

DEPARTMENT OF CORRECTIONS  
COMMUNITY CORRECTIONS CENTER  
OFFENDER HANDBOOK **ADDENDUM**

for  
RESIDENTS of:

**PITTSBURGH COMMUNITY CORRECTIONS CENTER**  
535 South Aiken Avenue, Pittsburgh PA



UPDATED April 09, 2021

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 DC154a confiscated items receipt for any and all confiscated items. Confiscated items will generally be destroyed. In addition to the list in the DOC handbook the following items are also prohibited:

- Non-Prescribed or Medication not in the proper labeled container
- Sewing Needles or any type of needles
- Institutional clothing
- Cigarettes/Chewing tobacco and pouches or any smoking devices.
- Lighter, matches or any incendiary devices or paraphernalia
- Products that contain alcohol
- Non-alcoholic brews/"near-beers"
- Gambling paraphernalia/lottery tickets
- Wigs – unless approved for medical reasons
- Hair or clothing dye
- Color Contact lenses
- Scented oils/potpourri, candles, incense
- Ordered or catered food items or open containers
- Gatorade bottle or cans of soda
- Aerosol cans
- Personal locks
- Energy Drinks
- Weight Loss or Diet pills
- Adult Toys
- TVs/DVD Players/CDs and Game Consoles
- Hair Clippers

Residents are not permitted to be in possession of any other person's debit, EBT or credit card.

9. SIP/SDTP Reentrants are required to attend Intensive Outpatient Treatment and other recommended programming following the successful completion of their SIP/SDTP Phase 2 programming. Program recommendations will be based on their assessment with their provider assigned by their BCC Referral. Parole Reentrants are required to participate in programming stipulated in their PBPP Board Action.
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 Reentrant must complete a weekly schedule. The schedules must be completed in blue or black ink and submitted to their counselor by 12:00pm each Friday, unless otherwise specified by 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 ring the Center doorbell to gain admittance, clear the Center's metal detector and staff will sign you in. Residents should excuse themselves and make their presence known when approaching the office areas.
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. Residents are not permitted to bring back anything from their Community Service site,
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.

Pittsburgh CCC is a Non-Smoking Facility. No smoking or tobacco products or paraphernalia products are permitted on the premises.

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, Surge protectors are permitted with a reset button. 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. Residents are required to launder their linen at least once a week and present clean linen to staff. Residents are not permitted to remove another Resident's clothing from the washer or dryer. Any clothing that is left unattended, should be reported to the Monitors.
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 must ask the front desk. Residents are required to turn on the exhaust fan while using the stove or oven. Cooking oil must be properly cooled then stored.

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 label for lockers. Refrigerator and freezer space will be assigned by room and must also be labeled.

39. Center Spaces  
Living Room/Resident Lounges: The 1<sup>st</sup> floor living room lounge may be used by Center residents between 4:00pm and midnight. Only items purchased from the vending machines may be eaten in the 1<sup>st</sup> floor lounge. The 3<sup>rd</sup> floor and basement lounge may be used from 6 am until midnight. Lights are to remain on when the room is in use. 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. No excessive amount of cash is permitted in the Center. Residents are encouraged to open a bank account.
42. Food Stamps Residents receiving food stamps must abide by all laws regarding acquisition and usage as determined by the dept of public welfare.

## 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

Reentrants are required to have a PRAT assessment and view the PREA video during their intake. Residents will be permitted to visit a grocery store and/or food bank and thrift store within a reasonable timeframe of their reception. During the first week, as needed, Reentrants will be given an opportunity to visit or speak with the Department of Human Services, the Social Security Office, the Department of Transportation, etc. Residents will participate in Orientation programs.

### 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, libraries, zoos, gyms, shops, churches, eateries, 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. Residents are encouraged to download the PAT Transit App. Staff or residents may be able to assist new residents with travel questions. Taxi services may also be available as well as Uber, Lyft and Z Trip.

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 but must be in the immediate Shadyside area. 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 responsible to have their physical health and mental health issues addressed promptly. Residents are should 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, Urgent Care and Med Express who will provide insured residents with medical care or psychological services.

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.

At the ER, you must maintain contact with the Center. If Admitted, you will call into the Center each shift.

Center staff is trained in CPR, First Aid, and AED procedures and will assist you with any medical problems.

## 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

Counseling: Reentrants will be assigned a Counselor upon arrival. A Reentry Focus Plan will be completed at the time of the Reentrant's intake, which will be updated as needed. Reentrant's are required to meet with their Counselor a minimum of one time per month. Reentrants will work with their Counselors weekly to develop a schedule.

Reentrants are required to attend all recommended programming as prescribed by the BCC/DOC, PBPP, and/or community-based health/mental health/D&A agencies. Reentrants are required to provide documentation of program/appointment attendance. Reentrant's are required to sign Release of Information Forms with all providers.

## Emergency Procedures

Emergency plans are posted on the resident bulletin board. All residents are expected read posted plans during their orientation week. In the event of an unforeseen emergency that affects the city, state or country, new guidelines will be established and must be adhered to.

## Home Plan/ Furlough

Home Plan/Furlough Plan: SIP/SDTP/Parole Reentrants should submit a viable home plan/furlough plan to their counselor when available. Counselors will assist Reentrants with Housing Referrals when eligible.

## Rules and Procedures

### Employment (or full-time community service if approved)

An Employment Verification Form must be completed, signed, returned to your assigned Counselor, and the employment must be verified by your Counselor prior to beginning work. Any changes to



employment or termination of your employment must be approved by your assigned Counselor. Residents are required to provide their employer with a two-week notice when terminating employment. Unauthorized termination of your employment will result in loss of Free Time/Personal Time/ Utility Time.

36-40 hours is considered full-time for the purpose of satisfying employment or full-time community service requirements.

Reentrant job search and interviews are to be completed during the Reentrant's Free Time/Personal Time/ Utility Time.

## Unauthorized Areas - No Additions

## Travel Regulations

Personal Time 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 1<sup>st</sup> 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. Approval for extended visits may be granted for "out-of-town" visitors or for other reasons if approved by the Center Director and if the extended visit does not interfere with the running of the center.

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.

Any items dropped off for Residents must be cleared by the Monitor on duty and completed by 5:00 pm.

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

Finances: Pay stubs/statements may be requested by Counselors at any time. A minimum of 4 weeks of Pay stubs/statements are required for any Housing Assistance Referral.

Reentrants are expected to secure all money and debit cards. Reentrant's are encouraged to open a checking or savings account.

Reentrants will be required to participate in a financial planning information session. Credit history checks will be discussed with your Counselor during Orientation week.

## Personal Property

When a Resident arrives to the Center, she is to ensure her property is in accordance with PCCC Personal Property allotment. You will meet with the property officer to complete your initial inventory. If the Resident is over in her allowable clothing limit, she is to make arrangements with the center's property officer to have the items removed. Residents are not to be in possession of another resident's property at any time. Residents are not permitted to loan, borrow, share or gift items to one another. All property should be neatly stored in the assigned metal wardrobe and black tote that has been provided. Residents may add to their inventory as long as they remain within the required guidelines. Resident's inventory sheet should be updated by the Property Officer as needed.

### Authorized Clothing Items:

Shirts (15), Jacket (1), Coat (1)  
Shoes (5) pairs total including slippers, Purses (2) 8"x12", Jeans (5), Slacks (2)  
Robe (1), Dresses (2), Skirts (2), Sweat Suits (2) leggings (5), Pajamas (3),  
Uniforms/Work Clothes (as required)  
Tablet, IPOD or MP3 players (1)

A reasonable number of undergarments are permitted. Residents must utilize appropriate sleep wear (Residents are not permitted to sleep in street clothes.)  
Work clothes and Uniforms do not count against personal property.

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 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 (2), 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 only. Residents are permitted to cut, color, and style their hair provided that does not dramatically alter their appearance with permission from staff. Residents can wear semi-permanent extensions.

Resident attire and appearance may not convey any message that may be viewed by the public as derogatory. Shoes/slippers must be worn at all times – no bare feet. Residents are not permitted to wear clothing that reveals breast/bras, upper thighs/buttocks, naval/stomach/midriff, boxer shorts, etc.

Residents must wear appropriate clothing to sleep. You are not permitted to sleep nude or in street clothing. During business hours, 8:00 am - 5:00pm, Residents are not permitted to wear sleepwear, including slippers.

Staff reserves the right to tell you to change if your clothing is deemed inappropriate.

## Searches - Person and Property

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 by 8:00 am each day. Inappropriate or offense 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. Nothing should be hanging on or about the chairs, doors, walls, etc. Rooms should be uniform. Only state issued lamps, tissue, a religious book and one picture frame is permitted on top of the metal wardrobe.

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, cellphones or tablets. Personal possessions found to be in excess by staff must be removed from the center. Items left in common areas will be confiscated.

## Grievances

Grievance forms are located near the resident mailboxes in the resident forms area and should be placed in the locked Grievance Mailbox in the first floor living room.

## 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. Packages delivered should be kept at a minimum. Indigent residents may request postage assistance through their assigned counselors.

On Residents in quarantine are permitted to have groceries or other goods delivered. 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/Electronic Devices

PCCC has a payphone 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. 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, your Counselor 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.

You must sign and adhere to the Electronic Device Contract for your cellphone or PED. You are not permitted on your cellphone during count, groups, fire drills, in any hallway or office. Your cellphone must be on silent or vibration at all times. You are not permitted to speak on your cellphone from 10:00 pm - 5:00 am (You are permitted to text.) You must answer your phone when the Center is calling you. Voicemail must be set up. Any ZOOM or Facetime calls must be approved and conducted in the first floor or basement lounge.

### Furlough

Non-Resident/Furlough/SIP4 NR/SDTP4 NR: Reentrants who are currently in Non-Resident status are required to work and participate in community service as directed. All Non-Residents are required to maintain daily telephone call-ins with PCCC staff, weekly telephone contact with Counselors, and participate in in-person check-ins as scheduled by Counselors. Non-Residents may also be contacted for an unscheduled in-person check-in at any time. Non-Residents are required complete a weekly schedule with Counselors. Non-Residents are required to have Job Verification Forms and Medical Verification Forms completed.

Non-Residents are required to following a curfew of 11:00pm-7:00am unless an alternative schedule is written and approved by the Counselor/Center Director. Alternative schedules may only be approved for employment purposes.

Non-residents are not permitted to bring in open containers, bookbags, cigarettes, cigarette lighters or any other smoking devices or paraphernalia into PCCC during their in-person check-ins.

## 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.