



PAROLE VIOLATOR REENTRANT HANDBOOK

**301 East Erie Avenue
Philadelphia, PA 19134
(215) 291-7600
1-800-565-8840**

Revised 03/2021

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REVIEW AND REVISIONS

Program Directors, Senior Case Managers, Counselors and Case Managers have collectively written this handbook. It is reviewed at least annually by the Director and updated as needed. If you have any suggestions please convey your ideas to your assigned Case Manager.

Frank J. Guyon
Reviewed/Revised By:

July 2015
Date

Frank J. Guyon
Reviewed/Revised By:

January 2016
Date

Frank J. Guyon
Reviewed/Revised By:

January 2017
Date

Frank J. Guyon
Reviewed/Revised By:

June 2018
Date

Frank J. Guyon
Reviewed/Revised By:

October 2019
Date

Frank J. Guyon
Reviewed/Revised By:

July 2020
Date

Frank J. Guyon
Reviewed/Revised By:

March 2021
Date

The Kintock Group
301 E. Erie Avenue
Philadelphia, PA 19134
(215) 291-7600
(215) 291-7699/7698 - Fax

Dear Reentrant,

The staff of The Kintock Group welcomes you to this community correctional facility. We have designed the center to provide a clean, secure, and comfortable environment in which you may begin the transition to the community. A staff of experienced counselors, case managers, administrative and support personnel are available to help you make the best use of the services provided.

Our overall goal is for you to gain the skills and resources to live a productive crime-free life in the community. In order to reach this goal, you will be required to complete objectives you have set for yourself in the areas of:

- *Education*
- *Substance Abuse*
- *Family Reintegration*

Contained in this handbook are descriptions of program elements, information concerning daily life in the facility, Department of Corrections' directives and The Kintock Group's rules and regulations. You are expected to follow the rules and regulations of both The Kintock Group and the Department of Corrections and/or the Pennsylvania Board of Probation and Parole at all times. You are also expected to know and comply with the contents of this handbook. Your assigned case manager will review sections of the handbook with you throughout your stay in the facility. If additions or corrections to the handbook are made, you will be informed immediately. During the intake process, you will be required to sign a confirmation that you have received, read and understand the contents of the handbook.

Please feel free to discuss any issues pertaining to your treatment with staff. This program is designed to help you make a positive change in your daily activities. We believe that if you successfully complete this program, you will have the best chance of making this your last experience in the criminal justice system. We hope you learn that only you can make changes in your life. We care about your success and are ready to support you as you plan and make these positive changes.

Your success is our success!

Sincerely,

Frank Guyon

Frank Guyon
State Program Director

PROGRAM PROFILE

PROGRAM DESCRIPTION AND MISSION

The Kintock Group is an ACA accredited contract facility for community corrections, which provides a safe, secure, drug-free, supervised, residential environment for reentrants. Our mission is to provide employment, education, life skills classes, addictions education and other specialized programming deemed appropriate to individuals under Parole supervision as determined by the Bureau of Community Corrections in order to prevent and reduce crime. In providing these accommodations, Kintock is committed to meeting the standards set by the American Correctional Association and complying with all policies and procedures mandated by the Department of Corrections and Pennsylvania State Parole.

PROGRAM COMPONENTS

Kintock accepts reentrants referred by the Bureau of Community Corrections and PA Parole Board. Reentrants will reside at the facility until all required classes are completed and they are released by the Parole Board or on the date mandated by the Bureau of Community Corrections. Kintock provides its reentrants with:

- *Life skills seminars;*
- *Group, individual and family counseling;*
- *Addictions education;*
- *Intensive case management;*
- *Budgetary planning;*
- *Parenting skills;*
- *Employment education, counseling and assisted placement;*
- *Medical and housing referrals.*

STAFFING

The Program Director is Frank Guyon. Kintock is staffed 24 hours a day, seven days a week. Kintock staff members are always available and can be reached at 1-800-565-8840. The State Program employs a Program Director, Senior Case Manager, Case Managers, Counselors, Employment Resource Personnel, Administrative Assistants and numerous Operations staff to assist with your adjustment inside the facility.

COVID-19

For everyone's safety and the security of this center, all reentrants must wear a mask when outside of your dorm room. Your mask must cover your mouth and nose. Social distancing of 6ft. is required for all activities. Masks may be removed when eating, but social distancing is still required. Wash your hands often and clean any surface you touch. If you believe that you have come in contact with anyone who may be sick, please notify staff immediately. You are expected to abide by regulations set forth by the Department of Corrections and the Center for Disease Control.

INTAKE

On your first day, you will be guided through the new arrival process, which includes:

- *Undergoing a strip search*
- *Being fitted for your specific size with the GPS ankle Monitor*
- *Providing a urine and breathalyzer sample*
- *Being photographed*
- *Having your personal property inventoried*
- *Receiving your room assignment, bed and locker, and*
- *Receiving clean bed linens and towels.*

Staff will give you a tour of the complex to familiarize you with the physical layout of the building, emergency evacuation procedures, and the location of facility services.

ORIENTATION

On your first or second day in the program, you will participate in the orientation process. The New Reentrant Orientation consists of meeting with a Case Management Coordinator, a Counselor, an Operations Manager and your Case Manager. Throughout this orientation process, staff will provide you with an overview of the program, discuss expectations, and advise you of your responsibilities. In addition, a staff member will conduct a Texas Christian University drug and alcohol assessment regarding your history of substance abuse.

You will undergo an Initial Risk Assessment within 24 hours of your arrival at the facility. This assessment will cover any special needs, including medical issues, which you may require. You will also meet with a nurse to undergo a medical evaluation upon your arrival.

Furthermore, **you will be issued a Kintock Reentrant Identification Card** during your orientation. **This ID shall be visibly worn at all times while you are inside the facility.** You will not be permitted to meet with any staff member without your ID. Your ID shall also be worn in order to be served during meal times, receive commissary and receive cash disbursements. If you misplace your ID, there is a \$5 replacement fee.

NEEDS ASSESSMENT / CASE PLANNING

Your assigned Case Manager will begin the assessment and evaluation process during the orientation phase of your stay at Kintock. Your Case Manager will establish a Prescriptive Program Plan (PPP) after reviewing file information and conducting an LSI-R assessment with you to determine the personal steps you need to take to live successfully in the community. Goals and detailed plans for reaching them will be specified in the PPP. You and your Case Manager will sign the completed PPP. Throughout your stay at Kintock, the PPP will be reviewed by you and your Case Manager. In addition, your Case Manager will also complete the Treatment Placement Screening (TPS). The TPS determines which programs you will be required to complete during your stay.

CASE MANAGEMENT

You are required to meet with your Case Manager to complete a progress report on a weekly basis throughout your time in Kintock. These sessions will revolve around the goals and strategies of the Prescriptive Program Plan. Failure to report to a meeting with your Case Manager may result in disciplinary actions. You are permitted to request to see your file. You shall submit a written request to your Case Manager in order to view your file.

CHAIN OF COMMAND

You shall follow the chain of command at all times. This procedure is designed to provide you with the appropriate attention you need to resolve your issues and get proper direction or advice. The chain of command is as follows:

- Case Managers/Resident Supervisors/Employment Counselors/Counselors
- Managers of Resident Supervisors/Senior Case Managers/Senior Managers
- Directors

Please note that if you choose to break the chain of command you may be held accountable and lose your privileges.

PAROLE VIOLATOR REQUIREMENTS

- Currently, there are two Parole Agents assigned to the Kintock Group's Parole Violator Program. The Agent that you are assigned to will be determined by your Parole Board Action. All agents have regular hours in the facility.
- Please be aware that both Parole and Kintock staff will request urine samples for urinalysis testing during your time in the program.
- Parole Violators need to submit their home plan to their Case Manager ASAP. A Parole Violator's release is contingent upon an approved home plan and all other required stipulations being met. If your home plan was approved prior to entering the Parole Violator Program, you shall still submit your home plan to your Case Manager in order for Parole to confirm that the home plan is still valid.
 - A field agent is responsible for investigating the home plan.
 - A home plan investigation can take up to forty-five days to be completed after it has been submitted.

PROGRAM OUTLINE

Throughout your time at Kintock, you will be expected to attend all scheduled classes. You will not be eligible for discharge from the Parole Violators program until all scheduled classes are completed. During your initial orientation you will be given your full class schedule. Program classes will be audited regularly to ensure quality and consistency. Your programming schedule and length of time in the program will be determined at the Program Review Team Meeting, which will be held within the first two weeks of your arrival. The Program Review Team consists of your Case Manager, Senior Case Manager, Counselor, Parole Agent, Contract Facility Coordinator and DOC Program Manager.

PAROLE VIOLATOR'S PROGRAM SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM – 9:30 AM	Female PV's Back on Track Outside	Female PV's Anger Management/ Personal Growth	Female PV's Back on Track Outside	Female PV's Anger Management/ Personal Growth	Female PV's Back on Track Outside
9:40 AM – 10:40 AM	Male PV's Back on Track Outside	Male PV's Personal Development	Male PV's Back on Track Outside	Male PV's Personal Development	Male PV's Back on Track Outside
10:45 AM – 11:40 AM Lunch/One on One Sessions/Paperwork					
11:45 AM – 12:45 PM	Female PV's TPV SUD MOD/HIGH	Female PV's Parenting	Female PV's TPV SUD MOD/HIGH	Female PV's Parenting	Female PV's TPV SUD MOD/HIGH
12:55 PM – 1:55 PM	Male PV's TPV SUD MOD/HIGH	Male PV's Your Money Your Goals	Male PV's TPV SUD MOD/HIGH	Male PV's Your Money Your Goals	Male PV's TPV SUD MOD/HIGH
2:30 PM – 3:30 PM	Female PV's Your Money Your Goals	Male PV's Anger Management/ Personal Growth	Female PV's Your Money Your Goals	Male PV's Anger Management/ Personal Growth	
3:30 PM – 4:30 PM	Male PV's Parenting	Female PV's Personal Development	Male PV's Parenting	Female PV's Personal Development	

DRUG AND ALCOHOL TESTING/URINE MONITORING

The use of illegal drugs and any alcohol (including mouthwash, cough syrup, unauthorized over-the-counter or prescription medication, and any food or candy that contains alcohol) on or off the facility premises is ***strictly prohibited***. A positive urine or alcohol test will result in disciplinary sanctions, including possible termination from the program. All reentrants will be tested for drug and alcohol use on a random basis at intervals mandated by the Department of Corrections and Parole. Both Kintock staff and Parole staff can require urinalysis testing at any time. After you have been requested to submit a urinalysis or breathalyzer test, you shall stay inside the designated area, within sight of staff until you are able to produce a urine or breathalyzer. The consumption of food or drink (except water) is prohibited until the urine or alcohol sample has been submitted. Additionally, if a staff member suspects that you have been using drugs or alcohol, he or she will require that you undergo a urine test and/or a breathalyzer test. Failure to submit to testing within the required time frame will be considered a *stall*, and will be treated as a positive and may result in disciplinary action.

HOUSE MEETINGS

You are required to attend all scheduled house meetings. You shall review the bulletin boards for the house meeting schedule and shall arrange to be in attendance at that time. House meetings are for reentrants and staff to discuss issues pertaining to the program, the facility, and the community of individuals occupying it. They are not an opportunity to discuss personal issues; individual meetings can be arranged with your Case Manager, Senior Case Manager and/or Director at any time to discuss personal issues.

COUNTS

Official counts in the facility are conducted at least seven times per/day. You shall stand by your bedside during counts conducted between 7:00 AM and 11:00 PM. You cannot lie or sit on your bed or be in any other area of the dorm during bedside count. Only reentrants with medical documentation stating that they cannot stand during bedside count are eligible to be in their beds during the previously mentioned counts. Failure to cooperate during count will result in disciplinary action. After lights out, you will be counted in your bed except during emergency evacuations and fire drills. A count will be conducted immediately following any emergency evacuation of the building.

FIRE AND SAFETY REGULATIONS

- **The Kintock Group is a non-smoking facility. Smoking is prohibited in the entire facility.**
- No lighters, heating equipment, extension cords, or electrical appliances are allowed in the dorms.
- Burning incense/potpourri or any other items is **strictly prohibited**.
- Reentrants are strictly prohibited from tampering with the lighting, electrical outlets, microwaves, smoke detectors, fire alarms, sprinklers and fire extinguishers.
- You are only permitted to use linen and pillows that Kintock has provided to you.

EMERGENCY EVACUATION PROCEDURES

Emergency evacuation drills will be conducted on a random basis at least once per month. All reentrants are required to participate; failure to do so will result in disciplinary action. Posted in each room is a diagram showing exit routes from the facility. Should the emergency alarm sound and/or staff announces an evacuation, you shall proceed immediately to the nearest exit (as shown on the diagram,) depart the facility, assemble in the yard area, and remain there until further instructions are given. This procedure needs to be conducted quickly, calmly and in absolute silence so that instructions can be heard. Staff will conduct a count outside at the assembly area. Once staff announces the "all clear," you need to report to the assigned area for another count.

RESTRICTED ACCESS AREAS

You are not permitted to be in any dorm other than your assigned dorm. The control booths and all administrative office areas are not to be entered without staff authorization.

Parole Violator Reentrants SHALL be escorted by staff whenever they leave their assigned Dorm.

SEXUAL CONDUCT

You are prohibited from engaging in sexual conduct with other reentrants, any visitors or any staff member. Please see the “Reentrant Rights” section of the handbook, regarding sexual harassment.

REENTRANT RELATIONSHIPS

You should not put yourself in a position of control or authority over another reentrant at any time.

PETITIONS

Kintock prohibits the circulation of any petition among the reentrant population.

SEARCHES

Every reentrant is subject to be searched at any time. Kintock personnel may conduct pat searches in any area of the facility. In addition staff may request that you walk through a stationary metal detector and/or use a handheld metal detector during a search. All searches will be conducted in a professional manner with tact and proper attitude displayed. All pat searches will be conducted by a member of the same sex as the reentrant.

Searches will be conducted by two staff members when possible. Any contraband discovered during a search will be itemized by two staff members and confiscated. Refusal to turn in contraband will result in disciplinary actions.

A strip search may be conducted by Center Staff in accordance with Department of Corrections’ policy. All strip searches will be conducted in a closed office area with at least two staff members present. A strip search will only be conducted by staff members of the same sex as the reentrant. All Parole Violator reentrants will be strip searched upon arrival. All Parole Violators will be required to submit to a strip search after each contact visit and upon return from leaving the facility grounds for any reason (medical appointments, etc.).

All confiscated contraband, including cellular phones, will NOT be returned.

If you are found with contraband and refuse to turn it in immediately, you will be written up for possessing contraband and for refusing a staff directive, regardless of whether or not you eventually turn the contraband over to staff.

Contraband includes (but is not limited to):

- Anything that could be considered a weapon;
- Alcohol/drugs/drug paraphernalia/unauthorized medication;
- Money exceeding \$75.00;
- Cameras and all video equipment;
- Pagers, cell phones, computers, and large radios/CD players;
- Pornographic literature and pictures/videos/DVDs;
- DVD players, DVDs, CDs, Blue Rays, etc.;
- Hand-held video games, video game consoles;
- Any items which staff identifies as being inappropriate;
- Any sharp objects including but not limited to scissors, single-edged razor blades, makeshift tattoo guns, sharpened objects;
- More than two packs of cigarettes;
- Unrolled tobacco, Top paper, Blunt wraps, Chewing tobacco, Dipping tobacco, etc.;
- Lighters;
- **Excessive clothing;**
- Speakers;
- Any items considered to be used for gambling;
- Glass bottles or wire hangers;
- Any object altered to conceal contraband;
- Duffle bags or any bag with zippers.

Possession of any contraband will result in disciplinary action, including termination from the program.

Lockers will be searched randomly. You do not have to be present for a staff search of your locker, bed area, or property. You shall only use Kintock assigned locks on your locker. All personal locks will be confiscated.

SHAKEDOWNS

Shakedown of the facility and/or individual dorms will be conducted on a random basis by Kintock staff, Department of Corrections and/or Pennsylvania Board of Probation and Parole Officials.

LIGHTS OUT POLICY

All lights are to be turned off in the dormitory areas and TV lounges at 12:00 AM, Sunday through Thursday, and no later than 1:30 AM on Friday and Saturday.

The dining room area is off limits after 11:00 PM, Monday through Thursday, and 12:30 AM on Friday and Saturday. No telephone calls or smoke breaks are permitted after lights out.

RESPECT FOR STAFF, REENTRANTS, AND THE FACILITY

Profanity is strictly prohibited in all areas of the facility. Insolence/threats towards staff will not be tolerated. Reentrants shall follow all directives given by facility staff. Failure to maintain respect and to follow directives given by staff will result in disciplinary action.

In addition, you are expected to show respect for the facility and the property contained within the facility by refraining from vandalism, loud arguing and cursing.

Threatening staff, interfering with staff duties and vandalism may result in your termination from the program.

APPROPRIATE DRESS

You shall be dressed appropriately and covered adequately at all times in the facility. This will include sleeved shirts, pants, and tied shoes or sneakers. (Open toed shoes with socks and/or sandals may be worn in your room or the dayroom of your dorm.) Gym shorts, sweat pants, boxer style shorts and other recreational shorts are to be worn to and from recreation only. Sweat pants and casual shorts may also be worn in the dayroom of your dorm. Shorts may be worn outside of the dorm; however, they shall be mid-thigh to knee in length. Underwear is not an appropriate outer garment in the facility, including in your dorm. Nudity is not permitted unless in the shower (i.e. you are not permitted to sleep in the nude). No halter tops, tank tops with spaghetti straps, midriffs, or tube tops are permitted whether in the form of a blouse, shirt or dress, etc. All blouses, shirts and tops shall extend over the belt line. Short shorts, micro-mini skirts, fishnet stockings and see through blouses or other revealing garments that do not completely cover or that overemphasize the private areas of the body will not be tolerated.

General Dress Requirements:

- *All pants need to be secured around the waist;*
- *Cut off shorts are not permitted;*
- *Rolled up pant legs are not permitted;*
- *Midriff shirts that expose stomach are not permitted;*
- *Tank tops are not permitted;*
- *All underwear needs to be completely covered, including undershirts;*
- *Sunglasses may not be worn in the facility, including prescription lenses;*
- *Clothes with sexually suggestive or offensive messages are prohibited;*
- *Clothes with messages relating to or promoting the use of drugs or alcohol are prohibited;*
- *Reentrants may not wear any kind of hat, headdresses, and picks or combs on or in the hair;*
- *Only religious head gear is permitted outside the reentrants' assigned dorms;*
- *Excessive or large jewelry may not be worn in the facility.*

FISCAL

You may not have more than \$75.00 in your possession at any given time.

All money orders or reputable checks (Institutional or Employment only) received from drop offs, visits or in the mail will be deposited into a reentrant fund account on the Jail ATM kiosks. Personal checks and cash will not be accepted by staff. You will be able to request money (up to \$75.00) from your account, via the cash slip box located inside of the dorm, 1x per/week. All cash request slips shall be in the cash slip box no later than 9:00 AM on Monday morning. Your Case Manager may ask that you provide receipts documenting what you have spent your money on whenever you request additional funds. All cash cannot be dropped off to staff and shall be added to your Resident Account (Commissary) by a family member or friend, via the Jail ATM machine in the lobby. All cash or credit card deposits uploaded via the lobby ATM will be subjected to a \$3.25 fee, which will be deducted each time an amount is added to your account. Family members and friends are also able to add funds or order commissary items on the kiosks by visiting the website: www.JailATM.com. Funds added to the JailATM.com site directly will not be charged the \$3.25 fee.

Limited petty cash and laundry service cards are available for those reentrants who are unable to afford essentials.

COMMISSARY

You will be able to purchase items from CBM utilizing the kiosks installed in the facility. Items approved include certain food items, cosmetics, clothing, and entertainment items. You will use your Department of Corrections ID number as your username and will be able to choose your own password. Orders submitted prior to Sunday at 11:00 PM will arrive on Wednesday of that week. Orders placed after the cutoff will arrive during the following week. During distribution, you will review your receipt and look through the package. If there are no disputes, you will sign and date the receipt. If there are any disputes regarding the order, you shall clearly write the dispute on the receipt. The staff member will turn this into the Program Director or designee for investigation and you will be notified about the outcome of the investigation.

LAUNDRY

You are required to keep your clothing clean and in good repair at all times. You are also required to return the Department of Corrections provided clothing upon receipt of clothing from a drop off, package delivery or Kintock donation. Card operated laundry equipment is available to reentrants. A detergent dispenser is present in the laundry room and detergent is available to order on the commissary kiosks. The Laundry Room hours are posted outside each laundry room and inside of your assigned Dorm.

All BLEACH is prohibited in the facility. All detergent other than what is provided in the detergent dispenser or on commissary is also prohibited in the facility.

LINEN SERVICE

You will be issued a complete set of bed linens, blankets, towels and washcloths upon arrival at the facility. *Dirty linens shall be exchanged for clean linen on the designated day every week.* You are financially liable for the return of an undamaged complete set of linens upon discharge.

MAIL SERVICE

Mail for the reentrants is sorted daily and will be distributed after 3:00 PM daily. A listing of reentrants receiving mail is posted every day. Any boxes and packages entering the facility shall be opened in the presence of staff. No reentrant may receive or open another person's mail. **You are not permitted to correspond with anyone under correctional supervision without approval from the contracting agency.**

To ensure that you will receive your mail after you are released from Kintock, you will be required to notify senders of your change in address upon your release. Any first class mail that is received at the facility will be forwarded to your release address up to 14 days after you have been released from the program. If a forwarding address is not available, all first class mail will be returned to the sender.

You are not permitted to have or receive the following types of publications, which are considered contraband material:

1. Any pornographic material.
2. Material which promotes illegal or underground activity.
3. Material that is considered discriminatory or promotes violence or hate.
4. Material which promotes the use of weapons or intelligence equipment.
5. Material determined to be a threat to the maintenance of facility order, control and/or security.
6. Reentrants are not permitted to have or receive balloons, flowers or food/candy.

The Kintock Group has the right to open and inspect mail for contraband in the interest of security. Kintock also has the right to reject mail. Kintock will provide postage (for two standard legal letters and two standard personal letters per week) if you do not have the means to communicate with family and/or legal counsel.

After being sorted, mail will be available to all reentrants for 48 hours. If you fail to collect your mail during that time, it will be returned to the sender.

FOOD SERVICE

All meals are served in the dining room. The following procedures shall be followed:

- You shall be properly dressed to be served in the dining room.
- You shall be wearing your Reentrant ID badge.
- You may not take food outside of the dining area.
- You are required to follow the instructions of Operations and the dining room staff.
- You are required to clean up your dining area after you are finished eating.
- You are required to abide by any additional rules and regulations governing the dining area.
- Only individuals assigned to kitchen detail are permitted to enter the kitchen.
- The dining room is open from:
 - 5:00 AM – 11:30 PM, Sunday through Thursday,
 - 5:00 AM – 12:30 AM on Friday and Saturday.
 - These times exclude count times and in-house cleaning times.
 - You shall be escorted by staff to enter the dining room during these times.

Accommodations will be made for religious/medically documented diets. If you require a special diet due to religious beliefs or medical/dental issues, please inform your Case Manager or Nurse of this issue. This request should be submitted to your Case Manager or Nurse in writing, along with supporting documentation. Your Case Manager or Nurse will then furnish the specifics of your diet, in writing, to the Food Service Manager.

Consumption of food and beverages is permitted only in the dining room.

Meals are provided free of charge at the following times:

Monday-Friday

Male Breakfast.....6:00am-6:30am
Female Breakfast.....6:30am-7:00am
Female Lunch.....11:30am-12:00pm
Male Lunch.....12:00pm-12:30pm
Female Dinner.....4:30pm-5:00pm
Male Dinner.....5:00pm-5:30pm

Weekend & Holidays

Female Continental Breakfast...7:30am-8:00am
Male Continental Breakfast.....8:00am-8:30am
Female Brunch.....10:30am-11:00am
Male Brunch.....11:00am-11:30am
Female Dinner.....4:30pm-5:00pm
Male Dinner.....5:00pm-5:30pm

RECREATION

An important life skill is the appropriate use of leisure time. To assist you in developing appropriate leisure time activities, Kintock provides both counseling and recreational activities, including a fully-equipped workout room, TV lounges, a courtyard, a basketball court, reading materials, games and free time in the computer lab. Schedules for the workout room are posted, and the TV lounges are designated by the type of programming presented.

Use of equipment and participation in Kintock's recreational activities is at your own risk. During the orientation you will sign the Waiver of Liability excluding Kintock from any and all liability associated with any injuries you may incur while using the facility's exercise equipment or while participating in any recreational activities.

You are advised to obtain medical clearance prior to engaging in any exercise.

You are asked to care for the work out room equipment so that others may also have the opportunity to use and enjoy it. This includes not damaging the equipment and wiping the equipment down after use. Authorized hours for the workout room are posted outside of the workout room and in your assigned Dorm.

You are permitted to have IPods inside the facility (excluding the iPod Touch and IPods with a camera).

However, cell phones, portable DVD players, hand-held video games, video game consoles, DVDs, CDs, radios and speakers are not permitted inside the facility. All are considered contraband, and will not be returned if confiscated.

The Kintock Group is not responsible for lost, stolen or damaged property.

PAY PHONES

Pay phones are located inside of your assigned Dorm. The payphones do not receive any incoming calls. Once you have funds in your commissary account, you can purchase phone time from the kiosks or on the phones themselves. Families and friends can purchase phone time for you directly through NCIC at 1-800-943-2189 or online at Accounts.NCIC.COM.

After you have purchased phone time, follow these instructions to make a call:

1. Pick up handset
2. Choose a language (1 for English, 2 for Spanish)
3. Enter your ID number
4. Enter your 4-digit passcode
5. Dial 2 for prepaid/debit call
6. Enter your 10-digit destination number

Because there are a limited number of phones, we request that you limit all calls to 15 minutes. You are subject to disciplinary actions if you refuse to terminate a call when instructed to do so by staff. Phones may not be used after lights out.

A Telecommunications Device for the Deaf (TDD) is maintained at the Kintock corporate office. If you are in need of the device please inform your Case Manager so the TDD can be brought to the facility.

VISITORS

You are encouraged to have family and friends visit you at the facility. During the orientation process, your Case Manager will ask you to complete a *Reentrant's Visitors List*. Revisions may be made with the Case Manager's approval. Co-defendants and convicted felons will not be permitted to visit. All visits shall take place in the Visiting Room or designated area.

Visits for Parole Violators are permitted on Saturdays and holidays from 8:45 AM to 10:15 AM. A sign-up sheet for visits is posted in your dorm weekly. Your visitors shall arrive during your designated time slot. Four visitors are permitted at a time per reentrant. Any special visits from clergy, attorneys, social service agencies, etc. shall be authorized in advance by your Case Manager.

Your visitors shall adhere to the following rules:

- All visitors 18 years of age and older shall be on the reentrant visitor's list. **(No exceptions).**
- Visitors are only permitted to drop off clothes, cigarettes and money orders. All cash shall be deposited directly into the Jail ATM in the lobby.

- All persons entering the facility are subject to search at any time without notice. All visitors shall go through the metal detector before being given access to the facility for a visit.
- Photo ID shall be shown and provided to staff upon entering the facility. ID will be returned to visitors when they sign out of the facility.
- Visitors are not permitted to enter the visiting room with any handbags, briefcases or bags during visiting hours. These items shall be left in a facility locker.
- Cellular phones are not permitted to be used or brought into the facility.
- Visitors shall sign in upon arrival and sign out upon departure.
- Children visiting shall be supervised at all times.
- Weapons, alcohol, and/or illegal substances (including marijuana, or other drugs) are not permitted in this facility.
- No intimate physical contact during a visit.
- Visitors may not give anything directly to a reentrant. All items shall be inspected by staff before being given to a reentrant.
- **Visitors are only permitted to be in the visiting room during approved visiting hours.**
- Visitors will not be admitted into the facility if they do not adhere to the proper dress code, i.e., no tank tops, halters, short shorts/skirts, see through clothing or any other items of clothing that staff deem as inappropriate.

If you or your visitors fail to comply with these rules, you are both subject to loss of your visiting privileges and /or criminal prosecution.

MEDICATION/MEDICAL SERVICES

Medication Procedures

- All medications shall be pre-approved and documented by medical staff at the facility. You shall turn all medications in to Control upon your arrival to the facility. The medical staff will review and document all medication. This is for your safety and protection as well as the security of the facility.
- You may keep many of your prescription and over-the-counter medications in your lockers. **However, all psychotropic medications, narcotics, insulin, syringes, anti-TB medications and steroids shall be kept in Control Booth #3.**
- Medication needs to be taken as prescribed by a physician.
- If you wish to take your medication that is stored in Control, you shall come to the medication cart when medical/Operations staff report to your dorm during approved medication times (*medication will only be available during specific times*). The Nurse or Manager of Resident Supervisors will consult the medication log and will hand the medication, in its container, to you. You shall take the medication in the presence of staff. Both you and the witnessing staff member shall sign the medication log to indicate date, time, name of medication, dosage taken and amount of medication remaining in the container. No resident will be reminded to take his/her medication.
- Vitamins/Supplements are considered to be over-the-counter medication and shall be approved by medical staff prior to consumption. Supplements/vitamins in powder form are not permitted inside the facility.

- You are not permitted to consume any medication prescribed for someone else.
- **You are prohibited from taking any prescription medication, considered a controlled substance and/or containing narcotics and/or alcohol, without PA DOC and/or PA Parole pre-authorization.**

Medical Services

- The Kintock Group provides a Nurse Practitioner/Physician's Assistant, Psychologist and three LPNs who will be on site to address sub-acute medical needs. The Nurse Practitioner/Physician's Assistant and Psychologist will be available to write prescriptions when necessary.
- Prescriptions are filled and delivered to the facility at a discounted rate.
- If you need to meet with medical personnel for 'sick call' please complete a Health Services Request form and provide it to your Case Manager or Nurse.
- If you become seriously ill inside the facility and need immediate medical attention, you shall inform staff immediately so 911 can be called. Reentrants are NOT permitted to call 911. **Calling 911 without staff approval is a violation of procedures and will be grounds for sanctioning.**
- If you are permitted to go to an Emergency Room for treatment, you will be fitted with a GPS Ankle Monitor prior to exiting the facility. Two Kintock staff members will escort you to the hospital and will remain at the hospital with you until you are discharged. If you are admitted to the hospital, Parole Staff will take over supervision. Upon discharge, Kintock staff or Parole will transport you back to the facility.
- You are required to sign a "Release of Information" form allowing the treating medical staff to share your medical information with Kintock staff.
- You will not be denied medical access or medical care for any reason. All accommodations possible will be made by Kintock staff to assist you in securing medical care.
- A Telecommunications Device for the Deaf (TDD) is maintained at the Kintock corporate office. If you are in need of the device please inform your Case Manager so the TDD can be brought to the facility.
- If you are diabetic, Kintock can provide a Blood Glucose Meter, to assist you with monitoring your blood sugar level.

The Kintock Group does not assume any financial or other responsibility for a reentrant's medical treatment, medication, or general health.

EMERGENCY MEDICAL INTERVENTION

All staff members are certified in Advanced First Aid and CPR. Four fully-equipped emergency first aid kits are maintained in the facility in each control booth. An Automated External Defibrillator is also maintained in the facility. Facility Emergency and Safety procedures dictate that staff shall call 911 immediately in the event of an emergency.

PERSONAL HYGIENE

You are required to shower daily in order to maintain proper hygiene. If you are unable to afford personal hygiene products, Kintock will provide you with a personal care packet that contains the

following items: soap, shampoo, toothpaste, toothbrush, deodorant, a comb and a razor (female reentrants will also be provided with feminine products).

Toilet Paper is provided by Kintock for all reentrants.

You are eligible to purchase personal hygiene products through commissary. For security purposes, your visitors are not permitted to drop off personal hygiene products to the facility.

PERSONAL PROPERTY

You may only have personal property that fits neatly into your locker, which should be kept locked at all times when you are not present in your room. You are not permitted to store any personal items under your mattress, on the top of lockers, or on windowsills. You may affix decorations to the inside and outside of your locker using magnets only. Decorations may not be profane, pornographic or offensive. **Personal property that is not kept inside your locker will be confiscated and will not be returned.** Items that do not fit inside your locker shall be sent home. Only laundry bags for dirty clothes are permitted and are stored under your bed.

Disposition of Personal Property

During your initial orientation, you will designate one or two individuals on your Disposition of Personal Property form to collect your personal property in the event of termination, emergency transfer or death. Your personal property shall be picked up within 14 days by the individual(s) on your Personal Property Form if they are contacted to retrieve your belongings. If you were classified as an escapee, any personal property that is left behind will be considered abandoned and will be immediately removed. If your property is not collected within 14 days after it is eligible to be released, it will be donated to charity.

You and two Kintock staff members will inventory your personal property on the day you arrive. All items inventoried shall be specifically described, i.e., brand names, color, etc. When additional items are brought into or taken out of the facility, they should be added to or deleted from the inventory list. It will be your responsibility to contact your Case Manager to add or delete items from your inventory list. **Kintock is not responsible or liable for your personal property.**

Borrowing or lending personal property to other reentrants is strictly prohibited.

PERSONAL LIVING AREA

You are required to keep the area around your bed clean as part of your living experience. **Morning In-House cleaning begins daily at 9:00 AM and Evening In-House cleaning begins at 9:00 PM daily.**

You are permitted to have three pairs of shoes under your bed (including shower slippers). Towels and wash cloths may be folded over your bed rail. In addition, you may have a laundry bag stored under your bed. All windows and windowsills in your area shall be wiped down on a daily basis. Baseboards, bed frames, lockers (top and underneath) shall be free of dust and dirt at all times. The floors shall be cleaned on a daily basis. Trash shall be taken out twice daily.

Failure to properly maintain your living area will result in disciplinary action.

You are also expected to clean up after yourself while using all common areas including the bathrooms, cafeteria, workout room, classrooms, TV lounge and courtyard.

Any property left outside of your locker, including but not limited to paperwork, extra pairs of shoes, extra clothing, etc. will be confiscated and donated to charity or discarded.

CLEANING SUPPLIES

Kintock maintains an MSDS sheet for all cleaning supplies used inside the facility. Staff will permit you to review the MSDS sheet for any/all cleaning supplies that are in use.

ESCAPES

You will be considered an Escapee if you exit the facility without authorization, if you are not present for bedside count (and records show you have not signed out of the facility) or if you fail to remain with the staff escort if you are approved to go to a local emergency room.

Criminal escape charges will be filed by the Pennsylvania State Police, Bureau of Community Corrections and the PA Parole Board.

- **In the event that a reentrant escapes from the facility, any personal property that is left behind will be considered abandoned by the reentrant and will be immediately removed. Removal will be accomplished by donation to a charitable organization or disposal.**

BULLETIN BOARDS

Important and timely information is posted on bulletin boards located inside of your dorm and throughout the facility. Reentrants are responsible for familiarizing themselves with the posted information. These bulletin boards contain information on case management, social services, DOC and PA Parole Board regulations and Kintock regulations.

CONTRACTS

You shall obtain approval from the Program Director and the Bureau of Community Corrections and/or PA Parole Board prior to entering any contract, i.e., marriage, divorce, bankruptcy, etc.

MEDIA

You shall obtain authorization from the Program Director and Bureau of Community Corrections and/or PA Parole Board before speaking with or obtaining access to the media.

REENTRANT EXPERIMENTATION PARTICIPATION

You are prohibited from participating in any medical, pharmaceutical or cosmetic experimentation. If you are found to have done so, you will be subject to disciplinary action. Kintock will not volunteer you or any other reentrant to be part of such a program.

GAMBLING

Gambling is prohibited at any place in the facility or on the grounds. Lotto and lottery playing are considered gambling and are also prohibited. Suspicion of gambling is subject to disciplinary actions.

RELEASE PROCEDURES

Once approved for release by the PA Parole Board, you shall ensure that you take all of your personal belongings and medication on the day of your release from the program. Your linen, pillow, and lock shall be returned to the staff in Control Booth #1 on the day of your release from the program.

All reentrants are required to collect official release paperwork from the staff in Control Booth #1 on the day of their release. If you have money remaining in your Kintock account at the time of your release, a check will be processed in your name.

LEGAL RIGHTS

You are permitted to have access to the courts, law libraries (online) and contact with attorneys or their authorized representatives. If you are required to appear for a court hearing, transportation will be arranged through the Bureau of Community Corrections and the PA Parole Board. There is also video conferencing equipment at the facility which is available for some hearings. Access to online legal resources can be granted during free time in Kintock's computer lab. You shall submit a Reentrant Request form to your Case Manager for authorization to have your attorney or their representative visit you at the facility.

REENTRANT RIGHTS

As directed by the Department of Corrections and agreed to by The Kintock Group, you are afforded the following rights:

1. The right to be treated respectfully, impartially and fairly by all personnel.
2. The right to freedom of religious affiliation and voluntary religious worship.
3. The right to health care including nutritious meals, proper bedding and clothing, bathing and laundry facilities, sufficient warmth, proper ventilation and fresh air, a regular exercise period, and medical and mental health treatment.
4. The right to correspond with and visit family members, friend and other persons (where there is no threat to security or order) in keeping with the rules and schedules of the facility.
5. The right to unrestricted and confidential accesses to the court by correspondence and

law library.

6. The right to legal counsels from an attorney of choice by interviews and correspondence.
7. The right to receive help when it is available through a legal assistance program.
8. The right to a wide range of reading materials for educational and leisure purposes.
9. The right to participate in counseling, education, vocational training and employment as far as resources are available and in keeping with interest, needs and abilities.
10. The right to review your case file by submitting a request to your Case Manager.

In addition, you are protected from sexual harassment, physical and other abuse through the following agreement with the Department of Corrections:

Kintock shall retain the reentrant in safe supervision providing proper discipline and control. Kintock and its staff shall have only the right of ordinary citizens to use physical force. Kintock shall report any use of physical force by staff on the reentrant to the Department of Corrections. Under no circumstances shall a reentrant be subjected to cruel or inhumane treatment. No reentrant of Kintock shall be subjected to discrimination in any manner relating to his confinement on the grounds of race, religion, national origin, gender, sexual orientation or disability. Under no circumstances shall a reentrant of Kintock be in a position of control or authority over other reentrants.

DISCIPLINARY PROCEDURES

Violations of any rules or regulations of Kintock and the DOC/PBPP shall result in an incident report being written. All incident reports will be investigated by staff. Informal resolutions of incident reports will always be considered before taking formal disciplinary action. Sanctions will not be imposed prior to an in-house hearing. Please refer to the DOC's Universal Set of Rules.

After you have received your sanction, you have the right to appeal the decision within 15 days to the Senior Case Manager. If the Senior Case Manager imposed the sanction, the appeal should be submitted to the Program Director.

Minor sanctions include:

- *Written/Verbal warning or reprimand;*
- *Imposition of extra duty;*
- *Forfeiture of visiting privileges.*

GENERAL PROGRAM RULES:

- *Rise, dress, and clean dorm area at the proper time;*
- *Maintain good personal hygiene;*
- *Refrain from wearing head rags, bandannas, hoods or hats in the facility;*
- *Follow the visitors' policy and ensure your guests follow the visitors' policy;*
- *Respect the needs and privacy of other reentrants;*
- *Complete in-house assignments properly & promptly;*
- *Keep personal room area neat and clean;*
- *Attend house meetings as scheduled or required;*
- *Participate in programming and counseling;*

- *Limit phone calls on pay phones to 15 minutes;*
- *Participate in monthly fire drills;*
- *Do not bring your own electric appliances or heating equipment;*
- *Sleep only in your designated bed;*
- *Do not enter any other dorm area or section other than the one you have been assigned;*
- *Observe lights-out times;*
- ***Do not lend or borrow money or personal items;***
- *You will share the financial responsibility for damaged or missing items which will be assessed accordingly, unless those responsible are identified;*
- *Tattoos, self-mutilation, cosmetic or surgery acts to alter appearance are strictly prohibited.*

(NOTE: Other program rules do exist and will be enforced. The above list is a brief overview of the most common program regulations.)

In addition to Kintock's program rules, the PA Department of Corrections has identified the following list of **prohibited behaviors**, which can result in application of misconduct charges:

Class I Charges - Category A

Violation of the PA Crimes Code (shall be specified)

- | | | |
|-------------|------------------------|--------------------------------------------|
| 1a. Murder | 1f. Escape | 1k. Voluntary Manslaughter |
| 1b. Rape | 1g. Robbery | 1l. Extortion by Threat of Violence |
| 1c. Arson | 1h. Burglary | 1m. Involuntary Deviate Sexual Intercourse |
| 1d. Assault | 1i. Kidnapping | |
| 1e. Riot | 1j. Aggravated Assault | |

Class I Charges - Category B

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

Class I Charges - Category C

12. Tattooing or other forms of self-mutilation;
13. Destroying, altering, tampering with, or damaging property;
14. Indecent exposure;
15. Engaging in or encouraging unauthorized group activity;

16. Refusing to work or encouraging others to refuse to work;
17. Breaking restriction or quarantine;
18. Gambling or conducting a gambling operation;
19. Unauthorized use of the mail or telephone;
20. Possession or circulation of a petition.

Class I Charges - Category D

21. Using abusive or obscene language to an employee;
22. Failure to stand count or interference with count;
23. Violating a condition of a pre-release program (specified);
24. Violation of visiting regulations (specified);
25. Lying to an employee;
26. Presence in an unauthorized area;
27. Loaning or borrowing property;
28. Failure to report the presence of contraband.

Class II Charges

29. Body punching or horse playing;
30. Taking unauthorized food from the dining room or kitchen;
31. Failure to report to work, or unexcused absence from work;
32. Smoking anywhere in the facility;
33. Possession of any item not authorized for retention or receipt by the reentrant; not specifically enumerated as Class I contraband;
34. Any violation of a rule or regulation in the Inmate Handbook not specified as a Class I misconduct charge.

REENTRANT GRIEVANCE PROCEDURES

If you feel you have been dealt with unfairly or in an unjust manner you have the opportunity to file a grievance if informal resolutions have been attempted but failed. Grievances may include, but are not limited to, access to court, mail/correspondence, sexual harassment, discrimination, protection from harm, access to services/healthcare. In compliance with PREA standards, issues concerning sexual assault, sexual harassment, “consensual sex” with employees and inmate-inmate sexual assault will be handled independent of the grievance system. Reentrants are permitted to report these issues through the grievance system, but all grievances alleging sexual abuse or sexual assault shall be considered an emergency grievance and will be immediately reported to the contactor/investigative agency (see PREA Administrative Remedy Section below for further detail). Reentrants can also utilize the WOAR hotline or can report the issue in-person to an employee.

Grievance forms are located in a marked mail box in the cafeteria, in your Case Manager’s office and in a marked area inside of your dorm. Grievances will be collected each business day by the Program Director or Director of Operations.

Procedures for filing a grievance are as follows:

- Submit a statement on a Grievance Form outlining the incident and attempts at informal resolution to the appropriate Department Head. Please ensure that you submit the

grievance to the appropriate staff person. Please refer below for the appropriate chain of command.

- Within five (5) business days the Department Head will meet with you and investigate the grievance. A written summary of this meeting and any subsequent information will be given you. You will be asked to sign the Grievance form and determine whether or not the occurrence has been resolved.
- If you are not satisfied after the written summary is received, you may resubmit the same grievance to the next level of management (i.e. Program Director, Director of Operations, etc.) within five (5) business days. The staff person will review the grievance and the decision made by the Department Head and will meet with you within five (5) business days. At this point you will be informed of the decision and will be asked to document whether or not the grievance has been resolved.
- The Site Administrator will review all unresolved resolutions. You will be informed of the outcome of the review within 7 business days.
- At this point, if you feel your issue still has not been properly resolved, you may contact either the PA DOC or your Parole Agent.

Follow this Chain of Command relating to the area of your grievance:

	<i>Operations/ Housekeeping</i>	<i>Case Management/ Counseling/Nursing</i>	<i>Food Service</i>	<i>Employment/ Education</i>	<i>Maintenance</i>	<i>Federal Program</i>
<i>1st Level</i>	Manager of Resident Supervisors	Senior Case Manager	Food Service Manager	Senior Case Manager	Senior Case Manager	Senior Case Manager
<i>2nd Level</i>	Director of Operations	Program Director	Program Director	Program Director	Maintenance Supervisor	Program Director
<i>3rd Level</i>	Site Administrator	Site Administrator	Site Administrator	Site Administrator	Site Administrator	Site Administrator

Administrative Remedies (PREA)

- a) A time limit shall not be imposed when a reentrant may submit a grievance regarding an allegation of sexual abuse and all grievances alleging sexual abuse or sexual assault shall be considered an emergency grievance alleging that a reentrant is subject to a substantial risk of imminent sexual abuse and immediately reported to the contactor/investigative agency.
- b) Otherwise-applicable time limits may apply on any portion of a grievance that does not allege an incident of sexual abuse.
- c) Reentrants are not required to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.
- d) The company has the ability to defend against a lawsuit filed by a reentrant on the ground that the applicable statute of limitations has expired.
- e) A reentrant who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint, and
- f) Such grievance is not referred to a staff member who is the subject of the complaint.
- g) Kintock shall forward all grievances to the appropriate contractor and investigative agency.
- h) Kintock shall provide an initial response within 48 hours. The initial response and final agency decision shall document the agency’s determination whether the reentrant is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance. Whenever possible and upon receipt of final decision, it will be shared with the victim on the merits of any portion of a grievance alleging sexual abuse.

- i) The investigative agency may claim an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. Kintock shall notify the reentrant in writing of any such extension and provide a date by which a decision will be made if available.
- j) Third parties, including fellow reentrants, staff members, family members, attorneys, and outside advocates, shall be permitted to assist reentrants in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of reentrants.
- k) If a third party files such a request on behalf of a reentrant, the facility may require as a condition of processing the request that the alleged victim agree to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process.
- l) If the reentrant declines to have the request processed on his or her behalf, Kintock shall document the reentrant's decision.
- m) Kintock may discipline a reentrant for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the reentrant filed the grievance in bad faith.

PRISON RAPE ELIMINATION ACT (PREA)

The Kintock Group does not condone nor tolerate any type of sexual misconduct, sexual assault, consensual sexual contact, sexual abuse, rape and/or harassment toward any reentrant(s). The Kintock Group will pursue any complaints, suspicions, or criminal acts of sexual misconduct up to and including prosecution.

This facility has a zero tolerance policy against sexual assault/sexual harassment. Sexual assault can occur to anyone and can occur physically or verbally. Physical sexual abuse occurs when a person physically touches or tries to touch another person's private parts; either on top or under the cloths. Verbal sexual abuse occurs when a person verbally threatens to touch the private parts of another person. Private parts include the penis, vagina, inner thigh, buttocks or breasts/chest.

Reentrants may confidentially disclose incidents of sexual misconduct, sexual assault, consensual sexual contact, sexual abuse, rape and/or harassment to any staff either verbally or in writing. Reentrants can also report issues by calling WOAR 24/7 Sexual Abuse Hotline at (215) 985-3333 or 1-800-656-4673. Incidents can also be reported by utilizing the grievance box. ALL persons are expected to immediately report any sexual assault, even if the assault happens to another person. Reporting parties are permitted to remain anonymous.

Reporting sexual assault/sexual harassment is a serious allegation and will be investigated. Anyone who sexually assaults another person will face criminal charges. All information will be confidential. Retaliation against a victim or the person who reports the assault will not be tolerated. False reporting of a sexual assault will have consequences.

WOAR
(215) 985-3333 or 1-800-656-4673
24/7 Hotline

WOAR is the "designated" Rape Care Center for Philadelphia County.

WOAR has two goals:

- To provide direct services to survivors of sexual violence and their families.
- To work to prevent sexual violence through education and advocacy.

These goals are achieved through four services:

- Their Hotline
- Accompaniment
- Education
- Counseling

The WOAR team of experienced and caring professionals can help. WOAR also has a team of highly trained volunteer Advocates ready to help, 24-hours a day.

Get Help Now

If you have been sexually assaulted . . . Get to a Safe Place!

DON'T:

- Bathe
- Shower
- Change clothes
- Urinate
- Brush your teeth or gargle
- Eat, drink or smoke

You could be washing away evidence.

However, doing any of the above should not deter you from seeking medical help!

DO:

Call WOAR Hotline at **(215) 985-3333 or 1-800-656-4673** any time, day or night, to learn about your options.

Get medical attention.