

# Hoffman Hall Resident Handbook



Reviewed: April 2018

Director Approval: \_\_\_\_\_

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# CREDO

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

# ATTITUDE

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

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

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

# CHOICES

**I choose to live by choice,  
Not by chance.**

**I choose to make changes,  
Not excuses.**

**I choose to be useful,  
Not used.**

**I choose self-esteem,  
Not self-pity**

**I choose to excel,  
Not Compete**

**MISSION STATEMENT:**

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

**DISCRIMINATION:**

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

**THERAPEUTIC ENVIRONMENT:**

The programs outlined in this manual and the expectations set forth regarding your behavior are designed to establish a safe and secure environment, where residents can work to achieve the goals expressed in 'Credo'. As you read this manual be mindful that you are not in a jail, but an environment designed to push you to better yourself.

**PROGRAM PARTICIPATION:**

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

**NEW RESIDENT ORIENTATION:**

Upon arrival, you will be required to provide information to the intake counselor, including medical history, next of kin, visit card, agreement to participate form, etc. You will be given an overview of all services, assigned to a room and assigned to a Program Counselor. During Orientation Phase, all residents will remain in their jumpsuits.

**IDENTIFICATION:**

Within 24 hours of your arrival you will be provided with an identification card (ID). You are required to wear this I.D. card chest high with your picture and name facing forward at all times. If your card is lost or stolen, inform the unit staff immediately. The new ID will be issued by operations staff at a cost of \$5.00 for the replacement. You are expected to follow staff instructions if a staff requests to see your ID.

**ASSESSMENT:**

During your stay, you will be assessed on a number of factors (drug addiction, educational level, risk of re-arrest and specific areas of need). This process is most effective if you are cooperative, open and honest with your Program Counselor. Every resident will be assessed before the completion of their stipulation.

You will receive a variety of assessment instruments i.e. TCU-II, LSI-R, and Salient Factor that include substance abuse screening, employment/education potential, and risk

for recidivism (re-offending). The purpose of the assessment process is to gather information. This includes assessment test results, an individual assessment interview, a thorough criminal file review, and behavioral evaluations from your Program Counselor. This process allows you to be screened for appropriateness for parole and to assess your specific treatment needs.

**COUNSELOR/ INDIVIDUAL COUNSELING:**

Upon arrival each resident is assigned a Program Counselor. This staff member is responsible for managing and monitoring your program participation. Your Program Counselor will meet with you on an as needed basis but at a minimum of once every two weeks. Sometimes these meetings may be supportive and enjoyable, but other times you may find these meetings to be uncomfortable. Your Program Counselor will be challenging you to set appropriate goals and push you to make progress. Do not kid yourself to think you can refuse or ignore this key staff member. They are probably the single most important person in ensuring your success at Hoffman Hall. You may see your Program Counselor by submitting a request form which will be responded to within 72 hours. However, remember that you are expected to learn from peer interaction, educational seminars and group therapy. During your individual counseling sessions, you will be made aware of your progress or lack of progress and this information will be shared with the Assistant Facility Director (AFD) Programs, and may also be included in your Institutional Adjustment Summary, or any other reports requested by the judiciary external agents (i.e. Judge, Public Defenders Association, Adult Probation and Parole).

**TREATMENT PLAN:**

Treatment plans will be completed within seven (7) days of a resident's arrival to Hoffman Hall and will be updated every 30 days. Following a general explanation and discussion of the plan in the initial intake orientation, areas are identified and discussed, and then measurable and obtainable goals are established. Each resident shall have the opportunity to have input into planning, problem solving and the decision making process involved in the plan. Resident must approve any changes to the plan. The initial and updated plans will be signed by the resident, Program Counselor and AFD Programs. The Treatment Plan identifies the resident's short term and long term goals. Each goal is reviewed on a bi-weekly basis and updated as needed. Updated treatment plans are reviewed and processed as mention.

**MONTHLY BEHAVIORAL EVALUATION:**

You will be evaluated on a monthly basis as part of your overall assessment. The evaluation consists of a list of behavioral objectives and is filled out by your Program Counselor. The Program Counselor will review this evaluation with you.

**DAILY SCHEDULE:**

The daily schedule is divided into periods and is designed to accommodate clinical activities, lecture, recreation, meals, counts, etc. The schedule provides structured activities with specific time frames throughout the day. This provides a sense of order and security because the environment is predictable. As a result of structured living, you

will have the practical experience of living an organized life. Remember that your attendance in scheduled activities is mandatory and will be monitored by staff.

### **BEHAVIOR DURING MEETINGS, LECTURES & GROUPS:**

You are expected to come to group properly dressed prepared with a notebook and pen and follow some basic expectations. Doo rags, hats, and slippers, head phones, or other musical devices are unpermitted during group. When you arrive, seat yourself in the first available row and do not get up or leave without staff permission. Groups, lectures, and workshops are designed to teach you new skills and behaviors. Therefore these activities require your full attention. Books, magazines, headphones, or any other distractors will not be permitted during group activities.

### **JOURNAL:**

Your progress in treatment will depend on the effort you put into it. One way to demonstrate a willingness to take what you can from this therapeutic experience is by writing down your thoughts and feelings during the day in a notebook. The notebook you are issued should be used for program information only. Your notebook is not for drawing pictures. Also, do not rip out pages from your notebook. You are expected to take notes during lectures so you can get the most out of this educational and therapeutic experience. During lectures you will be informed of interactive journaling exercises that you are expected to complete. These notes and interactive journaling assignments are a sign that you are sincerely engaging in the process of self-improvement so expect your Program Counselor or other staff to request to view your journal.

### **MORNING COMMUNITY MEETING:**

Every weekday morning, staff and residents assemble for a Community Meeting. The main purpose of this meeting is to motivate you and establish an upbeat mood that encourages you and your peers to meet your daily challenges with a positive attitude. The meeting provides an opportunity for community interaction that fosters a sense of unity and belonging. The Community Meeting consists of a sequence of activities, all conceived and presented by residents under staff supervision. If you are presenting at an upcoming meeting, be sure to set aside time to plan and practice the assigned activity. During each Morning Meeting, residents will be assigned activities for the following day's meeting. The following structure is followed:

- **Recitation of Credo**
- **Current Events** – A resident presents two current events from the newspaper.
- **Weather** – The current day's weather with a weekly forecast is presented.
- **Sports** – Yesterday's sports scores are read.
- **Horoscope** – The day's forecast for each of the 12 zodiac signs is read.
- **Word of the Day** – A single word is presented, defined, and used in a sentence.
- **Thought for the Day** – A concept or philosophy is read.
- **Songs, Skits, Jokes** – A brief presentation that is designed to be humorous, but not at the expense of any individual or staff member.
- **Activity Assignments** – You are reminded or told about assigned activities for the day. New residents are chosen to participate in the following day's Morning

Meeting.

- **End the Meeting with Credo/Choices**

### **HOUSE MEETING:**

House Meetings convene daily during the evening. This is a business meeting for the residents and staff. These meetings also serve a therapeutic function in terms of the use of positive social pressure to encourage individual change. The pressure is transmitted by means of public announcements of positive or negative behavior in the community and of the consequences of that behavior. The following format is used:

- Job assignments – Promotions or demotions, levels, etc.
- Sanctions – The consequences of all inappropriate behaviors are explained.
- Honorable Mention – Significant accomplishments of the residents are announced i.e. certificates, diplomas, new jobs, positive behaviors, etc.
- Community Concerns – This is the opportunity for residents and staff to make pull-ups about behavior and attitudes in the community i.e. sleeping in seminar, leaving dining room messy, not shutting lights off, etc.
- Evening Activities – Evening activities and where they will be held are announced by staff.

### **LECTURES:**

These sessions are organized and carefully planned in advance by designated staff. The purpose of these lectures is to educate you about the treatment process and help you examine your readiness to change. The information shared will include how thinking, feeling, and behaving are all related. If you are truly honest and open, you can apply this information to examine the thoughts and feelings that you experienced when you engaged in past criminal or self-destructive behaviors. Lectures also serve to help you develop listening, speaking, and thinking skills. In all groups and lectures, you should start sitting in the seat(s) closest to the front of the room. Some topics include but are not limited to:

- Motivation to Change - topics related to the change process and the attitudes and core conditions needed to change;
- Cognitive Behavior Therapy – what it is and how people can apply this to change their behavior and improve how they feel;
- Problem Solving - some healthy, constructive methods of dealing with a challenging situation;
- Addiction & Recovery – information about addiction along with tools and skills that promote the use of healthy thinking and actions and can help residents identify triggers and warning signs that may lead to relapse;
- Choices – based on the simple notion that people commit crimes because they choose to do so, this program addresses the nature of the thinking that underlies this choice and provides tools for changing.

### **PERSONAL APPLICATION TIME:**

At the end of the lecture, residents are given a Personal Application assignment to complete on the Unit. This is a clinical activity and the same rules apply as with any

other clinical activity (no TV, phones, sleeping, etc.).

**STATIC GROUPS:**

Due to the large number of people in lectures some residents are not provided an opportunity to express their thoughts about the topic or ask questions. These groups allow residents to identify common experiences and develop healthy solutions for productive living. Static groups are smaller and involve a more in-depth and personal discussion of the topic discussed during the lecture.

**GROUP:**

Group sessions are smaller in size and provide a forum for you to share your thoughts, feelings and experiences with other participants. Often residents learn about themselves through the exchange of information, from feedback given to them about their behavior, and through identification with others in the group. The group is facilitated in a way that residents can help each other because of the similar experiences they share. In a group of this nature, individuals often realize that although they are unique, they are not alone and can be understood as well as accepted by others.

**SPECIAL INTEREST GROUPS**

These groups bring individuals together who share a common feature or problem area. The purpose of these groups is to deal with issues related to the shared attribute. For example, if you wish to quit smoking, sign-up for a smoking cessation group. Sign up sheets for these groups are posted on the unit bulletin boards.

**JOB SKILLS:**

A review of resume writing, job search skills, and interviewing techniques is provided. However, obtaining employment is only part of the challenge. The job survival skills group also helps you to keep your job by addressing issues like appropriate on-the-job behavior, maintaining a positive relationship with supervisors and co-workers, and other key skills.

**AA/NA:**

Residents with a history of drug or alcohol use are required to attend support groups geared towards maintaining sobriety. Twelve (12) Step Meetings are usually led in the evening by commitments from the community. In addition, seminars are conducted to educate you regarding the 12-Step Philosophies and how you can incorporate AA/NA into your personal recovery. In order to receive credit for attending the meeting you must stay the entire period, provide your ID to staff upon entering the meeting, and act appropriately. Visitors should be treated with the utmost courtesy and respect. You should not hold side-conversations, make inappropriate comments, or disrupt the speakers in any way.

**FAMILY SERVICES PROGRAM:**

The purpose of the Family Services Program is to increase your family's involvement so you will be more successful upon program completion. This service is optional, but will be suggested to those who express problems with their home life in individual or group counseling. Because this service is optional, a resident cannot participate in the family

visitation portion if placed on restriction. The following activities will be provided:

- Presentations about the family services program to all visitors on one visiting day per month. This presentation will include the distribution of written materials, which explain all aspects of the family services program.
- Outreach activities are available during regular visiting hours.
- A one hour, structured, multi-family group discussion will be provided one time per week.
- The program may provide referrals, for you and your family, to outside agencies for additional services.
- Resource information will be provided by Program Counselors regarding family services both at Hoffman Hall and in the community.
- Family members that attend **must be listed** on your visiting card. However, Family Services in a therapeutic component of the program and is not to be considered as an extra visit.

### **SPIRITUALITY:**

A holistic approach of mind, body, and spirit is a key component of our treatment. You are permitted to practice your religious faith, as long as it does not interfere with scheduled programs and the overall operation of the facility. Religious services are held according to the schedule posted on the unit. Volunteers in the community provide most of our spiritual services. The following is a sample of some of the services offered: Bible Study, Bi-Lingual Gospel Services, Jumah Islamic Services, Jehovah's Witness Services and Catholic Services.

### **LIBRARY:**

Access to law library is available through Lexus Nexus Law. Residents shall submit a request form to the Classification Department for access. However, reading material must be read in the designated area. Magazines and reference books must be read in the designated area as well.

### **POSITIVE BEHAVIOR CHOICES:**

As part of your treatment at Hoffman Hall, your behavior will be closely monitored. You will be expected to familiarize yourself with the rules of your new home. These rules are listed in this handbook. If you choose not to follow the expectations of the program, we will work to help you make better choices. In addition to the Hoffman Hall rules, you are also expected to follow all PPS regulations (also listed).

### **MERIT/DEMERIT SYSTEM:**

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

A merit is a positive affirmation given by a staff member to a resident for behavior and/or conduct that is considered exemplary. This may involve special projects, achievements, or simply positive program participation on a long-term basis. A demerit is a negative

sanction given to a resident by any staff member for behavior and/or conduct that is not in accordance with the social expectations and/or procedures of the facility. Both merits and demerits are recorded and incorporated into your clinical file and final assessment report.

A group merit is an opportunity for the Unit (or a subset of the Unit) to receive recognition for maintaining a positive environment. If the Unit works hard to make sure each member is following the rules and regulations of the facility then few residents will receive demerits. When this occurs, the Unit will receive a group merit associated with a daily positive re-enforcer. The standard for the group merit will be specific and clearly communicated to the entire unit in advance.

For example, in a group of 80 men, the standard might be that at least 75 residents will adhere to all expectations (i.e., not receive a demerit) within a 24-hour period (e.g., 4:00 pm to 4:00 pm). This standard will be posted on the bulletin board, announced at House Meeting, and well understood by all residents in the group. After a 24-hour period, if the group standard is met, the group will be granted a re-enforcer such as a recreation period from 4:00 pm to 5:00 pm. If the standard is not met, that is 74 or fewer residents met all program expectations, then recreation will be replaced with a learning experience for the group so they may become more cohesive and be aware of their responsibility to maintain a high standard of program compliance.

#### **CLINICAL INTERVENTION COMMITTEE:**

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

Staff at this meeting will take into consideration the length of time you have been in the program, your history of behavior, and any unusual circumstances when deciding the sanction for the demerit. The demerit report will be forwarded to your Program Counselor who will in turn record the demerit in your file. When your Program Counselor completes your monthly behavioral evaluation, the number of merits and demerits will be recorded as part of the overall evaluation process. After three (3) or more demerits, you may be referred for Case Conference Review and/or Administrative Review particularly if you are not demonstrating an ability to be honest about and take responsibility for your behavior.

#### **RULES:**

During the orientation process, residents shall be provided with a copy of the Resident Handbook. The Resident Handbook lists all rules and regulations governing resident conduct while at Hoffman Hall. Residents found in violation of the rules and regulations governing resident behavior shall be issued a demerit and referred to the Clinical

Intervention Committee for appropriate intervention. These consequences may include, but are not limited to, learning experiences, loss of visits, pay key privilege, or debit cards, extra duty, writing assignments, warnings, counseling, or demerits. In the event a resident violates any of the *Philadelphia Prison System Misconduct Charges*, he may be discharged and sent back to a correctional facility.

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 and the community. It is vital that no one's individual rights or the existence of the program be jeopardized by any individual or group of individuals.

### **SANCTIONS:**

The following are sanctions you may receive by the CIC:

- Verbal Reprimand
- Writing Assignment
- Ban from Area
- Speaking Ban
- Extra Work Detail
- Apology In House Meeting
- Loss Of Privileges
- Case Conference
- Unit Manager's Contract
- Alternative Sanction Program
- Administrative Review

The following sanction grid will be used to determine level of sanction. It is important that you become very familiar with this grid. It will be used as a measure for progressive sanctioning.

### **UNACCEPTABLE, CORPORAL AND UNUSUAL PUNISHMENT:**

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

### **PRIVILEGES:**

The following are privileges you may receive by the CIC:

- Free local 5 minute call
- First in line
- Recreation time

## **BEHAVIOR MODIFICATION AND PHASE SYSTEM**

Hoffman Hall utilizes a behavior modification and phase system to encourage residents to engage in pro-social behavior. Residents have an opportunity to earn privileges for positive behavior while progressing through each phase. Residents who consistently demonstrate positive behavior and meet all phase requirements will have the opportunity advance through phases. These residents will earn additional privileges as they progress through each phase. However, residents expected to function and are held to a higher behavioral standard as they progress through each phase.

PHASE	TREATMENT EXPECTATIONS	BEHAVIORAL EXPECTATIONS	PHASE ADVANCEMENT CRITERIA	PHASE INCENTIVES
<b>Orientation</b> Change Introduction  <b>Minimum Time Frame</b>  Completion of 2 Weeks	<ul style="list-style-type: none"> <li>• Completion of Orientation Curriculum</li> <li>• Intake/Assessment</li> <li>• Family Service Assessment/</li> <li>• Genogram</li> </ul>	<ul style="list-style-type: none"> <li>• 7 consecutive Days w/o demerits</li> <li>• 10 consecutive days w/o group absence</li> <li>• 7 consecutive days w/o group tardiness</li> <li>• 3 demerits – phase reduction – repeat orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Successful completion of orientation test (75% or better)</li> <li>• Completion of Orientation curriculum</li> <li>• Request for phase advancement</li> <li>• Peer endorsement</li> <li>• Fulfillment of Phase behavioral expectations</li> </ul>	<ul style="list-style-type: none"> <li>• One visit per phase</li> <li>• One Drop Off</li> <li>• One 10 Minute Phone Call</li> </ul>
<b>Phase 1</b> Change Readiness  <b>Minimum Time Frame</b>  6 Weeks	<ul style="list-style-type: none"> <li>• Completion of Phase I TC Orientation Curriculum</li> <li>• Completion of TC Experiential Training</li> <li>• Compliance with Individualized Treatment Plan</li> <li>• Completion and Submission of Continuum of Care Plan</li> </ul>	<ul style="list-style-type: none"> <li>• 30 consecutive days w/o group absence</li> <li>• 20 consecutive days w/o group tardiness</li> <li>• 5 or more demerits – phase review</li> <li>• 7 or more demerits – phase reduction</li> <li>• 30 consecutive days w/o demerits prior to phase advancement</li> </ul>	<ul style="list-style-type: none"> <li>• Successful completion of Phase 1 test (80% or better)</li> <li>• Completion of Phase 1 curriculum</li> <li>• Request for phase advancement</li> <li>• 2 Peer endorsements</li> <li>• 2 Staff endorsements (must be Operation and Clinical)</li> <li>• Fulfillment of Phase 1 behavioral expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly Visits &amp; Drop Offs</li> <li>• Civilian Clothing</li> <li>• Picture Purchase</li> <li>• Two 10 Minute Phone Calls (local only)</li> <li>• One Movie Night</li> </ul>
<b>Phase 2</b> Change Commitment  <b>Minimum Time Frame</b>  8 Weeks	<ul style="list-style-type: none"> <li>• Completion of Phase 2 Curriculum</li> <li>• Compliance with Individualized Treatment Plan</li> </ul>	<ul style="list-style-type: none"> <li>• 45 consecutive days w/o group absence</li> <li>• 30 consecutive days w/o group tardiness</li> <li>• 3 or more demerits – phase review</li> <li>• 5 or more demerits – phase reduction</li> <li>• 45 consecutive days w/o demerits prior to phase advancement</li> </ul>	<ul style="list-style-type: none"> <li>• Successful completion of Phase 2 test (85% or better)</li> <li>• Completion of Phase 2 curriculum</li> <li>• Request for phase advancement</li> <li>• 5 Peer endorsements</li> <li>• 3 Staff endorsements (must be Operation, Clinical, Administration)</li> <li>• Fulfillment of Phase 1 behavioral expectations</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Food Order Out (funded by resident)</li> <li>• Three 10 Minute Phone Calls (local only)</li> <li>• One food order out (duration of phase)</li> <li>• Weekend late night status (discretion of Unit Manager)</li> <li>• One recuperation day</li> <li>• 2 yard and/or gym privileges daily</li> <li>• Program schedule B</li> </ul>
<b>Phase 2</b> Change Commitment  <b>Minimum Time Frame</b>  8 Weeks	<ul style="list-style-type: none"> <li>• Completion of Phase 2 Curriculum</li> <li>• Compliance with Individualized Treatment Plan</li> </ul>	<ul style="list-style-type: none"> <li>• 45 consecutive days w/o group absence</li> <li>• 30 consecutive days w/o group tardiness</li> <li>• 3 or more demerits – phase review</li> <li>• 5 or more demerits – phase reduction</li> </ul>	<ul style="list-style-type: none"> <li>• Successful completion of Phase 2 test (85% or better)</li> <li>• Completion of Phase 2 curriculum</li> <li>• Request for phase advancement</li> <li>• 5 Peer endorsements</li> <li>• 3 Staff endorsements (must be Operation, Clinical, Administration)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Food Order Out (funded by resident)</li> <li>• Three 10 Minute Phone Calls (local only)</li> <li>• One food order out (duration of phase)</li> <li>• Weekend late night status (discretion of Unit Manager)</li> </ul>

		<ul style="list-style-type: none"> <li>45 consecutive days w/o demerits prior to phase advancement</li> </ul>	<ul style="list-style-type: none"> <li>Fulfillment of Phase 1 behavioral expectations</li> </ul>	<p>Manager)</p> <ul style="list-style-type: none"> <li>One recuperation day</li> <li>2 yard and/or gym privileges daily</li> <li>Program schedule B</li> </ul>
<p><b>Phase 3</b> (Change Maintenance)</p>	<ul style="list-style-type: none"> <li>Participate in peer mentorship program – maintain at least one little brother</li> <li>Facilitate at least 1 peer group monthly</li> <li>Participate in phase 3 curriculum</li> <li>Comply with Individualized Treatment Plan</li> <li>Attend at least 2 Vocational Educational Workshops monthly</li> <li>Complete Continuum of Care Plan (within 45 days)</li> <li>Develop and submit discharge/re-entry plan</li> <li>Completion of Alumni Resource Application</li> </ul>	<ul style="list-style-type: none"> <li>Regular group attendance</li> <li>Punctual to all clinical activities</li> <li>2 or more demerits – phase review</li> <li>3 or more demerits – phase reduction</li> <li>2 demerits within 30 day period automatic phase reduction</li> </ul>	<p>Resident in the Honor Phase 3 maintenance is dependent adherence to specified monthly requirements and time frames for phase assignments. Residents failing to comply will be subject to phase review and possible phase reduction.</p>	<ul style="list-style-type: none"> <li>Premier work Assignment (kitchen, maintenance, laundry, barbershop, Law Center)</li> <li>1 monthly food order out (funded by resident)</li> <li>One Movie Pizza/Night</li> <li>Two 10 minute phone calls a month</li> <li>Weekend Visit (Saturday)</li> <li>Certificate of Achievement</li> <li>One recuperation day monthly</li> <li>Weeknight and weekend late night privilege (at discretion of Unit Manager)</li> <li>2 yard and/or gym privileges daily</li> <li>Access Activities Center/Game Room</li> </ul>

Residents that receive phase reduction will be returned back to previous phase for a period no less than 14 days and maximum period of 30 days. Residents will be required to meet expectations of highest phase achieved even when on reduced status. Residents who fail to comply will be subject to Administrative Review.

### **CASE CONFERENCE**

During case conference meetings, staff shall discuss the progress of all the residents. If you are making noticeable progress in your treatment, staff will discuss ways to provide you with additional responsibilities and privileges. If your behavior is of concern, staff will raise these issues at case conference to see if others are also observing these behaviors. You may be asked to attend this meeting and have the opportunity to know these concerns and choose to change your behavior. If the behavior continues, you will likely be placed on a Unit Manager's Contract.

### **UNIT MANAGER'S CONTRACT**

If you are placed on a Unit Manager's contract, there is a serious concern about your current ability to make positive choices. The purpose of the contract is to communicate our concern with your behavior and to give you an opportunity to demonstrate better decision making and pro-social behaviors. Failure to comply with a Unit Manager's contract will result in a meeting with the Administrative Review Committee.

### **ADMINISTRATIVE REVIEW COMMITTEE:**

A referral to the Administrative Review Committee is a clear indication that you are at risk of not remaining in the program. The Administrative Review Committee is composed of the Director, Deputy Director, Director of Classification, Unit Managers, and your Program Counselor. The committee will assemble and review your clinical folder to determine your performance in treatment (e.g., group performance), number of merits and demerits, prescriptive plan compliance, job performance, assessment information, demographic data, classification and DOC history. The committee will listen to feedback from staff most familiar with your performance in the program and then provide you with an opportunity to express yourself. The committee will weigh all evidence and decide whether to return you to PPS custody or to continue to pursue a clinical remedy. A review of your progress or lack of progress will be monitored daily. All findings will be recorded and documented in your clinical file and at the Administrative Review level. If you fail to respond in a healthy and appropriate way then you are choosing to return to PPS custody.

### **COUNTS:**

Operations Counselors are required to take several resident counts at scheduled times daily to ensure that the residents who are assigned to the program are on the premises. In order to complete this activity in an expeditious way, you are required to return to your room in an orderly and timely fashion and stand by your bed with your id properly displayed until the count is complete and the count clear signal is given. All counts conducted during waking hours are standing. Any resident in violation of this directive will face immediate sanctions to include demerits, special reports (for continued non-compliance) and further loss of privileges. You are not allowed to talk, use headphones, play games, or use the phone during count. Always keep part of your body visible when sleeping. You must answer only to your name. You are not permitted to go to the door or look down the hallway until count is cleared.

**EMERGENCY EVACUATION PROCEDURES:**

When the alarm in the facility sounds, all residents and staff must evacuate the building in an orderly and timely fashion. Evacuation routes are posted throughout the building and you are expected to familiarize yourself with these routes.

These procedures will be reviewed throughout your stay at the facility. Fire drills are used to train you in proper evacuation procedures. During a drill, you must evacuate the building using the nearest exit door and proceed to the designated area. Failure to leave the building quickly and orderly is unsafe and thus a serious behavior infraction. You are not permitted to talk or listen to your headphones during emergency drills. If you are unable to use the stairs, you must proceed to the nearest exit towards the rear of the building.

**WAKE-UP/CURFEW:**

It is important for you to adhere to scheduled curfews. If you wake up earlier than the scheduled wake-up time, do not disturb the other residents in your room.

**RESIDENT'S ROOMS:**

You are expected to take care of your personal space. Staff will inspect rooms regularly. All bed sheets must be tucked in tightly under mattress, but without the use of knots. Wet towels must be neatly hung on footboards of beds toward the wall (not the ladders). All clothing and papers must be stored in bed locker. Furniture cannot be moved. Be sure to inspect your bed area. You should report damaged mattresses, linen, removal of bed shocks, bathroom fixtures or any other facility property to unit staff when you are assigned to a room. In the case of damaged facility property the resident or the entire room can and will be liable for immediate restitution, sanctions and possible return to your correctional facility. Ultimately, it is the resident's responsibility to report damaged facility property or linens that directly affect you, immediately to your Unit Manager / staff or be held liable for restitution and sanctions, not limited to possible return to your correctional facility. All clothing and footwear, except shower shoes must be stored in bed lockers. All beds must be stripped down for laundry detail weekly and bed inspection will occur daily. **Absolutely no Food Service items are permitted in the rooms.**

**ROOM DECORATIONS:**

Residents are prohibited from having any pictures, paintings, posters, mirrors, or anything else posted, hung or affixed to the walls, windows, ceilings or furniture. Personal effects can be stored in your locker.

**ROOM REPRESENTATIVES:**

One resident will be chosen from each room to serve as Room Representative. Representatives will meet regularly with the AFD Programs or designee to discuss issues and concerns on the unit and to share information. The AFD Programs or designee will assign Room Representatives various duties. Your Room Representative may be in the role of sharing important information or providing help and guidance but they are not in a position of authority.

**DRESS CODE:**

Your appearance must be neat and pro-recovery. How you dress is a clear reflection of you as a person and this is closely monitored by Hoffman Hall staff. You are expected to keep your shirts

(except sweatshirts and sweaters) tucked in and wear your pants around your waist. Shirts and shoes (or sneakers) must be worn inside and outside of the building. Shorts may be worn outside of the facility during warm weather when approved by Administration. Shorts cannot be worn while off of the housing unit. If you would like to wear shorts during recreation, you must wear long pants over your shorts until you are in the recreation yard.

The following are also prohibited:

- Gang related clothing, jewelry, or other paraphernalia
- Ripped shirts or pants
- Tank tops, “girties”
- Shirts with drug slogans, alcohol, bar advertisements, profanity
- RIP shirts,
- White t-shirts
- Sandals without socks

### **RECREATION AND LEISURE TIME ACTIVITIES:**

Recreation is considered part of the therapeutic program. Recreation periods are part of the schedule and will be supervised by staff. All activities are pro-recovery with the goal of teaching you how to use your leisure time in positive and constructive ways. Gambling of any kind is prohibited. Organized activities include outdoor recreation, health education, checkers, use of the library, etc. To avoid injury, boots cannot be worn during recreation. We recommend that you wear high top sneakers when playing basketball. Do not hang clothing on any of the fences in the recreation yard.

### **TELEVISION**

Television is allowed during free time as long as it does not interfere with clinical activities. There will be no TV viewing during program hours.

### **LEISURE EDUCATION:**

Leisure education and leisure counseling are offered at Hoffman Hall in order to help you gain awareness of how you spend your free time and to help you plan for leisure, both at Hoffman Hall and in the community after your release.

### **HEADPHONES:**

Headphones may be used in your room or in recreational areas during free time. Headphones are not permitted in groups/lectures, during meals, emergency drills, while working or while moving throughout the facility.

### **JOB ASSIGNMENTS:**

As a part of the Therapeutic Community, each member is expected to be a contributing member by assuming a work function. Upon entering the program you will be assessed for skills and abilities that may qualify you for a job. All residents will initially be assigned to the Housekeeping Department. You will have opportunity to assume new functions within the community as you progress through the program. All attempts will be made to assign you to duties that utilize and further develop your skills. While helping you to develop your specific work skills and good work habits, job assignments also provide a sense of ownership. Your

work will be supervised and evaluated on a regular basis and used in your final assessment, to indicate your progress at Hoffman Hall.

Each unit is responsible for assigning specific job functions throughout Hoffman Hall. These assignments will remain constant and unit staff will fill vacancies as they arise. Submit a request to your Program Counselor if you are interested in assuming a particular work function. The medical department will review job requests to determine if you are medically cleared to work. You should use proper safety equipment for designated jobs. You are not permitted to work more than one job detail at a time. Work functions that require movement on the first floor are only available to residents that have achieved Phase 3 level or above.

### **TELEPHONES:**

The housing units are equipped with wall phones, which are limited to collect calls only. Debit calling cards can be purchased through the Business Department on scheduled days. You may use the phones before breakfast, lunchtime, and after dinner. You should fill out a repair request form when the phone is not working properly. Three-way calls are not permitted. You are not permitted to use the telephones during program hours. You are only permitted to use telephones on your unit. Emergency calls may be granted through the Classification Department once all of the information has been verified. All calls are subject to monitoring and will be reviewed randomly.

If you have a hearing and/or speech disability or wish to communicate with parties who have such disabilities, you can use a Telecommunications Device for the Deaf (TDD). You must get permission from the Classification Department to use the TDD telephone.

### **INDIGENT SERVICES:**

If you arrive at Hoffman Hall without basic resources we will provide the following products until you receive funds: change of clothing including under garments (if available), toothbrush, toothpaste, soap, washcloth, towel, comb, shampoo, deodorant, envelope, stamp and paper. Toilet paper is provided by the facility. Residents that require ongoing assistance will need to complete an application for certification of indigence.

### **LAUNDRY:**

Resident laundry workers are assigned to wash your personal laundry. All laundry must be washed in a laundry bag. You should mark the laundry bag so you can easily identify your clothing. You should leave room in the laundry bag so that your clothes have room to move in the bag during the wash cycle. All clothing will be washed and dried in your laundry bag. You may not combine your clothing with clothes from another resident. When washing your white clothing do not place any colored items in the laundry bag. The laundry workers are instructed not to wash white clothing that contains colored items in the bag. You must purchase a replacement laundry bag if your bag is damaged. Money will be collected by the Unit Manager and submitted to the Business Office. The laundry schedule is posted on each unit and must be adhered to at all times. You are not permitted to wash your own personal laundry and should not be in the laundry room unless authorized. Hoffman Hall is not responsible for items damaged, destroyed, or lost in the laundry. On a weekly basis all residents are required to exchange linen, there will be no exceptions to this regulation.

**MEALS:**

Meals will be served in shifts according to housing units and you will be allowed approximately twenty five minutes per sitting. You are not permitted to share your food. Snacks from the vending machines may be purchased after you have gone through the line and been served your meal. Be considerate by not cutting in front of others. When you are finished eating, remain seated until you are instructed. Follow instructions to proceed to the designated area of the dining room to dispose of your garbage and line up for the return to your unit. Loud conversations and loitering are not allowed in the dining room because it creates a very unpleasant eating environment.

**SPECIAL DIETS:**

Special diets will be available for residents who, due to medical conditions or religious beliefs, cannot eat the meal that is being served to the general population. The RN or designee will identify resident's special diet via their medical summary form. The medical department will approve all special diets and place your name on the special list. You cannot pick and choose the days you eat what is served on the regular menu. You must eat what is provided for your Special Diet. If you are requesting to be on a religious diet or vegetarian diet, you must submit a request to the medical department for approval. The RN or designee will approve requests from residents who are suited for a special diet. To accommodate various religious beliefs, pork is not served. If you choose the vegetarian diet you will not be served meat, fish or chicken. In addition, you will not be permitted to buy these items from the vending machines or receive these items during visits.

**MEDICAL SERVICES:**

Residents who have a medical or dental concern need to fill out a medical or dental request form, which can be obtained from the Program Counselor and placed in the Medical Request box on the unit when completed. Medication calls are twice a day and as needed. Residents who take daily medications are required to report to the designated area on the unit when called (unless medications are approved to be kept on person). Serious illnesses may require specialized care, arrangements may be made for seriously ill residents to temporarily return to the Philadelphia Prison System for care. The resident will return to Hoffman Hall immediately upon completion of the procedure(s).

**INFORMED MEDICAL CONSENT:**

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

**MEDICATION:**

**All medications must be turned in to the on duty Operations Counselor for review by the medical department upon arrival! Residents are allowed to have medication on their person or in their rooms, Only when approved by the nurse. All medications are logged by staff and turned in to the facility nurse. Medications are then reviewed by the nurse. A**

**determination is made as to whether a resident may or may not have the medication on his person. The nurse will record that he/she authorized the resident to keep the medication on his person. All refillable medication (including medication brought from other facilities) must be requested at least seven (7) days before renewal. All medication (prescribed or over the counter) will be stored in the medication cart, located in the nurses office, unless approved by the nurse as a Keep On Person. Medications will be given out to the residents from the medication cart on the unit, except those medications that the resident may be permitted to keep.**

Medical staff must approve all vitamins prior to using them. Powders containing creatine are prohibited. HIV counseling and testing is offered by an outside vendor. To get more information, forward a Medical Request Slip to the medical department for details. On-going educational counseling will be provided for communicable diseases. Educational pamphlets are available in the medical department.

**DENTAL PROCEDURE:**

If you need dental services, submit a Dental Request Slip. Complete the slip and drop it in the Medical mailbox on the unit. Residents with a dental emergency will have priority over the other residents.

**EMERGENCY HEALTH CARE PROCEDURE:**

**In the case of an emergency, staff will contact the Medical Department regarding your condition. Based on the Medical Departments approval you will be accompanied, by staff to the nearest hospital for further medical evaluation. Staff will call 911 if you need emergency care.**

**PUBLICATIONS, PACKAGES AND MAIL:**

All outgoing mail will be put in the box on the unit for daily postal pickup. Outgoing correspondence will not be held for more than 24 hours except on weekends and holidays. All packages shall be inspected for cash, checks, money orders, and contraband. Incoming correspondence may not be read unless there is a reason to believe that contraband or criminal activity is involved. Residents should be advised of correspondences of the above procedures. All packages must be dropped off during designated facility drop off times. You should consult with your Unit Manager for specific days and times of drop off for your assigned unit

**MAIL FORWARDING:**

All mail and packages are forwarded to residents who have been discharged from the program (for up to one year, provided a forwarding address is available). If a Resident does not leave a forwarding address, mail is marked "MLNA" and returned to the US Postal Service. Legal mail will be given to the unit manager and opened in front of the resident.

**SEARCH AND SEIZURE:**

Your property or person may be searched for the purpose of controlling and preventing the introduction and concealment of contraband. All residential, work, training, and other areas to which you have access shall be searched thoroughly for contraband on a routine basis. Searches shall be unannounced and irregularly timed. Refusal to submit to a search will result in your

return to the correctional facility. Residents will adhere to strip searches after any contact visit, outside trip, during unit searches, urine tests, and anytime staff is suspicious of a resident's activities.

**PERMISSIBLE PROPERTY:**

All residents entering the facility shall have their property inventoried by a Shift Supervisor or his/her designee. At that time, all property approved for retention will remain with the resident. All properties not authorized for retention will be confiscated and the resident will be given a copy of the confiscation slip. The resident must then designate someone to pick up his unauthorized property. All personal property, except as indicated by room standards, must be retained in the resident's bed locker. No food is authorized for retention.

**Note: No footwear of any kind will be accepted from any drop offs. Shoes will now be available for purchase from commissary. Two (2) pair of sneakers and one (1) pair of shower shoes will now be directly ordered from commissary.**

*All clothing must be stored in bed lockers. \*\*\* No Red or Blue Colors Allowed\*\*\**

*All beds must be stripped down for laundry detail (including towels) and bed inspection once per week.*

*Personal items shall be limited to:*

QTY	ITEM	QTY	ITEM
5	Trousers or Jeans	1	Prayer Rug
7	Pair Socks (white only)	1	Hair Brush
5	Shirts, Dress or Polo Style	1	Comb
1	Pair Pajamas	1	Wave Cap (bedroom wear only)
2	Pair of Sneakers (Commissary Order Only)	1	Set Dentures (if required)
1	Pair of Shower Shoes (Commissary Order Only)		Prosthetic Devices (if required)
1	Sweat Suit or Track Suit	10	Personal Pictures (non-explicit)(Mail in only)
1	<u>Sweater</u>	5	Books (hard back or paperback & deemed appropriate by Administrative Staff.
1	<u>Belt</u>		
1	Toothbrush w/ holder	1	Radio or Walkman (battery op only)
1	Towel and Face Cloth	6	CDs for Walkman (NO DVD, unopened and deemed appropriate by Administrative Staff)
1	Personal Wedding Band	6	Batteries (AA or AAA)
1	Wrist Watch (digital or analog; no further technology can be included)	2	Sheets (Hoffman issue)
1	Pair Prescription Eyewear or Contacts	1	Blanket (Hoffman issue)
1	Cleaning Solution Kit (eye care)	1	Pillowcase (Hoffman issue)
1	Soap Dish	1	Laundry Bag (Hoffman issue)
2	Religious Headgear and Religious Throbe	1	Combination Lock (Hoffman issue)
1	Religious Text		

All property confiscated for disciplinary reasons will be retained by the Director or his/her designee until properly disposed. A resident must identify whom he chooses, by name, address and phone number to pick up his personal property. The Director will ensure that a staff member contacts the designee listed on the form to pick up the property. The Director will also ensure that a follow up letter is sent advising that there will be a final disposition of the property if it is not pick up within fourteen (14) days. The resident will get a copy of the letter as well.

## PERSONAL PROPERTY ALLOWANCE

Quantity	Item	Quantity	Item	Quantity	Item
5	Trousers or Jeans	1	CD Player or Walkman (Brand New Only)	2	Towels
5	Shirts, Dress or Polo Style	6	CD's For CD Players (New in the Package)	2	Wash Cloths
1	Sweat Suit or Track Suit	8	Batteries (AA or AAA)	1	Pair of Gym Shorts
1	Sweater	2	Religious Headgear, and Religious robe	1	Pair of Pajamas
1	Belt	1	Prayer Rug	1	Comb (Plastic)
1	Jacket	2	Religious Text	6	Bars of Soap (Medical Approved Only)
7	Undershirts/T-Shirts (Brand New) (ALL-Plain color shirts or Polo T-shirts)	6	Paperback/ Hardback books mailed from service of sale only	1	Face Creams & Shampoo (Medical Approved Only)
7	Tank Tops (Brand New)	None 0	<b>No Red or Blue colors allowed in the facility</b>	1	Pair of Prescription Eyewear or Contacts (Medical Approved Only)
7	Under shorts (Boxers or Briefs) (Brand New)	2	Decks of Playing Cards	1	Cleaning Solution Kit (Medical Approved Only)
7	Pair of Socks (Brand New) White Only	10	Stamped Envelopes from the Post Office only	1	Prosthetic Device
2	Sets of Thermals Top & Bottoms (Brand New)			1	Set of Dentures (Medical Approved Only)
5	Puzzle books (Source of sale only Vendor only)	1	Brush (One sided, w/o Handle)	1	Wrist Watch (Brand New)

**PROPERTY DROP OFF:**

Personal property may be dropped off in the Main Lobby of Hoffman Hall Tuesday, (Bravo Unit), Wednesday, (Charlie Unit) and Thursday, (Alpha Unit) between the hours of 3:00 pm – 4:45 pm, unless specific authorization is given by the Director or designee. All property is subject to inspection and will be distributed only after inspected. Hoffman Hall has the right to deny property if it does not fit the above mentioned criteria, or does not parallel the resident’s treatment. Your drop off cannot increase your property beyond the allowances shown above. You should inform your family and friends of this procedure.

The Drop-off of Whites (Undershirts, Underwear, and Socks- all items must be new, unopened, and white in color only) by your family is permissible within 72 hours of your arrival.

**URINALYSIS:**

Urinalysis testing will be accomplished for a randomly selected group of residents weekly. You may also be required to submit a sample if you are suspected of being under the influence of drugs or alcohol. You should refrain from eating any food with poppy seeds, since there is a possibility that this will result in a positive drug result. Refusal to submit to a request for a urine sample will result in your return to the correctional facility. You have two hours to void the urine.

**BREATHALYZER:**

Breathalyzer testing will be accomplished for a randomly selected group of residents weekly. You may also be required to submit to testing if you are suspected of being under the influence of alcohol. Refusal to submit to a request for a Breathalyzer sample will result in your return to the correctional facility.

**VISITS:**

Visiting will be allowed during scheduled times in the dining room or gymnasium. Any additional spaces will be at the discretion of the Director or designee. **Residents will be required to honor a two week (14 day) blackout period and must successfully complete orientation before receiving visitation privileges.** The Schedule is as follows:

Unit	Day	Time	Resident’s Last Name
Charley Unit	Tuesday	6:30pm – 7:30pm	A thru L
Charley Unit	Tuesday	8:00 pm – 9:00 pm	M thru Z
Bravo Unit	Wednesday	6:30pm – 7:30pm	A thru L
Bravo Unit	Wednesday	8:00 pm – 9:00 pm	M thru Z
Alpha Unit	Thursday	6:30pm – 7:30pm	A thru L
Alpha Unit	Thursday	8:00 pm – 9:00 pm	M thru Z

- **Visitor registration for the 6:30 pm to 7:30 pm session will be from 5:30 pm thru 6:15 pm.**
- **Registration for the 8:00 pm to 9:00 pm session will be from 7:00 pm thru 7:45 pm.**
- **Registration for the 1:30 pm to 2:15 pm session will be from 2:30 pm thru 4:00 pm.**

Any requests for changes in the schedule must be submitted to the Unit Manager in writing, 72 hours prior to the scheduled visit. The specific area for visits will be determined by the Shift Supervisor. Proper behavior is expected of all residents and their guests during visits. Visitors shall not bring in any items on visit days. All visitors must be properly dressed (male and female). Female visitors wearing skirts or shorts that are higher than three inches above the knees may be asked to leave. No cleavage or belly button areas are to be exposed. All visitors will be searched upon entering the facility.

To maintain a safe and orderly environment, Hoffman Hall has the following rules in place during visits. During orientation you will be given a list of the visit rules to share with your visitors. It is your responsibility to tell your visitors these rules:

- 1. You are permitted to kiss and hug your visitors when they arrive and at the end of the visit. Do not touch or kiss during the visit.**
- 2. Sit across from your significant other (this does not include children). Residents are not permitted to have children that are 5 years or older sitting in their laps or on their person, during visits times.**
- 3. Do not accept anything during the visit (i.e. pictures, money, etc.). All items must be dropped off at the main reception window during drop off days.**
- 4. Visitors must not bring in any items that are considered contraband (see contraband list at the end of this manual).**
- 5. Visitors are not allowed to bring in handbags, electronic games or toys, MP3 players, recording devices, cameras or cell phones.**
- 6. Visitors must dress appropriately.**
- 7. You and your visitor are responsible for the safety of young children.**
- 8. Once signed-in, visitors are not permitted to exit and then re-enter the building.**
- 9. Visitors may purchase items from the vending machines which must be consumed during the visit.**
- 10. Visitors are not permitted to bring food into the facility.**

A visit may be denied, terminated, or suspended under the following circumstances: If the visitor appears to be under the influence of drugs or alcohol, space is unavailable, or if the visitor/s refuses to submit to search procedures. Residents under suspicion of the transfer of contraband, will be immediately asked to cease touching, and if applicable, remove the child sitting on his lap, before being escorted out of the visit. The resident will then be placed in Intake, for a search and the visit terminated. If visitors have been found guilty of bringing in contraband, he/she will be removed from the visitors list. If residents have multiple infractions, then his visit may be denied or suspended until seen by the Clinical Intervention Committee.

#### **SPECIAL VISITS:**

You may request a special visit for long distance relatives, attorneys, and clergy or social service agencies. Special visits are granted by the Director or designee. To make this request, complete a Special Visit form and submit it to your Program Counselor and AFD Programs for approval. Final approval is required from the Director or designee. You will be notified if the special visit has been approved or denied.

**ATTORNEY VISITS AND CALLS:**

Residents shall have an opportunity to make and receive calls from their attorneys. Residents shall request special visit with their attorney's 24 hours in advance. Attorney calls or visits must be arranged by the Director or designee by completing a Resident Request Slip. A Special Visit Form will be completed by resident's Program Counselor after request has been approved by the Director or designee.

**GRIEVANCE PROCEDURE:**

Residents experiencing problems with the program may seek resolution in an equitable, non-punitive manner, with no adverse repercussions to the resident or his status in the program. Grievance forms shall be available on the housing unit. Residents shall complete the grievance form and place it in the grievance box for the AFD Programs, who will disseminate it to the appropriate staff for a response. The grievance shall be mediated within 72 hours (3 days) at the lowest level possible. If the lowest level possible fails to resolve the matter, the grievance shall follow the chain of command (i.e., Program Counselor, AFD Programs, and Facility Director). Grievances will not interfere with a resident's status or progress in the program.

**LEGAL BUSINESS:**

Issues regarding legal matters such as warrants, child support, traffic tickets, fines, etc. should be brought to the attention of your Program Counselor. You will have to wait until released to address these matters. A location letter can be written by your Program Counselor and faxed to the legal department to reschedule a continuance for court dates. Residents must provide the appropriate number to the Program Counselor for follow up and documentation.

**FUNERAL/HOSPITAL TRIPS:**

Residents shall be notified in a timely manner of the death or critical illness of immediate family members (mother, father, sister, brother, spouse or child). However, funeral and/or hospital trips will be administered in accordance with rules outlined by the controlling Correctional Client.

**MOVEMENTS:**

When a movement is called out you are to line up on the unit. The unit will walk to all activities together. All movement throughout the facility is to be on the right side of the hallway in a single file fashion. You will have between 2-5 minutes to get to the activity. If you are late you will receive a demerit.

**REQUEST FORMS:**

Request forms are available on the unit and should be filled out if you have a problem or wish to see a specific staff person. General request slips should be placed in the mailbox outside each Program Counselor office door. Each Program Counselor will pick up the Request slips. Staff should respond to requests within 3 business days. You are not permitted to send the same request to more than one staff member. If staff fails respond to your request within 3 full business days you should notify your AFD Programs.

**BUSINESS OFFICE:**

Money from PADO or Bucks County takes two to three weeks. Money orders are processed Monday through Thursday at 9:00AM only. Money orders must have your name, resident #, purchaser's address and signature on them. The money order will be deposited automatically into your account. However, money orders are discouraged as the process is onerous and inefficient. Quicker results will be obtained by use of direct deposit opportunities online and at a kiosk located in the front lobby of the facility. The kiosk accepts cash and credit/debit cards. You cannot receive cash in the mail.

Commissary is due by Tuesday close of business each week. Your maximum for spending is \$50.00.

Upon departure from Hoffman Hall, all balances will be forwarded to the appropriate location if you do not call within a week. When you are released or maxing out from Hoffman Hall, you can call and pick up your check at 5:00 pm, the next business day. ***If a resident is found with any cash on them, it will be confiscated and will be considered the sole possession of Hoffman Hall***

**ALUMNI ASSOCIATION:**

Alumni meetings are held the first Monday of every month at Hoffman Hall. Residents who have gone through the program are encouraged to return and to speak to the current population. Alumni share their hope, strength and experiences with you. To obtain more information, please submit a request slip to the Alumni Coordinator.

The Alumni Board sponsors an annual barbeque for alumni members and their families. The barbeque takes place in July or August. When you are released from the program or max out you are encouraged to attend. If you are interested in attending this event, contact Hoffman Hall for more information on the next barbeque.

**RESEARCH:**

Any resident participating in a research project will do so on a voluntary basis and your consent will be documented on the proper forms. You may not participate in medical, pharmaceutical, or cosmetic experiments.

**CONTRABAND:**

Contraband is any item not authorized for receipt or retention by Hoffman Hall. Any contraband that is found will be confiscated. You may be subject to disciplinary action for possession of contraband. The following list of items are considered to be contraband but not limited to: drugs, weapons, cell phone, money, DVD player, food and beverage items, pornography, gang related materials, aerosol cans, cigarette lighter, unauthorized medication, excessive clothing and/or linens, tobacco products, items that contain alcohol, personal locks, items that are not pro-recovery and any items that could be used as a weapon.

The Following Items are Contraband:

- ALL CONTROLLED SUBSTANCES AND ALCOHOL
- MONEY

- ❑ MOUTH WASH WITH ALCOHOL
- ❑ PLUG IN ELECTRONIC DEVICES & GAMES
- ❑ SLEEVELESS SHIRTS, SLEEVELESS JERSEY'S & SLEEVELESS SWEATERS, TANK TOPS
- ❑ MEDICATION UNLESS APPROVED BY THE MEDICAL DOCTOR OR PURCHASED IN THE ORIGINAL PACKAGE
- ❑ BOOTLEG CD's & VIDEOS
- ❑ VIDEO TAPES/DVDs NOT PURCHASED BY ADMINISTRATION
- ❑ FOOD IN UNAUTHORIZED AREAS
- ❑ UNLABELED ITEMS IN LOCKER
- ❑ WEAPONS
- ❑ AERSOL SPRAY CANS
- ❑ GLASS BOTTLES
- ❑ TOBACCO PRODUCTS
- ❑ NEGATIVE LOGOS, CLOTHING OR PHOTOS DISPLAYING ALCOHOL, DRUGS AND BAR ADVERTISEMENTS, WEAPONS, PROFANITY OR GANGS
- ❑ NUDE PICTURES AND PORNOGRAPHIC MATERIALS
- ❑ ITEMS EXCEEDING THE CLOTHING LIMIT & PROPERTY LIMIT
- ❑ ITEMS CONTAINING ALCOHOL
- ❑ INAPPROPRIATE GRAFFITTI ON OUT GOING MAIL
- ❑ OPEN CONTAINERS (EXCEPTION IS HOFFMAN HALL ISSUED CUP)
- ❑ CAMERAS
- ❑ STEEL UTENCILS
- ❑ CELL PHONES & PAGING DEVICES
- ❑ TELEPHONE CREDIT CARDS & ANY OTHER CREDIT CARDS
- ❑ BANDANAS
- ❑ GANG MATERIAL, INCLUDING BUT NOT LIMITED TO CLOTHING, JEWELRY OR OTHER PARAPHERNALIA
- ❑ WIRE HANGERS
- ❑ SCISSORS
- ❑ LETTER OPENERS
- ❑ MAGIC MARKERS, GLITTER & CRAYONS, WHITE OUT, COLORED PENCILS, AND HIGHLIGHTERS
- ❑ COMPUTER DISC & TYPE WRITERS
- ❑ FANS
- ❑ QUILTED BLANKETS
- ❑ PILLOWS NOT ISSUED BY HOFFMAN HALL
- ❑ NAIL FILES & NAIL CLIPPERS CONTAINING A NAIL FILE
- ❑ LARGE PIECES OF JEWELRY
- ❑ KEYS
- ❑ HAIR DYE & HAIR PERM
- ❑ RECORDING DEVICES/MP3 PLAYERS
- ❑ ELECTRONIC DEVICES WITH METAL ANTENNA
- ❑ NON-PROGRAM ISSUED LOCKS
- ❑ COLOGNE (glass bottle)
- ❑ MIRRORS (glass)

- ❑ NEEDLE AND/OR THREAD
- ❑ TEETH BLEACHING KITS OR SUPPLIES
- ❑ DICE
- ❑ UMBRELLAS
- ❑ NO CHEWING GUM, OR LIKE SUBSTANCES
- ❑ **NOTE: MAGAZINES OR ANY OTHER PUBLICATIONS THAT ARE DETRIMENTAL TO THE SECURITY OF THE FACILITY OR DETERMINED TO BE CONTRABAND BECAUSE THE CONTENT IS OF PORNOGRAPHIC, VIOLENT IN NATURE, OR GANG RELATED MATERIAL WILL BE CONFISCATED.**

### **SANCTIONS AND DISCIPLINARY ACTION:**

All rule violations and formal disciplinary procedures will be addressed in accordance with those policies and procedures identified in Policy 3.C.2. This includes the identification of all 'Prohibitive Acts' defined by the Philadelphia Prison System. Termination, administrative or disciplinary action (such as automatic restriction, length of time is at the discretion of the facility) 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 Hoffman Hall and the Philadelphia Prison System. Additionally, residents with positive drug urine (Hot Urine) test results will immediately be forwarded to the resident's perspective judge. Residents who establish a pattern of ongoing behavioral issues and do not demonstrate that they are responding to clinical interventions, may be returned to PPS. Residents who violate three minor rule infractions, and/or one major rule infraction, shall receive a sanction of a minimum of seven days extension of special conditions, a maximum of thirty days, and an automatic sixty days for a positive drug urine screening (Hot Urine). Also, residents who violate one or more of the misconduct charges during the extension of the special conditions of Parole, will be terminated from the program and returned to custody for disciplinary reasons.

### **PROGRAM RULES:**

Residents are expected to comply with the following Program Rules:

- ◆ No sex in the facility
- ◆ No drugs or alcohol
- ◆ No physical violence
- ◆ No threats of physical violence
- ◆ No willful or intentional destruction of program property
- ◆ No resident will exert control over another resident
- ◆ No eating outside of dining room unless authorized by Director or designee
- ◆ Stealing will not be tolerated
- ◆ No food or drink in housing area (with the exception of water from the fountain on the Housing Unit).
- ◆ No walking out of scheduled activities without staff permission
- ◆ No feet on furniture
- ◆ No lending or borrowing of money between residents

- ◆ No tilting back on chairs
- ◆ No Smoking
- ◆ No profanity
- ◆ No entry into another residents room
- ◆ No running in facility
- ◆ No littering in or outside of facility
- ◆ No yelling in the facility
- ◆ Phone calls are allowed during free time only unless authorized by staff.
- ◆ No wearing of hats in the facility unless related to religious attire
- ◆ Head rags, wave caps or similar items are only to be worn in resident bedrooms.
- ◆ Presentation to others should be respectful and courteous
- ◆ Horseplay or body punching is strictly prohibited
- ◆ No pagers or cell phones allowed in facility
- ◆ No plug in appliances allowed in rooms (discretion of program director)
- ◆ No walkman tape/CD players to be worn during regular program hours (8am – 6pm)
- ◆ Must be on time for all program activities
- ◆ Residents are responsible for their own property (it is advisable not to bring expensive items into facility)
- ◆ Laundry allowed during scheduled times only
- ◆ Possession of money
- ◆ No tampering with, defacing, or destroying program property
- ◆ No laundry on beds
- ◆ No items such as pictures, photos, posters, etc. will be hung or affixed to any wall space. Appropriate personal decorations may be hung inside lockers.
- ◆ Must have ID on person at all times (if lost, there is a \$5.00 fee for new ID)
- ◆ No chewing gum, or like substances allowed in the facility
- ◆ Microwave oven in the dining room may be used by all residents during scheduled meal/snack times
- ◆ No sitting on stacked chairs
- ◆ Gambling in any form is not permitted
- ◆ All personal radios/CD players must be played with an earphone or headset (battery operated only)
- ◆ No electronic hand held computer games
- ◆ No card playing during program hours
- ◆ Only prescription glasses allowed to be worn in the facility
- ◆ All shirts must be tucked in while in the facility
- ◆ No personal video tapes allowed in the facility
- ◆ No pornographic magazines, photos, or materials of the like
- ◆ No colored linen is allowed in the facility
- ◆ All footwear must be kept inside of the locker or under bed
- ◆ No cameras
- ◆ Phone calls are allowed during free time only, unless authorized by staff
- ◆ You must be in assigned areas at all times
- ◆ All personal radios must be played with an earphone or headset

- ◆ Do not eat any foods or product containing poppy seeds
- ◆ Knots are not to be tied in sheets, blankets, and pillow cases
- ◆ No towels, rags, or clothing are to be hanging on furniture after 12 pm
- ◆ No sitting on another resident's bed when he is not present
- ◆ You are to have only enough batteries to operate your appliances. Batteries are to be kept in the appliances at all times
- ◆ No extra batteries or no loose batteries
- ◆ No footlockers are allowed inside of the facility
- ◆ No cardboard boxes are allowed inside of the facility
- ◆ Bathrooms & living areas are to be kept clean at all times
- ◆ Flammables products are prohibited into the facility
- ◆ Product containing alcohol are prohibited
- ◆ Video tapes/DVD's are not allowed into the facility
- ◆ Nude pictures are not permitted into the facility
- ◆ Items unlabeled by manufacturer are not allowed
- ◆ No ceramic or glass containers permitted into the facility
- ◆ No metal files are allowed into facility
- ◆ No scissors are permitted into the facility
- ◆ No finger nail clippers with attachments allowed in the facility
- ◆ Items not in original package are not allowed in the facility
- ◆ Expired medications are not permitted in the facility
- ◆ Loose pills are not permitted in the facility
- ◆ No coats, jackets, large sweaters or any similar clothing may be worn outside of the housing unit unless on the way to the yard for recreation or fire drill.
- ◆ Bathrobes, shorts, tank top or similar fitting shirts and shower shoes are prohibited from being worn outside of the resident's room.

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 Policy 3.C.2:

- 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, other residents, or visitors on Hoffman Hall property;
- d. Major theft and/ or destruction of Hoffman Hall property;
- e. Possession or use of alcohol or drugs and/or related paraphernalia in the Hoffman Hall facility, and/or the discovery thereof by Hoffman Hall staff in a unit;
- f. Positive drug urine screen;
- g. Failure to maintain accountability when outside the facility;
- h. Arrest on new charges.

## II. *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 Hoffman Hall staff member, any relationship, fraternal or financial, but not programmatic, with a Hoffman Hall staff member (Association outside Hoffman Hall property will violate this rule unless prior written approval has been given by the Director or designee);
- f. Sexual acts on or adjacent to Hoffman Hall property;
- g. Exit from, or entrance into the facility through any opening other than primary entrance except in emergency or fire drill situations
- h. Making threats of physical violence;
- i. Fighting with another resident or any other person;
- j. Interference with Drug Urine Screens, including failure to provide a urine sample within a 'reasonable' period of time (two hours), failure to comply with standard labeling and continuity of evidence procedures, the addition of any foreign substance into a urine sample, or the giving of a urine sample for another resident;
- k. Interference with, or refusal to submit to, a search;
- l. Intoxication;
- m. Possession, use, removal of, or tampering with confidential or unauthorized material in Hoffman Hall's possession;
- n. 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.

## III. *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 3.c.2 hearing for failure to maintain a satisfactory program adjustment:

1. Failure to attend Morning Meetings, Groups or a Community Meeting and/or completing assignments.
2. Failure to attend counseling session and other required in-house meetings;
3. Failure to attend special stipulations, or to provide written documentation that stipulated programs were attended;

4. Lying, providing a false statement to staff member or utilizing a false document. A particularly grievous intentional violation of this rule may result in a major sanction.
5. Using abusive, obscene or threatening language, or gestures;
6. Undue familiarity of a sexual nature on the premises;
7. Unauthorized use of any other resident's possessions;
8. Facility checks are conducted regularly and it is each resident's responsibility to ensure that he is included in the count. Switching of beds is considered to be interfering with the procedure.
9. Presence in an unauthorized area. No resident is allowed in the living area of another resident, or in staff offices without authorization;
10. Unauthorized use of Hoffman Hall Official Telephones;
11. Engaging in any type of business practice within the facility where money (or other forms of currency) would be exchanged between residents for specific services rendered. This includes the practice of giving haircuts,
12. Possession of cash
13. 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.
14. Failure to pick up dinner tray, or throwing the tray in the trash without eating it.
15. Possession of a pager or cellular phone.
16. Eating, drinking during or otherwise disrupting a seminar, 12 Step Meeting or Community Meeting.
17. Late arrival or early departure from an In-House or 12 step meeting.

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

1. Providing proper written documentation that all stipulations were met on a weekly basis (AA, NA, D&A, Mental Health, etc.);
2. Residents, who are not involved in the facility work program or in a full time day program, will not be eligible to move through the Phase System.
3. All residents are required to develop a Prescriptive Program Plan (PPP) 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 bi-weekly basis.
4. Residents are not permitted to borrow money from the program or other residents. Residents are expected to consult with their Program Counselor regarding problems or concerns prior to requesting a meeting with the Unit Manager.
5. Residents are required to utilize the grievance procedure to resolve any disagreement with action taken by Hoffman Hall staff; all grievances will be responded to within 72 hours.

V. *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 cited with an In-House sanction or restriction.

**ROOM CLEAN-UP:**

Residents are expected to take care of their personal space according to program standards. The floor should be cleared for housing unit sanitation detail by the Operations Counselor, Program Counselors, and/or Unit Manager. Residents may sign out cleaning supplies, gloves and goggles which will be monitored by staff. Rooms will be inspected sometime during the day by the Operations Counselors, Program Counselors, and/or Unit manager. Residents who do not comply with program standards will be considered a failure to participate in the program.

**RELEASE:**

All release dates will be arranged through the Classification Department of Hoffman and PPS. No resident will be released directly from Hoffman Hall, but will instead be returned to PPS for final dispensation. Residents may have all confiscated property (that has not been disposed of) returned to them, complete with an inventory check list. Prior to actual discharge, the resident meets with the Program Counselor to discuss discharge planning and any issues that may be of concern. Upon release, residents are encouraged to participate in Alumni Association meetings which are held monthly.

**PRISON RAPE ELIMINATION ACT (PREA):**

Hoffman Hall's policy shall be based upon the fundamental commitment to treating residents with dignity and respect. In accordance with the Federal Prison Rape Elimination Act 2003 (PREA), 42 U.S.C §§15601 et seq., Hoffman Hall has a "**zero tolerance policy**" relative to sexual misconduct. It is the policy of Hoffman Hall to provide training to all staff and residents to prevent sexual misconduct and to fully investigate and prosecute those involved in such conduct.

You have a right to be safe from sexual assault. While you are at Hoffman Hall, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or the pressure to engage in unwanted sexual behavior, regardless of your age, size, race, or ethnicity.

Regardless of your sexual orientation you have the right to be safe from unwanted sexual advances and acts. All transgender and intersex residents may shower separately from other residents if requested.

You have a right to confidentiality. If you are the victim of a sexual assault, the facts of the report itself shall be limited to those who have a need to know in order to make decisions concerning your welfare, and for law enforcement and/or investigative purposes. Medical and mental health practitioners are **required** to report sexual abuse allegations.

If you are the victim of a sexual assault, you should report it **immediately**. Staff will offer you immediate protection from the assailant and refer you for a medical examination and clinical assessment. If you are not comfortable reporting to GEO staff, you may report directly to an outside entity. You may report an incident by calling any of the following numbers:

- **Rape Crisis Center: 215-985-3333**
- **RAINN National Sexual Assault Hotline: 1-800-656-4673**

- **National Mental Health Crisis Center: 1-800-273-8255 (TALK)**
- **Drexel University of College of Medicine: 215-425-1625**
- **Pennsylvania Coalition Against Rape: 1-800-472-8477**
- **GEO PREA Hotline: - 1-866-568-5424, 1-561-999-5827**

All information reported on the support services telephone lines may be monitored and may be reported to the proper authorities.

If you do not wish to verbally report the allegation to either a staff member or one of the agencies above, you may submit a written grievance. Hoffman Hall does not impose ANY time limit on when a resident may submit a grievance regarding an allegation of sexual abuse. In order to file an emergency grievance (relating to sexual misconduct), inform a staff member of your wish to do so, and name the staff member you would like to submit the emergency grievance to. You will then be permitted to submit the form in person, if you choose. After receiving the grievance, staff will take immediate and appropriate action to ensure your safety. Hoffman Hall does not require the resident to use any informal grievance process (of other attempts to resolve with staff) when reporting sexual misconduct. Any resident who alleges sexual abuse may submit a grievance without submitting to the staff member who is the subject of the complaint, nor will the grievance submitted be referred to the staff who is the subject of the complaint. Hoffman Hall will provide the resident with the final agency (Hoffman Hall/Philadelphia Prison System/PA Dept. of Corrections/+Bucks County) decision on the merits of any portion of the grievance alleging sexual abuse within 90 days of the initial filing. You may receive assistance in filing request for administrative remedies/grievances by third parties (including family members, fellow residents, staff members, attorneys, outside advocates).

Sexual assault is a serious crime. **ALL** incidents will be investigated. If you are a victim of such, as assault, **REPORT IT IMMEDIATELY**. You will be protected from the assailant.

Staff or residents who engage in sexual abuse/assault of residents will be investigated by law enforcement authorities and if found guilty will be subject to the full range of criminal and administrative sanctions.

Any sexual act between residents and staff (even when no objection is raised) is **ALWAYS ILLEGAL**.