

**Welcome To The**

**Sharon Community  
Corrections Center**

Revised 1/2018

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## INTRODUCTION

To the Residents of the

### SHARON COMMUNITY CORRECTIONS CENTER

Welcome to the Sharon Community Corrections Center program. You have been granted the privilege and opportunity to become a responsible member of the community. Not all offenders are selected to participate in community-based programs, so use this opportunity wisely.

The Sharon Center is designed to assist you with your reintegration back into the community, while residing in a safe, secure and structured environment. Each reentrant is expected to fully participate in the program and behave in a responsible manner at all times. Your time in this facility affords you the opportunity to obtain employment and gradually reacquaint yourself with your family and the community, while making positive, constructive changes in your life.

During your time in the institution you had the opportunity to think, prepare, plan and develop your goals. Now you have the responsibility to implement those goals! By being honest with yourself and the staff, following the program rules and working with your counselor you will have the opportunity to practice a pro-social lifestyle in the community. Altering your previous anti-social lifestyle can only be accomplished by you.

The opportunity to undertake this task at the present time is available to you when you follow the Center rules and behave in a responsible, pro-social manner. Individuals who do not comply are subject to removal from the program. The Sharon CCC staff and reentrants have obligations to be good neighbors, and protect the community. Fulfillment of this responsibility helps to insure the Sharon CCC will be here for other individuals to have this opportunity in the future.

Your time here can be a very productive learning experience, use it wisely.

Sincerely,

W. Joel Murray  
Center Director

WJM/cb

## **II PROGRAM OVERVIEW**

Reentrants selected to participate in the Sharon Community Corrections Center program are afforded the opportunity to demonstrate their ability to work and live in the community while still completing their sentence. In order to have a successful stay, it is necessary to have a clear understanding of what is expected of all reentrants in this Center.

The following rules and guidelines govern each reentrant's stay in the facility. Adherence is necessary for continued participation. Failure to abide by the rules and regulations and the program established by the reentrant and his counselor will result in disciplinary action. It could also lead to a return to a secure institution.

Society is governed by rules and regulations and so is your residency at the Sharon Community Corrections Center. The Center Handbook is a highly condensed version of those responsibilities that a reentrant must learn and accept for a successful future within the community. They are generalized so that at least some parts of them will remain with the reentrant long after he has left the program. Although condensed they are BASIC GUIDELINES and do not contain rules and regulations for each and every specific incident. In many instances, Reentrants will be expected to determine what is responsible behavior, much the same way all citizens are required to do.

It is your responsibility to read and know all the rules and regulations contained in this handbook, in addition to those posted throughout the facility. If you have questions or do not understand what is expected of you, ask a staff member. This will assist you in avoiding mistakes.

## **III GENERAL RULES**

1. Reentrant behavior while here and in the community must be acceptable and law-abiding at all times. You will comply with all municipal, state and federal laws, ordinances and orders.
2. Reentrants are NOT permitted to possess alcohol of any kind at any time, including non-alcoholic beer/wine, over the counter medication (cough syrup), NyQuil or mouthwash.
3. Reentrants are NOT permitted to frequent bars that primarily serve alcohol. You must gain permission before going to a restaurant for eating purposes that also serve alcohol.
4. Reentrants will provide breath alcohol test every time you enter the Center and any time staff requests one.
5. Reentrants are NOT permitted at any time to possess any mind altering substance such as but not limited to any narcotic, synthetic marijuana (K2), Kratom or any controlled or dangerous substance. You are not to possess any drug paraphernalia.
6. All prescribed and non-prescribe drugs are to be checked in at the monitor's station when arriving to the Center. All prescribed medications will be kept in the medication cabinet. Life sustaining prescription (diabetic supplies) may be kept with the reentrant.

7. Reentrants are not permitted to consume any products containing poppy seeds.
8. Reentrants are not permitted to utilize Vicks Inhalers or any similar products.
9. Reentrants are required to inform the Center immediately when their work status changes in any way.
10. While away from the Center, you must let the staff know immediately by telephone of any emergency so that we can assist you.
11. Reentrants will sign in and out according to their STAR schedule only, unless changed by a counselor.
12. Reentrants will be expected to attend all group meetings and scheduled appointments.
13. Reentrants are not permitted to leave the Commonwealth of PA nor the area to which you have been furloughed as outlined by the staff. Permission to leave the region must be obtained in advance from the Regional Director and the State SIP Coordinator. Permission to leave the county must be secured in advance from the Center Director.
14. Reentrants are not permitted to consult with or contact the judge who imposed sentence, other officials and/or witnesses involved in the prosecution of their case.
15. Reentrants are not permitted to contact any person considered the victim of a crime for which he has been convicted.
16. Smoking is not permitted anywhere inside the Center. Smoking is permitted in the patio area only. Smoking is permitted only during designated smoke breaks called by the CCCM on duty and accompanied by staff. Noncommercial smoking materials are not permitted on Sharon CCC grounds. This includes not only the items being smoked, but also any item used to produce a non-commercial smoking item. Reentrants are prohibited from possessing these items at all times.  
  
No smoking materials of any kind are permitted on the second floor. This includes but is not limited to: cigarettes, tobacco, rolling papers, rolling machines, tubes, and lighters. Reentrants who desire to bring smoking materials into the center are required to secure all such unopened materials in their dry food lockers. Open packs are to be in mailboxes
17. Reentrants are prohibited from providing any services or giving any gifts to staff during the Christmas Season or at any other time. This is a violation of the Department of Corrections Code of Ethics.
18. Reentrants are not permitted to enter into any financial agreements with fellow reentrants.
19. Announcements and information relative to reentrants are posted on the Center's bulletin/dry erase board. It is the reentrant's responsibility to check the board daily for any changes or new information.
20. Explicit sexual activity of any type is prohibited in the Center or on Center grounds.

This includes overt intimate contact between reentrants and their visitors.

21. Pornography/nude material is prohibited. All pornographic material will be confiscated. Furthermore, all unacceptable material will be destroyed and the reentrant will be subject to possible sanction.
22. All reentrants are required to pay rent at 15% of their net income to the Department of Corrections for room and board. Each reentrant is also required to pay a minimum of 10% of their income towards court costs, restitution and fines.
23. Reentrants are not permitted to lock any Center doors.
24. Reentrants are not permitted in other reentrant's bedrooms or doorways at any time. Other unauthorized areas may be entered only with a staff escort or with staff permission.
25. Reentrants and visitors are subject to search at any time. This includes their person, property or vehicle.
26. Cell phones with camera/video recording capabilities may be permitted but those capabilities cannot be used INSIDE the Center at any time. This includes picture taking, video taking or facetimeing. Reentrants are not permitted to let other reentrants borrow their phone. There will be no transferring/selling of phones. All phones must be registered at the Monitor station. Cell phones are not to be active while being processed in or out of the center or when in discussion with staff or contract staff (such as Gaudenzia).

It has been our experience that if a reentrant has problems with the rules and regulations, personnel, his employer, family or otherwise; HONESTY with his counselor and staff always proves to be the best policy. Attempts to hide the problems often result in further difficulties, which only makes the situation worse. A problem dealt with in its early stages is often much easier to resolve than if it is left without any attention and eventually surfaces at a more critical period. Remember, there is no degree of HONESTY. Either you are honest or you are not!

#### **IV SAFETY AND EMERGENCY PROCEDURES FOR REENTRANTS**

**Whenever possible without risk to you, always attempt to notify your fellow reentrant during an emergency situation by awakening him or assisting him in exiting the building (et. al. buddy system).**

It is the purpose of this document to safeguard the lives of staff, reentrants and visitors of the Sharon Community Corrections Center in any emergency situation. This will be done without compromising reentrant accountability or supervision. The outlined procedures will be communicated annually to staff and to reentrants during orientation. In addition to verbal communication, the procedures will be posted on the reentrant bulletin board and placed in the Reentrant Handbook for easy and continual access. A copy will be available for staff in the Emergency Manual.

This procedural policy applies to all reentrants and staff of the Sharon Community Corrections Center and to those individuals who are under its jurisdiction. The policy is also applicable to those individuals or groups that have business with the Sharon Community Corrections Center or utilize the resources.

It is the policy of the Sharon Community Corrections Center to reduce and/or eliminate all potential fire and safety hazards, while minimizing property damage and safeguarding the lives of reentrants, visitors and staff. Compliance with the provision of this policy will reduce safety hazards while ensuring accountability. Reentrants will be responsible for knowing and adhering to these procedures.

## **DEFINITIONS**

- A. **Tornado** - A rapidly spinning funnel cloud that usually occurs in the late afternoon.
- B. **Tornado Watch** - A tornado WATCH alerts people that conditions are favorable for producing a tornado.
- C. **Tornado Warning** - An actual funnel cloud or tornado has been sighted.
- D. **Civil Defense or Other Emergency Procedure** - An emergency situation declared by the Governor, County Commissioners, Mayor or other authority.

## **PROCEDURE**

### A. General Instructions Procedure

- 1. Be prepared for any emergency by knowing in advance, the evacuation routes.
- 2. Follow all instructions given by staff.
- 3. DO NOT INTERFERE with the evacuation procedure.
- 4. DO NOT attempt to gather personal belongings.

### B. Staff Injury Procedure

TELEPHONE 9-911 on the nearest telephone if the staff person on duty has been injured and is unable to assume responsibility.

- 1. State the nature of the problem, provide the name and address of the Center and follow any instructions given by the dispatcher.
- 2. Next telephone the Erie CCC at: 9-1-814-456-9112.
  - a. State your name, where you are calling from and follow the instructions given to you by the CCCM.

### C. Fire Procedures

In the event of a fire:

- 1. Notify the CCCM on duty.
- 2. If notification is not possible, pull one of the fire alarm boxes located on each floor.

3. If possible without endangerment to yourself or others, close doors and windows before exiting.
4. Exit the building through the nearest outside door or unobstructed escape route.
5. Meet in the United Way parking lot near the light pole
6. Call 9-911 if they have not been notified by going to a neighbor's home and utilizing their telephone

D. Stove and Oven Fire (Cooking Safety) Procedures

1. When the fire is small and contained use the fire extinguisher located in the kitchen to extinguish the flame.
  - a. Direct the extinguisher at the base of the flame and spray until it is completely out.
2. In the event of a large stove/oven fire, pull the fire alarm and exit the building utilizing the closest unobstructed escape route.
3. Meet in the United Way parking lot near the light pole.
4. The CCCM will give further instructions.

E. Explosion/Gas Leak Procedures

1. Pull the fire alarm and follow the fire procedures outlined above.
2. DO NOT attempt to close any doors or windows.
3. The CCCM will give further instructions.

F. Tornado Procedure

1. TORNADO WATCH
  - a. Notify all staff and reentrants that a watch is in effect.
  - b. Keep tuned into weather reports on the radio or television.
2. TORNADO WARNING
  - a. Immediately notify all staff, reentrants, and visitors.
  - b. Go to the large basement area designated for emergency situations. Stay away from the windows and prepare to get under something sturdy.

G. Civil Defense or Other Severe Emergency Procedure

1. See CCCM for instructions when in the Center.
2. Return directly to the Center when in the area.

3. If unable to return to the Center, telephone the CCCM on shift for instructions.
4. If you are unable to contact the Center remain at your location or report to a mass care center if necessary, but always continue calling until you reach a staff member.
5. Despite an emergency situation, reentrants are still accountable to the Department of Corrections for their whereabouts when away from the Center, especially when a reentrant is out of contact with the Center. If a reentrant is unable to communicate with the Center, you must register on a daily basis with a recognized authority that will record your whereabouts and contacts and later verify these daily contacts. Suggested authorities are Erie CCC staff, local, state or county police, Red Cross, PBPP, person in charge of the mass care center, Salvation Army, YMCA, your counseling agency, local emergency management office, or even one's employer.
6. Always obey any instructions given by police.
7. Listen to a radio or television for continuing updates.
8. All reentrants must report to the Center immediately following the termination of an emergency. A twelve-hour grace period will be extended by the Director if necessary, only if you have made contact with the Center.

H. Safety Procedures

1. Extension cord usage is not permitted without staff permission (power strip only).
2. Only UL approved appliances are to be used in the electrical outlets.
3. NOTHING shall be placed on top of or around the radiators.
4. *No flammable or volatile products are allowed in the Center.*
5. Notify the Community Corrections Center Monitor of any hazards like:
  - a. Loose carpeting or walkways.
  - b. Faulty electrical equipment.
  - c. Slippery floors.
  - d. Icy steps or walks.
  - e. Faulty operation of the kitchen stove, including the stove being left on and unattended.
  - f. Flammable contents in the Center.
6. Any electronics that is plug into the wall must be approved b the fire safety monitor.

7. Fire drills will be held on a monthly basis; know the evacuation routes prior to the conducting of these drills. Your life may be at stake! Failure to evacuate the building will result in penalization.

## **V RULES AND PROCEDURES**

### **Code of Ethics**

The Department of Corrections has a Code of Ethics that governs staff behavior toward reentrants, parolees and members of their families. Any reentrant who solicits or participates with a staff member in willfully violating the Code of Ethics can and will be subject to a Class I misconduct.

The rule states that there shall be no fraternization or private relationships between staff and reentrants, parolees and members of their families. 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. Employees shall not deliver gifts or money to reentrant's friends, relatives or representatives.

Employees and their families shall not directly or indirectly solicit, accept or agree to accept any gift of money or goods, loans or services for personal benefit, which would influence the performance of their work duties or decision-making. This includes the offering of food items.

Correctional employees shall not accept or distribute any gifts, money or loans to or from the reentrant or a member of a reentrant's family.

All reentrants shall be treated in an intelligent, humane and impartial manner without regard to race, color, creed, sex, age, national heritage or physical handicap. At no time shall any reentrant be in authority over any other reentrant.

### **Count**

There are seven formal counts:

- Two during the 0600-1400 hour (6-2) shift, and
- Two during the 1400-2200 hour (2-10) shift.
- Three during the 2200-0600 hour (10-6) shift

Two of the counts are standing counts which requires that the reentrant be standing by their bed with their ID card. The two standing counts will be between the hours of 0600-0700 and 2100-2200. All reentrants will be required to stand for count unless cleared by the Center Director for medial or employment reasons. A blue or red tag must be displayed in your area representing exemption from standing count.

### **Grievances**

You may file a grievance at any time by requesting a form from any staff member and by following the procedures outlined in the Department of Corrections Administration Directive 804, which is posted on the Bulletin Board. Parolees are required to follow the procedures outlined in the PBPP 15 after taking initial problem solving measures. You may not file a grievance regarding a Misconduct until the appeal process outlined in Procedures for Misconduct have been followed. No adverse action will result because you file a grievance. However, you are encouraged to resolve problems with the individual involved and discuss such problems with your counselor or another staff member for possible resolutions prior to taking this action. The Center Director is available to discuss problems and/or complaints and will attempt to resolve issues brought to her/his attention after you have taken the initial problem solving action. This involves discussing the issue with the individual involved, your counselor and/or the Center Director. The Grievance

box is located on the mantle in the dayroom.

### **Unauthorized Areas**

Offices and the office areas are OFF LIMITS to all reentrants unless accompanied by the staff for counseling, consultation or cleaning purposes. YOU MUST KNOCK BEFORE ENTERING THE OFFICE AREA AND YOU MAY ONLY ENTER WITH STAFF PERMISSION. Reentrants are also not permitted in any bedroom or bathroom but their own. Being in an unauthorized area is a misconduct violation for you and any other reentrants involved.

Reentrants are not permitted to approach the Monitor's station fifteen minutes prior to shift change and fifteen minutes following shift change when only one staff member is on shift. Each reentrant should adjust his schedule to accommodate this operational priority. Reentrants who are signing in are the only exception.

### **Travel Regulations**

**Out-of-State Travel:** Out-of-state travel is strictly prohibited to all SIP reentrants of the Community Corrections Center. At no time is any SIP reentrant to leave the Commonwealth. Parole reentrants may leave the state but must obtain prior written permission from the Center Director, the Parole Agent and the Agent's Supervisor. Failure to abide by this rule will result in escape or a parole violation charge and/or a return to an institution.

**Out-of-Region Travel:** The Center is located in Region 3, which covers all counties west of a line beginning at the Eastern borders of Porter, Cameron, Clearfield, Indiana, and Somerset Counties. Permission to leave Region 3 must be granted in writing by the Regional Director, after receiving approval from the Center Director. If you are not sure of the Region in which your travel request is located, you should discuss this matter with your Counselor for clarification. At no time is a reentrant permitted to leave Region 3 without the prior, written approval of the Regional Director.

**Out-of-County Travel:** The Center is located in Mercer County. You are not permitted to travel outside of this county without the permission of the Center Director. If you are not sure of the county in which your requested destination is located, it is your responsibility to check a map or clarify it with your Counselor.

**Out-of-District Travel:** The Center is located in the Mercer District Office area of the PA Board of Probation and Parole. This area encompasses Mercer, Lawrence, Butler, Armstrong, Clarion, Venango, Forest, and Cameron Counties. If you are a parolee, all travel outside of these areas must be approved in advance and in writing. You must first discuss your plans with your counselor, who will seek the Center Director's approval. If approval is granted by the Center Director, the request will be sent to the Parole Office for your Agent's approval and the Agent's Supervisor's approval.

These travel restrictions apply to everyone.

**Your counselor will process all travel requests.**

### **Area Map**

A map of the area is posted on the reentrant bulletin board. Also, a staff member can assist you if you cannot find the location or do not know how to get to the place you are seeking.

### **Gambling**

Any type of betting and/or exchange of money regarding pool games, card games, basketball, etc., are prohibited at all times. Failure to comply by any reentrant will result in the closing of all

recreational activities to all reentrants. Reentrants are not permitted to engage in any form of gambling activity. This includes playing bingo or any forms of the lottery. Card playing is at the discretion of the Monitor on shift.

### **Driving Privileges/Use of Automobile**

1. You are NOT permitted to own or operate a motor vehicle without prior written permission from your counselor and approval from the Center Director. If you are a parolee, approval must also be obtained from your parole agent. **PRIOR WRITTEN PERMISSION MUST BE OBTAINED FOR EACH VEHICLE YOU DRIVE.** Also, if you change vehicles, you must get prior permission to operate that vehicle.
2. Reentrants are not permitted to keep their own car or another's car at the Center without WRITTEN permission from the Counselor.
3. Before obtaining written permission the following conditions must be met and the necessary documentation supplied to your Counselor:
  - a. Valid driver's license
  - b. Vehicle registration card
  - c. Letter from the owner granting you permission to drive the vehicle if the registration card is not in your name.
  - d. Proof of validated insurance
  - e. Valid inspection sticker
  - f. Set of keys for the Center
4. All cars must be parked in designated areas. You are responsible for where your guests park.
5. Reentrants are not permitted to park vehicles that are inoperable in the Center lot.
6. You alone are responsible for your vehicle while you reside in this facility.

### **Urinalysis**

Reentrants mandated for random urinalysis by Center staff or parole agent(s). Random breath alcohol tests will be done on all reentrants. Urine samples must be submitted immediately upon request. If a reentrant is unable to submit a urine sample when requested, he will not be permitted to leave the Center for any reason or retire to his room. You will be required to remain in the day room in plain sight of the Monitor at all times. If a reentrant is unable to submit a sample within 2 hours from the time it is requested or unwilling to submit a sample, he will be considered as using drugs and/or alcohol and an infraction report/SIP HOPE violation will be issued. It is the reentrant's responsibility to submit the sample within the required time frame. Drinking caffeinated beverages can assist you in providing a sample. Remember drug and alcohol screens can be an asset when seeking employment, promotion, parole, etc. since they assist you in proving that you are drug and alcohol free.

A positive urinalysis or Breath Alcohol Test will constitute usage and be dealt with accordingly. It is the reentrant's responsibility to notify the staff member at the time of urinalysis of any drug or medication use. Any tampering with urine samples will result in a SIP HOPE violation or infraction report for parolees.

### **Finances**

This section is being updated at this time.



## Sharon Community Corrections Center



### Budget Form/Living Expense Request

Reentrant Name:		DOC ID #:								Date : / /
-----------------	--	-----------	--	--	--	--	--	--	--	------------

Job Title:		Wage Account Balance	\$	
<input type="checkbox"/> Wage Check <input type="checkbox"/> Soc Sec <input type="checkbox"/> Public Asst <input type="checkbox"/> Other _____		Check Amount	+	
<b>Total Amount of Automatic Deductions*</b>				
* Rent = 15% of Paycheck	*Savings = 10% of Paycheck	*Court Costs = 10% of Paycheck	*ACT Payment	-
<b>Total Amount Available</b>				=

#### Expenses

Food	\$	Laundry	\$
Clothing	\$	Toiletries	\$
Transportation	\$	Other (list)	\$
Public Transportation	\$		\$
Gas	\$		\$
Insurance	\$		\$
<b>Living Expense Check Amount Requested</b>			\$
(based on above-listed expenses)			

#### Reentrant – DO NOT WRITE BELOW THIS POINT

Living Expense Check Approved Amount			\$
Court Costs Paid	\$	Court Costs Balance	\$
Savings Balance	\$	Wage Acct Balance	\$

## Housekeeping

1. You must perform maintenance and housekeeping duties as assigned. You will not be permitted to sign out on personal time until your assigned housekeeping duties are adequately performed. This means they must be checked and approved by the Monitor before you sign out.
2. House duties are to be done daily. Each house duty takes approximately thirty minutes to complete; therefore, they must be started no later than 7:30 AM or 10:00 PM, depending on the number of house duties you are assigned. Ensure that you have adequate time to complete your house duty and have it checked.
- 3A. Downstairs (1-6) house duties must be completed before 8:00 AM so that the Center is ready for business hours and visitors who may arrive. You will not be permitted to sign out on meal periods or personal time if the downstairs house duties are not completed by 8:00 AM.
- 3B. In addition to daily house duties, the entire Center will complete a thorough General Inspection (G.I.) of the house at least every first Saturday of every other month starting at 8:00 AM. No personal time or community service sign outs will occur until this is completed to the monitor's satisfaction and inspection or prior Center Director approval. No weekly plans should indicate a sign-out earlier than 10 am on this day unless employed. You will be relieved of your duty when the monitor is satisfied with your designated area. G.I. includes but is not limited to: regular house duties and the moving of all furniture, appliances, carpets...etc. for the cleaning behind/under/on top of said moveable's. All ledges, windows, mirrors...etc. will be cleaned and inspected on this day. The areas of cleaning will rotate between the bedrooms and common areas every other month.
4. You are responsible for the cleanliness of your immediate area. All rooms shall be properly maintained and free of clutter. When not in use, the beds must be made and all items are to be neatly put away.
5. You are NOT permitted to tamper with household equipment such as the heating and electrical systems. Many of the valves in the house are old and they may be damaged if they are turned.
6. Unemployed reentrants may be assigned two or more house duties. Other reentrants may also be assigned two house duties depending on the operational needs of the Center.
7. Sweepers are not to be operated after 9:00 PM on the second floor of the center since it disturbs those who may be sleeping. House duties requiring the sweeper on the second floor must be completed before 9:00 PM or in the morning after 6:30 AM.
8. If you are incapable of fulfilling a specific house duty due to a documented physical condition or employment conflict, you are to notify the CCCM on duty as soon as the house duty roster is posted. At their discretion, they may assign you another duty if the operation of the Center permits or you may arrange to complete the duty at another time.
9. Pots and pans are the responsibility of the user, not the person who is assigned the kitchen duty. You are to thoroughly wash and dry each pot and pan after using it. All dishes are to be placed in the dishwasher after you use them, not in the sink.

10. All house duties are to be completed on a daily basis except where noted. The time to complete morning house duties on Saturday and Sunday is extended to noon. Evening weekend house duties can be started at 5:00 PM.
11. All trash receptacles are to be emptied daily, without exception. Receptacles that are used more often will need to be emptied more frequently.
12. CCCMs will instruct you on the usage of cleaning supplies. All cleaning supplies are to be returned to the CCCM on shift upon completion of your house duty.

### **HOUSE DUTY ROSTER**

1. **GAME/POOL ROOM:** Sweep and wet mop floor daily. Dust and clean vending machines. Dust off shelves and furniture. Return all equipment to its proper location.
2. **LIVING ROOM:** Dust floor. Straighten furniture and clean as needed. Dust tables, TV, mantle, windowsills, tops of bookcases, and baseboards. Remove and empty trash. Wash wastebasket. Collect newspapers for recycling. Mop the floor once a week or more often when necessary.
3. **ENTRANCE AREA:** Dust floor and baseboards. Vacuum rugs, furniture, and desk. Empty and wash wastebaskets. Empty recyclables into the container outside. Mop floor weekly or more often if necessary.
4. **RECYCLING/TRASH COLLECTION:** Sort recyclables to ensure they are in the proper containers. Bundle newspapers for recycling. Take all recyclables out to the recycle bin, boxes must be broken down.
5. **STAFF BATHROOM:** Wet mop floor, water only. Dust windowsills. Clean mirror, toilet, and sink. Empty and wash wastebasket. Refill paper towels. Wipe radiator.
6. **FRONT STEPS:** Wet mop as needed. Dust banisters, windowsills, and telephone booth. Wash windows as necessary (in & out).
7. **RECLEAN DOWNSTAIRS:** Reclean kitchen, laundry, and bathroom. Wipe counters and appliances. Empty dishwasher and put utensils away. Refill and run dishwasher, when necessary. Wet mop when needed.
8. **SIDEWALKS:** Clean, pick up debris, and sweep all sidewalks, entranceways and steps. Remove snow during winter months.
9. **GROUNDS:** Remove all paper, fallen branches, and trash from parking areas and Center grounds. In winter months, remove snow from parking area to the United Way Office; salt the entranceway into the parking lot off of W. State Street and the sidewalks to the Center.
10. **WINDOWS:** Wash windows as assigned by the Monitor.
11. **RECLEAN STAFF BATHROOM:** Mop floor with water only. Dust windowsills. Clean mirror, toilet, and sink. Empty and wash wastebasket. Refill paper towels. Wipe radiator.
12. **SECOND FLOOR HALLWAY:** Clean utility closet; scrub sink daily. Sweep floor and straighten equipment. Dust or wipe down woodwork. Wet mop the hallway floor.

13. BACK STEPS: Sweep and mop back steps from second floor to basement. Mop basement landing to kitchen door. Dust banisters and windowsills.
14. SECRETARY'S OFFICE: Clean in accordance with checklist. Vacuum carpet. Empty shredder and trash cans daily.
15. COUNSELOR(S) OFFICE: Vacuum floor. Dust/wipe windowsills, desk, bookcases, mats, fireplace and mantles. Empty and wash wastebaskets. Clean windows weekly or more often if necessary.
16. STAFF KITCHEN/HALLWAY: Wipe off appliances and counter. Clean inside of microwave and refrigerators. Defrost refrigerators as needed. Sweep floor daily. Mop weekly or more often as necessary. Clean sink. Put away dishes and silverware. Empty and wash trashcan. Refill paper towels. Dust woodwork, picture frames and wipe down machines.
17. REAR OFFICE: Dust, empty and wash trash cans, wipe all counters and wash all woodwork.
18. LAUNDRY ROOM/BASEMENT BATH: Wipe off appliances. Clean sinks, shower stalls and mirror. Wet mop floor. Wash shower curtains as needed. Do not use abrasive cleaner on the shower stalls.
19. KITCHEN: Wipe off all counters, appliances, tables, and benches. Place all dishes in dishwasher and wash. Clean sink. Sweep and wet mop floor. Refill paper towel and dish soap dispensers. Empty and clean the trashcan, including recyclable cans and contents.
20. MISCELLANEOUS: Load and unload dishwasher, run as necessary. Complete other duties as assigned by CCCM on duty. i.e. washing rags, windows, etc.
21. SUPPLIES: Maintain cleaning supplies and equipment as directed by the Monitor. (1) Daily make sure all equipment is in the proper place and cleaning supplies are stocked using the list; (2) Wash mops and buckets; (3) Wash dust rags; (4) Empty vacuum cleaners and replace bags as necessary; (5) Clean back hall closet; (6) Fill hand soap supply in staff bathroom and kitchen area. Refill cleaning solution bottles and soap dispensers.
22. ALL BATHROOMS/SHOWERROOMS: Duties: Clean floors by sweeping and mopping. Scrub sinks and showers. Do not use an abrasive cleaner on shower stalls. Clean and use disinfectant on toilets. Clean mirrors. Dust woodwork (doors, window sills,etc.) Wipe out medicine cabinets and vanities.
23. SMOKING DETAIL: Remove cigarette butts from all urns on daily basis. Pickup butts from the grounds and the surrounding building area.
24. BEDROOM #1/Refrigerator #1
25. BEDROOM #2/Refrigerator #2
26. BEDROOM #3 / refrigerator #3
27. BEDROOM #4/Refrigerator #4
28. BEDROOM #5 /Refrigerator #5
29. BEDROOM #6/Refrigerator #6
30. BEDROOM #7 / Refrigerator #7

**Bedrooms:** Dust furniture and mantles, wipe windowsills and baseboards, sweep wooden floor, and empty trash. Mop floors weekly.

**Refrigerators:** Wipe inside and outside, dispose of spoiled food.

**Cupboards:** Neatly arrange dishes, pots and pans, after wiping shelves. Neatly arrange utensils.

Re-wash any items if necessary.

## **Recycling**

The Sharon Community Corrections Center actively participates in recycling for the betterment of community, the ecology and us. All plastic containers, glass bottles or jars, aluminum cans, bimetal cans (i.e. soup cans, vegetable cans, etc.) and newspapers will be separated into their designated containers. It is the responsibility of everyone to put the items in their proper place or containers. Containers are available in the reentrant kitchen to separate glass/plastic, aluminum cans, and bi-metal cans.

Smaller containers are available in the lounge area for pop cans and plastic/glass bottles. These containers are to be emptied daily and kept clean by the individual with that respective duty. It is each individual's responsibility to inform their guests that we participate in recycling and to ensure that all items are placed in their designated containers.

## **Searches**

Reentrants are subject to search of their person or property at any time. Searches will be done randomly on all rooms, including reentrants' private lockers, private belongings, etc. as well as reentrants' automobiles. All private storage areas (i.e. footlockers, boxes, etc.) must be clearly marked or engraved with the reentrant's name. Keys or combinations must be immediately provided to the staff. If you do not provide the combination or a key, you subject yourself to having the lock forced open, thereby destroying it during a search. All contraband items found during a search will be confiscated and the reentrant appropriately reprimanded.

Pornographic material of a sexually explicit, violent or demeaning nature towards men, women, children and animals is prohibited from entering the Center and shall be considered contraband. This includes but is not limited to magazines, photographs, posters, videos, miscellaneous publications, correspondence, any images on cell phones and clothing. Reentrants who are in possession of this material shall be reprimanded appropriately with one possible result being a misconduct.

Pornographic material shall be confiscated and destroyed. The destruction of the item(s) shall take place only after the Center Director has given his/her approval to the Monitor or Counselor. When the acceptability or unacceptability of material is in question, the Center Director shall make the decision.

## **Personal Property**

*Personal belongings in rooms are not to exceed:*

- *Eight (8) outfits / week*
- *Five (5) T-shirts*
- *Work clothes – 3 pants / 3 shirts*
- *Two (2) pairs of shoes / pair of work boots*
- *Three coats and/or jackets*
- *Two (2) hats*
- *One (1) pair of shower sandals (shoes)*
- *Two (2) types of cologne*
- *Six (6) items on dresser tops*
- *Clock radio*
- *No more than one of each personal hygiene product*
- *Two (2) bars of soap*

- *Battery operated fans*

Reentrants are solely responsible for their personal property. The Department of Corrections, Bureau of Community Corrections, Sharon CCC, and their employees assume no liability for reentrant personal property that has been stolen, misplaced, or otherwise removed from the possession of the owner. Each reentrant is required to tag/label with his name all personal appliances (radios, hair dryers, etc.). This shall be accomplished by engraving your name in the item or on a tag affixed to the item. It is also suggested that you label your clothing and shoes. Radios and stereos must be utilized with headsets in the bedrooms between the hours of 11 PM and 7:00 AM. The only exception to this rule is alarm clocks set for the purpose of waking up. At no time are reentrants permitted to sleep with headphones on, due to the safety risk that this poses. In the event you are removed from the Center, or abscond, staff will inventory that personal property in your assigned area, which is identifiable as belonging to you. Within seven (7) days, a person you have designated to take possession of your property must claim it or the property will be removed from the Center. Removal will occur at your expense, either by the items being donated to a charitable organization or the cost of shipping to your designated person being deducted from your account.

### **Sleeping Quarters**

Reentrants are permitted to decorate their sleeping areas with personal possessions, pictures, posters, etc. Prior approval must be received for the purpose of maintaining good taste and to prevent damage to the walls and plaster. Each reentrant is provided a bed, mattress, pillow, blanket, bedspread and linen supplies. Reentrants are encouraged to lock up items that are valuable to them. No personal items other than an alarm clock are to be left on the tops of the closet or dresser drawers. There is ample closet/locker space for the storage of personal belongings. Each reentrant is required to launder his bedding on a weekly basis. Laundry facilities are located in the basement area and on the corner of S. Irvine Avenue and Connelly Boulevard a few blocks from the Center. Reentrants must secure permission from the CCCM prior to using their own bedding (i.e. sheets, etc.) so that fire safety standards are maintained. Personal comforters and bedspreads are not permitted.

Reentrants will be assigned a bed number. Closets and storage areas corresponding to that bed number are clearly marked. Reentrants are not permitted to use any other storage/closet space than those assigned areas. If you permit another reentrant to use your assigned storage space then you become responsible for any contraband found there.

Reentrants are not permitted to sleep in their beds between the hours of 0900 and 1600 unless it is due to a medical or employment reason and approved by the Center Director. If approved, the reentrant will need to have their Red or Blue tag displayed.

### **Medication**

Reentrants must turn in all prescription medication to the Monitor immediately upon receipt from the pharmacy. Medication will be made available by the staff as prescribed by the physician. At no time are reentrants to be in possession of prescription drugs without staff knowledge or permission. You are required to report "Over the Counter" drugs or supplements to staff but may keep them in your possession. All medications or supplements in your possession must be in your locked cabinet at all times. Prescription drugs and items that are prohibited from being in your possession are as follows:

- ❖ Controlled substances such as narcotics, stimulants and sedatives
- ❖ Psychotropic medications
- ❖ Needles and syringes
- ❖ Prophylaxis medications

All prescribed narcotics must be approved by the Center Director prior to taking. It is your responsibility to determine if you are taking a narcotic or an item containing alcohol. It is also your responsibility to inform all physicians that you are not permitted to take narcotics or medications containing alcohol, especially if you are a recovering addict or alcoholic.

### **Clothing/Laundry**

1. You are cautioned about loaning or borrowing personal property, since this may cause unnecessary conflicts.
2. You are responsible for the routine laundering of all personal clothing. A washer and dryer are available for use in the basement of the Center or you may use the Laundromat located at the corner of S. Irvine Avenue and Connelly Boulevard, two blocks away.
3. Bed linen MUST be cleaned weekly. This includes washing the bedspread.
4. Beds are to be neatly made with clean linens.
5. Reentrants are not permitted to have excess amounts of personal property in the Center due to limited storage facilities and potential security problems. Liquid bleach is prohibited at all times. No aerosol cans are permitted.
6. **Reentrants are not permitted to have their own irons. The Center provides an iron and ironing board for reentrant usage.**
7. No head gear (ie., hats, du-rags, bandanas, etc) is to be worn inside the center.

### **Mail**

An individual mailbox will be provided for your incoming mail and messages. It is not to be used for storage other than open tobacco products. You may utilize the Center's mailbox or the post office for all outgoing mail. All mail is considered private and personal and is delivered unopened and uncensored. The exception to this is any mail containing suspected contraband or threatens the security of the facility and/or the public. Further details are provided in the Reentrant Mail Policy, which is posted on the bulletin board. Correspondence with other inmates must first be approved in writing by the institution of confinement and the Center Director. Approval shall be sought through your Counselor.

### **Telephone**

Pay phones are provided for all personal calls. Personal calls, either incoming or out going, will not be permitted on the Center phone. Center phones shall only be used for emergency purposes if you cannot be reached by pay phones. The use of foul language on the telephone or cell phone is prohibited at all times. The first violation of telephone privileges will result in a one-week loss of all telephone privileges, in addition to disciplinary sanctions. Any further violations will result in loss of telephone privileges for the remainder of your stay at the center. Hours of telephone or cell phone use will be between 8:00 a.m. and 11:00 p.m. No phone calls may be made or received between 11:00 p.m. and 8:00 a.m., **with the exception of an emergency.**

### **Meals**

The kitchen provides cooking and storage facilities that all reentrants may use provided the area is cleaned after use. It is the responsibility of all reentrants to keep the kitchen area clean at all times.

If the kitchen is not kept clean and sanitary, it will be necessary for the staff to enforce sanitation measures.

Food must be eaten in the kitchen. Reentrants are not permitted to bring food prepared in the kitchen to other areas of the Center. You are permitted to bring beverages in closed containers to other areas in the Center with the exception of the second floor. No food or beverage items, including candy or gum are permitted on the second floor with the exception of water.

Respect for other reentrants' food is mandatory. Stealing will result in removal from the program. You set yourself up for theft, if you do not secure the lock or if you provide the combination to other reentrants, not assigned to your refrigerator.

Dry foods and unopened canned foods are to be stored in your food locker(s). All food must be covered or in a closed container when kept in the kitchen refrigerators. Refrigerator temperature must be kept between 35 and 38 degrees Fahrenheit. Each refrigerator is equipped with a thermometer to determine the temperature. If the temperature varies from the 35 to 38 degree levels, notify the Monitor at once.

Reentrants are to purchase a storage box that does not exceed 16" in length in which to store their perishable items. A lock should also be purchased for the box. The key or combination number must be provided to the CCCM. All reentrants must label their storage box and container with their name.

If you prefer, several local restaurants are located in the immediate area.

Dinner Hour -- between 5:00 PM and 7:00 PM

Meal hours are for those on restriction and may be allowed one meal hour during restriction. Grocery shopping is to be done during your personal time or meal periods on restriction.

### **Lounge/Pool Room**

1. You must be properly dressed at all times on the first floor.
2. No sleeping is permitted in any of the downstairs rooms. If you become sleepy, go to your room.
3. It is not the responsibility of the person who has the lounge or the poolroom as a house duty to pick up after everyone. The lounge should look presentable at all times for yourself, for your guests, and for other visitors. Please throw away cans and paper wrappings when you are finished with them. If a trashcan is getting full, empty it. The last person leaving the lounge is responsible for turning off the TV.
4. Reentrants will be permitted to play pool until 11PM daily. The monitors will oversee this. Personal recreation equipment such as pool sticks are permitted.
5. Reentrants are responsible to ensure that the recreation equipment is used responsibly and stored properly. Broken windows are to be immediately reported to staff and properly repaired. Reentrants are not permitted to mark the walls with the equipment.
6. Feet are not permitted on any of the furniture. Reentrants are not permitted to lay on the furniture.
7. Cell Phone use is not permitted on the first floor.

## Visiting

1. Friends and family are encouraged to visit you at the Community Corrections Center within the confines of the visiting hours. Visitors are subject to search. Visitors must present identification to the staff member prior to signing in for a visit. The only exception will be minors.
2. No person below the age of 18 will be allowed on the premises of the Center with the exception of relatives or in the accompaniment of an adult, unless they have prior approval from the reentrant's Counselor.
3. All guests will be required to sign in at the Monitor's desk no matter how short of a time they intend to stay. Each reentrant must inform his guest of this requirement. Visiting hours shall be observed as follows with the exception of specially arranged visits that have been approved in advance by your Counselor and/or the Center Director.

Monday - Thursday	5:00 PM – 8:00 PM
Friday	5:00 PM – 8:00 PM
weekends & Holidays	10:00 AM – 8:00 PM

4. Reentrants must stay with their visitor at all times. Visitors are permitted in the foyer, lounge, and poolroom ONLY. Visits may occur on the grounds during the summer season but not after dark.
5. Reentrants are responsible to keep their visitors and children under control at all times, if not the visit will be terminated and the visitor may be barred from returning to the Center. Visitors are prohibited from visiting with more than one reentrant, unless they are relatives, without the reentrant's Counselor's permission.
6. Reentrants must immediately inform the Monitor when he has a visitor in the Center or on the grounds.
7. Visitors must be 18 years old to play pool.
8. Reentrants who are on restriction will only be allowed to visit with immediate family (spouse, child, parents, siblings) at the Center. Visitors may utilize the pay phone located in the entrance area. Physically disabled visitors may utilize the Monitor's telephone.

## Grounds

Reentrants are not permitted on the grounds without the Monitor's permission. This includes short trips to your car, smoking or engaging in recreational activities. Reentrants are never permitted on the grounds after dark.

## Public Transportation

The Center is located within a few blocks of public transportation. Local buses for all area routes arrive and depart from in front of the City Centre Shopping Center. Bus schedules and maps of the local routes and surrounding areas are posted on the Reentrant bulletin board.

## VI PROGRAM INFORMATION

You will undergo a one-week orientation period upon your entrance into the Center program.

**\*\*\*You will be placed on an 8-4 schedule your first week.\*\*\***

It is your responsibility to clearly understand what is expected of you during your participation in this

program and to ask a staff member to clarify items that you do not understand. You will need to thoroughly read your handbook, more than once, to fully grasp the program. The first week you are here is the time to do this, so that you can avoid unnecessary mistakes when you venture out of the Center. Staff members are available twenty-four hours a day to answer questions. We would rather have you ask us the questions, than do it wrong and learn the hard way. **DO NOT FORGET TO REFER TO YOUR HANDBOOK DURING YOUR STAY IN THE CENTER SO THAT YOU MAY REFRESH YOUR MEMORY AS TO WHAT IS EXPECTED OF YOU.**

Your first date, you will be issued a handbook, assigned a room, given a tour of the Center and an overview of the program rules and regulations. All the necessary agreement forms will be signed and completed. Meal periods, mail privileges, telephone usage, signing in and out procedures, etc. will be reviewed with you by the Monitor completing your initial orientation. A Public Assistance letter will be issued to you by staff. You can go to the Assistance Office anytime between the hours of 8-4 your first week.

Your assigned counselor will meet with you if you arrive during their scheduled hours. If you arrive later they will meet with you the following day. You will be only permitted to leave the Center to eat and purchase any necessary items to begin your stay, in addition to attending appointments.

During your first week, this would be a good time to start developing your resume and plan how you intend to spend your time in the program.

During the remaining days, you should be available for your counselor to meet with you to develop your program plan and assist in your initial adjustment to the program. Staff may ask you to perform tasks around the Center. This is a great time to prepare yourself for employment, get acquainted with staff and read the handbook.

### **STAR (Supportive Transitional & Accountable Reentry) Schedule planners**

You were given the reentrant policy for the STAR program that the BCC has adopted. This program allows access to the community from the Center.

There are three planners.

- Full-time planner (for full time employment / community service = 30+ hours weekly)
- Part-time planner (for part time employment / community service / unemployed reentrants)
- ES planner (enhanced support for specific areas of reentry (employment, accountability, pro-social behavior)

For more detailed information in regards to these planners please see the policy given to you during intake.

Temporary holds can be placed on reentrants for a variety of reasons. You should check the white board by the monitor's desk daily to be informed of holds.

- House duty holds – failure to complete house duty
- Room duty hold – failure to complete assigned room duty
- Linen hold – failure to show proof of linen exchange/laundry
- Paycheck hold – failure to turn in a pay check
- Community service hold - failure to achieve community service goal
- Programming hold – failure to attend any counselor directed workshops, group or meeting
- Parole hold – parole agent needs to meet with you
- Counselor hold – counselor needs to meet with you
- Administrative hold – Center Director hold, infraction hearing hold

ULR (utility leave restriction) will be imposed during an infraction hearing with a definitive start time line and end date and time. You will only be allowed to sign out for work and programming requirements.

Bans – removal of a specific privilege for a duration of time or permanently. Bans are imposed during an infraction hearing.

Type of Bans:

- Smoking ban – cannot possess tobacco products
- Cell phone ban – cannot possess cell phone
- Third shift ban – cannot continue or accept employment that starts after 2100 hours or begins before 0500 hours.

### **AOD programming**

As a SIP participant, you are required during SIP level 3 to completed AOD outpatient group/counseling with the contract provider, Gaudenzia. You will participate in an evaluation, most likely, your first week then attending group counseling on Monday and Thursday evening from 5:30 to 7:30. As you progress in treatment, your days and times of attending will change. It is mandatory that you go to each group session, no excuses will be permitted by your Center counselor and a SIP HOPE violation report will be completed.

### **Counseling**

Your assigned counselor who is established upon your entrance into the program has the responsibility of preparing your Community Orientation & Reintegration Plan (COR) with your assistance. The Plan is a document used to establish specific and measurable goals for you while you are in the Center. A periodic review of your Plan will be made to determine how well you are meeting the goals initially established. The monthly review will also provide the opportunity for you and your counselor to modify the plan by adding or deleting goals as your needs and accomplishments change. This Community Orientation & Reintegration Plan (COR) will detail your progress throughout your participation in the Center program.

Your Counselor has duties beyond arranging your program design. He is your resource person at the Center and will advise and assist you in matters of personal concern. Your counselor is your link with other staff members and will present your progress reviews at each staff meeting.

Your counselor will post a schedule each Friday for the upcoming week. This schedule will list your time for group and individual counseling. It is your responsibility to check the schedule and notify your counselor of a conflict to re-schedule. Do not wait until the day of the counseling session to notify your counselor. If you do wait, they may be unable to reschedule you. Participation in counseling is a mandatory part of this program.

In order for your Counselor to be of value in assisting you through the program, communication is very important. You will meet with your Counselor weekly for individual counseling and progress updates. With cooperation, your Counselor can assist you; without cooperation, your Center program cannot be successful!

### **NA/AA Meetings**

A list of local NA/AA meetings is available on the reentrant bulletin board. It is always helpful to bring back an updated list when attending these meetings so that the information can be shared with fellow reentrants. In order to receive credit for attending a meeting and to be in compliance with proper destination procedures you must inform staff of your destination before and after

attending the meeting. You are encouraged to go to additional meetings beyond your Program Plan agreement, but you will not receive credit for these extra meetings. If you choose to attend two meetings in one day, then you will receive credit for only one unless you have your Counselor's permission to receive credit for both. **Remember that NA and AA are programs to assist YOU in staying sober not just a way to comply!** It can also assist in introducing you to a new circle of friends and a better way of life. Each week you will be required to submit attendance verification to your counselor by utilizing the Meeting Form. All NA/AA Meetings must be scheduled when you complete your weekly schedule. You will only be permitted to attend previously scheduled NA/AA meetings during periods when you have no personal time.

### **Support Services**

Reentrants have numerous community resources available to assist them in the reintegration process. A booklet entitled "Mercer County Community Services Directory" is available. It can be obtained by asking a staff member. A brief list of services that can be utilized in the community is noted in this Handbook. A more complete up to date list is published in The Sharon Herald on a periodic basis. It is called Reaching Out and is posted on the reentrant bulletin board. Your counselor can also assist you in locating the right service for you. **Remember that utilizing these programs can be your key to a complete and successful recovery.**

Reentrants who perform community service work at the local food banks are not permitted to obtain items, food or otherwise, from these organizations. The only exception to this rule will be those individuals who are unemployed. Unemployed reentrants are still permitted to obtain food items, but only in accordance with the organization's policy.

#### **Hopeless, depressed suicidal, alone**

**Call 724-981-7141**

If you need help with personal or family problems.

#### **Physically, sexually or emotionally abused or hurt by an adult**

**Call 724-981-1457**

24-hour Hotline

No one has the right to hurt you.

Call, before it happens again.

#### **Dealing with terminal illness**

**Call 724-983-3878**

HELLO: Help Experiencing the Loss of a Loved One

8:00 AM - 4:30 PM -- Monday-Friday

**Sexually Transmitted Diseases (VD), AIDS**

**Call 981-6250**

Strictly confidential exam and treatment is available. Do not risk **your life** or your future ability to have children on faulty information. GET THE FACTS.

\*\*\*\*\*

**Drug and alcohol problems or overdose**

<b>Call Sharon</b>	<b>724-983-3890</b>
<b>Greenville</b>	<b>724-588-2100 (24 hrs)</b>
<b>Grove City</b>	<b>724-458-7882 (24 hrs)</b>

Medical treatment and counseling for all needs is available instantly. Confidential.

\*\*\*\*\*

**Pregnancy**

<b>CATHOLIC COUNSELING</b>	<b>FAMILY PLANNING</b>
<b>SERVICES</b>	<b>SERVICES</b>
<b>Call 724-346-4142</b>	<b>724-981-6250</b>

A painless test can be performed. Confidential results provided.

\*\*\*\*\*

**HealthPlace Happenings**

**Call 724-983-5518**

Call for information about health and nutritional needs.

Smoking Cessation Counseling\*\*\*Nutrition\*\*\* Support Groups

## **Employment**

1. Reentrants are not permitted to be self-employed, employed by an immediate family member or in a family owned business.
2. Reentrants may not obtain or maintain employment where appropriate deductions are not withheld from the wages earned or where the employer does not claim the reentrant as an employee.
3. **All reentrants must inform employers of their status in the center and their respective criminal offense.**
4. Reentrants are to immediately notify DPA that they have obtained a job within two days of beginning employment.
5. All employment must be verified by the Center staff and approved by the Center Director, prior to the reentrant actually beginning the job.
6. If by reasonable conclusion of staff, the reentrant's employment would put the reentrant and/or any other individuals at risk because the nature of the job is somehow related to the reentrant's criminal history or imposes difficulty in supervision, the Center Director may refuse to approve the employment.
7. When a reentrant is paid in cash or by personal check without a pay stub, the pay must be accompanied by an employer signed and dated statement, detailing deductions, hourly rate, pay period and total hours worked during the pay period.
8. Reentrants shall notify staff of any deductions from gross pays that are not for taxes or FICA, such as union dues or other voluntary contributions so as to declare "true net" for the purpose of determining Center rent and court costs.
9. Reentrants must submit their earnings to the Center for deposit immediately upon receiving them and returning to the Center. Failure to submit full earnings will result in a misconduct. They must also submit the pay stub or signed statement for copying at that time. When an employer is able to mail the paychecks directly to the Center or utilize direct deposit, that option will be exercised and that reentrant will not be permitted to pick the check up himself.
10. Reentrants are not permitted to obtain cash advances from their employers.
11. Reentrants shall notify staff immediately of absence from work for any reason, despite their level in the program.
12. A reentrant shall discuss with his Counselor any decision to terminate a job PRIOR TO actually quitting.
13. Reentrants are permitted to work overtime. You must notify the Center, when you will be working more than one hour of overtime.

## **Non-Working Reentrants**

Non-working reentrants are expected to actively seek full time employment. Consequently, this period of a reentrant's program at the Center has unique rights and responsibilities. Outlined below are the responsibilities for all non-working reentrants.

1. To actively seek full time employment and return to independent financial responsibility as soon as possible. Full time employment is considered to be a minimum of 35 hours weekly. This can be a combination of paid employment, community service work, and/or educational pursuits.
2. House duties will be assigned accordingly by staff.
3. Reentrants must keep a running record of all places where job contacts are made. These must be reviewed daily with their counselor. A valid job contact requires contact with a Manager, an interview or the completion of an application.

### **Illness**

Reentrants are required to notify the Monitor of all illness and/or injury. You may choose to have your illness treated by your personal physician or dentist. If you do not have a personal physician and/or dentist, the Monitor will inform you of the Center's procedure for obtaining medical and/or dental assistance. In the case of an emergency, the Center has a regular backup emergency medical plan to assist you.

If you are ill, you must notify the Monitor of your illness by the time you would normally sign out to work or school and then notify your employer. Failure to attend work, community service, school, or participate in job search activities without verification of illness or a doctor's excuse, is an automatic loss of personal time.

### **Health**

The physical and mental well-being of the reentrant directly influences his successful rehabilitation and return to the community. It is the intent of the Center staff to assist you in maintaining good health during your residency in the Center. It is your responsibility, however, to follow-up on treatment advice given to you by medical professionals or recommendations by staff regarding basic health maintenance practices.

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 the appropriate resources available to cover health costs. If you are unfamiliar with health facilities in the area, you may use the Yellow and Blue Pages of the telephone book. The Center routinely utilizes the services of Shenango Valley Primary Health Care Center. Consult with the staff on duty for referral procedures.

You are to advise Center staff of any prior or existing health problems on your arrival to the Center. You are further expected to advise staff of any new health problems that arise. You must provide CCC staff with documentation of diagnosis and/or recommendations for follow-up treatment after any visit to any emergency room or physician. Reentrants are not authorized to have elective surgery and/or non-emergency procedures completed without staff consultation and approval. If medical advice dictates the procedure is necessary, a referral can be made to an authorized medical provider under contract with the Department of Corrections.

If you have a health problem, which interferes with your ability to complete a particular work detail or your employment, it is your responsibility to advise the Monitor and your Counselor. If you have a medical or dental emergency, you are to report this to staff, who will refer you to the appropriate facility for treatment.

If any member of your family is suffering from a contagious disease and you have been exposed to

such a disease, it is your responsibility to advise the Center Director immediately. Any reentrant having knowledge or suspicion of himself or another reentrant having a contagious disease must report it immediately to staff. This information will be kept strictly confidential among staff.

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 for minor treatment and located in the office wing on the first floor. Contact the CCCM should you need to utilize the kit. It is your responsibility to provide your own medical supplies for routine and chronic healthcare problems.

### **Personal Hygiene**

All reentrants are expected to use proper personal hygiene methods.

The location of your sleeping quarters will determine which toilet and shower/bath facilities will be available for your use. While these bathroom areas are listed on the house duty list as assigned to a particular reentrant, all reentrants are expected to clean up after themselves. You are to use only the bathroom area assigned to you. Any plumbing or maintenance problems, which you note during your use of the bathroom, should be reported immediately to the Monitor on duty. Reentrants are not permitted to cut another reentrant's hair unless this occurs in a licensed barber or beauty shop. All dying, coloring and tinting of hair that dramatically alters an individual's appearance is prohibited. Hair styles shall not fall below the collar in length and all beards or goatees shall be no longer than three inches in accordance with DC ADM 807.

### **Religious Services**

Numerous churches and religious facilities are available in the immediate area. Reentrants are encouraged to attend religious services of their choice during their personal time periods. During restriction periods, reentrants may attend one church service for the week. Reentrants will be given 2 hours and reasonable travel time to attend church services one time per week.

### **Recreational Activities**

The center is equipped with a regulation pool table, ping-pong table, basketball court, picnic tables, cable TV, VCR/DVD player, board games, and outdoor games. In addition, the community affords reentrants with a wealth of recreational opportunities. For additional information, see a staff member and the center bulletin board. Televisions are for everyone, so be courteous in your viewing. NOTE: Card playing in the Center will only be permitted at the discretion of the Monitor on shift.

### **Recreation Fund**

The Center has a recreation fund (Inmate General Welfare Fund) that is generated by the profits from the vending machines, washer/dryer and pay telephones. These monies are used to pay for the Cable TV, the daily newspaper, upkeep of the equipment, and other recreational items that benefit the Center reentrants. The Center Director has responsibility to take suggestions from the reentrants regarding how to use this money. If you have any suggestions for purchases to be made with this money, they are to be discussed at the Saturday night reentrant meeting. The group leader will record the suggestions and discuss them with the Center Director.

### **Furloughs**

Furloughs are defined as overnight stays away from the Center to an approved location. They are earned on an individual basis and investigated by a Region 3 field investigator. If you submitted your furlough request while participating in AOD inpatient treatment, do not submit again. After

approval is received, furlough dates/time will be determined with your counselor and authorized by the Center Director. When you sign out on your furlough, you are required to sleep at that location with a 2300-0700 curfew. You are not permitted to travel outside Region 3 without prior approval. If at any time you decide to take a furlough to another location, it must be investigated before you will be authorized. All reentrants must have furlough papers each and every time they furlough.

All reentrants are required to be at their approved furlough site by 2300 hours. No reentrant may leave his furlough site before 0700 hours unless you are reporting to work. Reentrants may receive permission for an altered curfew times from their counselor however, you **MUST** spend a consecutive eight (8) hours in your approved furlough residence.

Reentrants will be called every night during their scheduled curfew times by Center staff. You are **REQUIRED** to answer that call and report that you are in your approved furlough residence. You can be called at any time and may be called more than once a night.

**\*\*Center staff are permitted to give you a direct order to return to the Center\*\***

Reentrants who are unavailable for any curfew destination checks will lose the remaining portion of their furlough. This means you will be immediately ordered back to the Center and your furlough canceled. In addition to the remaining portion of your furlough being canceled, you will not receive a furlough for the following week.

If while on furlough your telephone service goes out of order, you shall immediately report this occurrence to the Center Monitor. Service that is not restored within several hours will mean an immediate canceling of your furlough until telephone service is restored. Once telephone service is restored and this is confirmed by the Monitor, a reentrant may continue on furlough if they have time remaining. The time lost will not be restored.

Furloughs are intended to use as a reentry tool to gain employment and be a productive member of your community.

Furloughs are also intended to move you to Non-Resident (NR) status where you report bi-weekly to the Center.

NR status can be achieved at any time but must be approved by the Regional Director prior to NR status being effective.

You will be required to report to the Center twice a week until determined by your counselor that you are reintegrating successfully then will be dropped to once a week.

You will be required to attend AOD treatment as scheduled by Gaudenzia while on furlough or NR status with little exceptions.

**\*\*AOD treatment is your priority over employment\*\***

Please see your counselor for any questions in regards to furloughs and NR status.

## **SIP HOPE**

The Sharon CCC participates in the SIP HOPE program.

You have watched the SIP HOPE video, signed the acknowledgement and received a copy, therefore you know what is expected of you.

The following are the behaviors that will constitute a SIP HOPE violation and your return to SCI.

- a. Any positive breathalyzer

- b. Any positive urinalysis
- c. Any positive drug/alcohol test administered by an outside facility
- d. Visible sign of drug/alcohol intoxication
- e. Possession of drug/alcohol related contraband (including Kratom)
- f. Failure or refusal to provide urinalysis sample when required
- g. Any adulteration of a urinalysis sample (examples: giving your clean sample to another resident)
- h. Any missed AOD appointment (Gaudenzia) or being thrown out of said appointment
- i. On the 3<sup>rd</sup> instance of being more than 15 minutes late for AOD treatment

Sanctions are as follows:

- a. 24 hours incarceration
- b. 2-3 days incarceration
- c. 5-6 days incarceration
- d. Sanctioned incarceration by the state-wide SIP coordinator followed by AOD inpatient placement for a minimum of 28 days
- e. Expulsion for SIP program

**\*\*It is important that all SIP reentrants know that treatment s ALWAYS available\*\***

If you are on NR status, your NR status will be suspended, you will report back to the Center immediately after being directed to do so. You will serve your sanction and will not be placed back on NR until you meet with your counselor and/or Center Director and it is determined that you are equipped to return to NR status.

### **Sharon CCC SIP Transitional Residence Policy (NR Status)**

1. Each SIP participant must sign the Transitional Residence Acknowledgement form before they can be considered for transitional residence. To be eligible for Transitional Residence a SIP participant must be able to attending AOD programming as scheduled (if SIP 3) and return to the Center bi-weekly to provide urine samples and meet with their respective counselor.
2. When a SIP participant enters Transitional Residence:
  - a. He will turn in all Center property.
  - b. His Center account will be closed and any funds will be transferred to him.
3. Fiscal procedures:
  - a. Each SIP participant is required to submit his paycheck stub to their counselor to verify employment.
  - b. If court costs are owed, the SIP participant must contact the County Court within 72 hours of beginning Transitional Residence and establish a payment schedule that will be at least 10% of his income. A copy of this payment schedule must be provided to his counselor within one week of beginning Transitional Residence.
  - c. Each SIP participant must provide written proof of each payment of court

costs to his counselor.

4. Accountability:

- a. Each SIP participant must report to the Center as determined by their counselor. A minimum of twice a week for four weeks. After four weeks this may be reduced to once a week for individual meetings at the time designated by the counselor. SIP participants may be directed to return to the Center at any time for other program needs as determined by the counselor.
- b. Each SIP participant will have a scheduled curfew from to be determined by their counselor to coincide with a work schedule. A 2300-0700 curfew is standard. During this time the SIP participant must be at his transitional residence. The SIP participant will be in the assigned residence for an eight-hour curfew period daily.
- c. SIP participants must accept telephone calls and in-person visits from Center staff while on transitional residence status.
- d. Each SIP participant must immediately notify his counselor (or other Center staff person if his counselor is not available) of any and all changes to his transitional residence status, including but not limited to changes in household members, e.g., the number person(s) in residence; change in telephone number(s); financial concerns; any involvement with law enforcement; or any other problems/concerns associated with the transitional residence placement. SIP participants must provide the counselor the following information on all persons who reside or frequent the household: name, relationship, social security number, race, date of birth and sex.
- e. Each SIP participant must immediately notify his counselor (or other Center staff person if his counselor is not available) of any and all changes to his employment status, including but not limited to employment termination for any reason; temporary job loss such as lay-off; changes in work schedule/hours, job position, or supervision; changes in telephone number; and/or any problems associated with the employment situation.
- f. Each SIP participant must immediately notify his counselor (or other Center staff person if his counselor is not available) of any and all changes to his legal status or circumstances, including but not limited to information involving new arrests, detainers, motor vehicle violations, and/or domestic relations issues.
- g. Each SIP participant must immediately notify his counselor (or other Center staff person if his counselor is not available) of any and all changes in his physical and/or mental health status, including but not limited to illness, accidents, and/or hospitalization; changes in medication or other forms of treatment.