



**pennsylvania**

**DEPARTMENT OF CORRECTIONS**

**YORK COMMUNITY CORRECTIONS CENTER**

**BUREAU OF COMMUNITY CORRECTIONS**

**RESIDENT HANDBOOK**

**YORK COMMUNITY CORRECTIONS CENTER**

**317 West Market Street**

**York, PA 17401**

**(717) 771-4541**

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Appendix 1 – Universal Set of Rules (USOR)	

*(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
- Reentry Focus Plan
- 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, he 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. 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 and tote 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:
  - 6:00 a.m.–7:30 a.m.
  - 12:00–1:30 p.m.
  - 3:00 p.m.–4:30 p.m.
  - 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:
  - Must be respectful at all times;
  - Must sign-in at the Program Desk;
  - Must possess I.D. as well as “Y” membership card;
  - When special activities or overcrowding occurs you may not be able to use the facilities at that time.
  - 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 1<sup>st</sup> floor lounge TV will not be on between 9:00 a.m. and 4:00 p.m. Monday through Friday (except Holidays). The 1<sup>st</sup> 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:
  - Resident puts on a pair of latex gloves or washes hands before urinating.
  - 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 to a bed/room by the Center Director. These assignments may not be changed without the approval of the Center Director/or designee.
- Bed change requests will be determined by the Center 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**

- At a minimum each sleeping area of the Center will have a bed, mattress, locker and storage tote 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	10 pr. Socks
○ 4 pr. Gym/Street Shorts	10 pr. Briefs/Boxers
○ 2 Belts	2 Hats/Caps
○ 2 pr. Pajamas	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.
- 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 may disqualify 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 supplies/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

- 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.
- 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, making arrangements for transportation, 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.
- Residents may originate telephone calls on payphones 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.

## 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. A Community Service (CVS) log, available at the Monitor Station, 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.