

**COMMUNITY TRANSITION
CENTERS - ERIE
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Erie Pennsylvania 16509
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Inpatient Handbook
**INPATIENT
RESIDENT HANDBOOK
2021**

COVID 19

Community Transition Center Erie takes the health and wellness of our center seriously. CTC Erie will follow all CDC recommendations as well as the recommendations provided by the state, the Department of Health, and all contracted entities.

Many standard practices have been impacted by state mandates. Updates will be posted. Meetings are held to discuss any significant changes impacted by the Corona 19 Virus. Please consult with your therapist to answer any questions.

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INTRODUCTION

To the Residents of the
Community Transition Centers- Erie

Welcome to the Community Transition Centers- Erie inpatient treatment program. The program's mission is to help all affected by addictive diseases to become healthy in body, mind and spirit. This is a community treatment corrections program dedicated to helping people who are addicted to alcohol, drugs, and/or a criminal lifestyle. At Community Transition Centers- Erie the staff and residents work together toward gaining knowledge about addiction and criminal behavior, and the power to change itself destructive course. We are glad you have come.

Each resident is expected to fully participate in the program and behave in a responsible manner at all times. While in treatment you and your assigned therapist will jointly develop a treatment plan that is individually geared to your particular needs and you are expected to be involved in the implementation of your treatment plan. 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 actively involve yourself in the program.

I PROGRAM OVERVIEW and INFORMATION

Orientation Process

A vast amount of information will be covered so LISTEN CAREFULLY READ YOUR HANDBOOK and ASK QUESTIONS.

Monitoring Staff

Upon admission you will receive orientation to the program by monitoring staff, the resident 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. Mealtime, mail privileges, telephone usage, signing in and out procedures, etc. will be reviewed with you by the Monitor completing your initial orientation. At the end of this process you will be given an Adult Initial assessment packet to be completed within 24 hours and handed in to your therapy staff. Turning in of this assessment will begin your treatment days in the program.

Therapy

You will also receive orientation from the Inpatient Therapy staff, specific to assessment for treatment needs, inpatient programming, treatment planning and groups. This orientation will also involve information pertinent to your stay.

PREA

(Prison Rape Elimination Act) You will receive an orientation by therapy staff regarding PREA, consisting of an assessment and video presentation

Weekly / Daily Treatment Expectations

Inpatient group programming is conducted Monday through Sunday. All residents are required to attend all scheduled programming, arrive on time, be prepared and participate. If a resident cannot attend the group session due to having an outside appointment or individual session it is their responsibility to contact the group facilitator prior to the group to inform them of the situation. If a resident is ill and does not feel he/she can attend the group he must receive permission from his/her therapist as well as inform the group facilitator. Missing group programming in either case could lead to extension of treatment days to make up missed programming.

Counseling

You will be assigned a therapist who will work with you individually while in the program you and a therapist will collaboratively prepare your treatment plan. This treatment 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. Reviews will also provide the opportunity for you and your counselor to modify the plan by adding or deleting goals as your needs and accomplishments change. The reviews will detail your progress throughout your participation in the Center program.

Information shared in the course of individual counseling is deemed confidential. General overview of progress and issues may be discussed by the treatment team; consisting of the Program Director, Assistant Directors, and the therapists from the inpatient program. At no time, however, 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.

Throughout your stay in the program, you are required to meet with your assigned therapist on a weekly basis. Your therapist will contact you regarding your weekly sessions, once this process is set it will be your responsibility to attend the individual session. ***You are responsible for being prepared for this meeting with any assignments completed.***

NA/AA Meetings

CTC-Erie believes and supports 12-step involvement. Twelve Step Facilitation (TSF) is a required group and we strive to provide at least one outside meeting weekly to those who have completed the initial treatment work. This meeting is also attended by a therapist. At times members of NA/AA will voluntarily come into the inpatient program and hold a group/meeting in house so that all residents have self-help available in various forms. This is part of your treatment program; therefore you cannot have family or friends meet you. *****Due to COVID 19, all outside meetings are cancelled at this time******

Support Services

Residents may require help in setting up community support services for their return to the community and homes. This may include setting up 12 step support, outpatient physical, mental health, drug and alcohol appointments. The therapist and resident can accomplish this during the treatment and aftercare planning process.

Medical Care

1. Inpatient residents are required to have a physical examination after admission to the center.
2. You will be seen within seven days of admission with our house Doctor on Wednesday mornings.
3. You are responsible for payment for medical care which includes the cost of medications, Hospital/emergency room visits, and EMS Services (Ambulance). Staff can help apply for medical assistance while a resident of the program to assist with medical costs.
4. Residents will not be compelled to undergo any elective surgical procedures.
5. Residents are prohibited from participation in any medical experimentation for pay or to donate bodily fluids for money.
6. Residents must provide staff with documentation of diagnosis and follow-up treatment recommendation after all visits to physicians, dentists, or any emergency room (ER). All information is confidential.
7. If you are going to the emergency room (ER) for any reason you must take the doctors letter to be filled out and return to monitoring staff along with the other proper documentation listed in #6.
8. If the personal history indicates problems with mental health, this issue will be addressed either as a condition for facility placement or in the Treatment Plan. All recommendations by mental health practitioners for therapy will be scheduled to follow your release from inpatient.
9. A complete first aid kit is kept in the facility Monitor's office. This kit is available for minor injuries upon your request.
10. It will be decided as a therapeutic team if a person missing multiple groups due to medical reasons will be required to make up all missed groups. This may include additional time in the inpatient unit.
11. You are required to take all medications as prescribed; any issues regarding medication management should be addressed with your therapist and the facility doctor.
12. All prescribed medication and OTC (Over the Counter) 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 a locked cabinet in the medication office and will be distributed at designated medication times.
13. If any medication remains after the prescribed course of treatment, residents are to advise the monitor who will dispose of it.
14. Under no circumstances will a medication that is prescribed for one resident be given to another resident.

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, 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:

1. Controlled substances such as narcotics, stimulants and sedatives
2. Needles and syringes
3. Prophylaxis medications

All prescribed medications and OTC must be approved by the Center 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.***

Personal Hygiene

Residents are expected to maintain acceptable standards of personal hygiene. This supply includes soap, shampoo, a comb, toothbrush, toothpaste, deodorant, shaving cream, and disposable razors. These items are available for purchase through monitor staff onsite. Items may be purchased as a kit or individually.

All residents are expected to clean up after themselves. Handicap equipped bathroom is located in each bathroom. Any plumbing or maintenance problems should be reported immediately to the Monitor on duty. New tattoos and piercing are prohibited while a resident. All dying, coloring and tinting of hair that alters an individual's appearance is prohibited.

Religious Services

A resident may request that a leader of their faith may be allowed to come into the center on approved time for spiritual counseling. No inpatient resident will be permitted to leave the facility to attend religious services; reasonable accommodations will be made to allow a resident to practice their faith.

Recreational Activities

The center is equipped with recreational equipment tables, cable TV, board games, books etc. Recreational activities can be conducted outside of group programming times. The phones and recreational activities are open in the mornings until 9am on weekdays. They resume from 12 noon to 1pm. The phones and recreational activities are then resumed at 4pm until curfew. On weekends they are available all day except during group programming. If a person is on the phone during these programming times, sanctions may occur.

II 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 disciplinary action and termination from the 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.

Resident Concerns/ Grievances

If you have a problem or concern during your stay you would need to take the following steps to attempt to resolve the issue or answer your question:

- 1) Obtain a resident concern/grievance form from the monitors office
- 2) Complete the top portion of the form; detailing your specific concern or request
- 3) Sign and turn in the form to your individual therapist
- 4) If the issue is in regard to your personal therapist, then a sealed grievance can be given to the monitors and asked to be put in the Clinical Coordinator or Director's mailbox
- 5) The form will be reviewed in weekly treatment team meeting and response will be returned to the individual.

Any grievance that does not follow procedure will be dismissed without review.

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 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 not enter without 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. Entry to the monitor station is by staff invitation only. Residents are to approach the monitor's window when signing in or out of the building.

Gambling

Any type of betting and/or exchange of money regarding pool games, card games, basketball, etc., are always prohibited. Failure to comply by any resident will 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.*

Urinalysis

Random urinalysis and Breath Alcohol Tests will be done on all residents. Urine samples must be submitted immediately upon request. If a resident is unable to submit urine sample when requested, he 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 or sign the chain of custody form, he/she will be considered as 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 (equals two four-ounce glasses).

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/she may be taking. Any tampering with urine samples or a urine sample in your possession will be grounds for program termination.

Finances/Budgets

All incoming monies must be submitted to the budget system with the exception of \$10.00 (if cash). The resident may keep an initial \$10.00 from incoming cash drop off if no money has already been received for the week. Any other withdrawals will be made through completion of a weekly budget sheet with the therapist. All incoming money would be turned into the Monitor's office where it is deposited in the lock box and you will sign a remittance log as a confirmation of the amount. 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 will result in disciplinary action.

**Any reentrant that needs to be transported to an ATM machine to retrieve funds will need to put in a resident concern requesting the transport. This transport will take place twice a month; on the 7th and 21st of every month. Example: June 7th, June 21st, July 7th, July 21st, August 7th, August 21st etc.... With that being said, please ensure you budget accordingly to take care of your needs.

1. From your initial cash deposit you will be allowed to keep up to \$50 cash on your person. This is a one-time allowance even if the amount is less than \$50. If you come in with cash even if its \$15.00 that is considered for first time allowance to be kept.
2. Budget sheets are to be submitted each week, regardless of whether you have any income. They are to be completed with therapist as soon as possible, but no later than **9:00 AM each Monday**. If there are any questions regarding your budget plan, he/she will need to discuss them with you so submit your budget sheets as early as possible. This will avoid unnecessary delays and ensure that you get your check.
3. Unapproved budget sheets or those submitted after 9:00 AM on Monday will not be processed. This would result in monies not being available until the next weekly budgetary process.
4. You are not permitted to enter into a "charge account" or a financial agreement with any business. Credit cards are strictly prohibited.
5. Residents are not permitted to open or maintain checking accounts without approval from the Center Director. Any existing accounts should be brought to the attention of your assigned Therapist.
6. Residents are permitted to keep a maximum of \$50.00 on their person at one time. Any more than that will be considered contraband.
7. All deposits must be made before Monday morning.
8. You are responsible for budgeting your own money.

******* REMEMBER IT IS YOUR RESPONSIBILITY TO ENSURE YOUR BUDGET SHEETS ARE CORRECT EACH WEEK.**

Housekeeping

1. You must perform daily cleaning details as assigned.
2. Cleaning details are to be done daily. Each cleaning detail takes approximately thirty minutes to complete; therefore, they must be started as scheduled.
3. 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.
4. You are NOT permitted to tamper with household equipment such as the heating and electrical systems.
5. Residents may also be assigned additional cleaning details depending on the operational needs of the Center.
6. If you are incapable of fulfilling a specific house duty due to a documented physical condition by a doctor you are to notify a Monitor and your therapist 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.

7. 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 kitchen/dining area.
8. 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.

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 in the unit area. ***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
- Blanket-2
- Bath Towel-2
- Hand Towel-2
- 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.

Residents will be assigned a bed number. 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.

Bedrooms

Beds must be made military style.

Clothing/Laundry

1. You are cautioned about loaning or borrowing personal property, since this may cause unnecessary conflicts.
2. You are responsible for the routine laundering of all personal clothing. A washer and dryer are available for use on the unit.
3. Bed linen MUST be cleaned weekly. This includes washing the blankets.
4. Beds are to be neatly made with clean linens.
5. 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 always prohibited. Residents can have the laundry detergent pods.
6. Residents are not permitted to have their own irons. The Center provides an iron and ironing board for resident usage. Iron is to be signed in/out from the monitor's office.

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 allow you to send home or store excess personal property.

Residents are solely responsible for their personal property. The Department of Corrections, Bureau of Community Corrections, Community Transition Centers, 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/she is required to furnish the names of two individuals who are authorized to receive his personal belongings in the event that he/she 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/her representative has not made arrangements to pick up the property, the property will be disposed of.

******In the event that a resident leaves without authorization from the program, his personal property is considered to be abandoned and will be disposed of 7 days after apprehension.**

Searches

We want residents to live in a safe and drug free environment to support their efforts to maintain abstinence and achieve sobriety. Therefore, we make efforts to help ensure this. Residents are subject to a search of their person, including a Pat-Down, Strip, Room and of their belongings at any time. *Searches*

will be done randomly on all rooms, including residents' private lockers, private belongings, etc. All contraband items found during a search will be confiscated and the resident appropriately reprimanded. Strip Searches are authorized by the Director or Assistant Director and conducted in a private setting with a minimum of two staff present. All residents are subject to the possibility of search at any time.

Searches will be conducted by program staff, DOC Officials, Parole and K9 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 with one possible result being a sanction.

Tobacco

All tobacco is prohibited on property. We are a tobacco free facility.

Mail

Outgoing mail into the Monitor's office is sent out daily. The administration office offers free envelopes and sells stamps to residents. 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/parolee (if you are under legal supervision) must first be approved in writing by the institution of confinement and the Program Director. Mail can be retained for security reasons you will be given a confiscation slip.

Telephone

Pay telephones are available for your use. No in-coming calls are permitted. The phones are turned off at Lights Out every day and turned back on after completion of all morning details on the unit. Telephone availability on the unit was covered previously in discussion of recreational activities.

Kitchen Area

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

Meals

Meals are provided and are served in the designated cafeteria. All menus have been approved by a registered dietician and meet or exceed the requirements of the ACA. All food must be eaten in the cafeteria area. Residents are not permitted to bring food to other areas of the Center. **Special Diets** are provided for medical necessity or religious reasons. In each circumstance they must be approved by the Center Physician.

Dining Room/ Lounge Area

1. You must be properly dressed at all times. No undergarments should be visible, and all private parts should be sufficiently covered.
2. No sleeping or appearance of sleeping is permitted in any of the Common Areas.
3. It is not the responsibility of the person who has the Common Area as a cleaning detail to pick up after everyone. The kitchen and Common Area 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 Common Area is responsible for turning off the TV.

Property, Necessities, and Money Drop offs

Drop offs will take place on Tuesdays and Fridays each week which will be explained to you at your intake/orientation. *****Drop off days and times are subject to change at any time.***** You must submit a drop off request form noting who is making the drop off, what day, and what items are being dropped off. You may submit this request to you counselor/CCC. Additionally, the person dropping items off will need to have a valid State I.D. card or driver's license. Drop offs will not be accepted on your visit day or outside of the two days noted unless there are exigent or special circumstances regarding your individual situation. Those requests will be considered on a case by case basis and approved or denied at the discretion of supervisors. **Due to current trend for COVID19 we are only accepting initial drop offs within the first 72 hours of intake if you are from the following counties: Erie, Crawford, and Warren. All other drop off must be mailed in. No delivery/personal shoppers are permitted.**

Visiting

1. Friends and family visits are based on visitation hours set forth by the Center. Typically visiting hours are **Saturday afternoons 1:30pm-4:30pm (female inpatient) and Sunday afternoons 1:30pm-4:30pm (male inpatient)**. If they are visiting for the first time, they must arrive by 1:15 to complete the visitor orientation. This is a one-time orientation during your stay.
2. **Visitors are subject to search.** Visitors *must* present identification to the staff member prior

to signing in for a visit. *The only exception will be minors.*

3. No person below the age of 18 will be allowed on the premises of the Center with the exception of relatives or in the accompaniment of an adult, unless they have prior approval from the resident's Counselor
4. All guests will be required to sign in at the Monitor's desk no matter how short of a time they intend to stay.
5. Each resident must inform his guest of this requirement. Visiting hours shall be observed as follows with the exception of specially arranged visits that have been approved in advance by your Therapist *and/or the Center Director.*
 - a. Residents must stay with their visitor at all times. Visitors are permitted in designated areas only.
 - b. Visiting hours and length will be determined by the Center Administration.
 - c. 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. **Visitors are prohibited from visiting with more than one resident, without the resident's counselor's permission.**
 - d. Visitors must report into the Monitors' Station upon arriving for a visit. Visiting with individuals outside of the designated area is prohibited and will result in the visitor(s) being turned away.
 - e. All smoke breaks will be suspended during visitation times.
6. Visitors must be properly dressed upon entering center or they will be asked to leave center.
7. Visitors are not allowed to bring purses or phones into the visiting area.
8. Any visitor under the influence of drugs or alcohol will be asked to leave the center and be banned from entering center.
9. All visitors must be on their approved visiting list in order to enter the facility. Up to 8 visitors will be approved during your visit. Once you have reached your 8 there will be no swapping. Children are included.

DUE TO COVID19 ALL VISITING IS SUSPENDED-ZOOM VISITS ARE OFFERED ONCE A WEEK AFTER YOU ARE IN LEVEL 3.

IV **Contraband**

The following items are considered contraband. If they are found on a resident's body, in their room, car, clothing, or anywhere in their control, he/she will be subjected to disciplinary action. If a resident finds any of these items anywhere in the facility, he 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 disposed of. 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. Non-alcoholic beer or wine.
4. Food, Supplements or candy containing alcohol. No energy drinks.
5. Controlled substances under the PA Drug, Device, and Cosmetic Act.
6. Any illegal drug or prescription drug not authorized for the resident's use.
7. Drug paraphernalia.
8. Items or containers containing substances that is unlabeled or not been approved.
9. Firearms, ammunition, or other weapons, including but not limited to explosives or the chemicals used to create explosives (including fireworks).
10. Straight razors, rug/box cutters, letter openers, scissors, or nail cutters with a file.
11. Disabling substances such as tear gas, mace, pepper spray, or stun guns.
12. Cameras, voice recorders, or other such devices used to capture images or sounds.
13. Personal DVD players or video games. Any DVD that is not PG-13 or below rated.
14. Laser pens/pointers.
15. Incense, potpourri, and scented oils.
16. No boom boxes, or portable speakers permitted. Only personal MP3 players w/out internet and video capability permitted with headphones.
17. All tobacco is prohibited.
18. Pornographic material of any nature or anything deeming as inappropriate by staff.
19. Items of gambling (such as lottery tickets, tip boards, games of chance, etc.)
20. Clothing or artwork that promotes drugs/alcohol or their use, depicts scenes of death or morbidity, or are offensive/derogatory to a race, religion, or nationality.
21. Any items requiring electricity to function or charge. MP3 players must be checked by maintenance.
22. Monitoring devices such as CB's, Police Scanners, etc.
23. Personal keys not approved/controlled by Center staff.
24. Any type of unapproved locking device or lock pick device.
25. Any item(s) in what staff deems to be excessive amounts.
26. Toxic or caustic chemicals
27. Items of gambling (i.e. lottery tickets, tip boards, games of chance, etc...)
28. Deodorizers and sprays, except tree type (care freshener) deodorizers.
29. Cell phones are not permitted.
30. Any contraband deemed by Department of Corrections.

31. 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. 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.

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

VII Discipline Policy

Custody Control Coordinator: Will process all incident reports, including Infraction 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 Termination: The 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.

The location of the DOC/ BCC Community Corrections Handbook is located in the Monitor Station. You are responsible for knowing and understanding the contents of this Primary Handbook.

VII GENERAL RULES

Understand that DC ADM 801 applies to your participation in this program and successful completion of your prescribed program is a condition for your release. The following is a list of these conditions: Some of these conditions are directly regarding individual's in work release programming.

- Money in excess of approved and budgeted amounts is prohibited
- Any contact between male and female residents is prohibited
- Unprescribed drugs, drug paraphernalia, alcohol, medications containing alcohol, addicting

- prescription medication, poppy seeds, synthetics and the medication Dayquil are prohibited
 - Items that can be used as weapons are prohibited
 - Gambling and lottery tickets are prohibited
 - Credit cards, unapproved financial contracts, checking accounts and savings accounts are prohibited
 - ** Upon admission any checkbooks, bank and or credit/debit cards are placed in the office safe until discharge. Residents may provide written request to have these items released to family.
 - Inpatient residents are expected to utilize the center budget system. A one-time cash gift up to \$50 may be kept by the resident. All other monies with the exception of \$10.00 must be remitted and budgeted through the center budget system.
 - You are not permitted to have contact or any association with the victim or codefendant of your offense...
 - Failure to return to my assigned contract facility at my designated return time or unauthorized absence from a designated location will result in either declared an absconder.
 - Leaving Pennsylvania is PROHIBITED and you waive extradition to the Commonwealth of Pennsylvania from any state in the United States, and from any territory or country outside the United States
1. Resident behavior while here 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 not permitted out of the center without authorization and must return to the center at appointed times. Accountability is required at all times. ***Failure to be accountable will result in disciplinary action, including possible termination from the program.***
 3. No physical violence or threat of physical violence will be tolerated at any time. Possession of alcoholic beverages, drugs, drug paraphernalia, firearms or lethal weapons will not be permitted in the center or at any center-sponsored function.
 4. While away from the Center, you must let the staff know immediately by telephone of any emergency so that we can assist you.
 5. Residents will be expected to attend all required group meetings and scheduled appointments.
 6. Residents are not permitted to leave the Commonwealth of PA. Travel outside of the

region/district must be approved by the appropriate jurisdiction(s).

7. 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.
8. Residents are not permitted to contact any person considered the victim of a crime for which he or she has been convicted.
9. You are not permitted to use, own, possess, sell, distribute or have in your control any narcotic, controlled or dangerous drugs. This includes drug paraphernalia in any form. All prescription *and non-prescription* drugs must be turned in to the Monitor 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.*
10. A positive urinalysis or Breath Alcohol Test will constitute usage. Failure to provide a sample, refuse to sign a chain of custody, or complete a test within *two* hours of the request will also constitute usage and/or a violation of your program agreement.
11. Smoking is permitted on the Center grounds in the designated smoking area patio only. Smoking is prohibited in all other areas of the Center. These regulations apply to the use of smokeless tobacco as well.
12. Residents are prohibited from providing any services or giving any gifts to staff during the Christmas Season or at any other time.
13. Residents are prohibited from consuming non-alcohol wine or beer products. These products are also considered contraband.
14. Residents are not permitted to consume alcohol or any products containing poppy seeds or alcohol (i.e. cough syrup, etc.).
15. Residents are not permitted to utilize Vicks Inhalers or any similar products.
16. Residents are not permitted to enter into any financial agreements with fellow residents, individuals or institutions. Residents should not borrow or lend anything from other residents.
17. Announcements and information relative to residents are posted on the Center's bulletin board. It is the resident's responsibility to check the board daily for any changes or new information.
- 18. Explicit sexual activity of any type is prohibited in the Center or on Center grounds. *This includes overt intimate contact between residents and their visitors.***
19. 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 Center Director will determine the acceptability of the material. All unacceptable material will be destroyed and the resident penalized.

20. Male residents are not permitted to have any contact with female residents and vice versa.
24. Residents are not permitted to lock or block any Center doors.
25. Residents are not permitted in other resident's bedrooms at any time. Other unauthorized areas may be entered only with a staff escort or with staff permission.
26. Residents and visitors are subject to search at anytime. This includes their person, property or vehicle.
27. Travel alarm clocks are permitted in resident rooms only. MP3 players are permitted, but can only contain music.
28. Any type of "horseplay" or putting your hands on another resident is strictly prohibited.
29. You are expected to be in your room at count times. Any personal needs must be done before or after count, including using the rest room.

IX 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 and following staff instruction. It is the purpose of this document to safeguard the lives of staff, residents and visitors of the Community Transition Centers 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 Community Transition Centers and to those individuals who are under its jurisdiction. The policy is also applicable to those individuals or groups that have business with the Community Transition Centers or utilize the resources. It is the policy of the Community Transition Centers 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 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.

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 to the Department of Corrections 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 even one's employer.
5. Always obey any instructions given by police.

Listen to a radio or television for continuing updates. All residents must report to the Center immediately following the termination of an emergency. A twelve-hour grace period will be extended by the Director if necessary, only if you have made contact with the Center

F.

Safety Procedures

1. Smoking is prohibited except on the outdoor designated smoking area patio.
 - a. NEVER throw cigarettes in the waste containers.
 - b. Any resident caught smoking inside of the building will have their tobacco products seized by management and not returned. Progressive discipline will follow for any additional offenses.
2. Extension cord usage is not permitted without staff permission.
3. **NOTHING** shall be attached or impede the heater vents.
4. Flammable or volatile products are not to be kept in resident's rooms. They shall be stored in a secure area of the facility in an approved container.
5. 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.

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. In the event of a **medical emergency** notify staff who will call **911**.

IX Important Numbers:

Saint Vincent Health Center	452-5000
UPMC Hamot	877-6000
Millcreek Community Hospital	868-8340
Crisis Hotline 24/7	456-2014

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 items that 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. 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.**

Community Transitions Center Erie
Reentrant Clothing and Personal Effects List

- 7 sets of clothes
- 7 pairs of underwear
- 7 pairs of socks
- 2 pairs of shoes
- 1 pair of slippers or shower shoes
- 1 set of pajama's
- 1 coat
- 2 hats

Not allowed:

Any clothing or hat that depicts or has reference to drugs, alcohol, or is overtly sexual in nature is prohibited.

Personal Effects Allowed:

- 1 alarm clock and/or radio with headphone jack
- 1 mp3 player that does not have internet or video capabilities
- 1 pair of headphones
- 5 books
- 7 pictures

Toiletries and Cosmetics:

Reentrants are not permitted to possess aerosol sprays nor any product containing alcohol. Products must have the ingredients clearly listed. When having toiletries/cosmetics dropped off they must be new in package never opened for the exception of makeup.

AOD Reentrants:

- May have tobacco dropped off
- Must be new packs sealed
- May bring in laundry pods

PV Residents:

- Must purchase cigarettes from CTC –Erie
- May bring in laundry pods

CTC – Erie staff will be monitoring compliance with this list during regular building/room inspections and random room searches. Excessive accumulation of clothing and or personal effects is a Program Violation. Any Reentrant found non-compliant will subject to disciplinary procedures. Contraband items will be confiscated and destroyed.

COMMUNITY TRANSITION CENTERS – ERIE RULES AND REGULATIONS

- The use of any mind or mood altering chemicals will not be permitted.
- No smoking will be permitted in this facility.
- Firearms are not permitted in this facility except in the case of emergency or prisoner transport.
- All Re-entrants are required to sign in at the monitor's office upon reentry into the facility.
- All Re-entrants are required to complete a house duty daily.
- All Re-entrants are required to keep their sleeping areas neat and clean at all times.
- All Re-entrants are required to launder bed linens once a week or more if needed.
- All Re-entrants are required to treat all facility property with care.
- All Re-entrants are required to maintain proper conduct toward staff. Obscene, abusive or threatening language will not be tolerated.
- Under normal circumstances, all Re-entrants must enter and exit the facility only through the front door.
- Gambling is strictly prohibited.
- Pagers are strictly prohibited.
- No cell phones are permitted.
- Cameras are prohibited due to confidentiality laws.
- No portable DVDs, TVs, Blu-ray, Cassette tapes, VHS tapes, Video Game Cartridges, video game consoles, IPODs, handheld video games or burned CDs/DVDs are permitted. If your MP3 Player has cell phone, internet, photo viewing or video viewing capabilities, then it is NOT permitted in the center.
- Incense, candles or the burning of anything in the facility is prohibited.
- Re-entrants are required to be fully dressed outside of sleeping areas.
- No piercing of any body part is allowed.
- No sexual activity of any kind will be permitted on facility grounds.
- All Re-entrants are expected to maintain acceptable standards of personal hygiene.
- All Re-entrants are required to iron in the laundry room.
- No food or drinks are permitted in resident sleeping areas or in the group rooms.
- No energy drinks of any kind.
- No boom boxes or speakers permitted. Only personal CDs with headphones and clock radios are permitted.
- All Re-entrants are required to keep the sound of radios at a reasonable level.
- Re-entrants may only use approved cleaning chemicals dispensed at the Monitor's station.
- The use of Toxic and Caustic substances, including bleach, is forbidden.
- No food is to be left in cafeteria locker overnight, any food found after 11:00 pm will be destroyed.
- No loose tobacco is permitted. No electronic cigarettes or vaping devices.
- All tobacco products, lighters, must be kept in locker in cafeteria.
- Only DVDs that are up to PG-13 rated are permitted.

***FRONT AREA**

The front fenced-in area of the facility is available for use by Re-entrants until 9:15PM. Appropriate street clothing must be worn at all times. No bare feet permitted. Proper conduct must be displayed. Playing music, discussions with passersby or handing items over the fence

to those in the parking lot is prohibited. Re-entrants must behave in a quiet, polite manner while outside.

COMMUNITY TRANSITIONS CENTER ERIE MEMO

To: Residents

From: Renee Kirby, Assistant Director

Date: August 22, 2018

Re: Medication update

Attention Residents

As of August 22, 2018 CTC Erie will limit the allowance of Neurontin (gabapentin), Lyrica (pregabalin) and Wellbutrin (bupropion). No new prescriptions will be permitted unless reentrant has official verification of a recent prescription. This will need to be given to the onsite Dr. prior to him writing a prescription.

If a reentrant is currently on gabapentin or bupropion, change in dosage will not be permitted while at CTC Erie unless done by an already established psychiatrist.

If a reentrant is abusing his medication, (cheeking, hiding, unexplained discrepancy in counts, etc.) The medication will be discontinued for the duration of your stay and the staff Dr. will meet with reentrant during his next Dr. visit to discuss alternatives.