



SUPPLEMENTAL
RESIDENT HANDBOOK

Progress
Community Corrections
Center

179 Progress Drive
Waynesburg, PA 15370
(724) 852-5560

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Progress Community Corrections Center Reentrant Handbook

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I. Introduction

The Progress Community Corrections Center is an intensive treatment facility designed to assist the reentrant with his reintegration back into the community. Your positive participation and interaction with staff and other reentrants will assist you in being successful in the program as well as in society. Progress CCC does not discriminate nor restrict program involvement based on age, race or religion. You are expected to treat all persons in the center with respect and common courtesy.

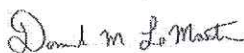
This is your opportunity to prove to yourself, your family, friends and community that you will be able to function in society without conflict with the law. Your attitude, conduct and overall performance here at the Center will be monitored by PBPP and Progress Center Staff. Each reentrant is expected to fully participate in the program and behave in a responsible manner at all times. Violations of the rules and regulations of the Center and/or violations of the law will be dealt with in accordance with the authority vested in the staff of the Center through the Pennsylvania Department of Corrections and with the assistance of local and state law enforcement. Individuals who do not comply will be removed from the program.

The contents of this Reentrant Handbook have been prepared for your benefit in order to better assist you in absorbing the rules and regulations and to familiarize you with the privileges afforded to you while at the Center. Keep this handbook in your room and refer to it when you have a question. If you do not find the answer contact your Counselor who will provide additional assistance. It is your responsibility to read, understand and comply with the handbook.

It has been our experience that if a reentrant becomes involved with problems concerning rules and regulations, staff, or other reentrants that honesty is always the best policy. Staff are here to assist your reentry efforts however; your behavior is the true means to your success. YOU hold the key to your success, we only guide you in the proper direction.

Your time here can be a very productive learning experience, not only for you but others in the center. Hopefully this experience will assist you in learning from past errors and decisions and help develop a more positive way of living.

Best Wishes,



David M. LeMasters
Center Director

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II. Program Overview

Progress Community Corrections Center operates as a secure community corrections facility. Secure means that all daily activities will take place inside the secure perimeter of the facility. This applies to all treatment, education, recreation, meals, leisure time, housing, visits, etc. There is no work release program or furloughs during your stay at this facility. Reentrants who are referred to our facility are mandated to complete the Parole Violator Program.

- 60-90 day program for **Parole Violators** mandated to complete the PV Center Program as an alternative means to incarceration due to violations.
- PV Programming times frames are a guide, based on mandatory programming assessments and individual reentrant behavior.

Your programming is based upon your criminogenic and treatment needs. Progress treatment groups may consist of Substance Use Disorder (SUD), Personal Growth/Anger Management, Carey Guides, Batterer's Intervention (BI), Sex Offender Program (SOP) and the Therapeutic Packet. SUD, BI and SOP are based on your criminogenic and treatment needs. Carey Guides, Personal Growth/Anger Management and the Therapeutic Packet are mandatory for all reentrants to complete while at Progress. The Therapeutic Packet must be completed in cell. This programming and completion time(s) are subject to change without notice.

The daily routine is posted on the bulletin boards of each housing unit. Additional directives and policy changes will be posted in this area as the changes are implemented. It is your responsibility to read and ensure that you are compliant with any changes. Reentrants will be required to actively participate and complete all assignments consistent with their required programming. Programming hours are 8:30am to 4pm Monday through Friday. Reentrants not attending programming throughout the hours of 8:30am and 4pm are required to be awake for the duration of the programming day. Evenings and weekends will be reserved for visits, leisure time activities and recreation.

Reentrants selected to participate in the Progress Community Corrections Center program are afforded the opportunity to demonstrate their ability to follow rules and regulations in a community setting 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. Your negative behavior can result in center sanctions, PBPP sanctions, additional programming, extensions and unsuccessful discharge from the program. Remember YOU are responsible for your success!

It is the responsibility of each reentrant to read and know all the rules and regulations contained in this handbook in addition to policy and rules posted on the housing unit. If a reentrant does not understand what is expected of him, or has questions, he will be encouraged to ask a staff member, who will assist them in avoiding misunderstandings or making incorrect choices.

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III. General Rules

1. All directions and instructions from staff are to be considered orders and must be followed promptly. If issued conflicting orders you are to follow the last order given.
2. If staff advises you that you are in violation of a center rule, it is your responsibility to make the necessary correction. Challenging, questioning, or disrespect to staff will not be tolerated and will result in disciplinary sanctions.
3. The Code of Ethics for Department of Corrections' employees prohibits fraternization or private relationships between staff, reentrants and their family (this includes Reentrants, reentrants and parolees). You are not permitted to do any favors or offer gifts to any staff member. Staff members are not permitted to accept any gift or favors from you or your family, regardless of the type, form, value or intentions of the gift. Please report any violations to the Center Director for proper handling of these violations.
4. Reentrants must address staff as "Mr." or "Ms." along with their last name (i.e. Mr. Smith or Ms. Jones). Reentrants are not permitted to address staff on a first name basis. You will be expected to address staff appropriately at all times. If you do not know the name of a staff member, simply ask them.
5. The following items are not permitted to be in the center OR in your possession, and are to be considered serious contraband:
 - a. All prohibited items listed under **General Rules** in the CCC Reentrant Handbooks.
 - b. In addition to these above items, the following items also prohibited while at Progress CCC: (this list is not all inclusive and may be updated at any time)
 - All Tobacco products and components. (Rolling papers, rollers, ashtray, filters, Lighters, matches, stingers or devices used to create spark of fire).
 - All Cash and Checks (Institutional/Facility are permitted). (All monies upon reception must be turned in to staff immediately).
 - Any Form of Tattoo Equipment.
 - Videos Not Purchased by the Facility.
 - Cell Phones.
 - Dryer sheets (fabric softener) or bleach containing materials.
 - Handheld PSP players, video game machines, personal DVD players, MP3 Players, IPODs & computers.

If you receive any items that are deemed contraband/prohibited you will be issued a misconduct, and the items received will be disposed of by the Center Director or the Security Lieutenant. These items will not be returned.

6. The use of abusive, offensive, or obscene language will not be tolerated. Use of such language will result in disciplinary sanctions.
7. Reentrants must attend and participate in all groups, meetings and scheduled appointments. It is your responsibility to be timely and participate in the programming. If you are late, not prepared, fail to complete homework, or do not show up for any scheduled group you will be issued a misconduct.

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8. Stealing from other reentrants and/or staff will not be tolerated and will result in discipline.
9. Reentrants are not permitted to enter other reentrants' rooms/dorms/pods. If an unauthorized reentrant enters your living area you are to report it immediately, failure to do so will result in misconducts for all reentrants involved. Reentrants are not permitted on any pod or permitted to loiter in any area where they are not assigned/housed.
10. Reentrants are not permitted to retain dietary food items their rooms or dorms with the exception of one portion of fruit; unless otherwise determined by the Center Director.
11. Eating is permitted in the dining area and dayrooms only; unless otherwise determined by the Center Director.
12. Reentrants are permitted a maximum of 2 purchased food items from the vending machine in their assigned living area (cell-dorm). (Example one bottle of pop and candy bar).
13. Reentrants are required to clean up after themselves in all areas that are used including but not limited to the bathroom, dayroom, laundry room, living area etc.
14. Announcements and information relative to reentrants will be posted on the reentrant bulletin boards located throughout facility.
15. Explicit or subtle sexual activity of any type is prohibited in the Center. Displays of inappropriate behavior toward another reentrant, staff member or visitor will result in disciplinary sanctions.
16. All Persons entering the Facility are subject to search at any time. This includes their person, belongings and vehicles.
17. Lights are to be turned off when not in your room.
18. A personal property inventory form must be completed by all reentrants upon reception.
19. No Electric items are permitted unless mandated for medical reasons. Electric Clippers are permitted by the facility with labeling for use.
20. Shoes must be lined up neatly underneath the bottom bunk bed.
21. No Battery or electric operated devices are permitted in the center (TV, Radios, Walkmans, Tablets, Clippers or Fans).
22. Reentrants and their visitors may not bring any open food/drink items into the center.
23. If you are aware of the presence of contraband in the facility, it is your responsibility to inform staff on duty of the contraband.
24. Consumable items are **NOT PERMITTED** to be shipped or brought into the Center (food, drinks, tobacco, toothpaste commissary, or deodorant). All cosmetic items necessary will be provided to you from the facility free of charge.

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25. Reentrants are not permitted to lay down in their bed or sleep during programming hours. Program Hours are Monday through Friday between 8:30am and 4:00pm. If sitting in your bed during programming hours feet must be on the floor.
26. ID cards must be visually displayed on your person at all times (waist to chest area).

IV. Program Information

A. Orientation Period

During your orientation period at the center a large amount of information will be covered: **LISTEN CAREFULLY, REVIEW YOUR HANDBOOK AND ASK QUESTIONS.**

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. **REMEMBER TO PERIODICALLY REFER TO YOUR HANDBOOK DURING YOUR STAY IN THE CENTER SO THAT YOU MAY REFRESH YOUR MEMORY AS TO WHAT IS EXPECTED OF YOU.**

Upon arrival you will complete an inventory of your property, be issued a handbook, and assigned a room, given a tour of the Center and an overview of the general program rules and regulations. All the necessary agreement forms will be completed and signed. Meal periods, mail, telephone privileges, etc. will be reviewed with you by the Monitor completing your initial orientation.

You will be assigned a counselor to discuss any additional details of your orientation and programming needs.

B. Assigned Counselor

You will be scheduled for weekly individual counseling sessions with your Center Counselor. These schedules will be posted outside your counselor's office as well as on your reentrant bulletin board. **It is your responsibility to check the schedule and attend all scheduled sessions. Your counselor will not send for you!** All counseling sessions are viewed as mandatory. Failure to attend your scheduled counseling session may result disciplinary actions.

Your Counselor has duties beyond arranging your program design. He or she is your resource person at the Center and will advise and assist you in matters of personal concern. **Your assigned counselor is your first contact when dealing with facility and personal issues.** In order for your Counselor to be of value in assisting you through the program, communication is very important. You are expected to fully participate in counseling programs and to keep your Counselor informed of all issues affecting your success.

Your counselor will discuss and go over your specific program while at the center and begin development of your Reentry Focus Plan (RFP). This plan is tailored to individuals needs in order to assist you in your reentry. **With your cooperation, your Counselor can assist you in your successful reentry.**

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C. Institutional/Center Parole Agent

You will have a Parole Agent assigned to you while at the facility. The Facility Agent will be your point of contact for any parole issues or questions you may have. You can contact them by authoring a request to staff to your agent. All ACT-122 recommit reentrants will have an institutional Parole Agent assigned. The ACT-122 Agent will be present in the facility as required to assist you. You are to contact the Agents in the facility only for issues that you may be dealing with. You Street Agents are not your Agent while housed at Progress CCC therefore, for the quickest response to your Parole issues and questions is to go through your assigned Facility Agents.

D. Social Worker

There is a Social Worker at the facility to assist with your reentry. The Social Worker can provide information about identification, benefits, referrals for outpatient treatment and other community resources. Medication Assisted Treatment (MAT) is facilitated by the Social Worker in conjunction w/ contract providers. MAT can assist in your recovery from substance abuse disorders and is voluntary. You can continue on Suboxone MAT if you were started at the SCI and if you are not transferred on any MAT the Social Worker can provide referral information. Vivitrol MAT is also offered and can be started at the facility even if you have never received it in the past. The Social Worker also tracks reentrants on the Mental Health Roster and ensures that aftercare is offered prior to release.

V. Rules & Procedures

A. Conduct Toward Center Staff

The goal of each Center Staff Member is to assist you in your positive adjustment to the community. This goal at times may mean that you are instructed to do various things that may not be to your liking. You are expected to comply with all instructions given by the Center Staff and to demonstrate proper conduct toward Center Staff Members at all times. The use of abusive, obscene or threatening language, as well as any behavior which may be viewed to be threatening or disrespectful, will not be tolerated and will be considered grounds for disciplinary action. You are expected to stop and think before speaking and acting in ways that contribute to situations of conflict. The staff is here to help you, but will not tolerate inappropriate, disruptive or abusive behavior.

Anytime a staff member is engaged in addressing a reentrant, other reentrants are not to become part of that interaction. If a reentrant gets involved while a staff person is addressing another reentrant or dispersing their duties, the reentrant who gets involved will be issued a misconduct.

Sexual innuendos or comments directed towards staff, visitors or other reentrants are considered a serious violation of program rules. Lying to staff will not be tolerated and will be cause for disciplinary action. If you should experience difficulty with a particular staff member, and can not resolve the matter yourself, you should bring the matter to the attention of your Counselor or the Center Director in an effort to resolve such problems.

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B. Conduct Toward Fellow Reentrants

Although efforts are made to provide adequate and comfortable living areas, at times, the Progress CCC may appear to be overly crowded and active. Your consideration of the other reentrants will help to alleviate much of this problem. Keeping the noise level at a minimum will allow greater privacy and the opportunity to receive needed rest. Recognition of the needs and feelings of other reentrants will avoid many unnecessary conflicts. If conflicts should occur, you should take steps to correct or improve the situation. If attempts to speak with the individual/individuals prove to be unsuccessful, bring the problem to the attention of your Counselor, Monitor, Lieutenant or Center Director.

C. Reentrant Code

You, as a reentrant of the Progress CCC, are no longer in confinement. Consequently, the codes and behaviors learned while incarcerated will only hinder your growth and the ability to remain successful. Jeopardizing yourself by "covering" for another reentrant won't help either one of you, and will more than likely cause difficulties in your success and reentry. This is an opportunity to prepare yourself for your future in society.

D. Employment

Progress Community Corrections Center is designated to house reentrant participating in intensive treatment programs. Reentrants will not be permitted to obtain employment during their stay at Progress CCC. Reentrants are encouraged to prepare for any employment opportunities prior to your release. Employment Groups are designed to assist you with education and skills to prepare you for the workplace.

E. Unauthorized Areas

Classrooms, and office areas are off limits to all reentrants unless accompanied by the staff for programming, counseling or cleaning purposes. Additionally, reentrants are not permitted to loiter in the hallways, the front lobby or in common areas outside of their designated pods. **You are not permitted to loiter on or around a pod/dorm/living area that you are not assigned.**

F. Travel Regulations

Transportation from your State Correctional Institution to Progress CCC will be via DOC bus. However, upon successful completion of programming, you are responsible for the transportation costs and arrangements to your next destination. **You will not be permitted to leave the facility without the approval of the Center Director.**

G. Driving Privileges / Use of Automobiles

You will not be permitted to have, obtain or drive an automobile while housed at Progress CCC.

H. Urinalysis and Breathalyzer Testing

Periodic urine and breathalyzer samples will be collected on all reentrants to determine drug or alcohol usage. Positive test results may subject you to Unsuccessful Discharge or other sanctions.

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Urine samples must be submitted immediately upon request. If a reentrant is unable to submit a urine sample when requested, he must remain under direct staff supervision until a sample is obtained. It is the responsibility of the reentrant to submit the required urine sample within two hours from the time requested. Failure to comply with Policy/testing may subject you to Unsuccessful Discharge or other sanctions.

I. Visiting Guidelines

Progress CCC Staff encourages visits at the Center by friends and family. Visits are considered to be a privilege. If a reentrant or his visitor violates the Center regulations or guidelines regarding visits, the visitation privilege may be revoked. In general, it is the responsibility of the reentrant to assure that his visitor does not violate the Center's policy. The Progress CCC has the right to deny visitation at any time.

The following is a list of rules and guidelines regarding visitation:

1. Visiting hours are Saturday and Sundays from 1:00 PM to 3:00 PM. Visits are limited to (3) visitors, any combination of adults and minors on reentrants visiting list. Visiting Schedule is posted on each housing area.
2. All visitors **MUST** identify themselves to the staff member on duty and sign in the visitor Logbook. All visitors are required to show valid State Photo ID with current address. Visitors 18 years and younger must have a Birth Certificate or valid State Photo ID. This information must match that which is listed on the reentrant's approved visitor List. **Expired ID, wrong address, name changed = NO ADMISSION.**
3. Visitors should be at least 18 years of age, Minors, (visitors under the age of 18) must be accompanied by an adult over 18 years of age.
4. Visitors are subject to search, upon request of staff member, to include their person, personal effects and vehicle.
5. Visitors are restricted to the Visitor's Lounge of the Center Only. Visitors are not permitted by the perimeter fence or to have any contact with reentrants in recreation areas.
6. Visitors are to remain properly dressed; no sexual activity of any type will be permitted in the Center.
7. No one is to be permitted to visit at the Center that is intoxicated and/or under the influence of drugs, alcohol or in possession of contraband.
8. Children should be supervised by the reentrant and controlled while visiting the Center. Visitors (including children) must exhibit proper behavior or will be asked to leave.
9. Reentrants wishing to visit or write other reentrants in state institutions or facilities must receive prior approval through the Center Director and Institution Superintendent.
14. Visitors are not permitted to bring hand bags, purses, cellular phones, weapons, food, or tobacco inside of the facility. These items must be secured inside of their personal vehicles. Clear diaper bags, clear bottles, clear baby food, etc. are permitted for small children.

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16. Once a visit has begun, all reentrants and their visitors must remain in the visiting room for the entire visit. At any time, a reentrant wishes to return to their living area or a visitor leaves the Center, their visit is considered terminated at that time.
17. **No food items are permitted to be taken from the visiting room.**
18. **All visitors MUST successfully pass the metal detector in order to enter the facility. Failure to process successfully into the facility will result in visit denial for that day.**

J. Finances

1. All MONIES must be turned over to the monitor immediately upon receiving it or upon arrival to the Center. Only **money orders** or **institutional checks** will be accepted. **Cash and personal checks will not be accepted.** These items will be confiscated and mailed out at your expense.
2. Upon arrival at the center, up to \$140.00 of your monies will be placed into Savings to ensure funds for transportation to your next destination upon release. (Escrow for transportation is based on Committing County).
4. You will not be permitted to retain cash on your person at any time while residing at Progress CCC.
5. Progress CCC has a contract with Venders for vending machines containing food, snacks, drinks, hygiene items and coffee. These items are purchased via a pre-paid vending card and are also available for purchase are laundry tokens, envelopes and stamps. These items are purchased through use of a Budget sheet. Budget sheets are submitted weekly into the request to staff mailbox. It is your responsibility to complete the budget slip accurately. Accounting errors will cause the budget slip to be rejected. Any Reentrants that was discharged prior to reception of vending, the card will be confiscated and placed in your property to be picked up by designee.
6. **AVI Corporation does not Refund any Monies for lost, stolen or discharged reentrants.**
7. There is no work release available while at Progress CCC. Therefore, reentrants will not be required to pay rent or court costs, fines and restitution.
8. If it becomes necessary to return you to an Institution prior to your completion of programming your Reentrant Wage Account balance will be forwarded to the Receiving Institution. If you are transferred to another Community Corrections Center or Contract facility, up to \$150.00 will be dispersed to you and the remaining balance of your account will be forwarded to receiving facility. If you are paroling to a home plan all your funds will be dispersed to you.

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K. Personal Property

The Progress CCC does not have space available to accommodate excess property. Reentrants must not bring/receive unnecessary property or clothing into the facility. Please have unnecessary property sent home to family members or friends before your arrival.

Inspections are conducted to ensure removal of excess property. Valuable items such as gold necklaces, expensive watches, etc., are not to be kept at the Center at any time and shall be considered contraband. Any item with a value over 100 dollars is considered contraband.

At no time can your possessions exceed the space available for storage in your room. All items must fit neatly into one locker/footlocker. It is your responsibility to secure all belongings in the provided lockers.

You are not permitted to have appliances in your room. TV's, DVD players, Radios, Computer Game Systems, instruments or other electrical devices are prohibited.

Upon arrival at the Center, you will be required to complete a Property Designee Letter to furnish the name and address of an individual who is authorized to receive your personal belongings in the event that you are transferred from the Center. This individual must retrieve your personal belongings **within (15) working days** of your removal from the Center. Failure to pick these items up in the **within (15) working days** will result in them being destroyed or donated.

If you **escape or abscond** from the program you thereby abandon your property, the abandoned property will be donated or destroyed after 15 working days. Progress CCC Staff will not notify your family or send designee letter out for **escape or abscond** cases.

Progress reentrants will be permitted to have one (1) package of release clothing shipped to the facility. Ensure your DOC name and number is on the package. The package can only contain the following items....

- 1 article of pants/trousers
- 1 shirt
- 1 pair of shoes OR boots
- 1 jacket OR coat
- 1 belt

- When the clothing package is received at the center it will be searched and stored until your release from the facility.
- **If the clothing package contains anything other than the above items, the items not permitted will be destroyed.**

(NO DROP OFF PACKAGES ARE PERMITTED). NO packages from outside vendors (Amazon, eBay, Walmart etc.)

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Below is the list of authorized personal property items...

- | | |
|--|---|
| (1) DENTURE CUP/BRUSH | (1) BOX DENTURE TABLETS |
| (1) TUBE DENTURE ADHESIVE | (1) DENTAL FLOSS/PICKS |
| (1) TOOTHBRUSH HOLDER | (1) TOOTHBRUSH |
| (1) Q TIPS (1 PACKAGE) | (1) TOENAIL CLIPPER |
| (1) SOAP DISH | (1) FINGER NAIL CLIPPERS |
| (1) COMBS/BRUSH (NO HANDLE) | (1) WEDDING BAND |
| (1) PAIR OF SHOWER SHOES | (1) WATCH (MAX \$50.00) |
| (1) PAIRS OF SHOES/BOOTS | (1) PAIR EYE/SUN GLASSES |
| (1) THERMAL UNDERWEAR | (1) CHESS/CHECKER SET (PLASTIC) |
| (3) HANDKERCHIEF (WHITE ONLY) | (1) SET DOMINOES |
| (1) PAIRS OF ATHLETIC SHORTS | (2) DECK OF PLAYING CARDS |
| (1) LAUNDRY BAG (SEE THROUGH OR MESH) | (3) CALLING CARDS (\$150 DOLLAR MAX) |
| (1) ONE CLEAR BOWL (NO LID 8 INCH MAX) | (5) PENS |
| (1) CUP (PLASTIC ONLY NO LIDS) | (25) ENVELOPES |
| (1) FOOTLOCKER (APPROVED LOCKER) | (2) BOOKS OF STAMPS |
| (1) WALLET | (1) MEDICINE BAG (HOLD FOR SECURITY LT) |
| (1) RELIGIOUS BOOK | (2) KUFEE |
| (1) PRAYER RUG | |

Progress CCC staff reserve the right to add or delete items from this list at their discretion.

L. State Issued Property

Upon arrival you will be issued the following items which are the property of Progress CCC and must be returned at the time of your release:

1 Blanket	\$25.00 ea.	2 Regular Sheets	\$11.00 ea.
1 Pillow	\$9.00 ea.	1 Pillow Case	\$6.00 ea.
2 Bath Towel	\$5.50 ea.	1 DOC Reentrant Handbook	\$3.00 ea.
1 Wash Cloth	\$1.00 ea.	1 CCC Program Handbook	\$3.00 ea.
1 BCC ID Card	\$5.00 ea.	1 Hygiene Kit (not returned)	\$0.00 ea.
1 Combo Lock	\$4.50 ea.	3 Pair of Blue Pants	\$10.00 ea.
3 Blue Shirts	\$10.00 ea.	1 Hand/Body Lotion	\$0.00 ea.
5 Pair of socks	\$0.50 ea.	1 Hat (1 Summer/1 Winter)	\$2.00 ea.
5 T-Shirts	\$2.00 ea.	5 pair of boxers/underwear	\$2.00 ea.
1 Deodorant	\$0.00 ea.		

You will sign a receipt for these items and are expected to return them in good condition prior to your departure from the Center. You will be assessed the above indicated fee for any items not returned or returned in poor condition.

M. Sick Call and Medication

Progress CCC Medical Staff will assist you in your medical issues and concerns. Reentrants will only be permitted medical care in the community when it is deemed an emergency. For medical concerns, issues, and have medication refilled reentrants must sign up for sick call by using a sick call slip. Emergency medical issues must be reported to staff immediately.

Given the short length of stay in the Center, regular dental care will not be available during your stay at Progress CCC unless it is considered an emergency. Reentrants seeking residency at Progress CCC should attempt to resolve any known dental problems prior to being released from their institution.

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Reentrants must turn in all prescription medication to the Monitor immediately upon arrival at the Center. The Progress Nurse will determine whether your medication can be maintained by you during your stay or kept in a controlled area. Medication held in a controlled area 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.

The controlled medication will be given to you at designated times and as prescribed. The staff on duty will supervise the use of the medication by requiring you to show them the amount you are taking. You will provide or dispense a cup of water and take the medication in front of the staff. You will return the medication to the staff for safekeeping and recording. You will be required to sign a medication record verifying you received your medication. Any reentrant who fails to turn in medication to control staff or abuses/deviates from the dosage instructions of his/her medication will be subject to disciplinary actions. **ALL MEDICATION MUST BE COUNTED BEFORE AND AGAIN AFTER BEING DISPENSED.**

The facility has a TDD machine and Text to Type available for those with extreme hearing impairments. Contact Medical or the Center Director for assistance for assistance.

N. Linens/Laundry

1. Center linens, which include 2 sheets, a pillow case, and 2 towels must be laundered once per week. The Centers weekly linen exchange schedule is scheduled for Saturdays.
2. Reentrants are responsible for laundering their own laundry. Clothing may not be hung on your bunk, your outer wardrobe or anywhere that is visible. Token operated washers, dryers and available to you free of charge. Laundry detergent and tokens are provided to you weekly.
3. Reentrants are encouraged to launder clothing during their free time, and not leave it unattended while being laundered. See posted laundry schedules on the block bulletin boards.

O. Center Attire/Appearance

1. While you are in a center you will be required to dress appropriately at all times. Shorts are not permitted to be worn during programming or during visits.
2. **Pants must be worn above the hip bone** at all times as so to not display any view of the person's undergarments.
3. Footwear must be worn at all times. **Shower shoes and the like are not permitted to be worn outside of your housing area for any reason.**
4. Reentrants shall wear appropriate clothing to sleep. A t-shirt and shorts/pants are the minimum to be worn. Reentrant Designated Changing areas are the pod bathrooms only.
5. Reentrants are not permitted to wear hats, caps, or any other kind of head gear while inside the facility. **Only authorized religious headwear is permitted.**

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P. Searches – Person and Property

1. Reentrants are subject to search of their person or property at any time. Searches will be conducted randomly on all rooms, including reentrants' personal lockers, personal belongings, etc. Your room may be searched for narcotics and cell phones by K-9 units. This may be done without you being present.
2. It is the responsibility of all reentrants to ensure their living areas are contraband free. Any contraband items confiscated will result in a misconduct for all persons in the living area.
3. Pornographic material of a sexually explicit, violent or demeaning nature toward men, women, children, animals, etc. is prohibited from entering the center and shall be considered contraband. This includes but is not limited to magazines, photographs, posters, videos, correspondence, clothing, etc.
4. Any property that appears to be contraband will be confiscated and you will be issued a **DC-154A, Confiscated Item Receipt**. The Center Director will then review the property and make a final decision as to the outcome of the confiscated item(s).
5. Any interference from a reentrant during a search will result in unsuccessful discharge.

Q. Sleeping Quarters

Each reentrant is provided with a locker, bed, mattress, pillow and a linen set. Reentrants are permitted to display their pictures on the provided red painted area or on the inside of their locker. All trash must be removed daily. Request to change sleeping quarters will be at the discretion of the Center Director/designee. Reentrants are only permitted to possess the amount of linens and bedding items they are issued. No items are permitted to drape/hang on or over the beds. Use assigned locker, cabinet, bed and linens only. You are responsible for all items in you living area. Possession of excess state issued items will result in misconduct.

Beds must be made and trash removed daily prior to 8:00am.

R. Meals

Reentrants at Progress CCC are provided three meals per day in the Center dining hall: a cold breakfast and a hot lunch and dinner. Reentrants will go to breakfast, lunch and dinner with their assigned pod as notified by security staff. Once meal period has been called and terminated the opportunity is now over for any additional movement to the dining hall. It is your responsibility to listen to the announcements, prepare yourself for the day and be ready to be successful in your transition. Reentrants will have approximately 20 minutes to eat during each period. **The below times are a guide as to when meals will be called:**

Breakfast - 0700 to 0800

Lunch - 1130 to 1230

Dinner – 1630 to 1730

No utensils, cups or containers are permitted to be taken into or out of the dining hall. Only one piece of fresh fruit may be removed from the dining hall area.

Reentrants are not permitted in the dining hall at any time other than when called for their assigned meal, unless directed/escorted by a staff member.

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Reentrants are not permitted to have contact or engage in conversation with the Correctional Food Service Instructor or their inmate workers. Immediate concerns regarding your meal should be directed to the CCCM on duty in the dining hall. Failure to follow these guidelines will result in disciplinary action.

S. Grievances

You may file a grievance at any time by requesting a grievance form from any staff member and by following the procedures outlined in the Bureau of Community Corrections Administration Directive 904, which is posted on the Bulletin Board. 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.

T. Mail

1. While you are a reentrant of this facility incoming and outgoing mail will be processed by staff through site pick-up and delivery by a US Post Office Courier. Outgoing mail is to be placed in a designated box that will be collected by staff at 0800 Monday through Friday. Incoming mail for reentrants can be received at the CCCM station when mail line is called Monday-Saturday.
2. All Legal mail is considered private and personal and is delivered unopened and uncensored. The exception to this is any mail containing suspected contraband or that may threaten the security of the facility and/or the public. Staff reserves the right to inspect all mail of a suspicious nature.
3. Before a reentrant is permitted to correspond with a reentrant (including relatives) at a corrections facility, the reentrant must obtain advance approval from the Center Director and the Senior Administrative Officer of the other facility. Requests for such correspondence must be made in writing through the reentrant's Counselor. Any correspondence from another reentrant that is not approved will be confiscated and returned to the institution where the reentrant is housed.

U. Misconducts

Any violations of federal, state, county, or municipal laws will be reported to the appropriate law enforcement agency. Violations of center policy, rules and regulations, including possession and/or use of a dangerous or controlled substance, will automatically result in a misconduct and **possible** return to institutional custody. Reentrants in violation of center rules and/or procedures will be subject to disciplinary sanctions based upon the nature of the violation in accordance with the Universal Set of Rules (USOR) or the Department policy **DC-ADM 801, "Reentrant Discipline."**

USOR Sanctions will be determined in accordance to the severity of the incident, receptiveness of actions, past interventions and sanction history.

DC-ADM 801 Reentrant Discipline." Sanctions will be imposed by the hearing examiner or designee at misconduct hearing.

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V. Recreation Areas

Progress CCC has an Outside recreation area that includes a basketball court, weight equipment, and other amenities for use during your idle time. The use of the recreation area is a privilege and appropriate behavior must be exhibited.

1. Physical contact or tampering with the fence is prohibited.
2. No standing, sitting or lying down on the picnic tables or weight equipment.
3. A shirt must be worn at all times.
4. Communication with individuals not in the recreation area is prohibited.
5. Reentrants attempting to introduce any contraband or prohibited items into the center will be sanctioned and can receive additional criminal charges.
6. There is to be no body-contact sports or any physical interaction with other reentrants.

Progress CCC Dayroom Inside recreational areas provide DVDs, DVD players, TV board games and ping pong tables. Progress CCC also has its own Library for leisure books.

1. Working out and exercising in the dayroom and bathrooms is prohibited.
2. Do not place your feet up or lay down on the furniture.
3. No state issue linens are permitted in the dayroom area (sheet, pillow etc.).
4. TV volume must be set at a level to not interfere with others living in the unit. Failure to comply with direction will result in Security Staff controlling the TV.
5. Reentrants must be completely dressed at all times (Minimum shirt and shorts/pants).

W. Telephones

Pay phones are available on each pod for personal calls. Center phones will only be used for emergency purposes and as approved by the Center Director/designee. The **limit for each call is 15 minutes**. Reentrants **must sign** the phone log located near the corresponding phone upon beginning and ending of a phone call. One telephone call is permitted per hour per reentrant. The use of foul language on the telephone is prohibited at all times. Phones are prohibited from use during count. Any further violations will result in loss of telephone privileges for the remainder of your stay at the center.

Phone use is only permitted while the day room is open unless directed otherwise.

X. Furloughs

There are no furloughs permitted while at Progress CCC.

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Y. Non-Smoking

Smoking of any form is prohibited at Progress CCC. If you are in possession of tobacco, tobacco products or ignition devices (lighters, matches, and stingers) this will be considered Serious Contraband and misconduct will be issued.

Z. Count Procedures

1. The counting of reentrants at all facilities shall occur at least seven times in every 24-hour period. These counts may be spaced to facilitate work and program activities, but must not allow a disproportionate period of unaccountability. **These are considered FORMAL counts.**
2. Four of the seven counts shall be **standing counts** which reentrants will report to their assigned rooms and shall remain in the proximity of their assigned bed until count has been cleared. Reentrants shall not be permitted to be in any area of the center other than their assigned room during count. **The standing counts will be conducted on the 1st & 2nd shifts at the times posted throughout the facility.** For the purpose of Community Corrections, these counts will be announced using the public address system.
3. Reentrants in rooms must stand at door where they can be visually counted. Reentrants in dorms must stand at the front of their bunks where they can be visually counted.
4. An announcement will be made when count has cleared. **No reentrants are permitted to exit their living areas until the announcement has been made.**

AA. PREA

A PREA announcement is made through the public address system throughout the day 7 days a week. It is the policy of the Department to prohibit any form of sexual abuse and/or sexual harassment of a reentrant or inmate.

To report any instances of sexual harassment or sexual abuse.....

- Tell any staff member to immediately report the incident
- Tell and Supervisor or Manager to immediately report the incident
- Make a written request to any staff member, supervisor, or manager
- Send a written report to the third-party reporting address established with the Office of Inspector General (OSIG)
ATTN: PREA Coordinator
Office of State Inspector General
555 Walnut Street 8th Floor
Harrisburg, Pa 17101
- Have your family call and notify the facility or contact OSIG