

Erie CCC Supplemental Handbook Purpose

The Erie Community Corrections Center (CCC) Supplemental Handbook is comprised of **Addendums** to the Bureau of Community Corrections (BCC) Handbook and **Local Policy and/or Procedures**. This supplement contains rules, regulations, and procedures specific to the Erie CCC Reintegration program. Throughout this supplemental handbook you will see **Addendums** which provide additional information/procedures for specific sections of the BCC Handbook, and **Local Policy and/or Procedures** which are changes to specific sections of the BCC Handbook. At times, the direction contained in this supplemental handbook will be more restrictive than the general expectations and limitations outlined in the BCC Handbook.

The contents of the Erie CCC Supplemental Handbook have been prepared to assist you with adhering to Erie CCC rules, regulations, procedures, and better acquaint you with the privileges afforded Reentrants here at the Center. You are required to keep the BCC Handbook and Erie CCC Supplement in your room for reference. If you cannot find a definitive answer to a question in either manual, contact staff for clarification. **Erie CCC Introduction (Addendum to page 3)**

The Erie CCC is a Community Correctional Facility designed to assist the Reentrant with reintegration back into the community. The Erie CCC does not discriminate, nor restrict program involvement, based on age, race, religion, sexual orientation, or physical limitations.

You have requested participation in the Erie Community Corrections Center Reintegration program. This is your opportunity to prove to yourself, family, friends and the community that you will be able to function in society with integrity, absent of conflict with the law. Your behavior, both in and out of the CCC, will be monitored by Center Staff. Residency in this program is a privilege that you are asked to respect. When one Reentrant violates the CCC agreements and/or the law, he cast a shadow over himself, as well as his fellow Reentrants, making it difficult for all to “prove themselves” in the community.

The Erie CCC daily operations mirrors life in a sometimes “exaggerated form.” The rules, regulations, and general expectations all serve to aid in your successful reentry back to your community. Your positive attitude toward center staff, fellow Reentrants, and the Erie CCC program in general is extremely important. Your adjustment may at times become difficult, frustrating and you may experience some manner of setback resulting in disappointment. This is not uncommon as changing antisocial behaviors is difficult and requires self-dedication for lasting effect. A positive attitude will be the best defense for dealing with the struggles of daily life. A negative attitude will generally make your efforts ineffective, and can ultimately lead to your personal failure. Remember to take things slow, evaluate your needs against your wants, and resist the urge to be impulsive. Staff will attempt to resolve minor violations through verbal redirection, Local Reentrant Incident Reports, Counseling sessions, and RFP updates. However, the nature and frequency of violations may result in Reentrants being charged with a major program violation.

Community Corrections is idealistically rehabilitative, and not punitive, in nature. Honesty is the best policy when addressing violations in the center and/or community. Monitors, Counselors,

and the Administration will work with you to resolve issues that arise during your residency. Discipline will be reserved for major rules violations, program non-compliance, law violations, and repeated minor violations that have not been resolved through staff redirection.

Major violations of the rules, regulations of the CCC and/or violations of the law will be dealt with in accordance with the Pennsylvania Department of Corrections DC ADM 801, Universal Set of Rules, the Commonwealth of Pennsylvania statutes and possible unsuccessful discharged from the program.

You should not hesitate to contact staff with any matters you feel are important for your successful reintegration. Counselors, and the Administration, are available Monday through Friday, while Community Corrections Monitors are available while on shift twenty-four hours a day. Unless there is an emergency, Reentrants should submit a completed DC 135 A "Request slip" to their Counselor.

Program Overview (Reference BCC Handbook Page 4)

General Rules (Reference BCC Handbook Pages 4-6)

6. The following items are not permitted to be in the center OR in your possession:
(Addendums to page 5)

- Any product containing tobacco or associated with the use of tobacco, such as matches or lighters..
- Metal or Ceramic eating utensils: Plastic is the only authorized material for utensils.
- Cash, or any form of Currency, in excess of \$500.00.
- Food products not sealed in original manufacturers packaging.
- All Nutritional Supplements not Prescribed by a Physician.

15. Erie CCC does not have center cooking items. Reentrant cooking items will not be left in the sink to soak, air dry, etc... Reentrants will also dispose of grease residue in a proper manner. No one will pour grease residue down the drains—if caught you will be responsible for the plumbing costs. **Boiling of grease is strictly prohibited and will be a grounds for immediate discharge.** (Local Policy and Procedure, page 6)

21. Lights are to be turned off and *all doors will be open* when a Reentrant's room is not occupied. This rule is suspended during Emergency Evacuations/ Drills. (Local Procedure, page 6)

28. Reentrants are responsible for their medical needs. Reentrants, without private medical insurance, will register with Community Health Net during Orientation week. Reentrants that qualify for Veterans benefits will register with the VA Medical Center. Reentrants should schedule follow-up appointments with these agencies for routine medical care. All Reentrants will request permission from the Center Director for elective medical treatments and non-emergency medical procedures. Reentrants will not use Emergency Rooms as "private physician offices." Any abuse of the community medical services, to include misuse of the Emergency Medical Departments, will be subject to discipline in

compliance with DC ADM 801 and possible expulsion from the program. ***(Local Policy and Procedure, Addendum to page 6)***

29. Mandatory Reentrant meetings are held on the third week of the month. Reentrants are required to attend the meetings. Reentrant meetings are an integral part of quality communication. Repeated unexcused absences can result in the suspension of Utility time. Repeated unexcused absences will result in disciplinary action in line with the Universal Set of Rules ***(Local Policy and Procedure, Addendum to page 6)***
30. Reentrants are not allowed to wear head gear inside the facility, with the exception for approved religious apparel (Kuffie, Yarmulke, etc.). ***(Local Policy and Procedure, Addendum to page 6)***
31. Elevator use is restricted to Reentrants with a verified medical necessity. Reentrants will submit a request slip with the medical documentation to your assigned Counselor, Center Director or Lieutenant for approval. You are required to keep a copy of your written approval and will produce the document when requested by staff. ***(Local Policy and Procedure, Addendum to page 6)***
32. State Intermediate Hope Reentrants are not to have contact with any person on County, State, or Federal supervision, outside of mandatory programming or your assigned Residential setting. Any person requesting offsite contact must seek written approval from the Erie CCC Director and the Director (Administrator or Representative) of the other agency. Contact approval will be at the discretion of the Center Director and Agency Administrator/ Representative. ***(Local Policy and Procedure, Addendum to page 6)***
33. Reentrants are not to have contact with any person in residence at a Department of Corrections Contracted Facility, outside of mandatory programming. Locally these locations are Gaudenzia-Erie and CTC- Erie. Any person requesting contact must seek written approval from the Erie CCC Director and Director of the Contracted Facility. Contact approval will be at the discretion of the Center Directors. ***(Local Policy and Procedure, Addendum to page 6)***
34. Reentrants are authorized to possess cellphones in compliance with the BCC Cell phone policy. Reentrants who wish to exercise this privilege, must report the cellphone number to the CCCM at the front desk and sign an electronic device agreement . Possession of a Contraband Cellphone will be confiscated and not returned. Cellphone voice calling is restricted to Reentrant's assigned rooms, or the parking lot, due to the distraction excessive noise pollution can cause, audible alarms and voice calls are prohibited everywhere else on property. ***(Local Policy and Procedure, Addendum to page 6)***

Program Information- May 2018- BCC RFP (Reference BCC Handbook Page 6)

A. Purpose

1. The State Community Corrections Centers (CCCs) have experienced an operational shift from prerelease, to parole and SIP's, with the advent of Act 122.

2. The Reentry Focus Planner (RFP) is designed to allow for the safe/orderly operations of the facilities, support resident reentry, while placing the personal responsibility on the resident for their behavior and activities in the community.
3. The CCC security staff will primarily be responsible for the operations, and security within the confinement/curtailment of the facility.
4. The CCC Programming and Security staff will ensure that all Reentrants adhere to the Reentry RFP plan in line with the rules and regulation of the facility.
 - a. SIP/SDTP cases will be wholly accountable to the PA Department of Corrections and violations of the **8.1.1 Community Corrections Procedures Manual Section 5-Reentrant Procedures Attachment 5-B, DC400 Community Corrections and/or Community Contract Facility Reentrant-Treatment Plan and Acknowledgement** will be dealt with in accordance with applicable Pennsylvania State Laws, DC ADM 801, and the Universal Set of Rules;
 - b. Parole cases will be primarily accountable to the PA Board of Probation and Parole while in the community, but will be accountable to the Department of Corrections when the behavior in the community does not support reentry goals.
 - c. Department of Corrections Center staff will focus on parole Reentrant's adherence to the reentry programming requirements, facility rules, regulations, and will bring any immediate community concerns to the attention of Parole and/or Local Law enforcement when appropriate. Violations will be dealt with in accordance with applicable Pennsylvania State Laws, PBPP Sanctions, and the Universal Set of Rules (USOR)
5. Parole Reentrants will not be authorized to accept employment at locations that require them to file their taxes via IRS 1099 (aka Subcontracting work).

B. Program Structure and Organization

1. All Reentrants will have Utility Leave periods in line with their accomplishments and setbacks.
2. Utility Leave
 - a. When the Corrections Counselor has confirmed the requirements have been met, or a Reentrant has a setback, they will provide the Reentrant the appropriate schedule.
 - b. The Reentrant and counselor will sign the schedule before it is implemented. To eliminate forgery, the Corrections Monitor staff will only receive an approved schedule from the approving Staff member.

- c. Utility Leave will be scheduled based on the planner assignment. All Reentrants will be required to schedule additional activities within the leave and curfew of the Leave period: AA/NA meetings, medical appointments, shopping, leisure time, etc...
- 1) Reentrants will not be signed out after the 2100hrs curfew, except when they are participating in verified Employment.
 - 2) Reentrants leaving before, or returning after, Utility Leave periods may only do so when going to or coming from prescheduled employment (permitted after 2100), education, or Community Service hours (where the combined total is over 15 hours).
 - 3) All other activities scheduled outside of the Utility Leave will require the Reentrant to **return to the facility after their activity ends, or before an activity that ends after curfew begins**, to check in and back out. This is to discourage Reentrants from abusing the system and signing up for all activities outside of the UL, circumventing the minimal requirements for longer durations of leave.
 - 4) A Working day is defined as any calendar day where the employment, schooling, or community service (15 hours plus) start or end times occurs within that calendar date.
 - i. All Reentrants will be required to be in the facility continuously for the better part of 8 hours per day, without Directors approval.
 - ii. Some jobs will require accommodation with the Directors approval. A schedule will be organized that best provides for accountability and reentry of the Reentrant.
 - iii. All Third Shift Planners should be reviewed and approved by the Director.
3. The BCC Reentry Focus Planner encompasses three planners based on full time status, part time/underemployed status, and Enhanced Support needs.
- a. **Planner D**- 30 plus hour a week of verified Work, School, Community Service or an approved combination there-in.
 - 1) First Shift- Utility Leave from 0900-2100.
 - i. Non-Working Days 0900-2100.
 - ii. Working Days, Reentrants can sign out at the scheduled leave time for their employment, education, or community service (over 15 scheduled hours) and remain out continuously until their curfew.

- iii. First Shifts' 0900 non-working day's start time requirements can be abused to capitalize on repeated early leave times and should be monitored for egregious accountability violations.

2) Second Shift- Utility Leave from 0900-2100

- i. Non-Working Days 0900-2100
- ii. Working Days Reentrants can remain signed out from their Utility Leave start time and report directly to their employer until their scheduled employment ends.
- iii. Second Shifts' 2100 non-working day's curfew requirements can be abused to capitalize on late returns and should be monitored for egregious accountability violations.

3) Third Shift- Utility Leave from 2100-1300 (next day)

- i. Non-Working Days 0900-2100
- ii. First Working Day of work week- UL from 1000-1400hrs. Sign out to work No-earlier-than 2100 ending at 1300 (next day).
- iii. Second through the Last Day of their work week- UL from No-earlier-than 2100 ending at 1300 (next day).
- iv. Third shift is the most easily abused shift and should be closely monitored for egregious accountability violations.
- v. Any violations where the person is out all evening, **and not at work**, should be taken very seriously. A Joint USOR meeting with Parole should be convened as soon as possible to determine if the Reentrant should be permitted to continue on working this shift while in placement.

4) Disabled Reentrants- Approved SSI with supporting documentation, plus 15 hours of combined Work/School/ Community Service-

- i. Utility Leave 0900-2100
- ii. Working Days Reentrants can sign out at the scheduled leave time for their 15 scheduled hours of employment, education, or community service and remain out continuously until their 2100 curfew.

- b. **Planner C PT2-** 16-29 hour a week of verified Work or School or an approved combination there-in.

1) First Shift- Utility Leave from 0900-1900-

- i. Non-Working Days 0900-1900.
 - ii. Working Days Reentrants can sign out at the scheduled leave time for their employment, education, or community service (over 15 scheduled hours) and remain out continuously until their curfew.
 - iii. First Shifts' 0900 non-working day's start time requirements can be abused to capitalize on repeated early leave times and should be monitored for egregious accountability violations.
 - 2) Second Shift- Utility Leave from 0900-2300-
 - i. Non-Working Days 0900-1900
 - ii. Working Days Reentrants can remained sign out from their Utility Leave start time and report directly to their employer until their scheduled employment ends.
 - iii. Second Shifts' 1900 non-working day's curfew requirements can be abused to capitalize on late returns and should be monitored for egregious accountability violations.
 - 3) Third Shift- Not authorized for Planner B
- c. **Planner C PT1-** 0-15 hours of of any combination of employment/school.
 - 1) Under-Employed- Utility Leave from 0900-1700
 - i. Non-Working Days 0900-1700 (First week of arrival default time)
 - ii. Working Days, Reentrants can sign out at the scheduled leave time for their hours of employment, education, or community service (up to or return when their scheduled employment ends.
 - 2) Disabled Reentrants
 - iii. Utility Leave 0900-1700
- c. **Planner E-** Enhanced Support Planner (ESP)- will be used to assist struggling Reentrants by focusing them on specific reentry tasks, increasing their Counselor-Reentrants Contacts, and setting clear attainable goals.

This planner is reserved for those individuals that are failing to meet reentry goals and/or those that would have normally been discharged for habitual, non-violent, rule violations. This can include habitual drug use, absconding less than 24 hours, etc... ***Does not take the place of discharge for first time egregious security violations (i.e. refusal of search, possession of illegal substances, acts of violence, threat of violence, etc...).***

- 1) Reentrants that arrive from the PV Center, TPV Center, returned from AOD Inpatient sanction, and placements that are received directly from the Community (disciplinary from Parole) can be placed on this Planner.
- 2) Reentrants can be placed on ESP via the USOR- BCC141 process in lieu of discharge by the Director during the hearing process.
- 3) Reentrants who are already in residence will be placed on this planner based on the recommendation, and approval by a minimum 2 sources. During the USOR process.
 - i. Corrections Counselor
 - ii. Parole Agent
 - iii. Parole Supervisor
 - iv. Director
- 4) A counselor will be assigned by the Center Director as the Enhanced Support Counselor. This Counselors' parameters, duties, caseload limits, and responsibilities will be outlined below.
- 5) All Reentrants' activity will be planned with, and approved by, the Enhanced Support Counselor and documented on the Planner C.
- 6) Scheduled times and locations will be coordinated to meet the Reentrants goals and needs.
- 7) Reentrants will have the opportunity to earn Utility Leave through their weekly accomplishments by submitting the weekly ESP Goal sheet with measurable outcomes.

4. Counselor responsibilities and Caseload Distribution

- a. Each facility will designate an **Enhanced Support Counselor (ESC)** that will be responsible for maintaining a specialized reentry caseload of **Enhanced Support Planner (ESP)** cases.
 - 1) Depending on the facilities make up, this Counselor's caseload should average $\frac{1}{2}$ (but not more than $\frac{3}{4}$) of the regular caseload distribution (example: If a center has 4 Counselors and 3 of them average around 30 plus cases each, the ESC should average 15-20 cases).
 - 2) With the decrease in numbers, the goal is to increase the Counselor-Offender contacts and quality of contacts, to address identified needs and shortfalls.
 - i. Each Reentrant will be met with weekly by the ESC.

- ii. Each Reentrant will be assigned Workshops, Community Reentry Support Services, or Mental Health services to address needs.
 - iii. Each Reentrant will complete a weekly Goal Sheet, which will be turned into the Counselor, either Thursday evening or Friday (**Attachment C-1**).
 - iv. Each Reentrant on **Planner C**, that meets/exceeds their weekly goals, and does not have serious program violations, will receive incentive Utility Time on the Weekends. This time can be less than, but should not exceed Planner B hour limitations (1000-1800).
- 3) **Enhanced Support Planner (ESP)** Reentrants will meet with the Enhanced Support Counselor (ESC) and be placed on Planner C.
- i. This placement should be limited to a duration of time that assists the Reentrant in addressing the needs, and shortfalls, they are experiencing.
 - ii. There is no minimum or maximum time line on placement. **Note:** ESP Reentrants that are stagnant over 60 days should be conferenced with the Director and Parole Supervisor (Parole Cases only).
 - iii. Reentrants that are meeting/exceeding their goals on a routine basis can be moved back to a regular caseload, or stepped down to INC status, with input from the Director and Parole agent (Parole Cases only).
- 4) **Increased Needs Reentrants (INR)** will meet with the ESC and will maintain their **current Planner** (can move between Planner A and B as appropriate). ***This placement is not disciplinary in nature and designed to allow the Reentrant increased access to the ESC in order to better address their needs or shortfalls.***
- i. Reentrants should be placed on this status if they have increase needs based on non-egregious behavioral issues, mental health limitations, cognitive impairment, and Juvenile Lifers.
 - ii. This placement can be continuous or limited to a duration of time to address the needs, and/or shortfalls, of the Reentrant.
 - iii. Reentrants that display increasing stability by meeting/exceeding their goals on a routine basis can be moved back to a regular caseload.
 - iv. Reentrants that are failing to meet their goals can be moved to Planner C via the USOR procedure.

- b. Each facility will have designated **Corrections Counselors that manages a Routine Reentrant Caseload (RRC)**.
- 1) Depending on the facilities make up, this Counselor's caseload should average an even distribution of non-ESP/INR Reentrant distribution (example: If a center has 4 Counselors, 110 Reentrants, the RRC should average around 30 cases each and the ESC should average 15-20 cases).
 - 2) This Caseload make up, should be comprised of those individuals who have some level of regular autonomy and require moderate-minimal support from the facility.
 - 3) The RRC Reentrants will benefit from the new organization by meeting with their assigned counselor on a bi-monthly basis. With this arrangement, the quality of the contacts will increase while not over burdening the assigned RRC Counselor. This arrangement maximizes the use of all Counseling staff. **(Example: If the RCC caseload is 30 Reentrant then the Counselor Contacts will be 15 per week—If the ESR caseload is 15 then the Counselor Contacts will be also be 15 per week: This averages the caseload contacts and meets the need of the population based on their need for increased or decreased contact with Counseling Staff)**
 - i. Each Reentrant will be met with bi-monthly by the RRC.
 - ii. RRC can increase contact as needed to support reentry.
- c. A mandatory Counselor Meeting will be held bi-monthly on a set date and time.
- 1) This meeting will be to discuss Reentrants accomplishment, shortfalls, struggles, and identify Reentrants that would benefit placement on the Enhanced Support Counselor Caseload.
 - 2) All ESC and INR Cases should be discussed at this meeting.
 - 3) In order to maximize time, the RRC caseload discussion should be focused on assisting those that are having difficulty or experiencing setbacks. Determination of movement to ESC caseload can be discussed at this meeting.
 - 4) The Director/designee, and all Corrections Counselors must attend.
 - 5) Parole Supervisors, and assigned Agents will be notified of the date and time in order to allow them to participate.
 - 6) The Security Lieutenant will be notified of the date and time in order to allow him/her to participate.

- d. The requirement for minimum contacts, per week/bi-weekly, does not negate the Counselors responsibility to meet with a Reentrant more often if needed to support reentry.
 - 1) ESC counselors may need to meet with the Reentrants more than one time per week to establish rapport and address Reentrant needs.
 - 2) RRC counselors may need to infrequently meet with Reentrants more than one time bi-weekly to establish rapport and address Reentrant needs.
 - i. A Reentrant that is displaying an increase need for support should be discussed in depth at the bi-weekly counselor meeting.
 - ii. A determination to move the Reentrant to the ESC caseload should be determined at that time.
 - iii. INR or ESP placement should be based on the needs of the Reentrant—Remember INR is not a punishment and should not be used as such. ESP (Planner C) placement will be made in line with the USOR procedures.
- e. Each counselor will be assigned specific Workshops to facilitate successful reentry. The level, implementation, frequency, and makeup of the Workshops will be determined by the Center Director in order maintain a fluid system that takes into account negative facility trends (low employment rates, housing issues, computer literacy, increased mental health populations, etc...). Some suggestions are below.
 - 1) Violence Prevention- DOC CBT program- Mandatory at Specialized center.
 - 2) Renter Prep Workshop-
 - i. Rolling enrollment.
 - ii. There are a total of 10 Chapters
 - iii. Counselors should gather information about local opportunities for housing that can be discussed at these meetings.
 - iv. Reentrants that have an identified need (first time on their own, no ideas of home plans, etc...) or those that have been in residence over 90 days without a valid home plan should attend this workshop.
 - 3) Financial Readiness-
 - i. Closed enrollment.
 - ii. There are a total of 3 sessions (1 hr)

- iii. All incoming Reentrants should attend, including disabled Reentrants.

4) Employment Workshop

- i. Run in the early morning during a set period at least 2 times per month.
- ii. All unemployed Reentrants that do not have approved SSI, with documentation, should attend.
- iii. Counselors should gather information about current employment opportunities (New Papers, Web postings, word of mouth, etc...) for this meeting.
- iv. Counselors should facilitate discussion about the locations and struggles that the Reentrants are having while looking for employment.
- v. The duration of time for this workshop should be 0.5 -0.75hrs.

5) Mental Health Workshop

- i. Held one time per month on a set date and time for all incoming Reentrants (attendance should be mandated only one time).
- ii. Counselor should discuss local community services availability for person who currently/develop a need for mental health treatment/groups.
- iii. Counselors should create a list of local Mental Health providers and a process to access these services.

C. Civic and Community Volunteer Services (*Local Policy and Procedure, Addendum to Page 6-7*)

All Reentrants are required to participate in a minimum of two (2) hours of civic and/or community volunteer services each week, to total eight (8) hours per month.

1. Community Service forms will be completed by an authorized representative of the agency you conduct the service for and submitted weekly to your counselor.
2. Reentrants are responsible for securing and setting up their community service hours. Reentrants will provide a letter from their community service site, on agency letterhead,

with the contact information and acknowledgement of your offense. Your Counselor has the discretion to approve or disapprove the site.

3. You can volunteer at pre-approved sites by requesting placement through the Community Connections Center Coordinator(s).
4. Failure to complete weekly required community service, or provide the verification slip, will result in suspension of your Utility time until the hours are made up.
5. Repeated violations can result in disciplinary action.

D. Erie CCC Utility Holds, Restrictions, and Bans (*Local Policy and Procedure, Addendum to page 7*)

Holds, Restrictions, and Bans- *At no time will a Reentrant be completely restricted to the facility unless there is a pending arrest. Arrangement for pending arrest will be coordinated through management.*

1. **Holds-** This action will be a temporary, ***non-disciplinary***, suspension of utility leave that will be ***immediately lifted*** when the Reentrant accomplishes the task, or meets with the requesting staff member. Egregious repetition should be written on a BCC 141 and dealt with through the USOR. ***Holds are not Restrictions and should not be used as such.***
 - a. Only **Utility Leave time will be held-** The Reentrant will be permitted to sign out to attend their prescheduled activities on Planner A and B (work, community service, religious service, treatment programs, etc.) during this temporary hold.
 - b. Reentrants with a Hold should be verbally notified of the type of hold. During the notification, and when reasonably possible, the Reentrant will be provided the immediate opportunity to accomplish the task, or meet with the staff member.
 - 1) If they cannot complete the task before the Reentrant is required to leave for pre-scheduled locations (or the staff member is not available), they should only be signed out to the pre-scheduled leave on their planner (excluding Utility Leave) and verbally notified of their return time.
 - 2) If the Reentrant has an appointment card (Medical, Mental Health, Drug and Alcohol, etc...) with a date and time on it, this should be honored as prescheduled leave and the Reentrant should be allowed to go. If a date and time does not appear on the card, the contact site on the card should be called for verification. A reasonable return time should be established at the time he/she departs for the meeting.

- 3) When the Reentrant returns from his/her prescheduled leave, they will be allowed to complete the task and go back out on any remaining Utility Leave they have scheduled for that date.
- c. Reentrants that have not completed minimum daily/weekly activities or have failed to attend a scheduled meeting with their Counselor/Agent or Center Director/Lieutenant will be subject to a Temporary Utility Leave Hold.
- 1) Types of HOLDS- All holds will be removed once the action is completed
 - i. House Duty HOLD- Need to complete house duty.
 - ii. Room Duty HOLD- Need to complete room duty.
 - iii. Linen HOLD- Must clean Linens weekly and show staff. *Placed on during weekly audit on Monday mornings (tracking linen exchange/laundry should already be in place at each center). Reentrant can immediately complete task the hold will be lifted.*
 - iv. Paycheck HOLD- Fail to turn in paycheck by Sunday evening, from the previous week. *Placed on during weekly audit on Monday mornings. Reentrant can immediately turn in pay check to any staff member to have hold lifted, or see Counselor.*
 - v. Community Service HOLD- Fail to do Community Service minimums each week. *Placed on during weekly audit on Monday mornings. Reentrant can immediately turn in pay check to any staff member to have hold lifted or see Counselor.*
 - vi. Programming HOLD-Failure to attend Employment Workshop or any other in-house mandatory programming. *Placed on by assigned Counselor if meeting is missed without cause. Must see counselor to have hold lifted.*
 - vii. Parole HOLD- Parole needs to immediately speak with Reentrant (unplanned/emergency) or Reentrant missed prescheduled appointment. *Parole agent will lift hold. **This will not be used in place of scheduling meetings.***
 - viii. Counselor HOLD- Counselor needs to immediately speak with Reentrant (unplanned) or Reentrant missed prescheduled appointment. *Counselor will lift hold. **This will not be used in place of scheduling meetings.***

ix. Administration HOLD- Director or Lt needs to meet with Reentrant about USOR Violation or for unplanned meeting. For USOR it should be placed on the date of the violation hearing.

- 2) Corrections Monitors can put on HOLDS i-iii (1-3) when that duty is not completed.
- 3) Corrections Monitors will only put on HOLDS iv-ix (4-9) when requested by the respective Parole Agent/Supervisor, assigned Counselor, or Administration.
- 4) Corrections Monitors will immediately remove HOLDS i-iv (1-5) when the Reentrant completes the task or submits the Paycheck/Community Service Slip.
- 5) Corrections Monitors will remove HOLDS vi-ix (6-9) when they receive direction from Management, the respective Agent, or Counselor. No further permissions are needed.
- 6) Corrections Monitors will remove any HOLDS when directed by Management.
- 7) Misuse of this hold system to “punish” Reentrants will not be tolerated. All discipline will be handled in line with the USOR or DC ADM 801 (SIP returns).

2. Restrictions- is defined as a suspension of utility leave for a pre-determined amount of time (beginning and ending date). The Reentrant will be permitted to attend their prescheduled mandatory activities (work, community service, religious service, treatment programs, etc.) during any type of restriction.

- a. Only Utility Leave time will be Restricted- The Reentrant will be permitted to sign out to attend their prescheduled activities on Planner A and B (work, community service, religious service, treatment programs, etc.) during this Restriction time frame.
- b. Restrictions can only be imposed through the USOR process. A definitive time line (start and end date) will be written on the BCC 141 response and provided to the Reentrant. A copy will be maintained for reference.
- c. Reentrants will be instructed to retain this copy to show to the Corrections Monitor to have the Restriction removed without delay once the determined time frame has passed.

d. For repeated non-violent behavior, the Reentrant may be placed on the Enhanced Support Planner (ESP). This should be coupled with appropriate workshops and defined goals to help focus/refocus the Reentrant.

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

a. Bans will be imposed through the USOR process and outlined on the BCC-141 response form.

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

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

b. For repeated non-violent behavior, the Reentrant may be placed on the Enhanced Support Planner. This should be coupled with appropriate workshops or defined goals to refocus the Reentrant toward reentry goals.

Rules & Procedures (Reference BCC Handbook Page 7)

Unauthorized Areas (Reference BCC Handbook Page 9)

Travel Regulations (Reference BCC Handbook Page 9)

The Erie Metropolitan Transit Authority operates the local public bus system, and initially may be your primary means of transportation. The main bus stops are located on French Street between 7th and 10th Streets, but depending on your destination, you may catch the bus anywhere on French Street. A bus schedule is posted on the bulletin board next to the first floor monitor's station. **(Addendum to page 9)**

Driving Privileges/ Use of Automobile (Reference BCC Handbook Pages 9-9)

2. Before obtaining written permission from your counselor, following conditions must be met: **(Addendum to page 9)**

e. If your Drivers license was issued prior to your recent release from a closed institution, you must provide documentation from the Department of Motor Vehicles showing that your license is currently valid.

3. All cars must be parked in the Erie CCC West 3rd Street parking lot and locked at all times. Reentrants are authorized to park their vehicle in the spaces provided by the Erie CCC, beginning with the sixth parking space from the building. Parking in UPMC Hamot's parking lot is strictly prohibited and may result in your vehicle being towed by UPMC Hamot Security. **(Local Policy and Procedure, page 9)**
4. All Reentrants with driving privileges must turn in a spare key to their automobile, to the Erie CCC, that will be kept in the facility's lock box.

Urinalysis and Breathalyzer (Reference BCC Handbook Page 10)

Visiting (Reference BCC Handbook Pages 11-12)

1. General Procedures **(Addendum to page 11)**
 - a. Each Center Director shall identify a visiting area within the center. The Erie CCC has a designated visiting area adjacent to the front Lobby.
 - k. Erie CCC has established Monday through Sunday 5:00 p.m. to 8:00 p.m. as visiting hours.
 - l. Visitors are to remain properly dressed; no intimate or sexual activity, of any type, will be permitted in the Center.
 - m. No one is to be permitted to visit at the Center that is intoxicated and/or under the influence of drugs, alcohol or in possession of contraband. No visitor may have in their possession any cell phones, PDA's, or any electronic communication device.
 - n. Children must be supervised by the visitor and controlled while visiting the Center. Visitors (including children) must exhibit proper behavior or will be asked to leave.
 - o. If a Reentrant, or his guest, violates the Center regulations or guidelines regarding visits, the visitation privilege may be revoked. In general, it is the responsibility of the Reentrant to assure that his visitor does not violate the Center's policy. The Erie CCC has the right to deny visitation at any time.
 - p. No tampering with the visitor's log or disciplinary action will result.

Personal Property (Reference BCC Handbook Pages 13-14)

1. Reentrants shall not be in possession of another Reentrant's property. The Center is not equipped to handle excessive personal property, including but not limited to clothing, shoes, toiletries, food, and personal items. Each Center Director will establish local procedures relative to personal property that can be maintained at the Center. Erie CCC's Local policy limits specific items to the amounts listed below. **(Addendum to page 13)**
 - a. Not more than eight (8) outfits.

- b. Not more than three (3) pairs of shoes.
- c. Not more than one (1) pair of shower sandals.
- d. Not more than six (6) items are allowed on dresser tops or out in open locker areas.
- e. All excess items can be confiscated at any time.

Medication (Reference BCC Handbook Pages 14-15)

- 6. The Erie CCC conducts 5 prescheduled medication call outs per day: 7:00 a.m., 11:00 a.m., 3:00 p.m., 7:00 p.m., and 11:00 p.m. Reentrants are expected to be at the third floor Monitors Station during the prescheduled hours to access their stored medication. Emergency access will be available for true medical emergencies. The Reentrant is responsible for managing his schedule to access his medication during the prescheduled times. If the prescription time does not align with the medication time, the Reentrant will make arrangements to receive the following dosage at the medication call, prior to the prescribe time. Abuse of medications will not be tolerated **(Addendum to page 15)**.

Laundry/ Linens (Reference BCC Handbook Page 15)(Addendum to page 15)

- 5. Reentrants can be issued a face cloth and a bath towel.
- 6. Upon your discharge, you must launder and return all issued items. If you fail to turn in laundered issued items, you will be asked to launder the items prior to signing out. If you refuse, your linens will not be able to be reissued. Your account can be charged for the replacement cost of the linen, prior to your final disbursement check being issued.
- 7. You must return all issued items prior to discharge from the center. If you fail to turn in all issued items, your account will be charged prior to the issuance of the final disbursement check.
- 8. If the issued items should wear out, or become unserviceable, notify staff for replacement. **DO NOT DISCARD THE ITEM;** you will need it for the exchange.
- 9. Linens not laundered weekly can result in disciplinary actions.
- 10. For documented Medical Necessity Only: The Director/Lieutenant/Fire Safety Officer can authorize, in writing, a personal flame retardant pillows.

Attire/ Appearance (Reference BCC Handbook Page 15)

Searches - Person and Property/Contraband (Reference BCC Handbook Pages 15-16)
Contraband includes, but is not limited to, the following:

- 1. weapons, to include, guns, firearms, knives, scissors, box cutters, ammunition, etc. (real, toy replica, copy, etc.);**
- 2. unauthorized tools, explosives, corrosives, or flammable material (i.e., bleach, aerosols, etc.)**
- 3. dangerous or illegal substances to include synthetically manufactured drugs;**
- 4. controlled substances that are non-reported, non-prescribed, or outdated, as defined by the Controlled Substance, Drug, Device and Cosmetics Act, 35 Pa. C.S.A. §780-101 (April 14, 1972 P.L. 233, No. 64), and drug paraphernalia;**
- 5. items that are meant for ingestion (to be placed in mouth and swallowed) that are not labeled labeled improperly, whose ingredients are not listed in English, or that are otherwise unidentifiable;**
- 6. backpacks, bags, or lunchboxes with metallic parts, zippers, or multiple compartments;**
- 7. articles of clothing that cannot clear the metal detector (this does not include outerwear such as jackets or coats);**
- 8. metal cooking/eating utensils, metal tools, glass bottles, glass jars, oil/fragrance bottles (this does not include canned food, cooking pots, or cooking pans that are metal);**
- 9. Unauthorized electronic/electrical items such as:**
 - a. televisions;**
 - b. electronic devices (i.e., cell phones, e-tablets, iPad, mp3 players, watches, etc.) with a camera**
 - c. electronic devices (i.e., cell phones, e-tablets, iPad, mp3 players, watches, etc.) that have had the camera removed, altered, manipulated or with cameras that are broken;**
 - d. electronic devices not registered with the facility;**
 - e. electronic cigarettes;**
 - f. SIM card(s) not installed in a device;**
 - g. hand-held video games;**
 - h. video game consoles (Xbox, Play Station, Wii, etc.);**
 - i. media players (DVD, VHS, Blu-ray, etc.); and**
 - j. DVDs, CDs, Blu-rays, VHS tapes, Cassette tapes, Video Game Cartridges, etc.**
- 10. tobacco in any form, lighters, matches**

- 11. materials, literature, photographs, clothing, graffiti, and other items containing language or images relating to pornography, obscenity, nudity, drugs, alcohol, gangs, or containing language or images that are offensive to another person's sex, race, religion, sexual orientation, or gender identity;**
- 12. cash or currency in excess of \$500;**
- 13. identification cards, social security cards, social services cards, or credit/debit/charge cards in another person's name;**
- 14. clearly marked property or materials belonging to another resident;**
- 15. facility issued or personal items otherwise approved but altered from their original approved condition (i.e., radios, cell phones, torn clothing, etc.);**
- 16. excessive amounts of perishable items/food, intoxicating beverages, intoxicants, or materials used in fermentation;**
- 17. bodily fluids and hazardous waste;**
- 18. items not approved for mail delivery to the resident or not approved for a visitor to introduce;**
- 19. publications that advocate and assist in filing bogus or fraudulent Uniform Commercial Code (UCC) liens;**
- 20. forms that may be used in the fraudulent filing of UCC claims and/or publications that promotes this practice;**
- 21. fraudulent IRS tax returns and/or IRS or state income tax forms that may be used in the fraudulent filing of tax returns; and**
- 22. any article specifically prohibited by state or federal statute, Department policy, or regulation**

Sleeping Quarters (Reference BCC Handbook Page 16)

Grievances (Reference BCC Handbook Page 16)

Mail (Reference BCC Handbook Page 17)

Misconducts (Reference BCC Handbook Page 17/ Universal Set of Rules)

The Erie CCC has outlined the following Major rule violations of the program that may warrant termination from the program: **(Local Policy and Procedure, Addendum to page 17)**

1. Falsifying or altering required documentation.
2. Presence in an unauthorized area, without escort or approval by staff.

3. Any alcohol possession/use onsite.
4. Any possession/use of an illegal controlled substances or the possession of a prescribed controlled substance that have not been processed inline with prescribed policy and procedures.
5. Acts of violence/aggression towards staff, other Reentrants, or members of the community.
6. Vulgar or abusive language directed to, or about, an employee.
7. Misuse, destruction, or unauthorized use, of Erie CCC property.
8. Creating Controversy- defined as any action that serves no legitimate purposes and creates, or has the potential to create, disruption to the normal operations of the center. In instances where the behavior occurred in public, and warrants an official investigation by law enforcement, the Center Director reserves the right to unsuccessfully discharge the Reentrant based on the DC-400 agreement signed during Counselor Intake.
9. Refusing to submit to a Breathalyzer/Urine test.
10. Refusal to submit to a search (cellphone, room, pat search, body scanner, vehicle, strip, property) or relinquish confiscated items.
11. Introduction, or attempted introduction, of weapons, drugs and/or alcohol onto Erie CCC property (immediate expulsion and possible notification to the Pennsylvania State Police for prosecution).
12. Gambling on Erie CCC Property.
13. Repeatedly failing to turn in any and all pay stubs.
14. Failure to follow an order issued by a staff member.
15. Failure to report back to the Center immediately when ordered to do so.
16. Failure to report any and all contact with Law Enforcement.
17. Failing to abide by the local cell phone rules.

Telephone (*Reference BCC Handbook Page 17*)

Personal calls, either incoming or outgoing will not be permitted on the center phones. Center Staff phones shall only be used for emergency purposes if you cannot be reached by pay phone. The limit for both incoming and outgoing call is 15 minutes. One telephone call, either incoming or outgoing, is permitted per hour per Reentrant. For example, if you place a call at 8:00 p.m., you cannot receive a call or place another call until after 9:00 p.m. The use of foul language on the telephone is prohibited at all times. Hours of telephone use will be between 7:00 a.m. and 12:00 midnight. No phone calls may be made or received between 12:00 midnight and 7:00 a.m.,

with the exception of an emergency. Violations of telephone privileges will result in immediate redirection, possible one-week maximum loss of all telephone privileges, and/or disciplinary sanctions in compliance with the DC-ACM 801. Pay phone calls are not monitored at this facility (**Local Policy and Procedure, page 17**)

Destination Checks (Reference BCC Handbook Pages 17-18)

Furloughs (Reference BCC Handbook Pages 18-19)

Sanctions (Reference BCC Handbook Page 19/ Universal Set of Rules)

Count Procedure (Reference BCC Handbook Page 19)

Escape/Absconder (Reference BCC Handbook Page 19)

Any person failing to report to or return from the approved place of employment, training, education, furlough, or other authorized destination, shall be deemed an escapee or absconder. It is important you report directly to and from the center in order to avoid these charges. In the event your immediate return to the center is unavoidable, it is your responsibility to contact the center and inform them of the delay and the circumstances surrounding them.

Erie CCC abides by the Escape/Absconder sections of DC 400, 8.3.1. and 8.1.1. Any Reentrant that is declared Escaped/Absconder abandons any items remaining in/or on the center's property. The abandoned items will be donated and/or destroyed. Any money located in your possessions will be added to your Reentrant account. The money remaining in your account will be processed into a check form and will be applied to your County Court Costs and Fines, or if you do not have outstanding Court Costs and Fines the money will be turned over to the Pennsylvania Department of Treasury Office of Unclaimed Property (**Local Procedure, page 19**)

Erie CCC Emergency Procedures and Evacuation Plan (Local Policy and Procedures, Addendum to page 19)

This section of the Erie CCC Supplemental Reentrant Handbook contains information regarding the approved procedures to follow in the event of an emergency. Reentrants are responsible for familiarizing themselves with these procedures in an effort to safeguard their life, as well as the lives of the staff, visitors and your fellow Reentrants. You are expected to remain as calm as possible during any emergency and to follow the directions and instructions of the staff member on duty.

1. Emergency Evacuation Plan- any Reentrant discovering a fire, or dangerous situation, will immediately notify a staff person on duty. If it is deemed necessary to evacuate the Center, follow the procedures below:
 - a. When the emergency evacuation alarm is sounded, or at staff direction, everyone is to evacuate the building in an orderly fashion.
 - b. Reentrants must utilize the closest exit to their immediate location by following the posted evacuation plans located on each floor.

- c. Reentrants must follow the instructions given by the staff member conducting the evacuation.
- d. After exiting the Center all Reentrants will assemble in the West 3rd street parking lot, keep away from the building, and clear of the main travel way leading to the Reentrant Entrance doors.
- e. Staff members will conduct an emergency roll call. When your name is called you must verbally reply, raise your hand, and wait for the staff member to acknowledge you before lowering your hand. This is necessary to ensure that everyone is safely out of the building.
- f. All Reentrants are to remain in the assembly area until the staff member on duty assures that it is safe enough to re-enter the building, or issues alternative directions.
- g. Additional Instruction for Fire Emergencies:
 - Try to remain calm. Don't run
 - If time permits, close all doors and windows before evacuating the building.
 - Cover your mouth and nose with a cloth or an article of clothing.
 - Stay close to the floor to avoid smoke and hot gas.
 - You are encouraged to learn the proper use of fire fighting equipment and it's location in the Center.
 - If time permits, turn off stoves and electric appliances.
 - Check on elderly, handicapped, or injured Reentrants to ensure timely evacuation.
 - Alert staff if there are problems.
- h. UNDER NO CIRCUMSTANCES should a Reentrant tamper with or remove any of the following:
 - Fire Extinguisher (excluding emergencies)
 - Smoke Detector
 - Any related Fire Safety Equipment (Fire Alarm, First Aid Kit, etc.)

***This equipment is provided in accordance with the Department of Corrections Policy and is intended for emergency use only. Fire extinguishers are placed at strategic locations throughout the Center. These units are not to be tampered with, and must only be used to extinguish a fire.

Any Reentrant found to be misusing fire or safety equipment will be subject to a CLASS I MISCONDUCT and POSSIBLE REMOVAL FROM THE PROGRAM

2. Fire Drills and Fire Prevention Guidelines

- a. The Erie CCC periodically conducts fire drills to familiarize you with emergency evacuation procedures. Fire drills are for your protection and are to be taken seriously. All Reentrants repeatedly not responding to evacuation drills will have their quarters changed to the dorm areas for not less than 30 days. Further violations may be subject to disciplinary action.
- b. The Center Staff will be responsible for fire and safety checks while on their designated shifts. These checks are to be conducted on an hourly basis and will be documented on the Shift Report. Any discrepancies or potentially dangerous problems are to be corrected immediately.
- c. An inspection of the Erie CCC emergency system/equipment is to be conducted weekly by the Fire/Safety Officer.
- d. An inspection of the entire Center, Reentrants rooms and common areas, is formally conducted weekly by the Sanitation Officer and on a daily basis by staff on duty. Any problems or discrepancies are to be corrected immediately.
- e. Reentrants are required to report any existing hazard (fire or safety) to the staff person on duty.
- f. All volatile materials, such as paints, thinners and toxic materials are to be stored in a metal cabinet away from heat and furnace areas. Reentrants are not permitted to store such materials in their rooms.
- g. All refuse (paper, trash and other flammable materials) is to be disposed of in the dumpster provided on the south side of the building. This is to be done on a daily basis.
- h. All hallways, stairs and doors are to be kept clear of rubbish and cleaning materials such as buckets, mops and brooms.
- i. During an evacuation, all room doors (fire rated) will be manually shut by the last person leaving the room. The main fire doors in the hallways will automatically close when an alarm is activated.
- j. Newspapers and magazines will not be permitted to pile up in the facility.
- k. No homemade lamps, light fixtures, extension cords or water heaters (stingers) will be permitted in the Facility.
- l. Flame ignited incense, candles, electric incense, or electric candles of any kind are not permitted in the Erie CCC.

m. Reentrants are not permitted to tamper with any emergency equipment.

3. Explosion/Bomb Threat

Should an explosion or bomb threat occur, follow staff instruction and evacuate the Center as previously described. You will not be permitted to re-enter the building until it is proven to be safe.

4. Flood

In the event of a flood, all Reentrants in the Center are to assemble in the 2nd floor lounge until such time as the water recedes or a rescue can be accomplished. No Reentrant will be permitted to leave the Center during a flood emergency. If you are out of the Center, at the time of the emergency, attempt to make contact as soon as possible and/or return to your work or regular sign-out site.

5. Severe Weather Conditions (Tornadoes)

The Erie area is prone to receive storms and high winds. The tornadoes of 1985 confirmed that such storms could be extremely destructive and dangerous. The national weather service provides a two-level warning system for severe weather and tornadoes. A “tornado watch” indicates that tornadoes and severe weather are possible. A “tornado warning” indicates that a tornado has been sighted and detected by radar and that people in the path of the storm should seek shelter immediately.

The following procedures are to be followed in the event of severe weather conditions:

- a. All Reentrants in the Center at the time of the severe weather warning are to follow staff instructions and immediately assemble in the Conference Room located on the ground floor.
 - A roll call will be taken.
 - Await the “all clear”.
- b. Reentrants out of the Center, at the time of the emergency, should seek shelter immediately and contact the Center as soon as possible after the severe weather has passed.

6. Nuclear Disaster

The Erie CCC is located in the proximity of several nuclear power plants. The possibility exists that a nuclear accident at one of these Facilities could pose a risk to the health of the Reentrants and staff of the Erie CCC. The following procedures are to be followed in the event of a nuclear disaster:

- a. All Reentrants in the Center at the time of the disaster are to follow staff instructions and assemble in the Conference Room.
 - A roll call will be taken.
 - Await the “all clear”.
- b. Reentrants out of the Center at the time of the emergency should contact the Center as soon as possible and wait for instructions.
- c. Evacuation of the Center will be directed by the Center Staff.

7. Fights or Riots

If a fight, or heated argument, occurs at the Center Reentrants are to remove themselves from the area at once and not engage in the incident. Reentrants are required to report all physical altercations, witnessed or participant, to a staff member immediately.

Erie CCC Housekeeping Policy (*Local Policy and Procedures, Addendum to page 19*)

The following section of the Erie CCC Handbook will describe the various areas of the Facility, special rules or policies governing the use of each area and the Erie CCC’s sanitation and cleanliness procedures and guidelines.

1. Facility Sleeping Quarters

The Erie CCC has forty-five (45) sleeping quarters that range from two to eight person areas: with a total capacity of one hundred fifty (150) Reentrants.

- a. You will be assigned to a living quarter and are not authorized access any other living quarters, at any time without being accompanied by staff. You are also not allowed to permit any Reentrant in your living quarters that has not been assigned by staff.
- b. Reentrants are responsible for cleaning their assigned living quarters at minimum once daily by 11pm. In order to exercise Pass time the Reentrant must complete this task on the shift that he intends to sign out of the facility or by 11pm if he does not intend to use pass time that date. You will be ordered at 10pm each night to clean the assigned area if you have not done so, or have not had the duty checked off by a CCCM.
- c. All items located in the living quarter area must be cleaned and serviceable during your stay at the Center. You must report to the staff person on duty, during the shift that you intend to sign out for Pass time, after the duty has been performed and you will document this by having your Reentrant card checked off.
- d. CCCM’s will announce and conduct rounds every two hours to check off Reentrant’s cards throughout their shift (except the hours of 1200hrs to 0700hrs). Reentrants must report to the area to be checked off and remain visible in the doorway of their room or duty area until the CCCM comes through. If you are asked to correct a deficiency and can do so within the round, you must let the CCCM know immediately and he/she will

recheck your duty for compliance. If you fail the second inspection, you must wait until the next round to have your area checked. It is the Reentrant's responsibility to report and remain in doorway of the area you need checked off until the CCCM comes through. The CCCM will not stop at any location where a Reentrant is not visibly present in his doorway of the Reentrant's room or duty area.

- e. Each sleeping area has adequate furnishings for each Reentrant. You will be provided a bed with a mattress and a Closet/Wardrobe for your use. You are assigned a food locker and refrigerator food locker and will be issued locks for them. Food is to be kept in the food locker. There is no food permitted above the first floor of the Center. All food must be consumed in the dining room. All food items above the first floor will be confiscated as contraband.
- f. Other furnishings are not permitted without written approval by staff. You may not move furniture from one room to another without permission from staff. No stereos, VCR's, laptops, video games, heaters or electrical appliances are permitted in the Reentrant's rooms. A clock radio is permitted upon inspection from staff.
- g. No materials of a sexual nature are to be in the Center.
- h. Any hung items you wish to put up in your room will be on a bulletin board, which has been provided; damage to the walls/woodwork will not be tolerated.
- i. There will be no visiting one another in individual bedrooms. Any Reentrant caught in a bedroom not assigned to them can be issued a DC-ADM 801 Misconduct report for presence in an unauthorized area.
- j. All rooms are off limits to visitors. Only those assigned to the room are authorized in that room.

2. Bathrooms

The Erie CCC has bathroom facilities in each room for your use. Reentrants must have no more than one of each personal hygiene product. Exceptions will be made only if a hygiene product is almost empty and a new one is purchased. Only two bars of soap will be permitted for shower use. You must use the bathroom in your sleeping area, unless given permission otherwise. After using the bathroom it must be cleaned, straightened up, and the door left open.

3. T.V. Lounge/Dining Room

There is a T.V. Lounge in the tile area of the Dining Room, on the 2nd and 3rd floor that are equipped with satellite T.V. No Reentrant should remove any connections for the T.V. or satellite dish. The T.V. Lounges must be kept clean at all times. Sleeping, lying, and placing your feet on furnishings is not permitted. T.V. Lounges close at 12 midnight, or any other time as directed by staff, and re-opened no earlier than 6:00 AM.

4. Recreation Room/Pool Table

There is a Recreation Room on the 3rd floor. The 3rd floor recreation room is equipped with a pool table. Recreation areas must be kept clean at all times. Sleeping, lying, and placing your feet on furnishings is not permitted. Abuse of the pool table, equipment, and/or inappropriate behavior in this area will lead to the closing of the recreational area and you can personally have this privilege suspended. The Recreation areas are closed at 12:00 a.m. midnight, or any other time as directed by staff, and re-opened at 12:00 p.m. noon.

5. Kitchens

The Erie CCC has a fully equipped kitchen for Reentrant usage. Reentrants caught damaging items in the kitchen (to include putting grease down the drains) can be liable for the expenses to correct the damage.

The following guidelines pertain to the Center's kitchen:

- a. The kitchen facilities are open between 6:00 a.m. and close at 9:00 p.m. Special exceptions can be made for persons working 2nd or 3rd shift by a staff person on duty.
- b. The kitchen must be cleaned thoroughly after each use (includes washing of dishes, wiping off stove and table areas, cleaning of refuse and disposing of garbage, etc). Abuse of kitchen privileges will result disciplinary action.
- c. Reentrants are responsible for maintaining enough food in their storage areas to sustain themselves for a minimum of 72 hours. Exceptions to this rule is made for Reentrants on 5, or more, days furloughs.
- d. Perishable foods must be kept in the refrigerator or freezer lockers. Non-perishable foods may be stored in the Reentrant's designated food locker.
- e. Meals are to be eaten in the kitchen, dining room, or courtyard. No food is permitted above the first floor.
- f. Staff will routinely inspect the kitchen area to ensure continued cleanliness. Center wide Utility time can be suspended until the kitchen area is clean to ensure that sanitation standards are upheld.
- g. Reentrants are never permitted to deep fry, boil oil, or leave unattended heating elements activated on the stove tops. Reentrants that violate this mandatory safety rule will be discharged due the innate danger these act pose to the Staff, the facility and other Reentrants.

6. Laundry Rooms

A laundry room is provided with washers and dryers for your convenience. Dry cleaning facilities, if needed, are available in the community. It is imperative that you keep your bed linen and personal clothing clean; therefore, the staff recommends that you wash your clothing on a regular basis. The following rules will apply to the Laundry Room:

- a. It is the responsibility of all Reentrants to keep the laundry room clean. Reentrants will clean up after each use and empty the lint trap on the dryer.
- b. Do not use any dyeing materials in the machines.
- c. Make sure the equipment is working and if there is a problem, report it to the staff person on duty.
- d. Make sure that proper cleaning detergents are utilized in the machines.
- e. Do not loiter in the laundry room.
- f. The use of the laundry room will begin at 6:00 a.m. and cease at 11:00 p.m. daily (last load must be in the Dryer by this time).
- g. No laundry should be left in the washers or dryers. Complete your laundering prior to leaving the Center.

7. Center Grounds and Entrances

- a. No loitering will be permitted on Center grounds inside or outside the secure areas- too include the entrances.
- b. Cleanliness and up-keep of the grounds are the responsibility of all Reentrants. You may at times be given an assignment to assist in cleaning the outside area of the Center. If you see litter, pick it up and dispose of it in the trash cans provided for this purpose.

8. Courtyard- This area has limited access with staff presence.

- a. Reentrants that are provided access, and reenter the facility, must clear the Metal Detector.
- b. The monitors on duty will disarm, and unlock the courtyard doors during authorized smoke breaks and for House duty completion. Unauthorized presence in this area, will be subject to a Universal Set of Rules violations, DC-ADM 801 Misconduct for Presence in Unauthorized area, and Discharge.
- c. Recreational activities on the grounds are regulated by the Center Director.

9. Offices and Restricted areas

- a. Offices are off limits to all Reentrants, except when escorted by staff for counseling, meetings, or cleaning purposes.

- b. Emergency Stairwells, the Laundry Hallway past next to the kitchen, Sleeping Quarters not assigned to you, the mechanical room, the supply rooms, storage rooms, and staff kitchen are off limits unless escorted by a staff member.
- c. Any Reentrant found in an office or restricted area without a staff escort will be subject to disciplinary action and possible expulsion from the program.

10. Weight Room

The weight room is available to all Reentrants. This is a weight room, not an Olympic gym. If you have a need to lift more weight than available weights offer, you need to work out at the YMCA. Abuse of weights will not be tolerated. YMCA cards are available through the CCCM on duty. The Weight room hours will be limited to 10:00 a.m. to 10:00 p.m. to allow persons with varying sleeping hours a reasonable time to sleep in peace. Reentrants utilize this area at their own risk.

11. Center's Activities Operation Hours

Unless otherwise specified, all Center Activities will begin at 5:30 a.m. and end at 12:00 Midnight. You must be in your assigned room between the hours of midnight and 05:30 a.m., unless authorized by center staff.

12. House Duties, Sanitation and Cleanliness Guidelines

Cleanliness is extremely important in any type of community living arrangement. A clean living environment can contribute to the physical and mental well being of the Reentrants. The staff of the Erie CCC takes pride in this facility and will continuously inspect all areas, address cleanliness concerns, and assign additional duties in order to maintain the highest standards in cleanliness. It is the Reentrant's responsibility to maintain satisfactory cleanliness of the Center.

- a. Upon your arrival at the Erie CCC, you will be assigned a specific daily cleaning assignment locally referred to as a House Duty.
- b. Your House Duty is to be completed daily, during the shift that you intend to exercise Utility time, by the assigned times (specific to some house duties), or by 11:00 p.m. of each day regardless of taking leave. It is the Reentrant's responsibility to notify the staff of the completion of your assigned House Duty so the detail may be checked.
- c. Failure to complete assigned House Duties properly, or lying about their completion, will place a Hold on Utility time until completed and may result in disciplinary action.
- d. House duty assignments are posted on the bulletin board. A description of the specific duty can be made available by asking a staff member on duty.
- e. Your sleeping quarters are to be kept in a neat, clean condition at all times. If you share a room with other Reentrants, each Reentrant should keep the quarters clean. Beds are to be made each morning.

- f. The Erie CCC provides cleaning equipment and supplies that must be cleaned and returned to the storage area upon completion of your detail or usage.
 - g. Cleaning carts are assigned to each floor with an adequate amount of supplies for that area. All cleaning supplies used must be returned to the cart immediately after use so that they are available for all that may need them.
 - h. The entire Center is monitored for cleanliness by the staff on a daily basis, and the Sanitation Officer will conduct a more formal inspection each month. A thorough cleaning of the entire Center is conducted on a weekly and bi-weekly basis.
 - i. Complete spring and fall cleaning efforts are also conducted. Notification will be posted.
- *** Center wide Utility time can be suspended for any violations of the **Erie CCC Housekeeping Policy** that affect the centers ability to operate in a safe and sanitary manner.