

Gaudenzia

New View CCF

**ORIENTATION
HANDBOOK**

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WELCOME

Dear New Resident,

Welcome to the Gaudenzia New View Family....

This program has been designed to assist you in reintegration back into the greater community. As a family member of New View CCF, you will have the opportunity to learn skills and to develop habits that will allow you to be more successful in society. Your time will be spent learning how to maintain a drug-free life style, to develop a positive support system, to secure and maintain employment, to advance your education, and to learn to positively use your life skills in many other areas of your life.

New View is a Community Corrections Facility with a variable length of stay. In large part, you determine your length of stay; the harder you work toward obtaining employment and an approved home plan, the shorter your stay can be.

The entire staff wishes you a successful stay.

Sincerely,

The Staff of Gaudenzia New View

GAUDENZIA PHILOSOPHY

*We are here because there is no refuge, finally, from ourselves.
Until people confront themselves in the eyes and hearts of others, they are running.
Until they suffer others to share their secrets,
they have no safety from them.
Afraid to be known, they can know neither themselves nor any other;
they will be alone.*

*Where else but in our common ground can we find such a mirror?
Here, together, people can at last appear clearly to themselves.
Not as the giant of their dreams, nor the dwarf of their fears, but as individuals, part of a
whole, with a share in its purpose.
In this ground we can each take root and grow,
Not alone anymore as in death,
but alive to ourselves and to others.*

HISTORY of GAUDENZIA, INC.

Gaudenzia, Inc. is a statewide private non-profit Human Services agency which was created in 1968 to assist individuals to overcome their struggles with substance abuse. Gaudenzia began as a mutual support community -- a group of people who, through the basic assumption that sticking together would give them the strength and resolve to stop using drugs, were trying to recover from addiction through their unity and support of one another. Back then, there was little distinction between staff and residents. The senior residents ran the program -- they were the people who had been around long enough to feel secure in their own recoveries and had gained enough knowledge to manage the facility. Since then, Gaudenzia has gained acceptance due to the effectiveness of treatment services, and now has a network of services so diverse, virtually anyone in need can receive help for their individual substance abuse problems. The Gaudenzia approach is a humanistic one relying on self-help and community involvement.

New View CCF was established to provide a continuity of care and services for residents of the PA Department of Corrections and PA Board of Probation and Parole who need housing and case management services as part of their re-entry into the community.

CONFIDENTIALITY of SERVICES

New View complies with all federal and PA state statutes (including HIPPA) protecting the privacy of the residents it serves. No information concerning any resident, including acknowledgement of presence in treatment, may be released without written authorization from the resident. Please note that Probation and Parole are specifically exempt from this requirement. A standard release of information form is utilized for this purpose.

HOURS/DAYS OF OPERATION

The facility is open, staffed, and provides services 7 days a week, 365 days a year. Contact can be made with facility staff at any time around the clock for emergency services. Business hours are considered to be 9:00am to 5:00pm.

New View Program Description

The New View CCF houses individuals who are either coming from an institution with no home plan and with various programming needs, or individuals who are being placed because they have no home plan or have programming needs that need to be addressed in a corrections setting. Individuals are referred from the Pennsylvania Department of Corrections (DOC) and the Pennsylvania Probation and Parole Office. Various individual needs are evaluated and a plan is made to address those needs either through in-house resources or by referring to community agencies for help.

The length of stay at New View CCF varies based on the programming needs of the individual and her ability to secure a valid home plan to which she can be released.

New View is accredited by the American Corrections Associations (ACA) and complies with applicable standards set by the Commission on Accreditation of Rehabilitation Facilities (CARF).

ADMISSION CRITERIA

1. Admission is available for women with diagnosed mental health disorders who require housing and case management services under the PA Department of Corrections and Pennsylvania Board of Probation and Parole. In addition, some may have co-occurring substance abuse issues, however this is not a requirement for housing.
2. General psychiatric stability without risk of lethality
3. General medical stability with the ability to perform activities of daily living and self-care. Individuals prescribed controlled substances for medical issues may be denied admission.

All admission and discharge decisions are subject to the approval of the Program Director or designee. Screening is performed prior to admission and services are accessible 24 hours a day. Anyone not admitted will be informed of the reason for denial and referred accordingly. Services are provided without discrimination.

A Voluntary and Informed Consent to Treatment is reviewed with all new residents and must be signed for admission. The Informed Consent to Treatment form addresses the following aspects:

- Statement of resident's voluntary consent to program participation at Gaudenzia.
- Agreement to the provision of emergency care.
- Resident's right to refuse medication (some restrictions may apply)
- Resident's right to be informed of medication side effects
- Resident's right to an interpreter if needed
- Conditions of confidentiality and release of resident information.
- Monitoring of mail
- Awareness of admission and discharge criteria.
- Whether or not the resident accepted a copy of the consent.

The Consent to Treatment shall be maintained in the resident record. A copy of the consent shall be offered to the resident.

TRANSITION/DISCHARGE CRITERIA AND AFTERCARE

During the intake process, each resident's counselor will complete an assessment to determine what each resident needs in order to successfully transition to the community. Needs include Family/Marital, Employment, Drug & Alcohol, Violence Prevention/Anger Management, Vocation/Educational, Medical/Physical Health,

Mental Health, Finance/Budget, Housing, or specific needs relating to the resident's offense. Once the needs are assessed, referral to applicable community programs will be made as appropriate for each offender and according to their parole stipulations. In-house programming as well as community programming will be utilized. Each resident is expected to take part in the assessment and program planning. Residents who work to reach the goals in their program plan successfully will transition on the leisure scale and will move closer to discharge.

In order to discharge from the program, a resident must have a home plan approved by PBPP or DOC. The resident must be in good standing with the facility and must be off of all disciplinary restriction. In most cases, able residents must be employed.

As part of the discharge procedure, residents will be reminded of ongoing counseling and programming obligations and responsibilities that they will need to follow in order to continue their successful transition into the community.

STAFF MANAGEMENT OF ESCALATION/RISK/MANDATED REPORTING

Throughout the day within the facility, resident's moods, attitudes, and behaviors are assessed on a continuous basis. In keeping with the philosophy that all behavior is communication, staff is tasked with identifying any changes or signs of agitation and thereby intervening early to avoid a crisis. When residents are identified as being at risk for harm to self or others, staff will respond/intervene with de-escalation techniques. Possible techniques/interventions include: redirection, separation and/or isolation for short period of time, active listening/allowing resident to express feelings, offering a constructive outlet for aggressive energy, community member support/feedback managed and facilitated by staff, and/or temporary hold, if necessary, until appropriate referral can be arranged or risk is void. New View will assess all potential risks and will refer residents to Crisis Services through Dauphin County as necessary. Because Gaudenzia does not engage in use of force, seclusion, or restraint, external emergency services will be contacted as warranted. Physical acts of violence will result in contact with the local police, PBPP, and BCC, as well as discharge from the treatment program.

If staff becomes aware of situations of child or elder abuse, staff is mandated to report such information to authorities. Additionally, if staff becomes aware of suicidal or homicidal behavior, staff is also mandated to report such behaviors.

EMERGENCY CONTACTS AND ADVANCE DIRECTIVES

In the event that you are unable to make medical or treatment decisions for yourself or to communicate effectively, you are encouraged to designate an emergency contact who you want to give the authority to make decisions on your behalf. Your counselor can help you to make such a designation and can help you put the designation in writing.

It is also important to designate a person that you want contacted in the event that you are medically or mentally incapacitated and unable to communicate with your family or significant others on your own. In that event, facility staff would make contact with your emergency contact to communicate your condition and to arrange for them to be able to make decisions about your treatment.

ACCESS TO HEALTHCARE

Health care can be accessed through personal doctor or various healthcare providers in the community. Residents are responsible for making all doctor appointments and communicating all appointments to primary counselor. Residents are responsible for their own medical and medication costs. Medications must be handed in to staff upon entering the building and must be approved. Medications will only be dispensed as prescribed; any variations in prescriptions must be received in writing from a medical doctor.

FOLLOW-UP and GRADUATION

New View will attempt follow-up services with all residents regardless of discharge status. Residents are encouraged to maintain contact and to inform staff of any contact information changes/recovery goal progress.

Residents who have successfully completed a Gaudenzia drug and alcohol treatment facility (either inpatient or outpatient) who meet Graduation criteria are invited to participate in the graduation ceremony after successful completion of the application and evaluation process. Graduation criteria include maintaining: sobriety for a minimum of one year, stable independent living arrangements in the community for at least four months, stable employment and/or enrollment in an educational program, good legal standing, and active 12 step group attendance with sponsor involvement. Additionally, a graduate candidate must be evaluated with positive vote established by graduation evaluation committees in the areas of recovery stability, goals accomplished, future plans, relationships - family/friends, and support systems.

Consideration is given to total performance throughout the treatment episode with particular emphasis placed on the application of what has been learned. On becoming a graduate, the individual is considered to have satisfactorily completed all treatment recommendations on all levels of care.

STAFF CODE OF ETHICS

The primary obligation of agency staff is to ensure quality services to residents. Residents are our number one priority and should be treated with respect at all times based on our program and staff code of ethics.

1. A staff member should maintain all resident information in the strictest of confidence with regard to all applicable federal, state and local laws.
2. A staff member should be familiar with any applicable resident bill of rights and should at all times respect this bill of rights.
3. A staff member should respect all residents by maintaining a non-possessive and professional relationship with the resident.
4. No resident should be discriminated against on the basis of race, creed, religion, sex, national origin, affectional/sexual preference, age, disability, political affiliation, previous criminal record, or status with regard to public assistance.
5. A staff member should recognize that the best interests of the resident may be served better by referring or releasing him/her to another agency or professional.
6. A staff member should not engage in a sexual or romantic relationship of any kind with a resident. Any relationships with graduates of Gaudenzia should be discouraged until at least one year after graduation.
7. Residents should be compensated for any work performed personally for a staff member.
8. Residents should not be exploited for personal gain by a staff member.

RESIDENT BILL OF RIGHTS

The Board of Directors and Staff at Gaudenzia, Inc., endorse the civil and legal rights and liberties of residents with the expectation that observance of these rights will contribute to more effective care and greater satisfaction for residents and program staff. The following rights are affirmed:

1. The right to considerate care without regard to age, race, creed, sex, ethnicity, color, national origin, marital status, sexual orientation, disability, religion, political affiliation, or limited English proficiency.
2. The right to obtain current information concerning his/her diagnosis, treatment goals, and prognosis in terms that the resident can be reasonably expected to understand.

3. The right to examine ones own record within the guidelines approved by the agency in accordance with Federal regulations 42 CFR, and rebut any information in their record by inserting a counter statement of clarification or correction.
4. The right to receive information necessary to give informed consent prior to the start of any treatment.
5. When significant alternatives for treatment exist, or when the resident requests information concerning alternatives, the resident has the right to such information in a timely manner.
6. The right to refuse treatment to the extent permitted by law, to discharge one's self at any time, and to be informed of the consequences of his/her action.
7. The right to every consideration of his/her privacy concerning his/her treatment program. Resident information shall be maintained as confidential unless disclosure is permitted by law and/or with documented, signed resident consent.
8. The right to expect that within our capacity we will make a reasonable response to the request for a service and provide an evaluation, service, or referral as indicated by the nature of the case, including but not limited to legal entities, self-help support, and advocacy.
9. The right to be involved and receive complete information prior to a transfer.
10. The right to know about follow-up contact procedures post discharge.
11. The right to expect reasonable continuity of care, to know when and where appointment times and services are available, both in our program, in the community, and /or concurrently.
12. The right to know about any fees, payments, or surrendering of valuables, to examine and receive an explanation of his/her bill, and protection from exploitation regardless of funding status.
13. The right to expect to be informed by staff of the health, treatment, and other service requirements following discharge.
14. The right to be informed of written facility rules and regulations prior to admission.
15. The right to appropriate assessment and referral for or provision of management of pain.
16. The right to have one's religious beliefs respected.
17. The right to communicate by mail, telegram, phone, or other means of private communication, except when such is detrimental to the therapeutic process and reflected in the treatment course. At minimum mail will be distributed weekly, though generally daily. All mail must be opened in staff presence and screened for contraband.
18. The right to be treated with dignity and respect, and free from neglect, corporal punishment, abuse, physical restraint, seclusion, involuntary confinement, and retaliation. All staff must adhere to a corporate code of ethics.
19. The right to nutritious food, safe and adequate lodging, physical exercise, and provision for personal hygiene.
20. Residents have the right to register complaint and file a grievance related to their treatment experience and to expect investigation of said concerns or infringements

CHAIN OF COMMAND AND COUNSELOR ASSIGNMENT

Each resident will be assigned a counselor within one business day of arrival. Residents are expected to communicate to their counselor any needs or issues in an appropriate and timely manner. Residents are expected to address all issues with their counselor first before following the chain of command. If a resident does not feel their issue has been resolved, the resident may then submit a written request or letter to the Director explaining the need or problem. Residents may also submit a grievance to the Director.

COMPLAINT, GRIEVANCE, and APPEAL PROCESS

Any resident or family member has the right and is encouraged to express his concerns to staff through respectful, constructive written or verbal communication so that issues may be resolved through the course of treatment. Residents should first speak to their counselor to attempt a resolution to their issue.

Should a resident not be satisfied with this resolution, a resident may utilize a New View Grievance form to file a complaint, grievance, or appeal to any treatment direction or action with which they disagree. Such concerns shall be submitted in writing to the assigned Primary Counselor for resolution.

If the problem is not mutually resolved, or the grievance is related to the Primary Counselor, the issue should be presented to the Program Supervisor or Director. The Supervisor may elect to meet directly with the resident as necessary to bring about resolution. The Supervisor should reply within 3 business days of the grievance, and should communicate if additional time is necessary to resolve the grievance.

The process will continue up the facility and organizational chain of command involving the Program Director, Division Director, etc. until some resolution is achieved.

Grievances/appeals unable to be resolved at the supervisory level and facilitated up the chain of command will be allotted 10 business days for response.

For treatment termination appeals, the facility's Division Director must be contacted via telephone or in writing within 30 days of treatment termination.

Residents should make every attempt to resolve any issues/complaints utilizing New View's in-house procedures outlined above. However, residents may utilize a DC-ADM 804 to file a grievance at any time, which shall be submitted directly to the Program Director who forwards it to the Facility Grievance Coordinator for processing in accordance with DOC policy.

DC-ADM 804 Grievances are available by request to the Supervisor.

Note

Special accommodations will be made for those persons who have difficulty writing or communicating in English. No resident shall be subjected to discriminatory or negative repercussion/retaliation in response to filing a complaint or grievance.

FISCAL POLICY

Department of Corrections policy requires that once employed, residents turn in their paychecks in the form of a check with a valid paystub. The paystub must show hours worked, gross and net pay, taxes and other fees taken out. From the net pay, 20% is deducted for payment of "rent" to the Department of Corrections; 10% is taken out and sent to your County Clerk of Courts for fines and costs owed, and 70% is maintained in your account as savings. Walk Around Money (WAM) can be deducted from your personal savings one time per week by submitting a Disbursement Form that must be approved by the Director. All disbursements must be part of a planned budget that is part of the resident's prescriptive plan. All residents must turn in their paycheck to staff on duty immediately upon returning to the facility. Failure to do so will result in an Infraction and disciplinary action.

MAIL AND MONEY

Residents may not send to or receive mail from any current or former resident while in any Gaudenzia facility. Additionally, residents will not be permitted to send or receive correspondence from inmates in correctional institutions or persons participating in treatment programs unless the correspondent is a family member or special permission for written contact is granted by the resident's primary counselor and the DOC.

LEGAL SERVICES

Gaudenzia is designed as an alternative to incarceration and therefore works closely with representatives of the criminal justice system. Residents have the right to an attorney and the right to correspond with representatives of the criminal justice system who are responsible for their being at Gaudenzia. If a resident is in need of legal services, Gaudenzia staff will refer them to an agency where they are able to receive the type of legal service necessary.

RELIGIOUS PRACTICE

Residents have the right to participate in the religious worship they choose. Respect for dietary and religious practices will be accommodated whenever possible. You must speak to your counselor about such needs or submit something in writing so that accommodations can be made.

TRANSPORTATION

Residents are responsible for their own transportation to and from work, appointments, job search, leisure, etc. Residents are encouraged to utilize the Capital Area Transit (CAT) bus service. Residents may also have bicycles, as long as they are properly registered with the facility. It is the resident's responsibility to make sure the bicycle is secured from theft. Gaudenzia New View supplies bicycle racks which can be used to secure bicycles. Gaudenzia New View does not accept responsibility for lost or stolen bicycles.

If you are going to get a ride from a friend or family member, you are responsible to submit a copy of the driver's license, valid registration and valid insurance for the car in which you will be riding.

Residents may, if conditions of their confinement warrant, request permission to drive a vehicle while at the Gaudenzia, Inc. New View. It is expected that all residents authorized to drive do so in a law-abiding fashion. Residents must request authorization to drive by submitting a written request to the Program Director through their Counselor. Included with this request must be: the reason for the request, a description of where the resident will be driving, the resident's Pa. Driver's license number, documentation of the vehicle's insurance coverage and registration, and if it's not the resident's vehicle, a statement from the owner of the vehicle granting the resident permission to operate the vehicle. If the Program Director supports the request, the request will then be forwarded to the DOC or PBPP for approval. **These arrangements must be made and approval received prior to your being able to drive!**

Residents requesting driving privileges consent to the search of their vehicle by Gaudenzia, Inc. staff if contraband is suspected. Residents may not transport other residents in their vehicle without permission from staff. Residents must report contact with law enforcement of any kind, including parking or moving violations, etc to staff and parole immediately.

Residents without vehicles are expected to walk, get a bicycle, or utilize public transportation.

PERSONAL BELONGINGS

Gaudenzia New View will not be responsible for any items in your possession or in your rooms which are lost or stolen. You are solely responsible for your belongings and they will not be replaced by the agency. Upon admission, you are given the opportunity to designate a person to whom your property can be released in the event that you leave the facility for any reason without completing. Please update that information as needed. Gaudenzia New View will not be responsible for any personal property not claimed within thirty (30) days of discharge from the program. You are responsible to contact the person you have designated and making arrangements for them to pick up your items. Residents who escape or abscond forfeit their property. Unclaimed or forfeited property will be donated to local charitable organizations.

Allowable Personal Belongings:

- 7 Shirts (any combination of dress shirts/t shirts/polo shirts/sweatshirts, etc) must be appropriate with no rips, tears, drug/alcohol references or other inappropriate sayings/images. Clothing should also be modest and properly fitting. NO cut-off shirts/shorts/pants allowed. Hoodies must be down when in the building so that you can be identified at any time.
- 7 Pants (any combination of jeans/dress pants/sweatpants/pajama pants/shorts, etc)
- 4 Pair of Shoes (any combination of sneakers/boots/dress shoes/shower shoes/sandals, etc) must be stored neatly under bed per posted diagram.
- 7 pair of socks
- 10 pairs of underwear
- 2 coats (any combination of jacket/winter coat, etc)

- Hats, maximum of 2 (may not be worn inside facility due to security protocol)
- 1 each of the following personal hygiene items: new/unopened, alcohol-free, non-aerosol toiletry/hygiene items such as shampoo, soap, toothbrush/paste, shaving cream. (Note: no item may contain alcohol or be in an

Allowable Personal Belongings (Continued):

Aerosol container; disposable razors must be kept in the house manager office to aid in protecting residents from self-harm. (Essential toiletry/hygiene items are available at New View)

- 1 alarm clock/radio
- 2 books or magazines (must be appropriate in content – no nudity or partially clad individuals, no sex, drug or alcohol references)
- 1 religious holy book
- 1 10x13 manilla envelope (only allowed as much paperwork as can fit into the envelope – must have your name written on the outside of the envelope.
- 1 registered cell phone
- 1 carrying bag (all bags must be one opening with no pockets or zippers
- 1 mesh or plastic laundry bag (must be stored under bed neatly)
- 1 facility issued clear tote
- 1 clear plastic water bottle (must have your name on it and is only for water. If taken out of facility, must be emptied prior to return)
- 1 facility issued towel and washcloth
- 1 facility issued pillow
- A small number of photos of family/friends, if appropriate (no pictures of individuals partially clothed or nude, no alcohol/drug references, etc.). Photos/memorabilia must be hung on bulletin boards only. Please do not hang on walls, beds, windows or dressers.

- **All items must be stored neatly in assigned drawers, issued bin or under bed per diagram posted in each bedroom. Excessive items that are not stored properly will be confiscated and placed in storage and must be taken out of the facility or picked up by your authorized emergency contact.**

Allowable, but secured

any of these items will be properly secured and logged by staff

- Unopened/factory sealed cigarettes or chew pouches – no loose or rolling tobacco allowed
- Razors or clippers for shaving, nail clippers, tweezers, etc. (must be handed back in immediately after use)
- MEDICATION: prescribed and OTC Medication is submitted directly to facility staff who will ensure the legal validity and dosage of the prescribed medication.

Not-Allowable Personal Belongings

any of these items brought in will be collected and either given to family members of resident to remove from premises, disposed of properly, or stored in belongings bags in storage areas. However, if they are brought in without authorization, some items may be disposed of immediately. Illegal items may be turned over to law enforcement

- Personal bedding such as blankets, sheets, pillows, pillow cases, quilts, bed spreads, etc (facility issued only)
- Personal towels or washcloths (must be facility-issued only)
- Sharp objects (pins, screwdrivers, silverware, wire hangers, knives, etc.)
- Glass objects (picture frames, bottles, mirrors, etc.)
- Inappropriate photos or other materials (nudity, scantily clad persons, alcohol or drug related, partying, etc.)
- Own pillows, blankets, or other related furnishings
- Items/substances that can be abused: aerosol cans, alcohol pads, vanilla, glue, etc.
- Drugs or drug paraphernalia
- Weapons of any kind
- Food and/or drink of any kind
- Aerosol products of any kind
- Cologne and/or oils due to flammability
- Mouthwash with alcohol
- Opened packs of cigarettes/tobacco, rolled cigarettes, and/or rolling papers of any kind

- Electric/electronic devices (e.g. music players, shavers, TV, DVD players of any type, computer/tablet, etc.)

Items that are not listed on the Gaudenzia Inventory Sheets need permission from a supervisor to be bought into the facility

DRESS CODE

While "on-floor" residents are expected to be fully dressed wearing proper daytime attire at all times, which also includes wearing socks and shoes. Clothing that is overly loose or tight, revealing/falling off, or otherwise deemed inappropriate will not be allowed. Residents will be required to change any clothing deemed inappropriate.

*Sun glasses in the house, bare chests, tank tops, see-through clothing, hats, and bare feet are neither acceptable nor appropriate.

*Clothing with drug, alcohol, sex, profanity, death, death symbols or naked figures are not permitted. Sandals may only be worn with socks and may not be worn to the dining room.

*Tank tops are NOT considered proper daytime attire and may not be worn outside of bed rooms.

*Pajamas, sleepwear, tank-tops, slippers, shower shoes, etc. are NOT allowed during "on-floor" hours.

*Residents may only use the bathroom or shower room to disrobe/change clothes, and may not undress in bedrooms.

*ID/Name Badges must also be worn at all times

GROUP BEHAVIORAL EXPECTATIONS/RULES:

1. Group members shall conduct themselves in a manner that demonstrates respect towards their peers and the group facilitator/counselor, and reflects their commitment to achieving personal growth and contributing to the growth of others.

2. Residents shall comply with the directions of the group facilitator/counselor at all times, and abide by the "Group Norms" which are read prior to each group.

3. Residents may not leave group unless approved or directed to do so by staff. Personal needs should be addressed prior to the start of group.

4. Cross-talking, side-talking, insulting/demeaning others, profanity, sleeping, or other disruptive behavior is not permitted.

5. Members shall respect the confidentiality of all participants. Information disclosed in group should not be taken outside of the group, except to inform staff of emergency or serious, imminent danger.

HEALTH AND SAFETY GUIDELINES

Promoting general good health and safety is an important part of the New View program. This section is designed to explain a few simple principles we will ask you to study to help you maintain good health, be safe here, and protect others in the program from illness or injury.

HEALTH:

Prevention of illness: Working together in large groups of people you do not normally live with increases the risks of spreading colds, flu, and other infectious diseases. The best way to prevent the spread of infection is to wash your hands thoroughly:

- BEFORE preparing food and/or eating

- AFTER using the toilet, blowing your nose, covering your mouth for coughing/sneezing, and smoking

The best method for washing hands:

- Turn on faucet with paper towel

- Apply generous amount of soap & wash hands, under and around fingernails for at least 20 seconds

- Rinse hands off thoroughly while vigorously rubbing hands together

- Dry hands well with a clean paper towel, turn off faucets with paper towel, discard towel in trashcan

For sharing bathrooms and other common household furnishings and supplies, it is important to clean up after yourself before someone else uses the toilet, sink, tub, dishes, etc.

- After using tub, shower, or sink, you should clean them with a germicide we provide. If you are not able, staff will help you complete this task.

- All dishes, pots, and pans are sanitized according to kitchen protocol. Staff will show you how to properly do this.

- DO NOT share dishes, personal hygiene products such as deodorant, toothbrushes, toothpaste, soap bars, or razors with other residents. Doing so poses serious health risks to all persons involved.

SAFETY:

Our staff is trained to help you protect yourself in all emergency situations. Please follow staff direction, and these guidelines to ensure your safety and the safety of your peers.

Falls: If you see a resident fall, call for staff immediately and then move away so there is plenty of room for staff and/or emergency personnel to attend to the individual. For everyone's safety, it is important these guidelines are followed:

- Use safety markers after mopping or any time a floor is wet, for any reason, to alert others to the risk

- Keep doorways free and clear of obstacles & debris

- Maintain general facility tidiness. Personal items should not be left lying around.

- Maintain awareness of your fellow peers and report any strange behavior/health concerns to staff

immediately

Fire: If you wake up to the sound of a fire alarm and your door is closed, feel the bottom of the door before you open it. If the door is cool, leave immediately. Be prepared to bend low or crawl if you are able, because smoke and heat rise. If the door is hot, escape through a window. If you cannot escape, hang a sheet outside the window to alert a fire fighter to your presence. If your clothing catches on fire: stop, drop, and roll until the fire is out. Running only makes the fire burn faster.

Evacuation Routes (for fire, bomb threat, flood, hazardous spill/release, etc.):

-The primary evacuation route is to assemble underneath the building located behind the facility towards Front Street.

-The secondary evacuation route is to assemble on the sidewalk along Front Street.

-In the event of a bomb drill or threat, you will be escorted further away from the building.

*Follow all staff direction, as routes may be adapted dependent upon the emergency.

Tornado, Earthquake: Stay away from windows, doors, and outside walls. Go to the basement, if you cannot get to the basement, crouch against an inside wall, interior hallway, or closet. Cover your head with your arms.

Severe Thunderstorm with Lightning: Stay inside the facility or vehicle. Do not use bath, shower, phones, or appliances.

Fire/Evacuation Drills

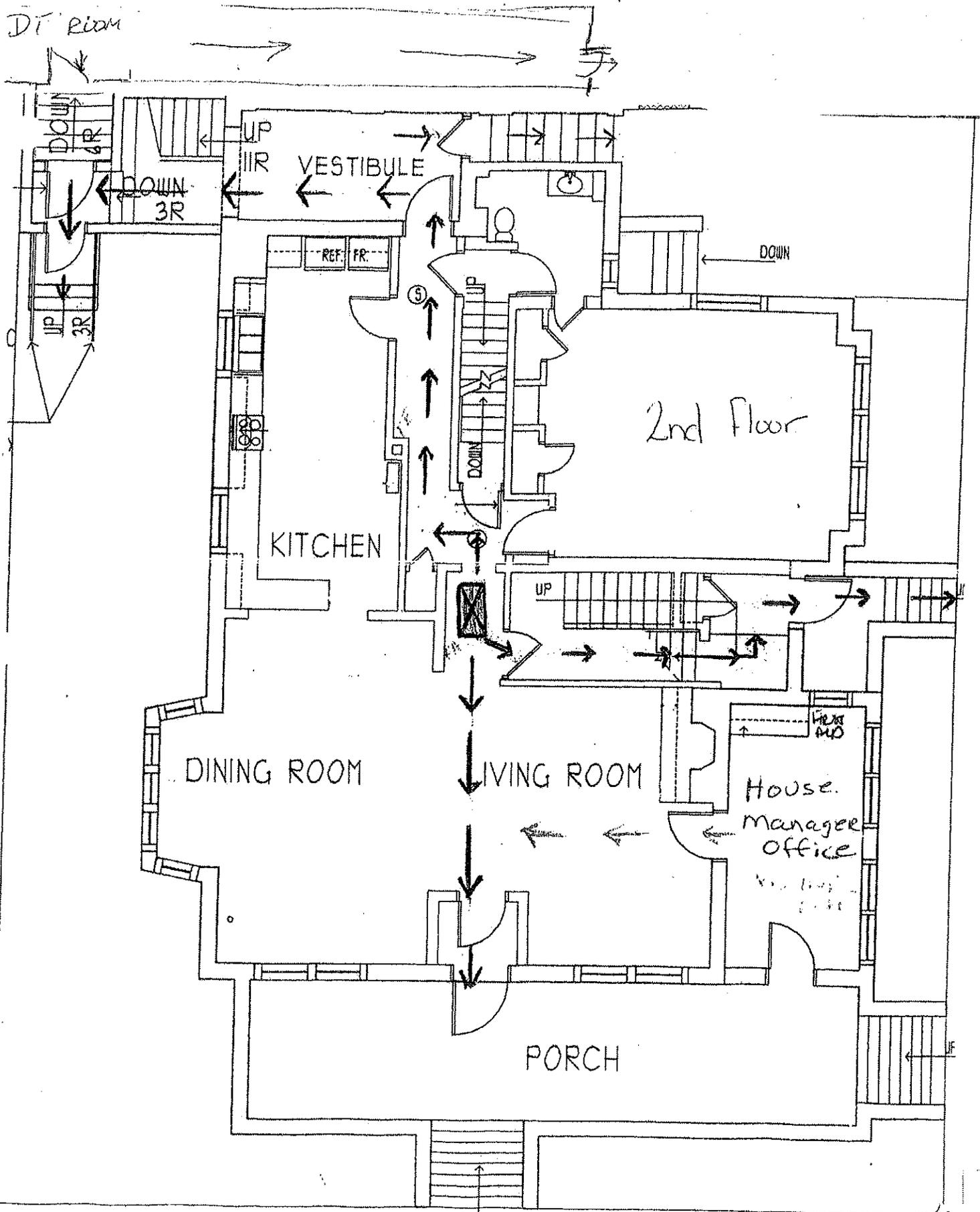
Unannounced fire drills will be held at least 3 times each month, and other evacuation drills on occasion, in order to familiarize residents with the proper procedure for evacuation of the facility. The following is the procedure for all residents to follow during a drill.

1. The staff on duty will make a thorough check of the facility, announcing the drill to all residents and waking any residents who may be sleeping in the rooms.
2. All residents will exit the facility by the route designated on the Fire Escape Route sheets which are posted throughout the facility, in each office, and in all bedrooms.
3. When the staff on duty has completed the facility check and returns to the designated area, the Staff are to immediately take a roll call of the residents and visitors and report to other staff any person who is not accounted for.
4. No resident may re-enter the facility at any time for any reason, until staff permission is given to enter the facility after an emergency evacuation.

Working together, we can all improve the health, safety, and well-being of everyone at New View. Doing your part adds to a more fulfilling experience, and benefits everyone.

Safety is no accident!

New View CCF FLOOR PLAN



GAUDENZIA New View DAILY SCHEDULE

SUNDAY-FRIDAY

6:00AM	WAKE -UP /SMOKE BREAK/MEDICATION CALL
6:30AM-7:00AM	BREAKFAST / ROOMS TIGHT / DETAILS COMPLETE
8:00AM	MORNING MEETING
9:00AM	JOB SEARCH BEGINS
11:30AM-12:00PM	LUNCH AND CLEANUP
12:00PM	MEDICATION CALL
2:00PM	JOB SEARCH ENDS
4:00PM	MEDICATION CALL
5:00PM	DINNER
5:30PM	DINNER CLEAN UP
8:00PM	CURFEW FOR NON-WORK SIGN OUTS
8:00PM	MEDICATION CALL
9:00PM	SNACK
11:00PM	RESIDENTS OFF THE FLOOR

SATURDAY

6:00AM	WAKE-UP/SMOKE BREAK/MEDICATION CALL
6:30AM	BREAKFAST/ GI OF FACILITY
11:00AM-12:00PM	BRUNCH
5:00PM	DINNER
8:00PM	CURFEW FOR NON-WORK SIGN OUT
8:00PM	MEDICATION CALL
9:00PM	SNACK
11:00PM	RESIDENTS OFF THE FLOOR

PROGRAM BEHAVIORAL EXPECTATIONS/RULES

Privileges may be restricted and/or revoked for violation of program rules or procedures, and progressive disciplinary action taken for failure to comply including notification to PBPP/BCC of the infraction. Any sanction/privilege revocation is time-limited, based on the individual's behavior, with restoration being dependent on evaluation of resident response to the intervention.

Residents are also expected to comply with the DOC/BCC "Universal Set of Rules (USOR)", which are reviewed and signed at admission and attached in the addendum section of this manual.

1. I will not possess or use any type of weapon.
 - a. Any weapons or items that could be used as a weapon are considered dangerous contraband. Possession or use of such items could result in a call to law enforcement and charges.
 - b. Possession of any tool in the facility, which would be used as a dangerous weapon. Such tools must be checked in with on-duty staff upon entering the facility;
2. I will not engage in physically assaultive or destructive behavior.
 - a. I understand that physical contact with a staff member, volunteer, contractor of the facility is prohibited and may be considered assaultive behavior.
 - b. I am responsible to be careful with all facility property and equipment. I understand that I am prohibited from using any equipment or property that I have not been given express permission to use. I understand that if I become aware of damage to property or equipment, no matter how slight, I must report that damage to staff immediately and that if I willfully cause damage, I may be liable for damage caused.\
 - c. I understand that I may not affix anything to the walls, doors or furniture with tape or nails. I may not attach any decorations to the windows or hang anything from the windows.
 - d. Possession, use, removal of, or tampering with confidential or unauthorized material is prohibited.
 - e. Tampering with or theft of Life Safety equipment (batteries, emergency lights, alarms, fire extinguisher, etc.) is a serious violation.
 - f. Making threats of physical violence against a staff person, volunteer or contractor is prohibited. Making threats against other residents is prohibited and is cause for immediate discharge in addition to applicable charges.
 - g. Fighting with another resident or any other person is prohibited. This includes "horseplay".
3. I will not threaten an employee or other person with bodily harm.
4. I will not sexually harass or sexually assault/abuse another person.
5. I will comply with the search of my room, person, cell phone, personal property, etc.
 - a. Staff has the right to request a search at any time of a resident's person, belongings, area, etc. Residents must submit to such search without question or face serious consequences.
 - b. Interference with, or refusal to submit to, a search of one's person, cell phone, personal property, room, etc. is a serious violation.
6. I will not possess alcohol, illegal drugs or unauthorized synthetic drugs.
 - a. Possession of narcotic paraphernalia, such as rolling papers, water/marijuana/hash pipes, roach clips, pipe screens, syringes, etc.;
 - b. Possession, use or misuse of any drug not prescribed for the individual by a physician;
 - c. Any resident who uses drugs or alcohol or brings any substances into the facility is subject to discharge and/or referral to another program or service.
7. I will not engage in any sexual acts with others or sodomy inside the center.
 - a. Sexual jokes, comments, pictorial or written content is prohibited.
 - b. Sexual contact of any kind is prohibited between a resident and another resident and a resident and staff. Such contact will be reported immediately to the DOC for investigation in all cases in order to halt institutional sexual assault in accordance with PREA standards. Residents who become aware of

- such unauthorized contact are to report that contact immediately to the Director or any available staff. Residents may also report such contact directly to the PREA hotline at
- c. Intimidation, sex, inappropriate touching, sexual harassment of any kind, jeopardizing resident/staff/facility safety and security, and continued noncompliance with program rules is not permitted and may also result in discharge.
 - d. Residents may not engage in romantic or sexual written, verbal, or physical contact of any kind with peers while living at the facility. Contact of a sexual nature is also not permitted with visitors.
8. I will not leave the center without authorization (LWA) or fail to return (FTR) from authorized absence.
 - a. All official business participation or job searches must be documented with an approved itinerary and verification that all scheduled appointments were kept.
 - b. I understand that I am responsible to provide proper written documentation that all stipulations were met on a weekly basis (AA, NA, D&A Out-Patient, Mental Health, etc.);
 - c. The following actions will result in a resident being reported to parole/DOC as an absconder/escapee:
 - i. Exit from, or entrance into the facility through any opening other than the primary entrance to the facility, except in an emergency or fire drill procedure
 - ii. Inability to be contacted within 1 hour while out of the facility or returning past a sign-in time without prior authorization. Only Clinical staff or the Program Director may authorize a resident to be out beyond his designated time of return to the facility;
 - d. Escape or unauthorized absence from work assignment, or the facility. All residents when signing out of the facility, whether to a pass residence, job or job search must document their destination(s) and be at that destination within a reasonable time frame. Deviation from that destination must be reported to the facility and prior authorization must be obtained. Unaccountability for a twenty-four period or failure to return within twenty-four hours of an expected sign-in time is a major program violation.
 - e. Notification of any changes in employment or school, including work shifts, job titles, pay changes, terminations, resignations and changes instituted by the employer must be told to the Counselor upon return to the facility that day;
 - f. Residents are not permitted to borrow money from the program or other residents. All PADOE residents are expected to arrive at the facility with a minimum of 60 days of medication and \$50.00 to defray initial expenses until they are employed. Residents are allowed to have a maximum of \$100 dollars on them at all times.
 - g. Residents are expected to consult with their Counselor regarding problems or concerns prior to requesting a meeting with the Clinical Supervisor, Program Director or the Divisional Director.
 - h. Residents are required to utilize the grievance procedure to resolve any disagreement with action taken by Gaudenzia staff.
 9. I will comply with all sections of the PA Crimes Code.
 - a. Residents may not "contract", lend, borrow, give, steal, receive, or trade any items to other residents, including money, cigarettes, clothing, food, haircuts, etc. Illegal group criminal activities (gambling, drug dealing, prostitution, bribery, etc.) are prohibited.
 10. I will not use alcohol, illegal drugs or unauthorized synthetic drugs.
 11. I will comply with all drug interdiction efforts (urinalysis, breathalyzer, etc.).
 - a. Interference with Drug Urine Screens, including failure to provide a urine sample within a 'reasonable' period of time (generally 2 hours or less), failure to comply with standard labeling and continuity of evidence procedures, the addition of any foreign substance into a urine sample, or the giving of a urine sample for another resident;
 12. I will comply with all treatment plans as assigned.
 - a. Residents will attend all seminars, in-house meetings, meetings with my counselor, and Community Meeting;

- b. Residents will supply written documentation verifying attendance of special stipulations or to provide written documentation that stipulated programs were attended.
 - c. All residents are required to develop a CORE Plan with their Counselor during the Orientation Phase of the program. This should include personal and program goals which the resident and Counselor review on a weekly basis. This plan will be updated monthly as I progress and new goals will be added as needed.
13. I will comply with interventions and/or sanctions imposed by the PA Department of Corrections CCF/CCF.
14. I will comply with all board/field conditions and/or sanctions imposed by the PA Board of Probation and Parole.
15. I will comply with all center-related security procedures (count, fire drills, etc.)
- a. Facility checks are conducted every hour and it is each resident's responsibility to ensure that he is included in the count. Switching of rooms and/or beds, or failure to sign-in/out appropriately is considered to be interfering with the procedure.
 - b. Residents will be issued an ID card shortly after arrival. Residents must wear the ID tag in plain view at all times while in the facility.
 - c. Engaging in any type of business practice within the facility where money would be exchanged between residents for specific services rendered. This includes the practice of giving haircuts,
 - d. Lying, providing a false statement to staff member or utilizing a false document. A particular grievous intentional violation of this rule may result in a major sanction;
 - e. Smoking, cooking or burning incense or other material in a sleeping area;
 - f. Unauthorized use of any other resident's possessions.
 - g. Even if it's playful, no hands on each other. Horseplay is forbidden. Not everyone knows proper physical boundaries.
 - h. Residents shall remain in their own assigned rooms between the hours of scheduled "lights out" and "on floor" unless otherwise directed by staff. No resident is permitted into a room not assigned to them.
 - i. Residents must keep all vents free from obstructions of any type. Vents may not be blocked with furniture or other items. Bents must be cleaned daily and kept free of dust.
 - j. Residents may not block electrical outlets with furniture or other objects.
 - k. Authorized electric items must be unplugged and stored properly when not in use for safety and to conserve electricity.
 - l. Residents may not to rearrange furniture, including furniture in sleeping quarters, without administrative staff permission.
16. I will not use abusive, obscene or inappropriate language directed to or about another person.
- a. Respect is to be given to staff, other members, and house property. Save some for yourself, too!
17. I will follow direction given by staff.
- a. **Refusal to obey or follow a staff order or request. If a resident disagrees with the order of request, he must comply unless to do so would be illegal or a violation of these rules. Resident grievance procedure may be followed in these instances.**
 - b. Presence in an unauthorized area. No resident is allowed in the living area of another resident, or in staff offices without authorization;
 - c. Unauthorized use of Gaudenzia Official Telephones;
 - d. Curfew violations; all curfews are set in the Resident Level System. Curfew Violations may result in a resident losing their social movement.
 - e. Driving without authorization from the Program Director and Regional Director, or driving without the required documentation;
 - f. Possession of car keys
 - g. The following actions are prohibited:
 - i. Bribery or offering anything of value to a Gaudenzia staff member,
 - ii. Any relationship, fraternal or financial, but not programmatic, with Gaudenzia staff member

(Association outside Gaudenzia property will violate this rule unless prior written approval has been given by the Program Director);

- h. Medication is to be taken as prescribed.
 - i. VCR, TV and stereo should be operated by staff or by residents who have received instruction and/or permission to operate said equipment.
 - j. Certain days and times will be assigned for laundry.
 - k. Radios go off at the same time as lights out.
 - l. Count will be conducted any time Residents return to the floor after movement as a group. This includes Emergency Evacuations.
 - m. Food and drinks should be kept in the cafeteria and the snack areas.
 - n. Borrowing cigarettes, clothing or money is not permitted.
 - o. If it doesn't belong to you, don't touch it!
 - p. Sexual interaction between residents is forbidden.
 - q. Honesty is essential to recovery and community living.
 - r. No food, cigarettes, matches or money is allowed on the floor without authorization from the Director.
18. I will not go to unauthorized locations and I will return to the center when expected or directed.
- a. Any travel outside the Commonwealth of Pennsylvania;
 - b. Any travel beyond the geographical limits of Region I of the Pennsylvania Department of Corrections, Community Corrections Division, without prior approval from the Regional Director.
 - c. Residents are responsible to call into the facility for accountability while out in the community and at work. Call in times will be prescribed by the counselor/case manager.
19. I will not violate the Clean Indoor Air Act (I won't smoke inside the center).
- a. Smoking is permitted only in designated areas and at designated times. Staff will call smoke break and a cigarette will be given out to all residents going out on smoke break. All residents will leave and return at the same time. Residents must be searched upon re-entry to the facility.
 - b. All groups are smoke-free, no matter where they are held.
 - c. All cigarettes, lighters and matches must be handed in immediately upon return to the facility. Only unopened packs will be permitted to be kept; loose cigarettes must be discarded. Any lighters, matches, tobacco, rolling papers, etc. found in the facility are considered contraband and will be confiscated. Residents in possession of such items (on person or in property) will be given an Infraction Report and will be subject to disciplinary action.
 - d. Residents found to be smoking in the facility will be searched and will be given an Infraction Report. They will be subject to disciplinary action.
20. I will complete tasks assigned to me (housekeeping, community service, job search, etc.)
- a. Community Service is a mandatory function under the direction of the Pennsylvania Department of Corrections. Residents of the Gaudenzia Siena House Program will complete 10 hours of service per month. Non-working residents who are physically able will be required to complete 10 hours of service per week.
 - b. Washers and dryers are available to all residents in the facility. CCF Residents may wash their clothing between the hours of 4pm and 6am.
 - c. Residents must clean their bed linen on a weekly basis.
 - d. All residents in a specific living area are responsible for the daily cleaning of that area. This includes maintaining the bathroom on a daily basis, making beds each day, and keeping the area clean and tidy.
 - e. All individual house chores assigned by the staff are to be completed daily.
 - f. Residents are prohibited from littering and should assist in the general clean-up of the facility as requested.
21. I will not possess contraband or any other item not approved by the PA DOC inside the center.

- a. Possession of a pager or cellular phone without authorization from the Program Director.
 - b. Possession of excessive amounts of cash (as compared to the residents' weekly allowance) no more than one hundred dollars.
 - c. No possession of credit card, checking account or check book; debit card or check card (debit cards issued by employer will be handle individually)
 - d. Residents are not permitted to have any food or beverages in their room; such items will be confiscated and disposed of immediately.
22. I will notify the center of any change in my employment status or schedule.
23. I will provide all paychecks to the center for verification of work and for rent and center deductions.
- a. All Court Costs, Fines, Act 97 & Act 27 obligations must be met or arranged prior to release
 - b. Failure to comply with all fiscal procedures identified by the Pennsylvania Department of Corrections, including weekly payment of rent, providing proper documentation of all financial transactions, and no personal savings or checking accounts.

PRIVILEGES/INCENTIVES

Privileges are earned as a reward for resident adherence to program rules/procedures and progress in treatment. Residents must complete the Orientation Phase of the program in order to be eligible for privileges (except for the initial 24 hour call and tobacco use). Restrictions and/or revocation may be instituted in accordance with the Universal Set of Rules and as consequences for instances of noncompliance.

Tobacco/Smoke Breaks - Specific tobacco/smoke breaks have been scheduled into the day. **Noncompliance with tobacco use rules/protocols will not be tolerated** and will result in consequences including the forfeiture of tobacco/smoking privileges. **DOC mandates no more than 2 smoke breaks per shift.** Consistent with the concept of community, we believe that our behavior never affects only self, thus unreported tobacco rule violations may result in suspension of smoking privileges for all residents.

Cell Phone Possession and Use – The DOC permits residents to possess and use authorized cell phones. To qualify for this privilege, residents may purchase a non-camera phone (phones that have “disabled cameras” are not permitted). Upon returning to the facility with the non-camera phone, the resident is responsible to immediately turn it in to staff upon being checked in to the facility. The phone will be inspected by facility staff for authorization. The resident will be given a cell phone contract that they must read, understand, and sign that they agree with. The cell phone contract will be kept on file and is only for the authorized cell phone with the authorized serial number. If you change phones, you must immediately enter into a new contract. Failure to abide by the stipulations on the contract will result in an infraction and could result in suspension or revocation of cell phone privileges.

Note: The DOC Cell Phone Agreement states the following:

- Residents may not list a DOC address as a billing address on any document related to the device. You are solely responsible for the total cost of the cell phone and service in your possession.
- You are solely responsible for the content on your phone. Recording, broadcasting or streaming pictures, video or audio of any person, activity, or part of the center is a criminal offense and will subject you to prosecution.
- You bring your authorized cell phone into the facility at your own risk. It is your responsibility to securely maintain it at all times. If lost, stolen, damaged or unlawfully used, it is your responsibility and the DOC, PBPP and this facility will not be held liable.
- You will not use your cell phone to forward any calls to or from your device. You will not make voice calls during lights out (2300-0500 Su-Thurs or 0000-0500 Fri-Sat) without staff permission. Text messaging and internet use is permitted during these hours.
- You will keep your cell phone on silent/vibrate while inside the Center.
- You will not use your cell phone during group, count, searches, fire drills, or other related activities.

- You will not use your cell phone in staff offices, hallways or at the entrance of the center (this includes text messaging, internet use and "checking your phone")
- You will not use your cell phone to disrupt the safe, secure and orderly operation of the Center (this includes using your cell phone to alert other residents of searches, staff movement, staff schedules, or other security related issues)
- In order to maintain efficient operations, the Center Director may suspend your cell phone privileges at any time.
- It is your responsibility to contact the center prior to your expected return time when any situation arises in the community that will delay your prompt return. You will answer your cell phone if facility staff attempts to contact you.
- Failure to abide by these rules or if the cell phone in your possession contains any illegal, illicit or unauthorized activity (including pornography), you will be subject to misconduct sanctions, cell phone confiscation, discharge and/or criminal charges.

Leisure Privileges – Residents may qualify for leisure on the Progressive Leisure Scale. Limited leisure is permitted once a resident is off of blackout as long as the resident remains in good standing with no infractions. As a resident progresses in his prescriptive programming and continues to demonstrate successful behaviors, leisure privileges will increase.

ADDENDUM

DOC SEXUAL ABUSE/SEXUAL HARRASSMENT POLICY - PREA

What is sexual abuse and sexual harassment? The following definitions are a part of the Department of Corrections' policy, as well as part of the federal Prison Rape Elimination Act (PREA).

Sexual abuse includes –

- 1) Sexual abuse of a resident by another resident; and
 - 2) Sexual abuse of a resident by a staff member, contractor, volunteer, intern, or individual who has business with or uses the resources of the Department.
- a. Sexual abuse of a resident by another resident(s) includes any of the following: when the victim does not consent, is forced to participate in a sexual act by clear or implied threats of violence, or is unable to consent or refuse:
- 1) contact between the penis and the vagina or the penis and the anus, including penetration, no matter how slight the contact is;
 - 2) contact between the mouth and the penis, vagina, or anus;
 - 3) penetration of the anal or vaginal opening of another person, no matter how slight the contact is, by a hand, finger, or object; and
 - 4) any other intentional touching, either directly on the skin or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.
- b. Sexual abuse of a resident by a staff member, contractor, volunteer, intern, or individual who has business with or uses the resources of the Department includes any of the following acts, with or without the consent of the resident:
- 1) contact between the penis and the vagina or the penis and the anus, including penetration, no matter how slight the contact is;
 - 2) contact between the mouth and the penis, vagina, or anus;
 - 3) contact between the mouth and any body part where the actor has the intent to abuse, arouse, or gratify sexual desire;
 - 4) penetration of the anal or vaginal opening, no matter how slight the contact is, by a hand, finger, or object, and is unrelated to official duties or where the perpetrator has the intent to abuse, arouse, or gratify sexual desire;

- 5) any other intentional contact, either directly on the skin or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the perpetrator has the intent to abuse, arouse, or gratify sexual desire;
 - 6) any attempt, threat, or request by an perpetrator to engage in the activities described in paragraphs 1) – 5) of this section;
 - 7) any display by a perpetrator of his or her uncovered genitalia, buttocks, or breast in the presence of a resident; and
 - 8) voyeurism by a perpetrator.
- c. A properly conducted pat search will not be considered sexual abuse.

Sexual Harassment

- a. repeated and unwelcome sexual advances, requests for sexual favors or verbal comments, gestures, or actions of a derogatory or offensive sexual nature, by one resident directed toward another; and
- b. repeated verbal comments or gestures of a sexual nature to a resident by a staff member, contractor, volunteer, intern, or individual who has business with or uses the resources of the Department including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Zero Tolerance Policy

The DOC takes a very strong stance against the sexual abuse and/or sexual harassment of those under the supervision of the Department.

- ♦ Anyone who engages in, fails to report, or knowingly condones sexual harassment or sexual abuse of a resident shall be subject to disciplinary action and may be subject to criminal prosecution.
- ♦ A resident, employee, contract service provider, visitor, volunteer, and/or any individual who has business with or uses the resources of the Department is subject to disciplinary action and/or sanctions, including possible dismissal and termination of contracts and/or services, if he/she is found to have engaged in sexual harassment or sexual contact with a resident.
- ♦ A claim of consent will not be accepted as an affirmative defense for engaging in sexual harassment or sexual abuse of a resident.

It is important to remember that while you are incarcerated, no one has the right to force or pressure you to engage in sexual acts. You do not have to tolerate sexual abuse or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Whether you are straight, gay, lesbian, bisexual, transgender, gender non-conforming or intersex, you have the right to be safe from unwanted sexual advances and acts.

How To Make a Report of Sexual Abuse or Sexual Harassment

If you have experience unwanted sexual abuse or sexual harassment, or if you have witnessed an act of sexual abuse or sexual harassment, the Department has established multiple ways for you to make a report. It is important that you tell a staff member as soon as possible if you have information regarding sexual abuse or sexual harassment. You do not have to name other residents or the staff member to receive assistance, but specific information may make it easier for staff to help you.

- ♦ **Verbal Reports** - You can tell a corrections officer, counselor, Unit Manager, Chaplain, Psychologist, teacher, or any other staff member you trust. Staff members are required to inform the Department of all reports of sexual abuse or sexual harassment, but the information will only be shared with those that have a need to in order to make decisions concerning the victim's welfare and for law enforcement/investigative purposes.
- ♦ **Written Reports** – You have the right to make a written report. A written report can be given to the Supervisor or Director who will address this request in a timely manner. **You or your family may also write directly to BCC with your report: BCI/PREA Reporting 1800 Elmerton Avenue Harrisburg, PA 17110.**

What the Department Will Do In Response To a Report of Sexual Abuse or Sexual Harassment

Once the abuse is reported, there are several things that the Department will do to keep the victim safe and give the victim help to deal with the abuse.

- ♦ **Investigations** - The Department and/or other appropriate law enforcement agency will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the abuse. You will be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.
- ♦ **Medical Assistance** – The Department wants to make sure that you or the victim is safe and healthy. For that reason, you will be taken to the medical department for a medical examination. If the report is made within 96 hours of the abuse happening, a forensic examination will take place to try to collect any possible evidence that may be present. Because of this, there are several things to keep in mind.
 - Even though you may want to clean up after the abuse, **it is important to see medical staff BEFORE you shower, wash, drink, eat, smoke, change clothing, or use the bathroom.**
 - Medical staff will examine you for injuries, which may or may not be readily apparent to you.
 - Appropriate medical treatment will be given that may include transport to a hospital. Upon your consent, the hospital staff can also test and provide treatment for sexually transmitted infections, possible exposure to diseases such as HIV and Hepatitis, and gather any physical evidence of abuse.
 - Females may be tested for pregnancy at the hospital when appropriate.
- ♦ **Counseling Programs for Victims** – If you have been the victim of an abuse by staff or a resident(s), you may ask any staff member for help to seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention and mental health counseling are all available to you at no charge to you. In addition, you may request to speak with an outside, independent rape crisis counselor. Most people need help to recover from the emotional effects of sexual abuse. **If you are uncomfortable asking someone in the facility for help, you can call the national Sexual Assault Hotline at 877-513-2232.**

Remember..... Sexual abuse is a serious crime. The Department will investigate all reported sexual abuse and sexual harassment incidents. While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual abuse or pressure to engage in unwanted sexual behavior. You have a right to be safe and free from ALL sexual abuse and sexual harassment.

