A MESSAGE FROM THE PRESIDENT OF KEYSTONE CORRECTIONAL SERVICES, INC.

Keystone Correctional Services, Inc. exists to provide a safe, structured and supervised environment for its Reenentrants in their transition from the life of prison to independent living in the community. The changes in society tend to pass by those incarcerated. Detachment from family life results in gaps of understanding and trust as well as divergences in outlook, goals, and values. Life cannot be resumed simply as though the years spent away from family and community has made no difference. Keystone Correctional Services, Inc., provides an atmosphere supportive of an individual's best efforts to return to a positive and productive lifestyle, to recover a stable family life, and to catch up with the current pace of society. The idealistic thinking that tends to take over while in a prison setting comes into contact with the realistic in the KCSI facility.

There are, nevertheless, two fundamental elements that are a part of acceptable/successful community living which cannot be supplied by the facility or by anyone else but the individual himself. These elements are credibility and responsibility.

Credibility means believability or trustworthiness. As a convicted person, one's credibility in the community is shattered or at least severely impaired. The simple fact is that considerable time and effort are needed to overcome the distrustfulness of others and to build or regain the confidence of the community. KCSI placement provides the time and opportunities necessary to begin this process. It will not happen overnight. Indeed, one must face the likelihood that some people will never be convinced of one's sincerity and good intentions, and in some cases these people might even be in one's own family. The KCSI staff is ready and willing to advise, counsel, guide, refer, and assist a Reentrant in coping with such obstacles. But it is the motivation, positive attitude, and effort of the Reentrant himself that will convince others that he is deserving of their trust.

The second element necessary for acceptable/successful community living is responsibility. Responsibility means that we cannot live life totally by ourselves or for ourselves. If we are to share the advantages and benefits of living in the community, we must also accept the obligations that are a part of community life.

We are obliged to respect the rights of others and to fulfill the usual duties and tasks necessary to keep the community a decent place for everyone live. It means committing ourselves to realistic and appropriate goals. We must be sensitive to the expectations of others and be considerate of their needs as well as our own. The KCSI staff cannot know what a Reentrant's inner intentions and commitments are, but staff members can see what one does and does not do. How responsible his actions are. Responsible behavior is not a choice, but a must. Either the Reentrant behaves responsibly, or he cannot remain in the facility and community. The facility has an obligation to the community as well as to the Reentrant. Therefore, the emphasis is trust.
but verify. The KCSI staff will do all it can to protect the community from the perils posed by Reentrants who refuse to behave in a responsible manner.

Thus, the facility provides opportunities and assistance to selected ex-offenders while minimizing the risks to the community. Reentrants have access to the community and its resources for a period prior to parole in order to establish themselves with approved employment and residence. It is a time for normalization and return to community living under guidance and supervision. It is a time to begin anew the rebuilding of credibility and the practice of responsibility.

TERRY L. DAVIS
President/CEO
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It is extremely important that KCSI Reentrants be accountable for their actions. It is

Specific rules, which apply directly to Keystone Correctional Services, Inc., are listed below as well as actions that are forbidden under the DOC/PBPP Universal Set of Rules.

SECTION 1

Community Corrections – Universal Set of Rules

Our goal is to provide individuals with a safe opportunity to successfully re-enter the community while assigned to a DOC operated/contracted facility. Basic security measures are enforced for the protection and safety of all who enter the center and live in our community.

NOTE: Reentrant will initial each rule and sign at the bottom for acknowledgement.

1. I will not possess or use any type of weapon.

2. I will not engage in physically assaultive/destructive behavior.

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 person, vehicle and/or property.

6. I will not possess alcohol, illegal drugs or unauthorized synthetic drugs.

7. I will not engage in any sexual acts with others or sodomy inside the center.

8. I will not leave the center without authorization (LWA) or fail to return (FTR) from authorized absence.

9. I will comply with all sections of the PA Crimes Code.

10. I will not use alcohol, illegal drugs or unauthorized synthetic drugs.

11. I will comply with all drug interdiction efforts (Urinalysis, Breathalyzer, etc.).

12. I will comply with all treatment plans as assigned.

13. I will comply with interventions and/or sanctions imposed by the PA Department of Corrections CCC/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.).

16. I will not use abusive, obscene or inappropriate language directed to or about another person.

17. I will follow direction (verbal or written) given by staff.

18. I will not go to unauthorized locations and I will return to the center when expected or directed.

19. I will not violate the Clean Indoor Air Act (I won’t smoke inside the center).

20. I will complete tasks assigned to me (housekeeping, community service, job search, etc.).
21. I will not possess contraband or any other item not approved by the PA DOC inside the center.

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.

______________________________
Reentrant Name/Signature/Date

______________________________
Staff Signature/Date

KCSI Reentrant Rules and Regulations

1) Reentrants will abide by all Federal, State, and Local laws and ordinances. This includes the Pennsylvania Motor Vehicle.

2) For SIP Reentrant’s failure to return to the Center from employment, training, or any other authorized destination shall be deemed an "Escape" and charges will be filed with the Pennsylvania State Police.

For Parole Reentrants, failure to return to the facility from any authorized leave of absence will result in the Pennsylvania Board of Probation and Parole being notified and you will be declared an absconder.

For Reentrants who either escape or abscond, you will have been considered to have abandon your property, and it will be either donated to charity or disposed of.

3) Reentrants are subject to search of their person, property, and vehicle at any time by staff. All bags, parcels, etc. will be presented at the main reception area prior to being taken to any other part of the building. All Reentrants must successfully pass through the metal detector each and every time you enter the building. Unannounced K-9 searches will also be conducted.

4) It is the Reentrant's responsibility to properly sign in and out of the Center. Reentrant accountability is required at all times. Destination verification checks will be made by staff to insure accountability.

5) All Reentrants are required to report in person to their counselor for a minimum of one (1) counseling session bi-weekly. Reentrants are required to participate in all prescribed programming.
6) The most important issue that is the key to successful adjustment is employment and improving (if possible) your employability skills. Pay checks and pay stubs must be turned in to verify employment hours worked. Pre-scheduled job interviews must be approved by the Employment Coordinator.

7) Reentrants may not cross over into a section of the facility, which they are not assigned to. Exceptions may only be granted by staff for (i.e. Counselor/Facility Director/Employment Counselor contacts, meals, etc.). Reentrants must be in their own bunk area after “lights out”. Violation will result in disciplinary action.

8) Paychecks and all other monies must be turned over to KCSI staff immediately upon receipt.

9) Reentrants are required to pay rent to the Center at a rate of 20% of their net wages. Court costs are assessed at 7% of a Reentrant’s net wages. Another 5% goes into savings.

10) Reentrants will strictly abide by the time frames for authorized leisure time out of the facility. Returning late to the facility from a home pass or utility time, may result in disciplinary action to include loss of privileges.

11) Reentrants are encouraged to leave valuables with relatives. The facility staff will do everything possible to discourage theft, but cannot be responsible for belongings left unattended. No stolen property will be replaced by Keystone Correctional Services, Inc. Reentrants are issued padlocks and are expected to keep valuables locked in their lockers at all times. Accumulation of large amounts of personal property is not permitted. Wearing or possession of excessive jewelry, and/or clothing, which promotes alcohol and drug usage, is strictly forbidden.

12) All electronic devices brought into the Center will be submitted for approval. They must be approved by Director of Treatment/designee before being in Reentrant’s possession in the housing areas.

13) Prescription medication must be turned into staff unless exempted by the Facility Director and will be kept in a cabinet in the Control Room. At the time a Reentrant turns in the prescription, the medication will be logged, and each dispensed dosage will be observed and recorded by staff. The Facility Director/designee shall determine which medications a Reentrant may keep in his possession.

Reentrants are not permitted to use or be prescribed narcotic pain medications. Only non-narcotic pain medications are permitted. Exceptions may only be approved by the Facility Director/designee or a Reentrants Parole Agent.
14) Reentrants are required to submit to regular urine testing at the request of staff. Use of any non-prescribed drug is strictly forbidden. Use of non-prescribed, or illegal drugs will result in a conference being held with the PBPP. A staff member will be present when a sample is given. A maximum of two (2) hours will be permitted for providing the urine specimen. An Infraction Report will be issued if no specimen is provided.

15) No alcohol or drugs (including Spice, Bath Salts, etc.) are permitted on the Facility premises. Violation of this rule will result in the Pennsylvania State Police being notified and your removal from the facility.

16) The use of alcohol will not be tolerated. This includes over-the-counter medications that include alcohol. An alcohol restriction means that NO ALCOHOL may be consumed in ANY form. Personal hygiene items that contain alcohol is also not permitted, including mouthwashes. Reentrants will be tested for alcohol each time they return to the facility from work or pass.

17) Possession of any type of weapon or anything that could be considered to be a weapon is strictly prohibited. Reentrants will be randomly searched for contraband. Possession of any type of weapon will result in criminal prosecution.

18) Operating a motor vehicle must be approved by the facility staff, and the Parole Agent. Proof of license, registration, and insurance is required. Once approved, a vehicle pass must be displayed in the vehicle at all times when parked on KCSI property.

19) Parole Reentrants will require a travel permit from their parole agent to travel outside the counties that make up the Harrisburg District. The Harrisburg District covers Perry, Juniata, Cumberland, Franklin, Adams, York, Lancaster, Lebanon, and Dauphin counties.

20) Travel outside of the State is strictly forbidden under any circumstances unless Reentrants have written permission of their supervising Parole Agent.

21) The stairwell leading to the corporate offices is off limits unless authorized by staff. Additionally, the Control Room is for staff only and Reentrants are not permitted in this area.

22) The Multi-Purpose Room is the area designated for visits and not a congregating area for Reentrants. Visitors are permitted in the visiting room only. Visiting hours are from 9:00 AM to 7:00 PM Tuesday through Sunday and must be approved in advance by a Shift Supervisor. Visits may not interfere with any programs scheduled. Visits will not be scheduled for Mondays.
Reentrants are responsible for the behavior of his visitors. Visiting privileges maybe suspended by behavior contrary to posted visiting rules. Minor children must be supervised at all times. The lights in the visiting room will remain on at all times.

23) Loitering outside of the facility or in nearby businesses is prohibited.

24) All exterior doors will be kept closed unless otherwise authorized use only. Regular entry and exit shall be through the Reentrant/visitors entrance.

25) All electrical fixtures will be turned off when not in use. Extension cords are forbidden in the bunk areas. The burning of candles, incense, etc. is also strictly forbidden.

26) The cleanliness of the facility will be maintained at all times. Violation will result in disciplinary action, or immediate loss of privileges.

27) All lounge, kitchen, laundry, and dining room areas will close at 11:00 PM. There will be no returning to the lounge areas after this time to, eat, watch TV, etc.

28) Playing music loud is prohibited. Earphones or headphones must be used inside the facility at all times. TV volume in common areas must at a reasonable volume.

29) Reentrants will be issued bed linens, and will keep them clean and laundered at all times. Reentrants will be charged accordingly for any damages that they may cause to facility property. This includes bed linens, and bedspreads issued by the facility. Beds are to be made each morning, and bunk areas are to be kept clean and tidy at all times. Reentrants may possess their own bed linens and pillows provided that they have an appropriate fire retardant label.

30) Reentrants may not write or otherwise correspond or visit with inmates of a State Correctional Institution or state contracted group home, without permission of both the Superintendent and the Facility Director. Former Reentrants are not permitted to visit the KCSI facility without the permission of the Facility Director.

31) No gambling whatsoever, legal or illegal, is permitted while a Reentrant of the Center. This includes Pennsylvania lotteries.

32) Smoking is not permitted in the facility. Smoking areas are available outside in the recreation yards. Reentrants are responsible depositing their cigarette butts in the appropriate receptacles. Smoking in the facility is a violation of the “Clean Air Act” and will result in disciplinary action.
33) Fire drills are considered to be practice for actual emergencies. Each Reentrant must participate as if a real disaster is taking place. Reentrants are expected to exit the facility as quickly as possible and report to the recreation yard on their respective side of the facility. Reentrants may return to the facility only at the direction of staff and must be counted upon reentry to the facility.

34) All Reentrants must abide by all Safety rules and regulations.

35) Reentrants are governed by all rules and regulations set down by the Pennsylvania Department of Corrections, and or the Pennsylvania Board of Probation and Parole as prescribed in their policies and procedures.

36) Reentrants must be appropriately dressed at all time. Reentrants will not wear hats, du-rags, or any other head covering while in the facility.

37) Profane, abusive, or disrespectful language is prohibited.

38) Pornography of any kind is prohibited and will be confiscated and immediately destroyed if discovered.

39) The wearing of clothing that is offensive or that is contrary to established KCSI policy in any way is prohibited. Reentrants must be properly clothed at all times.

40) All new Reentrants will be required to observe a two week “black out” period prior to being eligible to leave the facility for work, passes, etc. During this two week period, Reentrants are expected to attend orientation and meet with their respective parole agents. Failure to complete this processing will delay the Reentrant’s sign-out privileges.

41) Reentrants will be issued a KCSI ID Card during their initial orientation. The KCSI ID card will be in clear view on the Reentrants person at all times while in the facility.

SECTION 2

A. Restriction(s)

In the event of an Infraction Report, the Reentrant may be subject to unsuccessful discharge, scheduled for a parole supervisory conference, or scheduled for center intervention.

Violation of any of the stipulations of the conditions placed on a Reentrant may result in further disciplinary action. Misconduct so severe that the imposition of restrictions or lesser sanctions are not appropriate will result in the Reentrant being unsuccessfully discharged from the KCSI program.
SECTION 3

B. Grievances
The Department of Corrections has an inmate grievance system which allows a Reentrant to file a formal complaint about a problem that cannot be resolved by informal means. All Reentrants are encouraged to work out problems by talking with staff member(s) involved, his counselor or the Facility Director. If the problem cannot be resolved in this manner, procedures outlined in the Administrative Directive DC ADM 804 should be followed. A grievance form may be obtained from any staff member and completed in detail. The form shall be given to the Grievance Coordinator who will decide whether it can be handled by KCSI or the Department of Corrections. Issues concerning parole stipulations and conditions of parole should be addressed through the respective agent and/or other officials of the Pa. Board of Probation and Parole.

SECTION 4

C. Employment Search
The keystone to your future success is employment. Unless prevented by disability, injury, or other condition, you are expected to seek employment and once obtained, to maintain employment. The following guidelines have been established in order to reach your goal of securing suitable employment.

Monday-Friday

8:00am-5:00pm.

**Keystone will NOT supply transportation for job searches at any other time of the day**

Note: Thursday and Friday job searches are only available to Reentrants who are working fulltime and they must be scheduled with the Case Managers or Employment Coordinator.
Job Search Procedures:

- All Reentrants must return from a job search with a completed Job Search Form with employer signatures and approved documentation (business cards, applications, or employment related material) for the places visited.
- \textbf{Every time} a Job Search form is NOT returned at the time of check-in, a Reentrant Infraction Report will be issued for unaccountability.
- Job Searches are to be used for job searching ONLY
- All job search forms are subject for review and violations will be issued for those that do not follow job search procedures.
- After 30 days of Job Searching with no results, Reentrants will no longer be able to go out of the building to job search without employment appointments and interviews being verified by the facility’s Employment Coordinator.
- Reentrant must have VALID ID to be eligible to job search.

- Areas outside of the Harrisburg vicinity will require special approval from the Employment Coordinator and the Reentrant must have secured transportation. Public transportation is not acceptable (i.e. York, Lancaster etc.)

- Reentrants who have a private ride, may not begin job searching until 9:00AM.

\textit{SECTION 5}

D. Financial Procedures

Reentrant financial transactions are handled in accordance with the Keystone Correctional Services “Reentrant Fiscal Procedures” policy. The following procedures must be followed:

1. Each Reentrant will turn his entire income over to the Fiscal Director for deposit in the Wage Account. There is a secure locked box at the Control Room if the Reentrant turns in money after hours or on weekends. This includes wages, unemployment checks, income tax refunds, personal gift checks and money orders.

2. Necessary expenditures shall be disbursed via checks to the Reentrant.

3. Reentrant wages shall be disbursed in the following manner:
   - Rent - according to income and based on sliding rent scale. Rent is 20\% of net wages.
• Other Judgments - court costs (7% net wages), fines, restitution, and other civil/legal judgments.

• Other Obligations - acknowledged by the Reentrant and approved by the Facility Director.

• Savings Account – 5% of net wages. This money is saved until release from center.

4. New arrivals at the KCSI facility from State Correctional Institutions shall turn over all monies to the Fiscal Director for deposit.

5. At no time may any disbursement be made from the Wage Account for more money than the Reentrant has on deposit in his account. Loans to Reenetrants from the Wage or any other account are forbidden under any circumstances.

6. Reenetrants will receive a Reentrant account sheet with every transaction conducted.

7. The pay stub will be turned in with the paycheck and it will be returned to the Reentrant for his records after being recorded on the Reenetrants account sheet.

8. Borrowing and/or loaning money is prohibited between Reenetrants or staff and Reenetrants.

9. At no time may a Reentrant have more than $30 on their possession unless approved.

SECTION 6

E. Drug/Alcohol Screening
The use of un-prescribed drugs or any controlled substance is illegal and therefore prohibited for KCSI Reenetrants. Urine samples will be taken at random from KCSI Reenetrants and forwarded to a contracted laboratory for analysis to determine whether any drugs and/or alcohol have been ingested.

A positive result for any un-prescribed drug will result in an Infraction Report for violating KCSI, Department of Corrections, and Pennsylvania Board of Probation and Parole policy regarding the use of un-prescribed or illicit drugs.

The use of alcohol is also expressly prohibited by KCSI Reenetrants. This includes medication and cough syrups containing alcohol, unless prescribed by a physician. Regular urine screens, and Alco Sensor tests will be conducted to insure compliance. Reenetrants violating the "no alcohol" condition will receive a Reentrant Infraction Report for violating KCSI, Department of Corrections, and Pennsylvania Board of Probation and Parole policy.
SECTION 7

F. Sign In/Out Procedures
When departing from, and returning to the facility, Reentrants are required to check in/out with the Monitor on duty at the Control Room. The Monitor will verify the Reentrants pass and return time, and check them out of the facility.

Time out of the facility is determined in the following manner.

Education Passes:

- Reentrants requesting a pass out of the Facility for Education must meet the following criteria:
  - Reentrants must register for and maintain 15 college level credit hours per semester (100 to 400 level courses);
  - Reentrants must provide in writing to their respective case manager that their Professors agree to provide accountability information to Keystone Correctional Services, Inc upon request;
  - All travel cost to and from the Education Campus is at the expense of the Reentrant;
  - All classes will be taken during the hours of 8:00 am and 5:00 pm;
  - No pass will be granted to be on Campus other than for class;
  - Classes must be taken consecutive to each other;
  - Reentrants must maintain a 2.0 grade point average it be eligible to continue to attend classes;

Leisure Passes:

- The granting and approval of a leisure pass is at the sole discretion of KCSI Staff;
- Leisure Passes will be based on number of hours employed per week;
- Hours per week can only be confirmed via pay check/ pay stub turned into respective Case Manager;
- Leisure Passes will be granted as follows:
  - 26 or more hours employed per week = Two (2) 10 hour leisure pass per week;
  - 16 to 25 hours employed per week = Two (2) 6 hour leisure pass per week;
  - 8 to 15 hours employed per week = Two (2) 4 hour leisure pass per week:
- Reentrants leisure pass address and phone number must be confirmed by the Case Manager prior to the approval of the leisure pass;
- Reentrants are required to be and remain at the location to which they signed out of the facility on the leisure pass;
- KCSI staff will make accountability checks throughout the period of the Reentrants leisure pass;

Religious Passes:

- Religious pass is limited to one (1), three (3) hour pass per week;
- Reentrants taking a Religious Pass must return to the facility with a bulletin to prove proof that they attended a religious service;
- Religious pass may not be combined with any other pass;

Convenience Pass:

- Daytime Supervisors will make the decision whether to grant 1 (one), 1 (one) hour pass per week for personal hygiene items. This will be solely at the discretion of the Daytime Supervisor and is only to be used for those Reentrants that do not qualify for a leisure pass.

SECTION 8
G. Religious Services
All Reentrants are encouraged to practice the religion of their choice. Attendance at church services or other religious functions is a positive personal as well as community service and Reentrants will be granted every opportunity to attend religious programming. Reentrants must list the Religious services, times etc. can be secured from the religious service reference guide or from information posted on bulletin boards. Reentrants are welcome to attend religious functions which occur in the facility on a regular basis.

SECTION 9

H. Reentrant Housing Areas
Reentrants may lie on their own bunk any time, unless they are to be involved in a KCSI program. Reentrants are required to maintain their specific area in a neat and safe manner.

Immediately upon arising, these items are to be removed and stored in a neat and secured fashion. Before going to breakfast or to any activity, Reentrants must make their bunks and clean their area.

NO wet towels or clothing may be hung on the beds at any time. The beds are metal and will rust and mark their items.

Coats will be neatly folded and laid on their bunks or foot lockers, or hung in the wall lockers at the back of the building.

Beds are to be made and tightly tucked in at all times when not in use. All areas must be cleaned up, and items secured in provided lockers when they not immediately in use by the Reentrant. Any item left unattended may be confiscated and if staff believes it to be trash, thrown out during normal cleaning times.

Any Reentrant, who does not clean their own area, will be given other cleaning opportunities within the facility.

Reentrants must have bunks cleaned before going to breakfast or to work every day. Failure to clean up their own bunk will result in disciplinary action and loss of privileges.

Reentrants may decorate the specific bunk area within reason.

SECTION 10

I. Housekeeping
Each Reentrant is responsible for his own possessions in the Center. Clothing must be folded and placed in the lockers.
It is expected that all clothing will be kept orderly and that toiletries will be stored in a manner which minimizes clutter and does not give the appearance of disarray.

Following use, the dining areas must be cleaned, i.e. trays and utensils removed, and tables wiped to avoid any unnecessary unsanitary conditions.

Restrooms will be cleaned on a twice daily basis.

**SECTION 11**

**J. Facility Cleaning**

Reentrants are expected to participate in the daily cleaning of the facility as required by staff.

Reentrants are required to maintain common areas as well as each individual bedroom area in a clean and orderly fashion. In addition, Reentrants will be assigned additional responsibilities as assigned by staff on duty.

Reentrants are required to have the assignments checked by staff to validate that they have completed their tasks.

Daily housecleaning inspections will be conducted by staff, and anyone who has not properly maintained their assignments will be subject to immediate disciplinary action, and/or loss of privileges.

In addition to the above, Reentrants are further required to:

1. Empty all trash containers on a daily basis.
2. Beds will be made, with bedspread, prior to signing out each day.
3. Offices will be cleaned during normal business hours.

Unemployed Reentrants, Reentrants on restriction, and Reentrants who are not on furlough will be expected to maintain the facility in a clean and orderly manner at all times.

Staff reserves the right to refuse to sign Reentrants out until the facility is cleaned or the Monitor feels that the Reentrant has done his share of cleaning.

**SECTION 12**

**K. Laundry Procedure**

Coin operated clothes washers and dryers are available in the Center for
Reentrant’s personal use. The equipment must be used according to instructions. The use of liquid bleach is forbidden. After use, the machines will be cleaned and all lint traps emptied in a trash receptacle. Indigent laundry funds may be given upon completion of 3.5 hours of community service.

Laundry Room Hours are:

**Monday through Friday:**
6:00AM-11:00PM

**Saturday and Sunday:**
6:00AM-12:00AM

**SECTION 13**

L. Telephones

Pay telephones are available for Reentrants use. The phones are located near the lounge areas. The office phones are for use of the staff to handle the business of the facility and may only be used by Reentrants with staff approval for business, legal or emergency purposes.

**SECTION 14**

M. Legal Services

Legal services are available in the community. Legal aid services may be available free of charge depending on your circumstances. Numbers for legal aid are available through you counselor or the phone books available in the facility. A law library is available through the state library system, located at Commonwealth Ave. and Walnut Streets at the Forum Building in the city of Harrisburg.

**SECTION 15**

O. Counseling

Each Reentrant is assigned a Case Manager who will be responsible for all aspects of the individual’s particular case during his residency. Usually no later than a day after
arrival, the assigned counselor or designee will give a thorough orientation covering KCSI rules and regulations, emergency procedures, and the physical layout of the facility and the surrounding area.

It is mandatory that each Reentrant meet with their counselor at least bi-weekly. Case Manager work schedules will be imparted verbally to the Reentrant and or posted on or near the Case Managers office door. Additional sessions may be required based on need for individual Reentrants, especially upon initial arrival at the facility. Sessions will focus on problem solving, employment/vocational search, family relationships, financial planning, etc. Case management in the Keystone Correctional Services, Inc. facility is designed with the specific goal of assisting the Reentrant to reintegrate him back into society with the tools and the attitude to live a crime-free life.

**SECTION 16**

**P. Intake/Orientation**

**Initial Intake**

Immediately upon arrival all new Reentrants shall receive an initial intake. This may be conducted by any available staff member, generally a Monitor or Counselor. In the event that there is a language barrier, staff shall seek the assistance of a translator.

The intake will be conducted using the “Reentrant Intake Processing Form”. Staff shall be thorough in completing the form and insure that all areas are covered. The intake meeting is more than an information gathering session. This is an opportunity for the Reentrant to gain valuable information about their responsibilities as a KCSI Reentrant. Items covered during the intake shall include:

- bunk, and wall, floor, and foot locker assignments
- inventory sheet of Reentrants personal belongings completed and attached
- confiscated items receipt (if any items were confiscated from the Reentrant)
- foot locker inventory
- record of interview
- KCSI check deposit authorization
- medical disposition and administration form
- medications secured according to policy
- medical issues
- DOC ID card copied
- operator's license copied
- urine sample obtained and processed
• a brief medical screening

When conducting the initial intake, staff shall pay particularly close attention to any medical issues and medications. Any serious medical issues should be reported to the Shift Supervisor immediately. All medications need to be secured as soon as possible in accordance with established procedure.

The staff conducting the intake will take the newly arrived Reentrant on a brief tour of the facility pointing out such areas as his bunk area, restrooms, and lounge areas, outside recreation area, payphones and dining facilities.

Orientation

Within five (5) days after your arrival, you will receive a thorough orientation.

During the orientation the rules and regulations of the facility, available services and staff expectations will be discussed in their entirety. The Reentrant will sign a receipt acknowledging that they fully understand the rules and are aware of the possible consequences for non-compliance.

Also during orientation, Reentrants will begin to formulate their prescriptive program (COR) in conjunction with their respective Case Manager. This will serve as a guide for the Reentrant as he progresses through the KCSI program.

SECTION 17

Q. Out-Patient Referral

In certain cases, a Reentrant will be referred by his counselor for treatment outside of the KCSI facility. This may include but not be limited to: drug and alcohol counseling, family counseling, mental health therapy, etc. Reentrants referred for out-patient treatment are required to adhere to the treatment standards and goals of the facility. Failure to comply will result in disciplinary action and possible sanctions from the Pa. Board of Probation and Parole.

SECTION 18

R. Programming
An in-house drug and alcohol support group is available at Keystone Correctional Services, Inc. facility. At various times there may be outside volunteers or peer volunteers who may facilitate AA and or NA groups. There are numerous outside drug and alcohol services in the community where you may be referred. In-patient services also may be available. Your Case Manager will assist you in obtaining the necessary services if needed.

Parenting classes and employment/resume writing classes are offered on a continual basis.

**SECTION 19**

S. Community Orientation and Reintegration Plan (COR)

Each Reentrant will develop a Community Orientation and Reintegration Plan (COR) with the aid of his counselor within the first two (2) weeks of his residency. This program tool requires the Reentrant to set specific long and short term goals in areas such as; home plan, employment, finances, education/vocational, and other specialized concerns. The COR plan clearly outlines Reentrant responsibilities and expectations and affords him the opportunity to amend his program as needed. The goal of the COR plan is to serve as a guide for the Reentrant as he gradually progresses through his Center programming. Evaluations will be conducted on a bi-weekly basis. An administrative review may be requested when there is a disagreement or grievance. Requests shall be addressed to the Facility Director.

Reenentrants are required to complete their COR plan before being permitted to go on any passes away from the facility.

**SECTION 20**

T. Parole Planning

The long range goal of all Reenentrants of a community corrections program is to successfully make the transition from the facility to the supervision of the Pennsylvania Board of Probation and Parole. Parole planning consists of (1) Gaining full-time employment; (2) Establishing a suitable residence; and (3) Enrolling in out-patient or in-house treatment services if necessary. All aspects of a Reenentrant program will be geared towards achieving the above responsibilities. Staff will assist the Reentrant to a point; however, the main responsibility lies with the Reentrant. Planning for release begins from the first day of residency. Preparing for parole is a continual process which requires considerable effort on the part of the Reentrant, and culminates with release/re- release to the jurisdiction of the Pennsylvania Board of Probation & Parole.

**SECTION 21**
U. Volunteer Services

Included with the staff of the facility are several citizen volunteers who devote their time unselfishly to aid Reentrants in need. The volunteers may assist in spiritual guidance, legal guidance, parole planning, financial planning, life skills, recreation, etc. Reentrants in need will be matched with the volunteer with expertise most suited to their individual needs. Participation maybe required as part of the community orientation and reintegration plan.

SECTION 22

V. Health Care

Medical/Dental- Reentrants shall have unimpeded access to medical, dental, and mental health services. If you believe you are in need of services (i.e. medical, dental, MH/MR, appointments, etc.) , request assistance from any staff member. They will assist you in acquiring the needed services, or refer you to the appropriate staff person.

Medications - Prescription drugs must be turned over to staff on duty for security purposes, absent an exception by the Facility Director. The medications will be stored in a locked cabinet. It is the responsibility of the Reentrant to notify staff when it is time to take the prescribed dosage. Staff will supervise the taking of medication and log the time and dosage in the medication log. Some medications may be kept by the Reentrant. These medications must be secured (locked) in your cabinet. Hypodermic syringes will be kept in a secure area for security purposes. All syringes will be disposed of in the "Sharps Collector" container immediately after use.

First Aid - A fully stocked first aid kit is available for treatment of minor injuries. Staff members on duty have been trained in emergency first aid and CPR. If more extensive treatment is necessary; the Reentrant will be transported to an emergency room.

Emergency Phone Numbers

Emergency Police/Medical 911
Harrisburg Hospital Emergency 782-3297
Milton S. Hershey Medical Center 531-8521
Community General Osteopathic Hospital 657-7247
SECTION 23

W. Contraband - The following items are considered to be contraband. This list is not all inclusive and generally contraband is defined as "any item not authorized by the Reentrant for receipt." As such, staff discretion will be used as the determining factor on whether an item is contraband. In the event that an item is confiscated, the Reentrant will be given a receipt for the item. Final disposal will be at the discretion of staff.

A. The following items shall be considered contraband:
   a. Weapons/Tools***
   b. Drugs/alcohol to include synthetic THC products (Spice)
   c. Drug paraphernalia to include pipes, rolling papers, aluminum foil, steel wool, etc.
   d. Money exceeding $30.00 on person
   e. Bedding/pillows without approved fire retardant labeling
   f. DVD players of any kind (Beginning 7/01/2014)
   g. Back packs or other bags with zippers
   h. Cell phones with cameras, or otherwise unapproved cell phones.
   i. Newspapers and magazines in housing area.
   j. Excessive property
   k. Pornography
   l. Candles/incense
   m. Cameras, audio or video recorders
   n. Musical instruments
   o. Coffee makers, extension cords, lighting, flashlights, and lasers
   p. MP3 players, IPODS ,IPADS (unless authorized)
   q. Boom boxes, large radios, stereos, and any type of speaker
   r. Gambling related materials, excluding playing cards.
   s. Hair dye or other chemicals.
   t. Personal hygiene items that contain alcohol
   u. Any flammable item/aerosol cans (includes body sprays)/ lighter fluids
   v. Any type of liquids
   w. Food items of any kind (unless authorized)
   x. Animals or pets of any kind
   y. Loose tobacco including snuff, cigars, rolling papers, cigarette rolling machines, and opened packs/ containers of cigarettes and
snuff. Individual pouches of snuff are permissible provided they are in a sealed container upon entrance into the facility.

z. Other items deemed as contraband by KCSI staff

***Reentrants required to use tools for employment must register all tools with the Control Desk. All tools shall be turned into the staff on duty upon entering the facility and secured in a location by the Shift Supervisor or secured in a personal vehicle.

SECTION 24

W. Emergency Procedures

Fire

1. If you discover a fire or smoke please alert staff immediately.

2. If you become aware of an actual fire:

   **Remain as calm as possible. Avoid panic.**

If the fire is of a small nature, extinguish the fire with a fire extinguisher, which are on the walls throughout the Center. An evacuation of the building will be conducted regardless of the size of the fire. Reentrants will report to the recreational yard area for further consideration for evacuation.

   a. If you see a fire of any size, sound the fire alarm at any of the nearby alarm boxes and evacuate the building of everyone. The fire protection system should sound automatically. **Notice: Anyone caught pulling a fire alarm pull station in any situation, other than a fire or an emergency, will be subject to severe disciplinary action and criminal prosecution.**

   b. Evacuate the Center in an orderly and calm fashion in accordance with the fire evacuation plan and regulations posted throughout the facility. All Reentrants will exit the facility to their recreation yard. Reentrants should not stay and combat the fire, but leave that for staff or the sprinkler system to handle
c. KCSI facilities are fully fire protected and are set up for “Zone” sprinkler systems to activate in case of a fire. With our fire protection system, the facility is fairly safe to say will be able to be re-opened once smoke/water damage has been relieved and cleaning occurs.

**Emergency Phone Numbers**

Pennsylvania State Police – 671-7500

West Hanover Fire Department – 911

Ambulance – 911

- A comprehensive Emergency Plan is posted on the East and West side of the facility as well as in the visiting area for review by the general public.

**SECTION 25**

Keystone Correctional Services, Inc. Safety Rules

The personal safety of all staff and Reentrants is of the utmost concern to Keystone Correctional Services, Inc. Safety is the responsibility of everyone connected with KCSI and shall be placed before protection of property and equipment. By concentrating on safety we will not only significantly reduce the number of safety related incidents, but also reduce the possibilities of such incidents occurring. The following safety rules have been instituted with those two specific goals in mind.

1. Smoking in the Center is strictly forbidden. Smoking is permitted outdoors in designated areas.
2. Lighting fixtures shall not be covered with flammable materials (i.e. paper, cloth, etc.).
3. Storing of flammable liquids in the living quarters is strictly forbidden.
4. Tampering with emergency equipment (i.e. smoke alarms, fire extinguishers, emergency lighting, exits, etc.) is strictly forbidden and will be prosecuted.
5. The use of hot plates and similar appliances is forbidden.
6. The burning of candles and incense is strictly forbidden.
7. The use of makeshift electrical devices (i.e. patched together electrical cords, jury-rigged appliances, etc.) is strictly forbidden.
8. Caution shall be exercised when using all cleaning agents and equipment.
9. All Reentrants and staff shall walk while inside the facility.

10. Caution shall be exercised when using any outward opening doors.

11. Signs shall be posted indicating wet floors during cleaning.

12. Sidewalks shall be shoveled and de-iced during and after snow or ice storms.

13. Reentrants and staff shall be careful not to allow items to lie where others may trip over them.

14. All forms of "horseplay" are strictly forbidden.

15. All staff and Reentrants shall familiarize themselves with the location(s) of all emergency equipment and participate in safety drills as conducted.

SECTION 26

Y. CODE OF ETHICS

Keystone Correctional Services, Inc. has a Code of Ethics that governs their behavior toward inmates.

These include the rule that there shall be no fraternization or private relationship between staff and inmates. This includes, but is not limited to, trading, bartering or receiving gifts or money from either the inmate or the inmate’s friends, relatives or representatives.

Employees and their families shall not directly or indirectly solicit, accept or agree to accept any gift of money or goods, loans or services for personal benefit that would influence the performance of their work duties or decision making. KCSI employees shall not accept or distribute any gifts, money or loans to or from the inmate.

All Reentrants shall be treated fairly without regard for race, color, creed, sex, age, national heritage or physical handicap.

At no time shall any Reentrant be in authority over any other Reentrant.

SECTION 27

PRISON RAPE ELIMINATION ACT (PREA)

Keystone Correctional Services, Inc. Zero Tolerance Policy:
A. It is the policy of Keystone Correctional Services, Inc. to prohibit any form of sexual abuse and/or sexual harassment of a resident. Keystone Correctional Services, Inc. has a zero tolerance for sexual abuse or sexual harassment of any individual under our supervision. Anyone who engages in, fails to report, or knowingly condones sexual abuse or sexual harassment of a reentrant shall be subject to disciplinary action, up to and including termination, and may be subject to criminal prosecution. A reentrant, employee, contract service provider, visitor, volunteer, intern, and/or any individual who has business with or uses the resources of Keystone Correctional Services, Inc. is subject to disciplinary action and/or sanctions, including possible dismissal and termination of contracts and services if he/she is found after investigation to have engaged in sexual harassment or sexual abuse with a reentrant. A claim of consent will not be accepted as an affirmative defense for engaging in sexual harassment or sexual abuse of a reentrant.

B. Keystone Correctional Services, Inc. shall prohibit retaliation against a reentrant or a staff member who reports sexual harassment or sexual contact with a reentrant, or cooperates with investigations of sexual harassment or sexual abuse of any kind.

C. Keystone Correctional Services, Inc. shall designate a PREA Compliance Manager (PCM) to coordinate the facility’s efforts to comply with the standards.

Reentrant Training:

A. All reenigrants, including those who have transferred from different community confinement facilities, will receive information in the New Reentrant Orientation that includes KCSI’s zero tolerance policy regarding sexual abuse and sexual harassment, how to report incidents or suspicions of sexual abuse or sexual harassment, their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents.

B. The information will be communicated verbally and in written form in a manner that is clearly understood by reentrant, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled as well as residents who have limited reading skills. Reenigrants have the right to request any form of documentation or request information by any means necessary.

Reentrant Privacy Procedures:

A. Female staff/volunteers/contractors/visitors will be announced before entering the housing units.

B. Female staff will announce themselves before entering the reentrant bathrooms.
C. Reentrant bathrooms are designated as approved changing areas to ensure privacy of all reentrants.
D. Reentrants may not dress and undress in the bunk areas or yards.