



Philadelphia
COMMUNITY CORRECTIONS CENTER #4

Reentrant SUPPLEMENT
HANDBOOK

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Center Director

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This supplement provides specific rules and information that apply to this center in addition to the rules, regulations, and information contained in the CCC Reentrants Handbook. Compliance with rules in this supplement is expected as with any other directive or regulation in the CCC Reentrants Handbook. THESE RULES AND REGULATIONS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE CENTER DIRECTOR, YOU WILL BE NOTIFIED OF THESE CHANGES VIA MEMORANDUMS OR REENTRANT GROUP MEETINGS.

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Program Overview

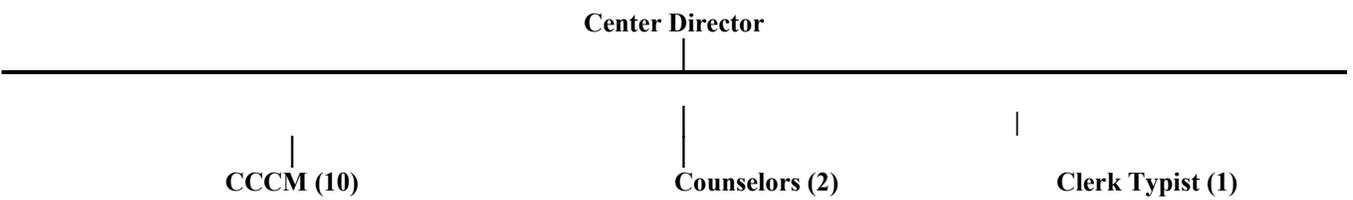
The Philadelphia CCC#4 program is designed to assist you with the responsibilities of living in a community setting, while retaining the legal custody of those individuals accepted for residency. As a Reentrant you will be expected to secure either employment or educational and vocational training. Responsibility for payment of rent to the Center, the acquisition and preparation of food, personal and collective housekeeping, payment of court costs, fines and restitution, as well as counseling appointments are expected of all Reentrants. In addition, a strict set of rules and regulations are in place which Reentrants are required to adhere to at all times. Failure to abide by the rules could result in disciplinary action being taken against the Reentrant and possible return to a state correctional institution.

Upon your arrival at the Center you will receive an orientation from both a Monitor and your Counselor. This orientation is expected to get you familiar with the facility, program, rules and regulations. Both Staff members will answer questions and give instructions about the Center. **All Reentrants under go a week long orientation period upon entering the center.** Part of the orientation is the receipt of the CCC handbook.. **Keep this handbook in good shape, since you are responsible for it and must return it in good condition when you leave to your Counselor. If it is destroyed or lost, you will be charged a \$5. 00 fee for replacement costs.** Use it frequently to find out answers to questions, rights and privileges during your stay at the Center. This should be your first source of information.

Community Orientation and Reintegration Plan, Agreement, and Addendum: Upon your arrival at the facility, you will meet with your Counselor to develop an individual Community Orientation and Reintegration Plan for your period of residency at the Philadelphia CCC#4. It is your responsibility to cooperate in carrying out the program plan and to make reasonable efforts to attain your objectives and goals. Such responsibilities include attendance at scheduled appointments, individual and group counseling sessions, and daily employment. Your program plan will be evaluated periodically by your Counselor for progress toward the goals and objectives you have identified. Evaluation assessments will be scheduled once every two weeks. The key elements of your program plan will include developing a home plan, securing employment, identifying and addressing treatment needs, and meeting financial responsibilities. You will be fully consulted regarding any addendum, amendment, or change to your individual program plan. As a Reentrant of the Philadelphia CCC#4, your adherence to your Community Orientation Reintegration Plan is mandatory; failure to meet the expectations set forth in your program plan will result in disciplinary action up to and including discharge from the program.

Language Assistance: There are no bilingual Staff members currently at the Center. If you are faced with a language barrier or are in need of language assistance we will make an effort to get you the assistance needed. This may include having you placed in a more suitable setting.

Table of Organization: The Philadelphia CCC#4 is a Pennsylvania Department of Corrections facility located in Region 1 of the Bureau of Community Corrections. The Philadelphia CCC#4 is located in the Philadelphia Parole District of the Pennsylvania Board of Probation and Parole. The Center is organized into a Staffing format as listed below.



Community Corrections Center Monitors (CCCMs): Monitors are Staff that are responsible for the care, custody and control of the Center. Their responsibility includes a variety of areas that will involve you. You will probably have more contact with them than any other Staff, since they are responsible for directly supervising most of your activities. They are on duty twenty-four (24) hours a day, seven (7) days a week. When questions and problems occur, they are the first persons you should contact, because they are always available. Also, they know where to direct you in order to obtain the information and get an appropriate resolution for your question or problem. In addition, they are the people primarily responsible for enforcing the rules, supervising your cleaning assignments, and in general telling you what behavior is acceptable in the

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Center.

Counselors: The Counselor is your most important contact regarding finances, employment, family, treatment, general questions and reintegration back into society. The Counselor also does a lot of tasks that involve you and it is very important to maintain regular contact with your Counselor, for one on one contact and monthly Reentrant meetings. Reentrant house meetings can take place between 17:00 to 19:00 hours. **Failure on your part to meet with your Counselor or miss house meetings can result in reduction of privileges.** In the event that you miss your monthly group meeting due to employment or treatment obligations, you are required to meet with your Counselor as soon as time permits so that you can review the meeting agenda with your Counselor.

Counselors are in charge of your finances and budgeting, privileges, submission of furlough request for approval, and other important factors in your program involvement. Your Counselor spends one evening a week at the Center for this reason. If you have daytime obligations, it's your opportunity to meet with your counselor and discuss mutual concerns.

Clerk Typist: The Clerk Typist is employed to perform the clerical functions in the Center. You will not have any contact with the Clerk Typist. You are not permitted to request to see the Clerk Typist.

Center Lieutenant: This is the individual provides security management oversight at the center. There is currently no Lieutenant stationed at the center. There is a Lieutenant assigned to the region who is in the center weekly on various days.

Center Director: This is the individual who is responsible for the facility and supervises the Staff mentioned above. The Director maintains flexible work hours and is available to the Staff on duty at all times. Reentrant may submit a request to see the Director only after speaking with their assigned counselor.

GENERAL RULES:

In addition to the CCC Reentrants Handbook the following General Rules apply to the Philadelphia CCC #4:

1. Authorization will be required for anything you do at the Center with the exception of normal routine activities of everyday life, such as, showering, cooking, etc. In any situation, the Staff may or may not authorize your request. You will get an explanation for the decision. When in doubt, ask a Staff member in order to avoid any violation of rules. Do not rely on other Reentrants for information regarding the rules and regulations. If the information they provide is inaccurate it may result in disciplinary actions for you.
2. At no time will any Reentrant be in a position of authority over any other Reentrant for any reason.
3. The Pennsylvania Department of Corrections operates this facility, and you are accountable to the PA DOC at all times, regardless of the entity by which you have been placed. Counts will be taken; phone calls placed, and work pay stubs also will be checked to insure you are obeying the rules. Reentrants should expect delays in operation procedures when Staff members are performing their accountability duties. Any Reentrant found to be interfering with accountability procedures performed by Staff will be subject to disciplinary action. Periodic accountability checks will be conducted when a Reentrant is out of the facility, if we conduct a check on you and cannot reach you, you may not be permitted to sign out until you have met with your counselor and or the Director.
4. All offenders involved in a fight will be returned to prison. No exceptions will be made. You are encouraged to seek Staff help before any situation gets to the point of a fight.
5. Unfortunately theft is a problem in any group living situation and this Center is no exception. You are advised to secure your personal property as best you can and do not "show" large amounts of money or valuables to the general population. The best advice is to limit the amount of property you bring into the facility and leave your valuables at home or in the supervision of a family member. If you find someone stealing, please report it to Staff immediately. Confronting the individual you just caught may lead to a fight, new charges, injuries and return to prison. If theft becomes a problem in the facility, the entire facility will be placed on 3- 60 minute sign outs per day until the problem is resolved.

6. While you are a Reentrant of CCC#4 any form of legal or illegal gambling is prohibited. Such as Daily Number, Big 4, Cash 5, Powerball, scratch-off lottery tickets, etc.). You signed an agreement that explained this specifically. Although Reentrants may play card games, board games, dominoes, and billiards while at the Center, Reentrants are not allowed to gamble while playing these games inside the Center. Any form of gambling paraphernalia or item with the appearance of gambling paraphernalia will be confiscated by Staff.
7. This is a **Smoke-Free facility**, no smoking is allowed inside the building per state law. Cigarettes can be maintained in the boxes provided at the entrance of the facility in the control office, however lighters, matches etc must be turned into the monitors' station upon entering the building. These items will be considered contraband if found. **The Staff will treat violations of the smoking policy very seriously.** Reentrants are not permitted to smoke in front of or inside the building at any time.
8. Reentrants are not permitted to cut each other's hair inside the center. There are several barber shops in the local area where you can sign out. Furthermore, barber tools and kits are not permitted in the center.
9. You are required to spend a minimum of eight (8) consecutive hours a day in the Center, sleeping or in your bed. It is not smart to stay up late and get up early expecting to be a productive worker. You must get sufficient sleep regardless of your work hours. **Lights out in the dorms is 23:00 to allow those who must wake up early for work the opportunity to get proper rest.** Staff will not provide wake up calls for Reentrants! **You are not permitted to wear street clothes while sleeping in your bed.** The only exception to the (8) hour sleeping requirement rule will be mandatory treatment appointments or emergencies which must be approved by your Counselor.
10. You are not permitted to enter into any type of binding agreement or sign contracts of any kind (including credit agreements and layaway), while a Reentrant of the Center. The only exception is in securing an apartment for release planning, however you must have your Counselor's permission first. Reentrants are not permitted to sign out to any pawn shops nor are they permitted to enter any form of contractual agreement with a pawn shop.
11. No one is permitted to loiter in front of or near the Center, including visitors. Reentrants are not permitted to loiter on Cecil B Moore Ave nor at any business or residence in the local area. Reentrants are not permitted to sit on the wall across from the Center.
12. No Reentrant is allowed to loan, barter, trade or borrow from another Reentrant. If you violate this rule, be aware we will assume property loaned, sold, etc. to be the property of the Reentrant in whose possession it is found. If someone goes back to prison, your property is now his. We will not be able to prove whom the things belong to; therefore, we assume it is property of the person who is assigned that locker, etc. In addition, Reentrants are not permitted to buy and sell items from another Reentrant or Staff. In addition to items not permitted by the BCC, the following items **are not permitted** to be in this Center or in your possession whether you are inside or outside the facility:
 - Cosmetics containing alcohol
 - Any controlled substance as listed in the PA Drug Device and Cosmetic Act
 - Prescribed medication - must be cleared by Control
 - Bleach and laundry detergent containing bleach
 - Toxic, caustic, poisonous substances, and flammable materials
 - All weapons, ammunition, knives, tools (must see the Director to report work tools)
 - Metal kitchen knives (Only plastic kitchen knives are permitted in the facility)
 - Disabling devices or substances
 - Explosive devices or combustible materials i.e. cleaning or lighter fluids
 - Any credit card, automatic teller machine card (ATM, MAC) (see your counselor on payroll cards)
 - Computers (PCs or lap tops), Game consoles & games Cellular Phones.
 - Laser Pointers
 - OVER \$250 DOLLARS IN CASH (without prior notification to Staff)
 - Items listed elsewhere in the handbook or the BCC Reentrants Handbook
 - Items which may violate an individual treatment contract with a community service agency
 - Illegal copies of movies, videos, etc (i.e. "bootlegged")
 - Hair clippers or Barbering tools

- Anything identified as possible interference with the center's security measures

Possession of contraband will result on disciplinary actions and may return you back to prison. All confiscated contraband will be revoked and destroyed.

13. You must obtain a Drivers License or Non Drivers I.D. It is very difficult to get checks cashed, etc. without proper identification and most people leaving prison have none. This will be described to you in orientation, but any additional questions should be directed to your Counselor.
14. Your conduct in and out of the Center is very important to us. Everything you do is a reflection on our program. Since we are a potential focus of the community, we need to maintain a positive and quiet presence in our community. Do not loiter on Cecil B Moore Ave, or Broad Street near the campus of Temple University. Any behavior that is felt to be damaging to the community or the Center will result in severe consequences for you.
15. As a Reentrant of the Center you are expected to maintain a certain level of personal hygiene that is acceptable to Staff and Reentrants alike. Sometimes it is necessary to tell individuals that their personal hygiene is unacceptable and must be improved. If you fail to adhere, your actions will be considered an act of disobedience and disciplinary action will result. This extends to your personal area in the dormitory as well and will result in the same steps being taken to correct the situation. Unsanitary conditions are not acceptable.
16. If you are without funds and are in need of personal hygiene materials, we will provide them for you. We have a supply of personal hygiene kits available at all times. Just ask a Monitor or Counselor to assist you in obtaining a personal hygiene kit.
17. You may need to get an apartment for a number of reasons; parole, relocation of family, etc. Before you obtain an apartment or even look for one, please see your Counselor and get assistance. Their experience and guidance in this area can be very helpful to you preventing costly mistakes and loss of money. In addition, you will need approval to enter into a rental agreement.
18. You are encouraged to purchase an alarm clock and wristwatch soon after your arrival to awaken you for work, job searches, etc. Staff will not be responsible for wake up calls for you nor wake up calls from family and friends.
19. Offenders will be reminded that they are not to consult Staff when the Staff member is entering the facility (arriving to work) nor as they are exiting the facility (departing work);
20. If a Reentrant is involved in any or with any law enforcement or criminal justice agency that must be reported to Staff immediately. The type of contact is irrelevant, even a traffic citation or the like must be reported. You should identify yourself as a Reentrant of the Center. If you are incarcerated or detained by any law enforcement agency, you should identify yourself as a Reentrant of the Center and ask if they will call the Center (215-560-5328) to verify your location.

RULES & PROCEDURES

In addition to the CCC Reentrants Handbook the following rules apply to the CCC#4:

A. EMPLOYMENT

1. As a member of the workforce in the local area, you are expected to maintain an honest, professional, and loyal relationship with your employer. Your participation in the work field is a reflection of the CCC#4 program, and you are expected to serve your employer and perform your job duties with integrity. There is zero tolerance in our program for individuals who choose not to work. We will follow your progress and remove offenders who are not successfully employed nor making a sincere effort to secure employment. The key is to gain employment first. Reentrants **will be expected to secure a job within 30 days of their arrival at the facility:** Failure to do so may result in reduction of privileges, up to and including your return to prison.
2. If you are terminated from employment due to disciplinary actions taken by your employer for criminal charges filed against you by your employer, you will be discharged from the program.
3. Staff will have the discretion to determine if a particular type of work is acceptable or not while you are a Reentrant of this facility.

4. See your counselor about current places that are hiring. Of course, there is always CAREER LINK, yellow pages of the phone book and the classified section of the local newspapers. Do not forget about other Reentrants. Word of mouth leads to many job opportunities.
5. You are required to begin searching for work no later than 2nd week after your arrival. There is a minimum of (2) employment related contacts per day. If you fail to secure employment in the allotted 30 days, you may be asked to complete a job search verification form. Job search forms can be obtained from your Counselor and must be completed and turned into your Counselor on a daily basis. The form must be completed and signed by the prospective employer along with arrival and departure times. Failure to meet these requirements will result in reduction of privileges. **Reentrants will not be permitted to go on job searches with other Reentrants unless they receive prior approval from their Counselor or Director.**
6. Any Reentrant who is on restriction (3 & 60) will only be permitted to sign out for job searches once per day – one 4-hour sign out in the morning between 0800 – 1200 hours. Extra time for job search must be approved by your counselor while on 3 & 60 minute status.
7. Keep records of prospective employers and call them back for follow-up contacts. If you need extra time for job searches, see your counselor in advance about planning for these trips.
8. When you are going for an interview, please inform Staff on duty. If you are going to be late from your sign out for the interview, have a representative from the agency/company call the Center so we will know why you are late and when to expect you back. If you cannot call, explain your lateness and your counselor will determine if the lateness may be excused. Remember, it is important to dress appropriately and professionally for job interviews – first impressions go a long way.
9. Any attempt to falsify your identity (use of false name, false social security number, false D.O.B., false address, etc.) in an attempt to fraudulently secure employment or any other type of service from community service providers will result in your discharge from the program. You are required to disclose your criminal history with the prospective employer.
10. Transportation for work is your responsibility. There is public transportation via SEPTA, family or friends with cars and your own car (IF AUTHORIZED TO DRIVE) can be used for transportation. Some Reentrants use bicycles or walk to work on a regular basis. Travel time will be allowed for work sign outs, but must be reasonable. **You must go directly to and from work while you are on a work sign out.**
11. When you get a job, the following information needs to be provided to your counselor before we approve your employment: Company name; Address; Phone Number; Supervisor name; Type of job; Pay/wages; Hours/days; and Travel time.
12. You must complete a Reentrant Employment Information Sheet, available at your Counselors office. When we get this information, you can ask for permission to work. This should be done immediately through your Counselor! Do not start work without permission.
13. Employment that conflicts with mandatory treatment programming established in your Community Orientation and Reintegration Plan will not be approved.
14. Employment must be within a twenty (20) mile distance from the Center. We have access to Map-Quest and will be checking distances and travel routes. **You are not permitted to work out of the state of Pennsylvania while you are a Reentrant of this facility, no exceptions.**
15. When you get your paycheck from work, do not cash the check. You must return to the Center and turn in the check and pay stub attached to a CCC#4 – Budget Sheet. The check must be signed by you and stamped by Staff for deposit into our account. Living expense checks will be issued/handed out on Tuesdays & Thursdays only.
16. When you are asked to work overtime, you must have your work supervisor call the Center and tell the Staff when you are expected to return. If you know in advance that you have the opportunity for overtime, you must request approval from your Counselor. Any discrepancies between your work sign-out times and actual work hour totals will be investigated and could result in loss of privileges, disciplinary action, and even discharge from the program.
17. When you are going to be late from work for any reason, call the Center. Lateness from work could result in disciplinary actions. However, make sure you can prove why you were late..
18. A work sign-out is defined as the amount of time at work plus the time you spend traveling to and from work. Your counselor will assign your travel time to you. A listing of offender employers' addresses and phone numbers along

with approved work sign out times will be posted in the Control Center. **Work sign outs may not exceed 14 hours in length. This includes travel time.**

19. When you become ill and unable to work, we expect you to call your employer and report to them. Also, you will report your failure to go to work to Staff in the Center. Since you need to get well, it is important to rest and take care of your illness. You will have three (3) separate one (60) minute sign outs (before 18:00 hours) while off sick from work, to allow time to get food and medicine (one for breakfast, lunch, and dinner). If you need more time for doctor's visits, etc., see your counselor. If you simply choose not to go to work you will be placed on restriction. If you plan on taking a day off, notify your Counselor in advance for permission.
20. In order to supervise you in the community, we reserve the right to contact your employer and verify any work related information. In addition, you are required to inform your employer that you are a Reentrant in this program (whether the employer inquires or not, you need to be up front with this information). There are times and situations that require this contact and you should make your employer aware that this possibility exists. Staff will make random calls to your employer to verify that you are at work and can be accounted for properly.
21. On some occasions, it is necessary to contact an employer and discuss your performance on the job. This could be for a number of reasons, so expect that we may call or visit your employer for this information.
22. Full-time work is defined as a minimum of thirty-two (30) hours a week. You will need to maintain this minimum level of hours, in order to earn and keep your privileges. Hours from sick days, vacation days, and cancellation days (i.e. inclement weather, etc.) will not count toward your total work hours during the week.
23. Part-time work is defined as a minimum of twenty-eight (15-29) hours a week. You can work two part time jobs to get in the hours of work required. On occasion, a Reentrant is permitted to work both a full and a part time job. This requires approval from the Director before you begin and is approved only for Reentrants that have been in the program for some time and have maintained a positive adjustment.
24. All work shifts must be approved by your counselor to ensure it will not conflict with required treatment programs or other mandatory obligations. We discourage overnight work, however on special conditions it will be considered.
25. In the event that you are fired/terminated from employment, or want to change jobs, you are required to notify Staff on duty immediately (i.e. CCC Monitor, Counselor, Lieutenant, or Director). You will be placed on 3 60 minute-sign outs at this time and your situation will be reviewed by your Counselor.

B. Non-working Reentrants

1. Unemployed Reentrants or Reentrant's not actively seeking employment will be placed on "Unemployed/Part-time work or ESS Status". While you are unemployed/non-working, your privileges will be restricted to either 8hrs passes or more restrictive leave time passes (ESS). Unemployed Reentrants must be awake by 6 a.m. and conducting employment searches by 8 a.m. Reentrants will be required to complete a minimum of 2 employment searches per day, Monday through Friday, between the hours of 8:00 a.m. and 12:00 p.m. The length of the employment search sign-out is pending on location and number of sites, but not more than 2 hours per job search sign-out. Reentrants must submit an Employment Search Form to their Counselor immediately upon their return to CCC#4 if requested.
2. Weekend employment searches must be pre-approved by your counselor.
3. While you are a non-working Reentrant, sign outs will be limited to employment searches, medical appointments, mandatory treatment, and verified appointments at government agencies no more than 8 hours daily. Extended sign outs will be at the discretion of the Center Director. Restrictive sign outs, will be permitted to sign out to eat and one leisure sign out per day for the purpose of obtaining groceries and personal hygiene items and needs to be worked out with the counselor's approval.
4. Reentrants on "unemployed status" will be assigned additional house duties and will be required to complete a minimum of 3 hours of community service per week.
5. Reentrants who are collecting SSI, SSD, or workmen's comp could be limited to the same privilege as an unemployed Reentrants. However, cleaning assignments and community service will be based on the Reentrant's abilities/limitations. (consult with your counselor)

C. Unauthorized Areas

REENTRANTS ARE NOT PERMITTED IN ANY UNAUTHORIZED AREAS UNLESS SUPERVISED BY A STAFF MEMBER. THIS INCLUDES THE CONTROL CENTER, ADMINISTRATIVE AREA, COUNSELOR OFFICE AREA, ANOTHER REENTRANT'S PERSONAL AREA, AND DORMS OTHER THAN ASSIGNED.

D. Traveling Regulations

Discuss with your counselor & parole agent

E. Driving Privileges/Use of Automobile

In addition to the CCC Reentrant Handbook, the following rules apply at the Philadelphia CCC #4:

1. You must meet the following criteria before requesting driving privileges/use of Automobile:
 - a. You must reside at the center for more than two weeks
 - b. You must be in compliance with your COR Plan
 - c. Any other individual concerns will be address by your counselor
 - d. You must obtain permission to drive**
2. When you meet with your counselor you must provide valid and up-to-date copies of your driver's license, owners and registration card, and insurance card. The Driving Privilege form must be completed in its entirety.
3. If any of these documents expires while you are a Reentrant of the center, your driving privileges will be terminated by the Center Director until up to date information is received.
4. If you are not the owner of the vehicle you are registering, you must obtain a letter from the vehicle owner which states you have permission to use their vehicle (i.e. friend, family member, spouse, etc.); this letter must be turned in with your vehicle registration paperwork.
5. A photo of your vehicle must be provided and will be placed in Control for security purposes.
6. You will be required to turn in a spare key for your vehicle to the Center Director; this key will be secured in the Director's Office and used in the event that a search is ordered on your vehicle. Your vehicle is subject to search at all times.
7. The Philadelphia CCC #4 does not provide parking for Reentrants and you will need to make these arrangements on your own. Do not park illegally at any time; if Staff discover you are parking in private lots in the community without securing parking permits, you will be reported to local authorities. Security of your vehicle is your responsibility.
8. All of your paperwork must be approved by the Center Director before you are permitted to bring your vehicle to the Center. In the event you are a parole case, you will also need your Parole Agent's approval to operate a motor vehicle. Even if you do not intend to bring it to the center, you must have approval to operate any motor vehicle. **If you have an extensive history of DUI's or related offenses, within the last 10 years, you will not be approved to drive even if you have a valid driver's license.**
9. You are permitted to purchase an automobile while at the Center, but you must get permission and consult with your counselor before the purchase. You are not permitted to purchase a vehicle (nor any other type of item for that matter) from another Reentrant who is currently residing at the facility.
10. Reentrants are not permitted to register nor possess a motorcycle during their stay at the Philadelphia CCC#4.
11. If you owned a bicycle, you are to leave your bicycle at your social site, as bicycles are not permitted at CCC #4 due to limited space. Reentrants cannot loan or borrow each others bicycles, nor can they give them away or sell them to another Reentrant.

F. Urinalysis and Breathalyzer Test

This supplement provides specific rules and information that apply to this center in addition to the rules, regulations, and information contained in the CCC Reentrants Handbook. Compliance with rules in this supplement is expected as with any other directive or regulation in the CCC Reentrants Handbook. THESE RULES AND REGULATIONS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE CENTER DIRECTOR, YOU WILL BE NOTIFIED OF THESE CHANGES VIA MEMORANDUMS OR REENTRANT GROUP MEETINGS.

In addition to the CCC Reentrant Handbook, the following rules apply at the Philadelphia CCC#4:

1. Urinalysis will be taken in the Staffs restroom.
2. The Reentrant must empty pockets and wash his hands before and after taking a urine test.
3. Male Reentrants must be in a standing position and Staff must be able to observe the urine go from your penis into the collection bottle.
4. If you cannot produce a urine specimen, you must stay in the Visiting Room until the bottle can be at least half full of urine. Under no circumstances are you permitted to leave the area, until the specimen is obtained.
5. You are permitted to drink one cup (8 oz.) of water while you are waiting to give a specimen. You have two hours only to provide a urine specimen.
6. Drinking more than 8 oz. of water and/or after two hours, we will consider you as refusing to obey an order and a misconduct will be issued.
7. It is vital that you declare any medications when providing a urine specimen to assist in the urinalysis testing. Waiting to inform Staff of medications after the results of the urinalysis testing are received will not help your case.
8. The Breathalyzer test consists of blowing into a machine to test for the use of alcohol. The handheld Alco Sensor can also detect alcohol in any kind of liquid. You are expected to follow Staff instructions during the test.

G. Visiting

1. Visitors are only allowed in the visiting room (1st Floor T.V area) and must sign in and out at Control. All visitors must be at least 18 years old, or accompanied by an adult. If they are under the age of 18 years old; identification will be required of all visitors before the visit is permitted. Acceptable identification is a photo ID with a date of birth. You are required to complete a visiting list of people you want to visit you, similar to the system in prison. You can add and delete names to your list in the same manner using the same forms.
2. Some Reentrants, based on the circumstances of their current or prior offenses, may not be able to place minors (under age 18) on their visiting list.
3. You are not permitted to have former Reentrants, former inmates, nor former or active parolees/probationers on your visitation list. You are also not allowed to have your former victims on your list. Any special visit requests or circumstances involving the above mentioned individuals will require review and approval by the Regional Director.
4. Individuals who enter the building and are not on your approved visiting list will be asked to leave the building immediately.
5. Visitors are permitted from 08:00 hours to 16:00 hours every day of the week and there is no limit on the amount of days you can have a visit.
6. Visits will be regulated only as a result of crowded conditions or emergencies.
7. As you can see from posted signs, there are no cameras, recording devices, food, drinks, nor smoking permitted in the Building.
8. Visitors must conduct themselves in an appropriate manner if any behavior is deemed inappropriate the visit will be terminated. Staff reserves the discretion to terminate a visit at any time.
9. You are permitted to greet them in a socially acceptable way. You may hug and kiss briefly at the beginning and at the end of the visit.

H. Finances

In addition to the CCC Reentrant Handbook, the following rules apply at the Philadelphia CCC#4:

1. You must turn in your paycheck and pay stub each time you get paid. The Director/Designee must pre-approve any other form of wages other than a standard paycheck/payroll check cards. If this applies to you your counselor will explain the process from there.
2. You are required to submit your paycheck to the Monitor on duty and it will be for deposit and secured in the Control safe. This information will be recorded in the check log book.

3. Your check will be deposited into the Philadelphia CCC#4 checking account for Reentrant wages. In the event that your employer bounces a paycheck, you will be ordered to retrieve payment from your employer and re-submit your pay in the form of a money order. You will also be responsible for any service charges resulting from the bounced paycheck which should be added to the money order you submit.
4. Rent (15%), savings (10%), court costs (10%), etc. will be calculated and deducted from your check.
5. The remainder will be available to you for your personal living expenses not to exceed \$250.00/week. Any higher amount will be reviewed by Counselor/Director for approval.
6. A check from our bank account will be given to you for living expenses, if you requested it. You will be required to sign that you received the check.
7. You are required to save at least 10 % of your earned income on your savings account. However it may become necessary to save significantly more money each week to prepare for a home plan. Your counselor will make the determination and require you to save more each week. You may also request more than the mandatory savings amount to be placed in your account.
8. Only Counselors and the Director can write checks; no other Staff members have permission to sign checks.
9. Reentrant's wage account activities will only be processed on Tuesdays and Thursdays.
10. Checks turned in before 14:30 a.m. Fridays will be processed and the Living Expense check will be distributed on Tuesdays. Checks turned in before 14:30 a.m. on Mondays will be processed and Living Expense check will be distributed on Thursdays.
11. Checks cannot be given to you under any circumstances unless you have turned in a budget sheet. If your counselor allows you to use money from your savings, privileges will be lost until the amount is repaid. Exceptions can be waived for just cause, apartment, car, etc and you will be required to turn in a receipt to Staff to verify how you spent the funds.
12. Any further questions about finances, see your Counselor.
13. **YOU ARE NOT PERMITTED TO HAVE AN AUTOMATIC TELLER MACHINE CARD (ATM, MAC) IN YOUR NAME FOR ANY CIRCUMSTANCES.**
14. You are not permitted to open a savings or checking account while you are a Reentrant of the facility, until after you have \$500.00 in your centers savings account.
15. **Public Assistance/Welfare:** It is important that you visit the Philadelphia County Assistance office located at Broad and Glenwood the week you arrive at the Center and meet with a caseworker. The Center will provide you with a letter from the facility explaining your current financial responsibility while residing at the Center. This might include cash assistance, medical cards and food stamps. You will need certain paperwork and information to obtain these benefits. Your Counselor will cover these issues during orientation and inform you of the procedure.
16. You are not permitted to contact the Clerk of Courts of your committing county to make payment arrangements on fines, costs, and/or restitution without the approval of your Counselor. These funds are handled by the Staff at this facility only.
17. **Family Support Payments:** If you are required by law to pay family support, we will monitor and supervise this action. Usually, this is a result of a court order and we will comply with the law. If you receive any information about this, report it to your counselor immediately for further help with the matter. As a Reentrant of this facility, you will be required to cooperate with any domestic relation agency in regards to family support. Once you obtain employment, consult your employer immediately so that a wage attachment can be applied to your paycheck via your employer's payroll records.

I. Personal Property

1. All property brought into the Center is done so at your own risk. It is not our responsibility to safeguard all things in the facility as you are given ample means to secure your property. It is suggested that you tag items such as radios, alarm clocks, etc. with your name and DOC # so that there is not a discrepancy to whom the item belongs.

Reentrants are advised not to bring valuable items or items of sentimental value into the facility. If you have something not listed in this manual, ask permission before bringing anything in the building.

2. Reentrants must refrain from bringing excessive amounts of personal property into the facility. In order to limit the amount of personal property that Reentrants bring into the facility, the following limitations on personal property will apply:
 - 4 Pairs of shoes (including shower shoes) which must be stored under your bed
 - 7 Days of regular clothing (i.e., shirts, socks, pants, underwear)
 - 3 Sets of work clothes (pending job duties)
 - 3 Coats/Jackets (1 winter, 1 work, 1 light spring/fall wear)
 - 1 Footlocker
 - 1 Alarm Clock
 - 1 Grooming Set (i.e., comb, brush, nail clippers, etc with the exception of no trimmers/hair clippers)
 - 2 weeks worth of hygiene items/toiletries
 - 1 week worth of food/groceries
3. Staff will monitor excessive property issues closely in order to decrease the amount of excessive personal property in the facility. If your personal property does not fit in your chest of drawers, wardrobe locker, or footlocker, then it will be considered excessive property and you will be asked to either take that property home or send it to your family for storage. Failure to comply with these orders regarding excessive personal property may result in confiscation of that property and possibly disciplinary action.
4. All personal property remaining at the Philadelphia CCC#4 will be disposed of sixty (60) days after your departure from the program, regardless of the way you leave. We will not hold, secure or act as custodian for your personal effects beyond this time period.

J. Medications/Prescriptions

1. Reentrants are required to turn in all medications, so that Staff can determine its classification. The Center MUST maintain and secure all psychotropic medications, controlled substances, medication ordered in diminishing doses, all anti tubercular medication, and all needles and syringes.
2. All other medication will be turned over to you. It must be kept in a lockable area in your personal quarters.
3. Any Reentrant who fails to turn in medication to Control Staff or abuses/deviates from the dosage instructions of their medication will be subject to disciplinary actions. You are not permitted to stop taking any prescribed medications without clearance from your physician; those who are non-compliant with their medications will be subject to loss of privilege or even disciplinary actions.
4. The medication kept in Control will be given to during medication lines. Medication is given four times a day; 0700, 1130, 1630, & 2030 hours in the office next to the monitor's station.
5. The Staff on duty supervises the use of the medication by requiring you to show them the amount you are taking. You will be required to dispense a cup of water and take the medication in front of the Staff. The remainder of medication will be kept in a secured cabinet in control. You will be required to sign a medication record verifying you got your medication.
6. You will be permitted to take necessary supplies of medication with you for work or furlough sign outs; but you must obtain Staff permission before doing this.

K. Laundry/Linens

1. Upon your arrival you will be issued the following: Two (2) sheets, Two (2) towels, Two (2) washcloths, One (1) pillowcase, One (1) blanket, and One (1) bedspread.

2. These items are provided to you for use while you are a Reentrant at the Center. You will be charged the current price of replacement if the items are lost or returned in poor condition.
3. No personal linen is permitted in the Center. Permission may be granted for medical conditions, proof of the condition must be presented.
4. It is your responsibility to wash the linens weekly (not the blanket and bedspread). The Monitor on duty will inspect your linens weekly. The week for clean linens ends each Sunday at 24:00 hours. Failure to comply will result in privilege restrictions (3 1-hours sign outs per day) until the linen is cleaned properly

L. Attire and Appearance

**In addition to the CCC Handbook rules, the following rules apply to the Philadelphia CCC#4*

1. Although there is no formal “dress code”, we expect you to dress appropriately at all times.
2. You will not be sloppy or grime in appearance or you will be told to improve yourself in this area.
3. With our highly visible location in the local community, it is important to be well groomed and neat while entering or leaving the building.
4. It is a Center requirement to wear a shirt at all times.
5. Some jobs may result in soiled clothing, etc., but you should correct that upon your return from work. Work boots with mud and dirt should be removed and cleaned in the basement upon entrance into the facility. Do not track mud and dirt in from the street; if you do, you’ll be ordered to clean up the mess.
6. While you are in the Center, you will be required to wear a shirt and cover the lower part of your body at all times, except while in the shower, restrooms or bed.
7. Appropriate clothing must be worn in the exercise room.
8. **Hats, baseball caps, bandanas, and wave caps are not to be worn in the facility.** Any clothing items such as hooded sweatshirts, “doorags”, ski masks, etc. that are considered to conceal or alter identity are not permitted.
9. While you are a Reentrant of this facility, you are not permitted to obtain any piercing of the body nor any tattoos on the body. No forms of self-mutilation such as, tattoos and piercing will be tolerated, including love marks from a significant other. If your appearance is inappropriate, you will be instructed to improve it; failure to comply will result in disciplinary action.
10. Sunglasses are not to be worn inside the Center and must be taken off upon entrance into the facility.
11. There are to be no hanging down of pants in the Center. All pants must be pulled up any pants that may be a size to big must be held up with a belt.

M. Searches – Person and Property

- At any time, security staff has the right to search you and your property

N. Sleeping Quarters

1. The sleeping quarters is the place where you store clothing, toiletries, personal effects and sleep.
2. Quietness is very important and a matter of courtesy to the people living with you.
3. Reentrants work at all times of the day and night, so it is necessary to have these areas quiet at all times.
4. Reentrants are responsible to keep their area clean and organized.
5. Lights out in the dorms is 23:00.
6. All windows in the dorms are not to be tampered with and are to remain closed at all times.
7. Requests to change beds or dorms will only be considered if there is a physical/medical limitation which warrants a movement.
8. Reentrants are expected to make their bed when it is not occupied.
9. Beds are to be made the following way:

- a) Have all the sheets, blankets and spreads tucked in under the mattress.
- b) All of these items should be pulled up tight to the head of the bed with the pillow resting on top.
- c) None of these items should be hanging down from below the mattress level.

10. Inspection by the Monitors will be continual and you may be told to make your bed properly.
11. Do not hang wet items (i.e. clothes, towels, wash cloths, etc.) on the woodwork of your bed frames. Failure to do so may result in disciplinary action.
12. Decorating your personal area is permitted within reason, provided the decorations are not offensive in any way to any one. Also, the decorations must not create any damage to the physical plant. Get permission before you do anything. Staff reserves the ability to have you remove any items deemed inappropriate for decoration of your personal area.

O. Grievances

- Refer to CCC Reentrant Handbook page 15
- See your counselor for a DC-804 Part 1

P. Mail

1. Mail is distributed in the control area. All mail and messages from Staff will be placed in your sign in sign out folder. Simply ask the Monitor on duty to give you your mail. Mail received on weekends will be distributed Monday. Do not ask the Monitors to store things in your folder; that is not the purpose of your folder.
2. Any mail, which appears suspicious or is a package, will be placed aside and you will be asked to open the item in front of your counselor or Center Director for security reasons.
3. You are **not** permitted to receive or send mail to an inmate in any county, state, or federal correctional institution or agency. Approval may be requested through your Counselor, just like inside an institution. This restriction will also include correspondence with anyone currently on active probation or parole. Failure to comply will result in disciplinary action.
4. Any first-class mail and packages that arrive at the Philadelphia CCC#4 after you are transferred or released from this center will be forward to the “forwarding address” on file.
5. While you are a Reentrant of this facility, you are not permitted to register for a post office box with the U.S. Postal Service. You are required to receive all of your mail at this address: 1628-1630 N 15th St. Philadelphia, Pa 19121.

Q. Infractions/Misconducts

1. Any behavior from a Reentrant that violates the rules and regulations outlined in this book may result in a BCC-141 Infraction report.
2. All disciplinary actions will be handled in accordance with the current disciplinary procedures in the DC-ADM 801, “Inmate Discipline,” and the Discipline Matrix (see CCC Reentrant’s handbook).
3. The forms are the same as in prison, but the process is a little different. Your hearing will be conducted before the Director or a committee of Center Staff.
4. DC-ADM 801 is posted on the 2nd floor bulletin board and available to all Reentrants. In the event you are issued a BCC-141 report, you will receive a hearing. Hearings are held on Tuesdays and Thursdays unless otherwise noted. If the report is severe in nature you may be placed on 3 1-hour sign outs per day until the Director holds your hearing.
5. If you receive a BCC-141 report, do not contact Staff about your hearing date, the Director will contact you to schedule a hearing date.

6. Community Corrections Center #104 “3 & 1 restriction” is the same as to “loss of Free-Time” as described in the CCC Reentrants Handbook.

R. Telephones

1. Pay phones are located in the basement resource room, for your use. You may make or receive all of your phone calls on these phones. Reentrants are expected to be courteous when answering the pay phones. We expect Reentrants to take messages for one another, since you all know how important a phone call can be.
2. All Reentrant phone calls on the pay telephones cannot exceed 15 minutes in length. There is no eating, drinking, or sitting permitted while you are using the phones.
3. Courtesy is in order for the area around the telephones, such as quiet and short phone calls when people are waiting. You are not to be drawing graffiti on the walls while you are on the phones, nor are you permitted put your feet up against the wall while you are on the phone.
4. Arguments between Reentrants over the use of the phones will not be tolerated.
5. You are not permitted to operate more than one phone at a time. Abuse of the pay phones or failure to follow these rules will result in the phones being turned off indefinitely.
6. Staff reserves the discretion to instruct you to terminate your phone call at any time.
7. The telephones located in the offices, are for Staff business use only. Any Reentrant caught handling these phones without approval will be in serious disciplinary status.

S. Reentrant’s Sign Out & Destination checks

1. Whenever you leave the Center, except emergencies and cleaning assignments, you must sign out at Control. Upon your return, you must sign in. This will be recorded in the Reentrant’s Sign-in Log, which requires your signature.
2. All Residential sign out addresses must be submitted to your Counselor for validation and approval by Director before you will be permitted to sign out to these addresses. Staff will check the addresses to verify that the addresses are accurate, the phone numbers are valid, operational, and that the individuals residing at the residence know who you are and if they approve of you being at their residence. Be mindful that this process may take up to two weeks. Random checks will be conducted to verify your compliance with the Residential sign-out.
3. Sign outs to the local Downtown area will be according to procedure. Local Downtown area is defined as Center City Phila. Staff will reserve the discretion to limit all sign outs if the sign out looks questionable.
4. Reentrants are responsible for providing the correct address and phone number to the sign out destination; once Staff has written the information in the sign out log, check to make sure the information is accurate before you sign out.
5. Under no circumstances are you permitted to leave without permission. Monitors may be busy with other duties, so plan your schedule to expect delays at Control, since many things may be happening at the same time.
6. All sign outs to business establishments other than local downtown area will be according to procedures.
7. A business receipt will be required for any business establishment sign-out for accountability.
8. Reentrants will not be permitted to sign-out to the same business establishments at the same time without prior approval from a Counselor, Lieutenant, or Director.
9. Reentrants are not permitted to sign out to business establishments (including restaurants, bars, and clubs) nor events where alcohol is served or dispensed.
10. Reentrants are not permitted to sign out to sporting events, county fairs, parades, and local festivals without prior permission.
11. You are expected to arrive on time from your sign out. There are no excuses for failing to return on time. If you are late, expect disciplinary action. If you call and advise that you are running late, that does not excuse the lateness and you may still receive a misconduct.

T. Furloughs

1. While at the Center SIP Reentrants may be consider for temporary home furloughs and also transitional residence. You will earn the chance for furloughs the same as earning privileges.
2. While you are on furloughs you also have a curfew the same time as while you are in the Center. We will call your furlough residence to verify your presence after your curfew. If you are not there, disciplinary actions will be issued for violation of curfew and furloughs may be terminated.
3. Reentrants will not be permitted to go furlough that have not been verified.
4. Answering machines, extended busy signals, out of order, or disconnected phones are unacceptable. We expect you to stay in your furlough residence the entire night, 8 hours. You are not permitted to leave your furlough residence prior to 06:00 hours without authorization from your Counselor.
5. The furlough address you submit to the DOC must be the home plan you intend on using for parole purposes.
6. When we get final approval, you will be notified by your Counselor, given furlough instructions, and can begin furloughs.
7. Philadelphia CCC#4 Reentrants must be in the Philadelphia CCC#4 a minimum of one month prior to being considered for furlough privileges at which time a request form must be submitted to your Counselor.
8. Your Counselor will review your status at the Philadelphia CCC#4 to ensure that you are employed, compliant with your Correction Orientation and Reintegration Plan, and have not incurred any infractions.
9. Once the furlough request is submitted, the Center Director will review the request; if approved, the Center Director will request a furlough investigation to be completed by the Region 1 Community Corrections office.
10. If your furlough investigation results are favorable, community sensitivity issues will be evaluated by local authorities prior to furlough sign outs being granted.
11. Furlough and curfew limits will be based on the Reentrant's program achievements and may not conflict with your individual program plan. Deficiencies in your program performance or failure to comply with the rules and regulations of furlough sign outs may result in furloughs being suspended and/or revoked.
12. If you plan on leaving your furlough address for more than 4 consecutive hours, for other than work, you must call to the Center immediately, and notify monitor on duty with length of time away from the sign-out address and return time. Upon your return to the furloughed address you must contact the Center and notify monitor on duty of such.

U. Sanctions

Refer to CCC Reentrant Handbook page 17

V. Count Procedure

1. Formal count procedure will be conducted 7 times in a 24 hour period same as inside the institutions
2. Monitors will physically tour the facility to take a head counts as least twice per shift.
3. Center entrance will be secure, no one will be allowed in or out of the facility during count.
4. Standing counts will be conducted from 0700 hours to 2200 hours.
5. When count is announced Reentrants must report to their Sleeping Quarters.
6. Reentrant must remain in place when count is called until count has cleared.

W. Escape/Absconder

Refer to CCC Reentrant Handbook page 18

X. Prison Rape Elimination Act of 2003

Contact of any person without his/her consent, or of a person who is unable to consent or refuse; and intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person is prohibited. You should not be subject to any form of abuse (verbally, mentally or physically) by anyone while you are a Reentrant; this includes Staff and other Reentrants. Please report any problems in this area in a timely manner (i.e. immediately) to available Staff in order to assure proper credibility and resolve the problem. If you do not report these incidents, they may only get worse. In some cases, you may wish to report to the Center Director only.

Y. Court

1. If you have reasons to go to court at any level, please notify your counselor as soon as you find out this information.
2. Reentrants frequently go to court on a variety of issues and we need to know the where, when and why.
3. Reentrant must provide Staff with a copy of your court papers for verification and facility records.
4. Do not wait until the day before your court date to notify your counselor.

Z. Public Transportation

1. The facility is located in an area that is readily accessible to public transportation (SEPTA) which will get you any place you need to go. Maps of local bus routes are located in the resource room for your use. We also try to maintain a supply of schedules to help you plan your trip. Do not show up at Control at the last minute prior to signing out and attempt to figure out a bus route. Plan your bus trips in advance.
2. The bus route #3 is located at the corner of 15th and Cecil B Moore, the route 16 formally the C Bus is located at the corner of Broad and Cecil B. Moore along with the Broad Street subway.
3. There is taxi & Uber services available in the city which can solve an important transportation crisis. This maybe a costly method to travel and you can probably not afford to use it on a regular basis.

PROGRAM INFORMATION

AA. COUNSELING SERVICES

You have been assigned a Counselor since the time of your arrival. Your Counselor will provide a variety of services and perform a number of duties as required by their position. Their skills are varied and flexible, but always remember they have two common goals. The first is to protect and serve the community. The second is to help your reintegration back into the community. In their counseling sessions they will be concentrating on both, for the safety of the community and you.

1. Many of you participated in a variety of treatment groups in the institutions. Most of the Reentrants will be required to continue actively participation in treatment groups while residing at CCC 104.
2. We encourage you to attend counseling groups and will make every effort possible to provide current information about them (for example AA, NA, private therapy, family therapy, etc.). For information, see your counselor.
3. Respect group (healthy living/relationships) and Parenting groups are offered at the facility periodically, and Reentrants may be mandated to attend as part of their prescriptive program plan.
4. Reentrants are allowed to practice their religion and seek religious counseling, etc. However, we must maintain your religious activities within the bounds of our rules and regulations as well as the safety and security of the facility. If you believe that there may be a conflict, see your Counselor. Exceptions may be made with proper approval. Reentrants are allowed 4 hours for a religious services sign out. If you need more than two hours you must see your Counselor in advance for review, verification, and approval. If you need religious counseling and are unfamiliar with the area, your Counselor will be able to provide you with referral assistance.

BB. Privileges Levels for working offenders

This supplement provides specific rules and information that apply to this center in addition to the rules, regulations, and information contained in the CCC Reentrants Handbook. Compliance with rules in this supplement is expected as with any other directive or regulation in the CCC Reentrants Handbook. THESE RULES AND REGULATIONS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE CENTER DIRECTOR, YOU WILL BE NOTIFIED OF THESE CHANGES VIA MEMORANDUMS OR REENTRANT GROUP MEETINGS.

There are a variety of privileges available at the Center and they may be confusing if you do not read all of this section carefully. Your privileges will be reviewed and updated weekly by your Counselor and posted in Control at approximately 1500 hours (3pm) every Friday (work roster) ; it is your responsibility to check your privileges at this time and consult your Counselor immediately if you feel an error has been made. Counselors will not be contacted outside the facility regarding privileges; you will have to wait until their arrival at the Center on Monday morning to discuss any possible discrepancies. Also, do not expect to consult the Center Director about your privileges on Friday evening; she/he will not alter your privileges without first consulting your Counselor. All privileges are based upon overall adjustment, adherence to the rules and regulations, compliance with treatment, and securing employment.

For violations of rules and regulations, Staff may place write a BCCC-141 and a hearing will be scheduled. For more severe incidents you may be placed on three (3) separate one (1) hour sign outs for a period of time with the Directors permission. The 3 1-hour sign outs are to be used for breakfast (6am-11am) lunch (11am-3pm) and dinner (3pm-6pm). You cannot save them and use them all at once. If a Reentrant is placed on 3 & 1 status and you arrive from work after 6 p.m. (1800 hours), you will be given no more than one (1) hour sign out to eat. This should be a signal that your adjustment is unsatisfactory and you will be expected to improve your behavioral adjustment immediately.

***All questions regarding your privileges should be directed toward your Counselor.

Reentrants are responsible to see their counselor once every week for COR Plan review and to be sure your level of privilege is correct.

CC. Community Service Projects

1. Community Service Projects are projects that Reentrants perform in order to give something back to the community. **Reentrants are required to complete a minimum of eight (10) hours of community service per month.** The required hours of community service for your first month at the facility will be determined by the date you arrive at the facility. There are many government agencies and non-profit organizations in the community that can benefit from the work that our Reentrants perform. If you need assistance in finding an agency where you can perform community service, check with your counselor. Before any Reentrant is permitted to participate in any form of community service, he must discuss it with his counselor. CCC4 153 Reentrant Community Service Form with information on the prospective organization where they can participate in community service. The form must be completed by the Reentrant and then returned to his Counselor for review and possible approval. Reentrants will not be permitted to participate in community service until they have approval from their Counselor. Please note that the organization where you plan to participate in community service must be able to provide supervision of your work the entire time you are at that agency.
2. Reentrants have until the end of the month to complete your hours. Reentrants are not allowed to use community service hours from the previous month toward their total for the current month. In the event you do not complete your community service requirements for the month, you will be placed on privilege restriction until you complete your 10 hours of community service for the previous month. If a Reentrant shows a pattern of not completing his community service hours, such Reentrant will be return to the lowest privileges level for 30 days.
3. A list of approved sign out destinations for community service will be maintained with your counselor. Community service sign outs will not exceed four (4) hours in length. When you report to Control to sign out to participate in community service, you must have a community service verification form to take with you to the agency where you will be providing work. This form must be signed by the person at the agency who supervised you while you were performing community service and include the time you began your work and the time your work was completed. The name of the agency and the scope of the work must be included on this form as well. You must turn the completed verification form into your Counselor upon your return from your community service sign out to assure that you receive proper credit of service.

4. The Philadelphia CCC#4 has adopted Chosen 300 and Catholic Charity services as a community service project – Donations are collected at specific times during the year. The ultimate goal of the project is to assist in meeting the needs of those less fortunate than ourselves.

DD. Emergencies

There are times when emergency situations will occur while you are at the Center. However, an emergency to you may not be an emergency to us. Do not assume that an “emergency” situation will allow you to take additional privileges automatically. Always call or have someone contact the Center to let us know what is happening in your life that is an emergency. Under certain conditions, we will approve special privileges, if we feel they are necessary. Examples would be death or serious illness of close family member. Any situation deemed an emergency will require the Reentrant to provide proper legitimate documentation of the emergency.

EE. Education/Vocation

You are permitted to participate in a variety of educational or vocational programs that do not conflict with Center rules and regulations. These may be part time or full time. The variety of options is too lengthy to cover them all here. You must discuss plans/alternatives with your counselor, before doing anything definite. The important thing to know is that it is permitted, but will be done on an individual basis for each Reentrant.

FF. Medical Services

The Center does not have medical services for you. A first aid kit is located in Control for your use with minor injuries, but not serious illnesses or injuries. When you are ill or injured we would encourage professional care, using the hospital emergency rooms as a last resort due to their cost. If you become seriously ill or injured, notify Staff immediately. You are responsible for medical costs while a Reentrant of the Center, so check your medical insurance options immediately. If you need assistance with community medical resources, please see your Counselor.

GG. Parole

1. It is important to begin the parole process by having a favorable adjustment to our program. We will make a recommendation to the Pennsylvania Board of Probation and Parole regarding your behavioral adjustment and adherence to your Community Orientation & Reintegration Plan. Reentrants must secure a parole plan prior to being release from this center. This includes a Home-plan and a job. You should submit this plan at early as possible.
2. Reentrants that are going to parole out of the Commonwealth of Pennsylvania, please start your plans at the first opportunity with your counselor. Keep in mind that interstate parole supervision transfer requests can take as long as a year to be processed and approved; thus, it is recommended that you develop a home plan in Pennsylvania (preferably the Philadelphia District).
3. It is extremely important to realize that if the Parole Board disapproves an address you have submitted for your home plan, you will no longer be permitted to sign out to that address while you are a Reentrant of this facility. In doing so, we are not necessarily denying you the opportunity to have contact with the friend or family member who resides at the rejected plan; we are merely stating that you are not permitted to sign out or be present at the address that was turned down for home plan purposes.

HH. FACILITY MANAGEMENT

1. This is your temporary home and you are expected to treat the Center with care and respect. Intentional damage to any part of the building or its contents will result in disciplinary action and at times can result in the entire Center being placed on restriction.
2. If you notice anything that is not working properly, please report it to the Staff on duty immediately, with a description of the problem. Anything can wear out or break from the heavy use received in this facility. When they occur, these things may require a quick response to keep your “home” in good repair. There are maintenance deficiency report it to the Control Center.
3. Throughout the building, you will see certain utilities such as fire alarm pull stations, smoke detectors, heat sensors, fuse boxes, electrical boxes, Staff business phones, security alarm devices, fire extinguishers, emergency lights, smoke eaters, thermostats, and security cameras; if you attempt to alter, tamper with, vandalize, or disable any of these utilities, disciplinary action will be taken against you as well.
4. As a Reentrant of this facility you are responsible to report any maintenance issues to the monitor on duty immediately.

II. FACILITY CLEANLINESS

1. One extremely important thing is cleanliness of the Center. It is your responsibility to see that your personal area and the Center are clean at all times. Reentrants are required to clean their personal areas (dorm). You are assigned an area of the Center to clean on a daily basis. If the area gets check by the Monitor on duty and if such area is not clean, the assigned person will be placed on “Red Light” restriction, you will have to do it again, until it passes inspection.
2. Cleanliness applies to your personal area as well. Monitors will advise you when your area is unsanitary and expect you to clean and organize it. Common deficiencies include unmade beds, dirty laundry lying out, excessive property, property not being stored properly, etc. If you do not maintain your personal areas proper disciplinary action will be taken.
3. During your first week in the center, a Monitor will notify you of your Dorm’s cleaning assignment. You will get information on how the job is to be done, supplies, etc.; the rest is up to you!
4. Before you leave on furloughs, check your area and clean it before you try to sign out. If it is not done and checked off by a Monitor, there could be disciplinary actions taken.
5. In addition, Spring and Fall cleaning projects will be scheduled twice a year. There may also be special events at the facility which will require a group house cleaning in which Reentrant participation is mandatory.
6. On weekends you are expected to do special cleaning assignments in addition to your daily or weekly job. Cleaning weekends will occur when Community Service is either not scheduled or cancelled. Privileges are reduced and you will complete community work projects as well. Schedules of your cleaning weekends are made on an annual basis, available from your Counselor, and posted in the Control Center. This occurs by caseload of each counselor on a rotating basis. The primary intent is to have a thorough job done in cleaning up the entire facility. As a reminder, cleaning weekend hours do count toward your Community Service requirements.
7. You will not be permitted furlough sign outs or extended sign outs on your assigned Cleaning Weekends.

JJ Climate Control

This facility is equipped with both heating and air conditioning throughout and will be regulated as needed per each season. You are not permitted to adjust the temperature since the thermostats are locked. If you are uncomfortably warm or cold, please notify Staff on duty. Never attempt to adjust or correct climate control problems by yourself, this will only lead to more problems and disciplinary action.

KK. Community Resource Library

There is a bookshelf located in the Resource Room which contains telephone books, and other reading material. SEPTA bus schedules, and literature on many of the community based service providers in the area with which the Philadelphia CCC#4 networks. Please feel free to utilize these resources as they have been provided for your benefit.

LL. EMERGENCIES

1. **Elevator:** The Philadelphia CCC#4 does not have an elevator.
2. **Fire Drills:** We are required to conduct fire drills on a regular basis. These drills assist with emergency preparedness and may save your life. When you hear the alarm walk quickly out of the building and gather across the street at in front of the wall in the rear of City View Pizza. (Do not stand in front of any businesses or in the street during evacuation drills). We will count Reentrants and time your evacuation from the Center.
3. There are a number of emergency situations that can occur while a Reentrant in the Center. The first thing you are to do upon discovering an emergency is to report it to Staff. In the event of a fire, simply pull the alarm so everyone can get out of the building safely and report the place of the fire to Staff. All other emergencies will require different responses; consult Staff on duty for further instructions.
4. The Emergency Plans and Evacuation procedures for Reentrants are posted through put the building and available for Reentrants to review at all times. These procedures will be reviewed during your orientation. This is a very serious activity and anyone who does not comply with fire drills will receive severe disciplinary actions. Why? Because you are endangering the life of Staff or fire fighters that may be looking for you. You never know if it is a drill or a real fire, so move! No excuses are accepted for failure to comply.

MM. Facility Services:

1. **Padlocks:** Reentrants are responsible for purchasing padlocks to lock up their food.
2. **Exercise Room and Equipment:** An Exercise Room is available at the Philadelphia CCC#4. The room is located in the basement on the 1630 side of the building. The room and equipment have been provided for you to maintain or begin a regular exercise program. Offenders are expected to treat the facilities with respect and care. Replace equipment when you are finished and limit noise to minimum at all times, DO NOT DROP THE WEIGHTS.
Weight Room hours are 06:00 a.m. to 10:00 p.m.
3. **Laundry Facilities:** Coin operated washers and dryers are available to the Reentrants in the basement on the 1628 and 1630 side of the building. Ironing Boards are located inside the laundry rooms for Reentrants use. Irons are kept in Control and you must sign them out for use and return them when completed. You must hand in your Center ID at the Control Center to sign out an iron. Irons are to be used in the laundry rooms, only. If irons are found in the dorms it could result in disciplinary actions. You are not permitted to sign out the iron for another Reentrant at any time. If you are assigned to a dorm on the 2nd floor, you must use the 2nd floor shower and laundry areas; if you are assigned to a dorm on the 3rd^h floor, you must use the 3rd floor shower and laundry area. Reentrants will not be permitted to use bathroom on a side of the building where they are not assigned. Reentrant will also not be allowed to sign out of the building while doing laundry. Do not leave your laundry unattended, CCC 104 is not responsible for any missing items. Also, clean clothing, linen, etc. are part of your personal hygiene. Laundry room hours are 06:00 a.m. – 10:00 p.m.
4. **Kitchen:** The kitchen is located on the First floor of the building. This is where Reentrants will prepare, store and eat food. You must share the area with a lot of other people. Therefore, it is very important that you follow these orders when using the kitchen:

- a. Prepare your food
 - b. Remain in the kitchen while you are preparing your food
 - c. Eat your food in the kitchen only
 - d. Clean-up after yourself
5. Staff will throw away anything that is left out and not stored properly. There are too many people here to allow something to cook for long periods of time or soak dishes for hours. The idea of courtesy to others is most important. Make sure the kitchen is always a pleasant place to eat. In the event that you must open a window in the kitchen area, you must request permission from Staff before doing so.
 6. Reentrants are assigned two areas to store food: a kitchen locker for dry or canned food, and a refrigerator box. These will be assigned to you during orientation. You can store food that needs to be refrigerated in the many refrigerators available. You are permitted to buy a medium sized **plastic** toolbox (approximate 17" x 8" x 7") for your refrigerated items (no metal boxes are allowed), then put the toolbox in the refrigerator. Reentrants are permitted one tool box for a refrigerator section and one tool box for a freezer section. Do not share tool boxes or kitchen lockers. Even if you are not using your kitchen lockers, you are required to keep them locked because this is your assigned space and you are responsible for the contents.
 7. Offenders are responsible to clean after yourself. Kitchen hours are 06:00 a.m. – 10:00 p.m.
 8. **Kitchen Utensils:** Shared kitchen utensils supplied by the Philadelphia CCC#4 shall be maintained in the kitchen area of the facility. Personal kitchen utensils (plates, bowls, pans, knives, forks, spoons, etc.) of Reentrants shall be clean, locked, and secured in their personal kitchen locker. Do not leave dirty utensils lying around in the kitchen, or they will be disposed of by Staff; once you have cleaned your kitchen utensils, lock them in your kitchen locker. **You are only permitted to have plastic kitchen knives in the facility; all metal kitchen knives will be considered contraband and possession of metal kitchen knives will result in disciplinary action.**
 9. **Basic Toiletries:** Toiletries are available to Reentrant when you arrive and are indigent. This basic issue kit is the same as those you got in the institutions. It provides the basic necessities until you can buy your own. This information should be discovered during orientation, but may occur later if you get down and out financially. Contact Staff if you are in need of a basic issue kit. The facility provides paper towels and toilet paper for the Reentrants.
 10. **Library:** There is a library of books that have been donated to the Center over the years located in the Resource Room. You are free to read them as you desire, but please return them when you are finished. **Sign outs to the local libraries will be two (4) hour sign outs, but limited to two (2) Library Sign-outs a week. Extra-time must be approved by your Counselor.** Some Reentrants may be restricted from Library sign-outs.
 11. **Trash collection:** In order to maintain a clean environment for you to live, we expect Reentrants to keep trash in its place. There are trash cans in the yard feel free to empty any trash containers as needed. Although cleaning duties are assigned by dorms, it does not mean you cannot volunteer to take care of the problem. Cleaning assignments will be rotated on a quarterly basis. Do not use other buildings nor businesses trash receptacles as this will cause problems in the local community and could result in health code citations. The City of Philadelphia requires that we recycle cans, glass, plastic, and office paper. You will find receptacles in the yard as well. The office paper recycling is located in the Staff areas. Recycling is not voluntary it is the law.
 12. **Television:** There are two televisions, and one DVD player for the entire Center population. The televisions are equipped with cable services. Courtesy and cooperation are definitely needed in the use of the television. Arguing over what is going to be viewed will not be tolerated and the televisions will be disconnected. Reentrant should get instructions on how to use it before damage occurs and no one can watch the television. A television sign up sheet is in the Control Center. Ask the monitor on duty in order to reserve a time slot for a specific program. Reservations for television time slots must be made 24 hours in advance of the program. Staff reserves the discretion to deem certain programs, channels, videos, or DVDs off limits based upon their content. Access to Television is restricted between the hours of 8:00-16:00.
 13. **Vending Machines:** The vending machine is here for your convenience. The only beverages permitted in the Recreation Room are those in the machine. If the machine is not functioning properly, notify Staff on duty for refunds of your money. Shaking, beating, moving, lifting the machine will result in disciplinary actions. Report any problems to the monitor on duty so we can take proper actions.

14. **Recreation Room:** The need for courtesy and cooperation is obvious in this room. The lights **must** always be on. The area closes at 2300 hours. Activities will also be limited if the area is mistreated by the Reentrants. Vandalism to the video and vending machines, furniture, and any equipment in the recreation room will not be tolerated. Reentrants arriving from work after 23:00 must be in bed within the hour of their return. Reentrant must get approval from monitor on duty if you need to go into these areas after midnight, 2300 hours
15. Community Resource Directories are maintained in the counselor's office and resource room.