



ALLE KISKI PAVILION

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Alle Kiski Pavilion Supplemental Reentrant Handbook

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**DIRECTOR'S LETTER TO REENTRANTS OF ALLE
KISKI PAVILION**

Welcome to GEO REENTRY SERVICES Alle Kiski Pavilion. You have been selected to participate in our Center's community reintegration program. Your case has been referred to our Center as part of your parole placement. You are entering a Community Corrections Center and, in order to successfully complete our reintegration program, you must abide by all rules and regulations presented to you.

You have been paroled to our facility by the Pennsylvania Board of Probation & Parole. Parole cases are required to follow rules and regulations of both the Parole Board and the Department of Corrections. Conflict in rules or regulations between the two agencies exist, the most restrictive rule version will be enforced.

Please remember that first and foremost, our Center has an obligation to protect public safety. This is achieved through enforcement of rules, regulations, and through reentrant accountability. It's important that you make a commitment to assisting our staff in meeting our obligations to the community. We can then more easily assist you with your transitional return to society.

Take time and familiarize yourself with the information contained in this Handbook. The knowledge that you acquire will greatly improve your chances of successfully completing the center program. Any questions you may have regarding the application process or placement eligibility must be directed to your currently assigned Counselor or Parole Agent. Upon arrival at our Center, you will be assigned to a counselor who will assist you with Orientation and throughout your stay. You will find valuable information in the Center's Resource Guide.

Thank you and Welcome to Alle Kiski Pavilion!

ABOUT OUR PROGRAM

The Bureau of Community Corrections is a part of the Pennsylvania Department of Corrections. Alle Kiski Pavilion provides reintegration assistance to offenders released from state correctional institutions. Our mission is to serve the public by assisting offenders with a monitored and structured societal reintegration.

Alle Kiski Pavilion cooperates with the Pennsylvania Board of Probation and Parole and accepts parolees mandated to parole to the more structured environment that is provided by a community corrections center (prior to paroling directly to their own home-plan address). Alle Kiski Pavilion assists each reentrant based upon the reentrant's individual needs, criminal history, and behavior. The center does not discriminate in race, color, creed, sexual orientation, or

religion. The offender is encouraged to become a productive member of society through emphasis on Work Ethic, Payment of Restitution, Therapy, Community Service, and Personal Accountability. When a reentrant's progress or behavior falls outside of program expectations, our mission is to take corrective action. Alle Kiski Pavilion is a private, non-hospital treatment facility. Alle Kiski Pavilion offers reentrants a unique program designed to overcome behaviors that have reduced their ability to function successfully in life. The atmosphere of mutual respect, courtesy, civility, and cleanliness insisted upon permits growth, study and introspection.

**GEO REENTRY SERVICES'
WHO WE ARE**

GEO provides complementary, turnkey solutions for numerous government partners worldwide across a spectrum of diversified correctional and community reentry services. From the development of state-of-the-art facilities and the provision of management services and evidence-based rehabilitation to the post-release reintegration and supervision of individuals in the community, GEO offers fully diversified, cost-effective services that deliver enhanced quality and improved outcomes.

PREA (Prison Rape Elimination ACT):

Alle Kiski Pavilion policy shall be based upon the fundamental commitment to treating reentrants with dignity and respect. In accordance with the Federal Prison Rape Elimination Act 2003 (PREA), 42 U.S.C §§ 15601 et seq., Alle Kiski Pavilion has a “**zero tolerance policy**” relative to sexual misconduct. It is the policy of Alle Kiski Pavilion to provide training to all staff and reentrants to prevent sexual misconduct and to fully investigate and prosecute those involved in such conduct.

You have a right to be safe from sexual assault. While you are at Alle Kiski Pavilion, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or the pressure to engage in unwanted sexual behavior, regardless of your age, size, race, or ethnicity.

Regardless of your sexual orientation you have the right to be safe from unwanted sexual advances and acts. All transgender and intersex reentrants may shower separately from other reentrants if requested.

You have a right to confidentiality. If you are the victim of a sexual assault, the facts of the report itself shall be limited to those who have a need to know in order to make decisions concerning your welfare, and for law enforcement and/or investigative purposes. Medical and mental health practitioners are **required** to report sexual abuse allegations.

If you are the victim of a sexual assault, you should report it **immediately** and staff will offer you immediate protection from the assailant and refer you for a medical examination and clinical assessment. If you are not comfortable reporting to GEO REENTRY SERVICES staff, you may report directly to an outside entity. You may report an incident by calling any of the following numbers:

- **PA Sexual Assault Hotline: 1-888-832-2272**
- **RAINN National Sexual Assault Hotline: 1-800-656-4673**
- **National Mental Health Crisis Center: 1-800-273-8255 (TALK)**
- **PA SAVIN 1-866-9PA-SAVIN**
- **Blackburn Center Hotline 1-888-832-2272**

In addition to reentrants reporting incidents to the above numbers, reentrants also have access to support services through Blackburn Center Against Domestic and Sexual Violence at 1-888-832-2272. They dispatch mobile volunteer Rape Care Advocates around the clock to support and accompany victims through medical and legal procedures, on site in hospitals, police stations, and courts, and provide professional crisis counseling as well as longer-term post-trauma counseling. All information reported on the support services telephone lines may be monitored and may be reported to the proper authorities.

If you do not wish to verbally report the allegation to either a staff member or one of the agencies above, you may submit a written grievance. Alle Kiski Pavilion does not impose ANY time limit on when a reentrant may submit a grievance regarding an allegation of sexual abuse. In order to file an emergency grievance (relating to sexual misconduct), inform a staff member of your wish to do so, and name the staff member you would like to submit the emergency grievance to. You will then be permitted to submit the form in person, if you choose. After receiving the grievance, staff will take immediate and appropriate action to ensure your safety. Alle Kiski Pavilion does not require the reentrant to use any informal grievance process (of other attempts to resolve with staff) when reporting sexual misconduct. Any reentrant who alleges sexual abuse may submit a grievance without submitting to the staff member who is the subject of the complaint, nor will the grievance submitted be referred to the staff who is the subject of the complaint. Alle Kiski Pavilion will provide the reentrant with the final agency decision on the merits of any portion of the grievance alleging sexual abuse within 90 days of the initial filing. You may receive assistance in filing request for administrative remedies/grievances by third parties (including family members, fellow reentrants, staff members, attorneys, outside advocates).

Sexual assault is a serious crime. **ALL** incidents will be investigated. If you are a victim of such as assault **REPORT IT IMMEDIATELY**. You will be protected from the assailant.

Staff or reentrants who engage in sexual abuse/assault of reentrants will be investigated by law enforcement authorities

and if found guilty will be subject to the full range of criminal and administrative sanctions.

Any sexual act between reentrants and staff (even when no objection is raised) is **ALWAYS ILLEGAL**.

STATE PHOTO IDENTIFICATION CARDS

All reentrants are required to have a photo identification card. If you do not have a DPA card or photo driver's license, you may obtain a non-driver's license photo I.D. card at the State Office Building in downtown Pittsburgh. Please consult your Center Resource Guide for more instructions and information. Proper identification is necessary to secure employment.

Once you have obtained your photo I.D. card, you are to present it to your assigned counselor who will make a copy for your file.

COMMUNITY ORIENTATION AND REINTEGRATION

Upon arrival at the Center, each reentrant will begin the Orientation period. The purpose of orientation is to familiarize yourself with the Center, Center rules, and Center staff. You will meet with a Counselor to make initial arrangements for financial and medical assistance if needed, as well as schedule appointments for any services deemed appropriate to your specific needs. You will also be required to review the Center rules and regulations with staff and receive answers to any questions you may have.

An important part of Orientation will involve developing and implementing a realistic plan of action (program plan) for achieving your short and long-term goals. Your Counselor will create your program plan based upon your input, your history, and your current needs. It is important that you reveal an honest assessment of your past history, present situation and future plans.

BASIC CENTER RULES

All reentrants are required to follow Center Rules

1. Loud, abrasive or obscene language is prohibited. Insolence, disrespect, or intimidation toward staff members or other reentrants is prohibited. Threatening or violent behavior toward anyone will not be tolerated.
2. Reentrants are not permitted to consult with any person considered to be their victim, victim's family member, or co-defendant of their crime without written authorization from the Director or assigned Parole Agent. Reentrants are not permitted to consult with the judge who imposed sentence or other officials, witnesses, or co-defendants involved in their cases without written authorization from the Director or assigned Parole Agent.
3. Reentrants are required to comply with all lawful staff orders.

4. Reentrants are prohibited from the consumption of alcohol, controlled substances, or narcotics. Reentrants may not enter establishments that sell alcohol, except for approved employment purposes. Reentrants with Board imposed Mandatory Alcohol ban are prohibited from working at establishments that sell alcohol.
5. Prescription medication must be turned in at the monitor's desk immediately upon return to the Center. Reentrants must request non-narcotic prescription medication from health care providers. With written Director approval, you may maintain some medications on your own.
6. Regular entrance and exit to the facility is to be made through the north front door only. Reentrants are required to complete required forms on each instance AND receive authorization from the Shift Manager before departing the Shift Manager station. Forms must be completed each and every time you enter or exit the building. Reentrants are not permitted to allow other reentrants or visitors into the building unless authorized by staff.
7. Office areas are off limits to all reentrants unless accompanied by staff for counseling, consultation, or cleaning purposes.
8. Announcements pertaining to reentrants are posted on the Reentrant Bulletin Board near the Shift Manager's office. It is your responsibility to check the Board daily for any changes or new information.
9. You may not possess items deemed to be contraband (see contraband section in this handbook - note that excess property and valuable items are also considered contraband).
10. Reentrants are not permitted to correspond or associate with other offenders in correctional facilities or parolees in the community without written authorization from the Center Director. Reentrants are not permitted to visit any other correctional facility or community corrections center.
11. You must schedule and attend all required treatment, therapy, and support group appointments as well as comply with Prescriptive Program Plan requirements. You must attend counseling sessions with your Center Counselor as designated. You must sign up for an appointment and meet with your Counselor each week.
12. Sleeping in any of the center dayrooms is prohibited.
13. Sexual activity of any type is prohibited in the Center or on Center grounds.
14. Smoking is not permitted in the building. This is a tobacco free building. Any tobacco product brought into the building will be considered contraband and confiscated to be destroyed.
15. Horseplay is prohibited.
16. Visitors are prohibited from the basement, second, and third floors.
17. Reentrants are not permitted to lend, borrow, trade or barter for favors with staff, volunteers or other reentrants.
18. No gambling, either legal or illegal, will be permitted while you are a reentrant of the Center. This includes all State lottery drawings and any games that are played for money.
19. Reentrants must complete any assigned cleaning details and inform the Shift Manager so that detail completion can be verified.
20. The Laundry Room may not be used between 9:30pm and 7:00am. Special permission for use after hours can be obtained from the Shift Manager on duty.
21. Personal radios are permitted in designated areas; however, earphones must be used. The volume is to be maintained at a reasonable level, which may be determined by staff. No external speakers allowed.
22. Reentrants must wear proper clothing at all times. Proper attire consists of shirt, pants, and shoes. Shirts or t-shirts containing suggestive, obnoxious and/or pornographic remarks or drawings are not authorized. Pajamas, tank tops or any type of sleeping apparel are not permitted on the first floor. Alcohol or drug type shirts are considered suggestive. At staff's discretion, they have the right to require removal of any jewelry or article of clothing that is in conflict with the Center's mission or philosophy. Any item deemed inappropriate may be confiscated.
24. Driving for any reason is prohibited without prior written approval from the Center Director and from the referring jurisdiction.
25. All wage checks must be turned into staff upon return to the Center. You may not cash your wage check. Carrying cash in excess of \$500.00 is prohibited unless approved by your counselor for a specific reason (placing security deposit on an apartment, etc.). See the budget section of this handbook.
26. You must participate in all Fire Drills if you are present in the Center. Intentional activation of the fire/exit alarms when no emergency exists is prohibited.

27. Any grants received from welfare MUST be used for their intended purpose only.
28. You must immediately report any contact with law enforcement personnel to Center Staff.
29. All personal items, etc., must have original labels to show ingredients. (Ex. Shampoo, Deodorant)
30. All reentrants must follow the rules and regulations of the facility. If you do not abide by the rules and regulations of the facility, disciplinary action will be given. If continued violations of the center rules and regulations occur, then you may be returned to custody due to disciplinary reasons.
32. Reentrants assume the risk in favor of GEO Reentry Services, and its subsidiaries for voluntarily participating in physical activity, including but not limited to basketball, weightlifting, cardio/fitness and horseshoes.
33. It is your responsibility to take all prescribed medications as directed by your physician. GEO Reentry Services (Alle Kiski Pavilion) is not responsible for any adverse effects that occur due to noncompliance.
34. Lights out is at 11:30pm Sunday through Thursday and 12:00am on Friday and Saturday. When Lights out is called, all reentrants are required to be in their beds, lights must be out, and electronic devices must be off.
35. Between the hours of 8:00am and 6:00pm, no reentrant is allowed to sleep or lay in their bunks. The only exception to this is if the reentrant works overnight. Violations to this rule will result in an infraction report.
36. All reentrants are required to wear there facility ID while in the building. There are no exceptions.
37. All lights must be left on from 08:00am to 11:00pm.

PERSONAL PROPERTY

The Center does not have space available to accommodate excess property. Reentrants must not bring unnecessary property or clothing into the facility. Please have unnecessary property sent home to family members or friends before your arrival. Inspections are conducted to ensure removal of excess property.

Valuable items such as gold necklaces, expensive watches, etc., are not to be kept at the Center at any time and shall be considered contraband. Any item with a value over \$100 is considered contraband.

At no time can your possessions exceed the space available for storage in your room. As a general rule, you should have no more than 7 days' worth of clothing due to the limited storage space available. All items must fit neatly into one locker.

Reentrants are discouraged from sharing or borrowing clothes or other items from other reentrants, and are advised that Center staff will not intervene if there are problems in this area. However, you should promptly report theft to Center staff.

You are not permitted to have appliances in your room, unless approved by Center staff. TV's and DVD players are prohibited. Cellular Telephones, Electronic reading devices and electronic tablets are permitted.

When you arrive at the Center, you are required to furnish the names of two (2) individuals who are authorized to receive your personal belongings in the event that you are removed from the Center. These individuals must retrieve your personal belongings **within (30) days** of your removal from the Center.

If you abscond from the program and thereby abandon your property, the abandoned property will be donated to a charitable organization after 30 days. If you abscond and are apprehended or turn yourself in before your property is donated, it is your responsibility to notify the Center in writing of your whereabouts.

TRAVEL REGULATIONS

PAROLE REENTRANTS

- Out of State Travel is prohibited.
- Travel Restrictions stipulated by parole orders require mandatory compliance.
- Travel outside of the 6 county parole district of Allegheny, Beaver, Fayette, Greene, Washington and Westmoreland Counties requires both Center Director approval and written authorization from your assigned parole agent.
- Any travel outside of Community Corrections Region III requires Regional Director approval in addition to any requirements specified above.

PUBLIC ASSISTANCE

Reentrants may be eligible for public assistance in the form of cash grants and medical assistance. Changes in the law have made the assistance very restrictive. Public assistance is viewed as a temporary measure to assist the reentrant during their initial adjustment. DPW will determine reentrant's eligibility. If a grant is awarded, you must provide the center with proof that the monies were used for the intended purpose.

Once you become employed, you are **required by law** to report your employment status and earnings to DPW and Center staff. You report your employment status by filling out the form entitled **DPW/Employment Notification Form**, have your Caseworker sign it, and return it to your Counselor.

REENTRANT FISCAL PROCEDURE

RENT

Rent is paid at a rate of **20%** of your net income.

COURT COSTS

An inquiry will be made to your sentencing county(s) requesting information on any court cost obligations. Court costs will be deducted once you begin employment whether you owe it or not. Court costs are deducted at the rate of **10%** of your net income. You may pay any amount above the minimum if you wish. The payments are held in your account until they are forwarded to the courts. The Accountant will furnish a copy of the check when it is written.

SAVINGS

As per CCC policy, each Department of Corrections reentrant is required to maintain a Center savings account. The purpose of the savings is to assist you in learning budgeting skills and enable you to have money available for release. A **minimum of 10%** of your net pay is deducted from your wages and held as savings. Based upon your earnings and your financial needs, your Counselor will help you determine appropriate savings and living expense amounts. **You may be mandated to contribute a great deal more than 10%**. All monies saved during your residency will be returned to you upon release provided that you have no other financial obligations to the Center or Parole Board.

!WARNING! If you must obtain your own apartment because you do not have a home plan sponsor or because your home plan was denied, you will need approximately \$1000 for rent, security, and utility purposes. It may take more than 10% to save this amount of money!

WEEKLY BUDGET PROCEDURE

When you receive your paycheck, you are required to complete a budget form, located at a Counselor's or Shift Manager's office, and provide both the paycheck and the budget form to your primary counselor. The counselor will provide you with a receipt and give the paycheck to the Accountant. The Accountant deducts the designated percentage that's on the budget form and provides a paycheck back to you with that percentage deducted. The Accountant processes checks on Mondays, Wednesdays, and Fridays.

All **INCOME** must be turned in by the following individual session with your primary Counselor in order to be processed. Any work paychecks not turned in, could result in disciplinary action up to termination of the program.

Your employment check must be accompanied by a pay stub, which indicates all taxes taken, any other deductions, the net of the check, the gross of the check, and the hours you worked. Reentrants are not permitted to turn in wages without a stub or statement. Work for an employer who pays in cash or who does not provide pay stubs is not permitted.

If a check bounces for any reason, the money from that check will be deducted from your account. You must then be reimbursed by your employer. You may also be required by Center staff to seek other employment. If you receive direct deposit from your employer, you must turn in your pay stub with a money order for the exact amount of 40% of your net pay, or more. If the money order is returned from the bank, you are responsible for the amount of the money order and any costs from the bank that may occur.

At the time income is turned in, you must write the information about the income on your budget sheet. The Shift Manager on duty will provide you the sheet and you must complete it immediately. Make sure you sign your signature on the back of the check. The staff will stamp the check with the Center's account information, attach your check stub, and attach it to the budget sheet.

Budget sheets should be done in **pencil** as you may have to amend your budget sheet several times.

Failure to turn in your pay check, pay stub, or subsistence will result in a work only restriction. Failure to turn in your pay stub may result in a restriction not allowing you to return to that employment.

CLOSED ACCOUNTS

Upon your release from the Center, you will be issued the balance of your account minus any outstanding debts.

If you are returned to an institution for any reason, the balance of your account will be forwarded to that institution after deduction of any debts owed to the Center.

If you abscond from the Center, the balance of your account will first be used towards any remaining debts that you may have incurred at the Center. After Center debts are paid, any remaining balance will be applied towards outstanding court costs or restitution, and finally towards any medical or other debts that you have incurred in the community. Your designated contact may **NOT** pick up your property if you're at large.

OTHER FINANCIALLY RELATED INFORMATION

You are prohibited from entering into any signed contracts, establishing charge accounts, placing items on layaway, purchasing an automobile, renting, leasing or purchasing property, negotiating loans, etc. All of the above situations must be discussed with your Counselor for approval. Interest is not accrued on the Center's Reentrant Accounts.

C.O.R.

COMMUNITY ORIENTATION and REINTEGRATION COUNSELING

When you arrive at the Center, you will be assigned a primary Counselor. You must meet with your Counselor as designated. Counselors post their schedules on the reentrant bulletin board or outside the counselor's office, and reentrants sign up for any convenient weekly appointment. The counseling session should be used to address issues regarding your return to society, your required

programming, and to plan your weekly schedule and budget. Your Counselor will provide you with information, instruction, and guidance. During your second week at the facility, your Counselor will also assist you in developing a mutually agreed upon Community Orientation and Re-Entry Program Plan. The plan will outline any requirements or goals specific to your case. Your plan will be modified to address your changing needs and obligations. This plan will be reviewed and updated on a bi-weekly basis

INDIVIDUAL & GROUP COUNSELING: As indicated above, you are required to meet with your Counselor for an individual counseling session at least once per week. The counseling session should focus on individual issues (therapy, budget, employment, etc.), as well as your plans for the upcoming week, (schedule, pass time, shopping, etc.). You may also be required to attend group counseling.

OUT-PATIENT COUNSELING OR TREATMENT: Most reentrants will also be required to attend some type of out-patient therapy in addition to any programming received in the Center. Your Counselor will inform you of any programming that we require you to attend. Your Green Sheet will stipulate any additional mandatory programming required by the Parole Board. Based upon your participation, attitude, and behavior, required programs may be modified or changed entirely during your Center stay.

SUPPORT GROUPS: You may also be required to attend in-house or local support groups such as Alcoholics Anonymous, Narcotics Anonymous, 12 Step Programs, or other groups related to your needs, history, and current behavior. If required to attend support groups, you will be required to attend groups **closest** to our Center. Additionally, the facility offers Film Series, non-denominational church service, Bible study, National Fatherhood Institute's Fatherhood classes, Violence Prevention and Batterer's Group. You are required to attend the programs that your counselor instructs you to attend. If you fail to attend the assigned groups/classes, you will be in violation of your Prescribed Program Plan.

DESTINATION PROCEDURES

When signing in or out of the facility, you are required to write your initials as part of the destination procedure. On-duty staff may then verify your information.

If you are given an order to return to the Center, do so immediately. You may be required to provide a urine sample or be subject to a breath/alcohol test upon your return.

CURFEWS

Reentrants are not permitted to leave the Center before 7:00a.m. unless employment, school or training requires an earlier departure. Your curfew will depend on your status level, (see **Status Levels Privileges and Responsibility**). You are expected to be physically present in the building by your curfew time. Curfew Times are discussed. No excuses will be accepted regarding the curfew policy. You are responsible for knowing your curfew. If there is an emergency preventing you from returning to the Center by

your curfew, it is your responsibility to notify the staff as soon as possible. Curfew violations resulting from emergency situations will be investigated by staff.

COMMUNITY RESOURCES

There are numerous "helping" agencies in the surrounding areas that may be utilized for assistance. Your Counselor can direct you to resources specific to your personal needs.

EMPLOYMENT SEARCH

Unemployed reentrants are required to pursue employment, or if approved by the Center Director, vocational or educational training. Techniques used in searching for employment will be reviewed with you during your orientation period by your Counselor. The Center also has information available for your use relative to job search and programs available in the community. Reentrants are expected to begin formal job search following their orientation period. Job search will be conducted every Monday through Friday except on holidays. Reentrants may sign out of the Center at 7:30a.m. to begin the day's search. **The breakfast meal and other routine functions such as cleaning details are to be completed in the Center prior to job search.**

All job search reentrants are required to return to the Center no later than 3:30p.m. Interviews or appointments scheduled later than 3:00p.m. must be pre-approved by your Counselor.

PROHIBITED WORK

You are not permitted to begin employment until approved by the Director/Counselor - one to three business days after the offer of employment.

SELF-EMPLOYMENT

Self-employment may be considered only if the business had been established prior to incarceration. Reentrants wishing to become self-employed must obtain written approval from the Center Director prior to engaging in such employment.

If by reasonable conclusion of staff, the reentrant's employment would put the reentrant and/or any other individual at risk because the work is somehow related to the reentrant's criminal history, staff may refuse to approve or may terminate the reentrant's employment. This also includes employment where the reentrant's location cannot be verified or where the reentrant would violate travel regulations.

REENTRANT EMPLOYMENT

You must obtain full-time employment of at least 32 hours per week. Under certain rare conditions, primarily in the case of retired or handicapped reentrants, volunteer work may be substituted on an hour for hour basis for paid work. "Retired" means a person who is receiving a legitimate pension from a company or agency. A reduced amount of volunteer work hours may be considered for reentrants documenting legitimate medical problems that prevent a full-time work week. Approval must be obtained from the Center Director.

ONCE YOU ARE EMPLOYED

Cash advances from your employers are not permitted. A reentrant will not be able to draw from their account when an employer's check is returned for insufficient funds and must personally correct the situation with the employer. If funds fall below a negative balance because of a returned check, the reentrant must replace said funds. Repeat occurrences of returned checks will result in the reentrant no longer being authorized to work at the location.

Reentrants shall notify staff of deductions from gross pay that are not taxes, such as savings, union dues, child support, or other contributions so as to declare the "true net" for the purposes of determining Center rent.

Reentrants shall discuss and gain approval from the Counselor prior to any decision to quit a job. Reentrants will be required to have alternate employment secured prior to leaving their current employment. As a courtesy, 2 weeks' notice to the employer is required, whenever possible.

Reentrants shall notify staff immediately of any **ABSENCES** from work for any reason and shall immediately return directly to the Center.

REENTRANT UNEMPLOYMENT

If you become unemployed due to circumstances beyond your control, (lay-off, etc.), you will be afforded the opportunity to conduct job search for a period of two weeks without penalty to your status level or earned pass time. If you remain unemployed after two weeks, you will return to job search status until you again have full-time employment.

If you quit a job without permission or you are terminated due to problematic behavior, you may be returned to Job Search Status and be required to re-earn all status levels.

If you receive permission from the Center Director to terminate your own employment prior to securing new employment, you will be given two weeks to secure new full-time employment. If you remain unemployed after the allotted time has expired, you will lose status privileges until you are able to begin full-time employment.

COMMUNITY SERVICE

The Center has a commitment to provide volunteer services to our community. Reentrants are encouraged to complete Community Service in order to give back to the community. Service consists of performing work for local non-profit agencies such as soup kitchens, animal shelters, churches, police stations, etc. Your Counselor can direct you to appropriate agencies. You then must begin Community Service work after you are employed. If you begin Community Service in the middle of a calendar month, your obligation is prorated at 2 hours per week owed.

STATUS LEVEL SYSTEM and PROMOTION

Alle Kiski Pavilion has several program status levels. The higher your status level, the more privileges you are permitted. Your current status level may be revoked based upon your current program performance. Status One occurs automatically after you complete a 32 hour work week. Before you can apply for Status Two or Three, you must have met the following conditions:

Program Plan Compliance - Program requirements vary for each reentrant but generally consist of ongoing full time employment, verified assigned treatment attendance, community service (8 hrs/month), required number of successful weeks completed for your current status, overall positive center adjustment.

Upgrade Request Form - completed by you and provided to your Counselor. You will also need the support of Center staff. Each staff member votes your request and your attitude and behavior are taken into consideration.

STATUS LEVELS, PRIVILEGES AND RESPONSIBILITIES

Alle Kiski Pavilion utilizes a Three Phase Classification System.

Phase I - In-House

Reentrants in Phase I do not leave the building unescorted.

- **Building Restriction** - These individuals are restricted to the building due to disciplinary problems.

Phase II - Job Search

This phase is utilized for reentrants who are on job search. Reentrants must complete a minimum of four days of job search per week, but no more than five days per week. Reentrants who are in Phase II are eligible for one six (6) hour pass per week for a maximum of two weeks. Reentrants are required to be attending all required groups and programs.

Phase III - Work Release

Employment - This phase is utilized for reentrants who are on work release status. These individuals must complete a minimum of 32 hours of work per week. You must attend all groups prescribed by your counselor and maintain a clear conduct record.

Community Service - For individuals who are eligible for work release status, but cannot work due to medical or home plan concerns. In order to be eligible for passes, you must complete a minimum of 18 hours of community service per week.

INFRACTIONS REPORTS

Infraction Reports are the format for dealing with negative behavior. If you receive an Infraction Report, you will meet with Administration within 3 business days following the Infraction Report. During this meeting with Administration,

the incident will be discussed and a disposition will be made on a Reentrant Behavior Contract. You have two options during this meeting: 1) you can accept the disposition, or 2) you can disagree with the dispositions and request a conference with parole. If a conference with parole is requested, you will be restricted to the facility the next time your assigned parole agent visits the facility. Dispositions are handed out in accordance with the Universal Set of Rules Response Matrix, provided by the Department of Corrections. If you receive 7 infraction reports, you will be restricted to the facility to meet with your parole agent on their next visit to the facility. This restriction will occur each time you receive an infraction report over 7. Discipline is progressive and continued infraction notices will result in greater penalties. Remember that infraction reports are used to modify inappropriate behavior. Depending upon the infraction, you may incur a simple verbal warning up to restriction, loss of status, or being terminated from the program. In order to gain status levels, you must achieve a number of acceptable weeks in your current status level. You must complete a full week with no loss of pass time to count it as a good week toward status upgrade. Therefore, if you receive an infraction advising you that you have lost pass time, your week is automatically disqualified. However, if you receive an infraction that is a warning or assigns you an extra detail, you may still count the week as good towards promotion. Rules, regulations and policies governing the conduct of reentrants are set forth in the directives issued by the Dept. of Corrections, by the Bureau of Community Corrections, and by Alle Kiski Pavilion, DC ADM 801 is the Department's Directive that covers reentrant disciplinary procedures. A copy is posted on the second floor hallway by the Dayroom. Reentrants are not subject to corporal or unusual punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping.

RESTRICTION

Administration may restrict your earned free time as a result of any rule infraction or failure to meet any Center requirement. You may receive multiple days of restriction for the same infraction. There are two types of restriction:

WORK RELEASE RESTRICTION - This restriction results from a loss of earned pass time for a specific period of time. You will continue to attend work, treatment and religious services during regularly scheduled hours.

- May depart from the Center for work, treatment (not support groups), or religious services only.
- Possible assignment of extra details.

TOTAL RESTRICTION - If you are assigned to total restriction, you are not permitted to depart from the center for any reason.

- Extra details may be assigned.
- You will receive an Administrative review with your Counselor, Center Director, and/or Parole Agent.

NOTE: Schedule changes on days that you lose pass time will not generally be permitted. All meetings (AA/NA, other out-patient sessions) must be rescheduled for days that you are not on restriction.

PROGRAM REVIEW / STAFFING

Staffings are conducted as needed to discuss your Center adjustment and/or to address any problem area. Whenever possible, staffing will consist of your Counselor and the Center Director. Staffing will consider Center adjustment, employment/education status, adherence to your program plan, number of rules violations, etc. All staff will have input regarding your status. You may request to attend this staffing and are encouraged to do so provided it will not interfere with required work or school attendance.

Clinical Intervention Committee Meeting

The Clinical Intervention Committee (CIC) meets one day per week to discuss any infraction report from the previous day(s). The Committee consists of either the Director or the Supervisor of Operations. The aim of the disciplinary process is to affect reentrant behavior with the least amount of corrective action necessary to achieve the greatest compliance. Clinical Interventions will use progressive discipline and may lead to a disciplinary return to an institution.

REPORT SCHEDULE CHANGES.

The schedule you submit to staff is used to monitor your whereabouts and program participation. You must request staff approval for any change in your schedule. Reporting off work/treatment, leaving work early, adding a haircut, or working non-scheduled overtime are examples of schedule changes. The only schedule change request that can be approved by a Center Monitor is a request to modify a work schedule. All other requests must be signed-off by a Counselor. **PLAN YOUR WEEK CAREFULLY.** Use your counseling session to address changes. You must follow your schedule as submitted as last minute request to modify your schedule may not be approved.

MAINTAIN FULL-TIME EMPLOYMENT (minimum of 32 hours/week). You must maintain fulltime employment to receive pass privileges. Volunteer work may be substituted for disabled or retired reentrants.

ALL INCOME TURNED IN PAY STUB ACCOMPANIES WORK CHECK. You must turn all income, your paycheck, and pay-stub immediately upon return to the Center. If you do not turn in a pay-stub, you may be restricted from going to work.

COMPLETION OF ASSIGNED CLEANING DETAILS. It is your responsibility to complete your assigned details on time. You must then inform the Duty Monitor who will verify that your area was cleaned appropriately. You will be instructed to re-clean any area found to be inappropriately cleaned. You are also required to launder your linens every

other week as assigned. You are also responsible to have your living area neat and uncluttered **at all times**. Excess property and items listed as contraband may not be retained at our Center. **Room inspections will be conducted at any time during the day.**

FOLLOW HOUSE RULES. You are required to follow all rules and procedures listed in this handbook as well as any additional rules outlined by staff or your Parole Agent. In instances where a rules contradiction exists between DOC and Parole, the most restrictive rule or condition will apply.

OTHER. This area is used to address specific incidents or problem areas not covered above.

Please see the last page of this handbook for the DOC infraction list, informal sanctions and Universal set of Rules. Informal infractions are numbers 1-11 and will be sanctioned according to the informal sanctions list that is also posted in each day room. Numbers 12-19 are the formal sanctions and will have a parole hearing where the parole agent will decide the sanction based on the severity and reoccurrence of the infraction. The sanction will be decided at their discretion.

MONTHLY FIRE DRILL

Evacuation drills are unannounced and occur at least monthly at any time of the day or night. The monitor will do a head count when the last person exits the building. Failure to evacuate the building within 3 minutes from the alarm may result in disciplinary action.

If you hear the Fire Alarm, respond immediately:

Leave the building by way of the nearest exit and away from the fire if possible. Exit routes are posted on all floors. Close the doors and windows behind you. Evacuate as quickly as possible and report to the recreation yard located on the south side of the facility. You will be responsible to stay at that location until given permission to leave by a staff member. Return to the Center after the drill.

NOTE: During inclement weather, evacuation drill procedures allow the monitor to make the head count in the gym area. (Follow the instructions of the monitor).

FIRE PROCEDURES

If you are the first person who notices fire or smoke, sound the alarm closest to you but away from the fire. Fire alarms are located on each floor and you should be familiar with their locations as well as the locations of fire extinguishers. You will be given instruction regarding the use of Fire Alarms during your orientation. If a reentrant witnesses a fire or smoke, he should advise any available staff member of the situation and location of the fire.

SAFETY TIPS for FIRES

Be aware of all available exits in the Center. Learn alternate escape routes. Do not attempt to open doors that feel hot to touch. Use an alternate escape route. Smoke is your worst

enemy. Smoke, heat and gasses can choke and kill you after a few breaths. If you are caught in smoke, get down and crawl. Hold your breath as much as possible or cover your mouth and nose with a towel or cloth. Do not attempt to save personal property.

EVACUATION

In the event of an evacuation, follow the instructions of the staff member in charge. If conditions permit, choose personal belongings you will absolutely need and secure the remainder of your possessions in your locker. Be sure to request any medication that we are holding for you. If possible, you will be issued an emergency or overnight pass, (parole cases), to an approved address. If you do not have an approved address, you will be required to relocate to an emergency mass care facility. Penn Pavilion may be declared as the facility that will provide housing to our reentrants in the event that evacuation is required. Reentrants are **always** responsible for informing staff of their whereabouts and be available for contact at that location.

You must call the facility on a daily basis. Inform the contact person of your status and obtain their name, title, address and telephone number.

In all cases, orders and instructions of Civil Defense, Emergency and Police authorities must be followed.

For up-to-the minute reports and instructions, tune to a local radio station or Emergency Broadcast Station such as KDKA, 1020 AM in Pittsburgh.

LOSS OF HABITABLE CONDITIONS

Based on staff assessment, Center reentrants shall be temporarily reassigned if the Center is declared uninhabitable to one of the following:

- Other CCC's
- Contract facilities
- Crisis Center
- Support Institution

CIVIL DEFENSE EMERGENCY OR NATURAL DISASTER

When a disaster or other special emergency is officially declared by authorities such as the Governor, Mayor, County Emergency Coordinator, etc., you should attempt to contact the Center for instructions immediately. The staff member in charge will attempt to explain what is expected of you and any necessary actions that you should take. You should return to the Center if instructed to do so. As with all emergencies, attempt to remain calm and maintain regular contact with the Center. You may be required to provide assistance if a state of emergency is declared.

If you are unable to contact the Center during a declared emergency:

- You may remain with and assist your family for the duration of the emergency or until you receive further instruction. You must attempt to make regular hourly contact with the Center.

- If you have an approved home plan or furlough beyond the affected area, you may be authorized to remain there for the duration of the emergency.
- If you have family living within the Commonwealth beyond the affected area but within the practical traveling distance (about 100 miles one way), you may be authorized to reside with them for the duration of the emergency.
- If none of the above apply to you, you will be required to report to a CCC or the nearest emergency mass care facility.
- All reentrants must return to the CCC within six (6) hours of the termination of the emergency.

SEVERE WEATHER

At the Center Director's discretion, all reentrant movement may be cancelled due to the threat of severe weather.

If a reentrant cannot get back to the Center from work or sign out because of severe weather, he shall contact the Center for further instructions. If severe weather occurs while a reentrant is away from the Center, you must contact the Center immediately for instructions. If a reentrant is unable to get back because of severe weather, he will be required to maintain regular contact with Center staff as instructed. If unable to contact the Center, follow instructions under Evacuation above.

OTHER EMERGENCIES

In all emergencies, every attempt should be made to contact staff and to follow their instructions. You are responsible for accurately reporting your whereabouts at all times. For emergency situations, staff is instructed to call for medical assistance by dialing 911. For routine minor First Aid needs, see the staff on duty. In the event that a staff member is found incapacitated, you are authorized to contact 911 using the center pay phones.

During all emergency situations, you are expected to offer your assistance to staff and to strictly follow staff instructions.

ILLNESS OR MEDICAL NEEDS OF REENTRANTS AND FELLOW REENTRANTS

If you should become ill or detect any unusual symptoms of disease, you should report the problem to the Center Staff immediately. You will be advised regarding treatment. If you note unusual behavior on the part of any other reentrant at the Center, notify a staff member at once. The reentrant may be having a heart attack or some other problem or may need medical assistance immediately. The staff has some training regarding the handling of emergency situations and can summon local assistance at any time.

You may obtain medical/dental care from any source you choose and are responsible for payment of all services received. If you do not have an employer paid health insurance program or publicly funded health insurance, you should advise your Counselor so that a referral can be made to appropriate community resource agencies.

If you have a health problem and it interferes with your daily ability to complete a particular work detail or your employment, it is your responsibility to advise your Counselor.

CLEANING AND MAINTENANCE PROGRAM

Cleanliness is an important and necessary part of the Center program. Sanitation, health, and a positive environment makes the Center stay more acceptable. Staff set standards on maintaining a sound housekeeping program. Daily inspections are conducted by the daylight monitor to ensure standards are achieved.

Our cleaning program consists of daily, evening, and weekly assignments. Details are assigned by seniority. All areas will be completed by reentrants and checked by staff. All reentrants are responsible for maintaining both the cleanliness of their own living spaces and the entire center. Reentrants are not permitted to leave the Center prior to completion of assigned morning details. It is the responsibility of all reentrants to allow themselves enough time to complete their assigned detail and have it checked by the Monitor on duty. The Shift Manager should be informed immediately after you complete an assigned detail.

Non-regular details may be assigned at any time to any available reentrant as needs arise.

BEDROOM CHECKS

Each day your living area is to be neatly presented. Generally: bedspread tucked in, blanket neatly folded (military style), shoes placed neatly under bed, toiletries and other property stored neatly. You should be able to store all of your gear inside your assigned locker space. Excess property is considered contraband and must be removed. Conservative decoration of your living area is permitted with staff approval.

The 8am to 4pm Monitor will conduct weekly inspections, although any monitor that sees a problem may ask you to correct it. Monitors will also check to determine the condition of the furniture and lighting.

LIVING QUARTERS

Reentrants will be assigned a bunk in a particular section of a particular room. You will be permitted a reasonable amount of decorations in your living quarters. Reentrants may move from their assigned bunk/room only with approval from the Operations Manager. At **NO** time is a reentrant permitted in any room other than his own room. Being in an unassigned room is grounds for disciplinary action.

Reentrants are responsible for keeping their rooms and surrounding living quarters clean and orderly. Beds must be made when not in use and clothes are to be folded and stored in lockers and common closet. Two pair of shoes and one pair of slippers or shower shoes are permitted to be placed side by side under the bed.

Each day reentrants are to sweep, mop, and dust their area and see that everything is in order. Reentrants assigned to the rooms on the second floor will take turns cleaning the restrooms located in that room. Dirty laundry will be kept in a fishnet bag tied to the bottom of the bed, or in an acceptable bag/container under the bed at the bottom (foot). Towels and washcloths will be hung over the bottom (foot) of the beds. The hanging of any bedding, clothing, etc. in such a manner as to obscure the view of the bottom of the bunk bed is strictly prohibited.

Between the hours of 8:00am and 6:00pm, no reentrant is allowed to sleep or lay in their bunks. The only exception to this is if the reentrant works overnight. Violations to this rule will result in an infraction report.

SPRING CLEANING AND INSPECTION

At least annually, reentrants will be required to do a thorough house cleaning. This is performed just prior to the Regional Director's inspection, and any other inspection. At this time, many major repairs as well as painting are done.

Each reentrant will be assigned a specific area to thoroughly clean, (in addition to your personal living area). This could involve wall washing, window cleaning, stripping floors, shampooing carpets, or other tasks outlined by the Shift Manager.

Spring cleaning completion usually takes two weeks and is divided into two sections. The first week is designated for cleaning reentrant's living quarters and the last two weeks cover the whole Center. All reentrants and staff participate in the inspection.

CENTER CLEANING EQUIPMENT

Vacuum sweepers, ironing boards, appliances, etc. are available for reentrant use. It is the users responsibility to take care of all equipment signed out. When mechanical problems arise with any equipment, reentrants are required to immediately inform on-duty staff so that appropriate action may be taken. All equipment should be cleaned and stored properly when not in use. Cleaning supplies, necessary to perform any assigned detail must be signed out at the monitor's station.

LOCKS and KEYS

Locks are issued to you for use in securing your belongings. It is **required** that you utilize the equipment assigned to secure your valuables - keep your lockers and locks locked. The Center is not liable for items stolen from your room, and property with a value over \$500 is considered contraband. All locks must be turned in to the Monitor at the time of your release. Failure to return any items issued to you by the Center will result in a corresponding fee which will be deducted from your account.

TELEPHONE ACCESS

Reentrants with hearing and/or speech disabilities who wish to communicate with parties who have such disabilities, shall be afforded access to a Telecommunications Device for the Deaf (TDD).

LAUNDRY FACILITIES

The laundry facility (4 washers and 4 dryers) are available in the Center Basement. The machines are for use by reentrants or to clean Center items only. An ironing board is also located in the Shift Manager's station. Irons are available for sign out at the monitor station only. Employed reentrant may use these facilities at any time (between 7am to 9:30pm). All reentrants are responsible for maintaining the equipment in the laundry room. You should immediately report any mechanical problems to the Shift Monitor on duty. In the event the washer and dryer becomes inoperable, there is a public Laundromat about 1 mile from the Center.

When using the washer/dryer, remove clothing from the machines promptly. The staff cannot be responsible for theft.

Irons are to be returned to the monitor station immediately after use. You may not maintain your own iron at the center.

The following list is the only approved laundry detergent that you may bring into the facility:

Renown powder detergent
Tide Original powder detergent
Arm & Hammer powder detergent
Gain Original powder detergent

FOOD SERVICE

Alle Kiski Pavilion has a full service Food Service Department located on the basement floor. Meal times are outlined on the attached schedule. Three meals a day will be provided to each reentrant. Those reentrants who will be going on work release and require a bag lunch should get in touch with the Food Service Manager to make arrangements. Late plates will be served to those coming in later than posted meal times.

There are alternate meals available for medical conditions and religious diets. See your primary counselor in order to complete the necessary requests.

The Food Service Department at Alle Kiski Pavilion does not use not use poppy seeds in their menu.

VISITATION RULES

Visiting hours occur on Thursday from 6pm to 8pm, and on Saturday from 2pm to 4pm. Reentrants may request special visits by notifying their Counselor in writing one week prior to the requested visit date. Special visits will only be considered when the visitor must travel more than 100 miles or when the visitor needs to see the reentrant for official business and is unavailable during regular visiting hours or extreme emergencies. Examples of official business are as follows: attorney during court case, clergy during grieving process, social worker regarding child support proceedings, etc. The reentrant may utilize earned pass time to visit outside of the facility.

All visitors are required to sign in and must show proper identification (State driver's license), prior to visiting any reentrant. All persons entering the facility may be subject to

pat searches or searches of their property or automobile. Any visitor that refuses to be searched will be denied access to the facility. Visitation is a non-contact visitation. Excessive physical contact is prohibited. The supervising staff will address any violations and if deemed appropriate, visitation will be terminated.

The following general rules apply to all visits: Once a visit begins, the reentrant will not be permitted to leave the visiting area until the visit is concluded. Visitors are restricted to the visiting area only. If a visitor needs to use the bathroom, the visitor must request authorization from the duty Monitor.

1. **Victims and/or co-defendants are never permitted to visit without prior written Director Approval.** Parolees or former reentrants are not permitted without the prior approval of the Center Director.
2. All visitors must display photo identification. Anyone under the age of 18 must be accompanied by their parent or legal guardian. In some cases, based upon the nature of a reentrant's offense, visits from minor children will never be permitted for any reason under any circumstance. **Reentrants with crimes involving minor children may never receive a visit from any child without prior written authorization from the Center Director.**
3. Any behaviors deemed inappropriate by on-duty staff may result in immediate termination of the visit and loss of visiting privileges for a specified time. Visitors may be permanently banned from entering the facility.
Examples: loud boisterous behavior, any physical contact of a sexual nature, suspicious behavior or characteristics indicating possible drug or alcohol use, etc. In some cases, police may be called to the Center.
 - All weapons are prohibited.
 - Illegal drugs or intoxicants, narcotic medication, and alcohol are prohibited.
 - Any items listed as contraband in this handbook are prohibited.
 - All visitors must be on the visitor's list.

RELIGIOUS SERVICES

Reentrants are encouraged to attend religious services. There are several churches, mosques, and synagogues in the immediate area representing a variety of denominations. Should you need assistance in locating such services, please refer to the Yellow Pages, the Center's Resource guide or consult Center Staff. Special arrangements may be made for reentrants to attend religious services that conflict with program obligations or restrictions. Non-denomination services and Bible Studies are provided in the facility. These services are provided by volunteers.

RECREATIONAL ACTIVITIES

The facility provides a gymnasium with weight equipment and indoor basketball hoop. There is also an outside area in which basketball and horseshoes may be played. You are expected to conduct yourself in an appropriate manner while participating in activities. Loud, abusive, or obscene language will not be tolerated. While participating in activities, you are to be properly attired (you must wear a shirt and proper footwear). At no time while participating in outside recreation are you permitted to make contact with anyone outside of the facility. You are not permitted to stand on benches, vehicles, or any other item to look over the fence. A number of board games and indoor recreational equipment are available for those who wish to use them. In addition, we have a pool table, video games, and several televisions for reentrant use as well.

All orientation and non-working reentrants may use the recreational activities Monday thru Sunday until closed.

MAIL

All outgoing mail may be placed in the outgoing mail box in the Second Floor Dayroom. You may also mail from a post office or mail receptacle in the community. Most mail is delivered and uncensored unless there is reason to believe that it might contain contraband. You will be required to open all packages and mail in the presence of a staff person, except for legal mail.

If you wish to correspond with an inmate at another correctional facility, you must receive prior approval from the Center Director, your parole agent **and** the institution's Superintendent. You may not receive sexually explicit mail or publications at the Center.

If you are indigent, the facility will provide you with stamps, with Director's approval.

Incoming correspondences may be withheld or taken from the reentrant if the correspondence contains material which is detrimental to the orderly operation and security of the facility because it incites violence based upon race, religion, creed and nationality or it contains information regarding sexual conduct or manufacturing of explosives and or gang reference material. The Shift manager or designee will inform the reentrant in writing if the mail is returned or withheld.

USE OF MOTOR VEHICLES

Reentrants are **not permitted** to operate a motor vehicle without **prior written permission** of the Center Director. You must present a valid driver's license and proof of ownership and valid insurance for each car you intend to own/operate. This information will be photocopied and placed in your file.

Due to lack of parking space available, reentrants may be approved for driving privileges only when the public transportation system cannot provide adequate transport.

Reentrants are also required to complete a Request to Operate a Motor Vehicle form for each car you operate. If you have a valid driver's license, you may request permission to drive the vehicle of another adult, providing you present proof of ownership and insurance. In addition, the owner must submit a certified letter granting permission for you to drive his/her vehicle and the limitations of use.

You are not permitted to lend a vehicle to other reentrants. Driving without permission or owning a vehicle without permission is a violation of Center rules.

*Reentrants are required to provide staff with an EXTRA set of keys for their vehicle for vehicle searches.

You may be denied driving privileges due to the nature of your offenses(s). Due to lack of parking space, reentrants are discouraged from maintaining an automobile. Reentrant vehicles must be parked in the Center's parking lot.

SLEEPING AREA

Rooms are assigned upon your arrival. Requests for specific room assignments will not be honored. Consideration may, however, be made for changes based on medical or work schedule issues.

Upon arrival, you will be issued the following items which are the property of Alle Kiski Pavilion and must be returned at the time of your release.

- 1 Wool Blanket
- 1 Pillow
- 1 Mattress Cover
- 1 Pillow Case
- 1 Bath Towel
- 2 Regular sheets
- 1 Wash Cloth
- 1 Combination lock

You will sign a receipt for those items and are expected to return them in good condition prior to your departure from the Center. You will be assessed a fee for any items not returned or returned in poor condition.

You are required to launder your linens at least **every other week**.

In your sleeping area, you will be provided with a chair, desk, and locker space for the storage of personal items. All storage areas are the responsibility of the reentrant.

Reentrants will be assigned a bunk in a particular section of a particular room. You will be permitted a reasonable amount of decorations in your living quarters. Reentrants may move from their assigned bunk/room only with the approval from the Operations Manager. At no time is a reentrant permitted in any room other than his own room. Being in an unassigned room is grounds for disciplinary action. Reentrants are responsible for keeping their rooms and surrounding living quarters clean and orderly. Beds must be made when not in use and clothes are to be folded and stored in lockers.

Between the hours of 8:00am and 6:00pm, no reentrant is allowed to sleep or lay in their bunks. The only exception to this is if the reentrant works overnight. Violations to this rule will result in an infraction report.

PERSONAL HYGIENE

All reentrants are expected to maintain proper personal hygiene. All reentrants are issued a reentrant kit upon arrival by the Shift Managers at the Center if needed. The Kit includes: **Soap, shampoo, comb, toothpaste, toothbrush, razor with shaving cream, and deodorant. All items must be alcohol-free.**

If you are in need of other items and you are indigent, inform staff immediately.

MEDICATION

All prescribed and over the counter medication is to be turned over to Center staff **immediately** upon receipt of the medication, along with instructions regarding the use of the medication. Your prescription will be maintained in a locked cabinet and will be available during med line times. You are expected to take all medication as prescribed, and once you no longer need the prescribed medication, you are to advise the Center Monitor to dispose of it. At no time will medication labeled for one reentrant be given to any other reentrant. Prescription medication will not be maintained (either in or outside the facility) by a reentrant without prior staff authorization.

Reentrants are required to advise their personal physician about any history of substance or alcohol abuse so that physician may take abuse history into account prior to prescribing medication. If a physician prescribes an addictive or narcotic drug, you will be required to return to the physician to request an alternate non-addictive medication.

When it is necessary for you to take your prescribed medication during an approved absence from the Center, you will be permitted to take with you an amount that will sustain you during the duration of the period that you are away from the Center. When you are taking a non-prescribed medication such as aspirin, cough syrup, etc., you are to inform the Duty Monitor when you bring the medication to the Center. You are also to advise the Monitor of use of any medicine when you are giving a urine sample.

Reentrants who are on an alcohol ban are prohibited from consuming any non-prescription drug which contains alcohol. You must check all ingredients in the product before purchasing, and request assistance from the pharmacist at the drug store if you are uncertain about the ingredients. You are not authorized to take anyone else's prescribed medication. Under no circumstances are you permitted to distribute medication of any kind to another reentrant.

MEDICATION LINE

Med line will not be announced by staff. You are required to report to the monitor's station if you wish to receive your medication at the times listed.

Monday through Friday 6:00 am
11:00 am
5:00pm
9:30 pm

Saturday and Sunday 7:00am
1:00pm
5:30pm
9:30pm

PHYSICAL DISABILITIES or ILLNESS

A reentrant accepted into the program who has a physical disability that limits the type of work he can do is expected to find work within his limitations. It is the reentrant's responsibility to provide doctor's certification or disability or limitations. Documentation of any physical disability shall be required immediately after its occurrence. Medical documentation is also required for any reentrant to be excused from regular attendance at his employment or other required activities.

Except under extreme or unusual circumstances, reentrants who are, or who become, physically limited or disabled will not be permitted to use Center placement for long-term convalescence. The Center is unable to provide medical treatment, medical services, or monetary assistance. Reentrants who are unable to work and who have no monetary assistance or medical insurance or who cannot care for themselves may be required to be administratively returned to a correctional facility or transferred to a facility capable of addressing their needs.

DRUG AND ALCOHOL BAN AND TESTING

Reentrants of Alle Kiski Pavilion are prohibited from consuming alcohol and non-prescribed, controlled or illegal substances (including synthetic marijuana, K2, Bath Salts). Reentrants are also prohibited from entering any establishment which serves alcohol. In an effort to ensure the sobriety of our reentrants, regular urinalysis screening and breathalyzer testing is conducted. If testing reveals that a reentrant has violated the drug and alcohol ban, they may incur disciplinary sanctions and/or terminated from our program.

URINALYSIS TESTING

Urine samples must be submitted upon request from staff. Prior to collection, inform the staff member of any medication you are currently taking. At the time of collection, you will be physically supervised by a staff member, male or female. If you are unable to immediately produce a sample, you will be required to remain in the Center at a location designated by staff. Failure or refusal to provide a sample within 2 hours of staff request will result in a presumed positive test and possible disciplinary action.

BREATHALYZER TESTING

Samples must be submitted upon request from staff. You may need to provide multiple samples over a short period of time. Refusal to provide a sample immediately will result in disciplinary action. Staff is not permitted to inform you of test results. The Director will provide you with tests results if a problem occur.

SHAKEDOWNS/PAT SEARCHES/SECURITY CHECKS

Shakedowns and security checks are conducted regularly. Shakedowns and security checks involve the thorough searching of areas, persons, or items in the Center. Your areas, locker, person or property is subject to search at any time. You may not be strip searched without direct order of the Center Director and presence of at least two staff members of the same sex as the offender.

Any reentrant who refuses a search or who in any way attempts to obstruct a search, will be subject to disciplinary action. You are not permitted to purchase your own locks for center furniture.

Shakedowns are conducted to identify and confiscate Contraband. Reentrants are prohibited from having on their person, in their car, or under their control, any item considered to be contraband. Contraband may be confiscated at any time. The presence of contraband will subject you to disciplinary action which may result in revocation of your parole status. If a reentrant becomes aware of contraband anywhere in the Center, he is required to report it immediately to a staff person.

CONTRABAND

Includes but is not limited to:

- DRUGS and ALCOHOL - Alcoholic beverages or any substance capable of causing intoxication, controlled substances under the PA. Drug Device and Cosmetic Act, Marijuana, Unauthorized prescription drugs. You are not permitted to use, possess or control Salvia or synthetic marijuana.
- Drug Paraphernalia or related publications or clothing and item with similar logo
- WEAPONS - Firearms, ammunition, lethal or non-lethal weapons, knives, teargas, mace, screwdrivers, etc.
- Poisons and/or Toxic Chemicals such as bleach, rat poison, etc.
- Pornographic materials, publications, videos, DVDs, or photos (including cell phone)
- Audio or Visual recording devices and equipment
- Stolen property
- Unauthorized possession of State property
- Extension cords
- Sums of money in excess of \$500
- Excess property

- Property items with a value over \$500 without Center approval
- Playing cards
- Synthetic drugs
- Any other item deemed as contraband by staff members

CONTACT WITH LEGAL AUTHORITIES

If you are stopped by, questioned, or must give a report to any law enforcement agency or personnel, you must report the contact immediately to Center Staff so that the circumstances of the incident are recorded and any necessary action can be taken. If you are involved in any traffic violation, including tickets, or accidents, they must be reported to the Center immediately. The officer and Police Department's name shall be provided to the Center personnel as soon as possible after the contact with the law enforcement agency.

UNAUTHORIZED DEPARTURE OR ABSENCE

If you are unable to return to the Center at the designated time, you are required to call the Center, explain the problem and continue to follow directions of staff during this period. If you disappear from contact for 4 or more hours, you will be reported as an absconder.

In addition, you are never permitted to depart or enter the building without prior staff authorization. If you fail to return to the center or if you leave the building or program without prior authorization, you may be declared an escapee or parole absconder, based upon your controlling jurisdiction.

ABSCONDER

A parole reentrant who leaves the Center without authorization or who fails to return to the Center at a pre-designated time may be deemed a parole absconder. An absconder is in violation of his parole and subject to arrest by agents of the Pennsylvania Board of Probation and Parole.

Be advised that if you are declared as an escapee or absconder, all property that you have left in the facility will be considered abandoned and will be donated to a local charity after 30 days. While you are at large, you or your designated property contacts are prohibited from recovering your property left at the Center. If you are apprehended or turn yourself into authorities, it is your responsibility to notify the Center Director of your location (within 30 days of your unauthorized departure from Alle Kiski Pavilion) to avoid loss of your personal effects.

CONDUCT TOWARD OTHER REENTRANTS

Reentrants are expected to behave in a mature manner and to treat all reentrants with respect. You should make an effort to be congenial and respectful of all reentrants. Reentrants shall not loan or borrow property from other reentrants. Reentrants who obtain information regarding employment opportunities are encouraged to share this information with

each other and with staff. If you can in any way be of assistance to another reentrant in this facility, you are encouraged to do so.

REENTRANT AUTHORITY

At no time shall a reentrant be in a position of authority over any other reentrant. No reentrant shall be given the duties or responsibilities of any Dept. of Corrections employee. Reentrants shall not be granted special compensation or favors for divulging information pertaining to the activities of other reentrants. Any Committees or Councils established to represent the reentrants at the Center shall be elected by the reentrants and not appointed by Center staff unless a representative cannot be identified. Staff may preclude specific reentrants due to their disciplinary status or special program requirements. All such committees or counsels must have the prior approval and permission of the Center Director before they are started. Any unauthorized organization or meeting will subject participants to disciplinary action.

Consideration and respect for others living at the facility as well as for staff will be exhibited at all times. Fighting, theft, harassment, and threatening behavior will not be tolerated.

CONDUCT TOWARDS CENTER STAFF

You are expected to maintain proper conduct toward Center staff. You are not to use obscene, abusive or threatening language nor is your behavior in any way to be abusive or threatening or intimidating. You are expected to comply with all lawful orders given to any staff member. Any difficulties you may encounter with any individual staff are to be reported to your Counselor or the Center Director. Insolence, disrespect, inappropriate behavior and lying to staff will result in disciplinary action.

CODE OF ETHICS

The Code of Ethics under the Dept. of Corrections states:

- Gifts and Favors - 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. Correctional employees shall not accept/distribute any gifts, money, and favors from either a reentrant, his friends, relatives, or representatives. This includes offerings of food items.
- There shall be No Fraternalization or Private Relationships between Staff and Reentrants. This includes, but is not limited to trading, bartering, or receiving gifts, money and favors from either the reentrant or the reentrant's friends, relatives or representatives.

Violators of this code are subject to disciplinary procedures. Staff violators may be subject to arrest under Pennsylvania Law.

GRIEVANCES

Parole reentrants may file a grievance at any time by requesting a form from the Director and by following the procedures outlined in the Dept. of Corrections Administrative Directive 804 which is posted in each dayroom. Parole reentrants may utilize the same form, but the grievance will be routed to parole staff if the Center Director is unable to provide resolution.

PERSONAL OR MENTAL ABUSE OF REENTRANTS

The use of personal or mental abuse or punitive interference with the daily functions of living is prohibited.

Center staff must treat reentrants in a professional and humane manner. Profanity directed to reentrants or discriminatory treatment will not be tolerated. Corporal punishment shall not be used under any circumstances. Disciplinary sanctions for violations of Center rules will not include denial of sufficient sleep, regular meals, medical care or communications with legal counsel, or religious services.

DISCHARGE/PAROLE PROCEDURES

On the day that you are scheduled to be discharged from the Center, you must sign out according to the Center discharge procedures. Any discrepancies will delay your official release. This means that you must:

- Have your assigned areas thoroughly cleaned and checked by the Shift Manager
- Sanitize mattress and pillow
- Turn in all items issued in the same condition as you received them. Ensure your linen is clean and folded (no torn or discolored linen), and any locks issued.
- The "Exit Survey" packet needs completed and handed in to your primary counselor.

MISCELLANEOUS

MONITOR SHIFT CHANGES

Shift changes take place at 8:00am, 4:00pm, and 12:00am. You are not to congregate at the Monitor's desk area or the offices during the ten minutes before and the ten minutes after a scheduled shift change unless absolutely necessary.

STAFF OFFICES

You are not to enter the Staff Offices or the Staff Bathroom without prior approval from a staff member. This includes the Monitor's area behind the front desk.

DRESS CODE

The dress code is considered casual and you are relatively free to choose your type of clothing. However, offensive clothing or excessively soiled clothing will not be permitted. Offensive clothing is defined as anything displaying alcoholic beverages, narcotics, profanity, pornography, or ethnic/racial slurs. You are required to be properly attired at all times. This means no pajamas in any area but the sleeping areas. Staff has the ultimate authority in determining what is considered "offensive clothing."

COUNT TIMES

The facility staff conducts scheduled and random counts throughout the day. You are expected to proceed directly to your assigned room when count is announced. If you are assigned to a work crew, you are to report to your supervisor immediately for instructions.

SAFETY PROCEDURES

All staff are trained in First Aid, CPR, and emergency procedures. As a reentrant, you will receive information regarding evacuation routes during your orientation. In the event of an actual emergency or an emergency drill, you are required to follow all procedures and directions from staff.

ACCOUNTABILITY

As a reentrant of Alle Kiski Pavilion, you are required to be accountable at all times. This means any deviation from your approved agenda is to be reported and approved prior to the deviation. This policy holds true for job search, work release, passes, etc. Any deviation from your approved mode of transportation must also have prior approval. In regards to accountability, you are always better off calling the facility before deviating and letting staff know of your situation.

MEDICAL TREATMENT

Emergency medical treatment is available to you. If you are in need of medical treatment, each jurisdiction has its own specific regulations regarding financial responsibility of medical treatment. Alle Kiski Pavilion is not responsible for any medical bills incurred during your placement. Please discuss these regulations with your primary Counselor to determine responsibility of care. If you are having a medical emergency and are unable to respond when asked if you need help, staff, if having the proper credentials, is permitted to provide medical attention.

BUILDING AND GROUNDS

All exit doors are alarmed. No reentrant is permitted to open an exit door or leave the building without staff authorization. Talking out the windows is strictly prohibited, for any reason. Certain areas of the facility have been designated as "no smoking areas". Intentional damage will not be tolerated. Restitution or discharge from the program will result for this behavior.

PROGRAMMING

Upon arrival to the facility, you will be processed through the shift manager's office. Some basic information will be taken as well as a picture for identification purposes. Within 24 hours, a counselor will meet with you to complete a facility intake. During your intake, you will be provided with specific information regarding program participation. In addition, more specific rules and regulations will be provided.

HIV/AIDS

If you would like to get tested for HIV, AIDS or any other communicable diseases please contact your counselor and an appointment at the Community Health Clinic 724-334-3335.

FLOOR PLANS

Floor plans are located on each floor. The plans have been approved by the local Fire Marshall. Each floor plan has an evacuation route labeled that you should follow in case of an emergency.

EXPERIMENTS/RESEARCH

Offenders are not permitted to participate in medical, pharmaceutical, or cosmetic research experiments. This does not preclude individual treatment of an offender based on his or her need for a specific medical procedure that is not generally available.

LAW LIBRARY

Alle Kiski Pavilion does not have a law library. The closest law library is in Pittsburgh. If you need to use a law library, see your primary counselor and arrangements will be made for you to go to the library.

CELL PHONES

Effective 10/1/12 reentrants are permitted to possess cellular telephones in accordance with Department of Corrections' procedures. On 1/17/17 the directive was revised to permit the possession and use of cellular telephones that have a camera.

1. All offenders will be eligible to retain one cell phone for use inside the center, unless specifically denied by PBPP Board Actions/ Conditions.
2. Cell phones will not be restricted because of brand, plan or capabilities.
3. Offenders must complete the "Offender Cell Phone Agreement" and submit the cell phone for review by a security team member upon entrance to the center.
4. The security team member shall conduct an immediate review of the phone to ensure an accurate phone number was provided. The security team member shall ensure the offender agreement is completed and signed by the offender. The security team member shall sign the agreement and return the phone once the offender has been processed into the center.

5. A copy of the signed agreement shall be provided to the offender. The original signed document shall be forwarded to the counselor for the file.
6. Cell phones may be used in the reentrant rooms and common areas, except the 2nd Floor Dayroom as long as they do not disrupt others. Common courtesy is expected.
7. Cell phones may not be used during count, groups, searches, fire drills, or other center-related activities. Cell phones may not be used in staff offices, hallways or at the entrance area of the center.
8. Voice calls may not be conducted between the hours of 12am and 5am without staff permission. Text messaging and internet use is permitted during these hours.
9. Offenders shall keep their cell phone on vibrate or silent while in the center.
10. All unauthorized cell phones shall be confiscated and processed in accordance with current policy and procedure.
11. Sanctioning the use of a cell phone should be no more punitive than the parameters established for sanctioning phone privileges in general.
12. Any violation of the cell phone agreement by the offender shall result in loss of cell phone privileges.

TOBACCO RESTRICTIONS

Reentrants will no longer be permitted to possess any tobacco product inside the center. Any and all tobacco products will be considered contraband and handled in accordance with DOC policy.

CLOSING

This handbook is provided to give you a general overview and is not all inclusive. In the event you have a question or not sure of a particular procedure, please ask a staff member. All staff members have an open door policy and we encourage you to take advantage of this policy.

Revised 2/26/2018



Effective 10/1/2017

Below are all of the dispositions for infractions at Alle Kiski Pavilion. If you are assigned extra duty you will be required to complete in 7 days. Failure to do so will result in loss of all utility time until extra duty is completed and signed off by staff member.

Cell Phone- Using in unauthorized location-not answering when facility calls- phone number not updated with staff.

- 1st verbal warning
- 2nd extra duty
- 3rd 1 week loss of phone
- 4th loss of phone until released

Any violation of cell phone agreement (photos in the building, pornography, photos of illicit substances, etc.) and your phone will be confiscated and destroyed per policy.

If you refuse to turn over a cell phone when asked you will lose 2 weeks of utility time in addition to any other infractions resulting from the search.

Late returns

Up to 30 minutes late

- 1st verbal warning
- 2nd 4 hours of extra duty
- 3rd loss of 1 day

30 minutes - hour

- 1st verbal warning
- 2nd 4 hours of extra duty
- 3rd loss of a day of utility

1 hour and over

- 1st 4 hours extra duty
- 2nd 1 day loss of utility
- 3rd 2 days loss of utility

Being in an Unauthorized Area/Room

- 1st 2 hours of extra duty
- 2nd loss of utility time and 4 hours of extra duty
- 3rd loss of 2 days utility and 8 hours of extra duty
- 4th loss of utility time for 30 days.

Contraband- any tobacco products, lighters, and rolling papers

- 1st 4 hours of extra duty
- 2nd 1 day loss of utility
- 3rd days of utility.
- 4th 1 week loss of utility
- 5th 1 month loss of utility

Count and inspection

- 1st 4 hours of extra duty with loss of utility that will be determined by Administration.

If you do not stand up for count it is an automatic loss of utility leave that day.

Disrespecting a staff member

- 1st 5 days loss of utility leave
- 2nd loss of utility until further notice

Smoking

- 1st loss of 1 day utility and 4 hours of extra duty
- 2nd 2 days and 4 hours of extra duty
- 3rd 5 days loss of utility
- 4th No utility time until further notice

Informal infractions are numbers 12-19 and will be sanctioned according to this informal sanctions list that is also posted in each day room. Numbers 1-11 are the formal sanctions and will have a parole hearing where the parole agent will decide the sanction based on the severity and reoccurrence of the infraction. The sanction will be decided at their discretion.

Community Corrections – Universal Set of Rules

Our goal is to provide individuals with a safe opportunity to successfully re-enter the community while assigned to a DOC operated/contracted facility. Basic security measures are enforced for the protection and safety of all who enter the center and live in our community. Resident will initial each rule and sign at the bottom for acknowledgement.

1. I will not possess or use any type of weapon.
2. I will not engage in physically assaultive/destructive behavior.
3. I will not threaten an employee or other person with bodily harm.
4. I will not engage in any behavior that threatens the safety and security of the center.
5. I will not sexually harass or sexually assault/abuse another person.
6. I will comply with the search of my person, vehicle and/or property.
7. I will not interfere with drug interdiction efforts (Urinalysis, Breathalyzer, K9, etc.).
8. I will not possess **actual or suspected** alcohol, illegal drugs, unauthorized drugs, drug paraphernalia or **mind altering synthetic substances**.
9. I will not engage in any sexual acts with others or sodomy inside the center.
10. I will not leave the center without authorization (LWA) or fail to return (FTR) from authorized absence.
11. I will comply with all sections of the PA Crimes Code, **vehicle code and local ordinances**.
12. I will not use alcohol, illegal drugs or unauthorized drugs.
13. I will comply with **all treatment plans**, board/field conditions and/or sanctions imposed by the PA Board of Probation and Parole **and/or the Department of Corrections**.
14. I will not use abusive, obscene or inappropriate language directed to or about another person.
15. **I will complete assigned tasks, follow center rules/directions and comply with interventions/sanctions given by staff.**
16. I will not go to unauthorized locations and I will return to the center when expected or directed.
17. I will not violate the Clean Indoor Air Act (I won't smoke inside the center).
18. I will not possess contraband or any other item not approved by the PA DOC inside the center.
19. I will notify the center of any change in my employment status or schedule and provide paychecks/**pay statements** to the center for verification of work.

Resident Printed Name/DOC#

Resident Signature/Date

Staff Signature/Date