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Appendix 1 – Universal Set of Rules (USOR)

Appendix 2 – Star Activity Planner

(Note: This handbook cannot address all situations that arise during your stay here. If in doubt, always listen to and obey staff members.)
New Resident Orientation

A Center Monitor and Counselor will set time aside, as soon as possible within 24 hours, to give a full orientation. The Center Director will meet with all new residents during the week of their arrival. The following topics will be explained:

- Center rules and regulations
- DOC and PBPP Universal Set of Rules (USOR) – Appendix 1
- Sanctioning process for violations of the USOR
- STAR Program – Appendix II
- Prison Rape Elimination Act
- Safety drills/emergency plans
- Visiting rules
- Process for furlough and transitional residency
- Medical needs
- Next of Kin/Personal Property form
- Language and literacy
- Count procedures
- Mail procedures
- Cell phone procedures

Assignment to Counselor

The Center Director assigns responsibility for the management of each resident to one of the Center Counselors.

- Residents will meet with their Counselor as often as needed in order to identify progress toward Reentry Focus Plan objectives and goals as well as for ongoing guidance and counseling.

- Under normal circumstances residents will not switch counselors. This is a staff decision and will be resorted to on a very rare basis. A very obvious incompatibility will occasion the basis for considering such an action. The Center Director will make the final and binding decision in this matter.
General Information

- Residents/Staff shall address each other by their title (Mr. or Ms.)

- Residents are required to become self-supporting. If a resident qualifies, they may utilize Public Assistance (Welfare) until a full-time job is obtained, at which time each resident is responsible to notify his caseworker at the Assistance Office.

- Residents are required to obtain and maintain full-time employment (at least 32 hrs. weekly) or to establish a visible means of support, either of which are subject to Center approval.

- Residents will be issued a York CCC photo ID card and lanyard. Photo ID must be kept on your person while in the center.

- Residents must participate in all safety drills and simulations of emergency situations.

- Residents are not permitted authority over other residents.

- Residents shall not lie on the couches, or place their feet on the walls.

- Residents shall not use abusive, offensive, or profane language in the Center.

- Residents shall not use cell phones in restricted areas. Cell phones shall be kept on silent in restricted areas. Restricted areas are posted throughout the Center.

- Hats, caps, doo-rags, hoods or any other kind of head covering shall not be worn in the Center. While in the Center, residents are required to wear a shirt and cover the lower part of the body at all times, except while in the shower or restroom. Residents may only change clothing in authorized changing areas (showers and bathrooms). Pants should be worn at waist level while in the Center. No tank tops shall be worn on the first floor.

- Clothing shall not display alcohol, drug, sexual or violence related illustrations, writing or obscenities, or any gang related writing/illustrations.

- No earrings, tongue, or face adornments are to be worn in the Center.

- Residents may have privileges revoked and/or be subject to sanction for failure to abide by Center rules/regulations. Refer to Appendix I (USOR).

- All food and beverages entering the Center must be in factory pre-packaged and sealed containers. Fresh fruit and uncooked fresh vegetables are permitted. Food/beverage delivery service is a privilege that may be earned (refer to Appendix II).
• All tobacco products are prohibited from entering York CCC.

• Meals taken in the Center are to be eaten in the kitchen and basement TV area only.

• All food placed in the kitchen refrigerators/freezer must be marked with the Resident's name. Every Sunday night, staff will inspect for any food that is not marked with a name, has an expired date, and/or is moldy and the food will be thrown away.

• Subsidized bus passes are available for indigent residents who have an immediate need.

• Residents and visitors are subject to search at any time. This includes their person, property or vehicle. You do not have to be present at the time of the search.

• Staff will monitor your property closely in order to decrease the amount of excessive personal property in the Center. If your personal property does not fit in the locker provided it is considered excessive property. Shower shoes may be stored under the bed. No other items should be stored on the floor.

• The Monitors’ office window will be closed approximately (15) fifteen minutes before and (15) fifteen minutes after shift changes at 6:00 a.m., 2:00 p.m., and 10:00 p.m. Resident movement in and out of the Center is restricted during these times.

_Count Procedure_

• Counts will be announced over the loudspeaker system at which time residents should listen for instructions. Formal counts require residents to remain in the area they are currently in. Standing counts require that residents return to their rooms, stand by their bed and wear their ID card.

• Standing counts are held between the following times:
  
  o 6:00 a.m.–7:30 a.m.
  o 12:00–1:30 p.m.
  o 3:00 p.m.–4:30 p.m.
  o 9:00 p.m.–10:00 p.m.

• Three formal counts will be held during the 10:00 pm - 6:00 am shift.

• If residents are with their Counselor when count is called they are to remain in the Counselor’s office until count is cleared.
Medical

Routine health care shall be provided to residents of the Center by means of the following: employer paid health insurance; publicly funded health insurance (Medicare/Medicaid); community sponsored public clinics, out-patient, in-patient, and emergency medical care; and for SIP residents in-house and medical resources of the support facility, if no other means of personal or public resources are available, and providing the use of these facilities does not compromise the health of the resident or security of the facility.

- All residents who have employer paid health insurance, publicly funded health plans, or who use community public clinics may obtain medical/dental care from any source they choose. Obtaining these services is a matter between the resident and the provider.

- Residents are expected to pay for medical and dental service whenever possible. Residents who are employed are required to participate in hospital insurance plans, when available, at their place of employment.

- The Department shall ensure that access is available to health care services for those SIP residents having no third party care coverage.

- A SIP resident may be returned to a State Correctional Facility for continuing health care.

- Dental service of an emergency nature may be obtained on a fee for service basis with a licensed dentist when other resources have been exhausted.

- Mental Health resources are listed under “Community Resources”.

- Residents who contract a communicable disease are required to report to the local public health department.

Prescription Medication

- All medication including syringes and insulin shall be turned over to the Monitor on duty along with any instructions regarding the use of the medication when he arrives or receives new medication.

- The resident shall be handed the entire medication container. The resident shall then remove the appropriate dose, show it to the monitor and hand the container back.

- The medication must be taken in front of the Monitor.
Self-Administered Medication

- Residents maintaining their own medication shall ensure that the medication is maintained in an appropriate, personal locked area.

- Staff shall review the instructions indicated on the medication with the resident to ensure his understanding of the instructions.

- Residents shall report all medication, including over the counter and prescribed medication currently being taken, to their Counselor when the medication is received or purchased.

Recreational Activities - York YMCA

- Residents will be allowed usage of the YMCA membership cards.

- The cards will be available on a “first come, first served” basis, with only two people at one time being able to use them. The Monitor will issue the cards. Cards must be returned to the Monitor after use.

- Once a card is issued the user must sign out to the YMCA and return immediately after usage.

- Usage may occur during regular “Y” hours and within the parameters of curfews and/or special conditions (i.e., misconduct, counselor imposed restrictions).

- Loss of card will result in the responsible party paying the replacement fee and loss of privileges as determined by the Center Director.

- Use of this card is a privilege and any abuse will be dealt with by revocation of the privilege at the discretion of the Center Director.

- York YMCA requires that all Center residents abide by the following:

  o Must be respectful at all times;

  o Must sign-in at the Program Desk;

  o Must possess I.D. as well as “Y” membership card;

  o When special activities or overcrowding occurs you may not be able to use the facilities at that time.

  o You must wear proper attire for the activities you are involved in. (i.e. swim shorts for swimming, gym shorts for gym activities, no jeans or cut-offs.)
Use of the YMCA is a privilege we extend to you. Please use this privilege wisely and respectfully.

**TV/Lounge Areas**

- The 1st floor lounge TV will not be on between 9:00 a.m. and 4:00 p.m. Monday through Friday (except Holidays). The 1st floor lounge TV will be turned off at 11:00 p.m. Monday through Friday (except Holidays).

- The basement TV/lounge area may be utilized between 6:00 a.m. and 11:00 p.m. (or up to two hours upon return from work). Sunday through Thursday and between 6.00 a.m. and midnight Friday and Saturday by residents on leisure time. Unemployed offenders may not be in this area until 4:30 p.m. Monday-Friday (except Holidays).

**Visiting Privileges**

All visitors must be on the Authorized Visitors List which is available from your Counselor.

- Visitors are to report to the Monitor upon their arrival to the Center.
- Visitors are subject to search procedures prior to entering the visiting area.
- Visitors are to present a valid photo I.D. to the monitor. I.D.'s will be photocopied upon the first visit and returned. Visitors are to sign in the visitors log completing all sections prior to authorization to visit.
- Children under eighteen (18) years of age must be accompanied by a parent or legal guardian, unless emancipated.
- Visiting hours at the Center are from 1.00 p.m.-5:00 p.m. Saturday & Sunday and 5:00 p.m.-9:00 p.m. Monday thru Friday.
- Residents on “restriction” are not authorized visitors.
- Visitors are to remain in the visiting area.
- Arrangements for special visits (i.e., visits with attorneys, clergy, social service representatives, hospitalized offenders, and relatives who have traveled long distances) shall be approved by the Center Director or his designee.
- Residents and visitors are to conduct themselves in a respectful, appropriate manner, and must be dressed appropriately.
- Visitors may utilize the vending machines; however, visitors may not bring...
in food/drink for consumption while visiting.

Request for Urine Screens

A. Urine specimens may be requested by any staff member at any time.

Collection Procedure:

- Staff advises that urine is required. It must be provided within a two (2) hour time limit. The resident must remain on the first floor under staff observation.

- Resident shall enter the bathroom. Under staff supervision and indirect observation:
  
  o Resident puts on a pair of latex gloves or washes hands before urinating.
  
  o Resident urinates into container directly observed by a staff member of the same sex or indirectly by a staff member of the opposite sex.

- Residents must seal the specimen collection cup.

- Residents should tell the Monitor about any medication they are taking.

Sleeping Quarters & Accommodations

- At reception each resident is assigned a room by the monitor on duty. These assignments are based solely on bed space availability and any documented medical problem.

- Bed changes may only be made on the authorization of the Director/or designee.

- All residents, unless working night shift, must be out of bed by 7:30 a.m. Beds must be made by 8:00 a.m.

- Residents may not enter rooms they are not assigned to without the expressed authorization of Center staff.

Furnishings

- Each sleeping area of the Center will have a bed, mattress, bedside stand, and closet/locker for each resident.

- Placement of furnishings is set and is not to be altered.
• Face cards are placed on door, bed, bedside table and closet/locker. Residents may not move face cards.

**Bed Linens, Blankets and Towels**

• At reception to the Center each resident will be issued 2 sheets, 1 pillow, 1 pillowcase, 1 blanket, 1 bed spread, 1 towel and 1 washcloth.

• Residents must wash their linens and towels at least once weekly. A laundry with washers and dryers is available for resident use in the basement of the building. Usage is on a first come first served basis.

• Personal linens and bedding are not authorized.

**Personal Possessions**

• Residents may retain personal clothing listed below. All property must fit into assigned bed stands and lockers. Excess belongings must be removed from the Center.
  
  - 10 pr. Pants
  - 4 pr. Gym/Street Shorts
  - 2 Belts
  - 2 pr. Pajamas
  - 10 pr. Socks
  - 10 pr. Briefs/Boxers
  - 2 Hats/Caps
  - 2 Coats
  - 10 Sweat/Work/Dress Shirts
  - 7 T/Undershirts
  - 2 pr. Dress Shoes/Sneakers
  - 1 pr. Work Boots
  - 1 pr. Shower Shoes

• Clocks, clock radios, cell phones, and electric razors are the only electronic items authorized to be in a resident's possession. These items must be registered at the Monitors office.

• Residents are permitted to decorate their area with personal effects. However, nothing will be hung on walls under any circumstances. Decorations may be placed inside lockers provided no permanent attachment or damage is done.

• No buying, selling or trading of personal property between residents.

• Spare keys for residents’ lockers, food/lunch boxes, bikes and vehicles must be maintained in the Monitors office. Combination locks are not authorized.

• If a resident escapes/absconds from the Center he will have deemed to have abandoned his property and it will be removed and donated to a legitimate local charity.
Contraband list

- Definition: Any item possessed by an offender or found within the facility, or within any vehicle that the offender is authorized to drive that is (a) illegal by law or (b) expressly prohibited by those legally charged with the administration and operation of the facility or program.

- Weapons to include guns, firearms, knives, scissors, box cutters, ammunition, etc. (real, toy, replica, copy, etc.)

- Unauthorized tools, explosives, corrosives, or flammable material (i.e. bleach, aerosols, etc.)

- Controlled substances that are non-reported, non-prescribed or outdated, as defined by the Controlled Substance, Drug, Device and Cosmetics Act, 35 Pa. C.S.A. Section 780-101 (April 14, 1972, P.L. 233, No. 64), and drug paraphernalia.

- Items that are meant for ingestion (to be placed in mouth and swallowed) that are not labeled, labeled improperly, whose ingredients are not listed in English, or that are otherwise unidentifiable.

- Items not approved for mail delivery or not approved for a visitor to introduce;

- State issued or personal items otherwise approved but altered from their original approved condition;

- Personal items or valuables whose ownership cannot be determined;

- Excessive amounts of any authorized items;

- Alcoholic beverages, intoxicants or materials used in fermentation processes;

- Prescribed and over-the-counter drugs/medications not approved for possession;

- Urine or materials which would alter a urinalysis;

- Any article specifically prohibited by state, federal statute and/or Department/Center policy.

- Matches, candles, lighters, incense and plug-in fragrance holders;

- Metal cooking/eating utensils, metal tools, glass bottles, glass jars, oil/fragrance bottles (this does not include canned food, cooking pots, or cooking pans that are metal);
• Gambling materials including lottery tickets, sports pools, and playing cards;
• Masks, wigs and any item that could be used as a disguise;
• Hair dye;
• Computers, MP3 players, electronic game systems or any communication device, with the exception of cellular phones authorized by staff;
• Open food items that are not properly sealed in a container;
• Any tobacco product;
• DVD's, CDs Blu-rays, etc.;
• Toiletries, including shaving lotions, cologne, eau-de-toilette, and perfumes containing alcohol and/or without labeling describing ingredients;
• Over-the-counter medication containing alcohol;
• Pornography materials of any type;
• Backpacks, bags, or lunchboxes with metallic parts, zippers or multiple compartments.
• Articles of clothing that cannot clear the metal detector (this does not include outerwear such as jackets or coats);
• Any type of adhesive, glue or sealant.
• Cash over $500 in your possession.

Religious Participation

• Residents shall be permitted to attend religious activities on a voluntary basis. They will sign out in the usual way providing the specific name of the congregation or group, the address and telephone number.

• Only under extreme circumstances shall a resident be forbidden from attending a religious activity in the community.

• Bible meetings and small religious gatherings are permitted on the premises of the Center. Religious visitors from the community shall be approved in advance by the Center Director.
• Religious paraphernalia and literature is permitted as long as it does not interfere with proper housecleaning and is not considered a security problem.

• Discrimination against any resident because of his religious beliefs is strictly forbidden.

• Any resident needing assistance in locating a place of worship should contact a staff member.

Mail/Correspondence

• All residents of the York Community Corrections Center shall use 317 West Market Street, York, PA 17401 as their legal address. They shall not establish a Post Office Box or any other location/residence as an address while in the Center.

• Correspondence between Center residents and inmates, former inmates/residents, parolees, probationers or victims of the resident's criminal acts is not permitted except with the approval of the Center Director, institutional superintendents and the agent providing supervision to the person in question.

• Resident mail shall be visually inspected for appropriateness. Mail deemed to be contrary to the security of the facility or in ill taste should be returned to sender. The resident shall be notified of any mail that has been refused.

• Mail shall not be opened by staff except for any mail deemed to be contrary to the security of the facility or otherwise inappropriate.

• All bags, boxes, packages and parcels (including those carried by residents and/or their families into or out of the Center) shall be opened in the presence of staff to avert the introduction of contraband into the Center or the unauthorized removal of Center or resident property.

• Incoming and outgoing mail shall be handled in accordance with Department of Corrections and U.S. Postal Service regulations.

• Mail delivered to the Center shall be personally obtained from the mail carrier by staff only.

• Once sorted, resident mail shall be distributed to the residents.

• Packages, parcels etc., addressed to residents shall be retained in the Monitor’s office until such time as staff is available to supervise their opening.

• Any mail or package of a suspicious or unusual nature shall be given to
the Center Director for inspection and disposition.

- All first Class letters and packages arriving at the facility after a resident’s release or return to a State Correctional Institution shall be forwarded to the resident for a (2) two month period.

- All first Class letters and packages arriving at the facility for residents on Escape status shall be returned to the sender.

- Indigent residents, until they become self-supporting, shall be issued writing paper, envelopes, and postage stamps upon request through their Counselor.

Employment

- Residents are not permitted to be self-employed, employed by an immediate family member, or in a family-owned business.

- Residents must have their work supervisor call into the Center before overtime is approved.

- Residents may not be signed out of the Center for more than 18 hours in a 24 hour period of time, inclusive of travel time.

- Residents must submit an “Employment Information Form” to their counselor and obtain permission to work.

- Counselors must approve all job changes.

- Residents must use 317 W. Market St., York, PA 17401 as their residence for paycheck purposes.

- Residents who become too ill to seek or attend employment will remain in the Center on sick days, except for the procurement of medical care and meals. Any deviation from this rule requires Center Director approval.

Curfews, Leisure Time and Furloughs

- Residents are required to abide by curfew whether at the Center or on furloughs.

- Curfews are established by the Counselor and/or Center Director and are dependent upon the resident maintaining an acceptable adjustment.

- A resident must secure and maintain approved, full-time (> 32 hours per week), viable employment in order to be eligible for a later curfew.

- The maximum curfew is 9:00 p.m. With the exception of employment, all
residents must be in the center between the hours of 9:00 p.m. and 7:00 a.m.

- Resident curfews, community leisure and furloughs are determined by the Planner assigned jointly by the Counselor, Parole Agent and Center Director (refer to Appendix II).

Furloughs

- To qualify for furloughs a SIP resident must have a responsible member of the community as a sponsor who is willing to have the resident spend furlough time in his/her residence. The furlough residence must be the SIP home plan.

- A home furlough investigation will be scheduled by the Region II Office of Community Corrections. The sponsor and residence must be approved, as well as anyone else residing at the residence.

- Furloughs may be taken only at a location approved for that specific resident.

- Any resident on furlough status who calls off work sick, must return to the Center or see a doctor and provide a sick certificate.

- Furlough longevity and curfew limits are based on program achievements and may not conflict with the residents' overall program plan. Curfews shall never exceed 11:00 p.m.

- Parole furloughs will be approved contingent on positive adjustment and appropriateness by the Counselor, Parole Agent and Center Director.

Driving Privileges

- Residents must have prior approval from the Center Director before operating a motor vehicle. Parolees must also have the permission of their Parole Officer.

- A current conviction for, or a history of DUI/DWI disqualifies a resident from driving privileges.

- Before permission will be approved to drive the following conditions must be met:
  - Valid Driver's License;
  - Valid ownership or appropriate signed form granting you permission to drive another person's vehicle;
• Proof of insurance;
• Vehicle Registration.

• All vehicles must be parked legally at all times. Parking in the YMCA parking lot is prohibited.
• A resident is not permitted to transport any other resident in his vehicle without prior staff approval.
• Residents will only be authorized to drive one vehicle.
• A spare key for the vehicle must be supplied to Center staff, and a photo of the vehicle (taken by staff) prior to driving.
• Any vehicle that a resident is driving is considered to be part of their personal property and any contraband found in the vehicle will be presumed to belong to the resident.

Housekeeping

• Details or duties will be assigned to residents of the Center.
• Duties are assigned on posted detail sheets found in each room. A Monitor and/or Counselor coordinates all cleaning assignments for assigned rooms. An assignment to a detail does not mean this is an individual’s only Center cleaning responsibility.
• Extra Duties will be assigned on an as needed basis by any staff. Once so assigned, the resident is expected to complete this chore regardless of his regular detail.
• All cleaning supplies and tools necessary to complete a detail will be supplied by the Center. Personal cleaning supplies are not authorized. The on-duty monitor will see to it that the items needed are made available. All cleaning tools must be returned to the storage room area when not in use.
• No open food or drink containers are to be stored in living quarters.
• Involvement in the housekeeping plan at the Center is mandatory for all Center residents. Cleaning is a daily routine and will remain so from the date of reception until the time of transfer or release from the Center. Allowances may be made for those residents on furlough. However, furlough will never be a reason for exclusion from a cleaning detail.
• The Center is inspected between 8:30 and 9:30 daily for cleanliness. Residents are responsible for their own rooms and other assigned details.
Residents may be held in the Center until assigned details are completed to the satisfaction of the staff on duty.

**Phones**

- Residents may originate telephone calls on telephones located in the basement.

- Any abuse or monopolization of telephone equipment will subject those deemed responsible to receive infractions which may result in loss of privileges and/or payment of restitution for repair or replacement of damaged equipment.

- General abuse of telephone privileges and/or disregard of the responsibility to share the use of telephones may result in the pay telephones being turned off until, in the judgment of staff, resumption of more responsible telephone behavior can be expected.

- With permission and supervision residents may use staff telephones. This is generally reserved for indigent residents. Permission must be obtained from staff, and the calls must be made in the presence of staff. Such calls must be limited to matters of employment, establishing appointments with referral agencies, transportation arrangements, medical/dental appointments, and matters deemed urgent by staff.

- Center staff will not take personal calls or relay messages of a personal nature to residents.

- Cell phones may be used by residents according to criteria outlined in the cell phone agreement obtainable from Center staff. Cell phone chargers may only be used in resident rooms.

**Community Service**

*All residents* of the Center are required to give a **minimum** of eight (8) hours per month of their time to the community. Residents are encouraged to volunteer for community service over and above the eight hours. Failure to complete 8 hours each month will result in an infraction report. The original Community Service (CVS) log, issued to you at the beginning of each month, must be handed in by the last day of the month for you to receive credit for CVS hours completed. Forms issued by other entities may be used, instead of the CVS form, if permission has been obtained from staff.

**Grievances**

- SIP residents may file a grievance in accordance with DC-ADM 804 whenever they have a dispute over a policy, procedure or event related to their Center residency. However, they are encouraged to address these problems informally via direct contact with their counselor and/or the
Center Director. Parolees should contact their Parole Officer.

- SIP residents may request grievance forms at the Monitors desk. Grievances can be submitted to the Center Director.

- If the SIP resident is unable to resolve the complaint after an informal meeting with the Center Director he may forward the grievance to the Region II Grievance Coordinator in accordance with DC-ADM 804. A resident may not use the Inmate Grievance system to appeal:
  - Misconduct hearing decisions as noted in DC-ADM 801, Inmate Discipline.
  - Administrative hearing decisions as noted in DC-ADM 802, Administrative Custody Procedures.

Access to Courts/Counsel

- Staff shall assist a resident, when necessary, in making confidential contact with attorneys and his authorized representatives, including law students, special investigators, and other persons who have a legitimate connection with the legal issue being pursued.

- Provisions shall be made for visits by such individuals during normal Center hours and after-hour visits requested because of special circumstances. Correspondence and telephone communications with such individuals shall not be censored except when necessary to maintain security in the Center.

- Staff shall ensure the right of a resident to have access to the courts. A resident seeking judicial relief shall not be subject to reprisals or penalties because of his decision to seek such relief.

Safety Rules

- The personal safety of all staff and residents is of the utmost concern in the Department of Corrections. Safety is the responsibility of everyone connected with the Department of Corrections and shall be placed before protection of property and equipment. Violation of safety regulations will result in an infraction report.

- Smoking is prohibited in the Center. All lighters, matches, etc. are prohibited from entering the Center and are considered contraband.

- Lights and heaters shall not be covered with flammable materials, i.e., paper, cloth, etc.

- Storing of flammable liquids in the living quarters is strictly forbidden.
• Tampering with emergency equipment (i.e., smoke/heat sensors, fire alarm boxes, fire extinguishers, emergency lighting, exit doors, and windows) is strictly forbidden.

• The use of hot plates, toaster ovens, and similar appliances anywhere other than the kitchen is forbidden.

• Deep fat frying is prohibited.

• Anyone using a kitchen stove shall insure that the appliance is turned off after use.

• The use of makeshift electrical devices (i.e., "stingers," patched together electrical cords, jury-rigged appliances, and the like) are strictly forbidden.

• Using the fire escape for any purpose other than actual emergencies or drills is not permitted. Fire escapes and exits must be kept clear of litter and any kind of obstruction.

• Opening windows is forbidden.

• All residents shall walk while inside the facility.

• Caution shall be exercised when using outward opening doors.

• During cleaning, signs shall be posted indicating wet floors.

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

• Residents shall be careful not to allow items to lie where others may trip over them.

• All residents shall familiarize themselves with the location(s) of all emergency equipment and participate in safety drills whenever they are conducted.

• In the event of basement flooding (standing water) in the area of the stoves, they must not be used! Any surface water coming into the basement must be mopped up immediately and continuously until it stops.

• Tampering with electrical circuit breakers is strictly forbidden.
Emergency Plans

Fire in the Center

A. If you suspect a fire for any reason, notify the Center Monitor on duty, or the nearest staff person available.

B. If you become aware of an actual fire:

1. Remain as calm as possible. Avoid panic.

2. Only as circumstances permit, alert all persons within the facility (residents, visitors, and staff) that there is a fire and specify its location.

3. Pull the handle of the nearest pull station (fire alarm box). Pull stations are located as follows:
   a. Basement - at the top of the emergency exit stairway.
   b. First Floor - one, in the hallway next to the main entry and opposite the Monitor’s Office; the other, in the Director’s Office on the rear wall.
   c. Second Floor - at the end of the hallway next to the emergency exit door.
   d. Third Floor - at the end of the hallway next to the emergency exit door.

4. Exit the building by the nearest exit as noted by the posted emergency exit signs.

5. Assemble, together with staff and other Center residents directly across Market Street from the Center, or as close to the Center premises as allowable, in order that everyone can be identified and counted as quickly as possible, and a determination made that everyone is safe.

6. Follow the instructions of the staff person in charge of the Center at the time of the emergency. If no staff member is available, follow the instructions of the authority in charge (fire chief, police).

C. If the Center is damaged or destroyed, you may be required to move to a Red Cross emergency care Center, or you may be eligible for furlough.
D. A temporary control Center will be established on the same or the immediately following day at the local office of the Pennsylvania Board of Probation and Parole, 785 Vogelsong Road, York PA 17404 Tel: 812-0263. Residents are to telephone there for further instructions.

E. Fire emergencies will be simulated regularly in the form of unannounced fire drills. Residents are required to participate and cooperate fully with staff that is conducting the exercise.

Major Disaster

Flood, Tornado, Snowstorm, Nuclear, or Other Emergency Management Crisis.

A. This plan goes into effect when a disaster or special emergency is officially declared by proper authority (the Governor, County Commissioners, Mayor, PA Secretary of Corrections, Community Corrections Regional Director, etc.). The plan remains in effect only for the duration of that declared emergency situation.

B. When a disaster or emergency situation has been declared or is imminent:

1. Avoid panic, and remain calm.

2. Return to the C.C.C. if possible, or telephone the C.C.C. immediately for instructions.

3. The staff member in charge will explain what is expected of you and what action you should take.

C. If an evacuation is called for:

1. Follow the instructions of the staff member in charge.

2. Choose necessities you will need, and secure the remainder of your possessions in your locker. Suggested items are: several changes of clothing, seasonably appropriate outer-wear, eyeglasses and/or contact lenses (and necessary cleansing solution), cosmetics, battery-powered portable radio, etc. If prescription medication is being kept at the C.C.C. for you, it will be given to you at this time.

3. If you have an approved furlough location that is beyond the area affected, you may be given an emergency furlough during part, or all, of the emergency.

4. If you are not eligible for furloughs, you may be assigned to a Red Cross emergency mass-care facility during part, or all, of the emergency.
5. Wherever you are placed, you remain at all times accountable to the Department of Corrections, the Community Corrections Center, and/or the Board of Probation & Parole. You will need to provide a reliable means of verification for the time that you are out of communication with C.C.C. staff. This means you must register in person on a daily basis with a recognized authority who will record, and later can be contacted to verify, these daily contacts. Inform this person of your status, and obtain his name, title, office address, and telephone number.

Suggestions are: the person in charge of the facility where you are staying, your employer, the local police department, local emergency management office, any state or county offices nearby - - Public Assistance, Employment, Probation and Parole, or counseling agencies -- American Red Cross, Y.M.C.A., Salvation Army, local social services, etc.

6. In all cases, orders and instructions of emergency management and police authorities must be followed.

7. For up-to-the-minute reports and instructions, tune a radio to a local station, or the Emergency Alert Station for York County, WSBA Radio 910 AM or WARM 103.3 FM.

8. As soon as communication by telephone becomes possible, you are to telephone the Center for further instructions. Alternate telephone is the Pennsylvania Board of Probation and Parole, (717) 812-0263.

9. For those residents unable physically to reach the Center when a major disaster occurs:

   a. If you have an approved furlough residence beyond the affected area, you may be permitted an emergency furlough for the duration of the emergency or until receiving other instructions.

   b. If you do not have an approved furlough location, you will be assigned to report to the nearest Red Cross emergency mass-care Center.

D. All residents must return to the Center within twelve (12) hours following the official termination of the emergency.

F. Residents who are able-bodied but unemployed or unable to attend work because of the emergency are expected to volunteer to assist local emergency crews as needed.
G. Additional Notes:

1. Winter weather can create large-scale emergencies and serious travel hazards. Almost always, there is advance warning by way of the National Weather Service, and Offenders would be expected not to expose themselves deliberately to being snowed-in far away from the Center. Perfect weather prediction is not possible, and there may be rare occasions when one is prevented from returning to the Center when expected. In this case, you must maintain daily telephone contact with the Center by reporting changes of location and notifying the Center when you are in for the night.

2. In the event of flooding, the city (and possibly the county) may be cut into two parts by the Codorus Creek. In this case, a temporary control point east and south of the Codorus Creek will be located at the local office of the Parole Board, 785 Vogelsong Road, York PA 17404 Tel: 812-0263. This control point will be staffed by a Counselor and a Monitor. The temporary control point west and north of the Codorus Creek, depending on the severity of the flood situation, will be located at the Center itself.

4. If the Center were severely damaged or destroyed, the two temporary control point described above would be used to provide instructions for you until more permanent arrangements can be made.

Miscellaneous Contingencies

A. A breakdown of heating equipment or loss of utilities:

1. This would be a situation in which the Center cannot provide a habitable environment and may require evacuation.

2. Alternative living arrangements will be devised by utilizing the American Red Cross, the York Rescue Mission, and/or the Salvation Army.

3. Instructions will be given at the Center.

4. Emergency furloughs may be granted to eligible residents (See above, V1.D.)

B. A Major Fire that is a possible threat to the C.C.C.:

1. As in "A" above, alternate living arrangements will be devised in coordination with emergency management authorities.

2. If you are unable to contact the Center, call (717) 812-0263.

3. Or see above, VI, D.
C. Riot and Large-Scale Civil Disturbance:

1. In such a situation all citizens of the community will have liberties curtailed by imposition of some degree of martial law.

2. Furloughs, curfews, and leisure time will be restricted according to the regulations promulgated by the prevailing authorities.

3. Residents on furlough outside of the affected area may be given extended furlough time, but they must make themselves accessible at reasonable times for telephone contact and/or visit by a C.C.C. staff member for the duration of the emergency situation.

D. Disease Outbreak:

1. This is defined as the outset of a serious, contagious disease within the Center or epidemic disease in the community.

2. All residents will be restricted to the Center, and no visitors will be permitted until the best method of prevention, treatment, and forestalling the spread of the disease can be determined. City and state public health offices will provide instructions regarding precautions to be taken, quarantine to be enforced, immunizations to be provided, and any special sanitary measures to be observed. Any residents on furlough may be required to return to the Center immediately if it has been determined that they may have been exposed to the disease. Residents believed not to have been exposed and who are on furlough to a location outside the affected area may be permitted to remain on furlough until it has been determined that the danger of infection has passed.

Instructions from public health officers must be incorporated into Center operations for the duration of the emergency, and all regular privileges will be curtailed accordingly. Residents on furlough who are permitted to remain on furlough for the duration of the emergency must make themselves accessible at reasonable times for telephone contact and/or visit by a C.C.C. staff person for the duration of the emergency furlough situation.
COMMUNITY RESOURCES

All listings are subject to change. Please contact your counselor for assistance.

A. Emergency Food/Meals

1. Salvation Army
   30 E. King St
   York PA 17401
   (717) 848-2364

2. York Benevolent Association
   301 Kings Mill Rd
   York, PA 17403
   (717) 854-2494

3. York County Food Bank
   254 West Princess Street
   York, PA 17403
   (717) 846-6435

4. York Rescue Mission
   367 W. Market Street
   York, PA 17401
   (717) 845-7662

5. Our Daily Bread
   331 S. George St
   York PA 17403
   (717) 848-1674

B. Emergency Clothing

1. Salvation Army
   30 E. King St
   York, PA 17401
   (717) 848-2364

2. York Rescue Mission Economy Store
   283 West Market Street
   York, PA 17401
   (717) 845-7662

3. York Benevolent Association
   301 Kings Mill Rd
   York, PA 17403
   (717) 854-2494
4. Asbury Church
   340 E. Market St.
   York, PA 17403
   (717) 843-0733

5. Salvation Army Thrift Store
   1090 Haines Road
   York, PA 17404
   (717) 840-1300

C. Emergency Postage

1. Available from Community Corrections staff in an emergency situation for those Offenders who reside long distances from family and friends.

D. Legal Services

1. Mid-Penn Legal Services
   29 N. Queen St
   York, PA 17403
   (717) 848-3605

E. Financial Assistance

1. Salvation Army
   30 E. King St
   York, PA 17401
   (717) 848-2364

2. Catholic Charities
   253 East Market Street
   York, PA 17402
   (717) 845-2696

3. Lutheran Social Services
   29 S. George St
   York, PA 17401
   (717) 846-1012

F. Emergency Medical Services

1. York Hospital
   1001 South George Street
   York, PA 17403
   (717) 851-2345
2. Memorial Hospital  
325 South Belmont Street  
York, PA 17402  
(717) 843-8623

3. Additional Listing of Area Clinics, Doctors, and Dentists is also available from your Counselor.

G. Employment/Training Services

1. Pennsylvania Office of Vocational Rehabilitation  
2550 Kingston Road  
York, PA 17402  
(717) 771-4407

2. York County Career Link  
785 Vogelsong Road  
York, PA 17404  
(717) 767-7600

4. Crispus Attucks Employment Center  
605 South Duke Street  
York, PA 17403  
(717) 848-3610

5. Spanish Community Association  
221 East Princess Street  
York, PA 17403  
(717) 843-7911

YORK CCC LISTING OF COUNSELING AGENCIES

A. Substance Abuse

1. Crossroads Counseling  
1195 Roosevelt Avenue  
York, PA 17404  
(717) 843-0800

3. Memorial Behavioral Health  
1420 Sixth Avenue Suite #3  
York, PA 17402  
(717) 849-5744

4. York Hospital Substance Abuse Services  
1101 S. Edgar Street – Suite A  
York, PA 17403  
(717) 851-1500
6. Yorktowne Psychological & Addiction Services  
   220 E. King Street  
   York, PA 17402  
   (717) 843-4357

7. York/Adams Drug & Alcohol Program (Funding only)  
   3410-B East Market Street  
   York, PA 17402  
   (717) 840-4207

8. York/Adams Case Management Services (Case Management Resource help)  
   3410-B East Market Street  
   York, PA 17402  
   (717) 840-4207

B. Mental Health  
   * Accepts MH/MR Funding via MH/MR Office

1. Memorial Behavioral Health *  
   1420 Sixth Avenue – Suite #3  
   York, PA 17402  
   (717) 849-5744

2. Wellspan Behavioral Health at Edgar Square *  
   1101 S. Edgar Street  
   Suite A  
   York, PA 17403  
   (717) 851-1500

3. Yorktowne Psychological Associates  
   220 E. King Street  
   York, PA 17402  
   (717) 843-4357

4. Wellspan Behavioral Health at York Guidance Center  
   1575 Bannister Street  
   York, PA 17402  
   (717) 845-6641

5. York/Adams MH/MR Office (Funding only)*  
   York County Government Center  
   100 W. Market Street – 3rd Floor  
   York, PA 17401  
   (717) 771-9618 or 840-2389

6. Catholic Charities*  
   253 E. Market St.  
   York, PA 17403  
   (717) 845-2696
C. **Specialized Services**

1. **Caring Together (HIV/Aids)**  
   Family First Health Clinic  
   116 S. George Street  
   York, PA 17403  
   (717) 846-6776

2. **OPEN (HIV/AIDS)**  
   York County Council of Churches  
   30 E. King St  
   York, PA 17401  
   (717) 854-9504

3. **ADVANCE Program (Domestic Violence/Batterers)**  
   Lutheran Social Services  
   750 Kelly Drive  
   York, PA 17404  
   (717) 852-9706  
   (717) 848-6238

4. **Wellspan Behavioral Health (Anger Management)**  
   at Edgar Square  
   (717) 851-1500  
   at York Guidance Center  
   (717) 845-6641

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**YORK CCC LISTING OF HOUSING RESOURCES**

A. **Government Agencies**

1. **Housing Alliance of York**  
   35 S. Duke Street  
   York, PA 17401  
   (717) 854-1541 * Security Deposit/First month rent

2. **York Housing Authority**  
   31 S. Broad Street  
   York, PA 17402  
   (717) 845-2601 * Section Eight/Public Housing Office

3. **York County Assistance Office**  
   139 N. Duke Street  
   York, PA 17402  
   (717) 771-1100 * Emergency Housing/LIHEAP/Utility Assistance
B. Emergency Shelters

1. York Rescue Mission
   367 W. Market Street
   York, PA 17401
   (717) 845-7662

2. Bell Family Shelter
   852 E. Market Street
   York, PA 17402
   (717) 852-9536

C. Rooming Houses

1. YMCA Men’s Residence
   310 W. Philadelphia Street
   York, PA 17404
   (717) 854-7291 Ext. 4702
   * Nonviolent offenders only
   ** Handicapped Accessible

2. Dutch Kitchen
   381 W. Market Street
   York, PA 17404
   (717) 854-0343
   (717) 852-4430 – Office
   * Handicapped Accessible

D. Rental Agencies

1. Quality Property Management
   53 E. King Street
   York, PA 17401
   (717) 845-6406

2. Target Investments
   263 W. Market Street
   York, PA 17401
   (717) 845-4454

3. C&W Property Management
   21 E. Princess Street
   York, PA 17403
   (771) 846-2166

4. Cherry Lane Realty
   515 W. Market Street
   York, PA 17404
   (717) 846-1345
5. Sherman Properties
   720 W. Market Street
   York, PA 17404
   (717) 699-2229

6. Crispus Attucks Association
   605 S. Duke Street
   York, PA 17403
   (717) 848-3610
York Community Corrections Center Violations

1. Unapproved travel beyond York County.
3. Failure to seek or attend employment or to be absent without authorization.
4. Operating a motor vehicle without authorization or proper license.
5. Violation of Public Assistance regulations.
6. Failure or refusal to pay court costs, fines, restitution, child support, or other obligations.
7. Failure to provide a urine specimen within two (2) hours after request.
8. Failure to turn over (prescription) medications to staff.
9. Gambling (all forms, including the Lottery).
10. SIP Only: Failure to use 317 W. Market Street as residence on documentation including, but not limited to, driving license, I.D. card and paycheck.
11. Failure to meet with counselor as required.
12. Failure to maintain housecleaning assignments, and/or personal hygiene.
13. Unauthorized use of the telephone.
14. Violations of the visiting privileges.
15. Creating a disturbance (i.e., excessively loud radio, yelling at pedestrians, etc.).
16. Changing clothing in areas not posted as authorized changing areas.
17. Entering another resident's room or entering a floor not assigned without authorization from Center staff.
18. Violation of cell phone agreement.
19. Violation of any rule not specifically listed above.
20. Taking of another resident's property.
Appendix I
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. Resident 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 engage in any behavior that threatens the safety and security of the center.

5. I will not sexually harass or sexually assault/abuse another person.

6. I will comply with the search of my person, vehicle and/or property.

7. I will not interfere with drug interdiction efforts (Urinalysis, Breathalyzer, K9, etc.).

8. I will not possess alcohol, illegal drugs, unauthorized drugs or drug paraphernalia.

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

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

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

12. I will not use alcohol, illegal drugs or unauthorized drugs.

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

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 interventions and/or sanctions imposed by the PA Department of Corrections CCC/CCF.

16. I will comply with all center-related security procedures (count, fire drills, etc.).

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

18. I will follow facility rules and direction (verbal or written) given by staff.

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

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

21. I will complete tasks assigned to me (housekeeping, community service, job search, etc.).

22. I will not possess contraband or any other item not approved by the PA DOC inside the center.

23. I will notify the center of any change in my employment status or schedule.

24. I will provide all paychecks to the center for verification of work and for rent and center deductions.

_________________________  ___________________________
Resident Printed Name/DOC#  Resident Signature/Date

_________________________
Staff Signature/Date

Universal Set of Rules Procedures: UPDATE – May 29, 2015

Attachment-A1
<table>
<thead>
<tr>
<th>Facility</th>
<th>Infraction Date</th>
<th>Infraction Time</th>
<th>Report Date</th>
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<tbody>
<tr>
<td>Resident</td>
<td>PBPP#</td>
<td>DOC#</td>
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</tr>
</tbody>
</table>

- **1**-Possession/Use of Weapon
- **2**-Physically Assaultive/Destructive Behavior
- **3**-Threatening an Employee or Other Person with Bodily Harm
- **4**-Other Identifiable Threat (Center Director Use Only)
- **5**-Sexual Harassment or Sexual Assault/Abuse
- **6**-Failure to Comply with Search
- **7**-Interfering with Drug Interdiction Efforts
- **8**-Possession of Alcohol, Illegal/Unauthorized Drugs, Paraphernalia
- **9**-Engaging in Sexual Acts/Sodomy
- **10**-LWA or FTR (Escape/Abscond)
- **11**-Violating PA Crimes Code
- **12**-Using Alcohol, Illegal Drugs, Unauthorized Drugs
- **13**-Failure to Comply with Treatment Plan
- **14**-Failure to Comply with PBPP Conditions/Sanctions
- **15**-Failure to Comply with Center Interventions/Sanctions
- **16**-Failure to Comply with Center Security Practices
- **17**-Using Abusive, Obscene, Inappropriate Language
- **18**-Failure to Follow Rules/Direction Given by Staff (Written or Verbal)
- **19**-Late Return/Curfew Violation/Unauthorized Location
- **20**-Violating the Clean Indoor Air Act
- **21**-Failure to Complete Assigned Tasks
- **22**-Possession of Contraband or Other Item Not Approved by DOC
- **23**-Failure to Notify Center of Change in Employment/Schedule
- **24**-Failure to Provide Paycheck to Center

**Summary of Infraction**

---

**Reporting Staff (Print Name/Title/Signature/Date):**

**Center Director Initial Action:** #4 & #7 Must Be Investigated Through PREA Before Action

**Report #:** ____________  
- Center Intervention  
- Parole Referral  
- SIP Referral  
- Conference Date/Time: ____________  
- Copy to Resident-Date/Time: ____________

- Unsuccessful Discharge (No Copy to Resident)

**Center Director/Designee Signature/Date:**

**#Prior Violation Reports:**

- Copy To:  
  - Counselor (File)  
  - Parole Supervision Staff (Field/SCI)  
  - CFC  
  - SIP Coordinator

**Universal Set of Rules Procedures: UPDATE – May 29, 2015**
Community Corrections – Universal Set of Rules
Response Matrix – PAROLEE

Each Occurrence – Unsuccessful Discharge (Appendix-B)

1. Possession or use of any type of weapon.
2. Engaging in physically assaultive/destructive behavior.
3. Threatening an employee or other person with bodily harm.
4. Other identifiable threat. (Outlined in Appendix B)
5. Sexual harassment or sexual assault/abuse of another person.
6. Failure to comply with the search of person, vehicle and/or property.
7. Interfering with drug interdiction efforts (Urinalysis, Breathalyzer, K9, etc.).
8. Possession of alcohol, illegal drugs or unauthorized drugs.
9. Engaging in sexual acts with others or sodomy inside the center.

Each Occurrence – Refer to Parole Conference

10. Leaving the center without authorization (LWA) or failing to return (FTR) from authorized absence.
11. Failure to comply with all sections of the PA Crimes Code.
12. Using alcohol, illegal drugs or unauthorized drugs.
13. Failure to comply with all treatment plans as assigned.
14. Failure to comply with board/field conditions and/or sanctions imposed by the PA Board of Probation and Parole.

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<tr>
<th>1-2 Reports</th>
<th>3-4 Reports</th>
<th>5+ Reports</th>
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<td>Center Intervention – Level 3</td>
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<tr>
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<td>CCC&gt;Refer to Parole or</td>
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<td>Unsuccessful Discharge</td>
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</tbody>
</table>

15. Failure to comply with interventions and/or BCC-141B sanctions imposed by the PA Department of Corrections CCC/CCF.
16. Failure to comply with all center-related security procedures (count, fire drills, etc.).
17. Using abusive, obscene or inappropriate language directed to or about another person.

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18. Failure to follow facility rules or direction (verbal or written) given by staff.
19. Failure to return to the center when expected or directed (late return/curfew violation) or at unauthorized location.
20. Violating the Clean Indoor Air Act (smoking inside the center).
21. Failure to complete tasks assigned (housekeeping, community service, job search, etc.).
22. Possession of contraband or any other item not approved by the DOC inside the center.
23. Failure to notify the center of any change in my employment status or schedule.
24. Failure to provide all paychecks to the center for verification of work and for rent and center deductions.

Center Intervention (BCC-141) Options

| Multiple authorized sanctions (A, B, C) may be applied; maximum ULR may not be exceeded per report |
|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| Level 1                                         | Level 2                                         | Level 3                                         |
| A No Action/Violation                           | No Action/Violation                            | No Action/Violation                            |
| Reprimand/Warning                               | Reprimand/Warning                              | Reprimand/Warning                              |
| Treatment Contract                              | Treatment Contract                             | Treatment Contract                             |
| B Assign Goals                                   | Assign Goals                                    | Assign Goals                                    |
| C N/A                                          | Utility Leave Restriction – 5 Consecutive Days or 2 Weekends | Utility Leave Restriction – 10 Consecutive Days or 2 Weekends |

Universal Set of Rules Procedures: UPDATE – May 29, 2015

Attachment-A3
Community Corrections – Universal Set of Rules
Response Matrix – SIP

Each Occurrence – Return to SCI (Appendix-B)
1. Possession or use of any type of weapon.
2. Engaging in physically assaultive/destructive behavior.
3. Threatening an employee or other person with bodily harm.
4. Other identifiable threat. (Outlined in Appendix B)
5. Sexual harassment or sexual assault/abuse of another person.
6. Failure to comply with the search of person, vehicle and/or property.
7. Failure to comply with all drug interdiction efforts (Urinalysis, Breathalyzer, etc.).
8. Engaging in sexual acts with others or sodomy inside the center.
9. Possession of alcohol, illegal drugs or unauthorized drugs.
10. Leaving the center without authorization (LWA) or failing to return (FTR) from authorized absence.

Each Occurrence – Refer to SIP Coordinator
11. Failure to comply with all sections of the PA Crimes Code.
12. Using alcohol, illegal drugs or unauthorized drugs.
13. Failure to comply with all treatment plans as assigned.

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<td>Center Intervention – Level 3</td>
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</tr>
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</table>

14. Failure to comply with board/field conditions and/or sanctions imposed by the PA Board of Probation and Parole. (N/A)
15. Failure to comply with interventions and/or BCC-141B sanctions imposed by the PA Department of Corrections CCC/CCF.
16. Failure to comply with all center-related security procedures (count, fire drills, etc.).
17. Using abusive, obscene or inappropriate language directed to or about another person.

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18. Failure to follow facility rules or direction (verbal or written) given by staff.
19. Failure to return to the center when expected or directed (late return/curfew violation) or at unauthorized location.
20. Violating the Clean Indoor Air Act (smoking inside the center).
21. Failure to complete tasks assigned (housekeeping, community service, job search, etc.).
22. Possession of contraband or any other item not approved by the DOC inside the center.
23. Failure to notify the center of any change in my employment status or schedule.
24. Failure to provide all paychecks to the center for verification of work and for rent and center deductions.

Center Intervention (BCC-141) Options

| Multiple authorized sanctions (A, B, C) may be applied; maximum ULR may not be exceeded per report |
|---------------------------------------------------|---------------------------------------------------|---------------------------------------------------|
| Level 1 | Level 2 | Level 3 |
| A  | No Action/Violation  | No Action/Violation  | No Action/Violation |
|    | Reprimand/Warning  | Reprimand/Warning  | Reprimand/Warning |
|    | Treatment Contract | Treatment Contract | Treatment Contract |
| B  | Assign Goals | Assign Goals | Assign Goals |
| C  | N/A | Utility Leave Restriction | Utility Leave Restriction |
|    | 5 Consecutive Days or 2 Weekends | 10 Consecutive Days or 2 Weekends |

Universal Set of Rules Procedures: UPDATE – May 29, 2015
Resident Name (Printed) | PBPP # | DOC# | Center
--- | --- | --- | ---

Report# | Infraction Date | List Infraction#(s) | #Prior Reports | Intervention Date/Time | Waive 24HR Notice
--- | --- | --- | --- | --- | ---

A | ☐ No Action-Violation Not Proven | ☐ Reprimand and Warning | ☐ Treatment Contract (Attach)

Assigned Goal(s) to Complete – Check ALL That Apply:

☐ Community Service → #Hours: ________________ ☐ *Thinking Report → Due Date: ________________

☐ Turn In Paycheck → Due Date: ________________ ☐ Payoff/ Payments → Due Date: ________________

☐ AOD Evaluation → Due Date: ________________ ☐ ☐

☐ Completion of Additional Chores → Specify: ________________

☐ Other → Specify: ________________

*Completion of Thinking Report is a Mandatory Requirement for Every Infraction Report w/ Intervention

☐ Utility Leave Restriction → #Days: _________ ☐ Utility Leave Restriction → #Weekends: _________

Start Date: __________ End Date: __________ Weekend Date(s): __________

Meeting Notes:

Utility Leave Restriction (ULR) =

Only Permitted Out of the Facility for Prescheduled Mandatory Activities (Work, Group, Medical, Worship, etc.)

Resident Response to Infraction

☐ I, __________________________ understand that I did not display pro-social, appropriate behavior and that I am responsible for my actions and successful reentry. I will begin to address the concerns discussed with me by the reentry team. I understand that my failure to correct this behavior may result in my being unsuccessfully discharged from this facility. I agree to stop this behavior. I agree to complete the identified interventions, designed to redirect my behavior and focus my efforts on my reentry goals.

☐ I, __________________________ a Parolee, do not agree with the infraction report and request a conference with Parole Supervision Staff to discuss this matter further.

☐ I, __________________________ an SIP participant, do not agree with the infraction report and request a conference with the Regional SIP Coordinator to discuss this matter further.

Resident Signature & Date:

Center Director/designee Signature & Date:

*Copy To: ☐ Counselor (File) ☐ Control Station ☐ Parole Supervision Staff (Field/SCI) ☐ SIP Coordinator ☐ CFC

☐ ☐ ☐ ☐ ☐ All That Apply

Universal Set of Rules Procedures: UPDATE – May 29, 2015

Attachment-A5
Recipient Name: ___________________________ Date: ________________

1. Identify the situation: __________________________________________
   __________________________________________
   __________________________________________

2. What were your thoughts before you acted? ________________________
   __________________________________________
   __________________________________________

3. What were your feelings before you acted? ________________________
   __________________________________________
   __________________________________________

4. What did you do? ________________________
   __________________________________________
   __________________________________________

5. What were the consequences of your actions? ________________________
   __________________________________________
   __________________________________________

6. How could you manage your thoughts differently? ________________________
   __________________________________________
   __________________________________________

7. What would your new behavior be? ________________________
   __________________________________________
   __________________________________________

8. What would be the outcome? ________________________
   __________________________________________
   __________________________________________

Staff Review/Comments:

Staff Signature/Date:

Resident File; Infraction Packet

Universal Set of Rules Procedures: UPDATE – May 29, 2015

Attachment-A6
Appendix II
A. Supportive Transitional and Accountable Reentry (STAR)

1. The safety of staff, reentrants and the community is the Bureau of Community Corrections’ (BCC) top priority. BCC practices are designed to ensure the safety, security and orderly operations of the facility while providing reentry-focused accountability that is fair and reasonable. The STAR model places personal responsibility on the reentrant for their behavior and activities.

2. The STAR model is designed to focus on Supportive, Transitional and Accountable Reentry by positively influencing individual behavior through professional interactions. Staff will model/encourage pro-social behavior. Incentives and rewards are earned by reentrants demonstrating pro-social behavior and completing reentry focused goals. Staff will coach reentrants and intervene as necessary to keep the reentrant on track. The Universal Set of Rules (USOR) will be utilized to handle infractions and ensure sanctions are swift, certain and proportionate.

3. The STAR model incorporates supportive staff contacts, reentry services, workshops, mentoring and peer support groups to assist with goal development/completion and successful transition home.

4. Reentrants are expected to be positive participants in their reentry process.

   a. SIP cases will be wholly accountable to the PA Department of Corrections. Facility staff will focus on the SIP reentrant’s adherence to reentry programming requirements, treatment plans and the Universal Set of Rules. Facility staff will bring immediate community concerns to the attention of the Facility Director/designee and/or Law enforcement as necessary. Violations will be handled in accordance with applicable Pennsylvania State Laws, the Universal Set of Rules (USOR) and the DC-ADM 801 (if returned to an SCI);

   b. Parole cases will be primarily accountable to the PA Board of Probation and Parole while in the community. Facility staff will focus on the parole reentrant’s adherence to reentry programming requirements, treatment plans and the Universal Set of Rules. Facility staff will bring immediate community concerns to the attention of Parole and/or Law enforcement as necessary. Violations will be handled in accordance with applicable Pennsylvania State Laws, PBPP Sanctions, and the Universal Set of Rules USOR).

5. Parole reentrants will be authorized, with joint approval from Department and Parole Supervision staff to accept employment at locations that require taxes filed via IRS 1099 (aka Subcontracting work). Reentrants that receive approval will be required to:

   a. provide a copy of company timesheets to the assigned Counselor and Parole Agent;

   b. provide proof of quarterly IRS tax filing to the assigned Counselor and Parole Agent,

   c. relinquish total income to the facility in accordance with financial procedures; and

   d. authorize garnishment of rent, and other fees such as fines and costs.
B. Activity Planner Structure

1. Each reentrant will meet with his/her assigned Counselor during orientation week to discuss the STAR Activity Planner in detail.

2. Planners (Workbook)
   a. **PT-Planner (Attachment-A)** is designed for reentrants in their first sixty days at the facility who are unemployed or underemployed. The specific requirements are outlined below.
   b. **FT-Planner (Attachment-B)** is designed for reentrants who have achieved full time status with any approved combination of employment, school, disability and community service. The specific requirements are outlined below.
   c. **ES-Planner (Attachment-C)** is designed for reentrants who need enhanced support in specific areas of reentry (employment, accountability, pro-social behavior, etc.).

3. The Counselor will provide the appropriate planner to the reentrant, based on his/her accomplishments and setbacks.

4. The reentrant and counselor will sign the appropriate planner before it is implemented. To eliminate forgery, monitor staff will only receive an approved schedule from the approving staff member, not directly from the reentrant.

C. Utility Leave

1. Utility leave shall be used to assist the reentrant with reentry. Reentrants who are compliant with reentry goals and their case plan will earn larger blocks of utility leave than those who are not.

2. All activities must be scheduled by the reentrant during utility leave hours. This includes but is not limited to work, school, community service, AA/NA meetings, medical appointments, social services appointments, counseling sessions, shopping, leisure time, etc. This does not apply to reentrants assigned to the **ES-Planner**.

3. Work Day Hours
   a. A “work” day includes employment, school and/or community service hours that begin and end within the calendar date.
   b. Employment must be verified (pay stub) in order for it count towards the work day.
   c. Unless approved by the Facility Director/designee, all reentrants will be required to be physically present in the facility continuously for the better part of 8 hours per day, within a 24 hour period.
4. Leaving before or returning after a utility leave period is only permitted when participating in
prescheduled verified employment, education, or community service hours and approved by
the Counselor.

5. Leave extensions passed any curfew shall only be permitted for verified employment, unless
approved by the Facility Director/designee.

6. From time-to time a reentrant may be unable to schedule a critical appointment (medical)
within his/her utility leave period or an emergency situation may arise requiring the reentrant
to be in the community before/after utility leave. In these circumstances the Facility
Director/designee must authorize the extended/additional leave.

D. PT-Planner (Attachment-A)

1. This planner is utilized for reenentrants who complete less than 29 verified work day hours a week
of employment, school, community service and/or disability combined.

2. Reenentrants who are assigned to the facility for less than 60 days and/or achieve less than 14
work day hours per week or have a pending SSI application are considered "under-employed."
These reenentrants shall be approved 8 consecutive hours of utility leave daily, seven days per
week. Based on the operational needs of the facility and reentry needs of the reentrant, the
Facility Director/designee may approve any 8 hour block not to exceed a curfew of 1900 hours.

3. Reenentrants who complete 15-29 work day hours per week are approved utility leave as follows:

   a. Part-Time First Shift/SSI Approved – 10 consecutive hours daily, seven days per week,
curfew not to exceed 1900 hours unless approved by the Counselor.

      Commonly Used Schedule: 0700-1700 on work days and 0900-1900 on non-work days

   b. Part-Time Second Shift – 10 consecutive hours daily, curfew not to exceed 2300 hours on
work days and 1900 hours on non-work days unless approved by the Counselor.

      Commonly Used Schedule: 1300-2300 on work days and 0900-1900 on non-work days

4. Part-time third shift employment shall not be the routine and must be pre-approved by the
Facility Director/designee.

5. During work days reenentrants may sign out at the scheduled leave time for hours of employment,
education, community service, appointments, leisure, etc. and remain in the community until
the end of the leave period. Leave periods may only be extended for verified employment or
as approved by the Facility Director/designee.

6. Reenentrants who do not achieve 15+ work-day hours per week or are not approved disabled
within 60 days of reception will be reviewed every 14 days for placement on the ES-Planner.
E. FT-Planner (Attachment-B)

1. Reentrants who complete 30+ verified work-day hours a week of employment, school, community service and/or disability combined are approved utility leave as follows:

   a. **Full-Time First Shift** – 14 consecutive hours daily on work days, 12 consecutive hours daily on non-work days, curfew not to exceed 2100 hours unless approved by the Counselor.

      Commonly Used Schedule: 0700-2100 on work days and 0900-2100 on non-work days

   b. **Full-Time Second Shift** – 14 consecutive hours daily on work days, curfew not to exceed 0100 hours and 12 consecutive hours daily on non-work days, curfew not to exceed 2100 hours unless approved by the Counselor.

      Commonly Used Schedule: 1100-0100 on work days and 0900-2100 on non-work days

   c. **Full-Time Third Shift** – On the first employment day of the work week, the reentrant shall be permitted utility leave from 1000-1500 hours and then sign out to employment no earlier than 2100 hours and end at 1300 hours the next day.

      On the second through last employment day of the work week, the reentrant shall be permitted utility leave no earlier than 2100 hours ending at 1300 hours the next day.

      On non-work days, the reentrant shall be permitted utility leave from 0900-2100 hours.

2. A reentrant who is approved disabled (SSI) with supporting documentation, plus 15 verified work day hours a week, shall be approved utility leave based on his/her employment schedule (first, second or third shift).

3. During work days reentrants may sign out at the scheduled leave time for hours of employment, education, community service, appointments, leisure, etc. and remain in the community until the end of the leave period. Leave periods may only be extended for verified employment or as approved by the Facility Director/designee.

F. ES-Planner (Attachment-C)

1. This planner is utilized to assist struggling reentrants by focusing them on specific reentry tasks, setting SMART (Specific, Measurable, Achievable, Relevant and Time-based) goals and increasing counselor-reentrant contact. This planner is assigned to reentrants:

   a. that arrive from a PVC or TPV placement (30 days);

   b. that arrive from an AOD inpatient placement due to drug-use (30 days);

   c. that arrive from the community as a parole diversion/half-way back (30 days);

   d. participating in the SPC program;

   e. with increased needs in one or more reentry areas; or
f. as a diversion in lieu of unsuccessful discharge for a reentrant who has repeatedly violated non-security-related rules (Universal Set of Rules).

- The Facility Director/designee shall make the decision based on a review of the reentrant’s employment, community service, attitude towards change and input from the Counselor and Parole Supervision staff.

- The discussion shall occur during the USOR hearing process and be documented on the BCC-141B.

2. Reentrants on this planner will meet weekly with the ES Counselor and be engaged in reentry focused workshops based on their identified needs.

3. All reentrant activity outside of the facility will be planned with and approved by the ES Counselor. The goal is to ensure reentry needs and goals are being met.

4. The curfew for this planner will not exceed 1900 hours, unless approved by the ES Counselor.

5. Reentrants on this planner will be required to complete a Weekly Goals Sheet (Attachment-D) and submit to the ES Counselor. Weekend utility leave will be earned through weekly accomplishments.

G. Temporary Hold, Restriction, and Ban

At no time will a reentrant be completely restricted to the facility unless there is a pending arrest/removal. Arrangement for pending arrest will be coordinated through management.

1. Temporary Hold – This action will be a temporary, non-disciplinary, suspension of utility leave that will be immediately lifted when the reentrant accomplishes the task or meets with the requesting staff member. Egregious repetition should be documented on a BCC-141A in accordance with the USOR. Holds are not restrictions and may not be used as punishment.

   a. Only general utility leave time is eligible for temporary hold. The reentrant will be permitted to sign out for prescheduled reentry focused activities (work, community service, religious service, treatment programs, etc.) during the temporary hold.

   b. Reentrants shall be subject to temporary holds as follows:

   1) **House Duty HOLD** – Failure to complete assigned house duty. Placed on hold by CCCM (identified during morning security round). Hold will be immediately lifted upon completion of assignment and review by CCCM.

   2) **Room Duty HOLD** – Failure to complete assigned room duty. Placed on hold by CCCM (identified during morning security round). Hold will be immediately lifted upon completion of assignment and review by CCCM.
3) **Linen HOLD** – Failure to show proof of linen exchange/laundry. Placed on hold by CCCM (identified during weekly audit). Hold will be immediately lifted upon completion of assignment and review by CCCM.

4) **Paycheck HOLD** – Failure to turn in paycheck. Placed on hold by Counselor (identified during weekly audit). Hold will be immediately lifted upon reentrant providing paycheck to requesting staff member or meeting with Counselor to discuss resolution and have hold lifted.

5) **Community Service HOLD** – Failure to achieve community service goal. Placed on hold by Counselor (identified during weekly audit). The reentrant must meet with Counselor to discuss resolution and have hold lifted.

6) **Programming HOLD** – Failure to attend any Counselor directed workshops or in-house groups without approval. Placed on hold by Counselor. The reentrant must meet with Counselor to discuss resolution and have hold lifted.

7) **Parole HOLD** – Parole needs to immediately speak with reentrant (unplanned/emergency) or reentrant missed prescheduled appointment. The reentrant must meet with Parole to discuss resolution and have hold lifted. This will not be used in place of scheduling meetings.

8) **Counselor HOLD** – Counselor needs to immediately speak with Reentrant (unplanned) or reentrant missed prescheduled appointment. The reentrant must meet with Counselor to discuss resolution and have hold lifted. This will not be used in place of scheduling meetings.

9) **Administrative HOLD** – Director or LT needs to immediately speak with reentrant (unplanned) or conduct a USOR infraction hearing (same day). The reentrant must meet with the Director/LT to discuss resolution and have hold lifted. This will not be used in place of scheduling meetings.

c. Reentrants with a hold should be verbally notified of the type of hold. During the notification, and when reasonably possible, the reentrant will be provided the immediate opportunity to complete the task or meet with the staff member.

1) If the reentrant cannot complete the task before he/she is required to leave for prescheduled locations (or the staff member is not available), the reentrant should only be signed out to the pre-scheduled activity (not general utility leave) noted on their planner and verbally notified of their return time.
2) If the reentrant has an appointment card (Medical, Mental Health, Drug and Alcohol, etc.) with a date and time on it, this should be honored as prescheduled leave and the reentrant should be permitted to sign out. If a date and time does not appear on the card, the contact site on the card should be called for verification. A reasonable return time should be established prior to the reentrant’s departure.

3) When the reentrant returns from prescheduled leave, he/she will be permitted to complete the task and sign out for any remaining utility leave for the day.

d. Management may direct the removal of any hold. Other staff may remove specific holds outlined above.

2. Restriction – This is defined as a suspension of utility leave for a pre-determined amount of time. The reentrant will be permitted to attend prescheduled mandatory activities (work, community service, religious service, treatment programs, etc.) during any type of restriction.

a. Restrictions can only be imposed through the USOR process. A definitive time line (start and end date) will be written on the BCC-141B and provided to the reentrant.

b. A copy will be maintained in the reentrant’s file and the control station notified.

c. Reentrants will be instructed to retain their copy to show the Monitor so the restriction can be removed without delay once the determined time frame has passed.

d. For repeated non-violent behavior, the reentrant may be placed on the ES-REAP. This should be coupled with appropriate workshops and defined goals to help focus/refocus the reentrant.

3. Bans – This is defined as the removal of a specific privilege for a duration of time, or permanently. A ban does not suspend any leave type, but can be combined with a restriction at the USOR hearing.

a. Bans can only be imposed through the USOR process and written on the BCC-141B and provided to the reentrant.

b. A copy will be maintained in the reentrant’s file and the control station notified.

c. Reentrants will be instructed to retain their copy to show the Monitor so the ban can be removed without delay once the determined time frame has passed.

d. Permanent bans should only be issued for documented repeated or egregious behavior.

e. For repeated non-violent behavior, the reentrant may be placed on the ES-REAP. This should be coupled with appropriate workshops and defined goals to help focus/refocus the reentrant.
f. Bans Include:

1) Smoking Ban – Reentrant cannot possess tobacco products until time line has passed.

2) Cellphone Ban – Reentrant cannot possess a cellphone on property until the time line has passed.

3) Third-Shift Employment Ban – Reentrant cannot search for, continue on, or accept employment that starts after 2100hrs or begins before 0500hrs. This should be limited to habitual third shift accountability violators.