and are used as themes for the morning meeting.

- Honesty
- Act As If
- Hang Tough
- No Free Lunch
- Act, Don’t React
- Compensation is Valid
- Trust In Your Environment
- To Be Aware Is To Be Alive
- Responsible Love And Concern
- Nothing Is Constant But Change
- What Goes Around Comes Around
- You Get What Your Hand Calls For
- You Cannot Keep It Without Giving It Away
- It Is Better To Understand Than Be Understood
- Be Careful What You Ask For, You Just Might Get It
- If You Think You’re Looking Good, You’re Looking Bad
Residents with a history of substance abuse are required to attend NA and AA meetings. Resident programs and services are monitored daily by a professional staff of Counselors. Rules are necessary in order for society, whether it be a government, family, program or school, to operate effectively and at the same time - protect the rights, comfort and well being of its members.

Gaudenzia Philly House is in existence to assist residents to make appropriate adjustments back into the community. Residents need to be aware of the rigid structure of the Program. Residents will be held accountable for all activities that they do and fail to do. Residents participating in the program, where applicable, shall meet the partial rental of their own quarters and assume the costs of their personal expenses. Generally, all residents who maintain good standing, successfully progress through the program and released to their approved employment and home plan by the Parole Board. Failure to follow the rules and regulations of the Program may result in disciplinary action and/or loss of CCC status. The Gaudenzia, Inc. Philly House Program seeks to successfully re-integrate the offender in to the community. The program endeavors, through skills training, to reduce the chances of the resident relapsing into his addiction or committing another crime.

**STAFFING PATTERN**

Staff consists of a Program Director, Clinical Supervisor, two (2) Case managers, an Administrative Coordinator, House Managers, and a House Manager Supervisor.

Counselors meet regularly with residents and during Multi-Disciplinary Meetings to review any adjustment problems or other concerns. Residents are expected to discuss any situations with counselors to review any adjustment problems or other concerns.

**GAUDENZIA PHILLY HOUSE DAILY SCHEDULE**

**Monday – Thursday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>6:30AM</td>
<td>WAKE-UP</td>
</tr>
<tr>
<td>7:00AM-8:00AM</td>
<td>BREAKFAST</td>
</tr>
<tr>
<td>8:00AM</td>
<td>On FLOOR ROOMS TIGHT/JOB SEARCH BEGINS</td>
</tr>
<tr>
<td>12:00PM-1:00PM</td>
<td>LUNCH</td>
</tr>
<tr>
<td>2:00PM</td>
<td>JOB SEARCH ENDS</td>
</tr>
<tr>
<td>3:00PM-3:30PM</td>
<td></td>
</tr>
<tr>
<td>3:30 PM-4:30PM</td>
<td><strong>All ITINARIES SIGNED</strong></td>
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<tr>
<td>6:00PM-8:00PM</td>
<td>DINNER (6:00pm-7:00pm)</td>
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<td></td>
<td>(7:00pm-8pm)</td>
</tr>
<tr>
<td>5:00PM</td>
<td>PHYSICAL ACCOUNTABILITY</td>
</tr>
<tr>
<td>5:00PM-9:00PM</td>
<td>SOCIAL PASS END/WORKING RESIDENTS ONLY</td>
</tr>
<tr>
<td>10:15PM-10:45PM</td>
<td>LAST CLEAN UP</td>
</tr>
<tr>
<td>11:00PM</td>
<td>RESIDENTS OFF THE FLOOR</td>
</tr>
</tbody>
</table>
Thursday & Friday

8:00am-3:30pm Job follow up calls

Saturday

6:30AM WAKE-UP
7:00AM-8:00AM BREAKFAST
8:00AM COMMUNITY SERVICE/Social Pass Begins
9:00AM or 10:00AM 12 HOUR PASS BEGINS FOR WORKING RESIDENTS ONLY
1:00PM LUNCH
3:00PM-5:00PM PHYSICAL ACCOUNTABILITY (for 12 hour passes)
5:00PM-6:00PM DINNER
9:00PM or 10:00PM SOCIAL PASS ENDS FOR WORKING RESIDENTS
11:15PM-11:45PM Last Clean-Up
12:00AM RESIDENTS OFF THE FLOOR

Sunday

6:30AM WAKE-UP/BREAKFAST
7:00AM GI BEGINS
9:00AM GI ENDS
9:00AM or 10:00AM SOCIAL PASS BEGINS
12:00PM-1:00PM LUNCH
1:00PM-4:00PM VISITS
5:00PM-6:00PM DINNER
9:00PM or 10:00PM SOCIAL PASS ENDS
10:15-10:45PM Last Clean Up
11:00PM RESIDENTS OFF THE FLOOR
Gaudenzia, Inc. is subject to the provisions of Act 63, known as the Pennsylvania Drug and Alcohol Control Act. One of the provisions of Act 63 states that no resident shall be deprived of any civil rights solely by reason of treatment and when any apparent civil rights are withheld from a resident, a treatment policy statement must address such policy as an integral part of the treatment process. Gaudenzia is a therapeutic, re-educational community and treatment methods in the modality may at times and in specific instances tend to limit certain rights which otherwise would be entitled to a resident. The following is a statement of resident rights and how they are integrated into the treatment process.

A. Mail and Money

Residents of Gaudenzia Philly-House are prohibited from sending or receiving mail from any State Correctional Facility unless approved by Warden of the Institution and Program Director. The length of the orientation out period will be clearly communicated to each resident at admission. Incoming mail may be asked to be opened in the presence of a staff member to ensure that no contraband gets into the residential community. Outgoing mail may be mailed by resident. Residents are allowed to have money in their possession however no more than $100.00 at a time.

B. Telephone Calls

There are telephones located in the dining area of the building on the main floor of Gaudenzia PHILLY-HOUSE. They are solely for the resident’s. Since clients cannot make or receive personal calls on staff office phones, all personal calls should be made on pay phones. The pay phones are for outgoing and incoming calls and you are required to pay for the call or call collect. However in the event of an emergency residents will be given permission to use facility phone.

Make sure that you give only this numbers to anyone who would be calling you for social conversation. (Facility number can be used for business, employment contact or an emergency).

The following rules must be followed when using pay phones.
• Telephone calls may be received between the hours of 8:00 A.M. and 11 PM.
• You should extend courtesy by practicing proper phone etiquette including taking messages and being pleasant on the telephone
• When answering the phone, simply answer “HELLO”. Do not say Gaudenzia PHILLY-HOUSE.
• If you answer the phone, you are responsible for taking a message. Make sure that you get all pertinent information for your family member. If you are unwilling to take a message, you should not answer the phone.
• Do not make any statement to the caller that would indicate that they have called a facility, for example “John is in group”. You should say John is not available, may I take a message.
• Never give out any information about another family member
• Staff will not answer client phones because Federal Confidentiality Laws prohibit staff from acknowledging the presence of any client without written consent to do so.
• Residents cannot use the phone during last clean up or house to work.

C. Visits

Gaudenzia PHILLY-HOUSE is your home; you should not let anyone disrespect it. These guidelines are for your protection as well as the protection of your other family members. Every effort will be made to keep the Gaudenzia PHILLY-HOUSE environment safe and drug-free. It is your responsibility to contribute to making sure that Gaudenzia PHILLY-HOUSE maintains an atmosphere of recovery.

Any visitor entering the facility must be in the opinion of Gaudenzia PHILLY-HOUSE Staff, deemed appropriate. Visitors cannot be under the influence of drugs or smell of alcohol, or a known active drug and alcohol abuser. Visitors cannot be actively participating in any criminal activities or be considered a negative influence on a client.

The following guidelines apply to all visitors of Gaudenzia PHILLY-HOUSE:
• No one may come onto the property of Gaudenzia PHILLY-HOUSE with any drugs or alcohol in their possession.
• No one may enter with the smell of alcohol on his or her breath.
• No one may come onto the property of Gaudenzia PHILLY-HOUSE if they are an active substance abuser or appear to be under the influence.

During the visits from significant others, the dining room living room and yard, is an appropriate area for socializing. All other areas are off limits. Every effort must be made for family members and all houseguests to feel at home and have responsible social visits.

D. Discrimination

Gaudenzia does not discriminate in the provision of services offered on the basis of race, creed, sex, ethnicity, color, national origin, marital status, sexual orientation, handicap or religion.
E. Discipline

All residents have the right to humane discipline. Residents are assured freedom from physical abuse, corporal punishment, and denial of food, clothing, or unusual punishment. If discipline is necessary as the result of a resident not following program rules then the discipline is designed as an integral part of an individual’s treatment. All discipline and disciplinary action procedures are authorized solely by staff members of Gaudenzia. A resident may appeal any disciplinary procedure either verbally or in writing to the primary counselor and is entitled to a review with other staff and residents present. Residents shall not be disciplined for this or any other appeal of their treatment.

F. HIV Disease

Residents are entitled to information and education concerning HIV disease and will be given the opportunity and means to obtain medical testing as soon as possible after admission to treatment. No resident will be denied treatment at Gaudenzia based solely on the fact that he or she has tested positive for HIV. Clients will not be transferred or referred to more specialized facilities unless illness restricts their ability to participate in program services.

Clients will not be given specific information about individuals who have tested positive for HIV diseases. The confidentiality of information on HIV test results of HIV disease with regard to any specific resident will be strictly maintained according to an established set of guidelines.

G. Health Care

Health care can be accessed through personal doctor or varies healthcare providers in the community. Clients are responsible for making all doctors appointments and communicating all appointments to primary counselor.

H. Voting

All residents of legal age have the right to vote. If a resident wishes to vote in an election, transportation to and from the nearest polling place will be provided. Those residents who are not registered to vote may do so during any phase of the program.

I. Legal Services

Gaudenzia is designed as an alternative to incarceration and therefore works closely with representatives of the criminal justice system. Residents have the right to an attorney and the right to correspond with representatives of the criminal justice system who are responsible for their being at Gaudenzia. If a resident is in need of legal services, Gaudenzia staff will refer them to an agency where they are able to receive the type of legal service necessary.
J. Termination

Residents may withdraw from the program at any time, but such termination will be consistent with any court order that may have been made as part of their referral to Gaudenzia. Gaudenzia is required to notify local law enforcement officials if a resident absconds and furnish them with identifying information.

A resident may be involuntarily terminated from the program at any time for any or all of the following: chemical use of abuse, illegal activities, threats and/or acts of physical violence, repeated refusal to follow treatment plans, or other repeated incidents of disregard for program rules. In the event that a resident is terminated involuntarily, Program Director and primary Case Manager will work with supervising jurisdiction to ensure a health safe transfer.

K. Religion

Residents have the right to participate in the religious worship they choose. Respect for dietary and religious practices will be accommodated whenever possible.

N. Work

During the course of your stay at Gaudenzia residents are assigned to various functional departments as part of their treatment. Residents are expected to learn responsibility and good work habits as an integral part of their treatment at Gaudenzia. Furthermore, the work did at Gaudenzia serves the resident community by providing a clean, safe hygienic place in which to live. Residents are not expected to perform any duties solely for the benefit of any individual or group of staff members. Residents will not be allowed to do work for the personal benefit of staff (such as car washing, going to the store, borrowing, snow shoveling, etc.). Residents may refuse this type of request any time they wish.

**DISCIPLINARY RULES & PROHIBITED ACTS**

Return to a State Institution will result from:

1. Sustaining a new arrest;
2. Failure to report a new arrest;
3. Failure to cooperate with a specialized treatment program;
4. Leaving the State of Pennsylvania;
5. Acts of physical violence against staff, visitors or another resident.

May result in discharge

6. Sustaining positive urine.
7. Possession of contraband (alcohol, illegal drugs, weapons. etc.) in a Community
Corrections Center;

8. Becoming an "Absconder" as explained below:
"Failure of any inmate to report to or return from the assigned place of employment, training, education or other authorized destination shall be deemed escape".

Additional Conditions under which a person would be considered an absconder in Gaudenzia, Inc. Philly-House Program are specified as follows:

1. Illegal exit from Gaudenzia Philly House by an individual who has been restricted.
2. Unauthorized absence - failure to return within 24 hours of the scheduled time of return.
3. Failure to respond to any direct summons to appear at the Gaudenzia, Inc. Facility.

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 be jeopardized by any individual or group of individuals. Therefore, the following rules and regulations have been generated for all Community Corrections Programs operated by Gaudenzia, Inc. and under contract with the Department of Corrections, Region I.

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 Philly House shall be held responsible for adhering to basic house rules and procedures generated by Gaudenzia Philly House and PADOC/ PBPP “Universal Set of Rules”. Certain rules may overlap with the ‘Prohibitive Acts' identified by the Department of Corrections/PA Board of Probation and Parole. Any such major violation will be immediately referred to the PADOC/Parole to initiate ‘BCC-141’ hearing procedures. If a resident is found to be in violation of those rules and procedures identified therein, he may fail to earn pass, or other In-House privileges, or he may be subject to having repeated violations upgraded and referred to the PADOC/PAPP for major disciplinary action. Rules are grouped in descending order of severity, and possible sanctions/consequences:

I. GAUDENZIA RULES

As anywhere, there are rules to be learned and followed. The most important are:

CARDINAL RULES

• No violence or threats of violence
• No drugs or alcohol on the property or in the program.
The CARDINAL RULES are considered to be sacred. Violations will be dealt with severely and may be grounds for immediate dismissal from the program and a return to the custody of Parole.

HOUSE RULES

- All members must attend meetings and sessions as scheduled.
- Smoking is permitted only in designated areas and all groups are smoke-free, no matter where they are held.
- Medication is to be taken as prescribed.
- VCR, TV and stereo should be operated by staff or by residents who have been given instruction on how to operate said equipment.
- Certain days and times will be assigned for laundry.
- **Client must respond to all counts called in the facility, this includes Emergency Evacuations.**
- Food and drinks should be kept in the cafeteria only.
- Borrowing cigarettes, clothing or money is not permitted.
- If it doesn’t belong to you, don’t touch it!
- Even if it’s playful, no hands on each other.
- Sexual interaction between members is forbidden.
- Respect is to be given to staff, other members, and house property. Save some for yourself, too!
- Honesty is essential to recovery and community living.
- ID badges must be worn at all time.

**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 Director. The Program Director will respond to your grievance within five (5) business days of its receipt.

c. If dissatisfied with the outcome of your appeal to the Program Director, you may then appeal in writing to the Eastern Region Division Director (Sharronna Holmes) at 1300 SPRING GARDEN STREET PHILADELPHIA, 19123, 215 238-2150. The Division Director will respond to your appeal in five business days of its receipt. If dissatisfied with the outcome of your appeal you can address your appeal to Deputy Director; (GAIL HANNAH at 1300 SPRING GARDEN STREET PHILADELPHIA, 19123, 215 238-2150). The Deputy Director will respond to your appeal within five (5) business days of its receipt.

d. If you are dissatisfied with the outcome of your appeal to the Deputy Director, you may appeal in writing to the Regional Director Cecilia Velasquez at 1306 Spring Garden Street, Philadelphia, Pa. 19123; 215 238-0712 within five (5) business days of the Deputy Director’s decision. The Regional Director will respond to your appeal within (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 from the Regional Director. Your appeal should be made as follows, with a copy submitted to the DOC Regional Director:

Submit a request for a hearing before the Grievance Officer of DOC, in accordance with section 804 of the Contract Facility Manual, a DC-804 Part 1 should be completed and should be directed to:

Grievance Coordinator, Department of Corrections, Region I Office – 261 Old York, Jenkintown, Pa. 19046

For a hearing request with Parole all request should be directed to the Parole Supervisor in the Countywide Division, 2630 North 13th Street Philadelphia Pa. 19132

II. 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 804:

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 property;

d. Major theft of Gaudenzia property;

e. Possession or use of alcohol or drugs and/or related paraphernalia in the Gaudenzia facility, and/or the discovery thereof by Gaudenzia 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.

III. 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;

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

f. Sexual acts on or adjacent to Gaudenzia property;

b. 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 staff person;

i. Fighting with another resident or any other person;

j. Escape or unauthorized absence from work assignment, or the facility. All residents when signing out of the facility, whether to a pass residence, job or job search 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 twenty-four period or failure to return within twenty-four hours 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;

   o. 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;

p. Possession, use, removal of, or tampering with confidential or unauthorized material in Gaudenzia's possession;

q. 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;

r. **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.**

### IV. 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:

- Driving without authorization from parole agent or driving without the required documentation;
- Possession of car key without driving privileges
- Failure to attend seminars and Community Meeting;
- Failure to attend counselor session and other required in-house meetings;
- Failure to attend special stipulations, or to provide written documentation that stipulated programs were attended;
- 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;
- Using abusive, obscene or threatening language, or gestures;
- Smoking, cooking or burning incense or other material in a sleeping area;
- Undue familiarity of a sexual nature on the premises;
- 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;
- 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;
- Unauthorized use of any other resident's possessions;
- Inability to be contacted within 1 hour while out of the facility or returning past a sign-in time without prior authorization. Only Clinical staff or the Program Director may authorize a resident to be out beyond his designated time of return to the facility;
- Curfew violations; all curfews are set in the Resident Level System. Curfew Violations may result
in a resident losing their social movement.

- 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.
- Presence in an unauthorized area. No resident is allowed in the living area of another resident, or in staff offices without authorization;
- Unauthorized use of Gaudenzia Official Telephones;
- 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,
- Possession of excessive amounts of cash (as compared to the residents' weekly allowance) no more than one hundred dollars.

- No possession of credit card, checking account or check book; debit card or check card (debit cards issued by employer will be handle individually)
- 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.
- Smoking, eating, drinking during or otherwise disrupting meeting being conducted in the facility
- Late arrival, or early departure from an In-House or outside stipulation/12 step meeting.

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

- All official business participation or job searches must be documented with an approved itinerary and verification that all scheduled appointments were kept.
- Providing proper written documentation that all stipulations were met on a weekly basis (AA, NA, D&A Out-Patient, Mental Health, etc.);
- Notification of any changes in employment or school, 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;
- All residents are required to develop a Prescriptive Program Plan 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.
- 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. Residents are allowed to have a maximum of $100 dollars on them at all times.
- Residents are expected to consult with their Counselor regarding problems or concerns prior to requesting a meeting with the Clinical Supervisor, Program Director or the Divisional Director.
- Residents are required to utilize the grievance procedure to resolve any disagreement with action taken by Gaudenzia staff.

VI. **Rules and Regulations Ensuring Sanitation and Goodwill among Residents:**

- Sanitation is a critical component in any group living situation. Failure to follow these rules and guidelines will result in the failure of the resident to earn program privileges and benefits. Persistent failure to abide by these rules may result in the resident being placed on restriction
- All residents in a specific living area are responsible for the daily cleaning of that area. This includes maintaining the bathroom on a daily basis, making beds each day, and keeping the area clean and tidy;
- All individual house chores assigned by the staff are to be completed daily;
- Residents are not permitted to have any food or beverage items in their rooms;
- Residents are not permitted to smoke in their rooms;
- Common areas including the community room, living area(s), front ramp/steps, fire tower stairs and hallways are to be kept clean at all times;
- Residents are expected not to litter and should assist in the general clean-up of the facility as requested;
- Washers and dryers are available to all residents in the facility;
- Residents must clean their bed linen on a weekly basis;
- Pay telephones are available to the residents. Residents will only be permitted to use pay telephones during times floor time.
- The resident lounge areas will be shutdown at 11:00PM weekdays (Sunday through Thursday), and at 12:00AM weekends (Friday and Saturday).
- Community Service is a mandatory function under the direction of the Pennsylvania Department of Corrections. Residents of the Gaudenzia Philly House Program will complete 10 hours of service per month.

Decisions for termination will always be determined from the context of whether the resident can benefit from treatment. While Gaudenzia is governed by a strict set of regulations, it is not the policy of the program to super-impose a single corrective model for infractions. Due to our belief in individualized treatment, 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 treatment, said treatment 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 in the grievance policy and resident information manual.

**VII. Completion Requirements:**

Treatment completion is a long-term goal that is earned by the resident. Completion of treatment derives a source of accomplishment for the resident and counselor and serves as a vehicle for the enhancement of positive self-worth. The intensive treatment phase will be successfully completed when the following criteria are fully satisfied.

- Resident must have a stable living arrangement
- All Court Costs, Fines, Act 97 & Act 27 obligations must be met or arranged for payment must be made before release
- Resident must be drug and alcohol free
- Attainment of goals and objectives as listed on Community Orientation & Reintegration Plan COR Plan.

**Unplanned Termination**

A. Members requiring immediate removal will be advised in writing of the reason for their termination and their right to appeal. This notice will be mailed to them if it is not possible to give it to them before departing.
If the planned termination is a result of the resident not living up to the terms of the service agreement, Gaudenzia must notify the resident in writing of the decision. They must give an exit date, the reason for the termination and indicate any recourse the resident has under the residents grievance.

VII. **Policy and Procedures for Family Members**

**TRANSPORTATION**

Residents may, if conditions of their confinement warrant, request permission to drive a vehicle while at the Gaudenzia, Inc. Philly House Program. It is expected that all residents authorized to drive do so in a law-abiding fashion. Residents must request authorization to drive by submitting a written request to the parole agent. Included with this request must be: the reason for the request, a description of where the resident will be driving, the resident's Pa. Driver's license number, documentation of the vehicle's insurance coverage and registration, and if it's not the resident's vehicle, a statement from the owner of the vehicle granting the resident permission to operate the vehicle. These arrangements must be made and approval received prior to your being able to drive!

Residents requesting driving privileges consent to the search of their vehicle by Gaudenzia, Inc. staff if contraband is suspected. Residents may not transport other residents in their vehicle without permission from staff. Residents without vehicles are expected to utilize public transportation.

**MEDICATION AND MEDICAL TREATMENT**

Residents are to communicate any medication prescribed by a physician to their counselor or Program Director. All medications must be turned over to the staff on duty for storage; staff will monitor all taking of medication and storage. Residents will be expected to take their medication as directed by their doctor. Residents may not alter, discontinue or dispose of medications for any reason. Medication consumption shall be closely monitored by staff. Residents may not consume any medication containing alcohol or quinine without the doctor's prescription. Failure to comply will result in disciplinary action.

**EMPLOYMENT**

Employment, school or vocational training is a very important part of your recovery. Every family member is expected to begin seeking employment as soon as you have completed the intake process. You are expected to secure one of the above within 45-60 days, loss of Social privileges after 60 days of unemployment. Because this is a delicate phase of your recovery, it is not permitted for you to directly handle alcoholic beverages or prescription drugs. Full time employment is defined at PHILLY-HOUSE as working a minimum of 32 hours per week to a maximum of 45 hours per week. Swing shift or overnight work is not permitted without permission from the parole agent and program Director. Two jobs are permitted. Try to look for jobs that are convenient to public transportation. Gaudenzia PHILLY-HOUSE will assist you in any way that we can. Social curfew will increase the following week after the first submitted pay check. Social curfew only increase for full time students or part-time students with employment. Lost of social curfew due to employment begins 14 days after your last working day.
FINANCIAL RESPONSIBILITY
In an effort to prepare you for the real world, Gaudenzia PHILLY-HOUSE makes every effort to instill a greater sense of responsibility in every family member. One of the first lessons that you will learn about responsibility is that there is no such thing as “free lunch”. While here, you are required to pay the following fees, 20% of net income for rent 10% for court cost, 20% savings and 50% for walk around money. Individual establishing their own residents must save more. There are no exceptions. When you are employed, you must turn in your paycheck un-cashed when you are paid, without fail. First violation of this policy will result in a BCC141 infraction write-up. Second violation can result in loss of social passes. Sanctions will be progressive. RESIDENTS ARE NOT ALLOWED TO HAVE MORE THAN $100.00 ON THEIR PERSON AT ANY GIVEN TIME.

SAVINGS
Residents are required to save 20% of their net earnings each pay. These funds will be deposited into your savings account with Gaudenzia, Inc. 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 their Counselor of the existence and location of such an account.
Residents receiving financial assistance (DPA, SSI, SS etc.) will be required to save a portion (10%+) of their grant towards fulfilling requirements of their release plan.

RESIDENT MEETINGS
Resident meetings will be held on a regular basis for the purpose of communication, issue resolution and general community benefit. Residents are encouraged to advise the Program Director or his designee if they have a particular issue to include on the meeting agenda. Attendance is mandatory for all residents of the program except when working or fulfilling an approved stipulation.

MAIL
Mail from family and friends should be addressed to you as follows:

Resident Name
c/o Gaudenzia, Inc. – Philly House
2100 West Venango Street
Philadelphia, Pa. 19140

All mail will be delivered to the house manager on duty for filing and distribution. Gaudenzia reserves the right to inspect any mail that is thought to contain contraband or restricted information/advertisements.
It is your responsibility to notify your family members or correspondent of the rules and regulations pertaining to mail.
Clients who are proven to be indigent unable to pay for postage must submit a request to their counselor requesting Gaudenzia Philly-House 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.

RESIDENTS ARE NOT PERMITTED TO RECEIVE OR SEND MAIL TO INDIVIDUALS CONFINED IN CORRECTIONAL FACILITIES WITHOUT PERMISSION FROM THE
DIRECTOR OF REGION I AND THE PROGRAM DIRECTOR OF GAUDENZIA, INC. – PHILLY HOUSE PROGRAM.

DRESS CODE

Appropriate dress is extremely important. You are expected to wear tasteful attire that is not considered provocative, tight or revealing. Pajamas and robes should be worn in sleeping quarters only. Sun glasses in the house, bare chests, muscle shirts, see-through clothing, hats, scarves, doo rags, men’s sweats without proper support, and bare feet are neither acceptable nor appropriate. Nudity is restricted to the bathrooms only.

ID badges must be worn above the waistline at all times when in the facility. Clothing with drug, alcohol, sex, profanity, death, death symbols or naked figures are not permitted. You are allowed seven (7) shirts, seven (7) pair of pants no limit on underwear or socks four pair of foot wear including shower shoes.

GOOG NEIGHBOR GUIDELINES

When you enter Gaudenzia PHILLY-HOUSE, you become a member of the community where PHILLY-HOUSE is situated. You are expected to be a good neighbor at all times and carry yourself in a manner, which reflects your personal integrity as well as the longstanding integrity of Gaudenzia, Inc. There will be no cursing, vulgarity or unnecessary attention drawn to you or to the facility. Radios and noise will be kept low at all times, especially at night.

CURFEW

Curfew violations will be handled as follows:

Any family member returning more than 15 minutes are considered late and procedures will be followed; contacting resident on their cell phone, reporting individual to Department of Corrections and or Parole. Any family member who is going to be late for any reason must call Gaudenzia PHILLY-House and speak with a staff member. You will then need to meet with your counselor the following day. No calls to other family members will be accepted. If you are admitted after curfew, you will be required to have a urine and breathalyzer taken.

URINE PROCEDURE

All residents are subject to urine drug testing. The following is the guidelines:

- You have 2 hours from the time you are asked for urine testing to provide a sample.
- You must remain in the HMO in the presence of staff until you provide a sample.
- You may not drink more than 4 ounces of water while waiting to give your sample.
- If you fail to provide a sample within the two-hour period, it will be consider a positive urine and will be treat as such.

Contraband

a) Weapons of any kind. (Firearms, knives, swords, pocketknives, scissors, screwdrivers, tools, sewing needles, etc.

b) No more than (3) pair of shoes/ boots/ sneakers and (1) pair of shower shoes/flip flops in residents personal space. (Top bunk to the left side of the bed bottom bunk to the right)
c) Nothing is to be hanging on the bunks or cabinets for any reason. Laundry bags can be the only item hanging from the foot of the beds.

d) No open bottles (glass or plastic) or 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.

e) No food is to be stored in the bedroom for any reason. (Potatoes chip, cookies etc.)

f) No ironing in the bedrooms. For no reason is anyone to have an iron in the bedroom.

g) No laundry products are to be held in the rooms for any reason. (soap powder, fabric softner, etc). Bleach is not permitted on the property at all.

h) No cardboard boxes are permitted in the bedrooms (sneaker boxes, up state boxes etc.)

i) Any and all medication are to be kept in the medication office only, not in the resident living area.

j) No pornography of any type (magazines, newspapers, pictures from home, calendars, or DVD/VHS at all)

k) No electrical cords, TVs, personal DVD players are permitted in the bedrooms.

l) No cologne, rubbing alcohol, mouthwash (containing alcohol), or mouth spray are permitted. If it contains alcohol you cannot have it in your rooms.

m) No aerosol spray cans of any type are allowed. Spray medication should be turned in to staff to be placed in the medication office.

n) No work tools, cell phones with camera, 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.

o) No dice or playing cards are permitted on the property.

p) No metal hangers are allowed. Plastic hangers only.

q) NO suite cases or color plastic bags are allowed in the rooms. One backpack without zippers or pockets for carrying items to and from the facility, and nothing that requires a lock.

r) No material that shows gang affiliation or any type of drug paraphernalia. Any items which has been altered from its original state.

s.) Car keys (must have driving privileges, credit card, debit card, check card, check book more then $100.00

**RESTRICTIONS**

Violations of program rules will result in consequences that may include restrictions, loss of privileges or clinically based assignments. Repeated violations of these rules could result in discharge. Residents may appeal any restriction by requesting to meet with the Program Director or his/her designee.

**On a regular restriction, you cannot leave the house for any reason (except for work or treatment) for 24 hours, beginning at midnight on the day of the restriction.**

**Indefinite restriction means you do not leave the house except to work or treatment until it is lifted, usually by your completion of certain assignments.**

**Violations of the following of house rules and minor infractions will result in the following sanctions. Restrictions will be given in the following order:**
a. Verbal Warning (First violation)
b. Seven day restriction (Second violation)
c. Two week restriction (Third violation)
d. Immediate discharge (Final Violation)
i. Orientation is Verbal Warning

LIVING AREA STANDARDS

PERSONAL POSSESSIONS AND DECORATIONS
IN
SLEEPING QUARTERS

POLICY:

Gaudenzia's Philly House Program has written policy concerning rules governing personal possessions, equipment and wall decorations in sleeping quarters. All residents are to use Gaudenzia closet space for storage of personal belongings.

Residents of the community corrections program are not allowed to hang decorations on unit walls or windows. Clients are permitted to display pictures and other approved materials. All wall decorations are to be of good taste and should not be offensive to others (ie: nude pictures, alcohol/drug posters).

PROCEDURE:

Gaudenzia will not be responsible for items lost or stolen while in the resident’s possession. Damaging or defacing Gaudenzia walls will be considered destruction of property and will be subject to disciplinary action up to and including financial reimbursement. Excessive property or personal belongings is strictly prohibited. Windows and doors are to be kept free of all obstructions due to fire and safety considerations.

1. Gaudenzia will not be responsible for personal property left (7) days after discharge and will made a good faith effort to contact the designated party to pick up the property in a timely fashion.

2. Gaudenzia staff will inspect living quarters on a daily basis for compliance to these living standards.

3. Residents shall be informed of any change in policy concerning “personal possessions and decorations in sleeping quarters”.

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Orientation is Verbal Warning
Noise should be kept at a minimum in the facility, especially living areas. Always be mindful of the next person, particularly during curfew (lights out). NO RADIOS are allowed personal Walkman or MP3 player only.

**LIVING AREA INSPECTION STANDARDS**

All beds must be neatly made with sides tucked in, pillow under spread and one extra blanket folded at the foot of the bed. Only three pair of shoes per resident are permitted under the bed - they must be neatly arranged (this includes shower shoes and slippers). One laundry bag per resident is permitted to be hung on end of bed. Resident must purchase laundry bag within two weeks of arrival.

Towel and washcloth may be left on towel rack at the edge of the bed to dry. Floors under beds must be swept and vacuumed. One clock per resident is permissible (no radio clocks). It is not permissible to leave anything else out other than what is noted above (ie. radio, books, clothes, pictures).

**COMMON LIVING AREA STANDARDS**

All residents in a room will be held responsible as a group for this part of the inspection.

1. Floors must be swept and vacuumed;
2. Windowsills clean and empty of debris;
3. Trash emptied;
4. Blinds dusted.

**BATHROOM INSPECTION**

1. Toilet bowls cleaned inside and out - including seat;
2. Shower stalls cleaned;
3. Floors swept and mopped;
4. Mirrors cleaned/shined;
5. Sink and vanity clean;
6. Trash empty.
DISPOSITION OF PERSONAL PROPERTY:

The program will make a good faith effort to contact the parties authorized to pick-up a resident’s belongings. Gaudenzia, Inc. will not be responsible for personal property left after seven (7) days. Property will be disposed of.

In the event of escape no personal property will be released until residents is in custody.

In the event of accident, other emergency, or termination of my participation in this program prior to release Gaudenzia Philly-House will make every effort to maintain possession, however due to space restriction; property unclaimed will be disposed of.

PRISON RAPE ELIMINATION ACT (PREA)

Gaudenzia Philly-House adheres to National Standards to Prevent, Detect and Respond to Prison Rape Elimination.

Gaudenzia has a “Zero Tolerate” for Sexual Abuse or Sexual Harassment of Resident on Resident or Staff on Resident.

In the event of Sexual abuse or Sexual Harassment it should be reported to Program Director, any staff or you can write to; BCI/PREA reporting.

1800 Elmerton Avenue
Harrisburg, Pa. 17110

Reporting can be anonymous by the victim or a witness of the abuse. Free medical treatment and counseling will be provided for the victim.
CONTRABAND

All residents, the following items are not permitted in this center at anytime for any reason.

1. Weapons of any kind. (Firearms, knives, swords, pocketknives, scissors, screwdrivers, tools, sewing needles, etc.)
2. No more than (3) pair of shoes/boots/sneakers and (1) pair of shower shoes/flip flops in residents personal space. (Top bunk to the left side of the bed bottom bunk to the right)
3. Nothing is to be hanging on the bunks or cabinets for any reason. Laundry bags can be the only item hanging from the foot of the beds.
4. No open bottles (glass or plastic) or 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.
5. No food is to be stored in the bedroom for any reason. (Potatoes chip, cookies, coffee etc.)
6. No ironing in the bedrooms. For no reason is anyone to have a iron in the bedroom.
7. No laundry products are to be held in the rooms for any reason. (soap powder, fabric softner etc.). Bleach is not permitted on the property at all.
8. No cardboard boxes are permitted in the bed rooms (sneaker boxes, up state boxes etc.)
9. Any and all medications are to be kept in the medication office only, not in the resident living area.
10. No pornography of any type (magazines, newspapers, pictures from home, calendars, or DVD/VHS at all)
11. No electrical cords, TVs, personal DVD players are permitted in the bedrooms.
12. No cologne, rubbing alcohol, Mouthwash (containing alcohol), or mouth spray are permitted. If it contains alcohol you cannot have it in your rooms.
13. No aerosol spray cans of any type are allowed. Spray medication should be turned in to staff to be placed in the medication office.
14. No work tools, cell phones with camera, beepers/pagers and chargers are permitted in the facility. If it pertains to work it will be lock in the front desk area only with permission from the facility director.
15. No dice or playing cards are permitted on the property.
16. No metal hangers are allowed. Plastic hangers only.
17. NO suit cases or color plastic bags are allowed in the rooms. One back pack for carrying items to and from the facility, and nothing that requires a lock.
18. No material that shows gang affiliation or any type of drug paraphernalia.
19. Any items which has been altered from its original state.
20. Car keys (must have driving privileges), credit card, check card, debit card, over $100.00 in cash or check book

**Note- Anyone who violates, and has any of the listed items in their rooms or possession will be placed on restriction.