



**CATHOLIC SOCIAL SERVICES
RESIDENTIAL RE-ENTRY CENTER**

**409-411 Olive Street
Scranton, Pennsylvania 18509
phone: (570) 342-1295, ext. 2
toll free: (888) 781-8854, ext. 2**

Resident Handbook

Updated: April 29, 2016

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RESIDENTIAL RE-ENTRY CENTER - BUILDING DIRECTORY

FIRST FLOOR: Administrative, Case Management & Support Staff

Center Director’s Office. Room M

Federal Case Management Office. Room J

PA-DOC Case Management Office. Room T

Administrative Assistant’s Office. Room S

Resident Computer Room. Room I

Conference Room & Visiting Area. Room C

Security Office. Room D

SECOND FLOOR: Residential Re-Entry Center - Female Floor

Staff Office. Room 2-H

Residents’ Bedrooms. Bedrooms 2-I through 2-T

THIRD FLOOR: Residential Re-Entry Center - Male Floor

Assistant Director’s Office. Room 3-J

Staff Office. Room 3-H

Residents’ Bedrooms. Bedrooms 3-I through 3-T

FOURTH FLOOR: Residential Re-Entry Center - Male Floor

Staff Office. Room 4-H

Residents’ Bedrooms. Bedrooms 4-I through 4-T

**CATHOLIC SOCIAL SERVICES
RESIDENTIAL RE-ENTRY CENTER**

STAFF ROSTER

Supervisory Staff:

Pamela Oravec, Center Director
Paul Gianino, Center Supervisor

Case Management Staff:

Irene Clark, Employment Placement Specialist
William Shiver, Federal Case Manager
Alicia Carey, DOC Case Manager

Support Staff:

Christa Capwell, Administrative Assistant
Beverly Rogalewicz, Program Secretary

Corrections Specialists:

Theresa Albert	Jena Olecki
Matt Carpenter	Fran Rickard
Lori Davis	Patricia Ryan
Stephen Dupak	Jordan Smith
Randall Ettinger	Dominic Summa
Deborah Evans	Rick Tokarczyk
Mary Irwin	John Vanderlick
Kenneth Matalavy	Joseph Vicente
Michael McCann	Michelle Williamson
Allyssa Mela	

ADMISSION CRITERIA

The target population for Catholic Social Services Residential Re-Entry Center is as follows:

1. All resident offenders must be 18 years of age or older.
2. All Federal and State offenders must be within the Center's jurisdiction in accordance with Federal and State correctional institution guidelines.
3. Catholic Social Services Residential Re-Entry Center does not accept individuals into the Center on an "emergency" basis. All referrals must be reviewed by the Center Director admission.
5. This program is voluntary in nature. All State & Federal resident offenders must agree to cooperate with all staff and judicial authorities with regard to supervisory conditions.
6. Resident offenders must agree to sign the program House Rules, Housing Lease and Resident Handbook, indicating that they understand and will follow all stipulations listed therein.

INTRODUCTION

The purpose of this handbook is to give you an explanation of what will be required of you while you are a resident here, as well as what you can expect from us. Your primary responsibility while you are here is establishing credibility. When you establish credibility this means that our staff can trust you. As you gradually establish credibility, your opportunities to become independent and responsible will increase.

When you enter this Center, you must successfully complete orientation. Your requirements for orientation are explained in this handbook.

Our staff's primary responsibility is ensuring the safety of both our Center and the community. We therefore need to monitor your activities carefully to ensure that your behavior is not harmful to our Center or to the community. Center staff will hold you accountable for everything you do. A list of DOC Misconducts and BOP Prohibited Acts are included in this handbook telling you what behaviors might jeopardize your status.

Our staff's second-most important responsibility is helping you to become a self sufficient, law-abiding member of society. You will have an opportunity to discuss your individual circumstances with an assigned case manager and together you will develop your Supervision Plan. This plan will outline the steps you need to take in order to become more independent and responsible. Although everyone has different goals and needs, there are some minimum requirements that must be met by all residents. These requirements are outlined in this handbook, pay special attention to the House Rules, Housing Lease and Agreement of Services, DOC Class I and Class II Misconducts and Prohibited Acts for Federal Residents.

A staff person will review this handbook with you. When you finish reading this handbook, ask about anything you do not understand. You will then be required to sign the Handbook Acknowledgment Form, indicating that you have read and understand this handbook.

Each resident in this Center is unique! Please remember that residents in this Center are from different correctional components, each with their own set of regulations and requirements. Rules and regulations that apply to your particular case may not apply to others, and vice versa.

UPON TRANSFER TO THIS CORRECTIONS CENTER:

- ✓ Have your Social Security card and your birth certificate.
- ✓ If you have a drivers license, keep it current. If not, you will need to obtain another type of photo identification.
- ✓ Write/Update your resume.
- ✓ State and Halfway Back residents are required by the DOC to save at least 10% of their net income for subsequent release.

ORIENTATION (Lasts a minimum of 2 weeks):

- ◆ Meet with the assigned case manager to develop a Supervision Plan.
- ◆ Halfway Back Residents will be under House Restriction for the first 30 days of residency and may only have 1 hour recreational sign-outs.
- ◆ 7:00 p.m. Curfew
- ◆ Maximum of 2 hours outside of Center at any one time, subject to staff direction, provided you are either already employed or actively searching for employment.
- ◆ Obtain employment.

IDENTIFICATION BADGES: Every resident is issued an identification badge upon admittance to the Center.

- This badge is your responsibility - it must be worn at all times while inside the Center and on Center property; you will surrender the badge to staff on duty when signing out, and you will receive it back when you sign-in.
- The badge contains your photo, institutional identification number, component and other pertinent information.
- The barcode printed on the Center ID Badge is scanned and used to identify you and your whereabouts during head counts and security scans.
- Whenever you are in your assigned bedroom or bathroom, the badge must be affixed to the door to indicate that you are inside. Staff will verify your presence in the room while scanning.
- Do not tamper or write on badges. The Center is not responsible for lost or stolen badges; badges will be replaced at the cost of the resident for an administration fee of \$25.

CONTRABAND: Catholic Social Services Residential Re-Entry Center does not permit contraband in the Center. Residents must review the posted policy concerning contraband and be aware of prohibited contraband. Residents and visitors are subject to search of person, clothing, property and vehicle at the request of authorized staff. Contraband will include, yet will not be limited to:

- ⊗ Any unauthorized item which would present a threat to the security of the Center, staff, visitors or residents.
- ⊗ Any type of lethal weapons or weapons which may inflict personal injury, to include tools, pepper spray or other self-defense type of chemical agents.
- ⊗ Cell phones and any type of personal portable electronics (i.e., cameras, electronic readers, computers, tablets, iPads, iPods, televisions, music or video players, etc...) that contain any type of camera/video recording capability. No external speakers are permitted.
 - ✓ Note: Federal Residents are additionally restricted from possessing any type of electronic device with internet capabilities.
- ⊗ Alcoholic beverages (this includes mouthwash, perfumes and personal hygiene items containing alcohol).
- ⊗ Unreported prescription medications, illicit drugs and drug paraphernalia (includes rolling papers, pipes, loose tobacco products, chew and pipe tobacco). Cigarette packs opened prior to entry back into the Center.
- ⊗ All pornographic material and stolen items.
- ⊗ All foods brought from outside are contraband. Exceptions are made for fruits and vegetables that are sealed by the producer and food delivered by an established restaurant during the allotted time for receiving deliveries (usually on weekends).
- ⊗ Protein powders and dietary supplements for weight loss/gain and/or muscle building.
- ⊗ Any other type of prohibited personal property or item in questionable doubt to be determined by the Center Director or designee for a final decision..

CURFEW:

- ☉ If after two (2) weeks, you have completed all requirements outlined on your Supervision Plan, and have followed all rules listed in this handbook, you have successfully completed orientation.
- ☉ Federal Residents: In compliance with the Federal Bureau of Prisons, Statement of Work requirements, your curfew may not be extended beyond 9:00 p.m.
 - ✓ Note: Federal residents on CCC status will have a curfew of 7:00 PM, until such time as the CCC Status is lifted by the Center Director, with approval of the RRM.
- ☉ State Residents: If your progress is viewed as satisfactory by the Corrections Supervisor, your curfew will be extended to the maximum limit of 9:00 p.m. at the start of your fifth week in the Center.
- ☉ Halfway Back Residents: After your initial period of House Arrest is completed you may have 1 hour sign-outs. Your 7:00 p.m. curfew may be extended to 9:00 p.m.

SIGN-OUTS:

- 📌 Residents may only sign-out to specific locations. It is the responsibility of the resident to inform staff of the specific purpose for the sign-out, as well as the exact address and phone number of the sign-out location. Staff will check on residents by telephone and site visit randomly and will know residents whereabouts at all times.
- 📌 In order to sign-in or sign-out of the Center, you must report to the Corrections Specialist on duty; he/she will direct you in the proper procedure. NEVER go directly to your bedroom, bathroom or common area without signing into the Center first.
- 📌 Residents will receive a breathalyser test every time they return from a sign-out or pass.
- 📌 Center guidelines for specific sign-out purposes are as follows (*Hours may be subject to change based on current activities or circumstances within the Center*):
- 📌 **Employment Search Sign-Outs:** During the first twenty-one (21) calendar days upon arrival to this Center, job searches may be done from 8:30 AM until 12:00 noon and 1:00 PM until 4:00 PM, Monday through Friday. Afternoon job searches will only be permitted if you have completed a job search in the morning. Exceptions will be made for morning treatment and medical appointments. After the initial 21-day search without obtaining employment, job searches are then limited to 8:30 AM until 12:00 noon, Monday through Friday. All residents must have gainful employment within twenty-one (21) calendar days after arrival at this Center.

All job searches are for a maximum of two hours total sign out within that time frame, at the discretion of staff on duty. There are no job search sign-outs on the weekends or holidays.
- 📌 **Social Sign-Outs:** Social sign outs (AKA personal, leisure, recreational) are only allowed subject to the residents individual compliance with Center rules and according to the limitations set under the House Rules. If you are in compliance, you may be allowed the following:
 - Shopping (1) three hour sign-out on Saturdays for residents not on a weekend or 10-hour pass.
 - Dinner Pass (1) two hour sign-out, on Sunday only. No “food courts” and must bring back dining receipt for staff to verify date & time.
 - Library (1) two hour sign-out and no more than three residents per floor at one time.
 - Gym (1) 1½ hour sign-out and no more than two residents per floor at one time
 - Hair Care (1) two hour sign-out once per month and only during the second full week of the month.
 - Post Office (1) one hour sign-out per week

FURLOUGHS/PASSES:

A furlough is not a resident's right, but a **privilege**, and may be granted only at the discretion of staff. Furlough and pass requests will be reviewed and considered by staff. Certain conditions that apply, but may not be limited to, resident furloughs include the following:

- All residents are required to remain in the Center for at least one weekend each month.
- Sign-out dates/times for furloughs will begin and end as recommended by your case manager. Once signed by the case manager, your pass request must be signed by either the Corrections Supervisor or Center Director to be valid.
- Federal residents get passes in accordance with the Statement of Work; these passes must be signed by the case manager and approved by either the Corrections Supervisor or Center Director. .
- Any pass site requested must be investigated and approved by Center staff to ensure that the site meets all State and Federal requirements. The pass site must have basic telephone service **ONLY** (no call forwarding, three-way calling, caller i.d., answering machine/voice mail service, etc...).
- The resident must complete a minimum of two weeks of consistent, successful employment, receive a paycheck and pay subsistence (see Money Management Section). If employment is lost through no fault of your own, your case will be reviewed and pass/furlough status may be maintained.
- The purpose of a furlough is to visit your home or to establish a home prior to your release. A furlough will not be approved for any other reason. Residents are not permitted to work or conduct business from their homes.
- If your furlough or pass request is approved, you will need to sign a form which clarifies the rules concerning furloughs. Your signature shows us that you understand everything that is expected of you while you are on furlough. Enclosed in this handbook is a copy of these forms.
- Residents receiving Incident Reports, Warning Notices or Misconducts will not be granted furloughs or weekend passes.
- No furloughs or passes will be approved during Spring and Fall clean-up weekends. All residents are required to participate in this bi-annual clean-up effort.
- **For State Pre-release Residents:** After a furlough request has been made, the proposed furlough site will be investigated by the Department of Corrections Furlough Investigator.
- **For State Parole Residents:** Overnight pass/furlough requests will only be approved for the resident's future home site; residents will not be approved for random or multiple sites. Ten hour passes will be issued on a limited basis and will only be for one day, either Saturday or Sunday - **not both days**. After a furlough request has been made, the proposed furlough site will be investigated by the Department of Corrections Furlough Investigator.
- **For Halfway Back Residents:** After a furlough request has been made, the proposed furlough site will be investigated by your Parole Officer.
- **Emergency Furloughs:** If approved by the Contracting Agent (commitment source), a family visit furlough may be granted to a resident to allow unsupervised leave into the community to visit immediate family members to address an emergency family situation (i.e., serious illness or death of an immediate family member).

EMPLOYMENT:

- Do not accept or quit a job without approval from your case manager. All employment locations must be verified and approved - prior to starting employment.
- Residents must check-in with the Center twice each day and must call from their work number, which will be identified on the Center's caller i.d. system.
- Residents **must** find legitimate, full time (35-40 hours per week) employment within twenty-one (21) calendar days. During this initial period, residents will only be permitted to search for employment from 8:30 AM until 12:00 noon AND 1:00 PM until 4:00 PM, Monday through Friday.
- After the initial 21-day search without obtaining employment, job searches are then limited to 8:30 AM until 12:00 noon, Monday through Friday.
- All job searches are for a maximum of two hours total sign out within the time frames allotted, at the discretion of staff on duty. There are no job search sign-outs on the weekends or holidays.
- Residents who do not obtain employment within twenty-one (21) calendar days will be placed on restriction and will only be allowed job searches from 8:30 AM until 12:00 noon, Monday through Friday, with one hour of personal sign-out time per day. Once employment has been secured and you have been working steady for two weeks and paying subsistence as owed, restriction may be lifted.
- Residents are not permitted to work at different locations (i.e., delivery service, construction at various sites, etc...), residents must be employed at a single location with a land line phone available.
- Residents are not permitted to work more than 48 hours per week, or work third shift without prior approval of the Center Director.
- Residents may not leave their job site during breaks and lunch times.
- If you are asked on a job application, "Have you ever been arrested?" Answer: *"Yes, I will explain in a personal interview."* If you have a concern with this answer, your case manager will advise you of the problems with saying "no".
- Employment cannot be "under-the-table", residents are required to pay all Federal, State and local wage taxes. Residents must submit weekly pay stubs from their employer which documents the following: Date of check, gross pay, hours worked, deductions made and net pay received.
- Your assigned case manager will meet with your employer to discuss the requirements for employment, pay dates, the shift and amount of hours you are expected to work, etc.
- Federal Residents who need assistance obtaining employment, may meet at any time with the Social Services Coordinator, who will review your specific Supervision Plan and initiate employment assistance.

SCHOOL/JOB TRAINING:

- If you do not have a high school diploma, obtaining your GED is highly encouraged. Talk with a case manager about this if you have a genuine interest in obtaining your GED.
- Additional training and/or higher education is also highly encouraged, however, securing and maintaining an income is your first priority.
- Having an interest in enrolling in a training/schooling program does not excuse you from finding employment within a reasonable amount of time after your transfer to this Center.

CSS RESIDENTIAL RE-ENTRY CENTER

Pass Request & Approval

Resident's Name:	I.D. Number:	Resident's Cell Phone Number:	DATE:
I request approval for a pass during the period specified below. I understand and agree to abide by the pass conditions specified on this request and I understand that any violation of these conditions may be sufficient cause to revoke the pass and/or result in disciplinary action. Failure to remain at the specified residence during curfew hours or to inform Center staff of my whereabouts at all times may result in a charge of escape from Catholic Social Services Residential Re-Entry Center.			
PASS PERIOD	From (Time / Date)	To (Time / Date)	
Name of Person with whom Staying		Relationship	
Street Address		Area Code & Phone Number	
City / State / Zip		Alternate Contact Number*	
Resident Signature		*If you cannot be contacted at Approved Pass Site #	
Pass Recommended By (<i>Printed Name and Signature of Case Manager</i>)			
Approved (<i>Center Supervisor or Center Director's Signature</i>)			Date

SIGN OUT	Date	Time	Resident Initials	Staff Initials
SIGN IN	Date	Time	Resident Initials	Staff Initials

RECORD OF CONTACTS (*Indicate "T" for Telephone, "P" for Personal*)

Date										
Time										
Type										
Staff Init.										

- I will reside only with the approved person at the approved address.
- I will conduct myself in a lawful manner.
- I will phone the Center at least once each day of my pass & more often if needed. I will accept phone calls from Center staff to verify my location. I will not have "Call Forwarding" capability at my residence and I will, when requested, provide copies of my telephone bill to Center staff.
- I will accept the visits of Center staff at my place of residence.
- I will not possess any deadly weapon or knowingly be with a person who is in possession of a deadly weapon.
- I will not knowingly associate with persons who have criminal records nor will I frequent places where illegal activities are conducted.
- I will not drink alcoholic beverages of any kind, nor will I enter any establishments, such as bars or liquor stores, where the sale and/or consumption of alcoholic beverages is the primary business of the establishment.
- Except as medically authorized, I will not use or possess narcotics, or any other controlled substances, nor will I be in the presence of persons who are using or in possession of narcotics or illegal drugs. I understand that ingestion of poppy seed food products or the used of decongestant inhalers such as Vicks or Benzedrex may result in positive test results for unauthorized drug use and is therefore prohibited.
- I will inform Center staff of my whereabouts at all times and, unless otherwise authorized in advance by the Corrections Supervisor, I will remain at the approved pass location from 9:00 p.m. to 6:00 a.m. each day of the pass.
- I understand that I am subject to all Center rules, any special conditions (noted and signed on the reverse of this form) and any DOC Regulations or BOP Prohibited Acts while I am on pass.

Signed	Date
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CSS RESIDENTIAL RE-ENTRY CENTER**10 Hour Sign-Out Request & Approval**

Resident's Name:		I.D. Number:		Resident's Cell Phone Number:		DATE:	
I request approval for a sign-out during the period specified below. I understand and agree to abide by the sign-out conditions specified on this request and I understand that any violation of these conditions may be sufficient cause to revoke the sign-out and/or result in disciplinary action. Failure to remain at the approved sign-out site during the 10 hour sign-out or to inform Center staff of my whereabouts at all times may result in a charge of escape from Catholic Social Services Residential Re-Entry Center.							
SIGN-OUT PERIOD		From (Time / Date)			To (Time / Date)		
Name of Sign-out Contact Person					Relationship		
Street Address					Area Code & Phone Number		
City / State / Zip					Alternate Contact Number/Name*		
Resident Signature					If you cannot be contacted at Approved Pass Site #		
Sign-out Recommended By (<i>Printed Name and Signature of Case Manager</i>)							
Approved (<i>Center Supervisor or Center Director's Signature</i>)					Date		
SIGN OUT	Date	Time	Resident Initials	Staff Initials			
SIGN IN	Date	Time	Resident Initials	Staff Initials			
SIGN OUT	Date	Time	Resident Initials	Staff Initials			
SIGN IN	Date	Time	Resident Initials	Staff Initials			
RECORD OF CONTACTS (<i>Indicate "T" for Telephone, "P" for Personal</i>)							
Date							
Time							
Type							
Staff Init.							
<ol style="list-style-type: none"> I will reside only with the approved person at the approved address. I will conduct myself in a lawful manner. I will phone the Center at least once each day of my pass & more often if needed. I will accept phone calls from Center staff to verify my location. I will not have "Call Forwarding" capability at my residence and I will, when requested, provide copies of my telephone bill to Center staff. I will accept the visits of Center staff at my place of residence. I will not possess any deadly weapon or knowingly be with a person who is in possession of a deadly weapon. I will not knowingly associate with persons who have criminal records nor will I frequent places where illegal activities are conducted. I will not drink alcoholic beverages of any kind, nor will I enter any establishments, such as bars or liquor stores, where the sale and/or consumption of alcoholic beverages is the primary business of the establishment. Except as medically authorized, I will not use or possess narcotics, or any other controlled substances, nor will I be in the presence of persons who are using or in possession of narcotics or illegal drugs. I understand that ingestion of poppy seed food products or the used of decongestant inhalers such as Vicks or Benzedrex may result in positive test results for unauthorized drug use and is therefore prohibited. I will inform Center staff of my whereabouts at all times and, unless otherwise authorized in advance by the Corrections Supervisor, I will remain at the approved pass location from 9:00 p.m. to 6:00 a.m. each day of the pass. I understand that I subject to all Center rules, any special conditions (noted and signed on the reverse of this form) and any DOC Regulations or BOP Prohibited Acts while I am on pass. 							
Signed					Date		

SUBSISTENCE FOR FEDERAL RESIDENTS

Federal residents are required by the BOP to pay subsistence to alleviate the cost of their care while in the Center. The BOP conducts a monthly audit of all residents' pay stubs and subsistence payments, to ensure that all amounts owed are paid in full. In addition, audits of resident work hours are compared with pay stubs to ensure accountability during sign-outs to work. Residents who fail to pay subsistence owed will receive an Incident Report and possible CDC Hearing for non-payment.

Federal residents must submit 25% of their gross income, based upon their earnings. This amount is rounded **down** to the nearest whole dollar amount. The resident is then required to purchase a money order for the amount of subsistence due, made payable to "Catholic Social Services RRC." This money order must be signed and filled out, **with your name and ID number printed clearly on the money order**. Residents are not permitted to pay subsistence in cash or with personal checks.

At time of payment, the resident must provide a copy of their check and paystub. The paystub **must** indicate the following: Date of check, gross pay, hours worked, all itemized deductions taken and net pay received. Residents **must** pay subsistence on all income they receive while a resident of this Center.

Federal residents are required to work full time. The average work week should not be less than 35 hours, not to exceed 48 hours in a given week. Overtime hours beyond 48 hours in a week must have prior approval of the Center Director. Pay stubs will verify the amount of hours worked each week.

Subsistence payments are based on actual income. The maximum amount that Federal residents can be charged for subsistence is \$97 per day or \$679 per week. If a Federal resident's gross income exceeds \$2,716 in a given week, the maximum amount will be charged for subsistence in lieu of the 25% of gross income.

The Federal Bureau of Prisons requires that residents be pro-rated for their last week in the Center, at least three (3) weeks prior to the resident's anticipated release date. You will be prorated based on two weekly pay stubs if you are paid weekly, or one paystub if paid bi-weekly. You will only be prorated up until the date of your anticipated release. Your prorated amount will be reviewed with you by staff and will be due on the date indicated on the Subsistence Proration form.

Please Note: Subsistence for the payment week ending each Friday is due by the following Sunday evening for processing at 8:00 a.m. the next work day. Failure to pay subsistence by the required date/time may result in a loss of privileges, including weekend passes. Residents will receive an Incident Report and possible CDC Action for non-payment of subsistence on the due date.

The BOP states that Federal residents **cannot** be released from this Center if subsistence payments are not paid in full.

SUBSISTENCE FOR STATE & HALFWAY BACK RESIDENTS

State & Halfway Back residents are required by the DOC to pay subsistence to alleviate the cost of their care while in the Center.

State & Halfway Back residents are required to pay subsistence at the rate of 20% of their weekly net (after taxes) income. Any garnishments on earnings, direct payments of medical coverage or any non-tax deductions are still considered as net income and are included when calculating subsistence owed. Residents **must** pay subsistence on all income received while a resident of this Center.

State & Halfway Back residents must deposit their uncashed paycheck for distribution in the Resident Account. At that time, the resident must provide copies of their check and paystub, indicating the following information: Date of check, gross amount, taxes deducted and net amount of check.

Once deposited into the Resident Account, a check is processed for subsistence owed. The resident may request a check for personal expenses or family support, which must be approved by the Center Director or a designee. Approved expense checks are issued on Thursdays. The DOC requires that residents provide copies of all receipts for expenses incurred during the current week, prior to requesting additional expenses for the upcoming week.

The DOC requires that residents establish a savings for their subsequent release and are required to save a minimum of 10% of their weekly net (after taxes) income. Residents are not permitted to take mandatory savings out of their accounts until their actual discharge date. All funds in the resident's savings will be returned to the resident upon discharge, provided that all subsistence is paid in full.

The DOC requires that residents owing any fines, court costs or restitution pay a minimum of 10% of their weekly net (after taxes) income on said costs. A check will be issued monthly from the resident's account to the county of commitment to make payment on court costs owed by the Resident.

State & Halfway Back residents are required to work full time. The average work week should not be less than 35 hours, not to exceed 48 hours in a given week. Overtime hours beyond 48 hours in a week must have prior approval of the Center Director. Pay stubs will verify the amount of hours worked each week.

Subsistence payments are based on actual income. The maximum that State & Halfway Back residents can be charged for subsistence is \$75 per day or \$525 per week. If a State or Halfway Back resident's net income exceeds \$2,625 in a given week, the maximum amount will be charged for subsistence in lieu of 20% of net income.

Please Note: Subsistence for the payment week ending each Friday is due by the following Sunday evening for processing at 8:00 a.m. on Monday. The bookkeeper will deposit resident payroll checks on Monday morning in order to clear within three (3) days of issuing an expense check on Thursday. If you do not have your check in by Monday morning, you will not receive an expense check for that week. All expense check requests must be submitted with your subsistence payment by Monday morning at 8:00 AM.

Emergency Expense checks may be issued for a verified **emergency** situation; this must be approved by the Center Director and you must have available funds in your account. Residents are not permitted to draw more than their "spendable balance" from their accounts.

Failure to pay subsistence by the required date/time may result in a loss of privileges, including weekend passes. Residents will receive a Misconduct Report and possible disciplinary action for non-payment of subsistence on the due date.

Residents **will not** be released from this Center if subsistence payments are not paid in full.

MONEY MANAGEMENT & RESIDENT FISCAL POLICY:

All residents are responsible for making weekly payments of subsistence. These payments are required by Federal and State Corrections to subsidize **government** costs for inmate care.

Residents must hand in the correct amount of subsistence for the prior week every Monday morning by 8:00 a.m. Failure to pay subsistence by the required date/time may result in a loss of privileges, ***including weekend passes***. Residents will receive disciplinary action for non-payment of subsistence on the due date.

FEDERAL RESIDENTS

Your assigned case manager will review your Monthly Subsistence Collection Sheet with you to explain how records of subsistence payments are kept. Federal subsistence payment weeks begin on Saturdays and end on Fridays. The date on your paycheck is used to indicate in which week the subsistence payment is due.

- A. Subsistence is based upon 25% of your total gross wages.
- B. You must submit a copy of your check and paystub from your employer with a money order for the amount of subsistence owed - anytime you receive payment for work performed. Your paystub **must** include the following information: Date of check, gross pay, hours worked, all itemized deductions taken and net pay received.
- C. Employment cannot be “under-the-table”, residents are required to pay all Federal, State and local taxes, as well as any other deductions required by the employer.
- D. Calculating Subsistence Owed: For example, if your gross pay was \$319.75, you would figure your subsistence at 25% by multiplying your gross amount by .25 ($319.75 \times .25$). The total due would be \$79.94, which you would round **DOWN** to \$79.00. Subsistence is always rounded **DOWN** to the nearest whole dollar.
- E. Subsistence for the payment week ending each Friday is due by 8:00 a.m., the next Monday morning. Failure to pay subsistence as required will result in disciplinary action.
- F. Subsistence must be paid in full prior to discharge from this Center. Failure to do so may result in a delay in your release date, garnishment of your wages, or return to custody.
- G. Federal residents are not permitted to assume a loan under any circumstances.

MONEY MANAGEMENT & RESIDENT FISCAL POLICY :

STATE AND HALFWAY BACK RESIDENTS

Your assigned case manager will review your Monthly Subsistence Collection Sheet with you to explain how records of all payments from your paycheck are documented. Budget weeks begin on Saturdays and end on Fridays. The date on your paycheck is used to indicate the week your subsistence payment is due.

- A. For financial record-keeping purposes, the Center maintains a non-interest bearing checking account, herein referred to as the “Resident Account”. All resident financial disbursements must be documented and reported to the DOC on a monthly basis.
- B. Residents must turn in their uncashed paychecks with a copy of the pay stub for deposit into the Resident Account every time they are paid for work performed.
- C. Paychecks for the subsistence week ending each Friday are due by 8:00 a.m., the next Monday morning. Failure to pay subsistence as required will result in disciplinary action.
- D. Upon approval by the Center Director, necessary expenditures shall be disbursed via checks in the following manner:
 1. Subsistence: Based upon 20% of weekly net income. Any garnishments on earnings direct payments of medical coverage or non-tax deductions are still considered as net income and are included when calculating subsistence owed.
 2. Living Expenses: Travel, necessary clothing, incidentals or any other obligations acknowledged by the resident and approved by the assigned Case Manager or a designee. As per DOC requirements, the resident will be required to furnish copies of all receipts for expenses incurred during the current week, prior to requesting additional expenses for the upcoming week.
 3. Support of the resident's dependents, if any.
 4. Court costs, fines, restitution and other crime related obligations: State residents are required to pay a minimum of 10% of their weekly net (after taxes) income toward any outstanding court costs, fines, restitution and other crime related obligations.
 5. Savings: Residents are required to save a minimum of 10% of their weekly net (after taxes) income in their account. This is for the purpose of saving for their subsequent release.
- E. Disbursement for an amount greater than the resident’s account balance is prohibited. At no time will the Resident Account be used to make loans to residents.
- F. Residents arriving from State Correctional Institutions with a release check shall turn that check over to their assigned case manager for deposit into the Resident Account. No subsistence payment shall be assessed for SCI release funds.

MONEY MANAGEMENT & RESIDENT FISCAL POLICY :

STATE AND HALFWAY BACK RESIDENTS (Continued)

- G. Once a resident has accumulated \$500.00 in the Resident Account, he/she may request approval from the Center Director to open an interest bearing savings account in the financial institution of his/her choice. The resident shall advise the Center Director of the existence and location of such an account. The savings account pass book must be turned into the assigned case manager after each transaction (i.e., deposit/withdrawal)..
- H Resident loans from a bank, mortgage company, automotive financing, etc., must be approved by the Center Director and the Department of Corrections, prior to consideration.
- I. Subsistence must be paid in full prior to discharge from this Center. Failure to do so may result in a delay in your release date, garnishment of your wages, or return to custody.

EMERGENCY FINANCIAL ASSISTANCE

Residents requiring emergency financial assistance should speak to their assigned case manager for information and/or a referral to the appropriate agency.

COMMUNITY SERVICE

All residents of Catholic Social Services Residential Re-Entry Center have the opportunity to participate in a variety of community service projects. The staff encourages resident participation in an attempt to assist the community and to once again become valuable members of that community. In the Scranton area, we have an abundance of community service organizations that are constantly in need of volunteers. The administrators of these organizations have called upon our residents for their help, because they have always shown their genuine interest in helping the less fortunate.

The DOC requires State Residents of this Center to participate in Community Service Work Projects on an on-going basis. Residents who are unemployed must volunteer for Community Service for a minimum of thirty (30) hours per week; employed residents are required to volunteer eight (8) hours per month.

Federal Residents who are not employed will also be required to participate in Community Service Work Projects, at the discretion of their assigned case manager.

The Case Managers are in charge of organizing residents for Community Service.

The staff of Catholic Social Services Residential Re-Entry Center would like to thank our residents for participating in community volunteer services.

DRIVING PRIVILEGES:

- If you already own a car or have access to one, you must provide a valid drivers license, proof of insurance and registration.
- A resident who intends on using another person's car must have written permission from the owner, stating that the resident may use the car, this document must be notarized. Copies of the owner's written permission, the insurance card, vehicle registration and the resident's driver's license will be submitted to the Center Director for approval.
- No travel for any reason is permitted beyond the borders of the Commonwealth of Pennsylvania.
- Just as contraband is not permitted in the Center, it is not permitted in your vehicle.
- Parking in staff parking area is not permitted.
- For Federal Residents:
 - a. Use of a car will be permitted only for transportation to and from work, and your furlough site.
 - b. Your travel is restricted to a 99-mile radius of the Center, travel outside that radius can only be approved by the RRM.
 - c. Federal residents should only work around Scranton Area.
- For State/Halfway Back Residents:
 - a. Use of a car will be permitted only for work transportation and legitimate appointments.
 - b. You may use the car for sign-outs and furloughs if approved by the Center Director.
 - c. Your travel is restricted to a 30-mile radius of the Center. A map showing this area is included in this handbook. Travel beyond this area must have prior approval from the Center Director the Contract Facility Coordinator (CFC) of the DOC.

PREA REPORTING NOTICE

The Pennsylvania Department of Corrections (DOC), the Federal Bureau of Prisons (BOP) and Catholic Social Services Residential Re-Entry Center (CSSRRC) all enforce a ***Zero Tolerance*** standard for sexual violence against residents. This was enhanced by the enactment of the **PRISON RAPE ELIMINATION ACT (PREA) of 2003** which ensures that residents have a right to be free from sexual abuse and sexual harassment perpetrated by other residents and staff, including contract service providers, vendors, volunteers and interns. Implementation of the PREA policy promotes a safe, humane, and appropriately secure environment, free from the threat of sexual assault/misconduct for all residents. As professionals, it is up to us to achieve this goal.

We recognize that the vast majority of our employees do not engage in sexual misconduct with residents, nor support staff members who do. Staff sexual misconduct tarnishes our reputation, jeopardizes facility safety and security, and undermines the Agency's authority.

Employees are required to ***IMMEDIATELY*** report any inappropriate staff/resident behavior. Retaliatory action is ***prohibited*** against any individual for reporting sexual abuse or sexual harassment or for providing information during an investigation. Employees, contract service providers, volunteers, interns, and/or individuals who conduct business with the DOC and/or BOP are subject to disciplinary action up to and including possible dismissal and termination if they are found to have engaged in sexual harassment or sexual contact with a resident.

As CSSRRC continues working toward full PREA compliance, it is important for everyone to have a fundamental understanding of the following national standards:

Sexual Abuse (Resident-on-Resident) is defined as:

- Any form of unwanted sexual behavior without consent.
- Any forced sex or penetration.
- Any unwanted sexual touching of the genitals, breasts, buttocks, or inner thighs.

Sexual Abuse (Staff-on-Resident) is defined as:

- Any behavior or act of a sexual nature directed toward a resident by an employee, contract service provider, vendor, volunteer, intern, or other agency representative.
- Any sex, penetration, or sexual touching for the purpose of sexual gratification.
- Any attempt, threat, or request to engage in any type of sexual activity.
- Any exposure of body parts.
- Any voyeurism intended to invade the privacy of a resident while they are undressed, bathing, or performing bodily functions.

PREA REPORTING NOTICE (continued):

Sexual Harassment is defined as:

- Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature.
- Repeated verbal comments or gestures of a sexual nature to a resident by a staff member including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Methods of Reporting for Residents and Visitors to the Facility:

- Verbal report to any staff member.
- Written report to any staff member.
- Submitting a report online at www.tipsubmit.com.
- Written report to: **BCI/PREA Coordinator** or **Federal Bureau of Prisons**
1800 Elmerton Avenue **Office of Internal Affairs**
Harrisburg, PA 17110 **320 First Street, NW, Room 600**
Washington, DC 20534

Methods of Reporting for Staff:

- Verbal report to the Center Director/designee or PREA Compliance Manager.
- Written report to the Center Director/designee or PREA Compliance Manager.
- Submitting a report online at www.tipsubmit.com.
- Written report to: **BCI/PREA Coordinator** or **Federal Bureau of Prisons**
1800 Elmerton Avenue **Office of Internal Affairs**
Harrisburg, PA 17110 **320 First Street, NW, Room 600**
Washington, DC 20534

For more information contact the Facility PREA Compliance Manager,
Statewide PREA Coordinator
Or
Pennsylvania Coalition Against Rape
P.O. Box 400
Enola, PA 17025

Sexual Interaction is prohibited, Consent is NOT a defense, Perpetrators will be held accountable. It is a Felony in Pennsylvania for staff to engage in sexual relations with residents. Resident victims/witnesses will be protected from retaliation and intimidation for reporting sexual abuse incidences. Resident victims can get help including medical and mental health services and support from a local rape crisis center.

SUBSTANCE ABUSE: This is a ZERO tolerance Center!

- For State/Halfway Back Residents: Use of illegal substances and alcohol are listed as a DOC Class I Misconduct and will result in your return to a correctional institution.
- For Federal Residents: Use of illegal substances and alcohol are listed in the BOP's Prohibited Acts as a Greatest Severity and will result in your return to a correctional institution.
- Center Staff will conduct random drug screening. Failure to agree to a drug test may result in an Incident Report and/or return to a correctional institution.

IF YOU HAVE A SUBSTANCE ABUSE OR ADDICTION HISTORY:

- Your Supervision Plan will reflect an agreement between you and your assigned case manager for your referral regarding drug and alcohol treatment.
- All Drug/Alcohol treatment for residents is done on an outpatient basis at local drug and alcohol treatment centers.
- Residents must inform any attending medical staff (doctors, dentists, nurses, etc.) of their drug/alcohol history and may only be prescribed non-narcotic medications. When going to the doctor/clinic, you will be given a form to have signed by the attending medical provider.
- An approved schedule of local AA/NA meetings is posted on resident bulletin board.

HEALTH CARE:

- ✚ Geisinger Community Medical Center, a nearby hospital, has been designated as the Center's 24-hour emergency care hospital.
- ✚ Federal residents who do not have any medical or dental insurance and/or are without the means to pay for such expenses, must obtain prior approval from the BOP and Center Director to bill this Center for any treatment or medication. Reimbursement will be necessary and method of payment will be determined.
- ✚ Federal residents must submit a Request for Approval of Medical Treatment and Reimbursement, to be completed by the Case Manager, to obtain prior approval for medical appointments and medication to be paid by the Federal Bureau of Prisons.
- ✚ If you have a medical or dental complaint, or suspect you may have contracted a communicable disease, inform staff on duty immediately. If the ailment is non-life threatening, staff will instruct you to fill out a Medical Care Request Form which will be forwarded to your assigned case manager, who will assist you in making an emergency medical/dental appointment.
- ✚ Each floor of the Center is equipped with a first aid kit.
- ✚ An Automatic External Defibrillator (AED) is available for emergency use only by staff. It is located on the first floor, next to the elevator
- ✚ Give all medications (prescription and over-the-counter) to Center staff. Staff will count, document and lock the medication in a medical cabinet. Do not purchase any over-the-counter medication until discussing it with staff. Many prescription and over-the-counter medications contain chemicals (i.e. alcohol, codeine, etc.) which may result in a positive urine test.

TELEPHONE PRIVILEGES:

Center Resident Cell Phones:

- ☞ Resident cell phones must be of the type as authorized by the BOP or DOC.
 - ✓ DOC Residents (SIP, Parole and Halfway Back) are not permitted to have in their possession or utilize a cell phone with camera/video recording devices. The resident must complete the *BCC Cell Phone Agreement (5A-19-2A)* and submit the cell phone for initial review by a staff member.
 - ✓ BOP Residents (Pre-Release, CCC, USPO) and Home Confinement Cases are not permitted to have in their possession or utilize a cell phone with a camera/video recording device or internet capabilities. The resident must complete the *BOP Resident Cell Phone Agreement (5A-19-2B)* and submit the cell phone for initial review by a staff member.
- BOP RESIDENTS PLEASE NOTE:** Federal residents are not permitted to contact other residents (current or former) of this Center; this includes calls, text messages, emails, photos, or other contact. Staff will search cell phone content randomly to ensure compliance.
- ☞ All unauthorized cell phones shall be confiscated and processed in accordance with the policies and procedures of the BOP or DOC; unauthorized cell phones will be confiscated (REGARDLESS OF WHO IT BELONGS TO), the resident will be given a *Confiscated Item Receipt*. The confiscated cell phone will ***not*** be returned to the owner.
- ☞ Staff will conduct an immediate review of the cell phone to ensure that no prohibited device capabilities are present.
- ☞ Staff will ensure that the appropriate *Cell Phone Agreement* form is completed and signed by the resident, before the resident is allowed to possess a cell phone.
- ☞ The cell phone will be returned to the resident's possession, once the resident has successfully processed into the Center.
- ☞ Residents shall keep their cell phone on silent/vibrate at all times while in any area of the Center.
- ☞ Cell phones may only be used in resident bedrooms, bathrooms, smoking area and off Center property.
- ☞ Voice calls **may not** be conducted between the hours of midnight to 5:00 AM. Text messaging is permitted during these hours, but key clicks should be turned "OFF" to avoid disruption of roommates.
- ☞ All Rules and Regulations for resident cell phone use are outlined on the *Cell Phone Agreement* and must be adhered to at all times. Failure to follow the rules governing cell phone use will result in a loss of privileges.

TELEPHONE PRIVILEGES (continued):

Center Pay Phones:

- ☞ There are two (2) pay telephones located on each of the three floors of the resident living areas of the Center; one in the livingroom and one in the diningroom.
- ☞ Calls are limited to 15 minutes and are not permitted between the hours of 11:00 p.m. and 6:00 a.m.
- ☞ Residents are not to sit/lay on floor, a chair is provided for sitting; residents will not put feet on walls while using phones.
- ☞ Residents must not permit the receiver to swing and hit the wall. Phones are not to be tampered with or vandalized. Any resident caught tampering with or vandalizing the phones will be prosecuted - **This is a Federal offense!**
- ☞ The pay phones are for outgoing calls only, incoming calls are blocked.
- ☞ A message board is located next to the pay phones for resident use.
- ☞ Staff may only accept personal calls on the office phone for residents in the event of an emergency. Any emergency calls will be verified by staff.
- ☞ Residents receiving calls that are program related will be called to the phone; if the resident is out of the Center, staff will take a message and forward it to the resident in written form.
- ☞ Phone privileges may be revoked if you fail to follow the above rules.

Telecommunications Device for the Deaf (TDD): Residents with hearing and/or speech disabilities, and residents who wish to communicate with parties who have such disabilities, have access to a Uniphone 1000 phone, which is a combination TTY, telephone and amplified phone.

- ☞ A TTY (Text Telephone) is a special device that lets people who are deaf, hard of hearing, or speech-impaired use the telephone to communicate, by allowing them to type messages back and forth to one another instead of talking and listening. A TTY is required at both ends of the conversation in order to communicate.
- ☞ The TTY is kept in the staff office and will be connected upon the request of a resident with hearing and/or speech disabilities, or a resident who wishes to communicate with parties who have such disabilities.

VISITORS:

- ☺ Visiting hours are as follows:
 - Fridays: 3:00 PM to 5:00 PM 7:00 PM to 9:00 PM
 - Saturdays: 11:00 AM to 1:00 PM 3:00 PM to 5:00 PM 7:00 PM to 9:00 PM
 - Sundays: 11:00 AM to 1:00 PM 3:00 PM to 5:00 PM
 - Holidays: 11:00 AM to 1:00 PM 3:00 PM to 5:00 PM
- ☺ Visits may not be longer than two hours in duration.
- ☺ Only two (2) visitors per resident at any one time; the number of visitors and the duration may be limited, depending on space availability. This will be at the discretion of staff on duty.
- ☺ No visitor is allowed in the building under the age of 21 years, exception is made for relatives of the resident, with appropriate proof of relationship.
- ☺ All visitors are subject to search upon entering the Center.
- ☺ Visitors must provide identification and sign-in and out of the Center at the Security office.
- ☺ Visitors may only bring their identification, car keys and cash for purchasing vending items into the Center; Visitors will not be allowed admittance with unauthorized items (i.e., clothing, food, cigarettes, cell phones, purses, wallets, bags, etc.).
- ☺ All outerwear (coats, gloves, scarves, hats) must be removed and hung up in the designated area before the inmate arrives in the visiting area and the visit commences, neither visitors or inmates may handle this outerwear during the visit; Visitors will be allowed to put on outerwear AFTER the resident has left the visiting area and returned to their assigned floor.
- ☺ Visitors may not wear any type of provocative clothing while visiting this Center. Visitors may be asked to leave at the discretion of staff on duty.
- ☺ Visitors will obey house rules and only visit in the appropriate approved visiting area. Visitors will not be permitted in the Resident Smoking Area at any time.
- ☺ You are responsible for your visitor's behavior. Visitors not adhering Center rules will be banned from future visits with any resident of this Center.
- ☺ Visitors are not to consume meals provided by the Center.
- ☺ Special exceptions may be granted by the Center Director to allow for visits with persons who have traveled a long distance, children under the custody of a social service agency, attorneys, clergy, and others deemed appropriate.

MAIL:

- ☒ Resident mail is addressed in Catholic Social Services Residential Re-Entry Center Operations Manual, Policy 6A-06, *Resident Mail Regulations*. This policy is posted for all staff and resident review.
- ☒ No mail will be delivered to residents on Saturdays, Sundays, or Agency holidays. Mail will only be delivered to residents Monday through Friday, unless a holiday falls during that time.
- ☒ All mail is initially delivered by the U.S. Postal Service to the Center's locked mailbox; this box may only be opened by a secretary. The mail is then forwarded **unopened**, to staff who delivers mail directly to the resident.
- ☒ Resident incoming mail may be inspected for contraband, *without opening the mail*. If suspected, staff will instruct you to open the mail in their presence. Mail is inspected for contraband only, not for written content.
- ☒ If a resident is indigent (less than \$5.00 in his/her possession or in wage account), the Center will provide materials and postage for two (2) letters per week.
- ☒ Residents must leave a forwarding address for mail after discharge, otherwise mail will be returned to sender.
- ☒ Residents are not permitted to correspond with individuals currently residing in a county, State or Federal correctional institution, unless special permission is granted by the Center Director.
- ☒ Residents shall have access to any and all publications unless the publication is defined as pornographic or poses as a security threat, which shall be determined by the supervisor.
- ☒ Residents will be notified if mail has been withheld or returned.

MEALS:

- All residents of the Center will be provided with food throughout their residency.
- Residents are responsible to prepare their own breakfast and lunch meals. They are permitted to prepare a bag lunch for their work. All weekend meals are to be prepared by the resident.
- All food to be prepared by residents will be purchased by staff.
- Breakfast must be over by 9:00 a.m. Lunch will be between 12:00 noon and 1:00 p.m. Kitchen will be locked at staff discretion.
- Dinner meals are prepared and delivered to the Center Monday through Friday by Meals on Wheels of Northeastern Pennsylvania, Inc.
 - Menus are planned in advance and signed by a registered dietician.
 - At the time of admission, inform staff of any special dietary needs or restrictions, as prescribed by appropriate medical or dental personnel and/or as they relate to your religious beliefs.
 - Prescriptions for therapeutic diets must be specific and complete, and furnished in writing to the Program Dietician annually or more often if clinically indicated.
 - Staff will contact the Program Dietician to establish your prescribed diet plan or to develop a plan as it relates to your specific religious beliefs.
- Dinner meals will be available at 4:00 p.m., Monday through Friday.
- Residents working second or third shift can request that a meal be saved for them. Residents working night shifts will be accommodated and must clean up after preparing and consuming food.
- Residents must participate in evening meal set-up (i.e., setting table, clean up, etc...) on a weekly assigned rotation basis. All residents involved in dinner meal set-up chores will wear a hair net and rubber gloves while setting table.

PERSONAL PROPERTY:

Residents are only permitted to have the below listed quantity/items brought in upon admission and for the duration of their stay. If you have clothing, hygiene, or any personal items over the established limit - you will receive a verbal warning from staff and will be given a 3-day grace period to remove/dispose of the items. After the grace period, the items will be considered contraband and the items will be confiscated and disposed of.

Residents are responsible for their own personal property brought into the Center. A combination lock is provided for your assigned locker. Catholic Social Services will NOT be responsible for any type of loss, damage or theft of a resident's personal property.

All items brought into the Center are subject to search and seizure. All clothing and cloth items must be run through the dryer for at least 20 minutes before they will be permitted to be brought into the Center.

PERMITTED CLOTHING ITEMS FOR MALE RESIDENTS

- | | |
|--|---|
| (6) Dress Pants, Slacks, Jeans (total of 6) | (7) Pair under shorts |
| (6) T-shirts/undershirts/sweatshirts (no profanity, gang references, alcohol/drug-related logos) | (2) Pair Pajamas |
| (4) Pairs Shorts (knee length, no boxers) | (1) Sweat Suit |
| (6) Pairs Socks Total | (2) Pair Long Thermal Underwear* |
| (3) Dress Shirts/Sport Shirts (polo style) | (1) Windbreaker/Jacket/Blazer |
| (2) Sweaters* | (1) Winter Coat* |
| (1) Pair Work Shoes | (1) Robe (mid-calf or full-length) |
| (2) Pair Tennis Shoes/Sneakers | (1) Pair Shower Shoes |
| (2) Pair Dress Shoes | (1) Hat/Knit Cap/Ear Muffs* (no skull caps) |
| (1) Pair Sandals OR Flip Flops | (1) Pair Gloves* (work/dress) |
| | (2) Belts |
| | (2) Neckties |

PERMITTED CLOTHING ITEMS FOR FEMALE RESIDENTS

- | | |
|--|---|
| (6) Dress Pants, Slacks, Jeans (total of 6) | (7) Pair underpants (no thongs or g-strings) |
| (4) Pairs Shorts (no cutoffs/hot pants or boxers) | (4) Bras |
| (6) T-shirts/undershirts/sweatshirts (no profanity, gang references, alcohol/drug-related logos) | (2) Sweaters* |
| (6) Pairs Socks Total | (1) Pair Gloves* (work/dress) |
| (2) Pairs Pantyhose (no seams/designs) | (1) Sweat Suit |
| (2) Dresses or Pantsuits | (1) Slip (full OR half) |
| (3) Blouses (no see-through/low-cut) | (2) Pair Pajamas (no shorties, baby-dolls or suggestive sleep garments) |
| (1) Winter Coat* | (1) Robe (mid-calf or full-length) |
| (2) Pair Long Thermal Underwear* | (1) Pair Shower Shoes |
| (1) Windbreaker/Jacket/Blazer/Dress Coat | (2) Pair Dress Shoes (2" heel max.) |
| (1) Hat/Knit Cap/Ear Muffs* (no skull caps) | (2) Pair Tennis Shoes/Sneakers |
| (2) Belts | (1) Pair Sandals OR Flip Flops* |

**The need for some of these items will depend on the Season.*

ELECTRONICS: Electronic items are limited as follows:

- * A small alarmclock may be placed on a night stand for waking alarm.
- * Personal Portable Electronics: Cell phones and any type of personal portable electronics (i.e., cameras, electronic readers, computers, tablets, iPads, iPods, televisions, music or video players, etc...) that contain any type of camera/video recording capability will be considered CONTRABAND and will be confiscated. The item will not be returned to the resident. No external speakers are permitted.
- ✓ Note: Federal Residents are additionally restricted from possessing any type of electronic device with internet capabilities.

HYGIENE & OTHER PERSONAL PROPERTY:

Residents are not permitted to bring in the Center any of the following items: Garments with alcohol/drug related, profane, or un pro-social markings; gang-related clothing (specifically red) or “gang colors”; any products containing alcohol; aerosol cans; fingernail polish or remover; stuffed animals/toys.

Staff will examine all items for appropriateness and will have the final say in what is deemed appropriate. Items listed below are limited to ***ONE (1) EACH***, unless otherwise specified:

Bible/Religious Reading Material	Legal Paperwork (no more than will fit in a standard shoe box)
Body Lotion (16 oz. max)	Makeup (10 Pieces/Any Combination: Foundation, compact, blush, eyeshadow, eyeliner, mascara, lipstick/gloss)
Body Soap OR Shower Gel (16 oz. max)	Mouthwash (non-alcohol based - 16 oz. max)
Books (3 total)	Nail Emery Board
Brush/Comb/Hair Pick (1 of each)	Nail Clipper (without blade)
Cigarettes (no more than 1 carton)	Pens/Pencils (3 of each)
Cigarette Lighter	Pictures (10 - unframed only, size 5X7 and under)
Contact Lens (up to 6 pair if disposable)	Playing cards
Contact Lens Case	Stamps (1 book of 20)
Contact Lens Solution (16 oz. max)	Talcum Powder (16 oz. max)
Dental Floss	Toothbrush
Deodorant	Toothpaste
Eyeglasses/Sunglasses (3 total)	Tote Bag
Face Cream/Makeup Remover (16 oz. max)	Purse
Feminine Pads/Tampons (2 boxes)	Q-tips
Fragrances (2 Non-alcohol type/NO OILS)	Shaving Cream (16 oz. max)
Hair Conditioner (16 oz. max)	Shaving Razors (10 Disposable only)
Hair Mousse/Gel (16 oz. max)	Writing Tablet (2 pads)
Hair Shampoo (16 oz. max)	
Hairspray (non-aerosol only - 16 oz. max)	
Jewelry (10 Pieces/Any Combination: Watch, Necklace, Bracelet, Ring, Earrings)	
Key Ring	

Upon admission, all resident personal property will be inventoried on the *Resident Property Limitations* form. This form will be signed by both the resident and the intake staff.

- All clothing and accessory items belonging to the resident ***must*** be able to fit into the locker space provided. Residents will not be permitted to use cardboard boxes, plastic or paper bags for storage of personal property.
- Residents are provided with a plastic hamper for dirty laundry.

Upon discharge from the program (successful or unsuccessful), all property must be claimed by the person listed on the Resident Property Limitations form within fourteen (14) days. Staff will make three (3) telephonic attempts to contact the designee during that time period. If not claimed, abandoned property will be donated to charity or disposed of.

PERSONAL HYGIENE: Residents must maintain proper personal hygiene by showering daily and keeping clothing clean. Laundry must be done at least once per week. The Center will provide the following items for your use if you are unable to afford them: Soap, shampoo, comb, toothbrush, toothpaste, toilet paper, and feminine products for female residents. Notify a staff person if you need any of these items.

LAUNDRY:

- A plastic laundry hamper for dirty clothing/linen is provided to each resident; this hamper is Center property and may not be removed upon discharge.
- A washer, dryer and laundry supplies are available for your use free of charge. The laundry detergent is by direct application through a pump mechanism - residents may only apply ONE pump per load.
- Residents must wash all linens (sheets, pillowcase, towels) at least weekly.
- If you must change your linens before their weekly laundry due to illness or accidental spills, and the laundry is unavailable, staff will provide clean replacements.
- Clothing may be washed whenever necessary.
- Residents are required to clean the machines' filters after each use.
- Laundry room hours are from 7:00 a.m. to 11:00 p.m.
- Empty clothing pockets! Any resident causing damage to the machines because of negligence will be required to pay for any necessary repairs on damaged appliances.
- Residents doing any laundry that does not belong to a Center resident will lose laundry privileges.
- If laundry needs to be disinfected due to chemical spillage on clothing from work or a personal accident, inform the staff and they will instruct you on proper disinfectant.
- Center is not responsible for any damage incurred by laundry machines or detergents.
- Center is not responsible for loss of clothing or bedding left unattended in the laundry room.
- Laundry may be done at a public laundromat on Saturdays in place of your shopping pass.
- All clothing and cloth items must be run through the dryer for at least 20 minutes before they will be permitted to be brought into the Center.

CHORES:

- A weekly chore schedule is posted in the kitchen. Residents are not to write anything other than their signature on the chore schedule. A sample is included on the next page.
- If a resident is not available to complete a chore, it is his/her responsibility to switch with another resident to make sure the chore is completed.
- Residents not completing chores as assigned will be subject to disciplinary action, as follows:
 - 1st offense - 24 hour restriction to Center
 - 2nd offense - one week restriction to Center
 - 3rd offense - Formal Disciplinary Action

CHORE SCHEDULE:

- A. KITCHEN & DINING AREA:** The following items are to be completed in the late evening after dinner clean-up has been completed. Any dishes or other messes that have accumulated since dinner will be the responsibility of the resident assigned the **kitchen & dining area** for that night.
 - Wipe off/out counters, sinks, stove, dining table and microwave.
 - Clean out refrigerator by wiping out spills and throwing out old food.
 - Vacuum and clean under refrigerator.
 - Wash and put away dishes, empty and clean all ash trays, and take out garbage.
 - Sweep and mop kitchen floor and dining area.
 - Clean out coffee pot and make it ready for following morning.

- B. LIVING ROOM & HALLWAYS:** The following items may be completed at any time during the day, however, resident should complete vacuuming before 10:00 p.m.
 - Vacuum living room, hallway areas, laundry room, staff offices, steps, landings, etc.
 - Dust furniture in living room, including shelves and TV.

- C. BATHROOMS:** This chore may be completed anytime during the day:
 - Scrub sinks, tubs and toilets, inside and out.
 - Wipe off walls if necessary.
 - Clean mirrors, mop floors, empty garbage and take outside.
 - Restock toilet paper and paper towels.

- D. FRONT ENTRANCE & OUTSIDE AREA:** May be completed anytime during daylight hours.
 - Sweep stairwells, wipe down/dust hand railings, vacuum floor mats
 - Pick up all garbage and cigarette butts around building, empty trash/cigarette bins.

Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
A	A	A	A	A	A	A
B	B	B	B	B	B	B
C	C	C	C	C	C	C
D	D	D	D	D	D	D

- E. Refrigerator Clean-Up:** Sunday: _____ Wednesday: _____
- F. Re-Stock Groceries:** Monday: _____ Wednesday: _____
- F. Laundry Room:** Sunday: _____

NOTE: One weekend every 6 months will be designated as Center General Clean-up Day. All residents will make themselves available on this pre-established day to clean the Center. No one will be excused. Furloughs/passers will be suspended until completed.

RELIGIOUS SERVICES:

Church attendance is encouraged. Any resident wishing to attend religious services will do so on a volunteer basis. However, special permission must be obtained for church attendance while on restriction.

Sign-out times to attend religious services will vary depending on the length of services and distance from the Center. Staff on duty will verify this prior to permitting a sign-out.

Residents are required to provide proof of church attendance upon return to the Center. Proof of attendance may be in the form of a church bulletin or note from the clergy.

Residents may attend services at any location of their choice, within the City of Scranton. The Salvation Army holds non-denominational services within walking distance. Churches, synagogues and various other places of religious worship may be found at the following locations near our Center:

St. Peter's Cathedral
Wyoming Avenue
Scranton, PA

Elm Park United Methodist
712 Linden Street
Scranton, PA

Grace & Hope Missions
234 Adams Avenue
Scranton, PA

Shiloh Baptist Church
915 N. Washington Avenue
Scranton, PA

St. Luke's Episcopal 315
232 Wyoming Avenue
Scranton, PA

Hickory Street Presbyterian
435 Hickory Street
Scranton, PA

Beth Shalom Synagogue
Clay Avenue & Vine Street
Scranton, PA

Residents unable to attend religious services may have religious officials visit.

LEISURE TIME ACTIVITIES:

- A. The following equipment will be made available for indoor recreation: Television, Video Player, reading materials and various table games.
- B. A desk is provided in the living room for reading, writing or studying. For privacy, a portable desk is available for residents to use in their bedroom.
- C. Gym passes are provided for use at Uno Gym; passes are paid for by the Center. This is a **privilege** for residents following the rules of the Center. In addition, various health clubs and gyms are located within walking distance in the Scranton area; residents will be responsible for their own transportation and to pay for any membership fees charged by those businesses.
- D. Library passes are provided for use at Scranton Public Library, residents may sign-out once each day, for a maximum of two hours.
- E. The Center encourages all opportunities for the resident to visit with family members, relatives and friends within the Center. Visitors will obey house rules and only visit in the appropriate approved visiting area. Rules regarding visitors are documented in this Handbook under the section entitled, "Visitors. You are responsible for your visitor's behavior.

AUXILIARY AGENCIES:

A. All residents have the availability of medical, dental, mental health, housing, educational, employment, and drug/alcohol treatment services. Staff encourages all residents to utilize the following agencies. Federal residents cannot be billed for the use of any of these services.

1. AA Program and Al-Anon Meetings: Scheduled meeting for alcoholics and related problems of their families.
NEPA Intergroup
Penn Park Building
48 South Main Street, Room 206
Pittston, PA 18640 347-1183
2. Drug and Alcohol Treatment Service (DATS):
116 North Washington Avenue, 3rd Floor
Scranton, PA 18503 961-1997
3. Adult Basic Education Program: Education service helping prepare for GED.
Adult Education Center
1810 Sanderson Avenue
Scranton, PA 18509 343-1286
4. Northeast Pennsylvania Center for Independent Living: Provides services for residents with physical and/or mental impairments.
Center for Independent Living
431 Wyoming Avenue
Scranton, PA 18503 344-7211
5. Allied Services for the Handicapped: Provides services for the physically, mentally and emotionally handicapped individual.
Allied Services
P.O. Box 1103
Scranton, PA 18501 348-1300
6. Bureau of Employment Security (BES): Counselors available to aid the resident in gaining employment and seeking out training programs.
EOTC
3D Kane Building
116 N. Washington Ave
Scranton, PA 18503 348-6484
7. Bureau of Vocational Rehabilitation (BVR): Agency which provides vocational counseling, testing, evaluation, training and medical restoration to appropriate candidates.
Bureau of Blindness & Visual Services
111 N. Pennsylvania Avenue, 3rd Floor
Wilkes-Barre, PA 18701 826-2361
8. Community Intervention Center: This program has counselors available to deal with emotional problems, drug and alcohol problems, AA/NA meeting during the day.
CIC
445 N. Sixth Avenue
Scranton, PA 18503 342-4298

AUXILIARY AGENCIES (continued):

9. Scranton Counseling Center: Counselors available to deal with emotional problems, drug and alcohol problems and certain mental disorders. Services available include: Individual, group and family counseling.
Scranton Counseling Center
326 Adams Avenue
Scranton, PA 18503 348-6100
10. Scranton-Lackawanna Human Development Agency: This program can assist eligible individuals to obtain employment in public service jobs, on the job training and vocational training programs.
SLHDA
200 Adams Avenue, 2nd Floor
Scranton, PA 18508 963-6836
11. Career Technology Center: Offers sixty courses in vocational training programs.
3201 Rockwell Avenue
Scranton, PA 18508 346-8471
12. Vet Center: Counselors available to deal with emotional problems for combat-related post traumatic stress disorders. They offer assistance in job development, drug and alcohol treatment, utilization of VA Benefits and more.
Vet Center
1002 Pittston Avenue
Scranton, PA 18505 344-2676
13. Geisinger CMC (Community Medical Center): This hospital is available to provide 24 hour emergency psychiatric and medical assistance.
Geisinger CMC Hospital
1800 Mulberry Avenue
Scranton, PA 18510 969-8000
14. Lackawanna County Housing Authority: Assistance in securing housing throughout Lackawanna County for low income individuals and families.
LCHA
2019 West Pine Street
Dunmore, PA 18512 342-7620
15. Scranton Housing Authority: Assistance in securing housing throughout Scranton for low income individuals and families.
SHA
400 Adams Avenue
Scranton, PA 18510 348-4400
16. Planned Parenthood: Assistance with Birth Control: HIV Testing; Pregnancy Testing & Services; STD Testing, Treatment & Vaccines; Women's Health Care.
316 Penn Avenue
Scranton, PA 18503 344-2626
17. St. Joseph's Center: Assistance with Maternity & Family Services.
2010 Adams Avenue
Scranton, PA 18509 342-8379

SAFETY:

FIRE REGULATIONS: Smoking is not permitted anywhere within the Center.
The building is equipped with the following safety and fire equipment:

1. Automatic sprinkler heads and smoke detectors in each Center area.
2. An alarm pull box located in the main hallway in bedroom area.
3. An alarm panel in staff office.
4. Four (4) fire extinguishers at the following locations:
 - a. In the main hallway in bedroom area.
 - b. On staff office wall.
 - c. At rear exit of building.
 - d. On kitchen wall.
5. The fire exits are marked at each stairway upstairs and each entrance downstairs.
6. In case of fire, walk (DO NOT RUN) to the nearest unobstructed fire exit.
7. In case of fire, leave the building immediately, do not remain to pick up personal items.
8. Once you are out of the building, do not return until you are told to do so by staff.
9. Catholic Social Services Residential Re-Entry Center will conduct fire drills monthly.

BUILDING EVACUATION: In the event that it becomes necessary to evacuate the Center, the following procedure is to be followed:

1. In the event of a fire, leave the building immediately by the appropriate fire exits. Residents will evacuate the building in an orderly fashion. They will report at the vacant lot across the street, be present for the resident roll-call and wait for further instructions from a staff member.
2. In the event that a fire destroys the building or the Center is rendered useless by a natural disaster, each resident should go directly to the Scranton Community Corrections Center located at 240 Adams Avenue, across from the Court House. The distance from our Center to the Scranton Community Corrections Center is 4 city blocks. The Scranton Community Corrections Center is open 24 hours a day, 7 days a week.
3. In the event that our Center must be evacuated: When you arrive at the Scranton Community Corrections Center you are to follow the directions of the staff member in charge. This staff member will provide you with information regarding your accommodations; you will be assisted by our Staff during the emergency.

Evacuation Plan: An Evacuation Plan is located in every bedroom, bathroom, hallway, office, laundry, furnace room and all common areas of the Center. Upon your arrival to this Center, residents should make themselves familiar with the Evacuation Plan and the best exit route to use during an emergency situation. The floor plan on Page 48 is an approximate representation of each of the floors located in this Center.

MISCELLANEOUS:

- Residents are not permitted to have any type of pornographic materials in this Center.
- After 10:00 p.m., residents are required to keep radios and TV turned low and to refrain from loud talking which might disturb residents trying to sleep. At all times, radio and TV volumes should be kept low so that they cannot be heard outside of the room where it is being played.
- All residents must be in their own bedrooms by 12:00 midnight unless engaged in a necessary meeting with staff, or at their place of employment.
- All residents and visitors must enter through the main door located at the Forest Court entrance.
- Residents are not permitted to be on other floors or in unauthorized areas without express permission from staff.
- Residents will use the Olive Street door to exit the building after signing out on their assigned floor. The rear entrance is only used to enter the outdoor garden area for smoking/recreation privileges.
- All residents will knock and have staff permission before entering the staff offices.
- Residents must be fully dressed wearing footwear when out of sleeping area.
- Residents are not permitted to wear hats, sunglasses, bandanas, headphones which cover the outside of the ears, or any type of headgear while inside the Center. Ear buds are permissible, but only one ear bud may be worn while in common areas.
- No food is to be eaten or stored in bedrooms or living room.
- The TV room must be kept neat, clean and free of food and drink.
- The burning of incense or candles is not permitted in the Center.
- Residents will not disrupt the normal daily routine of the Center.
- Residents are urged not to keep valuable items or a large amount of money in their rooms. A locker is provided with a combination lock to keep valuables safe.
- **THE CENTER IS NOT RESPONSIBLE FOR THEFT OR LOSS.**
- Residents are not permitted to conduct any financial transactions between residents, residents and staff, or residents and volunteers.
- Residents must be clothed while in their bedroom. They may undress in the bathrooms only.
- The smoking area is a privilege. Residents **MUST** ask permission prior to going to the smoking area.
- Smoking is not permitted anywhere within the building.
- Each floor is assigned a specific smoking time, which is posted. Smoking privileges are subject to change or termination.

FEDERAL BUREAU OF PRISONS PROHIBITED ACTS AND AVAILABLE SANCTIONS

The Center Disciplinary Committee shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

The RRM may increase the severity of sanction(s) recommended, but may not exceed the ranges specified.

More than one sanction may be imposed for a particular infraction.

Severity Range: 100 = Greatest 200 = High 300 = Moderate 400 = Low Moderate

Note: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmates personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officers or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.

- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used). P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type.
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmates personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.

- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type.

- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband
- L. Restrict to quarters.
- M. Extra duty.

**ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS
WITHIN THE SAME SEVERITY LEVEL**

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 Level)	6 months	2 nd offense 3 rd or more offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT for up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended). Any available Moderate severity level sanction (300 series).
Moderate Severity (300 Level)	12 months	2 nd offense 3 rd or more offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 ½% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any available High severity level sanction (200 series).
High Severity (200 Level)	18 months	2 nd offense 3 rd or more offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). Any available Greatest severity level sanction (100 series).
Greatest Severity (100 Level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months).

MISCONDUCTS:

THE FOLLOWING IS A LIST OF BEHAVIORS WHICH MAY RESULT IN YOUR RETURN TO A CORRECTIONAL INSTITUTION:

Class I

- Arrest for any felony, misdemeanor or summary offense
- Conduct which constitutes any felony, misdemeanor or summary offense
- Possession of contraband or any item not authorized for receipt or retention by the resident
- Possession of any type of pornographic materials
- Gambling, conducting a gambling operation or possession of gambling paraphernalia, including; state lotteries, betting pools, illegal lotteries or other games of chance
- Threatening another person with bodily harm or with any offense against his person, family or property
- Assault or fighting
- Refusal to obey an order
- Unauthorized use of dangerous or controlled substances, alcohol or other intoxicants
- Breaking restrictions
- Lying to a staff person
- Using abusive or obscene language to any staff person
- Failure to report arrest
- Repeated Class II Misconducts
- Disruption or interference with the security and good order of the Residential Re-Entry Center or the peace of the surrounding community
- Presence in an unauthorized area
- Kidnaping, taking hostage or holding any person against their will
- Destroying, altering, tampering with or damaging property
- Wearing or possessing a disguise or mask
- Engaging in a sexual act with others on Center premises
- Indecent Exposure
- Violation of Center Fiscal Policy (i.e., failure to pay subsistence, court costs, fines, or restitution)
- Failure on the part of any resident to abide by a mutually agreed upon contract setting forth commitment by the resident to participate in a specific Residential Re-Entry Center Supervision Plan.
- Disruption or interference with the security or orderly running of the Center
- Breaking restriction or quarantine
- Unauthorized use of mail or telephone
- Conduct in violation of posted regulations
- Loaning any property for profit without the written permission of the Corrections Supervisor
- Conspiracy to commit any Class I Misconduct
- Failure to report presence of contraband
- Violation of any rule, regulation or policy not listed above

MISCONDUCTS (continued):

Class II

- Violation of the crimes code or other criminal provision constituting a summary offense not listed as a Class I Misconduct
- Smoking in an unauthorized area
- Possession of materials to manufacture alcoholic beverages
- Violation of curfew
- Conspiracy to commit any Class II Misconduct
- Violation of any rule, regulation or policy not specifically listed herein

NOTE: An attempt to commit any Class I or Class II Misconduct shall be charged and punished the same as if the attempt had been successful.

GRIEVANCE & APPEAL SYSTEM

The Center will ensure that residents shall not be subjected to neglect, abuse, exploitation or maltreatment by staff or other residents. No resident shall be penalized, retaliated against or disciplined because of a good faith use of the Resident Grievance & Appeal System. Residents have the right to voice grievances if they feel that their rights have been violated.

Informal Resolution: Residents are encouraged to attempt an informal resolution with Center staff; however, it is not a requirement. The following is the procedure for a resident wishing to file a grievance and/or appeal:

- A. Resident should meet with the staff person involved, to discuss the issue.
- B. If the staff person or resident feels the issue is not resolved by discussion, the resident must fill out an *Informal Resolution* form, requesting a meeting with the Corrections Supervisor and/or Center Director. Note: In some instances, such as: Harassment, abuse cases, etc., it may be necessary to have a staff member from your referral source to be present as a witness to the appeal process.
- C. If after the initial review, (which shall include all fact finding and a preliminary review meeting with the staff directly involved) the issue is still unresolved, the resident will meet with the Corrections Supervisor and Executive Director of Catholic Social Services of Lackawanna County. The resident shall be informed of the requested meeting by the Executive Director. Every effort shall be made to resolve the issue at each step of the appeal process.
- D. A detailed outline of the Resident Grievance & Appeal System, specific to your component, is posted on the Resident Bulletin Boards.

CATHOLIC SOCIAL SERVICES RESIDENTIAL RE-ENTRY CENTER HOUSE RULES

Printed Name: _____

Reg. No.: _____

1. Program residents are held accountable for their behavior and must be able to live together in a group setting with a minimum of problems. Such behavior as arguing, using foul language, failure to follow staff direction and failure to complete chore assignments will result in disciplinary action. At no time shall any resident be in authority over any other resident.
2. All residents must abide by all Federal, State and Local Laws. State offenders must remain within a 30 mile radius of the Center. Federal offenders must remain within 99 miles of the Center.
3. Residents must be truthful, factual, and accurate in all communication with staff. Lies, deceit and misrepresentation will be considered a misconduct, subject to disciplinary action.
4. Residents are required to have an authorized day structure. Residents reporting ill will remain inside the Center until able to resume their daily routine. Any change in structure must be reported and authorized.
5. Residents must responsibly sign-in/sign-out of the Center. This includes being aware of your return time, having a specific address of destination, mode of transportation, purpose of the visit and phone number. Residents are only permitted two (2) destinations for each sign-out. Any changes in location must be reported to staff immediately. Failure to be at the sign-out location will result in disciplinary action. Failure to return from any authorized destination shall be deemed an escape.
6. Residents may not sign-in and then immediately sign back out of the Center - there must be at least 15 minutes within the Center between transactions.
7. Residents may sign out to visit the Scranton Public Library once each day, for a maximum of two hours. There are three passes per floor. The library pass is a privilege and may not be granted if other program requirements are not being met.
8. Residents must abide by an initial 7:00 p.m. curfew. An extension for curfew may be granted with permission of the Center Director or Supervisor. Residents will not sign-out of the Center before 7:00 a.m. unless authorized.
9. Federal residents will never exceed a 9:00 p.m. curfew unless authorized by the Center Director and approved by the RRM. (For example, employment hours may necessitate an extension of curfew.)
10. Residents are required to pay subsistence:
 - a. State and Halfway Back residents must submit their paycheck for deposit into the Resident Account and pay subsistence in the amount of 20% of their NET income. Any garnishments on earnings, direct payments of medical coverage or non-tax deductions are still considered as net income and are included when calculating subsistence owed. The DOC requires that residents pay 10% of their NET income toward court costs/fines and save 10% for their subsequent release.
 - b. Federal residents pay subsistence in the amount 25% of their GROSS income, rounded down to the whole dollar amount. Subsistence payments are made by a money order (made to Catholic Social Services), no personal checks or cash is accepted.
 - c. Resident income includes money earned by means of legitimate employment as well as any assistance received from the Department of Public Welfare or any Government sources (i.e., Pensions, Social Security Benefits).
 - d. Employers are required to pay residents by check and withhold all State and Federal taxes due.
 - e. Copies of checks and pay stubs must be submitted to the assigned case manager. Checks will be issued for each area on the resident's budget. Residents will receive a receipt; a copy will also be kept on file.
 - f. Subsistence payments for each week ending on Friday must be turned in by the following Monday morning at 8:00 AM; failure to make payments on a timely basis may result in a restriction of sign-outs and/or disciplinary action.
 - g. Subsistence payments and calculated prorations must be paid in full prior to discharge; failure to do so may result in a delay in release date, garnishment of your wages and/or possible return to custody.
 - h. Failure to report any source of income may also result in a delay in release date, garnishment of your wages and/or possible return to custody.

11. Residents are only permitted to use the main security entrance to the building, special arrangements will be made to accommodate those residents with disabilities.
12. The consumption of alcoholic beverages and/or the use of unauthorized drugs (legal or illegal) is prohibited.
13. Prescribed and over-the-counter medications must be relinquished to Center staff. Medication and dosages will be logged on a daily basis. Residents must purchase their own over-the-counter medications; the Center does not provide these items.
14. Pornographic materials and weapons, or anything that could be considered to be a weapon, are prohibited.
15. Sexual interaction among residents is prohibited in the Center. Any residents engaged in any type of sexual activity will face serious disciplinary consequences, which may include transfer to another institution.
16. Residents are not allowed to roam the building, each resident must remain on their assigned floor, using only those facilities offered on the floors in which they reside. Residents are not permitted on other floors without staff approval. No resident is allowed in another resident's room under any circumstances.
17. Gambling, legal and/or illegal is strictly prohibited. No playing of lotteries, betting card games/sports pools, etc. Gambling paraphernalia is not permitted on the premises.
18. Upon discharge, a resident's personal property may be held for up to 14 days. If not claimed within that time, the property will be donated to charity. If a resident absconds/escapes, the Center will not hold personal belongings. Any remaining funds in the resident's account, minus subsistence owed, will be held until the individual is back in custody.
19. Smoking is not permitted inside the building, only in outside designated area. Smoking break times are posted by staff and are subject to change at any time.
20. Residents are only to possess cell phones that are approved by their referral source and registered with the Center. ***Unauthorized cell phones will be confiscated and will not be returned.***
21. Driving Privileges: Driving Privileges must be approved by the Center Director. For approval, the resident must have the following: Valid driver's license, proof of current insurance and vehicle registration. Residents using a vehicle they do not personally own, must obtain a Notarized Letter of permission from the vehicle owner.
22. Residents are required to maintain their person hygiene by showering daily and keeping clothing clean. Appropriate dress is required in all areas of the Center except bathrooms. Residents must change clothing in bathrooms. In common areas and bedrooms, shirts, pants and feet covering are required. Residents are not permitted to wear hats, sunglasses, bandanas, headphones which cover the outside of the ears or any type of headgear while inside the Center. Ear buds are permissible, but only one ear bud may be worn while in the common areas of the Center.
23. Visiting hours are from 12:00 noon to 8:00 p.m. on Fridays, Saturdays, and Sundays and holidays. Visitors will obey house rules and visit in the authorized area only. Visitors may not bring in anything other than car keys and cash for vending machines. Coats will be removed and hung prior to commencement of visit with Center residents. No visitor is allowed in the building under the age of 21 years, exception is made for relatives of the resident, with appropriate proof of relationship.
24. Residents are subject to search of person, clothing, property and vehicle at the request of staff. Residents are subject to random urinalysis and breathalyser testing at the request of staff.
25. Residents are not permitted to bring any of the following items into the Center: Any hygiene products containing alcohol (i.e., perfumes, hair spray, mouthwash, etc.); aerosol cans; fingernail polish/remover; or stuffed toys/animals.
26. Residents are not permitted have in their possession any personal portable electronics (i.e., cameras, electronic readers, computers, tablets, iPads, iPods, televisions, music or video players, etc...) that contain any type of camera/video recording capability. No external speakers are permitted.
 ✓ Note: Federal Residents are additionally restricted from possessing any type of electronic device with internet capabilities.
27. Residents are not permitted to wear or bring into the Center any clothing with alcohol/drug related, profane or pro-social markings; gang-related paraphernalia, clothing (specifically red) or "gang colors."
28. Furloughs are determined by the Case Manager with the approval of the Center Director. Curfew must be maintained and will be verified. Chore assignments must be completed prior to going on a pass or furlough.
29. Residents' attendance at In-house Resident and/or Drug Group Meetings and scheduled appointments is mandatory; absences must be preauthorized by Case Manager.

30. Residents are not permitted to tamper with fire safety equipment and must cooperate in emergency/fire evacuation drills. ***If the alarm sounds, exit the building immediately!***
31. Residents are not permitted to hang decorations or personal items on walls. Windows are to be free of all obstruction and closed at all times. Residents are provided with a bulletin board for their use and may display a limited amount of personal possessions atop bedroom tables, provided that the possessions are not of an “offensive” nature to others and do not interfere with the overall room appearance and subsequent inspections. ***Extension cords are not permitted.***
32. Residents must keep sleeping areas neat and in order at all times, when awake and out of the bedroom, bed must be made. Only Center issued linens and pillows are permitted on beds. Room inspections will be conducted randomly. Failure to maintain a proper sleeping area may result in disciplinary action.
33. All foods brought from outside are contraband. Exceptions are made for fruits and vegetables that are sealed by the producer and food delivered by an established restaurant during the allotted time for receiving deliveries (usually on weekends). Visitors may only consume items from the Center vending machines.
34. TV time is from 6:00 AM to midnight, with staff discretion on weekends. Do not disturb other residents or staff - televisions and radios must be kept at a reasonable volume level and must be turned off by midnight. Residents will not sleep or lay down on TV room furniture, but will proceed to their bedrooms in order to rest.
35. Borrowing or lending of money or property between residents is strictly prohibited. Residents may not correspond or associate with residents of another correctional facility without approval from the Center Director.
36. Rest period is from 12:00 midnight to 6:00 a.m., socializing is not permitted during this period. All common areas are closed. Use of the payphones will cease during this time.
37. Residents are not permitted to enter into a contract without the approval of the Center Director (this includes marriage). Federal residents must also have approval from the RRM.
38. Residents must be aware that the ingestion of poppy seed food products may result in positive test results for unauthorized drug use and is therefore prohibited.
39. Residents must be aware that using decongestant inhalers such as Vicks or Benzedrex may result in positive test results for unauthorized drug use and is therefore prohibited.
40. Residents will not be permitted to volunteer or be paid for participating in any type of research or experiments (i.e., medical pharmaceutical, cosmetic, behavioral, etc.)
41. Residents who are in-house (not on a pass or restriction), are permitted to conduct personal shopping for three (3) hours on Saturdays. This is a one-time pass per week - it may not be split into time intervals. Residents may sign-out to two destinations during the shopping pass. Residents must give the specific destination address and return with receipts for purchases to verify location, date and time. Residents must identify specific stores when “mall shopping.”
42. Residents who are in-house (not on pass or restriction) are allowed to visit a restaurant (includes fast food places) for two (2) hours on Sundays. Any exceptions must be approved in advance by the Case Manager. Residents must give the specific destination address and return with receipts for purchases to verify location, date and time.
43. No candles or incense burning is allowed in the building (this includes electric candle wax melters).
44. Any pass site requested must be investigated and approved by Center staff to ensure that the site meets all State and Federal requirements. The pass site must have basic telephone service **ONLY** (no call forwarding, three-way calling, caller i.d., answering machine/voice mail service, etc...).

I hereby acknowledge that I have read or had read to me these rules of Catholic Social Services Residential Re-Entry Center. I fully understand them, agree to follow them and I understand the penalties should I in any manner violate them.

Signature of Resident

Date

Witness

Date

**CATHOLIC SOCIAL SERVICES RESIDENTIAL RE-ENTRY CENTER
HOUSING LEASE AND AGREEMENT OF SERVICES**

This Housing Lease and Agreement of Services, made this ____ day of _____, 20____, by and between Catholic Social Services Residential Re-Entry Center, located at 409-411 Olive Street, Scranton, Pennsylvania, and _____, Center Resident.

WITNESS THAT,

- I. Catholic Social Services Residential Re-Entry Center agrees to provide room number _____ in the building located at 409-411 Olive Street, Scranton, PA, to the Resident for a period of time consistent with that specified by the Referral Source. The daily per diem rate (as per contract) will be the responsibility of the Referral Source, however, Federal residents are required to pay subsistence in the amount of 25% of weekly gross income. State and Halfway Back residents are required to pay 20% of weekly net income toward subsistence, as well as 10% toward savings and 10% toward any court costs/fines owed. All utility costs are included in the rental payment except for telephone services. A pay telephone will be available for resident use, however, fees for any long distance calls made will be the responsibility of the resident.
- II. The Resident shall reimburse the Center for the cost of repairing any damage to the premises, beyond normal wear and tear, on demand.
- III. Federal Residents will receive a copy of the Prohibited Acts and the House Rules. State Residents will receive a copy of the Universal Set of Rules and the House Rules. It will be the responsibility of the resident to adhere to all Center rule, as well as those specified by their Referral Source. Failure to do so will result in a cancellation of this lease and accompanying services.
- IV. The Center will not be responsible for damage to, or loss of a resident's personal property, valuable or invaluable; which includes, but is not limited to; money, important personal papers, personal items, clothing, or electronic equipment.
- V. I understand that acceptance into Catholic Social Services Residential Re-Entry Center will provide me with the following services:
 - A. Room and board for the duration of my stay. The length of my stay will be determined by my Referral Source.
 - B. Instruction with regards to meal planning, budgeting finances, maintaining good health and hygiene habits and general daily living skills necessary to live independently as a law-abiding, contributing member of the community. In doing so, I understand that it is necessary to complete a monthly budget with my assigned case manager. I will also learn to utilize various community resources which may provide necessary services, even after my release.

Housing Lease and Agreement of Services

Page Two

- C. An assigned case manager to provide counseling services as per the requirements of my referral source on either a weekly or bi-weekly basis.
 - D. A Supervision Plan, designed with me by the assigned case manager, which spells out what I want to accomplish during my stay, the time I need to accomplish each goal and specifically what I will need help with from my assigned case manager. I understand that I will be expected to adhere to my specific Supervision Plan and will be held accountable to fulfill obligations listed therein. These obligations will include, but are not limited to: Securing meaningful employment, paying subsistence and adhering to all supervisory restrictions.
 - E. I understand that my assigned case manager will work closely with the Parole Office on an approved resident release plan. My release plan, complete with target dates in compliance with my mandatory release date, will be completed six weeks prior to my release date.
- VI. I have read (or have had read to me) and understand the Housing Lease and Service Agreement of Catholic Social Services Residential Re-Entry Center. My signature indicates my willingness and commitment to adhering to all of the items listed above during my stay at this Center.

Understanding all of the above, we sign this Housing Lease and Agreement of Services this _____ day of _____, 20____.

Resident

Case Manager

CATHOLIC SOCIAL SERVICES RESIDENTIAL RE-ENTRY CENTER RESIDENT RIGHTS

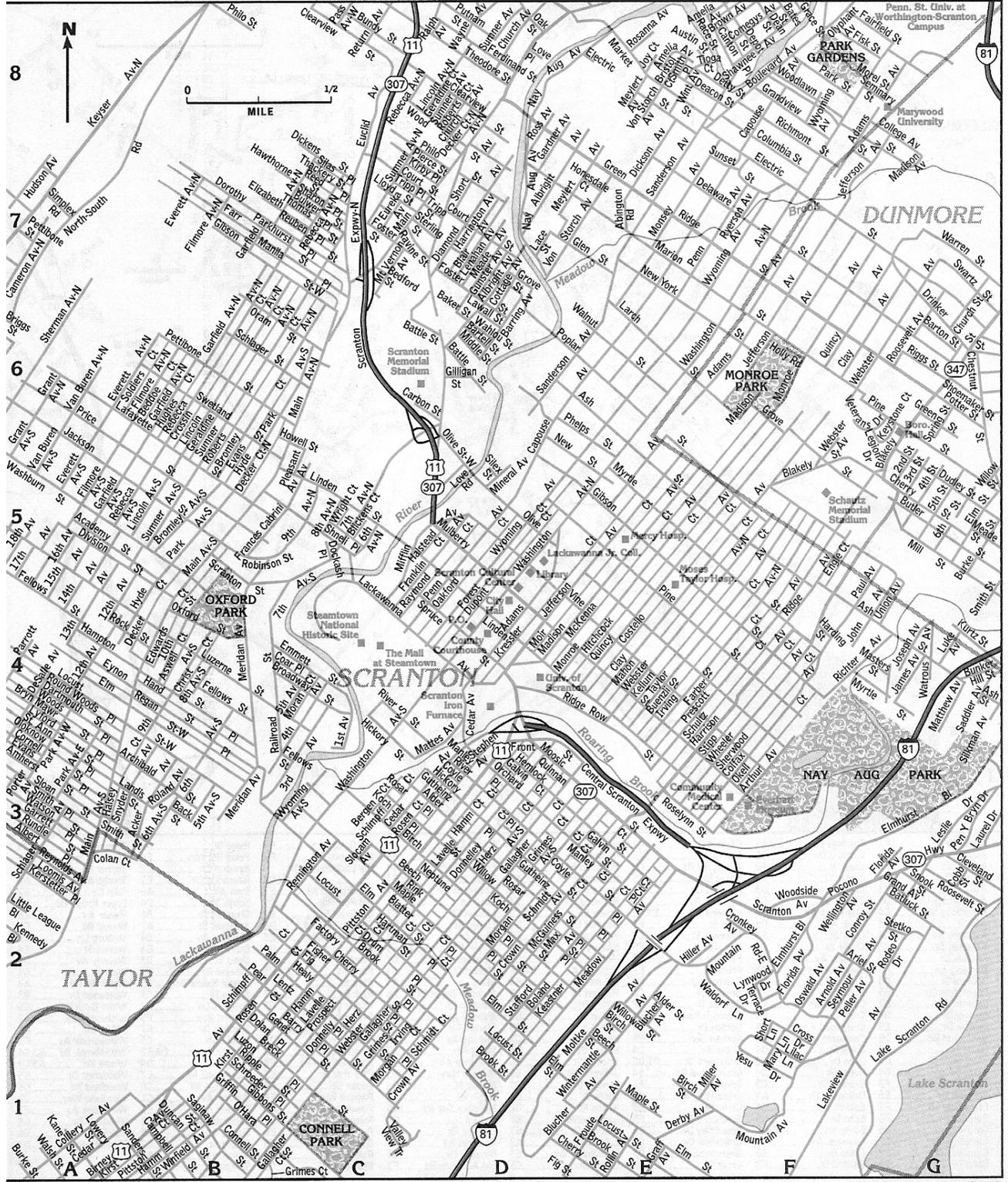
All residents of Catholic Social Services Residential Programs are viewed as individuals who have the potential to succeed and who are to be treated with respect for their personal dignity and autonomy. Residents may not be subjected to corporal punishment, humiliation, mental abuse or punitive interference with daily living functions.

1. Residents of Catholic Social Services Residential Re-Entry Center have the right to receive professional and appropriate services that meet their needs in the least restrictive environment.
2. Residents shall participate in the development of their individual treatment plan and voluntarily agree to their assigned programs. Refusal to participate from required assignments may result in termination.
3. Residents may have a copy of this plan and participate in the review of this plan and adjustment of it.
4. Residents have a right to be free from unnecessary or excessive medication or from unnecessary physical restraint or seclusion.
5. Residents have the right to live in an environment free from sexual harassment and to be informed of the procedures for reporting sexual harassment by another resident, staff person, visitor, or any other person whom the resident encounters.
6. Residents have the right to refuse any hazardous treatment procedures and to be informed of proposed services, treatments, therapies and alternatives and their own condition related to substance abuse.
7. Residents have the right to participate in any appropriate and available services. Have the right to consent to or refuse services, treatment or therapy, however, refusal may constitute a violation of your placement/legal status conditions and can result in your removal from the program.
8. Residents have the right to refuse observations through the use of hidden cameras or tape recorders that invades their privacy.
9. Residents have the right to have their communications protected within the limitations and requirements for disclosure of client information under state and federal laws and regulations.
10. Residents have the right to be informed of the reasons for termination from the Agency or denial of services and have access to information in accordance with legal prescriptions.
11. Residents have the right of access to counsel and confidential contact with attorneys and their authorized representatives, as well as access to the courts and a law library,
12. Residents have the right to know what, if any, the cost of services is and to exercise their rights without reprisal.
13. Residents have the right to review all progress and treatment evaluations.
14. Residents have the right not to be discriminated against for receiving services on the basis of sex, age, race, creed, national origin, disability, political views, etc...
15. Residents have the right to be informed of these rights.
16. All residents shall be informed of these rights which shall be included in the Resident Handbook..
17. Violations of these rights can be expressed through the Resident Grievance & Appeal System explained in the Resident Handbook.
18. Complaints can also be filed with outside agencies inclusive of:
 - a. PA Human Relations Commission
 - b. U.S. Department of Health and Human Services
 - c. PA Legal Rights Services
 - d. Lackawanna/Susquehanna/Wayne Counties MH/MR Offices
 - e. Veterans Administration
 - f. Federal Bureau of Prisons
 - g. PA Department of Corrections

MAP OF DOWNTOWN SCRANTON

DOWNTOWN SCRANTON

MAP 4

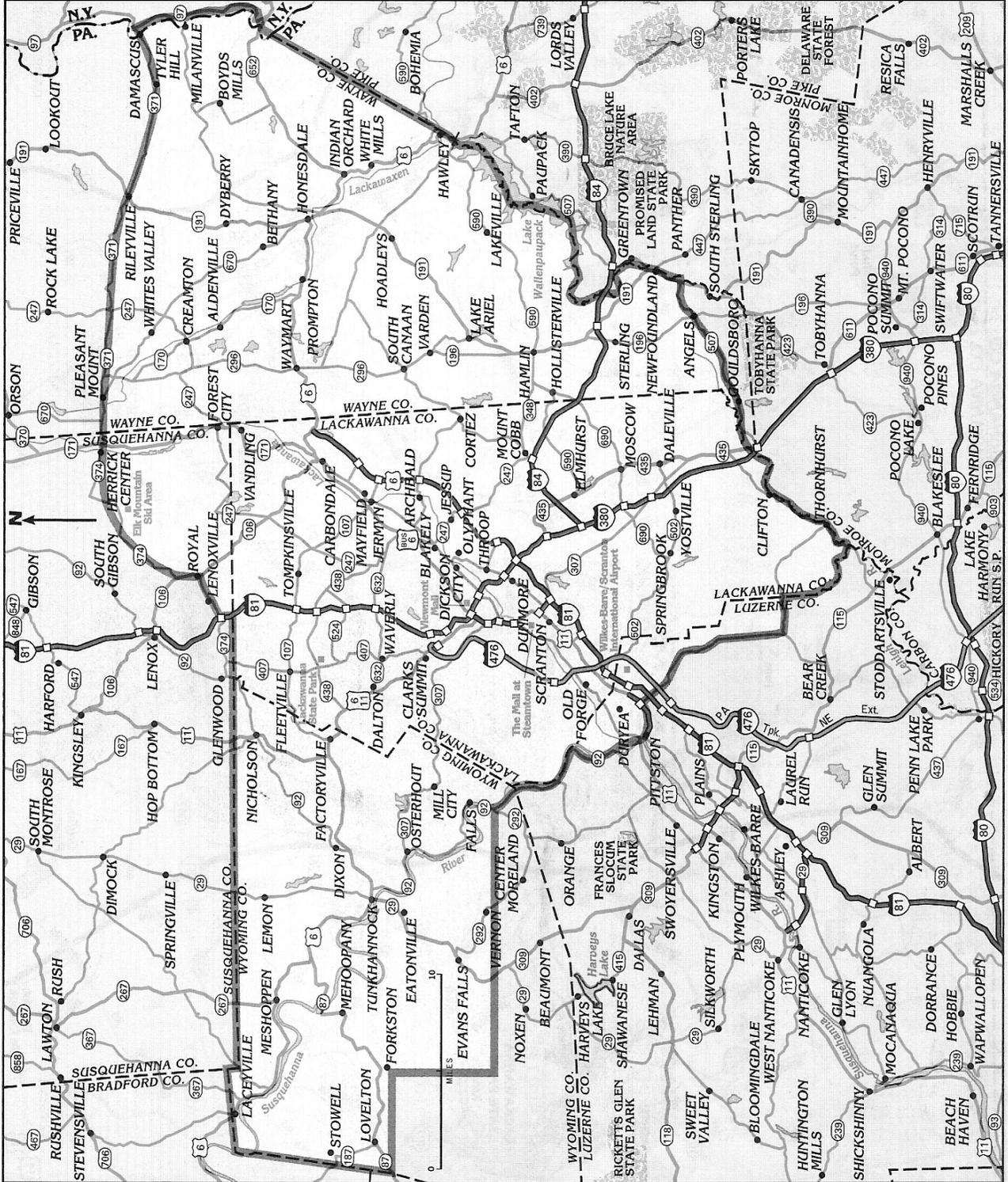


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Map by MAPQUEST.COM

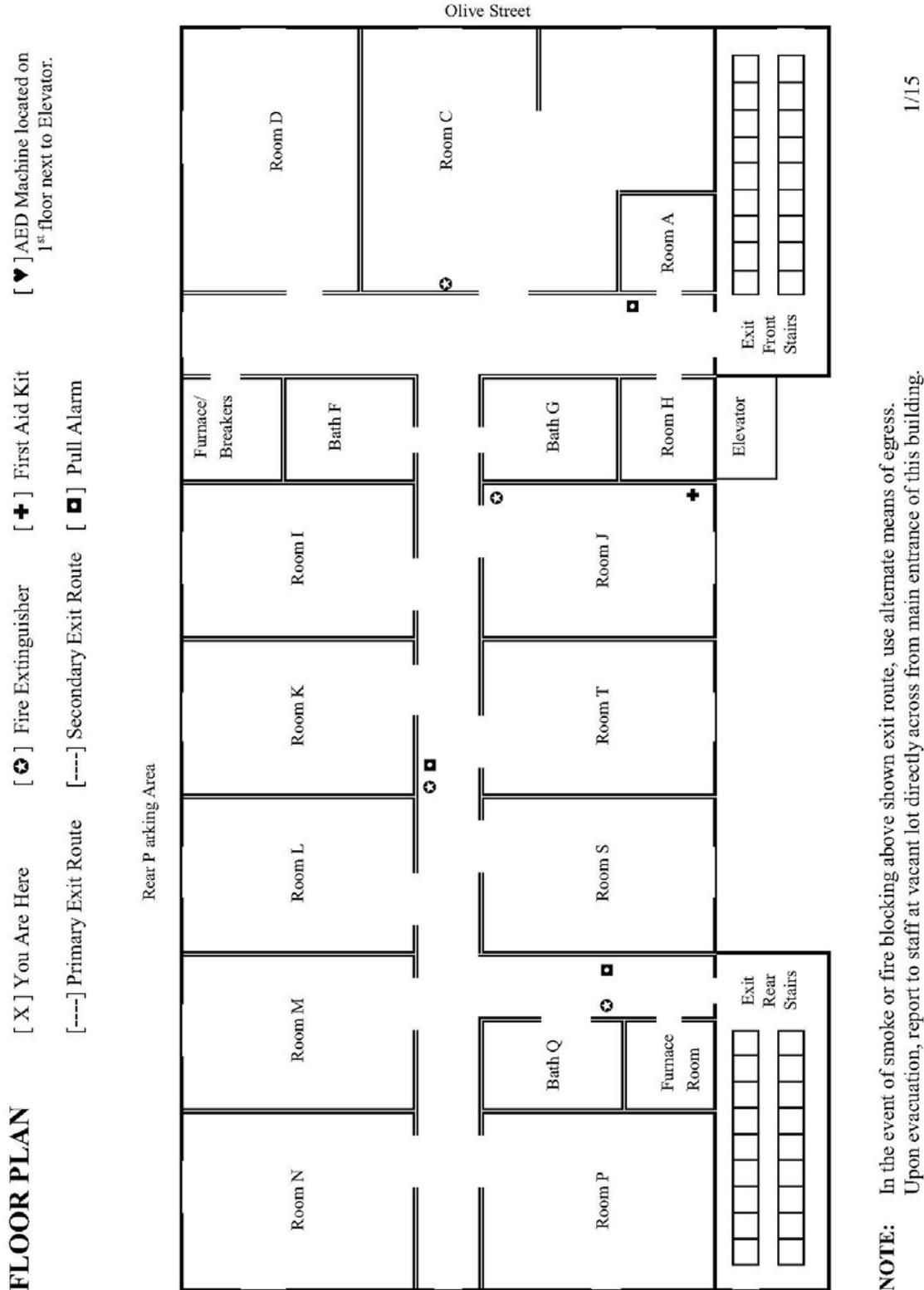
MAP OF NORTHEASTERN PENNSYLVANIA

SCRANTON/CLARKS SUMMIT/CARBONDALE AREA MAP 1



Floor Plan of the Center

The floor plan below is an approximate representation of each of the floors located in this Center. An Evacuation Plan is located in every bedroom, bathroom, hallway, office, laundry, furnace room and all common areas of the Center. Upon your arrival to this Center, residents should make themselves familiar with the Evacuation Plan and the best exit route to use during an emergency situation.



**CATHOLIC SOCIAL SERVICES
RESIDENTIAL RE-ENTRY CENTER**

409-411 Olive Street
Scranton, Pennsylvania 18509

ACKNOWLEDGMENT

My signature below indicates that I have read, or have read and explained to me, and fully understand the Rules and Regulations concerning proper conduct and procedures at Catholic Social Services and during time spent away from it. I understand that compliance with these Rules and Regulations is a condition for my successful completion of the CSS Community Corrections Program and thereby agree to abide by all Rules and Regulations set forth, as well as those covered by the “Crimes Code,” which include provisions that any person failing to report to or return from the approved place of employment, training, education or other authorized destination shall be deemed an escape. Additionally, I have been advised of the limitations of available services at Catholic Social Services Residential Re-Entry Center.

Printed Name of Resident

Signature of Resident

Date

Printed Name of CSS RRC Staff

Signature of CSS RRC Staff

Date