

SELF HELP MOVEMENT, INC. RESIDENT HANDBOOK

RESIDENT RULES AND RESPONSIBILITIES

The following resident rules and responsibilities have been cooperatively developed in accordance with agency policy, regulatory and licensing mandates, and the policies of the PA Department of Corrections and Bureau of Parole. Any changes to these rules or other agency policy will be issued by managerial staff of the Self Help Movement, and you will be required to adhere to those changes when issued by this agency.

1. DOC residents are responsible for following the Inmate Disciplinary and Restricted Housing Procedures, (DC-ADM 801), and the sanctions therein, while residing in this facility. You are also responsible to follow all rules and responsibilities as outlined in the resident handbook, including those outlined in this document.
 - a) On occasion, you may be issued notice by the agency of revisions or changes to policies and/or resident rules. These changes will be issued to you in the form of a memorandum from agency staff. You are required to place any such notices in your resident handbook under the section labeled, "Addenda to Handbook." You will be required to abide by the changes issued in this manner in the same way you are required to abide by the contents of the resident rules.
2. You are encouraged to ask questions of staff on any matter for which you are uncertain to avoid misunderstanding and/or possible disciplinary problems. You are responsible for checking bulletin boards daily for notices and assignments.
3. Drinking alcoholic beverages, use of non-prescribed psychoactive substances (drugs), and/or misuse of prescribed medications is prohibited **and will be immediately reported to the Department of Corrections and/or Parole**. Urine samples for drug testing will be supervised and collected weekly, in addition to random sampling of all residents. Breathalyzers will also be conducted randomly by program staff. Refusal of urine screening and breathalyzer testing will be regarded the same as having a positive drug/alcohol test.
 - a) **Use of drugs while a resident in this program will result in the following:**
 - **If on pre-release status, you will be returned to the institution.**
 - **If on parole, you may be referred to a Half-way Back program for a first offense, as determined by the Bureau of Parole.**
4. Physical violence of any kind will be reported immediately to the Department of Corrections and/or Parole, and will be grounds for immediate discharge. Threats of violence will not be tolerated. Threats to staff will result in an automatic 60-day restriction with possible discharge and the consequences, which result from discharge. Threats to another resident will result in a 7- to 90-day restriction with possible discharge and the consequences which result from discharge. Reports of physical violence will be

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written as an Extraordinary Occurrence Report and will be sent to the Department of Corrections. (4-ACRS-2B-01)

5. Gambling is not permitted. **Gifts and loans of any nature, (i.e., money, clothes, cigarettes, etc.) are prohibited. The “giver or lender” and the “recipient” of any gift or loan will both be held equally accountable.**

6. Smoking is permitted in outside courtyard only. Fire regulations dictate that “NO SMOKING IN BEDROOMS” or “HALLWAYS” be observed. **You are required to use the ashtrays provided in the designated areas for disposing of your cigarette butts. No resident will be permitted to smoke in the courtyard after curfew hours. Program Directors that find a presence of smoking in a prohibited area shall sanction the resident and an Extraordinary Occurrence report may result as well as notification to the Department of Corrections.**
 - a) Any resident found smoking in a bedroom, **bathroom**, or any other non-smoking area will be subject to report to the Department of Corrections and/or Parole. **A first time offense will automatically result in a 7-day restriction without review. A second offense will result in a 30-day restriction with review in 15 days. Any subsequent offenses will result in discharge.**

7. Air conditioners or heaters are not allowed.

8. No food is allowed in bedrooms. Food found by Resident Monitors during their daily inspections will be thrown out. Snacks that are provided by Dietary in the evening that are not eaten that evening will be thrown out. (A second offense of this rule will result in restriction). Residents that have special dietary concerns should notify their counselor and special provisions will be made.
 - a) You must exercise abstinence when ingesting items which may contain poppy seeds. All Community Corrections residents, including parolees, may not ingest poppy seeds in any manner. Claims of poppy seed consumption will not be accepted as a reason for positive urine results.

 - b) **You must also refrain from the use of other substances which may produce a positive drug/alcohol reading, (for example, ginseng, and alcohol containing products such as certain mouthwashes and cough syrups). Use of these products will not be accepted as a reason or an excuse for positive urine results.**

9. All packages and other items, including food and beverages (such as coffee, tea, soda, etc.) will be inspected at the front desk by staff. When you enter the building, you are required to check your items with the front desk staff for proper initialing to indicate that your items have been checked. Food and beverages brought into the facility without being checked and initialed by staff are not permitted in the building or on the unit.

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Failure to check your packages in this manner may result in confiscation of the items as they will be regarded as contraband, and disciplinary action will follow.

10. Meal hours are listed next to the kitchen.
 - a) **If you are scheduled to be absent during scheduled meal hours you must inform the supervisor on duty to obtain the meal you will miss. This must be done in advance by reporting your scheduled absence to program staff that will make alternate arrangements for your meal.**
11. All residents are responsible for keeping their rooms neat and clean, and for their own personal cleanliness. This includes no clothes on floor, beds or hung from pipes; no bags on floor; beds to be made by 8:30 AM. Residents possessing unnecessary clothing or large amounts of personal property will need to arrange for a family or significant other to pick these items up.
12. Residents may decorate their bedrooms; however, such may not occur in a manner which would result in damage to the walls, floors, ceilings or furniture provided by Self Help Movement. Personal decoration may not be made in a “permanent” manner which would require restoration by maintenance, such as painting, plastering, etc. **Residents may not hang personal decorations on the walls, doors or other furniture with tape, glue, nails or tacks. Each resident shall have the use of a dresser and/or shelves in which to place their decorations.** Photographs, posters or other decorations may not be pornographic in nature, nor may they be ethnically, politically or morally offensive to others. Any resident who is offended by the personal decorations or possessions of another resident may establish an appointment to meet with the house coordinator regarding this concern. The **director of house supervision** shall have the ultimate responsibility of investigating the complaint and rendering a decision as to the appropriateness of the decoration or lack thereof. The **house coordinator’s** decision may be appealed to the **director of house supervision** via the established grievance procedure. (4-ACRS-1A-15)
13. Personal Belongings must be kept to a minimum (see personal belongings inventory sheet). One week’s clothing with proper provisions for undergarments should be a guideline. Excessive personal belongings will not be tolerated and will need to be stored somewhere else off Self Help Movement’s property. As a resident you are entitled to the following: three drawers in a bureau, a closet and hooks to hang up jackets. Any belongings that do not fit in the above referenced areas will need to be evacuated.
14. In consideration of others, noise should be kept to a minimum. If a radio has been approved by the House Coordinator, head phones must be used at night. After 11:00PM all noise levels should not exceed 45 dBA. During the day, noise levels should not exceed 70 dBA. Resident Monitors will conduct hourly walk-throughs to ensure these regulations and safety regulations are complied with. Any grievances may be brought to the director of house supervision or the clinical director.

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15. Clean linens will be issued upon entrance to the program. You are entitled to receive two sheets, pillow, pillowcase, mattress, and sufficient blankets to provide comfort under existing temperature controls. After the initial clean linens are issued, you are responsible for washing your own **linens**. You are also responsible for doing your own **personal** laundry during designated “free time.” (4-ACRS-4B-02)
16. Proper attire should be worn at all times. Sunglasses may not be worn in the building at any time. **Hats may not be worn in the building. Religious coverings are not exempt.**
17. It may be necessary for residents to perform daily chores assigned to them. They are mandatory, not optional. Your work assignments will be posted outside the office. Being responsible is part of your recovery.
18. You must **sign in and out** of the facility in the presence of **program staff** every time you leave and return to the facility. Each time you **sign in or out, program staff** will **countersign** your entry as verification.

At no time may you **sign out or leave** the facility after curfew.

- a) When **signing out**, you must include your exact destination including the name of the location, address and telephone number.
19. All residents must report for a head count every day. You must physically report to the facility for this accountability. The accountability sheets will be put out on the unit at 4:00 PM and you are required to sign the accountability sheet between 4:00 PM and 6:00 PM every day. You will not be excused from this head count for reasons such as your schedule, bad weather, travel problems, late bus, etc. You are being given this two-hour time frame to enable you to arrange your schedule so that you stand count during these hours.
20. There are **addiction** education meetings, AA/NA meetings, and individual and group therapy scheduled regularly. **All residents are responsible for knowing their program/treatment schedule as provided by your counselor.** All residents must attend **program activities listed in their treatment schedule**, unless excused by the counselor and clinical director or house coordinator.
21. Under no circumstances are **residents** to be in each other’s rooms. Any fraternization between residents may result in immediate discharge of all involved. This includes, **but is not limited to**, any sexual contact, kissing, hugging and/or extended conversation. **Fraternization between residents is also prohibited when you are away from the facility.**

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22. Radios in bedrooms are a **privilege which could be taken away by the House Coordinator if abused or misused**. Radios are not to be played before 6:00 p.m. or after 11:00 p.m. Loud radios are not permitted at any time, nor may they be left on when you are not in your bedroom. All Lounge televisions are to be turned off during treatment hours, Monday through Friday from 8:00 AM to 4:00 PM. Use of the television or VCR may not include pornographic **and/or violent** videos or programs. Pornographic **and violent** video tapes will be confiscated by staff and the owner placed on restriction. Personal televisions and VCRs are not permitted in resident rooms.
23. **Offices and Residential Monitor's stations are for treatment and program services only, and are not areas for social gatherings**. Mail for residents will be distributed as soon as it is received by the administrative offices from Monday through Friday.
24. It is your responsibility to cooperate in carrying out the program and to make reasonable efforts to attain your objectives and goals. You are expected to keep all appointments made for you by your counselor. These include those made with your counselor for medical services, DPA, etc. If for any reason you cannot keep an appointment, you must notify your counselor **immediately**.
25. For your personal protection and security of personal effects, we will check all your personal possessions at the time of your admission. When admitted, you will be required to provide the names and telephone number of an individual who shall be authorized to receive your personal belongings in the event that you are removed from the program or unable to personally claim those items. You will be asked to sign a form authorizing this designated individual to retrieve your personal belongings within seven days of notice, in the event that you are unable to remove your belongings personally. All personal belongings placed in temporary storage shall be itemized by a staff member and witnessed by another staff member. Following your discharge, program staff shall contact the person(s) you have indicated to pick-up your possessions. Your contact person will then have thirty (30) days to retrieve your possessions. After contacting your contact person, possessions left at the facility longer than thirty days will result in disposal of your possessions. The pick-up of your possessions by the designated individual will be permitted Mondays through Fridays from 9:00 am to 5:00 pm. Individuals designated to pick-up your possessions will be required to provide photo identification in order to receive your possessions, and they will be required to sign a release form indicating receipt of your possessions. Self Help Movement is not responsible for personal property brought into the facility. Any damage, theft, loss or otherwise destroyed property is your responsibility.
26. Self Help Movement reserves the right to conduct searches of residents' belongings and personal effects, as well as all areas of the facility, whenever contraband is suspected. Searches will be conducted by two staff members, one of them being the **house coordinator, and the other being a residential monitor, director of house supervision or clinical director**. If your belongings are being searched and you can be located, you will be present at the search. If you are not present, (e.g., out of the building), your room

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will be searched when you return. Thus, two staff members and one resident will be present during any search. If contraband is found, it will be confiscated by staff and secured. An incident report will be filed, along with a Confiscated Items Report. An Extraordinary Occurrence Report will also be completed if it is a serious offense. If drugs are found during a search, all three reports will be completed, and the DOC or Parole Department will be immediately notified. (See attached addendum)

27. **Possession of a firearm or weapon of any kind is considered a threat to staff and residents of Self Help Movement and is strictly prohibited.** Firearms or weapons found in the possession of any resident will result in immediate confiscation; reporting the possession to the Department of Corrections; your **possible** return to the institution; and possible criminal prosecution. All weapons seized will be secured by program staff until recommendations are received from the Department of Corrections regarding their disposition. **Any sharp and/or pointed instrument is considered a weapon, (i.e. fingernail files, any scissors whether cosmetic or otherwise, knives, letter openers, etc.). Depending upon the nature of the weapon and the manner of discovery by staff, you will minimally receive a 60 to 90 day restriction. Use of any weapon or threats made with a weapon will result in your return to the institution. Please see the attached Contraband list for examples. (4-ACRS-2A-10)**
28. All medications and instructions for use, whether prescribed by a physician or over-the-counter, must be turned over to program staff upon admission. If, at any time, you receive or consume a medication during any medical or dental appointment, or if you consume any over-the-counter medication while outside the facility, you must immediately report such to the program staff. If, at any time, you receive a prescribed medication or purchase over-the-counter medication while residing in this facility, you must immediately turn over said medication to program staff upon return to the facility. All medication will be kept in a locked storage area.

You are responsible for taking all medications as prescribed. You are to report to the staff office at designated times (as posted on the unit) and the resident monitor will remove your medication tray from the locked storage area. In the presence of the resident monitor, you are responsible for removing the proper medication and dosage, and for consuming your medication as prescribed.

In those instances in which it may be necessary that you are prescribed a medication that must be in your possession at all times, such as nitroglycerin for heart problems or an inhaler for asthma, you will be allowed to keep such medication in your possession. However, you must immediately report such a medication to program staff who will document the medication on your medication record. At no time are residents to share or dispense their personal medications to another resident.

In those instances when it is necessary for you to take a prescribed medication during an approved absence from the facility, you are to report to the staff office. Program staff

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will allow you to remove the proper medication and amount needed to sustain you during your absence, and they will note your medication records.

Refusals to take prescribed medications will be reported to your Counselor and the director of house supervision or clinical director. A meeting will be arranged with you and your Counselor to discuss your refusal. If you continue to refuse a prescribed medication, your Counselor will schedule an appointment for you with the prescribing physician. You will be required to return with a medical verification from the physician as to whether or not the medication is to be discontinued. If the medication is to be continued and you still refuse to take that medication, such will be reported to the Department of Corrections. **Refusal to take prescribed medication and/or misuse of medication will result in a 30 day restriction with 15 day review on the first offense, and will result in discharge on the second offense.**

Refusal to take life-sustaining or psychotropic medication may also result in an Extraordinary Occurrence Report and notification to the Board of Probation and Parole and the Department of Corrections.

29. Failure to return to this facility by curfew will result in notice to the Department of Corrections, and escape charges filed by the proper authorities. Curfew is as follows:
 - **Curfew is between 4:00 to 6:00 p.m. Monday through Friday**
 - **12 hour pass curfew is 8:00 p.m. Saturday night.**
 - **Weekend pass curfew is 5:00 p.m. Sunday night.**
30. Lights out will occur at midnight (11:00 PM) from Monday through Thursday and Sunday. Friday and Saturday lights out will occur at 1:00 a.m. You are required to be in your assigned room and bed following lights out, and may not be in the common areas, another resident's room, or on another floor of the facility. You may leave your room to speak with a staff member on duty on your floor, if needed, or to use the bathroom.
31. Visitors will be permitted only after a one-week stabilization period, at the discretion of the counselor, and only on Sunday afternoons between 12:00 p.m. and 3:30 p.m.

When your visitors arrive at the facility, they must immediately report to the front desk on the first floor. At no time may a visitor enter the building without checking in at the front desk. Upon their arrival, your visitors will be asked to state the nature of their visit, including the name of the resident being visited. They will be asked to sign a Visitor's Log and will have to show identification. You are entitled to have special visits if a visitor is coming from long distances or a similar extenuating circumstance. All special visits are to be approved first, by your assigned counselor and clinical director.

Visitors will be permitted in designated areas only. Your visitors will be shown to the designated visiting area and you will be notified by staff that your visitors have arrived. **At no time are visitors permitted on the residential units or in resident bedrooms.**

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Restrictions on visitors may occur for failure to meet your program responsibilities or for rules violations.

If any visitor presents any problems or is of questionable character or reputation, that visitor may be barred completely from all visitations at this facility. Those individuals may be informed verbally, if appropriate, or in writing by the Director of House Supervision or Clinical director. **Residents may be held accountable for the conduct of their visitors.**

Visiting between residents of Contract Facilities must be approved by the Directors of both facilities, in writing, prior to any visitation. Bureau of Community Corrections residents who wish to visit inmates in State Correctional Institutions must make such a request to the Director of House Supervision. Such approval may only be granted upon receipt of written approval from the Executive Deputy Commissioner of the Department of Corrections via the Regional Director and the Superintendent of the State Correctional Institution to be visited.

32. DOC residents are required to submit your entire income from any source, (i.e. public assistance, pension, worker's compensation, etc.) Upon receipt of your income, you will be required to endorse the check to Self Help Movement and submit to the director of administration or director of finance for deposit into the Resident Wage Account.

When you arrive at the facility and upon receipt of income, you shall turn in your money to the house coordinator, resident monitor or director of house supervision for deposit into the Resident Wage Account. **Withdrawals** from the account can only be made with the approval of the director of house supervision or director of administration. A check will be written directly to the appropriate agency for any court costs and fines the resident may have incurred.

33. At no time will you be issued duties or responsibilities of program staff, nor will you be assigned a position of authority over other residents. You will not be afforded special consideration or compensation for divulging information pertaining to the activities of other residents.
34. Residents who wish to practice his religious beliefs, whether in his room, an office, or conference area are permitted to do so. Religious administrators of such congregations, who visit a resident shall be provided an area to practice under the supervision of a resident monitor.

Neighborhood religious affiliations will be posted on the bulletin board outside the supervisor's office

The forgoing rules are illustrative only and do not constitute the only causes for which disciplinary action or discharge may occur.

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Unless otherwise indicated in the above rules, restrictions will occur for violation of these rules and responsibilities.

You have the right to ask questions, voice opinions or present grievances at any time regarding these rules and responsibilities and/or action(s) taken as a result of their violation. The grievance procedure is as follows:

- 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 director. The clinical director will respond to your grievance within five (5) business days of its receipt.
- c) 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 of the clinical director. Your appeal should be made as follows, with a copy submitted to the CEO.

If on parole, your request for a hearing should be directed to the Parole Supervisor in the office to which you have been assigned.

Note: If you are unable to document your grievances as a result of disability or the inability to read or write, you may seek assistance in doing so from your counselor, a resident monitor, or other Self Help Movement staff member. However, the grievance must still be placed in writing and submitted in accordance to the time frames outlined in this document. Additionally, if another person has assisted you in the preparation of your written grievance, the person assisting you shall also sign and date the grievance, record his/her relationship to you, and document that he/she has assisted in documenting your grievance.

35. Residents will be taught by the resident monitor on duty the proper and safe handling of toxic caustic materials used at Self Help Movement, Inc.
 - a. Resident must wear gloves
 - b. Resident must go to staff on duty who in turn will take out the bottle and log the number of the bottle and the time the bottle was signed out in the logbook.
 - c. Resident must not spray any of the cleaners on anything except the surface they are cleaning.
 - d. Residents are not to spray any person with any of the cleaners and they may not just spray them into the air.
 - e. When residents are finished they must report to the staff on duty with the bottle which is then logged back in along with the time.

36. Regulations regarding resident visitations for special family circumstances:

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- a. Death – visitations will only be granted for immediate family members (parents, grandparents, siblings or dependents).
- b. Medical procedures – visitations will only be permitted for a life threatening procedure or a major medical emergency. Documentation from a physician will be required.

All decisions will be made at the discretion of the administration.

Addendum

MINOR INFRACTIONS:

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1. Refusing to complete scheduled cleaning chores, community service, or failing to keep his/her residential room and personal belongings sanitary and organized;
2. Possession of contraband that is considered minor, such as bleach, baby oil, or other such product that contains toxins;
3. Violation of visiting regulations;
4. Taking unauthorized food items from the kitchen, cafeteria, or outside and/or storing unauthorized food items in his/her room;
5. Destroying, altering, or tampering with the property of SHM;
6. Refusing to participate in treatment, scheduled groups or sessions or encouraging others to do the same;
7. Participating and spreading rumors;
8. Unauthorized use of mail or telephone;
9. Signing out to an unauthorized location;
10. Failing accountability checks;
11. Lying to a staff member;
12. Presence in an unauthorized area of the facility;
13. Loaning or borrowing property from another (money included);
14. Failure to report the presence of contraband;
15. Smoking in an unauthorized area;
16. Using abusive, obscene or inappropriate language to others or an employee (without intention of personal harm);
17. Failure to evacuate the building during the fire drill or failure to stand count or interference with count;
18. Wearing drug paraphernalia, sunglasses;
19. Refusing an order by the staff.
20. Nonpayment of rent, restitution, and all other financial obligations.

The above infractions that are not applicable to an informal process are subject to the following sanctions:

First Offense: Seven (7) days without a review.

Second Offense: Thirty (30) days with a review in fifteen (15) days.

Third Offense: Sixty (60) to (90) days with a review in sixty (60) days.

The particular incident, the circumstances surrounding the infraction, and the type of infraction may immediately go to a sanction similar to the second offense, which the Program Director shall implement at his/her discretion. All formal infractions shall be investigated and reported in accordance with CS-2-5.