This handbook is an addendum to the Department of Corrections Community Corrections Center Resident Handbook, 2011 Edition, and must be used in conjunction with that text. The information contained within is intended to provide site specific direction that the DOC text cannot provide. This additional information is provided in the same order that it appears in the generic 2011 text.
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Introduction

To all Residents:

The following addendum covers rules, policies, and procedures specific to Pittsburgh Community Correction Center at 535 South Aiken Avenue, Pittsburgh PA. It is an official extension of the DOC Community Corrections Center Resident Handbook. Please read and understand both documents. Shortly after arrival, you will be required to sign acknowledgements indicating that you have read, understand, and agree to comply with all rules stated in the center handbook (which includes this addendum). Any questions regarding rules presented in either document should be directed to staff who will try to ensure that you understand what is expected of you.

It is my sincere hope that you will take the opportunity afforded you by community placement seriously and maturely and that you will utilize your time here positively, productively, and towards the common good. Your success will depend upon your desire to return to the community as a responsible adult, your motivation for positive change, and your willingness to comply with rules, regulations, and existing laws.

Best Wishes,

Richard K. Dotson, Center Director
Pittsburgh Community Corrections Center

Program Overview

Pittsburgh Community Corrections Center was established in September of 1974 and is operated by staff of the Pennsylvania Department of Corrections, Bureau of Community Corrections. The Center is located near the Shadyside area of Pittsburgh. The primary function of the Center is to assist female residents under the jurisdiction of the Pennsylvania Department of Corrections or the Pennsylvania Board of Probation and Parole with community reintegration and supervision.

The Center currently serves over fifty women who are completing the latter portion of their Pennsylvania State incarceration. Residents are encouraged to become productive members of society through employment, community service, sobriety, and personal accountability. Residents are to be treated with dignity, respect, and professionalism at all times.
General Rules (intended to enhance existing rules in the PA DOC CCC handbook pages 4-6)

3. Residents shall not harass staff or other residents on the basis of race, creed, color, ancestry, marital status, age, national origin, disability, sexual preference, or political affiliation.

6. Unauthorized or Contraband items will be confiscated by staff. Staff are required to issue a DC-957 confiscated items receipt for any and all confiscated items. Confiscated items will generally be destroyed. The final disposition is at the discretion of the Center Director. In addition to the list in the DOC handbook the following items are also prohibited:

- Medication not in the proper labeled container
- Institutional clothing
- Any communication device or ISP device
- Chewing tobacco/rolled cigarettes.
- Products that contain alcohol
- Non-alcoholic brews/"near-beers"
- Loans/contracts
- Gambling paraphernalia/lottery tickets
- Wigs – unless approved for medical reasons
- Hair dye and Relaxers
- Tattoos/ piercings or associated jewelry
- Scented oils/potpourri
- Ordered or catered food items or open containers
- Electronic cigarettes

The DOC handbook specifies that debit cards are contraband. Exceptions for child support employment, SSI, Access, Employment, etc. may be approved. Also, reloadable debit cards are not permitted at PCCC. Payroll debit cards are to be used for payroll purposes only. No other personal monies are to be loaded onto payroll debit cards.

9. SIP residents must attend Outpatient Treatment and Counseling as specified by Renewal Inc.

20. Residents unable to work may satisfy program requirements by performing full time Community Service. Disabled Residents must choose a community service activity that they are capable of performing and that will not aggravate their disability.

28. Offenders are not permitted to have authority over any other resident.

29. Weekly Schedules: Each resident must complete a weekly schedule in black/blue ink and submit it to their assigned counselor.

30. Sign-in/-out Procedures: All residents are required to sign-out in the front desk destination log prior to departure. A staff member must be present and authorize and initial the sign-out. Upon return to the center, residents must sign in the presence of staff and must clear the center's metal detector. Schedules/Signout Log errors may be corrected with the approval of staff by drawing one line through the error and writing the correct information on a new line. Staff will initial the correction.

33. Community Service Residents who are physically capable will be required to perform community service work for a minimum of eight hours per month. Community Service Verification Forms and Time Sheets are used to track community service hours and must be submitted to your counselor.

34. Fire Safety Periodic emergency drills are conducted by center staff. All residents are required to
participate in all emergency drills. Emergency and Disaster Plans are posted on the Resident Bulletin Board. Please familiarize yourself with posted evacuation procedures.

Smoking is only permitted during announced smoke breaks and only in the Gazebo area. Ashtrays, matches, and lighters found in resident bedrooms are considered contraband.

All center electronic equipment must be shut off and unplugged when not in use. This includes center issued fans, heaters, irons, etc. The use of regular extension cords is not permitted. All ironing must occur in the basement laundry or exercise areas. An ironing board must be used.

35. **Care of Center Property** Residents are expected to treat all center property with care and clean up after themselves.

36. **Laundry** Coin operated laundry is available in the Center basement. Dryer filters must be emptied after each use. Promptly remove your items so that the laundry is available to others. Residents that are not working or are on Orientation should attempt to wash during business hours. The center has a very limited capacity to assist indigent residents with laundry funds. Please request assistance at the front desk.

37. **Details** Residents will be assigned regular cleaning details and house duties staff. Duties must be completed at the time specified. Details will be regularly rotated (monthly) and residents must regularly check the posted detail list on the resident bulletin board to determine their detail. A description of the assignment duties and tools for each detail is available for review at the front desk. If you have any questions regarding your assignment, ask the duty monitor for clarification. Please report any schedule conflicts or physical limitations to the staff.

Upon completion of an assigned detail, the resident must inform the on-duty monitor and return all cleaning products to their proper storage area. The duty monitor will verify your detail was properly completed.

Room inspections are conducted daily by duty monitors. The Center Director will also conduct a weekly room inspection. Resident personal areas must be clean and orderly prior to departing the center. All trash cans must be emptied daily. Garbage from the first, second, and third floors is to be taken to the laundry room garbage can. Kitchen garbage should be taken outside after the kitchen detail is complete. Note that residents are responsible for cleaning up after themselves at all times in all areas.

Staff will assign snow shoveling details during inclement weather to ensure clear walkways. Honor room occupants are exempt from detail assignments.

38. **Meal and Food Preparation** The kitchen is available for use daily from 6:00 a.m. to 9:30 p.m. If a Resident's work schedule makes it necessary to use the kitchen before or after that time, they may do so.

The Center’s Kitchen is furnished with cooking equipment, eating utensils, and major appliances. The safe cooking preparation policy is posted on the Resident Bulletin Board. Center Residents are responsible for purchasing and preparing their own meals but may share food and prepare meals together.

Upon arrival at the Center, each resident is assigned a food locker and issued a center combination lock for storage. No food items are permitted on the second or third floors. Staff will provide a name label stickers for lockers. Refrigerator and freezer space will be assigned and must also be labeled. Only clear cups will be permitted on the second and third floors.

39. **Center Spaces**
Living Room/Resident Lounges: The 1st floor living room and lounges may be used by Center residents. Lounges close daily at midnight. Lights are to remain on when the room is in use. Basement: The resident lounge and exercise room are available for use 6:00 a.m. until midnight each day. The laundry room is available from 06:00 a.m. until midnight. Eating and drinking are not permitted in the basement areas. Audio equipment volume must remain at reasonable levels.

40. Center Entry and Exit Under normal circumstances, residents may enter or exit the Center only through the front door. In case of an emergency evacuation or fire drill, other exit doors may be used (see Emergency Procedure posted on the bulletin board). Residents are not permitted to open Center doors to admit other residents or visitors unless authorized by a staff person.

41. Cash Gifts Residents may keep any monetary gifts up to $100.00. Cash gifts in excess of $100.00 must be turned in on a Money Order and processed via regular budget procedures.

42. Food Stamps Residents receiving food stamps must abide by all laws regarding acquisition and usage as determined by the dept of public welfare.

43. Access Cards, Child Support Cards, Pensions, Disability Payments, Etc. All monies received must be reported and submitted at the Center. Residents receiving payments through debit cards must withdraw the money and purchase a money order for the corresponding amount and turn the money order in to the Center along with a statement showing the amount and date of the payment.

Program Information

Intake

Upon her arrival at Pittsburgh CCC, each resident will complete intake documents; orientation form, visitors list, etc. Medication and emergency procedures will be explained. A Center handbook will be provided. Basic house rules will be discussed. The resident will be given a tour of the facility and will receive a room and locker assignments.

Orientation Period

Residents may be permitted to visit the local food bank or grocery store during their first day. During their first week residents may visit DPW, Social Security Office, Dept of Transportation, etc. if needed. Residents are also required to take the PRAT Assessment within 24 hours of their arrival to PCCC.

Recreation and Leisure Activities

The center maintains some recreational equipment. Please use responsibly. You may not modify or connect any items to center equipment.

Televisions are available in resident lounges. There is a DVD/VHS player in the first floor lounge. An area for physical fitness activities is located in the Center Basement. Limited equipment is available. Residents should wipe down all equipment after each use.
Local Community recreational facilities are available. Museums, theaters, ball parks, movie theaters, shops, churches, and swimming pools are within walking distance or easily accessible via public transportation.

Residents are permitted to dine out. Residents may not enter bars, nightclubs, etc., where alcohol is the primary commodity. A reasonable amount of time may be allotted for meals or meals with visitors.

Transportation

A Port Authority Transit bus stop is located one-half block from the Center at the corner of Centre and South Aiken Avenues. Bus schedules may be available in the center but are also available at some local stores and at the Port Authority office. Staff or residents may be able to assist new residents with travel questions. Taxi services may also be available and can be identified in the yellow pages of the telephone directory.

Residents may request Driving Privileges through their counselor. Final Approval must be granted by the Center Director. Driving privileges are generally only approved when absolutely necessary. Parking is not provided. On street parking is unavailable. A pay-parking garage is located across from the Center. Residents are responsible for parking fees. A spare set of vehicle keys will be retained by staff at the front desk. Resident vehicles are subject to search.

Religious Services

Personal time may be used to attend religious services in the local area each week. Residents will be permitted to attend services even if ineligible for personal time. Residents will be required to submit documentation of participation. Past practice concerning religious activity will be considered when a restricted resident requests permission to attend religious services.

Bulletin Boards

A Bulletin board is located near the entrance to the kitchen. Memos, messages, employment, and training opportunities may be posted there. The Center’s Emergency Procedures and Disciplinary Procedures are posted there and residents are expected to familiarize themselves with those procedures. Residents are not permitted to post anything on the bulletin boards without staff permission.

Medical Care

Residents are required to receive a physical examination within 7 days of arrival at PCCC. Residents may choose their own medical provider and are always responsible for payment for their own medical services, equipment, and supplies. A copy of the results of your exam should be provided to Center staff. PCCC has an agreement with the local UPMC Family Health Center who will provide insured residents with medical care or psychological services.

Residents are responsible to have their physical health and mental health issues addressed promptly. Residents are expected to comply with all treatment instructions from their doctors. If it is determined that a resident has a contagious disease, they must immediately report it to Center staff.

If you have a health problem that interferes with your ability to complete a particular work
detail or employment, immediately advise staff. Inform staff of any medical, dental, or psychiatric emergency immediately. Residents are required to take a copy of the PCCC Medical release Form and Letter of Request to all medical appointments. Residents are required to return these documents with signatures from the treating physician in addition to discharge paperwork.

Center staff is trained in CPR, First Aid, and AED procedures and will assist you with any medical problems. A first aid kit is available at the front desk.

Family Planning / Pregnancy

Questions regarding Family Planning may be directed to Center Counselors. Residents suspecting they may be pregnant should see a doctor for prenatal diagnosis, care, and follow up. Keep Center staff informed.

Residents delivering during Center residency must arrange to provide care for their child as children are prohibited from residing at PCCC.

Disciplinary Rules and Procedures

A copy of DC ADM 801 is posted on the Center Bulletin Board. Residents are expected to familiarize themselves with policy and abide by all rules and regulations.

Counseling

Residents will be assigned a Counselor upon arrival. Each resident will meet with her assigned counselor during Orientation Week to discuss the STAR Activity Planner in detail. A Counselor will assist with the preparation of each Resident’s Community Orientation and Reintegration plan (COR plan). The plan is intended to map out specific and measurable goals for each Resident. Periodic reviews of COR plans will determine how well Residents are meeting established goals. Monthly reviews will provide an opportunity for Residents to modify their plan based upon individual needs.

Counselors will advise Residents and attempt to assist you with all pertinent matters. Residents should work with their Counselors to establish times for regular counseling sessions and COR plan reviews. Frequencies required will be based upon individual need for services but will occur a minimum of once weekly. Counselor will review Resident progress at each monthly staff meeting.

Residents are required to attend all recommended programming as prescribed by DOC, PBPP, or community based health/mental health/D&A agencies. Residents are required to provide documentation of all attended programming, therapy, and meeting attendance on the Therapy Verification Form. Resident participation will be reviewed at counseling sessions.

Emergency Procedures

Emergency plans are posted on the resident bulletin board. All residents are expected read posted plans during their orientation week.

Home Plan

Residents on prerelease/parole status will be required to submit a viable home plan for investigation prior to completing the Center program. Keep your Counselor informed of
your progress at identifying an address.

**Rules and Procedures**

**Employment** (or full time community service if approved)

An employment verification form must be completed, signed by the employer, and returned to the Counselor before beginning work. Any changes to employment must first be approved by a Corrections Counselor. Approvals are not automatic. Termination of employment must also be approved by a Counselor. Residents are required to provide a two week notice to the employer unless it is determined that the situation warrants otherwise.

40 hours is considered full time for the purpose of satisfying employment of full time community service requirements.

**Non-working Offenders**

Job Search at PCCC will be conducted between the hours of 9am and 230pm, Monday through Friday. Residents are not required to contact the center at noon as specified in the DOC handbook. Exceptions to these times may be approved by a Counselor for interviews etc. when necessary. Residents are required to plan their daily job search by completing a Job Search Itinerary form and submitting it to the daylight monitor between 7am and 8am. Job search activity in the community will be documented via the Job Search Form and submitted to the CCCM upon return to the Center each day.

Upon completion of Job Search at 230pm, residents may be required to assist with house cleaning or other household duties.

**Unauthorized Areas - No Additions**

**Travel Regulations**

Personal Time and passes may be used within the Region provided return is possible by curfew.

**Use of Automobile - No Additions**

**Urinalysis and Breathalyzer Testing - No Additions**

**Visiting**

PCCC’s designated visiting area is the Center’s first floor lounge. Visitors may use the facility restroom located on the 1st floor. During visiting, only residents with visitors are permitted in the visiting area.

Resident’s with minor children may arrange to have them visit PCCC when pre-approved by Center Director and accompanied by the child’s guardian. Other minors will not be permitted. Minors will not be permitted without a guardian and must remain supervised.
Upon arrival at PCCC, Residents will be provided with a visitors list. Any visitors must be indicated on the visitor list prior to being permitted to visit the center. Additions or deletions to your list must be submitted in writing in advance to a Counselor. Inform duty staff immediately if you do not wish to receive a visit.

PCCC’s regular visiting hours are Fridays 7pm-9pm and Weekends/Holidays from 2pm-9pm. Visits are 1 hour in duration. All adult visitors must have a valid photo ID. Approval for extended visits may be granted for “out-of-town” visitors or for other reasons if approved by a Counselor or Center Director.

Visits are generally limited to two adult visitors at a time. No visits may occur during active group or house meetings.

Only Food from the center’s vending machines will be permitted during a visit.

Violations of the Centers rules/regulations may result in immediate termination of a visit. Staff or residents may terminate a visit at any time during the visit.

Finances

Checks will be available on Fridays at the front desk at 6am.

Residents earning income from tips or who are paid via debit card must obtain a money order for the full amount and submit it along with paycheck/paystub.

Residents are expected to make payments towards any outstanding debts, court costs etc.

Pay stubs must be turned in with all paychecks. Residents will receive and sign a Resident Account Slip for these transactions. Residents receiving DPA benefits are to present their Identification (Access) Card to a staff person to have a copy made for the Center file.

Residents may request money from their Center Wage account. Budget slips must be completed and turned in by noon each Tuesday in the Budget Sheet Folder. The amount requested should be rounded to the nearest dollar. The minimum amount that may be requested is 10.00 and the money must be available in the wage account. Residents may NOT withdraw money from Center Savings Accounts unless they receive approval from the Center Director.

Residents must inform their Counselor or Director of any existing bank accounts outside the Center. Residents are not permitted to have bank accounts, banking cards, debit cards, credit accounts, credit cards unless approved by Counselor/Center Director.

Residents may not secure a loan or enter into any financial or contractual agreements without Counselor and Center Director approval.

Upon your release from the Center, Residents will be issued the balance of their account after any amounts owed to the Center or other outstanding debts are deducted. Residents released on parole will be issued a final check after release papers are received. Residents who are unsuccessfully returned to a Correctional Institution will have their account balances forwarded.

Budget Sheets: Each week residents will receive a copy of their last completed budget sheet, a blank budget sheet, and a copy of the Resident Account Slip. The blank budget sheet will show the dates of the rent period. Budget sheets must be submitted by noon
each Tuesday whether a Resident requests money or not. Paychecks must be submitted upon receipt. Paychecks received after Tuesday’s noon deadline will be processed for the following week. Direct budget concerns to your counselor.

Living Expense Checks: Checks are available for pickup on Fridays after 6am at the front desk. Checks must cashed weekly prior to requesting additional monies.

Check Cashing Procedure: The local PNC bank on Walnut street is open from 9:00 a.m. to 4:00 p.m. on Monday through Friday and from 9:00 a.m. to 1:00 p.m. on Saturday. PNC bank maintains the Center's account and is a good place to cash living expense checks. Please do not endorse checks before arrival at the bank.

An identification letter and photographs will be issued from the Center to all residents upon arrival and should be presented to the bank teller when cashing a Center check. All Residents are expected to eventually obtain a non-driver’s license for identification purposes which may be obtained at any PA driver’s center.

Income Tax: Residents are required to file income tax each year by April 15th. Residents are not permitted to file electronically. Income tax checks must be turned in for processing through the Center wage account. All monies must be deposited into the Center Wage Account Savings System.

Personal Property

Residents are required to store all property in one issued room locker, one issued black tote, one issued personal items locker, and two dresser drawers. All storage areas must be labeled with Resident name and DOC number. Stickers will be provided by monitor staff.

Authorized Clothing Items:
- Tee Shirts (5), Blouses (5), Casual Shirts (5), Jacket (1), Coat (1)
- Shoes (5) pairs total, Purses (2) 8”x12”, Jeans (5), Slacks (2)
- Robe (1), Dresses (2), Skirts (2), Sweat Suits (2), Underwear (15)
- Bras (7), Socks (12 pairs), Pajamas (3), Uniforms/Work Clothes (as required)
- IPOD or MP3 players (non recording)

Books, Mail, Legal Materials (must be neatly stored in assigned space)
Cosmetics/Toiletries (must be neatly stored in assigned space)
*Residents must provide staff the receipts of any newly purchased items including food items. Excess items must be removed from the Center upon request.

Medication

Medication is inventoried on arrival. Medication prescribed in diminishing doses and controlled medications must also be turned in to monitor staff. All turned in medication will be tracked via the medication form and logged in the medication log. Medication will be maintained in a locked cabinet and monitored by CCCMs. Medication will be made available to residents at established and posted med line times, unless otherwise approved by the Center Director. CCCMs shall verify that the correct medication container is given to the correct resident. The resident is responsible for bringing a cup of water to the front desk if needed. Residents shall be provided one medication at a time. The resident shall then dispense their appropriate dose under the direct observation of the CCCM who shall observe the resident consume the medication. The resident shall then present open hands and mouth to the CCCM in order to ensure that the medication was consumed and return the medication to staff for recording.
A physician may determine that a resident must be prescribed a narcotic medication when absolutely necessary.

When it is necessary for a Resident to have prescribed medication during an approved absence from the Center, such as work or furlough, she will be given an amount to sustain her during her absence. If it is possible for the medication to be taken at prescribed times at the center, it must be taken at the Center.

Laundry/Linens

Residents will be issued linens. Center linens must be cleaned and presented to monitor staff each week. Prior to release, issued linens must be cleaned and returned to staff. Linen items provided by PCCC are as follows:

- pillow case (1), sheets (2), bed spread (1), blanket (1), bath towels (2), wash clothes (2)

Attire/Appearance

Residents are expected to maintain appropriate hygiene practices. Hygiene Kits are available to indigent residents. Residents are not permitted to obtain body piercing or tattoos. Earrings are permitted to be worn in the ears. Residents are permitted to cut, color, and style their hair provided that does not dramatically alter their appearance.

Resident attire and appearance may not convey any message that may be viewed by the public as derogatory.

Searches - Person and Property

Personal locks are not permitted. Confiscated items may be destroyed if deemed appropriate by the Center Director.

Sleeping Quarters

Rooms are assigned upon admission. Bedroom and bathroom doors are to remain unlocked. Room furniture may not be rearranged without staff authorization. Beds must be made when not in use. Inappropriate or offensive property is not permitted. Do not affix items to center walls. All wet clothing should be hung on clothesline in basement. Personal items are to be stored only in your assigned personal area. Residents are only permitted in their assigned bedroom and/or floor. Residents may use their own linens but must use the State issued bedspread. Residents must use headphones when listening to radios. Personal possessions found to be in excess by staff must be removed from the center.

Grievances

Grievance forms are located near the resident mailboxes in the resident forms area.

Mail

Resident packages received at PCCC will be held at the front desk until the resident is present to open the package for inspection by monitor staff. Indigent residents may request postage assistance through their assigned counselors.
Prior to program completion, residents must complete a change of address form and submit it to the local United States Post Office.

**Misconducts - No Additions**

**Telephones**

PCCC has three payphones available. Residents are not permitted to turn the pay phones on or off without staff permission. Any Resident receiving an obscene or threatening phone call, should report it to Center Staff immediately. A Resident who answers the payphone is expected to be courteous and to take messages for other Residents. Residents are not permitted to give information about other residents to callers but may indicate that the other resident is currently unavailable. If you do not have money to make important calls on payphones, staff may assist with center phones on a case by case basis. Residents may provide the Centers phone numbers 412-681-1202 or 1203 to family, employers, doctor’s offices, community service sites and other professional agencies. Personal calls and messages should be directed to the Center payphones.

**Furlough**

Performing 40 hours/week of Employment or Community Service will qualify as employment for furlough purposes. Residents who are not achieving 40 hours of employment are expected to substitute community service hours for the employment hours deficit. Note that the disabled resident must select a community service activity which does not conflict with an existing disability. All qualified furloughes are required to contact the Center staff each night by 2300 hours.

**Sanctions - No Additions**

**Count Procedures**

Residents who are permitted to sleep during the day due to an overnight work schedule will be permitted to remain asleep during center counts. Sleep or Medical Passes will be issued to qualified residents as needed.

**Escape/Absconder**

It is the responsibility of the Resident to inform and remain in regular contact with Center Staff if unable to return on time or in emergency situations. When in doubt, call in.

**State Intermediate Punishment (SIP) Program Supplement**

SIPN/R status residents are also permitted to transfer their Center funds to a personal bank passbook savings account.