2018 Community Corrections Center Resident Handbook Supplement
To the Residents of the
CTC BRADDOCK
COMMUNITY CORRECTIONS CENTER

Welcome to the CTC Braddock Community Corrections Center program. You have been granted the privilege and opportunity to become a responsible member of the community. CTC Braddock is designed to assist you with your reintegration back into the community, while residing in a safe, secure and structured environment. Each resident is expected to fully participate in the program and behave in a responsible manner at all times. Your time in this facility affords you the opportunity to obtain employment and gradually reacquaint yourself with your family and the community, while making positive, constructive changes in your life.

CTC Braddock is a community corrections program dedicated to helping people who are addicted to alcohol, drugs, and/or a criminal lifestyle. At CTC Braddock the staff and residents work together toward gaining knowledge about addiction and criminal behavior, and the power to change its self destructive course. We are glad you have come to CTC. Your COR plan will be individually geared to your particular needs and you are expected to be involved in the implementation of it. We believe that this program will provide you with the education, insight, skills, practice, and experience you will need to maintain a chemical and crime-free lifestyle.

The opportunity to undertake this task at the present time is only available if you follow the center rules and behave in a responsible manner. Individuals who do not comply will be removed from the program. It is our obligation to protect the community and to be here for other individuals who may need this opportunity in the future.

Sincerely,
Alvento Chandler
Program Director
The below listed information is in regards to the CTC Braddock site and may be slightly different than that listed in the BCC Resident Handbook.

- Electricity is not provided in the all living quarters (BCC page 6).
- Due to the differences in programming requirements the orientation period may be different for each resident. Meals are provided on site and there is no need for a resident to leave the Center for meals (BCC page 6).
- CTC- Braddock’s job search program runs from 10:00 hrs. to 18:00 hrs. (BCC page 8).
- The following rates apply in regards to income; Rent 20% of net income, Court Costs/Fines/Restitution 10% of net income, and Savings 10% of net income (BCC page 11).
- Residents at the Braddock site are not permitted to have any medications in their possession in the Center. There are scheduled times when medication is available to residents. All medications coming into the Center are required to be bubble packed, exceptions can be made for residents arriving at the Center with medication however, subsequent refills are required to be bubble packed (BCC page 13).
- Laundry services are available on site. Residents are not permitted to take clothing in and out of the building without prior permission (BCC page 13).
- The use of personal locking devices is prohibited in the Center. Residents will be issued a Facility lock (BCC page 14).
- CTC- Braddock utilizes counts throughout the day to maintain accountability. Some counts are scheduled and can be viewed on the Facility Schedule posted in the building. Other counts are random and only announced over the PA system. The general operating hours of the Center are 06:00 hrs (lights on) to 23:30 hrs (lights out). The hours on weekends are different; please refer to the Facility Schedule for specific information on hours.
- CTC- Braddock maintains a smoke free environment within the buildings. Smoke areas are available from lights on to lights out every day. These are the only approved smoking areas. Rolling papers lose tobacco, pre-rolled cigarettes, and cigars are prohibited.
- Loaning, borrowing, or selling property to other residents or staff is prohibited.

Please note: CTC Braddock is classified as a CCF. This means there are permissions that go through the Center Director but need DOC/Parole approval as well. If you have a question in regards to securing permission please refer to your assigned Case Manager.
Contraband List

The following items are considered contraband. If they are found on a resident’s body, in their room, car, clothing, or anywhere under their control, they will be subject to disciplinary action up to and including termination of the program. If a resident finds any of these items anywhere in the Facility they must report them to the on-duty staff immediately. Contraband items include:

- Alcoholic beverages or any substance that causes an intoxicating effect.
- Any item that contains alcohol such as mouthwash, cough syrup, etc.
- Non-alcoholic beer or wine.
- Controlled substances under the PA Drug, Device, and Cosmetic Act.
- Any illegal drug or prescription drug not authorized for the resident’s use, including K2, Spice, or other synthetic substance.
- Drug paraphernalia.
- Firearms, ammunition, or other weapons, including but not limited to explosives or the chemicals used to create explosives (including fireworks).
- Straight razors, rug/box cutters, letter openers, scissors, or nail cutters with a file.
- Disabling substances such as tear gas, mace, pepper spray, or stun guns.
- Incense, potpourri, and scented oils.
- Pornographic material of any nature.
- Clothing or art work that promotes drugs/alcohol or their use, depicts scenes of death or morbidity, or are offensive/derogatory to a race, religion, or nationality.
- Any unapproved items requiring electricity to function or charge.
- Unapproved cellular phones, chargers, SIMS cards, or other electronic cables (usb cables, flash drives, etc.).
- Monitoring devices such as CB’s, Police Scanners, etc.
- Excessive amounts of paperwork or cardboard boxes.
- Personal keys not approved/controlled by Center staff.
- Any type of unapproved locking device or lock pick device.
- Any item(s) in what staff deems to be excessive amounts.
- Any item not listed above which is, in the judgment of the staff, inappropriate to our Facility operations.

Note: For fire safety purposes, the burning of anything is prohibited. Matches and lighters should be kept in one’s locker when not in use.

As with all designated contraband, items will be confiscated and disposed of. A resident found in possession of contraband will be subject to disciplinary action.

Residents should routinely review Facility Policies on smoking, contraband, Fire Safety, and searches.
Visitation

- Visitors are subject to search. Visitors must present identification to the staff member prior to signing in for a visit.

- No person below the age of 18 will be allowed on the premises of the Center unless in the accompaniment of an adult.

- Residents are responsible to keep their visitors and children under control at all times, if not the visit will be terminated and the visitor may be barred from returning to the Center.

- All Visitors must be on the resident’s approved visiting list.

- Residents must stay with their visitor at all times. Visitors are only permitted in designated areas.

- If a visitor needs to use a restroom they must be escorted from the cafeteria to the restroom and back by staff. The resident is to stay in the visiting area.

- Visiting hours and length will be determined and posted on the Facility Schedule.

- Visitors are prohibited from visiting with more than one resident without the resident’s Case Manager’s permission.

- Visitors are not permitted to bring in food, weapons, cell phones, or other contraband.

- Visits are to be considered “non-contact” visits. A brief kiss upon entering and exiting is permitted as is hand holding above the table. Other sexual indiscretions are prohibited and should be addressed with the resident and visitor immediately.

- Appropriate clothing is to be worn by all visitors.
  - No sleeveless shirts
  - No Halter Tops
  - No short skirts (skirts must be knee length)
  - No skirts with slits
  - No mini-skirts or tight fitting skirts
  - Hooded sweatshirts are permitted but the visitor must keep the hood down
  - Shorts must be knee length
  - No tight fitting shorts
  - No spandex or Lycra tops or pants
  - No tight fitting or low-cut shirts
  - No low rise jeans
  - No bare or exposed midriffs
  - No see through tops or pants