



**Gaudenzia Washington House
Helping Woman**

Make a Positive Transition

PROGRAM HANDBOOK/MANUAL

Revised January 2017



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WELCOME TO

Gaudenzia Washington House

The purpose of this manual is to help you transition into our facility more smoothly.

The goal of the Washington House Halfway House is to make a recovering women's passage from treatment into the community an obtainable goal.

Our schedule, groups, rules and regulations are designed to promote independent living and a drug-free lifestyle.

You've made the right choice let's begin your new journey!



The four “G”s touch to portray a coming together of help and support
in the Gaudenzia community.

The crossroads represent the interaction of people.

The opening between the “G”s symbolize the open flow
Between the greater community and Gaudenzia.

The spring green (in which the Gaudenzia symbol is usually printed)
Represents a new beginning.

Our Mission Statement:

Gaudenzia helps people affected by chemical dependency, mental illness and related conditions to achieve a better quality life-allowing them to live as productive and accountable individuals. This is accomplished through comprehensive treatment and prevention methods guided by a philosophy of mutual concern and responsibility. Gaudenzia also conducts research and educates the Community on the causes, treatment and prevention of addictions, mental illness and related conditions.

The Washington House Program

Washington House in Philadelphia, Pennsylvania was established in 2005 and provides services to women.

Washington House Halfway House is a 90 to 120 day therapeutic community. Within a women's stay, three phases are introduced: Orientation, Personal Growth and Re-Entry. Upon admission to the program members are assigned a Counselor that helps them work through the phases.

One of the goals of the Halfway House is to provide a safe, secure and substance free environment in the community. The Halfway House staff will assist the resident with making the transition from a highly structured and monitored treatment facility to an independent lifestyle.

Gaudenzia Washington House offers individual and group sessions as well as Case Management Service. Additionally, the services provided by Gaudenzia Washington House are confidential.

No information may be released without written consent of the client/individual.

We would like to extend our welcome to you to start explaining our rules and guidelines of the Halfway House. If you have any questions ask your Big Sister or a Staff Member

PROGRAM PURPOSE

The Washington House program was developed to meet a pressing need by providing treatment for substance abusing women and women with co-occurring disorders.

The unique program consists of a treatment regime stressing self-actualization, addiction counseling, nutrition, life management skills, recreation activities, twelve-step meetings, employment readiness training and ABE/GED classes.

Since addiction is a family disease, Washington House offer a clearer understanding of drug and alcohol addiction, as well as, coping skills to assist in resolving and avoiding many of the conflicts to which this group is susceptible.

Gaudenzia, Inc.

Gaudenzia, a private non-profit corporation was founded in 1968. Gaudenzia has become one of the largest providers in the treatment of individual suffering from chemical dependency in Pennsylvania. Gaudenzia is devoted to lending hope, courage, understanding and treatment to those who seek help.

Washington House is licensed as a treatment program by the Bureau of Drug and Alcohol Programs and provides Prevention Education Services. Gaudenzia, Inc. is CARF accredited.

Confidentiality

In accordance with the Privacy Act, Federal Register Volume V, Number 127, Part IV and HIPPA, no information concerning any client maybe released without the expressed signed consent of said client to authorized the release of that information. (Note that Probation and Parole are specifically exempt for this requirement.) A standard release of information is utilized in this procedure.

GENERAL ADMISSION CRITERIA

Admission is available to single women seeking help for chemical dependency and help with managing their mental health.

The minimum age of the women is eighteen years. There is no maximum age limit for the women seeking treatment.

The women must be evaluated and approved for funding. If there is an exception to the admission criteria, the Director will consult with the Division Director and/or the Regional Director.

Upon admission, each woman is given a Big Sister.

MY BIG SISTER IS; _____

During the first week of treatment at Gaudenzia Washington House, your BIG SISTER is your teacher, friend, sister and confidant. She will teach you the structure of the Therapeutic Community. She will show you by example what is considered appropriate behavior and pull you when your behavior is unacceptable. If you have any questions or problems the first person you should ask is your BIG SISTER.

Sister System

Every new client will be assigned a Big Sister upon intake. The Big Sister will be a senior member of the house. It is the responsibility of the Big Sister to assist the newcomer in learning the program rules and regulations.

Borrowing/Lending

Borrowing from other members or lending to others is PROHIBITED (not allowed at all)

Chemicals/Caustics

Chemicals are not allowed to be left in any area of the facility they must be secured and obtain by staff at all times.

Confidentiality

Confidentiality must be respected at all times including: the phone, outside meetings etc.

Personal Hygiene

Clients are responsible for themselves. Daily bathing is required, any hair grooming needs to occur in bedrooms and bathroom only. All hair cutting must be cleaned up by the individuals receiving or giving the hair cut.

Sleeping

Sleeping is not permitted during working hours. Your time in the program needs to be utilized constructively.

Smoking

Smoking is permitted outside in the designated area only. Clients must use the smoking container. Cigarette butts are not to be thrown or left lying on the ground, instead put in the smoking container.

Do not leave lit cigarettes unattended. Do not leave lighters or matches unattended as they will be confiscated.

Storage

Seek out alternative storage for huge amount of belongings. In addition any belongings left at the facility following discharge will be dealt with in the following procedure:

DISPOSITION OF PERSONAL PROPERTY:

The program will make a good faith effort to contact the parties authorized to pick-up a resident's belongings. Gaudenzia, Inc. will not be responsible for personal property left after seven (7) days. Property will be disposed of.

In the event of escape no personal property will be released until residents is in custody

In the event of accident, other emergency, or termination of my participation in this program prior to release Gaudenzia Washington House will make every effort

to maintain possession, however due to space restriction; property unclaimed will be disposed of after seven (7) days.

Courtesy of Employee Offices

Members are not permitted in any office without knocking and obtaining permission to enter.

Doorbell

No members are permitted to answer the door bell. Only Staff is permitted to approve entry into the facility.

Drug/Alcohol/Weapons and Paraphernalia

Possession or use of drugs alcohol weapons or paraphernalia is ground for immediate discharge.

Entrance/Exit

Members are to sign in and out of the facility. Failure to comply can/will result in disciplinary actions.

Electronics

No appliances such as TV, stereos or microwaves are to be brought into the facility. You are permitted to an end table clock only. Cell phone can be used in the outer hallway only, and no use of ear phones or ear plugs allowed in the facility. Phones are turned in at 9pm and retrieved at sign-out or after morning treatment.

Groups

Groups are an important part of recovery, and participation is mandatory.

Housing

Housing needs begins at admission. Please work with Counselor to ensure housing placement is secured before discharge.

Telephone

The facility phone number is: 215 985-1200

All business calls can be made from facility phone between the hours of 9am-5pm Monday thru Friday. Facility number can be listed on resume' and for perspective employers as well. Personal calls can only be made from facility phone with staff permission 10 minutes maximum. No collect calls accepted.

URINE PROCEDURE

All residents are subject to urine drug testing. The following is the guidelines:

- You have 2 hours from the time you are asked for urine testing to provide a sample.
- You must remain in the facility in the presence of staff until you provide a sample.
- You may not drink more than 4 ounces of water while waiting to give your sample.
- If you fail to provide a sample within the two-hour period, it will be considered positive urine and will be treated as such.

Behaviors

Lewd or boisterous behavior is not acceptable. Cursing and inappropriate language is not permitted. Additionally any behavior or activity prohibited by law will not be tolerated and is possible grounds for immediate discharge.

RULES AND GUIDELINES FOR CONDUCT



Appointments

All scheduled appointments must be kept, i.e. medical, dental, social service and parole and probation.

Abuse-Physical Verbal

GAUDENZIA, INC. Prison Rape Elimination Act (PREA)

POLICY

Gaudenzia, Inc. Programs are committed to ensuring the safety and dignity of all residents to whom we provide service. Gaudenzia does not tolerate any type of sexual abuse or sexual harassment of any individual under our care.

Gaudenzia, Inc. has Zero tolerate of any

- Sexual abuse of any inmate detainees, parolees or residents by another inmate, detainee or resident and
- Sexual abuse of an inmate, detainee, or resident by staff member, contractor, or volunteer.

Gaudenzia Inc. has Zero tolerate of any

- Sexual harassment of any inmate, detainees, parolees or residents by another inmate, detainee or resident and
- Sexual harassment of any inmate, detainees, parolees or residents by staff member, contractor or volunteer

Reporting can be made to any staff or you can write to:

BCI/PREA
1800 Elmerton Avenue
Harrisburg, Pa. 17110

Gaudenzia, INC. Prisión Violación Eliminación Act (PREA)

POLÍTICA

Gaudenzia, Programas Inc. se compromete a garantizar la seguridad y la dignidad de todos los residentes a los que nos ofrecen servicio. Gaudenzia no tolera ningún tipo de abuso sexual o acoso sexual de cualquier persona bajo nuestro cuidado.

Gaudenzia, Inc. tiene cero tolera de cualquier

- El abuso sexual de los presos detenidos, en libertad condicional o residentes por otro preso, detenido o residentes y
- El abuso sexual de un preso, detenido, o residente por empleado, contratista, o voluntario.

Gaudencio Inc. tiene cero tolera de cualquier

- El acoso sexual de cualquier recluso, los detenidos, en libertad condicional o residentes por otro preso, detenido o residentes y
- El acoso sexual de cualquier recluso, los detenidos, en libertad condicional o residentes por

empleado, contratista o voluntario

Informes se pueden hacer a cualquier personal o puede escribir a:

BCI/PREA
1800 Elmerton Avenue
Harrisburg, Pa. 17110

Physical or verbal abuse of other members or employees is prohibited. Members must show respect to all employees other members and visitors.

Attire Dress Code

Members are to be dressed in appropriate attire at all times and must be dressed for the day by 9am daily. When on the main floor, feet must be covered with shoes. No tight clothing midriffs tank tops low cut clothing showing cleavage should be worn while in this program. Bras must be worn during all activities. Clothing promoting bars, alcohol drugs or violates is not permitted. Offensive clothes are not permitted.

LIVING AREA STANDARDS

PERSONAL POSSESSIONS AND DECORATIONS IN SLEEPING QUARTERS

POLICY:

Gaudenzia's Washington House Program has written policy concerning rules governing personal possessions, equipment and wall decorations in sleeping quarters. All residents are to use Gaudenzia closet space for storage of personal belongings.

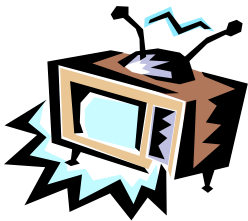
Residents are not allowed to hang decorations on unit walls or windows Clients are permitted to display pictures and other approved materials on cork board. All wall decorations are to be of good taste and should not be offensive to others (i.e.: nude

pictures, alcohol/drug posters).

PROCEDURE:

Gaudenzia will not be responsible for items lost or stolen while in the resident's possession. Damaging or defacing Gaudenzia walls will be considered destruction of property and will be subject to disciplinary action up to and including financial reimbursement. Excessive property or personal belongings is strictly prohibited. Windows and doors are to be kept free of all obstructions due to fire and safety considerations.

1. Gaudenzia will not be responsible for personal property left (7) days after discharge. A good faith effort to contact the designated party to pick up the property in a timely fashion will be made.
2. Gaudenzia staff will inspect living quarters on a daily basis for compliance to these living standards.
3. Residents shall be informed of any change in policy concerning "personal possessions and decorations in sleeping quarters".



LOUD NOISES

Noise should be kept at a minimum in the facility, especially living areas. Always be mindful of the next person, particularly during curfew (lights out). **NO RADIOS** are allowed personal Walkman or MP3 player with ear plugs only.

LIVING AREA INSPECTION STANDARDS

All beds must be neatly made with sides tucked in, pillow under spread and one

extra blanket folded at the foot of the bed. Only five pair of shoes per resident are permitted under the bed - they must be neatly arranged (this includes shower shoes and slippers). One laundry bag per resident is permitted to be hung on end of bed. Resident must purchase laundry bag within two weeks of arrival.

Towel and washcloth may be left on towel rack at the edge of the bed to dry. Floors under beds must be swept and mopped. One clock per resident is permissible (no radio clocks). It is not permissible to leave anything else out other than what is noted above (i.e. radio, books, clothes, pictures).

COMMON LIVING AREA STANDARDS

All residents in a room will be held responsible as a group for this part of the inspection.

1. Floors must be swept and mopped;
2. Windowsills clean and empty of debris;
3. Trash emptied;
4. Blinds dusted.

BATHROOM INSPECTION

1. Toilet bowls cleaned inside and out - including seat;
2. Shower stalls cleaned;
3. Floors swept and mopped;
4. Mirrors cleaned/shined;
5. Sink and vanity clean;
6. Trash empty.

MEDICATION

It is important that during your recovery you learn to use medications not abuse it. All medication must be given to the nurse for storage in the medical office. This includes over counter medicines (aspirin, vitamins, cough syrup etc.) as well as prescription medication from physicians. You may take the medicines as directed under staff supervision. Each time you a medicine, staff will be required to record

the dosage date and time. Medications must be taken as prescribed.

You may not bring in any over the counter medication without a doctor's consent. The medication must be alcohol and narcotic free with minimal stimulant properties. Medication times are:

7:00AM

12:00PM

9:00PM

Alternative times are deemed according to treatment need. If you going to be out of the facility at medication time and need to have medication during times listed you are to sign out medication at the time listed and take medication with you when you leave the facility.

There is a one hour window around these times to receive medication. Please know that your physician schedules your medication times and Gaudenzia Washington House cannot arbitrarily change these times.

VISITING

A Member may receive visitors on Sunday from 2pm-4pm; other visiting times are by special request only. All visitors must be listed on a visitor sheet and release of information must be completed and approved by your counselor /Clinical staff ahead of time. **PERSONS NOT ON YOUR APPROVED VISITOR LIST WILL NOT BE ADMITTED. ANY VISITOR WHO SHOWS SIGNS OF HAVING USED ALCOHOL AND OR DRUGS OR displaying inappropriate behavior, will be asked to leave and will be removed from your visitor list.**

Visitors will ask to sign in and out in the visitor log book; refusal will result in cancellation of the approved visit.

Any packages brought to you by visitors are to be checked by an employee before being given to you. Visitors may not leave the facility and return. Visitors should be those who will have a role in your recovery.

Due to limited space each member is permitted to have two (2) adults and two (2) children to visit at a time. Exceptions will be authorized by counselor or Director.



STABILIZATION PHASE (30 Days)

During this time;

1. Member will make contact with the
 - a. intake specialist and complete all intake paperwork
 - b. Nursing department, complete all medical documentation
 - c. Meet with the Psychiatrist to review and discuss all medications
 - d. Meet with Parole agent (DOC Members only)
2. Engage in work therapy (complete all job assignments)
3. Members are expected to study and pass the orientation test.
 - a. Big Sister will be assigned
 - b. Recovery Plan Developed
4. Members are expected to attend 12 Step meetings with an upper level member.
5. Members are expected to secure a temporary sponsor.

PHASE I (31 DAYS)

1. Discuss Housing Options with primary counselor
2. Secure employment or volunteer work
3. Establish and maintain savings account
4. Attend 12 Step meetings at least 2x daily

PHASE II (60DAYS)

1. Update Recovery Plan
2. Secure Housing
3. Attend 12 Step meetings
4. Maintain Employment
5. Maintain Savings



PHASE TWO OF PERSONAL GROWTH

1. Contact sponsor weekly and attend home group.
2. Be able to develop bi-weekly budget and submit to counselor.
3. Identify housing options, application process, and interview and identify housing resources.
4. Maintain stable employment; continue outpatient program (DOC residents only)
5. Maintain contact with outside support system.

PRIVILEGE

- A. Can Begin work or OVR
- B. Can have up to 8 hour pass on the weekend

PHASE 3 RE-ENTRY

During this phase the client will be preparing for discharge and aftercare. Housing will have been identified and obtained with anticipated move in date.

Client will have maintained adequate funds (saving account) depositing 30% of all paychecks or income.

PROGRAM SCHEDULES AND DAILY ACTIVITIES

The daily schedule is to be followed by all members. You are expected to participate in all scheduled activities unless medically release by a physician or with staff permission. Members are to be on time for activities. Members are not permitted to leave an activity once it has started except in case of emergency or an appointment. ****Members will work with their counselors in relation to meeting attendance and evening free time.

HOUSEHOLD CHORES & DUTIES

Chores/Job Duties

All members are assigned chores and the chores list rotates. As a part of the Therapeutic Community, various job duties are assigned. We utilize a chain of command. All members are assigned to a department/job. The departments are as follows:

1. Kitchen
2. Business
3. Housekeeping
4. Bathroom
5. Maintenance/Ground

You have to complete your chores regular. Assigned chore may not be exchanged for money favors, etc. Chores will be done in the morning and at night before members are required off the floor. Chores are to be completed by 8:30am Monday through Friday, 10am on Saturday and 10:30am on Sunday. If you are leaving the facility on Saturday morning, your chore is to be complete on Friday before 11:00PM or you must get someone to do it for you.

Preparing Dinner rotate, the descriptions of dinner chores are posted on the bulletin board in the dining area. All members need to clean up after themselves

COOKING/KITCHEN /MEALS

The members are to be present for dinner unless excused by a counselor. Review weekly schedule for Meal Times to ensure you are present.

GLOVES AND HAIR NETS ARE ALWAYS WORN WHEN COOKING, PREPARING FOOD OR HANDLING FOOD.

Ironing

All ironing is to occur in the member's bedroom, USING THE IRONING BOARD

After Discharge

Be advised that Gaudenzia Washington House is in no way responsible for articles left at the facility after a member's discharge. When a member leaves Gaudenzia Washington House, she has one (1) week five (5) business days to remove any articles or medications left behind. The member is to arrangements with her counselor to pick up any remaining belongings/medication. If arrangements are not made before discharge items will be discarded. Items can only be picked up on Wednesday 8:00am to 4:00pm. An appointment for such pick up must be made via the member's counselor.

GRADUATIONS

Consideration is given to total performance throughout the term of residence, re-entry and aftercare with particular emphasis placed on the application of what has been learned. On becoming a graduate, the woman is considered to have satisfactorily completed the program and to have no further required involvement with the program. At this point the woman is eligible to become a member of the Alumni Association.

TOOLS OF RECOVERY

We at Washington House use the following techniques and tools of recovery to help us grow emotionally and intellectually.

ORIENTATION/RECOVERY MAINTANCE GROUP

These groups are designed to inform, describe and explain the meaning of certain terms procedures and theories pertaining to Washington House environment and one's individual recovery process.

Woman are expected to attend two (2) NA or AA meetings weekly including weekends

SEMINARS

Seminars are usually a 60 to 90 minute session designed to stimulate, educate, broaden and exchange ideas and opinions about a wide range of subject including:

- A) Addiction
- B) Sexuality
- C) Women's Health Issues
- D) Assertiveness
- E) Relapse Prevention
- F) Disease Concept
- G) General Health

GROUP DESCRIPTIONS:

Community Meeting weekly

STATIC GROUP

A group held with the same group of people over a specific time period. It is designed to relax and build trust by allowing family members to freely express themselves and their concerns.

EMPOWERMENT GROUP

This group is focus on covering topics of motivation, self-conditioning abundance of world and self, problem solving, jobs, a successful way of life, resume and cover letter building, effective communication, demonstrative maturity, family relationships, internal family, understanding habits, attitudes and conditioning.

WRAP UP

This group which meets every night is an important tool used to end the day on a positive note. Everyone takes a minute to share about their day sometimes a topic is discussed briefly.

CHECK-IN

This activity allows clients on their way to work or to meet with counselors to discuss daily agenda.

MORNING REFLECTIONS

This meeting is conducted daily

SOCIALIZATION & RECREATION

Weekly request must be turned into your counselor during static group to be reviewed and approved. Work schedules must be submitted on an agenda form and presented for approved by your counselor.

FIRE SAFETY

1. Fire Drills (announced and unannounced) will be conducted during your stay at Washington House.
2. Diagrams are posted throughout the facility to show evacuation routes in case of fire. Please familiarize yourself with these
3. In case of evacuation, clients are to assemble at the corner of 15th Street on Washington Ave.

EVACUATION PROCEDURES

Upon notification of an impending or actual emergency or disaster, either by alarm or verbally, staff on duty will have all occupants vacate the premises via predetermined and posted routes. Clients are to assemble at the corner of 15th Street on Washington Ave.

Staff on duty or the person in charge will insure occupants have been evacuated. A count will be taken at the assembly area to account for the whereabouts of all persons. The staff on duty will also insure that windows and doors are secure.

FINANCES

All clients are required to develop bi-weekly budgets. All clients are required to save a percentage of all income. The amount will be determined on an individual basis.

DOC Reentrant is 20% of income for savings, 10% for court cost and fines and 20% for rent.

INTIMATE AND DATING RELATIONSHIPS

No sexual activities of any kind are permitted at Gaudenzia Washington House.

MAIL

Mail will be distributed Monday through Friday. Packages you receive must be opened with staff present. Any money you receive will be considered as part of your budget.

DISCHARGE/TERMINATION PROCEDURE

For effective treatment to occur, an individual must be able to participate in treatment and be motivated to allow for changes in attitude and behavior. Gaudenzia believes that a formal process precisely describing reasons for terminating an individual from treatment may be useful to the person for future treatment experiences. This allows the woman to put into effect the adage of "learning from one's mistakes".

CRITERIA FOR TERMINATION

1. LEAVING THE FACILITY AGAINST STAFF ADVICE
2. Incarceration or moving to another state
3. Acting out through destructive behavior on other person or property within the facility

4. Resident's own insistence to leave treatment
5. Inappropriateness of treatment techniques following extensive review and the clinical consensus for discharge
6. Engaging in behavior that may endanger a child or children within a Gaudenzia facility
7. Acting out sexually within the facility
8. Use or possession of drugs or alcohol

Termination/discharge is an extremely serious measure and as such will be utilized as a therapeutic tool with the utmost of care.

Gaudenzia is governed by a strict set of regulations; we do not superimpose a single corrective model for infractions. Due to our belief in individualized treatment, most cases of facility rules breaking will be judged on their merit.

PROGRAM RULES

Each and every resident in the Washington House community is expected to take responsibility for their fellow resident's recovery. If a resident is aware of any activities, issues, or situation that are in violation of program rules, detrimental to a resident's treatment or are contrary to program philosophy, they have a responsibility to communicate it immediately to a staff member so that it may be constructively rectified.

Shedding a positive light on past alcohol and and/or drug use during discussion is strongly discharged. If you feel a need to tell "war stories" talk with your primary Counselor or one of the staff members.

- 1) Physical violence or threats of same is cause for immediate discharge.
- 2) Any resident who drinks alcohol beverages or brings any substances on premises may be discharged and/or referred.
- 3) Obscene and profane language is not allowed
- 4) Staff must clear everything brought into the facility by residents/visitors.
 - a. Visits should give items to staff, NOT to the residents
- 5) Residents must attend all program activities unless excused by the staff.
- 6) Residents cannot leave the premises of the Washington House facility unless authorized by the staff.

- 7) All residents will be required to submit for urinalysis upon request from the staff
- 8) Residents may not have cars on the Washington House property
- 9) Lending and borrowing money or cigarettes is not permitted among residents. When this occurs among residents they are less likely to challenge the givers on treatment related issues.
- 10) Residents are responsible for maintaining cleanliness in their quarters. Residents are also responsible for their own personal hygiene. (Rooms will be cleaned daily during scheduled time).

Gaudenzia is governed by a strict set of regulations; we do not superimpose a single corrective model for infraction. Due to our belief in individualized treatment, most cases of facility rule breaking will be judged on their individual merit.

GRIEVANCE PROCEDURE:

If a client has followed her chain of command and feels that an issue has not been resolved, she has the right to complete a grievance form and:

- a. Request an interview with your Counselor.
- b. If you are dissatisfied with the results of your interview with your Counselor, you have a right to appeal in writing to the Clinical Supervisor. If you are dissatisfied with the results you can appeal in writing to Program Director. The Program Director will respond to your grievance within five (5) business days of its receipt.

If dissatisfied with the outcome of your appeal to the Program Director, you may then appeal in writing to the Eastern Region Division Director Yolanda Kennard through her Executive Assistant Precious Washington at 3025 North Broad Street, Philadelphia, Pa. 19140 215 223-9460

- c. The Division Director will respond to your appeal in five business days of its receipt. If dissatisfied with the outcome of your appeal you can address your appeal to Deputy Director; (*GAIL HANNAH at 1300 SPRING GARDEN STREET PHILADELPHIA, 19123, 215 238-2150*). The Deputy Director will respond to your appeal within five (5) business days of its receipt.

- d. If you are dissatisfied with the outcome of your appeal to the Deputy

Director, you may appeal in writing to the Regional Director Cecilia Velasquez at 1306 Spring Garden Street, Philadelphia, Pa. 19123; 215 238-0712 within five (5) business days of the Deputy Director's decision. The Regional Director will response to your appeal within (5) business days of its receipt.

(DOC Reentrants only)

- e. If you determine that the outcome of your appeals is unsatisfactory, you have the right to request a hearing. Such requests should be made in writing within five (5) business days of receiving the response from the Regional Director. Your appeal should be made as follows, with a copy submitted to the DOC Regional Director:

Submit a request for a hearing before the Grievance Officer of DOC, in accordance with section 804 of the Contract Facility Manual, a DC-804 Part 1 should be completed and should be directed to:

Grievance Coordinator, Department of Corrections, Region I Office - 261 Old York, Jenkintown, Pa. 19046

For a hearing request with Parole all request should be directed to the Parole Supervisor in the Countywide Division, 2630 North 13th Street Philadelphia Pa. 19132

CONTRABAND

All residents, the following items are not permitted in this center at anytime for any reason.

1. Weapons of any kind. (Firearms, knives, swords, pocketknives, scissors, screwdrivers, tools, sewing needles, etc.
2. No more than (4) pair of shoes/ boots/ sneakers and (1) pair of shower shoes/flip flops in residents personal space.
3. Nothing is to be hanging on the bunks or cabinets for any reason. Laundry bags can be the only item hanging from the foot of the beds.
4. No open bottles (glass or plastic) or containers are to be in the bedroom area at all. No glass is permitted at all.
5. No food is to be stored in the bedroom for any reason.(Potatoes chip, cookies, coffee etc.)
6. No storage of irons in bedroom for no reason.
7. No laundry products are to be held in the rooms for any reason. (soap powder, fabric softener etc.). Bleach is not permitted on the property at all.
8. No cardboard boxes are permitted in the bed rooms (sneaker boxes, up state boxes etc.)
9. Any and all medications are to be kept in the medication office only, not in the

- resident living area.
10. No pornography of any type(magazines, newspapers, pictures from home, calendars, or DVD/VHS at all)
 11. No electrical cords, TVs, personal DVD players are permitted in the bedrooms.
 12. No cologne, rubbing alcohol, Mouthwash (containing alcohol), or mouth spray are permitted. If it contains alcohol you cannot have it.
 13. No aerosol spray cans of any type are allowed. Spray medication should be turned in to staff to be placed in the medication office.
 14. No work tools are permitted in the rooms at all. If it pertains to work it will be inventoried and secured.
 15. No dice or playing cards are permitted on the property.
 16. No metal hangers are allowed. Plastic hangers only.
 17. NO suite cases are allowed in the rooms. Purse can only have two zippers.
 18. No material that shows gang affiliation or any type of drug paraphernalia.
 19. Any items which has been altered from its original state.
 20. Car keys (must have driving privileges Parolees only), credit card, check card, debit card, over \$100.00 in cash or check book must be secured in facility safe.

****Note- Anyone who violates, and has any of the listed items in their rooms or possession will be deal with as failure to follow program rules.**