



CTC BRADDOCK



PAROLE CENTER RESIDENT HANDBOOK 2021

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INTRODUCTION

To the Residents of the GATEWAY BRADDOCK COMMUNITY TRANSITIONS CENTER

Welcome to the Gateway Braddock Community Transitions Center program. You have been granted the privilege and opportunity to become a responsible member of the community. Community Transition Centers 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 Braddock. Your COR plan will be individually geared to your particular needs and you are expected to be involved in the implementation of this. 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.

II PROGRAM OVERVIEW

In order to have a successful stay, it is necessary to have a clear understanding of what is expected of all residents in this center. The following rules and guidelines govern each resident's stay in the facility. Adherence is necessary for continued participation. Failure to abide by the rules and regulations and the program established by the resident and his case manager will result in disciplinary action. It could also lead to a return to a secure institution.

The Handbook is a highly condensed version of responsibilities that a resident must learn and accept for a successful future within the community. *Although condensed, they are BASIC GUIDELINES and do not contain rules and regulations for each and every specific incident. The Director and/or the Assistant Director reserve the right to modify this handbook at any time.*

It is your responsibility to read and understand all the rules and regulations contained in this handbook, in addition to those posted throughout the facility. If you have questions or do not understand what is expected of you, ask a staff member, preferably your case manager. This will assist you in avoiding mistakes.

III GENERAL RULES

1. Resident behavior while in the building and in the community must be acceptable and law-abiding at all times. You will comply with all municipal, state and federal laws, ordinances and orders.
2. Residents are required to report directly to and from work daily, *in addition to all other activities*. Residents are also required to inform the center immediately when their work status or location changes in any way.
3. Residents are not permitted out of the center or off center grounds without authorization, and must return to the center at appointed curfew times. *Accountability is required at all times. Failure to be accountable will result in disciplinary action, including possible termination from the program.*
4. No physical violence or threat of physical violence will be tolerated at any time.
5. Possession of alcoholic beverages, drugs, drug paraphernalia, firearms or lethal weapons will not be permitted in the center or at any center-sponsored function.
6. While away from the center, you must let the staff know immediately by telephone of any emergency so that we can assist you and document your whereabouts.
7. All residents must sign in and out of the facility every time you are exiting or entering.
8. Residents will be expected to attend all required group meetings and scheduled appointments incorporated in your COR plan.
9. Residents are not permitted to leave the Commonwealth. Permission to leave the region must be obtained in advance from the Parole Supervisor. Permission to leave the county must be secured in advance from the Program Director and/or your parole agent.
10. Residents are not permitted to consult with or contact the judge who imposed sentence, other officials and/or witnesses involved in the prosecution of their case.
11. Residents are not permitted to contact any person considered the victim of a crime for which he has been convicted.
12. You are not permitted to use, own, possess, sell, distribute or have in your control any narcotic, controlled or other drugs. This includes drug paraphernalia in any form. All prescription *and non-prescription* drugs must be turned in upon

signing into the building so that they may be recorded. Syringes, controlled substances, psychotropic and prophylaxis drugs will be retained by the monitors and made available in accordance with the physician's instructions. *It is your responsibility to turn over all prescribed or non-prescribed drugs in your possession to the monitor's station. If you fail to comply, these items will be considered contraband and subject to disciplinary procedures.*

13. A positive urinalysis or Breath Alcohol Test will constitute usage. Failure to provide a sample, initial the chain of custody form when necessary, or complete a test within *two* hours of the request will also constitute usage and/or a violation of your program agreement.
14. Smoking is not permitted on the center grounds. These regulations apply to the use of smokeless tobacco as well.
15. Residents are prohibited from providing any services or giving gifts to staff at any time. This is a violation of the Department of Corrections Code of Ethics.
16. Residents are prohibited from consuming non-alcohol, wine, or beer products. These products are considered contraband.
17. Residents are not permitted to consume alcohol or any products containing alcohol (i.e. cough syrup, etc.) or poppy seeds due to the risk of a positive urinalysis.
18. Residents are not permitted to enter bars or lounges on their personal time. Restaurants that serve alcohol may be entered for eating purposes only. Consideration will only be given for restaurants that primarily serve food.
19. Residents are not permitted to enter into any financial agreements with fellow residents, other individuals or institutions.
20. Residents are not permitted to borrow or lend anything from other residents.
21. Announcements and information relative to residents are posted on the center's bulletin board. *It is your responsibility to check the resident board daily for any changes or new information. Failure to do this is not an acceptable reason for not being aware of the information.*
22. Explicit sexual activity of any type is prohibited in the center or on center grounds.
23. Explicit pornographic and violent material, including magazines with inappropriate sexual or violent content, is prohibited. These materials will be confiscated until a determination has been made regarding the acceptability of the material. The Program Director / Assistant Director will determine the acceptability of the material. All unacceptable material will be destroyed and the resident penalized.
24. All residents are required to pay subsistence at 20% of their net income to the Department of Corrections for room and board. Each resident is also required to pay a minimum of 10% of their income towards court costs, restitution and fines when applicable. *All* residents are required to turn in *all* paychecks.
25. Residents are not permitted to lock any center doors at any time.
26. Residents are not permitted in other resident's bedrooms at anytime. Other unauthorized areas may be entered only with a staff escort or with staff permission.
27. Residents and visitors are subject to search at anytime. This includes their person, property or vehicle.

IV SAFETY AND EMERGENCY PROCEDURES FOR RESIDENTS

Whenever possible without risk to you, always attempt to notify your fellow resident during an emergency situation by awakening him or assisting him in exiting the building (ex. buddy system).

It is the purpose of this document to safeguard the lives of staff, residents and visitors of the Gateway Braddock Community Corrections Center in any emergency situation. This will be done without compromising resident accountability or supervision. The outlined procedures will be communicated annually to staff and to residents during orientation. In addition to verbal communication, the procedures will be posted on the resident bulletin board and placed in the Resident Handbook for easy and continual access. A copy will be available for staff in the Emergency Manual.

This procedural policy applies to all residents and staff of the Gateway Braddock Community Corrections Center and to those individuals who are under its jurisdiction. The policy is also applicable to those individuals or groups that have business with the Gateway Braddock Community Corrections Center or utilize the resources.

It is the policy of the Gateway Braddock Community Corrections Center to reduce and/or eliminate all potential fire and safety hazards, while minimizing property damage and safeguarding the lives of residents, visitors and staff. Compliance with the provision of this policy will reduce safety hazards while ensuring accountability. Residents will be responsible for knowing and adhering to these procedures.

DEFINITIONS

- A. **Tornado** - A rapidly spinning funnel cloud that usually occurs in the late afternoon.
- B. **Tornado Watch** - A tornado WATCH alerts people that conditions are favorable for producing a tornado.
- C. **Tornado Warning** - An actual funnel cloud or tornado has been sighted.
- D. **Civil Defense or Other Emergency Procedure** - An emergency situation declared by the Governor, County Commissioners, Mayor or other authority.

PROCEDURE

A. General Instructions Procedure

- 1. Be prepared for any emergency by knowing in advance, the evacuation routes.
- 2. Follow all instructions given by staff.
- 3. DO NOT INTERFERE with the evacuation procedure.
- 4. DO NOT attempt to gather personal belongings.

B. Fire Procedures

In the event of a fire:

- 1. Notify the monitor on duty.
- 2. If notification is not possible, pull one of the fire alarm boxes located on each floor.
- 3. If possible without endangerment to yourself or others, close doors and windows before exiting.
- 4. Exit the building through the nearest outside door or unobstructed escape route.

C. Explosion/Gas Leak Procedures

- 1. Pull the fire alarm and follow the fire procedures outlined above.

2. DO NOT attempt to close any doors or windows.
3. The monitor on duty will give further instructions.

D. Severe Weather Conditions Procedure

1. If you are in the building, go to the designated area for emergency situations. Stay away from the windows and prepare to get under something sturdy. The monitor staff will give you instructions.
2. If you are out of the building, call the monitor's station immediately and inform them of your whereabouts.
3. The monitors will give you instructions on your return to the center.

E. Civil Defense or Other Severe Emergency Procedure

1. See monitor for instructions when in the center.
2. Return directly to the center when in the area.
3. If unable to return to the center, telephone the monitor on shift for instructions.
4. Despite an emergency situation, **residents are still accountable for their whereabouts when away from the center.** If a resident is unable to communicate with the center, you must register on a daily basis with a recognized authority that will record your whereabouts and contacts and later verify these daily contacts. Suggested authorities are local, state or county police, Red Cross, PBPP, person in charge of the mass care center, Salvation Army, YMCA, your counseling agency, local emergency management office, or one's employer.
5. Always obey any instructions given by police.
6. Listen to a radio or television for continuing updates.
7. All residents must report to the center immediately following the termination of an emergency. A twelve-hour grace period may be extended by the Program Director if you have made contact with the center.

F. Safety Procedures

1. Smoking is prohibited in the facility.
2. Extension cord usage is not permitted without staff permission.
3. Only UL approved appliances are to be used in the electrical outlets. Maintenance will inspect all of these devices before permission to use is granted.
4. NOTHING shall be placed on top of or around the radiators.
5. Flammable or volatile products are not to be kept in residents' rooms. They shall be stored in a secure area of the facility in an approved container.
6. Notify the Community Corrections Center monitor of any hazards like:
 - a. Loose carpeting or walkways.
 - b. Faulty electrical equipment.
 - c. Slippery floors.

- d. Icy steps or walks.
 - e. Flammable contents in the center.
7. Fire drills will be held on a monthly basis. Know the evacuation routes prior to the conducting of these drills. Your life may be at stake. Failure to evacuate the building will result in disciplinary action.

V RULES AND PROCEDURES

Code of Ethics

The Department of Corrections has a Code of Ethics that governs staff behavior toward residents, parolees and members of their families. Any resident who solicits or participates with a staff member in willfully violating the Code of Ethics can and will be subject to a Class I misconduct for violating a condition of a work release program. The rule states that there shall be no fraternization or private relationships between staff and residents, parolees and members of their families. This includes but is not limited to, trading, bartering or receiving gifts, money and favors from the resident or the resident's friends, relatives or representatives. Employees shall not deliver gifts or money to resident's friends, relatives or representatives.

Employees and their families shall not directly or indirectly solicit, accept or agree to accept any gift of money or goods, loans or services for personal benefit, which would influence the performance of their work duties or decision-making. This includes the offering of food items. Correctional employees shall not accept or distribute any gifts, money or loans to or from the resident or a member of a resident's family. All residents shall be treated in an intelligent, humane and impartial manner without regard to race, color, creed, sex, age, national heritage or physical handicap. At no time shall any resident be in authority over any other resident.

Grievances

You are encouraged to resolve problems with the individual involved and discuss such problems with your case manager or another staff member for possible resolutions prior to taking this action. If the problem is not resolved informally, you may file an internal grievance. Please use the Gateway Braddock Grievance form and submit it to the Assistant Program Director. A written response will be issued to you. You may appeal this response by completing a Gateway Braddock Grievance Appeal form and submit it to the Program Director.

After following the above program procedure, you may also decide to file a grievance with the DOC at any time by completing a form and by following the procedures outlined in the Department of Corrections Administration Directive 804, which is posted on the Bulletin Board. Parolees are required to follow procedures outlined in the PBPP 15 after taking initial problem solving measures. You may not file a grievance regarding misconduct until the appeal process outlined in Procedures for Misconduct has been followed. No adverse action will result because you file a grievance.

Unauthorized Areas

Offices and the office areas are OFF LIMITS to all residents unless accompanied by the staff for counseling, consultation or cleaning purposes. YOU MUST KNOCK BEFORE ENTERING THE OFFICE AREA AND YOU MAY ONLY ENTER WITH STAFF PERMISSION. Residents are also not permitted in any bedroom but their own. Being in an unauthorized area is a misconduct violation for you and any other residents involved. The monitor's station will have posted "window times" in which residents may approach the monitor's station. These times do not include signing in or out of the building.

Travel Regulations

Out-of-State Travel: Out-of-state travel is strictly prohibited to all Parole residents of the Community Corrections Center. At no time is any Parole resident to leave the Commonwealth, *without obtaining prior written permission from the Program Director, the Parole Agent and the Agent's Supervisor.* Failure to abide by this rule will result in a parole violation charge and/or a return to an institution.

Out-of-Region Travel: The center is located in Region 3, which covers all counties west of a line beginning at the Eastern borders of Porter, Cameron, Clearfield, Indiana, and Somerset Counties. Permission to leave Region 3 must be granted in writing by the Regional Director, after receiving approval from the Program Director. If you are not sure of the Region in which your travel request is located, you should discuss this matter with your Case manager for clarification. At no time is a resident permitted to leave Region 3 without the prior, written approval of the Regional Director.

Out-of-County Travel: The center is located in Allegheny County. You are not permitted to travel outside of this county without the permission of the Program Director and Contract Facility Coordinator. If you are not sure of the county in which your requested destination is located, it is your responsibility to check a map or clarify it with your case manager.

Out-of-District Travel: The center is located in the Pittsburgh District Office area of the PA Board of Probation and Parole. If you are a parolee, all travel outside of these areas must be approved in advance and in writing. You must first discuss your plans with your case manager, who will seek the Program Director's approval. If approval is granted by the Program Director, the request will be sent to the Parole Office for your Agent's approval and the Agent's Supervisor's approval. These travel restrictions apply regardless of your program level. **Your case manager will process all travel requests.**

Area Map

A map of the area is available in the center. Also, a staff member can assist you if you cannot find the location or do not know how to get to the place you are seeking.

Gambling

Any type of betting and/or exchange of money regarding pool games, card games, basketball, etc., are prohibited at *all times*. Failure to comply by any resident may result in the closing of all recreational activities to all residents. Residents are not permitted to engage in any form of gambling activity. *This includes playing bingo or any forms of the lottery.*

Driving Privileges/Use of Automobile

1. You are NOT permitted to own or operate a motor vehicle without prior written permission from the Program Director and Contractor Facility Coordinator. If you are a Parolee, approval must also be obtained from your Parole Agent. **PRIOR WRITTEN PERMISSION MUST BE OBTAINED FOR EACH VEHICLE YOU DRIVE.** Also, if you change vehicles, you must get prior permission to operate that vehicle.
2. Before obtaining written permission the following conditions must be met and the necessary documentation supplied to your Case manager:
 - a. Valid driver's license
 - b. Vehicle registration card
 - c. Letter from the owner granting you permission to drive the vehicle if the registration card is not in your name.
 - d. Proof of validated insurance
 - e. Valid inspection sticker
 - f. Set of keys for the center
3. All cars must be parked in designated areas.
4. Residents are not permitted to park vehicles that are inoperable in the center lot.
5. You alone are responsible for your vehicle while you reside in this facility.

Urinalysis

Random urinalysis and Breath Alcohol Tests will be done on all residents. In addition, Breath Alcohol Tests will be conducted each time a resident returns to the facility. Urine samples must be submitted immediately upon request. If a resident is unable to submit a urine sample when requested, he will not be permitted to leave the center for any reason or retire to his room. You will be required to remain in plain sight of the monitor at all times. **If a resident is unable to submit a sample within 2 hours from the time it is requested or unwilling to submit a sample / initial a chain of custody form, he will be considered positive for using drugs and/or alcohol.** It is the resident's responsibility to submit the sample within the required time frame. Residents are only permitted to consume 8 ounces of liquid per hour for the two-hour time period.

A positive urinalysis or Breath Alcohol Test will constitute usage and dealt with accordingly. It is the resident's responsibility to notify the staff member at the time of urinalysis of any and all medication, prescription or non-prescription that he may be taking. Any tampering with urine samples or a urine sample in your possession will be grounds for program termination.

Finances

1. All INCOME MUST be submitted to the monitor immediately upon your return to the center. This includes all checks such as income tax returns, gifts, tips, earnings or any other income whether it is cash or check. Failure to submit this income or cashing of your check will result in a disciplinary procedure. **You are not permitted to cash your pay check under any circumstances, and failure to comply can result in time added on to your program.**
2. You are not permitted to enter into a "charge account" or a financial agreement with any business. Credit cards are strictly prohibited with the exception of a DPA debit card, which will be held by facility staff until you are given permission to use it.
3. Residents are not permitted to open or maintain checking accounts; without permission.
4. Budget sheets are to be submitted each week, regardless of whether you have any income. They are to be completed and turned in to your case manager as soon as possible, but no later than 9:00 AM each Monday. If there are any questions regarding your budget plan, he or she will need to discuss them with you. This will avoid unnecessary delays and ensure that you get your check. A sample budget sheet will follow this section.
5. Unapproved budget sheets or those submitted after 9:00 AM on Monday will not be processed. **THIS MEANS YOU WILL NOT RECEIVE A CHECK ON THURSDAY.**
6. The center payday will be each Thursday. No one will receive his check before this time, regardless of the reason
7. Subsistence is paid by all residents with an income and is based at 20% of your net income when your earnings are \$100.00 or more per week.
8. Social Security, pensions and unemployment compensation are considered income.
9. Court costs, fines and restitution will be paid each and every time you receive income. You will pay 10% of your net income towards these items until you leave the center or they are paid in full.
10. Residents are permitted to keep a maximum of \$500.00 on their person at one time. Any more than that will be considered contraband.
11. **REMEMBER IT IS YOUR RESPONSIBILITY TO ENSURE YOUR BUDGET SHEETS ARE CORRECT EACHWEEK. RESIDENTS MAY NOT LEAVE WORK EARLY TO PICK UP THEIR LIVING EXPENSE CHECK!**

GRC CORRECTIONS PROGRAM WEEKLY BUDGET

GRC Pay Date:

ATTACHMENT A

NAME: _____ DC

BUDGET FROM: _____
MON SUN

INCOME

		Checking		SAVINGS	
A	Remaining Balance From Previous Week	\$	0.00	A	\$ 0.00
B	DPW Check	\$		B	
C	Net Wages --- (DEPOSITED)	\$		C	
D	Savings Withdrawal	\$		D	\$
E	Other:	\$		E	
F	Total of A through E	\$		F	
G	Subtract D from A			G	\$

EXPENSES

H	Rent Expense = Net Wages (<u>ADJUSTED</u>) times 20%	\$		H	\$	Adjusted Net Wage
I	Court Costs = Net Wages (<u>ADJUSTED</u>) times 10%	\$		I	Note: See Memo for calculation of <u>ADJUSTED</u> Net Wage.	
	County & Address: _____					
	File #'s: _____					
J	Parole Supervision Fee:			J		
K	Parole Act 97 Urinalysis Fee:			K		
L	Savings Expense = Net Wages (<u>ADJUSTED</u>) times 10%	\$		L	\$	
M	Support - Name: _____	\$		M		
	Address _____					
N	Other Bills:					
	Pay to: _____	\$		N		
	Pay to: _____	\$		N		
O	Emergency Advance _____	\$		O		
P	Resident Check Request:					
	1 Food	\$				
	2 Entertainment	\$				
	3 Clothing	\$				
	4 Bus Fare	\$				
	5 Other: _____	\$				
	6 Other: _____	\$				
	7 Other: _____	\$				
P	Total of 1-7 for Resident Check #	\$		P		
Q	Total of H through P	\$		Q	\$	
R	Checking Balance - Subtract Q from F	\$		R	\$	
S	Savings Balance - Add G and L	\$		S	\$	

BUDGET SHEETS ARE DUE TO YOUR COUNSELOR BY 9:00 AM MONDAY
 BUDGET SHEETS ARE DUE TO ACCOUNTING BY NOON MONDAY
 ALL CHECKS ARE DUE NO LATER THAN 10:00 AM MONDAY

PAY STUBS MUST BE TURNED IN WITH PAYCHECKS.

Housekeeping

1. You must perform daily cleaning details as assigned. You will not be permitted to sign out on personal time until your assigned housekeeping duties are adequately performed. This means they must be checked and approved by the monitor before you sign out.
2. Cleaning details are to be done daily. **Each cleaning detail takes approximately thirty minutes to complete;** therefore, they must be started at their assigned times.
3. **If you do not complete your house duty(s), you will receive a write-up.** In addition to the sanction you incur, you will still be required to complete the duties upon your return. This holds true even if you have an evening assignment and sign out to work before completing your duties.
4. You are responsible for the cleanliness of your immediate area. All rooms shall be properly maintained and free of clutter. When not in use, the beds must be made *and* all items are to be neatly put away.
5. You are NOT permitted to tamper with household equipment such as the heating and electrical systems. Many of the valves in the house are old and they may be damaged if they are turned.
6. Unemployed residents may be assigned additional cleaning details. Other residents may also be assigned additional cleaning details depending on the operational needs of the center.
7. If you are incapable of fulfilling a specific house duty due to a documented physical condition or employment conflict, you are to notify a monitor as soon as the house duty roster is posted. At their discretion, they may assign you another duty if the operation of the center permits or you may arrange to complete the duty at another time.
8. All trash receptacles are to be emptied daily, without exception. Receptacles that are used more often will need to be emptied more frequently, especially in the dining room area.
9. Monitors will instruct you on the usage of cleaning supplies. All cleaning supplies are to be returned to the monitor on shift upon completion of your house duty.

Bedrooms:

Beds must be made military style. Please see the photo located in each room that illustrates how clean and in order each room must be maintained.

Dining Room:

Tables must be wiped after use. Tables and countertops must be cleaned after use. All food containers, bottles, cups, etc. must be disposed of in the garbage receptacles.

Searches

Residents are subject to a search of their person, including a pat-down search and search of their belongings at any time. Searches will be done randomly on all rooms, including residents' private lockers, private belongings, etc. as well as residents' automobiles. All contraband items found during a search will be confiscated and the resident appropriately reprimanded. Searches will be conducted by program staff, DOC officials, and drug dogs. *Residents need not be present during room searches.* Pornographic material of a sexually explicit, violent or demeaning nature towards men, women, children and animals is prohibited from entering the center and shall be considered contraband. This includes but is not limited to magazines, photographs, posters, videos, miscellaneous publications, correspondence and clothing. Residents who are in possession of this material shall be reprimanded appropriately.

Personal Property:

The center is not equipped to handle excess resident personal property. You are permitted to keep personal property *and seasonal clothing* in your living area that can be reasonably maintained in your assigned closet or dresser. Staff reserves the right to send home or store excess personal property. Residents are solely responsible for their personal property. The Department of Corrections, Bureau of Community Corrections, Gateway Braddock CCC, and their employees assume no liability for resident personal property that has been stolen, misplaced, or otherwise removed from the possession of the owner. Each resident is required to tag/label with his name all personal property. It is also suggested that you label your clothing and shoes. When a resident arrives at the facility, he is required to furnish the names of two individuals who are authorized to receive his personal belongings in the event that he is removed from the facility. These individuals are expected to retrieve the personal belongings within seven (7) days from the resident's removal from the facility. After this period, if the resident or his representative has not made arrangements to pickup the property, the property will be disposed of.

In the event that a resident absconds from the program, his personal property will be disposed of immediately.

Sleeping Quarters

Residents are permitted to decorate their sleeping areas with personal possessions, pictures, posters, etc. Prior approval must be received for the purpose of maintaining good taste and to prevent damage to the walls and plaster. Each resident is provided a bed, mattress, pillow, blanket, and bedspread and linen supplies. There is ample closet/locker space for the storage of personal belongings. Each resident is required to launder his bedding on a weekly basis. Laundry facilities are located in the basement area of Building 1. *Personal bedding of any kind is not permitted.*

Upon arrival at the facility, each resident is issued with the following items:

- Bed-1
- Mattress-1
- Pillow-1
- Pillow-case-1
- Sheets-1 set
- Bedspread-1
- Blanket-1
- Bath Towel-1
- Hand Towel-1
- Washcloth-2

You must sign for these items and you are expected to return them in good condition upon your departure from the facility. You will be expected to return the facility linens at that time. If you need replacement sets of towels, you may purchase them for \$5.00 per set (Bath Towel, Hand Towel, & 2 Wash Cloths) from GRC/Braddock. You may choose your own WHITE ONLY set (Bath Towel, Hand Towel, & 2 Wash Cloths) from a retail store. Residents will be assigned a bed number. If you are placed on a top bunk and would like to be on a list for a bottom bunk, please put in a request to the director. Closets and storage areas corresponding to that bed number are clearly marked. Residents are not permitted to use any other storage/closet space than those assigned areas. If you permit another resident to use your assigned storage space then you become responsible for any contraband found there.

Medication

All prescribed medication and OTC medication must be turned over to the monitor immediately upon receipt of the medication. This should include any instructions regarding the use of the medication. The prescription will be maintained in the monitor's office and will be distributed at designated medication times. Residents are expected to take all medication as prescribed. Under no circumstances will a medication that is prescribed for one resident be given to another resident. When it is necessary for a resident to have his prescribed medication during an approved absence from the facility, such as work or pass, he will be given an amount to sustain him during his absence.

In rare cases, a resident may retain possession of his prescribed medication, if there is adequate medical justification. Such medications may include bronchodilators for asthma, nitroglycerin for heart ailments, creams, etc. Facility staff must be informed anytime these medications are used.

Prescription drugs and items that are prohibited from being in your possession are as follows:

- Controlled substances such as narcotics, stimulants and sedatives
- Needles and syringes
- *Prophylaxis medications*

All prescribed medications and OTC medications must be approved by the Program Director prior to taking. **It is your responsibility to inform all physicians that you are not permitted to take narcotics or medications containing alcohol, while in this program.**

Clothing/Laundry

- You are responsible for the routine laundering of all personal clothing. A washer and dryer are available for use in the basement of the Building 1. You must follow the posted days and times to use the laundry facilities.
- Bed linen **MUST** be cleaned weekly. This includes washing the bedspread.
- Beds are to be neatly made with clean linens.
- Residents are not permitted to have excess amounts of personal property in the center due to limited storage facilities and potential security problems. Liquid bleach is prohibited at all times.
- Residents are not permitted to have their own irons. The center provides an iron and ironing board for resident usage.

Mail

You may utilize the center's mailbox or the post office for all outgoing mail. All mail is considered private and personal and is delivered unopened and uncensored. Residents must open all mail in the presence of a monitor staff. Correspondence with other inmates must first be approved in writing by the institution of confinement and the Program Director.

Meals

Meals are provided by Nutrition Inc. and are served in the dining room.

All food must be eaten in the dining room area. Residents are not permitted to bring any food or drinks from the dining room to other areas of the center.

Meals are served at the following times:

Breakfast	0600
Lunch	1130
Dinner	1630

DINING ROOM/LOUNGE AREA

1. You must be properly dressed at all times on the first floor and basement.
2. No sleeping or appearance of sleeping is permitted in any of the downstairs rooms. If you become tired, go to your room.
3. It is not the responsibility of the person who has the dining room and lounge areas as a cleaning detail to pick up after everyone. The dining room and lounge should look presentable at all times. Please throw away cans and paper wrappings when you are finished with them. If a trashcan is getting full, empty it. The last person leaving the lounge/dining room is responsible for turning off the TV.

Grounds

Residents are not permitted on the grounds without the monitor's supervision. This includes short trips to your car or engaging in recreational activities. Residents are never permitted on the grounds after dark. There will be no loitering on the porch. Appropriate street clothing must be worn at all times outside of the facility. Bare-feet are not permitted. Proper conduct must be displayed. Playing music and discussions with passersby are prohibited. You must behave in a quiet, polite manner while outside on the facility property. Violation of any of the above may result in a sanction, including, but not limited to, restriction from the above area.

Public Transportation

The center is located within a few blocks of public transportation. Bus schedules and maps of the local routes and surrounding areas are posted on the resident bulletin board.

VI PROGRAM INFORMATION

Orientation Period

You will undergo an orientation from your case manager upon your entrance into the center program. A vast amount of information will be covered so **LISTEN CAREFULLY, READ YOUR HANDBOOK** and **ASK QUESTIONS**. It is your responsibility to clearly understand what is expected of you during your participation in this program and to ask a staff member to clarify that which you do not understand. You will need to thoroughly read your handbook, **more than once**, to fully grasp the program. The first week you are here is the time to do this, so that you can avoid unnecessary mistakes when you venture out of the center. Staff members are available twenty-four hours a day to answer questions. We would rather have you ask us the questions, than do it wrong and learn the hard way.

DO NOT FORGET TO REFER TO YOUR HANDBOOK DURING YOUR STAY IN THE CENTER SO THAT YOU MAY REFRESH YOUR MEMORY AS TO WHAT IS EXPECTED OF YOU.

On day one, you will be issued a handbook, assigned a room, given a tour of the center and an overview of the program rules and regulations. All the necessary agreement forms will be signed and completed. Meal periods, mail privileges, telephone usage, signing in and out procedures, etc. will be reviewed with you by the case manager completing your initial orientation. Your assigned case manager will meet with you if you arrive during their scheduled hours. If you arrive when he or she is not in the building, you will be seen the following day.

This would be a good time to start developing your resume and plan how you intend to spend your time in the program. You should be available for your case manager to meet with you to develop your program COR plan and assist in your initial adjustment to the program. Staff may ask you to perform tasks around the center. This is a great time to prepare you for employment, get acquainted with staff and read the handbook. **REMEMBER** to have your "Get Acquainted List" signed by each individual. On Sunday, you may be able to attend a religious service at the Salvation Army depending on your specific programming.

Weekly House Meeting

Each Case Manager holds a weekly group counseling session. These sessions are always held in the evenings but on different days and different times. You are required to attend and participate in any group that is listed on your COR plan. Your COR plan may be changed during the review to better meet your individual needs. You are responsible for knowing which groups to attend and what time they are scheduled. *If you cannot attend one of the group sessions, then you must arrange a second individual session with your case manager prior to the session.* **Attendance is mandatory despite your phase level and work WILL NOT always be an acceptable excuse.**

Counseling

Your assigned case manager who is established upon your entrance into the program has the responsibility of preparing your COR Prescriptive Program Plan with your assistance. The plan is a document used to establish specific and measurable goals for you while you are in the center. A periodic review of your plan will be made to determine how well you are meeting the goals initially established. The bi-weekly review will also provide the opportunity for you and your case manager to modify the plan by adding or deleting goals as your needs and accomplishments change. This Prescriptive Program Plan will detail your progress throughout your participation in the center program.

Information shared in the course of counseling may be incorporated into parole summaries, correspondence with the court, information sharing within the Criminal Justice System, and other documentation. Counselors exercise discretion with regard to information that is of a personal and sensitive nature. At no time, however, will information be held in confidence that poses a threat to facility security or is a clear violation of facility rules, correctional regulations, or State, Federal, or local laws. You must sign a "Release of Information" form, giving permission for certain information to be shared with outside agencies. Refusing to sign such a release is not an option without permission from the Program Director.

Throughout your residency at the facility, you are required to meet with your assigned case manager on a weekly basis. Case Managers' available schedule will be posted on their office door weekly. ***You are responsible for being prepared for this meeting with any documents that need signed.*** You are not permitted to ask another case manager or supervisor to sign a paper because your case manager is not available. Please plan appropriately.

Release /Discharge: *Please do not ask staff members, including Case Managers, Assistant Director or Program Director about the date of your release or the status of your home plan. This information is generally not given to the staff before it is given to you. If you have a question about your release date or home plan, you must see your Parole Agent.*

Before a resident can officially sign his release/discharge papers, he must complete the following procedures at the center:

- Show evidence of program completion by having employment, a home plan, satisfactory social adjustment, and not be on any current restriction.
- Monies borrowed from the emergency fund must be paid prior to discharge.
- You must submit a final budget sheet in order to receive the balance in your account, minus any monies owed for rent, court costs, and monies borrowed from the emergency fund.
- Turn in all linen, bedding, handbook, and other center items to the monitor on duty. Linens must be clean, *dry* and neatly folded. Payment will be made for any items that have not been returned or that are returned in unsatisfactory or abused condition. The monitor and resident shall then sign the discharge form indicating that all items have been returned or paid for.

Support Services

Residents have numerous community resources available to assist them in the reintegration process. A brief list of services that can be utilized in the community is noted in this Handbook. **Remember that utilizing these programs can be your key to a complete and successful recovery.**

Residents who perform community service work at the local food banks are not permitted to obtain items, food or otherwise, from these organizations.

Allegheny Co. Office of Behavioral Health, Wood St. Commons, 304 Wood St., Pittsburgh 15222

Alternatives Regional Chemical Abuse, 70 South 22nd St., Pittsburgh 15203

Family Links Counseling Center, 250 Shady Ave., Pittsburgh 15206

Mercy Center for Chemical Dependency, 1200 Reedsdale Ave., Pittsburgh 15233

UPMC Health System, Braddock, 400 Holland Ave., Braddock 15104

Mercy Behavioral Health, North Side, Pittsburgh

Catholic Charities, 212 9th St., Pittsburgh 15222

Mental Health Assoc. of Allegheny Co., 1945 Fifth Ave., Pittsburgh 15219

Allegheny Co. Health Dept., 907 West St., Pittsburgh 15221

Western Psychiatric Institute and Clinic, O'Hara St., Pittsburgh, 15213

Mon Yough Community Services, 331 Shaw Ave., McKeesport 15132

Birmingham Health Clinic, Southside, Pittsburgh 15203

Veterans Administration Services, Highland Drive, Pittsburgh, 15213

Employment

1. Residents are not permitted to be self-employed, employed by an immediate family member or in a family owned business. Residents are not permitted to work with minors (persons under the age of 18), a temporary agency, a cleaning company or a telemarketing firm.
2. Residents may not obtain or maintain employment where appropriate deductions are not withheld from the wages earned or where the employer does not claim the resident as an employee.
3. All residents must inform employers of their status in the center and their respective criminal offense.
4. Residents are to immediately notify DPA that they have obtained a job within two days of beginning employment.
5. All employment must be verified by the center staff and approved by the case manager, prior to the resident actually beginning the job.
6. If by reasonable conclusion of staff, the resident's employment would put the resident and/or any other individuals at risk because the nature of the job is somehow related to the resident's criminal history or imposes difficulty in supervision, staff may refuse to approve or terminate the employment.
7. Resident cannot be paid in CASH or by Personal Check.
8. Residents shall notify staff of any deductions from gross pay that are not for taxes or FICA, such as union dues or other voluntary contributions so as to declare "true net" for the purpose of determining center rent and court costs.
9. Residents must submit their earnings to the center for deposit immediately upon receiving them *and returning to the center*. They must also submit the pay stub or signed statement for copying at that time.
10. Residents are not permitted to obtain cash advances from their employers.
11. Residents shall notify staff immediately of absence from work for any reason, despite their level in the program.
12. A resident shall discuss with his Case Manager any decision to terminate a job **PRIOR TO** actually quitting.
13. Residents are permitted to work no more than 48 hours per week, including overtime. You **must** call the center to obtain permission for a schedule change to work overtime or a deviation from your previously approved weekly schedule. All schedule changes must be approved by the case manager or the Program Director / Assistant Director.
14. All Residents are to be in the building for 8 hours between work sign out times.

Non-Working Residents

All residents who are physically unable to work due to disability, medical reasons, or have written doctors orders not to work, will be required to perform community service. Residents who perform community service per week will have the opportunity to earn Free-Time/Passes.

Job Search

You must perform job-search activities in a responsible, independent manner. You are not permitted to search with other residents, nor are you permitted to have a friend or relative accompanying you during job-search. You must reach job-search locations independently.

Non-working residents are expected to actively seek full time employment. Outlined below are the responsibilities for all residents on the job-search phase of the program:

1. To actively seek full time employment and return to independent financial responsibility as soon as possible. Full time employment is considered to be a minimum of 35 hours weekly. This can consist of paid employment and/or educational pursuits.
2. Resident Job Search Hours are from 10:00 AM - 6:00 PM Monday-Friday.
3. Residents are required to submit a weekly job search schedule to be reviewed and approved by their assigned case manager. A minimum of five contacts is required on each outing and are written on a job search form.
4. Residents are expected to be accountable at all times during the day. You are required to call in from every destination, when arriving and leaving that destination.
5. Residents must take the list of all places where job contacts are made. A valid job contact requires *contact with a Manager*, an interview or the completion of an application.
6. A Job Verification Form must be completed by the employer.
7. A Case Manager must call the employer to verify the employment. A physical location check may be made prior to
8. Refusal to actively seek employment or to do work assignments can result in termination from the program.

Medical Care

1. You may choose medical/dental care from any source. If you do not have a physician or dentist in the Pittsburgh area, your case manager will assist you in finding appropriate care.
2. Payment for medical care is the sole responsibility of the resident.
3. Your case manager can provide a list of healthcare resources and referral.
4. Residents will not undergo any elective surgical procedures.
5. Residents are prohibited from participation in any medical experimentation for pay or to donate blood for money.
6. Residents must provide staff with documentation of diagnosis and follow-up treatment recommendations after all visits to physicians, dentists, or any emergency room (ER). All information is confidential.
7. If the criminal or social history indicates problems with mental health, this issue will be addressed either as a condition for facility placement or in the prescriptive/treatment plan. All recommendations by mental health practitioners for therapy or psychotropic medication must be strictly followed.
8. Bubble Packs will be required for all medication. This is available through Med Express if your primary care physician is not able to provide for it.
9. A complete first aid kit is kept in the facility monitor's office. This kit is available for minor injuries upon your request.

Personal Hygiene

Residents are expected to maintain acceptable standards of personal hygiene. If a resident arrives at the facility without personal hygiene articles and his finances are such that he can not afford them, an emergency personal items kit will be provided. This supply includes soap, shampoo, a comb, toothbrush, toothpaste, deodorant, shaving cream, and disposable razors. These items are for special circumstances only and should not be requested on a regular basis.

The location of your sleeping quarters determines which toilet and shower facilities will be available for your use. All

residents are expected to clean up after themselves. You are to use only the bathroom area assigned to you. Handicap equipped bathroom is located in Building 2 on the first floor. Any plumbing or maintenance problems should be reported immediately to the monitor on duty.

Residents are not permitted to cut another resident's hair. All dying, coloring and tinting of hair that alters an individual's appearance is prohibited.

Recreational Activities

The center is equipped with an outdoor court for volleyball and basketball, picnic tables, cable TV, board games, and outdoor games. Residents are encouraged to utilize available recreational opportunities in the Pittsburgh area while on free-time/pass, including the local gyms.

Community Service

1. All residents on Levels 1-3 who are physically able are encouraged to perform community service work.
2. Verification forms must be submitted to your case manager when you return to the center.
3. Your case manager will assist you with appropriate volunteer assignments.
4. Community Service must be performed at an approved non-profit organization.
5. Community Service must be completed in a mature, responsible manner.
6. Community Service may not involve any work with minors (under the age of 18), demolition crews, your family members, or anyone's home residence.
7. All community service sites must be approved by your case manager.
8. Community Service is to be performed after you have secured employment.
9. Residents on restriction will have extra in-house details to complete. This is NOT community service.

Personal Time/Pass Time

- Personal time is defined as personal time away from the center.
- Pass time is for personal business, including medical appointments, outpatient therapy, and facility mandated appointments.
- All residents must remain at the location or in the area to which they are signed out. To change locations or areas, the resident must call the center before leaving/arriving at the new location/area. Failure to comply with this regulation will result in a violation.
- Travel is limited to approved counties only and the time is determined by the case manager.
- Personal/Pass time hours must be written on a weekly schedule and approved by the case manager and Program Director.
- 12 step meetings require an address only. All 12 step meetings after Job Search status will be attended on your personal/pass time hours. In house meetings are also available two times per week.
- All community service hours are done on your personal/pass time hours after job search status.
- Random destination checks will be conducted during personal time hours.
- Answering machines and call forwarding are not permitted at any time. Violation will result in penalization.
- Cell phones are not permitted and considered contraband. *If a cell phone is found, it will be confiscated and not returned under any circumstances. It is also likely that your length of stay will be extended if you are found in possession of a cell phone.*

VIII SIGN-IN/OUT PROCEDURES

- All residents are required to enter their destinations, initials, time out/due back in the sign-in/out folder located at the monitor's desk.
- This must be done in the presence of staff.
- You may not leave the facility without a staff member initialing your folder. Your time of departure must be listed in your folder.

- You are to use the clock in the monitor's station when signing both out and in.
- All entries must be completed in ink.
- Random location checks are completed by staff. You will receive a write-up for unaccountability if you are not at the specified location, which could lead to termination from the program.

IX Contraband

The following items are considered contraband. If they are found on your body, in your room, car, clothing, or anywhere in your control, you will be subjected to disciplinary action. If you find any of these items anywhere in the facility, you must immediately report them to the monitoring staff on duty. Anything brought in during intake or dropped off by a visitor that is not permitted, will be labeled and kept for one (1) week, *up to the discretion of staff. If it is not removed during this time it will be destroyed.*

If you are found with contraband while in the center, it will not be available to you upon completion of the program. Contraband items include:

1. Alcoholic beverages or any substance that causes an intoxicating effect.
2. Any item that contains alcohol such as mouthwash, cough syrup, etc.
3. Any cosmetic item (lotion, shampoo, deodorant, etc.) in which any of the ingredients is alcohol. Note: that all such items brought into the facility must have an ingredients label.
4. Non-alcoholic beer or wine.
5. Controlled substances under the Pennsylvania Drug, Device, and Cosmetic Act.
6. Any illegal drug.
7. Drug paraphernalia.
8. Prescription drugs which have not been approved and recorded for the resident's use, including over-the-counter medications.
9. Firearms, ammunition, or other lethal weapons.
10. Straight razors, rug cutters, box cutters, or letter openers. Any items of such a nature that are work tools must be signed-in, inventoried, and controlled through the monitor's workstation.
11. Disabling substances such as tear gas, mace, pepper sprays, or stun guns.
12. Tobacco products including cigarette, loose tobacco, chewing tobacco, rolling papers.
13. Lighters, matches.
14. Unapproved cellular phones, chargers, SIM cards, or other electronic cables (USB cables, flash drives, etc.).
15. Monitoring devices such as police scanners, CB's, etc.
16. Cameras and video camera, home made movies / home copied movies.
17. Items containing substance that are unlabeled.
18. Fireworks; lighter or "Zippo" fluid; aerosol "spray" cans; or any other such item with great propensity for fire or use as an explosive or incendiary.
19. Extension cords (without surge protectors), night-lights, and other such devices. All electrical appliances that are permitted must be checked and approved by maintenance.
20. Food or candy containing alcohol.
21. Incense, potpourri, and scented oils.

22. Pornographic items (including books, pictures, or movies) or any such item which staff deem inappropriate.
23. Clothing or artwork that promotes drugs/alcohol or depicts scenes of death or morbidity.
24. Laser pens/pointers.
25. Items of gambling (such as lottery tickets, tip boards, games of chance, etc.)
26. Chlorine Bleach (Powder or Liquid).
27. Any item not listed above which is, in the judgment of the staff, inappropriate to this facility.

NOTE:

1. For fire/safety purposes, the burning of anything inside of the facility is prohibited. Matches and lighters are prohibited inside the facility.
2. As with all designated contraband, items will be confiscated and disposed of. A resident found in possession of any of these items will be subject to disciplinary action.
3. Residents should routinely review facility policies on smoking, contraband, Fire/Safety, and pat-downs.

Assistant Program Director: Will process all incident reports, including program violations. There is a standard progressive disciplinary procedure that will incur if you do not follow the rules outlined in this handbook.

Parole Agent Intervention: After repeated program violations and restrictions/sanctions, staff will refer paroled residents to the assigned building parole agent(s). Parole may also issue a written sanction/violation for non-compliance.

Program Director: Will terminate a resident from the program if the resident continues to violate rules of the program despite repeated efforts by staff to intervene by utilizing discipline/sanctions. A resident can also be terminated due to a major program violation at the discretion of the Program Director.