ADAPPT RESIDENT HANDBOOK

In Conjunction with the Department of Corrections Community Corrections Center (2008 Edition) Resident Handbook

Information Specific to the GEO ADAPPT Facility

Revised February 16, 2018
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**Philosophy**

The ADAPPT philosophy is "life preparation through responsible behavior".

As products of the criminal justice system, our clients are normally beset by a majority of the following issues:

A. Lack of self-esteem  
B. Dysfunctional Relationship  
C. Anti-Social behavioral patterns  
D. Poor living skills  
E. Educational limitations  
F. Vocational limitations  
G. Anger and Resentment  
H. Neglected health and dental care  
I. Financial and familial obligations

These issues need to be treated in light of our clients’ chemical dependency since relapse as well as subsequent criminal behavior depends on his/her ability to cope with each of them.

Care is taken to evaluate any mental health issues, which could have been masked by past criminal behavior.

Learning rates are matched to individual limitations, be they a factor of language or intelligence. Treatment is individualized and bilingual as needed.

Our goal is to provide you with the knowledge and skills necessary to lead a productive lifestyle prior to reintegration into the community.

**WELCOME TO GEO ADAPPT**

Our mailing address is 428 Walnut Street, Reading, PA 19601.

You will need a social security card (for medical assistance). If you do not have one, staff will make arrangements for you to get one.

You will fill out a medical assistance form and apply for medical assistance (no food stamps, as meals are provided, cash assistance is limited to clients who have no fines or costs). It is extremely important that you let welfare know that your mailing address is 428 Walnut Street, Reading, PA 19601.

You will receive a physical examination and TB test.

During fire drills, you must leave the building immediately via nearest fire exit. All residents will meet at designated areas.
You must notify staff at the front desk of your destination when leaving the common areas.

You will receive a daily chore. All chores are to be done everyday, including weekends.

Rooms are to be kept clean and orderly at all times.

Visiting hours are posted in all facilities.

You are allowed one telephone call upon arrival.

You will find included in this handbook general information, rules and regulations, Client Rights, and a listing of Class I and Class II Misconducts.

GENERAL INFORMATION

1. Any order or directions given by the staff of this facility must be carried out to the best of your ability.

2. All notices and signs posted in this facility are considered regulations and must be strictly followed. Read the bulletin board frequently.

3. Residents must be completely dressed at all times when not in living clusters. No exceptions. Pants must be at your waist. Muscle shirts are not allowed to be worn by residents or visitors. Any clothing or accessories signifying gang association(s) or displaying inappropriate logos are not permitted. Photo I.D.’s must be worn at all times while in the building. When signing out the photo I.D.’s are returned to the Duty Desk. There is a $3.00 charge to replace a lost photo I.D.

4. The building, linens, furniture, and equipment are property of the ADAPPT House. Defacing of walls, damaging linens, furniture, equipment and/or tools will be considered destruction of property and the offender will be disciplined and required to reimburse the facility for damages.

5. Use of foul, obscene, or profane language will not be tolerated. Loud talking or shouting will not be tolerated in ADAPPT.

6. Chewing gum is prohibited.

7. You are required to be respectful to staff at all times. Any community member who engages in threatening behavior may be discharged at once.

8. ADAPPT is a non-smoking facility. Smoking is only permitted at scheduled times (never during count) in designated areas. All residents must deposit I.D. badges at the Duty Desk before going on a smoke break and are limited to ten minutes.

9. Your housing units, your belongings, and your person are subject to search at all times. ADAPPT will make every effort to have female staff members search a female’s possessions. However, we reserve the right to have any staff member search a client’s possessions when deemed necessary by the Director of Operations. It is customary that any personal searches will be done in private by a staff member of the same sex.
10. You are required to give your correct name any time it is requested by a staff member. Nicknames are not permitted.

11. While at ADAPPT, residents and staff will address each other as “Mr.” or “Ms.” along with their last name (i.e. Mr. Smith or Ms. Jones). Residents are not permitted to address staff on a first name basis (i.e. Mr. John, Ms. Jane). You will be expected to address staff appropriately at all times. If you do not know the name of a staff member, simply ask them.

12. Regardless of your place of work you are not permitted to sell any service to another resident or staff member.

13. At no time will tools used in your place of work be taken to your housing units.

14. Having any form of weapon in your possession or on your person is a serious offense and will be treated as such.

15. You must go through a metal detector upon entering the Group Home, Annex, or D&A Buildings. Before entering the detector you must remove footwear and empty pocket contents.

16. At no time will a resident have authority over another resident. Staff is in total charge of the facility and residents are to follow all directions from staff.

17. The Director and/or designee may suspend residents’ visiting privileges as a result of a violation or the inappropriate behavior of an approved visitor.

18. Your visitors may leave funds (no personal checks) for you at the security desk between the hours of 10:00 A.M. and 5:00 P.M.

19. No resident is permitted to change his/her bed assignment unless authorized by staff.

20. No resident is permitted to fraternize or engage in a personal relationship with staff members, volunteers or residents at any time during his/her residence at the facility. Horseplay or gossiping is not permitted.

21. All residents are expected to seek full-time employment, and are required to be employed unless unable to do so due to a documented medical condition.

22. Annex residents are not permitted in the Group Home building except for scheduled meetings with a case manager and mealtime. Group Home residents are not permitted in the Annex.

23. Cameras, audio/video recorders are not permitted in ADAPPT.

24. No loitering is allowed within the facility or on facility property.

25. Prior approval is required for all laundry supplies, office supplies and cosmetics that you may wish to bring into ADAPPT.

26. ADAPPT reserves the right to discharge any resident whose behavior is irresponsible or who threatens the mental and/or physical security of members of the community outside the ADAPPT
facilities. This discharge may occur even though no criminal charges or protection from abuse orders have been filed. In making a decision to discharge, ADAPPT will consider the credibility of the complaint or any possible adverse reaction or publicity that may impact the resident’s continuing participation at ADAPPT.

27. Residents shall not be permitted to engage in research activities in medical, pharmacological, or cosmetic experiments. This does not preclude individual treatment of a resident based on the need for a specific medical procedure that is not generally available.

**PREA (Prison Rape Elimination ACT):**

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

You have a right to be safe from sexual assault. While you are at GEO ADAPPT no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or the pressure to engage in unwanted sexual behavior, regardless of your gender, age, size, race, or ethnicity. Regardless of your sexual orientation you have the right to be safe from unwanted sexual advances and acts. All transgender and intersex residents may shower separately from other residents if requested.

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

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

- Pennsylvania Coalition Against Rape: 1-888-772-7227
- RAINN National Sexual Assault Hotline: 1-800-656-4673
- National Mental Health Crisis Center: 1-800-273-8255 (TALK)
- Berks Women in Crisis: 610-372-9540  610-372-7463 (Spanish)
- Community Education Centers PREA Hotline: 973-575-3928

In addition to residents reporting incidents to the above numbers, residents also have access to a 24 hour Rape Crisis Hotline through Berks Women in Crisis of Berks County, PA. They dispatch mobile volunteer Rape Care Advocates around the clock to support and accompany victims through medical and legal procedures, on site in hospitals, police stations, and courts, and provide professional crisis counseling as well as longer-term post-trauma counseling. All information reported on the support services telephone lines may be monitored and may be reported to the proper authorities.
If you do not wish to verbally report the allegation to either a staff member or one of the agencies above, you may submit a written grievance. GEO ADAPPT does not impose ANY time limit on when a resident may submit a grievance regarding an allegation of sexual abuse. In order to file an emergency grievance (relating to sexual misconduct), inform a staff member of your wish to do so, and name the staff member you would like to submit the emergency grievance to. You will then be permitted to submit the form in person, if you choose. After receiving the grievance, staff will take immediate and appropriate action to ensure your safety. GEO ADAPPT does not require the resident to use any informal grievance process (or other attempts to resolve with staff) when reporting sexual misconduct. Any resident who alleges sexual abuse may submit a grievance without submitting to the staff member who is the subject of the complaint, nor will the grievance submitted be referred to the staff who is the subject of the complaint. GEO ADAPPT will provide the resident with the final agency (GEO ADAPPT /PA Parole/ PA DOC) decision on the merits of any portion of the grievance alleging sexual abuse within 90 days of the initial filing. You may receive assistance in filing request for administrative remedies/grievances by third parties (including family members, fellow residents, staff members, attorneys, outside advocates).

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

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

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

COMMENTARY AND INTERPRETATION

1. Matter of Credibility?

Who will give me a job? When may I ask for more privileges? These are two of the most frequently asked questions at ADAPPT. Ask yourself the following questions. What legitimate business place would want to hire an ex-offender? How can the ADAPPT staff determine when I am ready for the greater responsibilities that go with greater privileges? How can others begin to feel comfortable with me?

The answer to these questions depends upon many factors, but the main factor is your believability. Words are used to conceal as well as to reveal. A “con” man tells others what he thinks they want to hear. He hides behind his words so that he can take advantage of others as much as possible. That is the road back to jail, again and again. A real person does not have to lie, does not have to cover up. He is willing to face himself, his weaknesses, and his problems and to share them with some others who are willing to listen and help. No one can know how to help unless he knows you and your situation the way it really is. It is a waste of time and effort to listen to someone trying to run a con game. Your liability to progress at both ADAPPT and in the community depends upon the credibility you establish in the minds of others.
2. Counselor / Case Manager

Each resident is assigned to a counselor/case manager. Your counselor/case manager is the staff person whom you will be working with for the duration of your time in the ADAPPT program. He or she is there to assist you in setting goals and to advise and guide you in attaining them. He/she interprets ADAPPT expectations and requirements to you. He/she is with you to support you in all your legitimate efforts, to refer you to other agencies for assistance in coping with special problems, to review and evaluate your progress, and to help you plan ahead, to consult with you in your decision making, and to caution you in anything that he/she feels will be detrimental to your attainment of parole. His/her job is to see that you succeed. He/she is not expected to do what you want. He/she is not expected to do everything you can and need to do for you. Your counselor/case manager supervises and directs you during your stay at ADAPPT. He/she determines when privilege increases may be granted, that is when you qualify (1) because you have earned them, (2) because you have shown evidence that you can manage the added responsibilities that go with added privileges, and (3) because you have indicated a commitment to abide by ADAPPT rules and by behavior standards of the community.

RULES AND REGULATIONS

SIGN IN/OUT REGULATIONS

Residents are in a three (3) day transitional period after they graduate from the Inpatient Drug and Alcohol program. All residents must sign out to leave the building and sign in when they return.

Residents are only permitted to sign out to one place at a time and must be at the address signed out to. You are not permitted to return late from a sign-out. If you are required to work late (overtime) you must call in for permission. This must be verified with your supervisor. Sign outs must include full name or company name, street name, street number, town or city, telephone number, departure time and expected return time. All sign-outs without a telephone number can have a maximum of 2 hours; this applies to addresses where there is no telephone. All traffic will enter through 417 Walnut Street and exit through 419 Walnut Street.

Information should be verified by staff and client prior to initialing sign out form.

Residents must leave the building if they are signed out; no one is allowed back in the building unless you are signing back in. Resident sign-outs, passes, and furloughs end when you re-enter Group Home or the Annex.

HOUSING UNIT REGULATIONS

1. Every resident is responsible for their personal cleanliness, the neatness, and tidiness of their housing and bathroom area. No food, candy or beverages are allowed in your housing unit. Use of extension cords within the facility is prohibited.

2. You are not permitted to enter another resident’s housing unit unless accompanied by a staff member.

3 All items brought into the facility by you are your responsibility. In the event of a theft or
misplacement ADAPPT will not replace them.

4. Be neat in your appearance when leaving your housing unit.

5. Dresser tops can be used for one religious book and personal photos (not to exceed three 5x7’s). No clothes lying on bed, chair, desk, or dresser. Beds are to be made at all times when not in use, sheet and blanket up over mattress and pillow on top. In the Inpatient Drug and Alcohol facility all beds must be made by 7:15 AM Monday through Friday and 7:30 AM on Saturday and Sunday. **No furniture can be moved or blocking any doorways or halls. Prayer rugs are to be rolled up and put away when not in use.**

**DINING ROOM REGULATIONS**

1. Meals will be served at designated times determined by the Director or a designee.

2. All residents will be advised as to their meal times. It is your responsibility to arrive at the scheduled meal times. You cannot go to the kitchen to eat during other resident’s scheduled meal times. If you require accommodations due to work hours, you must sign up with kitchen staff.

3. At no time will residents take food/drink from the dining area.

4. Every effort is made to allow ample time for you to eat.

5. Be considerate of others by observing good table manners.

6. Residents are prohibited from wearing open toed sandals in the dinning room unless you are wearing socks.

7. No resident shall steal, exchange, borrow, lend, buy or sell any articles of food.

8. The kitchen (cooking area) is off limits to all residents.

9. Employed residents, or those attending school, 12 step meetings, aftercare or medical appointments who wish to request a hold slip for a lunch or dinner tray must sign for the tray at the duty desk before leaving the facility.

**PROGRAMMING**

All residents are eligible for every program offered at the center (unless prohibited by their referring agency). Residents interested in participating in any program must go through their counselor/case manager to obtain procedures for enrollment.

All residents assume the risk in favor of Community Education Centers, Inc., and its subsidiaries for voluntarily participating in physical activity, including but not limited to basketball, weight-lifting, and softball.

All residents will be treated equally while housed at the center.

**CONTRABAND**
Examples of contraband include, but are not limited to:

Alcohol, drugs, or drug paraphernalia, any item, staff or the Pennsylvania Department of Corrections deems as inappropriate. Any/all sharp objects/tools used for work. Cell phone with camera or video with the capability of having either. Chewing tobacco or loose tobacco. Clothing depicting drug culture, alcoholic drinks, anything offensive, etc. Computers, IPads. Controlled substances(s). Dice, cards, lottery tickets, poker tickets, gambling paraphernalia. Gaming devices (PSP, Game Boy, Xbox, etc.) IPod, IPod shuffle, IPod Namo. Medications of any kind (over the counter, vitamins, supplements, protein supplements, diet pills, etc.). Pagers, DVD player. Photos, art, calendar, magazine, etc. depicting gangs, nudity, violence, brutality of any kind. Photography of any kind (or anything staff deems as inappropriate). Television, radios w/external speakers, radios w/recording ability. Unregistered cell phones.

1. No resident shall steal, exchange, borrow, lend, buy or sell any article of food, equipment, or supplies from other residents or from the facility, nor shall he/she obtain such an article by fraudulent means. Trading, bartering, borrowing and lending are prohibited.

2. Any unauthorized article on any resident’s person or among his belongings is considered contraband and will be confiscated.

3. No resident is to have in his or her possession a pager, an unauthorized cell phone or a car phone at any time. These items are considered contraband and the resident will have sanctions placed against him/her. Contraband cell phones will not be returned and will be destroyed by the Center Director /Security Designee.

4. Any person bringing or attempting to bring in any narcotics, drugs, synthetic drugs, alcohol, weapons, money or any contraband letters or messages intended for a resident is guilty of a serious offense and will be prosecuted.

5. Group Home residents, whether actively employed or not, are not permitted to have more than $125.00 at anytime. D&A residents are not permitted to have more than $45.00 at anytime. Any resident in violation will have their excess monies confiscated and placed into their resident account. An appropriate consequence/action will be taken.

6. All cell phones allowed by PA DOC rules must be registered with Security. If a phone is not registered, or not approved by DOC rules (possessing a camera on it) will be considered contraband.

POPPY SEEDS AND MALTA

Per the Department of Corrections, residents (including parolees) of Community Corrections may not ingest poppy seeds or Malta in any manner. Assertions of consumption of poppy seeds or Malta will not be accepted as reasons for positive urinalysis results.

GRIEVANCES
It is the policy of this facility and the Department of Corrections to treat every resident fairly and to give special privileges to no one. There is an orderly procedure to follow when grievances or complaints are made against the facility or any of its staff.

It is anticipated that nearly all conflicts or problems can be resolved more efficiently and effectively through an informal process. The informal process should include addressing the perceived problem with a counselor or case manager who should attempt to resolve the problem if possible. Where the problem cannot be resolved at this level, the procedure will be to obtain a client request form from the Duty Desk. For D & A Inpatient clients, this form should be forwarded to the Clinical Supervisor, for Group Home clients the client request form should be forwarded to the Group Home Supervisor.

Where no resolution has been reached either through the informal process or the client request form submitted to the Clinical Supervisor or the Group Home Supervisor, the next step is to submit a client request form directly to the Director.

Where the referring jurisdiction (PA Department of Corrections) has a grievance procedure which they require the center to follow, the procedure will be posted or otherwise provided to the residents. The center will follow the written grievance procedures established by the referring jurisdiction.

A. The resident who has a complaint or problem that has not been resolvable through the informal process should request a Client Request Form. That form should be completed and delivered to the appropriate party, either the Clinical Supervisor or Group Home Supervisor.

B. If no resolution has been reached at the above level, the Client Request form is to be forwarded to the Director of Operations. The director will interview the resident within five days and provide a copy of the written response to the resident’s grievance.

C. If the resident does not feel the problem has been effectively addressed, the resident may appeal the decision in writing within five days to the director. The appeal must include a statement of the problem and the attempt taken to remedy the situation and shall include the original client request form.

D. The director will respond in writing within 10 working days with a final decision.

**Process for Informal Resolution of Minor Infractions of Facility rules**

The aim of the disciplinary process is to affect resident behavior with the least amount of corrective action necessary to achieve the greatest compliance. The foundation of the disciplinary system and process is to rely on the reinforcement of prosocial behavior (merits) in order to minimize the occurrence of infractions. The response to infractions (demerits) shall reflect progressive discipline based on classes of sanctions. Clinical interventions are addressed each business day in the context of the clinical staff meeting, to ensure a treatment relevant response occurs for each Positive Concern (Merit) and Negative Concern (Demerit).

**RESIDENT ACCOUNTING PROCEDURES**
A. RESIDENT EARNINGS

1. Residents must relinquish all income to ADAPPT, regardless of source, including but not limited to Tips, Tax refunds, school refunds, unemployment payments, for deposit into the ADAPPT Resident Account. Paychecks and stubs must be turned in. Residents must make regular payments on court costs, fines and restitution in amounts that meet DOC guidelines. (Violation of this rule will be Class 1 misconduct.)

2. All necessary expenditures will be dispersed via checks in the following manner:
   a. Operating Expenses – these expenses will include meals, travel and any necessary clothing expenses.
   b. The support of the residents’ dependents.
   c. Court costs and fines and any other court ordered deductions.
   d. Residents rent obligations while confined at the facility are accessed at a sliding scale rate of 20% of weekly net income.
   e. Mandatory Savings Account - Residents will have 10% of their net income placed on account. These monies are not eligible to be used for expenditures. This money will be returned to the resident upon discharge.
   f. Any other financial obligations acknowledged by the resident if approved by the Facility Director or his designee.
   g. Any and all balance will be retained in the resident’s account.
   h. All residents who are employed must contact the appropriate county to set up a payment plan for their outstanding fines and court costs.

3. Any resident arriving shall turn over all, if any; money to the case manager during intake for deposit in the resident’s account at which time the resident will be given a written receipt. They will be allowed to keep: Group Home $125.00 and D&A $45.00.

4. At no time will any resident be able to make a loan on his wage account. Any disbursements from the resident’s account will not be greater than the account balance.

5. Any resident who has accumulated $500.00 in his resident wage account may request permission from the Facility Director to open an interest bearing savings account in any financial institution of his choice. Once the resident has secured the savings account, he will turn over the passbook to the Group Home Supervisor for the purpose of approved deposits or withdrawals on the account.

6. At no time will any resident be permitted to own/use any automated teller machine cards or credit cards.

7. Residents shall not be allowed to enter into any financial contracts or agreements unless previously authorized by the Director and the contract agency. This includes opening checking and charge accounts.

B. RESIDENT RENT
1. Per Pennsylvania Department of Corrections all employed residents are required to pay rent at a sliding scale rate of 20% of his/her weekly net income, or minimum of $12.00 per week.

2. All weekly room rent will be based on the resident’s net wages from the previous week’s deposit.

3. Any resident who is unemployed and is not receiving unemployment compensation will be exempt from the rent deduction.

4. The weekly rent period shall be Sunday through Saturday.

C. PROCEDURE FOR RECEIPT OF FUNDS

1. It will be the responsibility of the resident to submit his earnings from any source to the staff. The resident will be given a receipt which must be presented to your Case Manager when you meet with him/her. Checks will be endorsed by the resident and stamped “FOR DEPOSIT ONLY” with the appropriate account name and number.

2. All income will be recorded immediately after receipt of funds and will be credited to the appropriate resident.

D. PROCEDURE FOR DISBURSEMENT OF FUNDS

1. All withdrawals from the resident’s account will be done by check, and said check will be payable to the appropriate resident. Check requests must be submitted by Wednesday at noon for Group Home Residents and Sunday no later than 9:00 PM for Inpatient Drug and Alcohol residents.

2. A separate check will be issued to the resident to cover living expenses.

3. In the case of court costs and fines etc. the check will be written directly to the appropriate agency.

4. Residents are permitted to have checks written to parties other than themselves.

5. All transactions in the resident’s account will be recorded immediately so that the accounts are updated at all times.

6. Living expense checks are issued on Thursday of each week. You will not be eligible to receive money turned in after 10:00 A.M. on a Monday. Money turned in after that day and time may be accessed the following week.

7. Upon discharge from the program, the balance of a resident’s account will be returned to the appropriate resident, minus any outstanding obligations, and mailed three weeks after release.

PAROLE - Resident will be given a check for the balance of account prior to release from the facility.

a. INSTITUTIONAL RETURN – A check will be mailed to the institution.
b. ESCAPE – The balance of the resident’s account will be held at the facility until apprehension. Once the resident is captured a check will be forwarded to the institution.
c. **DEATH OR INJURY / ILLNESS** – The balance of the residents account will be forwarded to the individual designated to assume the residents possessions. In the event that the resident’s monies are not claimed, the Regional Director of the Department of Corrections will be notified so that the appropriate disposition procedures can be conducted.

**E. AUTOMATIC SAVINGS**

a. All residents will be required to save 10% of net earnings commencing with the third paycheck received.

b. Residents will receive their savings upon discharge from the facility.

c. Request for exclusion from automatic savings will be at the discretion of the Director of the facility. Request for exclusion must be made in writing to the Director.

**F. COURT COSTS AND FINES**

a. It is the responsibility of all residents to make payment plans for their court costs and fines. The resident must make arrangements with the Clerk of Courts in their sentencing county for a monthly payment plan at a minimum of 10% of earnings for any outstanding court costs.

b. The resident must bring proof of this payment plan from the Clerk of Courts office to their case manager before any privileges will be extended.

c. Once a month, a payment will be drawn on the Resident’s Account, payable to the Clerk of Courts, for the stipulated amount in the resident’s name. The resident’s docket number will be included on this check. The amount of the payment will be reflected on the Resident’s Account.

**VISITATION**

1. All residents will be permitted visitation. Visiting hours specific to each building will be posted on bulletin boards throughout the facility. If the visiting area is over-crowded your visit time may be shortened at the discretion of the staff on duty.

2. All visitors must sign in and out at the duty desk. Only visitors that are on your visiting list will be permitted to stay. Visitors must abide by the same rules as residents. Physical contact between residents and visitors must be appropriate.

3. During visiting hours, visitors are allowed in the lounge and dining area. Visitors are prohibited from entering resident’s bedrooms.

4. A maximum of four people will be permitted to visit a resident at one time. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

5. An authorized adult visitor must accompany children of residents under the age of 18. An adult being 18 years of age or older. Residents are only allowed two visits a week.

6. All visitors must have proper photo I.D. for all visits.
7. All visitors are subject to search, should they refuse to comply, visitor’s privileges will be denied and the visitor will be requested to leave the facility. Cell phones, wallets, purses are prohibited.

8. Visitors violating their visiting privileges will be denied entrance to the facility, for an indefinite period of time.

9. Any former resident of ADAPPT may not visit the center.

10. Any Bureau of Community Corrections resident wishing to visit other inmates in State Correctional Institutions must receive prior written approval from the Executive Deputy Commissioner of the Department of Corrections via the Regional Director and the Superintendent of the State Correctional Institution to be visited.

11. Special visits shall be arranged, providing staffing is available, with twenty-four (24) hours notices. Only the Director or Designee may approve special visits.

**URINALYSIS TESTING**

To verify your sobriety at ADAPPT House, you will be subject to urinalysis testing and/or Breathalyzer testing on a random basis. All residents are expected to provide a urine specimen when asked, if unable to provide a specimen immediately, you will have a two hour timeframe. During this timeframe you must remain within the area of the foyer (the room located between 419 and 417 Walnut) or at the duty desk in the Inpatient D&A facility and you cannot consume more than six ounces of liquid.

**GENERAL CORRESPONDENCE REGULATIONS**

The policy of ADAPPT and the Department of Corrections is to maximize communication with family, relatives, friends and others concerned with the overall program of the individual resident. This is essential to the rehabilitation process in terms of maintenance of family ties and reintegration into the community.

A. There is no limit on the number of letters you may send or receive. All outgoing letters can go to the security monitor at the duty desk.

B. Indigent residents may receive a postage stamp, envelope and writing paper from their counselor/case manager for personal mail.

C. It is emphasized, the inspection of incoming mail is for compliance with security regulations and the contents of your mail will not be divulged unnecessarily.

D. Any material, mail contraband, unlawful materials, threats, obscene photographs, drawings and/or paraphernalia that violates postal regulations, is prohibited and will not be forwarded.

E. Mail containing plans for criminal activity, gambling, and lottery codes or plans for activities to solicit gifts or money will not be forwarded but returned to the originator.

F. It is your responsibility to arrange to have your mail forwarded upon release from any program.
G. When an address is available, first-class mail and packages shall be forwarded to residents for up to one year after discharge.

PRIVILEGED CORRESPONDENCE

A. Correspondence between a resident and a privileged correspondent will not ordinarily be inspected. NOTE: “Not ordinarily inspected”. However, it may be opened in the presence of the resident when considered necessary to insure authenticity of the correspondence.

B. The following is a list of individuals classified as privileged correspondence:

1. The President of the United States.
2. Vice President of the United States.
3. Members of Congress of the United States
4. The Attorney General of the United States and Regional Office of the Attorney General; All Attorney Generals
5. Attorneys of Record
6. State Senators and Representatives

NEWSPAPERS, BOOKS, MAGAZINES:

All newspapers, books or magazines must be mailed directly from the bookstore or Publishing Company.

TELEPHONE CALLS:

All telephone calls will be made via the pay phones throughout the facility, or via a legally registered cell phone. Group Home pay phones are available 24 hours a day, 7 days a week. Residents in the Inpatient Drug and Alcohol facility must inform staff before and after using pay phones.

All telephones are available for 15-minute periods. Only 1 person is allowed on a telephone at any given time. You are not permitted to sit on the floor when using the telephone. No loitering in phone area is allowed.

Only pre-paid phone cards are permitted.

INDIGENTS:

If you have no money, you may receive a gratuity for necessary supplies. This is contingent upon you not having family in close proximity, no funds in your account, and do not smoke.

DRIVING:
No resident will be permitted to drive without proper approval. License, registration, insurance and letter of authorization must be submitted through your case manager to the proper authorities.

Residents must park on a paid parking space that has been pre-approved by the Group Home Supervisor. Proof of receipt of payment must be provided on a monthly basis.

**PRESCRIPTIONS and MEDICATIONS**

A. Group Home and Annex residents are permitted, with their Case Manager’s knowledge, to take their own prescriptions to a pharmacy to be filled. All filled prescriptions must then be processed through the individual’s Case Manager.

D & A residents are **not** permitted to take their own prescriptions to a pharmacy to be filled. All prescriptions must be processed through the individual’s counselor.

B. Any resident who fails to turn in medication to control staff or abuses/deviates from the dosage instructions of his/her medication will be subject to disciplinary actions. You will be permitted to take necessary supplies of medication with you for work or furlough sign outs; but you must obtain staff permission before doing this.

C. Billed prescription costs are charged to the resident account and noted as medication. Verification of billing costs from the pharmacy is available on request from the Resident Accounting Office.

D. Medication times are posted.

E. Residents must inform Group Home Supervisor/Specialists before going for medical or dental treatment.

**AFTERCARE and LIFE SKILLS GROUP**

All residents are required to attend either Life Skills or Outpatient. If either the aftercare counseling provider or ADAPPT staff has sufficient reason to recommend a higher level of care, coordination between the two agencies will assist the client in receiving such services. The provider will determine charges for these services, and residents will be financially responsible for these payments.
ADAPPT COMMUNITY MEETINGS

All clients must attend ADAPPT community meetings. Group Home meetings are every Tuesday 6:45 PM to 8 PM and Annex meetings are every Thursday 6:45 PM to 8 PM. Inpatient community meetings are every Friday from 8:45 am to 9:45 am. Eating or drinking during community functions is not permitted. Residents must be prepared with necessary books, tablets and writing materials. Disruptive/distracting behavior during community or group functions is not permitted.

COMMUNITY SERVICE

All residents must have thirty-two (32) hours of community service per month. Community services must be with a non-profit organization. Community Service must be approved by the Case Manager and verification of Community Service must be presented to the Case Manager.

MARRIAGE

No resident will be permitted to marry while at this facility unless given approval by the proper authority. See the Facility Director for procedures involving marriage.

LAUNDRY

1. Coin operated washers and dryers will be provided for your laundry services. Residents are allowed only one container of laundry detergent (containing no bleach) at a time and one container of fabric softener.

2. The laundry room in Group Home will be open 24 hours a day to all residents and 6:00 AM to 10:30 PM in the Inpatient Drug and Alcohol facility. All residents will wash and dry their own clothing and linens.

3. This facility assumes no responsibility for clothing lost or damaged in any form.

HYGIENE AND PERSONAL CLOTHING

1. Proper hygiene must be maintained at all times. Residents are required to bathe daily. Hair, beards, mustaches, and goatees shall be neat. Male residents with shoulder length hair must have their hair tied back except when in their sleeping cluster.

2. All residents must be properly attired at ALL TIMES. Shirts must be tucked in; pants buttoned and zipped at all times.

3. Appropriate clothing must be worn to and from shower. Residents are not allowed to wear headbands, sunglasses or cigarettes behind the ears in the building. Hats are not to be worn in the facility, with the exception of religious head coverings.

4. To have clothing brought in, all residents must submit a request form to your case manager/counselor. You must have a receipt for any purchases made while a resident of the facility.

5. Residents will be issued the following items upon arrival to the facility, if considered indigent.
Tooth brush   Comb   Tooth paste   Soap
Razor   Deodorant   Shaving cream   Shampoo

6. All residents will be issued the following linens: 1 blanket, 1 pillow, 1 pillowcase, 2 towels, 1 flat sheet and 1 fitted sheet. All issued facility linens must be washed and returned before you are discharged. Those items not returned will be charged against the resident’s account.

7. The facility is not responsible for a resident’s personal property unless clearly negligent in the proper control and storage. All residents entering into the facility shall be authorized limited personal clothing as determined by the Director.

8. No more than (3) pairs of shoes and one (1) pair of shower shoes will be displayed under the bed with toes facing out and aligned under the front edge of the bed.

9. Six (6) sets of work clothes and six (6) sets of dress clothes for a total of twelve (12) sets of clothes are allowed in your locker. If you have anything over that amount, you will be asked to send the remainder home. Failure to comply will lead to confiscation of excessive clothing.

**RESIDENT CHORES**

All residents will be responsible for maintaining the cleanliness of the facility and will be assigned an area of the building to be cleaned daily. Residents must make sure their housing unit and chore(s) are checked before signing out.

If a resident has an outside chore, he/she must notify the staff at duty desk they are going outside to do that chore.

**RELIGIOUS SERVICES**

Directory of Religious facilities can be located on the Residents Bulletin Boards throughout the facility.

**MEDICAL SERVICES**

1. Routine health care shall be provided to residents by means of the following:
   a. Employer paid health insurance.
   b. Publicly funded health insurance (Medicare/Medicaid)
   c. Community sponsored public clinics.
   d. By medical resources of the Support Institution, if there are no other means of personal or public resources available and providing the use of these facilities does not compromise the health of the residents or security of the facility.

2. All residents will undergo a medical screening upon their acceptance into this facility.

3. All residents who have employer paid health insurance, publicly funded health plans, or who use the community public clinics may obtain medical/dental care from any source they choose.
4. Residents are expected to pay for medical and dental service whenever possible. Residents who are employed are required to participate in hospital insurance plans, when available, at their place of employment.

5. During any period of hospitalization of a resident, the Facility will maintain supervision responsibility, which includes frequent monitoring and coordination with medical personnel.

6. Residents must have the Services Coordinator, Group Home Supervisor/Specialists approve all over-the-counter medication prior to purchase and all over-the-counter medication must be turned in at the duty desk.

7. HIV Testing shall be on a volunteer basis. ADAPPT maintains a community provider agreement with Co-County Wellness Services aka Berks Aids Network to provide voluntary testing and education.

**PERSONAL POSSESSIONS**

You are permitted to wear jewelry. Safety considerations preclude the allowance of any exposed facial/body piercing. Earrings can only be worn on the lobe and are limited to two earrings per lobe. Hoop earrings cannot be larger than the size of a quarter. Necklaces must be tucked under your shirt and kept to a minimum. This Facility is not responsible for anything you keep in your possession. ADAPPT will not replace items that are lost, misplaced or stolen. All residents are afforded a means to safeguard their personal property, i.e., lockers that can be locked. All clients are required to turn in a copy of their locker key to the Duty Desk staff for safekeeping.

The facility is not responsible for items not claimed within 7 days after discharge. The property will be disposed of as refuse or donated to charities such as Goodwill or Hope Rescue Mission, with no reimbursement to the former resident. Credit cards, documents and forms of identification will be destroyed to prevent their use by individuals other than the owner.

Upon first entering ADAPPT, residents are asked to provide in writing names of those individuals that ADAPPT staff is authorized to release their property to, should the resident abscond, or be confined. It is the responsibility of the resident to contact those authorized individuals and have them pick up the property, it is not the responsibility of ADAPPT staff. Residents may add to or delete names from their authorized list during their residence in the facility. Property belonging to a resident that escapes will not be released until that resident has been apprehended.

If property is not picked up within 7 days it will be disposed of in the same manner listed above.

**TELEVISION & RADIOS**

1. Group Home Residents are to use headphones at all times with radios and walkmans while in use in the facility. Fans and radios must be turned off when not in your housing unit. Radios must remain at ADAPPT once they are brought into the building, and must remain there until the resident is discharged.

2. Be reminded that residents are not permitted to buy, sell, etc. any items between residents. Any infraction will result in these items being confiscated.
3. Televisions are not permitted to be brought into the facility.

4. In the Inpatient Drug and Alcohol facility, no MTV, BET or VH-1 stations are permitted with the exception on Sundays for gospel on BET. There are no radios or walkmans allowed in the Inpatient Drug and Alcohol facility.

RESIDENT INTERVIEWS AND REQUESTS

When you desire to see a staff member for information or advice the procedure to follow is:

1. Direct your request to the Case Manager or Counselor. If your Case Manager/Counselor is not available during an emergency situation, you may submit your request at the duty desk.

2. Residents may be assigned designated times to see their counselor/case manager on a weekly basis. It is your responsibility to meet with your Case Manager on your scheduled day. Lists are posted in both buildings on the bulletin boards. It will also be your responsibility to keep the appointments for these sessions with your counselor/case manager.

3. Do not submit a request to more than one person about the same problem.

CLIENT LOUNGE & GAME ROOM REGULATIONS

While in the lounges, residents are not permitted to slouch, lie down, put feet on furniture or sit on armrest. No food or beverages are allowed in any area other than the dining room.

No pornographic pictures/videos are permitted at ADAPPT. Residents in the Inpatient D&A facility are allowed, with the approval of staff, to view movies/videos in the lounge located in front of the duty desk. All videos must be pre-approved by staff prior to resident viewing.

CURFEW

The primary curfew for Group Home is 5:00 PM. Curfew privileges increase at the rate of one hour per month with a maximum curfew time of 9:00 PM. Residents must be employed or attending school full time, following through on other responsibilities and/or special conditions to be eligible for an increase of hours. Residents, who quit their jobs or are fired, will automatically go back to a 5:00 PM curfew, and no passes will be allowed, except for job search, medical, legal.

PASSES AND FURLoughs

1. Residents must be working, and must have worked 24 hours of work the week before. The required number of Community Service hours must also be completed to be eligible for passes or furloughs. Residents who are disabled may earn passes by doing 24 hours of approved volunteer work each week. No travel for any reason is permitted beyond the borders of the Commonwealth of Pennsylvania. In order to be eligible for passes you must have worked at least three full eight (8) hour days that week. Residents cannot take a pass on a day that he/she is working. All requests are due by Wednesday 5 PM. If you are traveling by bus you must have a return bus ticket. A landline phone number (for the pass site) where you can be reached must be submitted on your pass request.
2. Only Pre-Release residents are eligible for furloughs. The Resident must submit a residence site that must be investigated and approved by a Furlough Investigator from the Regional Office where the resident furlough site is located. You can only furlough to your home plan site, and only after it has been approved. Request for Furloughs must be submitted 3 months before your minimum date and you must have worked full time for a minimum of 30 days.

EMPLOYMENT

Residents are required to be employed. Active job search is required. If unable to work because of medical restrictions, doctor’s certification is required. If there is a valid reason for travel for employment, permission may be obtained from the Regional Office or Parole Officer.

Residents in Group Home must submit an Employment Verification Form to their Case Manager every week, whether working or not. Residents, who are unemployed for other than a medical restriction, must be out of bed by 7:30 AM, engaged in an active job search and in bed by 12:30 AM. Residents who work 1st shift must also be out of bed by 7:30 AM and in bed by 12:30 AM.

You are permitted to sign out 12 hours to work, an extension to 14 hours may be allowed if you bring documentation from your job regarding your schedule (12 hour shifts). You must return to ADAPPT as soon as possible once you are finished working.

Residents must work at jobs that pay via paychecks with pay stubs. Residents are not allowed to work under the table. Taxes must be deducted. Pay stubs must account for their time out of the building.
Residents, who quit their job or are fired, will automatically go back to 5:00 PM curfew and lose their passes for that week. Residents who call off sick are to notify the Supervisor immediately and must remain in the building except to see a doctor.

ADAPPT CLIENT RIGHTS

1. Every client has the right to be treated as an individual and evaluated according to his/her individual needs.

2. Each client has the right to expect that he/she will be treated by competent professional staff that is free from dependency on substances of abuse.

3. Each client has the right to expect that all records concerning his/her treatment shall be kept confidential and shall only be released by the written permission of the resident, except in those rare instances when ordered by a court.

4. Each client will receive an orientation including a discussion of the responsibilities of the staff and client.

5. Each client can expect assistance in planning activities following discharge. These activities will be designed to contribute to the client's ongoing recovery from dependency.

6. No client shall be discriminated against on the basis of race, religion, creed, sex, sexual orientation, national origin, handicap, ethnicity, age, color, or marital status.
7. A person receiving care or treatment under the provisions of or subject to the provisions of sec. 7, Penn. Drug/Alcohol Abuse control Act (71 P.S. 1690.107), shall retain all civil rights and Liberties except as provided by law. No client shall be deprived of any civil right solely by reason of treatment. Some examples of civil rights are:

   The right to send and receive uncensored mail
   The right to vote
   The right to an attorney
   The right to make outside telephone calls

8. The client has the right to full information and counseling as to the availability of known financial resources for his/her health care.

9. The client has the right to treatment that is sensitive to the cultural attitudes of the client population being served.

10. Federal Law and regulations protect the confidentiality of alcohol and drug abuse patient records maintained by this program. The program will not say to a person outside the program that a patient attends the program, or disclose any information identifying a patient as an alcohol or drug abuser Unless:

   (1) The patient consents in writing:
   (2) The disclosure is allowed by a court order, or
   (3) The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.

Violation of the Federal Law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations. Federal Law and regulations do not protect any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such a crime. Federal Laws and regulations do not protect any information about suspected child abuse or neglect from being reported under State law to appropriate State or local authorities.

11. All clients have the right to inspect their own records subject to the limitations outlined in a, b, c &d below:

   **Procedure:** The client will obtain a request form from the front desk and address the request to review their records to the Clinical Supervisor or Deputy Director of Administrative Services. The form is to be handed into their Counselor/Case Manager. The Clinical Supervisor or Deputy Director of Administrative Services will set a day and time for the review within 10 working days.

   a.) The project director may temporarily remove portions of the records prior to the inspection by the client if the director determines that the information may be detrimental if presented to the client. The reason for removing any sections shall be documented and kept on file.

   b.) The client of the ADAPPT Program has the right to appeal a decision limiting access to his/her records to the project director.

   **Procedure:** The client will obtain a request form from the front desk and address the written request to appeal the decision limiting access to their records to the Clinical Supervisor
or Deputy Director of Administrative Services. The form is to be handed into their Counselor/Case Manager. The Clinical Supervisor, Deputy Director of Administrative Services and the Director of Operations will review the request and respond within 10 working days.

c.) The client of the ADAPPT Program shall have the right to request the correction of inaccurate, irrelevant, outdated or incomplete information from his/her records.

**Procedure:** The client will obtain a request form from the front desk and address the request to correct inaccurate, irrelevant, outdated or incomplete information from their record to the Clinical Supervisor and/or Deputy Director of Administrative Services. The form is to be handed into their Counselor/Case Manager.

d.) The client of the ADAPPT Program has the right to submit rebuttal data or memoranda to his/her own records.

**Procedure:** The client will obtain a request form from the front desk and address the request to submit rebuttal data or memoranda to the Clinical Supervisor. The form is to be handed into their Counselor/Case Manager.

**MISCELLANEOUS**

The general rules are for all residents. Some individuals, however, have specific problem areas that require special attention and special commitments in order to make ADAPPT placement feasible. Common examples of special conditions are a total prohibition against consumption of alcoholic beverages, certain travel restriction because of the sensitivity and/or hostility of the communities wherein the resident’s offense took place, etc. These specific restrictions are meant to enhance the resident’s chances for making a successful transition to parole by requiring that unusual personal hazards be avoided entirely.

Violation of a special condition in most cases will result in a Class 1 Misconduct.

**FINAL NOTE**

Any resident who attempts to commit any of the forbidden acts listed below (BC-ADM 801) or attempts to evade the requirements expressed in the ADAPPT Prescriptive / Treatment Plan and agreements, and those expressed in the ADAPPT Handbook, where the intent is clear and the resident has taken substantial steps toward completion of the act or evasion of requirements, may be charged with a violation under the applicable rule, agreement, or listed misconduct.

Classification of Misconducts is Class 1 (major), and Class 2 (minor). Normally a resident is given a minimum of 48 hours between the receipt of a Class 2 Misconduct report and the time of the hearing. For a Class 1 Misconduct a minimum waiting period of 48 hours is observed. A resident may receive a Class 1 Misconduct for repeated Class 2 violations. Being found guilty of a Class 1 Misconduct may result in suspension or revocation of Pre-release status, and therefore, returned to a State Correctional Institution. The Misconduct Committee can reduce a Class 1 Misconduct to a Class 2, but this is not frequently done.

A Misconduct Committee, upon finding a resident guilty, may decide to reduce privileges, to modify program, to assign extra tasks, a combination of these or to give a warning/reprimand. The resident must comply with the decision of the Committee. Failure to abide by the decision of a Misconduct Committee will result in a Class 1 misconduct charge.
Appeals of Misconduct Hearing decisions: If the Hearing Committee decision results in your transfer back to a State Correctional Institution, your first line of appeal is to the institution Program Review Committee. If you are not satisfied with the result of this review, you may direct your appeal to:

Luis Resto  
Director, Region II Community Correction Division  
3 Ginko Drive, Bldg. 52, Harrisburg, PA 17110-2539

On a Misconduct Hearing decision that does not result in return to a State Correctional Institution, appeals are directed to the Director of Community Correction Division. Requests for review of Misconduct Committee decisions must be made within fifteen (15) days following the decision.

For further information on Misconduct Procedures, see the complete Directive 801 that is posted on the bulletin boards throughout the facility or discuss your concerns with your counselor / case manager.

BC- ADM 801, FORBIDDEN ACTS

CLASS 1 MISCONDUCTS

1. Any violation constituting a felony or misdemeanor under the crimes Code or other criminal provisions of the Commonwealth of Pennsylvania including the following summary of offenses:
   a. Harassment
   b. Criminal Trespass
   c. Retail Theft under $100
   d. Disorderly Conduct
   e. Public Drunkenness

2. Refusing to obey a direct order of the person or persons in charge of the ADAPPT or responsible for the supervision of the resident.

3. Repeated Class 2 Misconducts

4. Bribery of an employee or attempted bribery

5. Threatening an employee or resident with bodily harm.

6. Possession of alcoholic beverages or unprescribed drugs on any of the premises of ADAPPT.

7. Failure on the part of any inmate to abide by a mutually agreed upon Contract setting forth commitments by the inmate to participate in a specific ADAPPT treatment plan, including extended Out-Residency or Group Home Placement.

CLASS 2 MISCONDUCTS

1. Presence in an unauthorized area.

2. Violation of the Crimes Code or other criminal provision constituting a summary offense not listed as a Class 1 misconduct above.

3. Possession of materials to manufacture alcoholic beverages.

4. Violation of any rule, regulation or directive promulgated, not specifically enumerated above.
5. Body Punching, Horseplay
6. Taking unauthorized food from the dining room, kitchen or Officer’s Mess
7. Possession of Unauthorized Clothing
8. Tattooing and Other Forms of Self-Mutilation
9. Failure to report to Work or Unexcused Absences from Work
10. Loaning or Borrowing Property except Legal material
11. Failure to Follow Safety and Sanitation Regulations Regarding his Person, Quarters and Equipment
12. Failure to Stand Count or Interference with Count
13. Smoking where Prohibited

BC-ADM 801, FORBIDDEN ACTS

1. Murder- Manslaughter
2. Escape
3. Possession of/or Introduction of Contraband or Implements of Escape
4. Carrying a Deadly Weapon
5. Arson
6. Robbery
7. Burglary
8. Theft
9. Tampering with, Destroying or Damaging Property
10. Sodomy
11. Indecent Exposure
12. Rioting or Inciting to Riot
13. Conspiracy to escape, Riot or Disrupt Normal Institutional Routine that could result in Bodily Injury to Personnel or Inmates
14. Bribery of an employee
15. Threatening an Employee or Inmate with Bodily Harm or Injury
16. Assaults and Fighting
17. Adulteration of any Food or Drink
18. Refusing to Obey an Order
19. Possession of or use of Dangerous or Controlled Substances
20. Refusing to Work
21. Violating a Condition of Pre-Release Program
22. Breaking Restriction of Quarantine
23. Intoxication
24. Making Fermented Beverages or Possession of Materials to Manufacture Fermented Beverages
25. Lying to an Employee
26. Conducting a Gambling Organization
27. Unauthorized Use of Mail or Telephone
28. Presence in an Unauthorized Area
29. Loaning any Property for Profit
30. Insolence or Disrespect toward a Staff Member
31. Possession of Stolen Property
32. Violations of Administrative Directives not specifically Enumerated
33. Other Felonies and Misdemeanors Not Specifically Enumerated