

**WERNERSVILLE
COMMUNITY CORRECTIONS CENTER
RESIDENT HANDBOOK**

RULES AND REGULATIONS

Department of Corrections Code of Ethics. The Code of Ethics for the Department of Corrections Employees prohibits fraternization or private relationships between staff and inmates (which includes residents and parolees) or members of inmate's families. You are not permitted to do any favors or offer gifts to any staff member at the Wernersville CCC. For example, you are not allowed to run errands, pick up food, plug parking meters, provide transportation, nor conduct any business, etc. with or for staff. If any staff member asks you to do any type of personal favor for them, refuse this request and immediately report it to the Center Director.

Also, staff is not permitted to accept any gift from you, regardless of the type, form, value or intentions of the gift. Please report any violations to the Center Director for proper handling of these infractions.

As a resident of the Wernersville CCC, you must address staff as "Mr." or "Ms." Along with their last name (i.e. Mr. Smith or Ms. Jones). 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.

Authorization. Authorization is required for anything you do at the center except for routine activities like showering,, cooking, etc. In any situation, the staff may or may not authorize your request. You will get an explanation of the reason for the decision.

When in doubt, ask a staff member in order to avoid any violation of rules.

At no time will any resident be in a position of authority over any other resident for any reason.

Accountability. The PA Department of Corrections operates this facility, and you are accountable to the DOC at all times, regardless of the entity by which you have been placed. It is necessary for the Center to make checks of your whereabouts on a periodic basis and verify your presence in or out of the Center. If you are in an unauthorized area at any time, you will be subject to disciplinary action.

Counts will be taken, phone calls placed, and work pay stubs checked to insure you are obeying the rules. should expect delays in operation procedures when staff members are performing their accountability duties. Any resident found to be interfering with accountability procedures performed by Staff will be subject to disciplinary action. In fact, if we conduct a check on your whereabouts and you are not at the address you signed out to, you will not be permitted to sign out to that address again while you are a resident of the Wernersville CCC.

Dress and Appearance. Although there is no formal "dress code", we expect you to represent the Center with respect in the way you dress. You will not be sloppy or unkempt in appearance or you will be told to improve yourself in this area. With our highly visible location in the local community, it is important to be well groomed and neat while entering or leaving the building.

Some jobs may result in soiled clothing, etc. You should correct that upon your return from work. Work boots with mud and dirt should be removed and cleaned prior to entering the facility. Do not track mud and dirt in from the street. If you do, you'll be ordered to clean up the mess. While you are in the Center, you will be required to wear a shirt and cover the lower part of your body at all times, except while in the shower or restroom. Appropriate clothing must be worn in the common areas. Hats, baseball caps, bandanas, and

wave caps are not to be worn in the facility. Any clothing items (i.e. hooded sweatshirts, ski masks, etc.) considered to be used to conceal or alter identity are not permitted.

You are not permitted to wear any clothing that is inappropriate, offensive, distasteful, or suggestive of street gang attire. Staff reserves the authority to tell you to change if your clothing is deemed inappropriate.

While you are a resident of this facility, you are not permitted to obtain any piercings or tattoos. No forms of self-mutilation will be tolerated, including love marks from a significant other. If your appearance is inappropriate, you will be instructed to improve it; failure to comply will result in disciplinary action.

Sunglasses are not to be worn inside the Center and must be taken off upon entrance into the facility.

You are not permitted to wear street clothes while sleeping in your bed.

Gambling. Any form of legal or illegal gambling is prohibited while you are a resident. This includes all lotteries that are legal for everyone except residents (i.e. Daily Number, Big 4, Cash 5, Powerball, and scratch-off lottery tickets, etc.). You signed an agreement that explained this specifically. Although you may play card games, board games, dominoes, and billiards while at the Center, residents are not to be gambling while playing these games inside the Center. Any form of gambling paraphernalia or item with the appearance of gambling paraphernalia will be confiscated by Staff.

Grievances. You are covered by the same grievance procedures you had in prison. Please refer to DC-ADM 804, Consolidated Inmate Grievance Review System, which is posted on each dayroom bulletin board and available to residents at all times. Complaint and grievance forms are available from your counselor. You are expected to utilize the proper Chain of Command when you have a complaint so that staff has an opportunity to assess and address your concerns in an organized manner.

Searches. As a resident of the Center, you are still considered an inmate in prison. As a result, you and your property are subject to search at any time. We will try to do property searches while you are available, but it is not always possible. We have the right to search your person at any time. Anything you bring into or take out of the Center will be searched. We will also search your vehicle registered in the Center. Any property that appears to be contraband will be confiscated and you will be issued a DC-154A Confiscated Item Receipt. The Director will then review the property and make a final decision as to the outcome of the situation. Any interference during a search will result in disciplinary action. All visitors in the facility are subject to search upon their entrance into the building as well.

Protection from Abuse - You are not expected to be abused (verbally, mentally or physically) by anyone (staff or residents) while you are a resident. If you do not report these incidents, they may get worse. Please immediately report any problems in this area to available staff in order to assure proper credibility and resolve the problem.

In some cases, you may wish to report to the Center Director only.

Automobiles. You are permitted to have an automobile at the Center with the prior approval of the Center Director. You must have a valid driver's license and have been in the Center for two weeks before approval can be requested. Your counselor has forms that you must complete before bringing the automobile to the Center. Also, you must provide valid and up-to-date copies of your driver's license,

owners and registration card, and insurance card. If you are not the owner of the vehicle you are registering, you must obtain a letter from the vehicle owner which states you have permission to use their vehicle. This letter must be turned in with your vehicle registration paperwork. A photo of your vehicle must be turned in with your packet and placed in Control for security purposes. You will also be required to turn in a spare key for your vehicle to the Center Director; this key will be secured in Control and used in the event that a search is ordered on your vehicle. Your vehicle is subject to search at all times. All resident vehicles will be parked behind building 18/19 in the designated resident parking area. Security of your vehicle is your responsibility.

The Center Director must approve all of your paperwork before you are permitted to bring your vehicle to the Center. If you are a parolee, you will also need your Parole Agent's approval to operate a motor vehicle.

Additionally, you must have approval to operate any motor vehicle, even if you do not intend to bring it to the center.

Purchase of an Automobile - You are permitted to purchase an automobile while at the Center, but you must complete the forms referred to above. Also, you must get permission and consult with your counselor before the purchase. You are not permitted to purchase a vehicle from another resident that is currently residing at the facility.

Bicycles. This is an excellent means of transportation and it is cheap! We will allow you to store your bicycle in the bike rack provided. You are advised to get a lock for your bicycle. They are brought in at your own risk. You must register your bike by completing a WCCC Resident Bicycle Registration form. These forms can be obtained at the Control Center. Labels for your bicycle should be obtained by asking a Monitor to print one for you. Any bicycles that are left here after you leave the Center will be disposed of along with any parts for bicycles.

Do not park your bicycle in front or near the doorways. You are not permitted to ride your bike on the sidewalk.

Decoration of Your Personal Area - This is permitted within reason, provided the decorations are not offensive in any way to any one. Also, the decorations must not create any damage to the physical plant. Get permission before you do anything. Staff will have you remove any items deemed inappropriate for decoration of your personal area.

Smoking. This facility is a smoke free facility. Smoking is restricted to the Courtyard areas between the 0600 to 2200 hours. Residents are not permitted to smoke in front of the building at any time.

In buildings where secured court yards are not available, smoke breaks will be provided hourly at the discretion of the staff on duty.

The staff will treat violations of the smoking policy very seriously.

Signing In and Out. Whenever you leave the Center, except emergencies and cleaning assignments, you must sign out at Control. Upon your return, you must sign in. This will be recorded in your Sign out Log Folder, which requires your signature. You are required to provide a specific address with a phone number

for each sign out, a city or town is not acceptable. The phone number must be a landline number. You are not permitted to sign out using a cell phone number as a contact number due to accountability concerns. Check the time you are due to return. If you call and ask this information you will be ordered to return immediately. You are responsible for providing the correct address and phone number to your sign out destination. Once Staff have written the information in the sign out log, check to make sure the information is accurate before you sign out. This is your responsibility. A Monitor or other available staff will supervise this action. Under no circumstances are you permitted to leave without permission. **If the Monitors are busy with other duties - wait. Plan your schedule to expect delays at Control, since many things may be happening at the same time.**

All residential sign out addresses must be submitted to your Counselor for validation and approval before you will be permitted to sign out to these addresses. Staff will check the addresses to verify that the addresses are accurate, the phone numbers are valid and operational, and that the individuals residing at the residence know who you are and if they approve of you being at their residence.

All sign outs to business establishments will be three (3) hour sign outs. You are not permitted to sign out to business establishments (including restaurants, bars, and clubs) nor events where alcohol is served or dispensed. Furthermore, you are not permitted to sign out to county fairs, parades, and local festivals such as Mayfair, the Reading Fair, Musicfest, etc. while they are a resident in this facility.

You are expected to arrive on time from your sign out, if not before. **There are no excuses for failing to return on time.** If you are late, expect a misconduct and disciplinary action. If you call and advise that you are running late, that does not excuse the lateness and you may receive a misconduct.

You may be requested to show a receipt for a business location that you signed out to. This is to verify your whereabouts. Do not request to sign out to a store if you do not intend on purchasing something.

If you are a Parolee and you want to sign out to an address that is not in the counties covered by the Wernersville District Office/Reading Sub-Office, you will need to secure a travel pass prior to your Counselor approving a sign out to that county.

Drug and Alcohol Testing. At any time you may be requested to give a urine specimen or Breathalyzer test. The urines are screened for alcohol and drugs. Positive results will make disciplinary action necessary.

Urine will be taken in the Visitor's Restroom. You must wash your hands before and after taking a urine test, be in a standing position and staff will observe your penis in the collection bottle for security reasons. If you cannot produce a urine specimen, you **must** stay in the location designated by the CC Monitor until the bottle can be at least half full of urine. Under no circumstances are you permitted to leave that designated area until the specimen is obtained. **You are permitted to drink one cup of water while you are waiting to give a specimen.** You have **three hours only** to provide a urine specimen! After three hours, we will consider you as refusing to obey an order and return you to prison.

Make sure staff taking the urine specimen are aware of any medication (prescribed or over the counter) that you have taken recently. These might show up as contraband drugs; thus, it is vital that you declare your medications when providing a urine specimen to assist in the urinalysis testing. Waiting to inform Staff of medications after the results of the urinalysis testing are received will not help your case.

The Breathalyzer test consists of blowing into a machine to test for the use of alcohol. You are expected to follow staff instructions during the test.

Court Costs, Fines, and Restitution. You are required to pay court costs, fines and restitution by law (Act 84) on a monthly basis, usually the last Monday of each month. You are required to pay 10% of your net pay for each month's earnings. We will deduct your payments on a weekly basis. For example, if you earn \$2,000.00 in a month, your court costs payment will be \$200.00; if you earn \$500.00 weekly, \$50.00 will be placed in your account each week for court costs. At the end of the month that total amount will be deducted from your account and sent to your committing county(s). You are not permitted to contact the Clerk of Courts of your committing county to make payment arrangements on fines, costs, and restitution; payments on fines, costs, and restitution are handled by the Staff at this facility only.

If you decide to Escape/Abscond, the remaining money in your account will be applied to your outstanding debt to your committing county or treatment providers. (This includes both prior and current offenses). Any money remaining in your account after all known debts are satisfied will be returned to you upon your capture.

Law Violations. If you are involved in any contact with any law enforcement or criminal justice agency, it must be reported to staff immediately, including traffic citations. If you are incarcerated or detained by any law enforcement agency, you need to identify yourself as a resident of the Center and ask if they will call the Center to verify your location. If we do not know where you are, escape charges will be filed. If Staff discovers that you have attempted to conceal any contact with a law enforcement agency, disciplinary action will be taken.

Court. If you have reasons to go to court at any level, please notify staff as soon as you find out this information. Residents frequently go to court on a variety of issues and we need to know why, where and the reason for your court appearance. You must provide Staff with a copy of your court papers for verification and facility records. **Do not wait until the day before your court date to notify Staff!!!**

Family Support. If you are required by a legal agency to pay family support, we will monitor and supervise this action. Usually, this is a result of a court order and we will comply with the law. If you receive any information about this, report to your counselor immediately for assistance. As a resident of this facility, you will be required to cooperate with any domestic relation agency in regards to family support. Once you obtain employment, consult your employer immediately so that a wage attachment can be applied to your paycheck via your employer's payroll records.

Escape/Absconder. In the agreement you signed prior to your arrival, there was clause of special interest. That clause states "any person failing to report to or return from the approved place of employment, training or education or other authorized destination shall be deemed an escape or an absconder". Therefore, it is important that you report directly to and from the Center in order to avoid these charges.

The Department of Corrections will aggressively pursue any escapee. When you are caught, the charges will result in another felony offense.

If you fail to return to the Center, your property will be considered abandoned and destroyed and the money in your account will be applied to any outstanding debts you may owe.

Misconducts. In the event you violate the rules and regulations outlined in this book, your behavior will result in a misconduct report. The forms are the same as in prison, but the process is a little different. Your hearing will be conducted before the Director or a committee of Center staff. Appeal procedures are explained in the DC-ADM 801, which is posted on the dayroom bulletin board. In the event you are issued a misconduct, you will immediately be placed on 3 2-hour sign outs per day until the Director holds your misconduct hearing. Misconduct hearings are usually held within 7 days of the date the misconduct is served. If you receive a misconduct, do not contact Staff or attempted to discuss the situation with staff, the Director will contact you to schedule a hearing date!

Fighting. All residents involved in a fight will be returned to prison. No exceptions. You are encouraged to seek staff help before any situation gets to the point of a fight.

Stealing. You are advised to secure your personal property as best you can and do not "show" large amounts of money or valuables to the general population. The best advice is to limit the amount of property you bring into the facility and leave your valuables at home or in the supervision of a family member.

If you find someone stealing, please report it to staff immediately. If theft becomes a problem in the facility, the entire facility will be placed on 3 2-hour sign outs per day until the problem is resolved.

Sleeping Requirements. You are required to spend a minimum of seven (7) consecutive hours a day in the Center or in your bed. Lights out in the dorms is 22:00 to allow those who must wake up early for work the opportunity to get proper rest. Staff will not provide wake up calls for residents!

Unemployed residents must be awake by 07:00 hours and out on a job search by 08:00. All residents should be awake by 07:00 hours, with the exception being those residents who may work a graveyard shift (i.e. 10pm-6am, 12am-8am,etc.).

Lights out in the dayroom and kitchen areas is 24:00. You must be in your sleeping areas.

The only exception to the (7) hour sleeping requirement rule will be mandatory treatment appointments or emergencies, which must be approved by your Counselor.

Business Phones. The telephones located in the offices are for staff business use only. If you are caught handling these phones it will result in disciplinary action.

We will not accept collect calls from you, take messages from any one of a personal nature, wake up residents to get the pay phones or any other similar situation. These phones are for staff use only and never for any resident. In extreme emergencies regarding death or serious illness of a loved one we will pass on the appropriate information.

Telephones. There are pay telephones available for your use. You are only permitted to use the phones on their assigned POD/WING. You may make or receive all of your phone calls on these phones. You are expected to be courteous when answering the pay phones. We expect residents to take messages for one another, since you all know how important a phone call can be.

All resident phone calls on the pay telephones cannot exceed 15 minutes in length. Courtesy is in order for the area around the telephones, such as quiet and short phone calls when people are waiting. You are not permitted to draw graffiti on the walls, nor are you permitted put your feet up against the wall. Arguments between residents over the use of the phones will not be tolerated. You are not permitted to operate more than one phone at a time.

Abuse of the pay phones or failure to follow these rules will result in the phones being turned off indefinitely. Staff reserves the discretion to inform you to terminate your phone call at any time.

Public Transportation – The facility is located in an area that is readily accessible to public transportation (Barta), which will get you any place you need to go. Maps of local bus routes are located in Control for your use. We also try to maintain a supply of schedules to help you plan your trip. Plan your bus trips in advance.

The bus station located at 17 North 11th Street, Reading provides transportation throughout Berks County; consult them about schedules and routes available. Their phone number is 610-921-0601. Capital Trailways bus station is located at 3rd and Penn Street, Reading and provides transportation to areas outside of Berks County. Consult them about schedules, cost and routes available. Their phone number is 610-374-3182.

There is taxi service available in the city, which can solve an important transportation crisis. This is a very expensive method to travel and you can probably not afford to use it on a regular basis. Consult the telephone book for information about getting a taxi if needed.

Credit. You are not permitted to obtain credit while at the Center without a co-signer. Before thinking about any credit arrangements, or for further information about co-signers, see your Counselor. Credit includes any type of credit cards, loans, verbal or written agreements to make payments for any debt or purchase. This includes mail orders and sales in which the item is received prior to payment in full.

Contracts/Agreements. You are not permitted to enter into any type of binding agreement or sign contracts of any kind while a resident of the Center. The only exception is in securing an apartment for release planning, however you must have your Counselor's permission first. Residents are not permitted to sign out to any pawnshops nor are they permitted to enter any form of contractual agreement with a pawnshop. Layaway is considered a contract and is not permitted.

Apartments. You may need to get an apartment for parole, relocation of family, etc. Before you look for an apartment, please get permission from your Counselor. Their experience and guidance in this area can be very helpful to you preventing costly mistakes and loss of money. In addition, you will need approval to enter into a rental agreement and a furlough inspection must be completed before you use it for that purpose.

Cameras and Recording Devices. Any form of cameras or recording devices, MP3's (that have camera functions), personal DVD players or personal game devices are not permitted in the Center under any circumstances or conditions. Possession by any resident or visitor will result in disciplinary action and confiscation of the contraband.

Visiting. Visitors are allowed in the visiting room only and must sign in and out at Control. All visitors must be at least 18 years old or they must be accompanied by an adult if they are under the age of 18 years old. Identification will be required of all visitors (except young children) before the visit is permitted. Acceptable identification is a photo ID with a date of birth.

You are required to complete a visiting list of people you want to visit you, similar to the system in prison. You can add and delete names to your list in the same manner using the same forms. Some residents, based on the circumstances of their current or prior offenses, may not place minors (under age 18) on their visiting list. During orientation you will be asked to complete the form and turn it in to your Counselor. The drop and add forms for visitors can be obtained from Control.

You are not permitted to have former residents, former inmates, nor former or active parolees/probationers on your visitation list. Any special visit requests or circumstances involving the above mentioned individuals requires approval by the Center Director. Individuals who enter the building and are not on your approved visiting list will be asked to leave the building immediately.

Visitors are permitted from 08:00 hours to 19:00 hours daily and there is no limit on the amount of days you can have a visit. Visits will be regulated only as a result of crowded conditions or emergencies.

If you require special visitor arrangements, they must be reviewed and approved by your counselor. If you will need a private room to meet with an attorney, you must request this through your counselor prior to the visit.

Visiting Room Conduct. Cameras, cell phones, recording devices, food, drinks, and smoking is prohibited in the Visiting Room. Also, visitors must conduct themselves well or the Monitor on duty will terminate the visit.

If you have a visitor, you are permitted to greet them in a socially acceptable way. You may hug and kiss briefly at the beginning and at the end of the visit. To lay on the furniture in a sexually provocative manner and kiss and grope one another is unacceptable. The visit will be terminated if the behavior is inappropriate. Staff reserves the discretion to terminate a visit at any time.

Loitering. No one is permitted to loiter in front of or near the Center, including visitors. At no time should a WCCC Resident cross Main Street onto DPW, Wernersville State Hospital Property. Residents are only permitted to use the gazebo (bus stop) in front of their assigned building.

Personal Property. Please remember that all property brought into the Center is done so at your own risk. It is not our responsibility to safeguard all things in the facility as you are given ample means to secure your property. It is suggested that you tag items such as radios, alarm clocks, lamps, fans, etc. with your name and DOC # so there's no discrepancy. Residents are advised not to bring valuable items or items of sentimental value into the facility.

Remember there is a number of contraband items not permitted in the Center. If you have something not listed in this manual, ask permission before bringing anything in the building.

Residents must refrain from bringing excessive amounts of personal property into the facility. The following limitations on personal property will apply:

- 5 Pair of shoes (excluding shower shoes) which must be stored under your bed
- 7 Days of regular clothing (i.e. shirts, socks, pants, underwear)
- 3 Sets of work clothes
- 3 Coats (1 winter, 1 work, 1 light spring/fall jacket)
- 1 Footlocker

Staff will monitor your property closely in order to decrease the amount of excessive personal property in the facility. If your personal property does not fit in your chest of drawers, wardrobe locker, or footlocker, then that property is considered excessive property and you will be asked to either take that property home or send it to your family for storage. Failure to comply with these orders regarding excessive personal property may result in confiscation of that property and possibly disciplinary action.

All personal property will be disposed of seven (7) days after your departure from the program, regardless of the way you leave (unless arrangements have been made and approved by the Center Director). We will not hold, secure or act as custodian for your personal effects beyond this time period. If you escape or abscond from the program your property will be considered abandoned and be destroyed.

Loaning and Borrowing. No one is allowed to loan, barter, trade or borrow from another resident. If you violate this rule, be aware we will assume property loaned, sold, etc. to be the property of the resident in whose possession it is found. If someone goes back to prison, your property is now his. In addition, you are not permitted to buy and sell items from another resident.

Clocks. You are encouraged to purchase an alarm clock and watch soon after your arrival. It is needed to awaken for work, job searches, etc. Staff are not responsible for wake up calls for you nor wake up calls from family and friends.

Recycling. The Wernersville CCC recycles cans, glass, plastic and office paper. You will find receptacles throughout the Center for cans, glass, and plastic items. The office paper recycling is located in the staff areas. Recycling is not voluntary, it is the law!

Contraband. These items are not permitted in the Center, in your property or in/on your body whether you are inside or outside the facility.

CELL PHONES/CELL PHONE CHARGERS AND PAGERS

MP3 players(with camera functions), personal DVD players, and personal game devices

Alcoholic beverages or intoxicating substances - including cough medicines, mouthwashes and any product containing alcohol.

Cosmetics containing alcohol.

Any controlled substance as listed in the PA Drug Device and Cosmetic Act

Prescribed medication - must be cleared by Control

Bleach and laundry detergent containing bleach

Toxic, caustic, and flammable materials

All weapons, ammunition, knives

Metal kitchen knives (Only plastic kitchen knives are permitted in the facility)

Disabling devices or substances

Explosive devices or combustible materials i.e. cleaning or lighter fluids

All poisonous substances

Property of another resident

Any credit card

Any automatic teller machine card (ATM, MAC)

Tape recorders or radios, tape players, cd players with recording devices.

Computers (PCs or lap tops)

Personal televisions

Pornographic videos, magazines, or pictures

Candles and incense

Laser Pointers

Items listed as contraband elsewhere in the handbook

Items, which may violate an individual treatment contract with a community service agency.

Possession of contraband may result in your return to prison. If you are aware of the presence of contraband in the facility, it is your responsibility to inform Staff on duty. Remember, failure to report the presence of contraband is also a violation of the rules and regulations of the Center.

Medications. At any time a physician may prescribe you medication. Regardless of the medication, you are required to notify staff to determine the medication's classification. We maintain and secure psychotropic medications, controlled substances, medication ordered in diminishing doses, all anti tubercular medication and all needles and syringes. All other medication will be turned over to you. It must be kept in a lockable area in your personal quarters. If you fail to turn in medication to Control Staff or abuse/deviate from the dosage instructions of your medication, you will be subject to disciplinary actions.

You are not permitted to stop taking any prescribed medications without clearance from your physician; those who are non-compliant with their medications will be subject to disciplinary actions.

The medication in Control will be given to you when requested and prescribed. The staff on duty will supervise the use of the medication by requiring you to show them the amount you are taking. 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 got your medication.

You will be permitted to take necessary supplies of medication with you for work or furlough sign outs, but you must obtain Staff permission before doing this.

Staff reserves the discretion to limit what over-the-counter and prescribed medications that you bring into the facility. Any medications that are not properly labeled, identified incorrectly, or found to be stored in the wrong container (i.e. Tylenol tablets found stored in a Roloids container) will be confiscated, destroyed, and a misconduct will be issued.

Finances. This is one of the biggest responsibilities for residents and staff, so read this section carefully.

We are required to handle all your finances while you are a resident at the Center.

1. You must turn in your paycheck and pay stub each time you get paid. (If you are paid in cash, you must get a money order for the amount of pay and a Center pay stub signed by the employer.) Note: the money order should be made out to you; Staff will not accept a money order made out to the facility.
2. You may give it to a Monitor on duty and it will be stamped for deposit and secured in the Control safe.
3. It will be deposited into the Wernersville CCC checking account for resident wages. In the event that your employer bounces a paycheck, you will be ordered to retrieve payment from your employer and re-submit your pay in the form of a money order. You will also be responsible for any service charges resulting from the bounced paycheck, which should be added to the money order you submit. Contrary to popular belief, the checking account for resident wages is not an interest bearing account. The Center does not earn interest on your deposits.
4. We will calculate your rent, therapy fees, savings, court costs, etc. and deduct them from your check.
5. The remainder will be available to you for your personal living expenses.
6. A check from our bank account will be given to you for the remaining amount, if you requested it. You will be required to sign that you received the check.
7. You are required to save at least 10% of your pay which will be held in your center savings account. However it may become necessary to save significantly more money each week to prepare for a home plan. Your counselor will make the determination and may require you to save

more each week. You may request your Counselor to place more than the mandatory savings amount in your account if you desire.

8. Accounting Assistants and the Campus Director are the only employees who write checks. No other staff members have permission to sign checks.

9. You may get a check on Tuesday or Thursday. Wage checks received and deposited by Friday at noon can generate Living Expense checks for the following Tuesday (All input must be completed by the end of the workday on Friday), and checks received after that time will generate a living expense check for the following Thursday. You will **only** get a check from our account when you have turned in your paycheck to us. We will not release our check to you until we get your paycheck first.

10. If your counselor allows you to use money from your savings, privileges will be lost until the amount is repaid. Exceptions can be waived for just cause, apartment, car, etc. You will be required to turn in a receipt to Staff to verify how you spent the funds.

11. If you have any further questions about finances, see your Counselor.

12. YOU ARE NOT PERMITTED TO HAVE AN AUTOMATIC TELLER MACHINE CARD (ATM, MAC) IN YOUR NAME FOR ANY CIRCUMSTANCES.

13. You are not permitted to open a savings or checking account while you are a resident of the facility. In the event you save a significant amount of money (\$500 or more) in your resident account at the Center, you may consult your Counselor in regards to opening a personal savings account. Personal savings account books of residents will be secured in the administrative safe.

Welfare. Most residents are eligible for welfare upon their release from prison. It is important that you visit the Berks County Assistance office (625 Cherry Street, Reading 610-736-4211) the day after you arrive at the Center and meet with a caseworker. The Center will provide you with a letter from the facility explaining your current financial responsibility while residing at the Center. This might include cash assistance, medical cards and food stamps. You will need certain paperwork and information to obtain these benefits. Your Counselor will cover these issues during orientation and inform you of procedure. Any questions or difficulties regarding this subject should be taken directly to your Counselor.

Behavior. Your conduct in and out of the Center is very important to us. Everything you do is a reflection on our program. Since we are a potential focus of the community, we need to maintain a low profile. Any behavior that is felt to be damaging to the community or the Center will result in severe consequences for you. We will return anyone to prison that is behaving in a negative manner, while inside or outside the Center.

Personal Hygiene. As a resident of the Center you are expected to maintain a certain level of personal cleanliness that is acceptable to staff and residents alike. If it is necessary to tell you that your personal hygiene is unacceptable and must be improved and you fail to adhere, your actions will be considered an act of disobedience. Disciplinary action will result.

Your hygiene extends to your personal area in the dormitory as well and will result in the same steps being taken to correct the situation.

If you are without funds and are in need of personal hygiene materials, we will provide them for you. A Monitor or Counselor will assist you in obtaining a personal hygiene kit if it is deemed necessary.

EMPLOYMENT

General. Next to obeying the law and our rules and regulations, employment is the most important part of your stay in our program. We believe it is important to reduce idle time, support yourself, support your family, pay any costs, fines, and restitution, work on a savings plan, and develop a strong sense of character, self-worth, and independence.

As a member of the workforce in the local area, you are expected to maintain an honest, professional, and loyal relationship with your employer. Your participation in the work field is a reflection of the Wernersville CCC program, and you are expected to serve your employer and perform your job duties with integrity. If you are terminated from employment due to disciplinary actions taken by your employer or formal criminal charges filed against you by your employer, you will be discharged from the program.

Please remember that there are some forms of employment that will not be approved; Staff have the discretion in determining if a particular type of work is acceptable while you are a resident of this facility. Due to the conflict of interest and potential of favoritism, residents are not permitted to work for a family business, nor are they permitted to be supervised by a family member/relative on the job; this regulation is in place to assure proper accountability of the resident during work sign outs.

Job Seeking Assistance - There are a lot of places to get help looking for work. The first one is your Counselor! Rather than list local places that might come and go, see your counselor about current places that are offering help in employment. Of course, there is always CAREER LINK, yellow pages of the phone book and the classified section of the local newspapers. Do not forget about other residents. Word of mouth leads to many job opportunities.

Job Searches. We expect you to look for work like it is your job. You are required to complete job search records no later than your third day after arrival. You must report a minimum of six employment related contacts per day to your Counselor. Job search forms can be obtained at the Control Center and must be completed and turned into your Counselor on a daily basis. Failure to meet these requirements will result in your being placed on 3 2-hour sign outs per day. You will not be permitted to go on job searches with other residents unless you receive approval from your Counselor. If you are on restriction and given the sanction of 3 2-hour sign outs per day, you will only be permitted to sign out for job searches once per day for 3 hours. These job search sign outs do not count toward your 3 2-hour sign outs.

Keep records of prospective employers and call them back for follow-up contacts. If you need extra time for job searches, see your counselor in advance about planning for these trips.

Employment Interviews. When you are going for an interview, please inform Staff on duty. If you are going to be late from your sign out for the interview, have a representative from the agency/company call

the Center so we will know why you are late and when to expect you back. If you cannot call, explain your lateness and your counselor will determine if the lateness may be excused. We will check to see if you were there for the interview. Remember, it is important to dress appropriately and professionally for job interviews – first impressions go a long way.

Any attempt to falsify your identity (use of false name, false social security number, false Date of Birth, false address, etc.) in an attempt to fraudulently secure employment or any other type of service from community service providers will result in your discharge from the program.

Transportation for Work. This is your responsibility. There is public transportation via BARTA, other residents with cars, family or friends with cars and your own car that can be used for transportation. Some residents use bicycles or walk to work on a regular basis. If you have exhausted all avenues for transportation to work discuss this with your counselor.

Transportation is a serious concern when you are making employment plans. A good job is worthless, if you cannot get there. Travel time will be allowed for work sign outs, but must be reasonable. Before making definite travel plans, get your sign outs approved by your counselor first. You **must** go directly to and from work while you are on a work sign out

Refusing to Work. There is no room in our program for individuals who choose not to work. We will carefully follow your progress and remove those people who are not successfully employed nor making a sincere effort to secure employment. We do not want to hear the excuse "I don't want to work for minimum wage." The correct attitude is to accept employment regardless of pay; if you are not satisfied with the pay, you can always continue to look for something better. The key is to gain employment first.

Residents will be expected to secure a job within 15 days of their arrival at the facility. Failure to do so may result in loss of privileges, up to and including your return to prison.

Remember, the prisons are filled with inmates waiting to take your place. When we are convinced that you do not want to work and have lost work opportunities, you will be sent back to prison.

Job Information. When you get a job, we need to know the following things before we approve your employment:

1. Company name
2. Address
3. Phone Number
4. Supervisor
5. Type of job
6. Pay/wages
7. Hours/days
8. Travel time

You must complete a Resident Employment Information Sheet, available at Control. When we get this information, you can ask for permission to work. This should be done immediately through your Counselor! Do not start work without permission.

Employment that conflicts with mandatory treatment programming established in your Community Orientation and Reintegration Plan will not be approved.

We have access to MapQuest and will be checking distances and travel routes. You are not permitted to work out of the state of Pennsylvania while you are a resident of this facility.

Paychecks. When you get your paycheck from work, do not cash the check. If it is discovered that you have cashed a pay check or failed to submit a paycheck, disciplinary action will be taken which may include being returned to prison or terminated from the program. You must return to the Center and turn in the check and pay stub. The check must be signed by you and stamped by staff for deposit into our account. You must see your Counselor about picking up your living expense check.

Overtime. When you are asked to work overtime, you must have your work supervisor call the Center and tell the staff when you are expected to return. If you know in advance that you have the opportunity for overtime, you must request approval from your Counselor. Your hours will be checked daily and compared to your pay stub. Discrepancies between your work sign out times and actual work hour totals will be investigated and could result in loss of privileges, disciplinary action, and discharge from the program.

Lateness from Work - When you are going to be late from work for any reason, call the Center. However, make sure you can prove why you were late and get your work supervisor to verify the reason you were late.

Work Sign outs - You may sign out for the entire time you are at work and the amount of time you spend traveling to and from work. Your counselor will assign you travel time. The total time away from the Center is your **work sign out**. This time will be checked with your pay stub. A listing of resident employers' addresses and phone numbers along with approved work sign out times will be posted in the Control Center.

Work sign outs may not exceed 12 hours in length without your Counselor's approval.

Failure to go to Work - When you become ill and unable to work, we expect you to call your employer. Also, you will report your failure to go to work to Staff in the Center. Since you need to get well, it is important to rest and take care of your illness. You will have three (3) separate two (2) hour sign outs (before 19:00 Hours) while off sick from work, to allow time to get food and medicine (one for breakfast, lunch, and dinner). You cannot save them and use them all at once. If you need more time for doctor's visits, etc., see your counselor.

If you simply choose not to go to work you will be placed on three two-hour sign outs for the day. If you plan on taking a day off, notify your Counselor in advance for permission.

Job Checks. In order to supervise you in the community, we reserve the right to contact your employer and verify any work related information. In addition, you are required to inform your employer that you are a resident in this program (whether the employer inquires or not, you need to be up front with this information). You must also realize that Staff can share public information regarding your status when reviewing employment plans with prospective employers. There are times and situations that require this contact and you should make your employer aware that this possibility exists. Staff will make random calls to your employer to verify that you are at work and can be accounted for properly.

Work Performance Reports. On some occasions, it is necessary to contact an employer and discuss your performance on the job. Expect that we may call or visit your employer for this information.

Full Time Work - Full time work is a minimum of thirty (30) hours a week. You will need to maintain this in order to get and keep your privileges. Hours from sick days, vacation days, and cancellation days (i.e. inclement weather, etc.) will be assessed on an individual basis.

Part Time Work - You may work part time in various situations. You can work two part time jobs to get in the thirty (30) hours of work required. On occasion, you are permitted to work both a full and a part time job. This requires approval from your counselor before you begin and is approved only for residents that have been in the program for some time and have maintained a positive adjustment.

Overloading your schedule at the beginning of your stay can create difficulty. Do not be too anxious to earn money. There are many other areas to be addressed while you are here for over-employment to interfere.

Second Shift Jobs - You are not permitted to work on the second shift with out your Counselor's approval, since it may interfere with prescriptive programming and treatment.

Unemployed Residents. While you are unemployed for any reason other than medical problems, you are expected to perform work around the Center, including extra cleaning assignments. The Monitors with the Director's approval will give these work assignments.

In addition, you will have minimum privileges during any time of unemployment. See the privileges section for a description of these.

Residents who quit a job without having another job to report to will be placed on 3 2-hour sign outs per day until further notice.

Termination from Employment. In the event that you are fired/terminated from employment, you are required to notify staff on duty immediately. (CCC Monitor, Counselor, or Director). You will be placed on 3 2-hour sign outs at this time and your situation will be reviewed by your Counselor.

PROGRAM

Table of Organization - The Wernersville CCC is a Pennsylvania Department of Corrections facility located in Region 2 of the Bureau of Community Corrections. The Wernersville CCC is located in the Wernersville Parole District of the Pennsylvania Board of Probation and Parole. Please refer to the maps located at the back of the handbook. The Center is organized into a staffing format as listed below.

Community Corrections Center Monitors (CCCMS). Their responsibility includes a variety of areas that will involve you, including enforcing the rules, supervising your cleaning assignments, and in general telling you what behavior is acceptable in the Center. They perform many tasks and will deal with you in many areas of your stay at this facility.. You will probably have more contact with them than any other Staff, since they are responsible for directly supervising most of your activities. They are on duty twenty-four (24) hours a day, seven (7) days a week. When questions and problems occur, they are the first persons you

should contact. They know where to direct you in order to obtain the information and get an appropriate resolution for your question or problem.

Counselors. Your Counselor is your most important contact regarding finances, employment, family, treatment, and reintegration back into society. It is very important to maintain regular contact with your Counselor, at least twice per week. Failure on your part to meet with your Counselor will result in reduction of privileges. Each building will have a designated evening for house meetings. On these nights all residents will have a 1900 hour curfew with the house meeting starting at 1930 hours in the dining areas of each building. In the event that you miss your House meeting due to employment or treatment obligations, you are required to meet with your Counselor as soon as time permits so that you can review the meeting agenda with your Counselor.

They are in charge of your finances and budgeting, privileges, approval of furloughs, disciplinary actions and other important factors in your program involvement.

Counselor schedules are posted on the Counselor's office door.

Your Counselors work shift will vary and include a minimum of one night per week. Counselor schedules are posted in the Control Center at all times. It is your responsibility to check your counselor's schedule and to meet with your counselor and discuss mutual concerns.

Center Director. This individual is in charge of the entire facility and manages the Staff mentioned above. The Director will maintain flexible work hours.

You are not to consult Staff when the staff member is entering the facility (arriving to work) nor as they are exiting the facility (departing work). When you need to see a Staff member at any time, the proper procedure is to submit a request slip to that Staff member. Request slips are available in Control and will be answered within five (5) business days.

Counseling. There are many residents who participated in a variety of groups in prison and wish to continue while they are here. The excuse "I had this group in prison" will not excuse you from treatment programming; you are required to continue prescriptive programming as well as continue your adjustment in a less secure environment. We encourage you to attend counseling groups and will make every effort possible to provide current information about them (for example AA, NA, private therapy, family therapy, etc.) For information, see your counselor. The Respect group (healthy living/relationships), Transitional Issues Program and parenting groups are offered at the facility periodically, and residents will be mandated to attend as part of their prescriptive program plan.

As you know, alcohol and drug use is prohibited while a resident at this Center. Use of these substances will result in disciplinary action and possibly return to prison. Get help before you have a problem.

Religious Activities. You are entitled the liberty to practice your religion and seek religious counseling, etc. However, we must maintain your religious activities within the bounds of our rules and regulations as well as the safety and security of the facility. If you believe that there may be a conflict, see your Counselor. Exceptions may be made with proper approval. In the event that you may need more time than the 3 hours allotted for a religious services sign out, consult your Counselor in advance for review, verification, and approval.

If you need religious counseling and are unfamiliar with the area, your Counselor will be able to provide you with referral assistance.

General Counseling. You have been assigned a Counselor since the time of your arrival. Your Counselor will provide a variety of services and perform a number of duties as required by their position. Their skills are varied and flexible. They have two common goals. The first is to protect and serve the community and the second is to help your reintegration back to society.

Privileges. There are a variety of privileges available at the Center and they may be confusing if you do not read this section carefully. Your privileges will be reviewed and updated weekly by your Counselor and posted in Control at approximately 1500 hours (3pm) every Thursday; it is your responsibility to check your privileges at this time and consult your Counselor immediately if you feel an error has been made. Counselors will not be contacted outside the facility regarding privileges; you must wait until their arrival at the Center to discuss any possible discrepancies. Also, do not consult the Center Director about your privileges on Friday evening, he/she will not alter your privileges without first consulting your Counselor.

When you first arrive at the Center you are permitted to sign out for three (3) hours at a time before returning to the Center. You will have a curfew of 19:00 (7 pm) hours and must be in the Center for the evening. It is commonly referred to as "three (3) and seven (7)". While you are on 3 and 7 status, you will be eligible to receive two (2) extended sign outs during this 30 day period. If you lose your job (termination) or lose privileges (LOP) as a result of a disciplinary action, you will be placed on three (3) 2-hour sign outs per day.

Once you have full time employment (30 hours plus per week) and have been at the Center for one-month minimum, you may be eligible to have your privileges extended to four (4) hour sign outs and a 21:00 hours curfew (4 and 9). Once you have earned 4 and 9 status, you will be eligible to receive four (4) extended sign outs during the first 60 days of 4 and 9 status.

The next progression of privileges is four (5) hour sign outs with a 22:00 hour curfew (5 and 10); you may be eligible for 5 and 10 status after you have been in the facility for a minimum period of 3 months. When you have reached 5 and 10 status, you will be eligible to receive extended sign outs every weekend with the exception of your assigned Cleaning weekends.

For violations of rules and regulations, staff may place you on three (3) separate two (2) hour sign outs for a period of time. The 3 2-hour sign outs are to be used for breakfast (6am-12pm) lunch (12pm-4pm) and dinner (4pm-7pm). You cannot save them and use them all at once. If for example you are placed on (3) 2-hour sign outs after you arrive from work at 17:00, you will be given one 2-hour sign out to eat.

Privileges are just that! It is the Counselor's discretion to advance or return a resident to a different curfew based on that resident's adjustment.

Summary:

Curfew sign outs

Number of Extended Sign Outs During Status

New Resident	19:00	3 hours	2
One Month	21:00	4 hours	4
Three Months	22:00	5 hours	Every Weekend, exception Cleaning/Cemetery
Unemployed Resident	19:00	3 hours	0
LOP Resident	19:00	2 hour (3)	0
Sick or work call offs Resident	19:00	2 hour (3)	0
Problem Resident	19:00	2 hour (3)	0

All questions regarding your privileges should be directed toward your Counselor.

Special Offender/Category 3 Residents. Some residents may have current or previous offenses which may or have the potential to cause a significant amount of community sensitivity; and the Wernersville CCC is obligated, first and foremost, to assist in maintaining the safety of the community. If your criminal history falls into this category, you will be notified during your orientation to the program. In the event you are identified as a special offender/Category 3 resident, you will be placed on 3-hour sign outs with a 19:00 (7 pm) curfew upon your arrival at the facility and will remain on 3 & 7 status for the first 90 days in the program. Once you have successfully completed this 90 day period of 3 & 7 status, you are eligible to be reviewed for 4-hour sign outs with a 19:00 (7 pm) curfew – 4 & 7 status; eligibility will be based upon overall adjustment in the program. Special offender residents will have the opportunity to earn extended sign outs, but the maximum amount of time permitted on extended sign outs for special offender residents are six (6) hours. During your first week in the WCCC program you will only be permitted daylight trips that are a necessity and you will only be allotted the time necessary to complete the objective. Staff reserves the discretion to determine what sign out destinations are appropriate and inappropriate for special offender residents.

Parole. It is important to begin the parole process by having a favorable adjustment to our program. We will make a recommendation to the Pennsylvania Board of Probation and Parole regarding your behavioral adjustment and adherence to your Community Orientation & Reintegration Plan. It is necessary for you to secure at least two plans for parole release:

1. Home - include name, address and phone
2. Job - include company, supervisor, address and phone

This is commonly referred to as a parole plan. You should submit this plan at least 6 to 8 weeks before your minimum date expires; otherwise you may be late in leaving on parole.

If you are going to parole out of the Commonwealth of Pennsylvania, please start your plans at the first opportunity with your counselor. Keep in mind that interstate parole supervision transfer requests can take as long as a year to be processed and approved; thus, it is recommended that you develop a home plan in Pennsylvania (preferably the Wernersville District Office).

It is extremely important to realize that if the Parole Board disapproves an address you submitted for your home plan, your counselor and Center Director will determine if you will be permitted to sign out to that address while you are a resident of this facility.

You will need to submit the information to your Counselor regardless of your parole plans. The Counselor will act as your link with the Parole Board and you should discuss your plans in detail with him/her. If you are a pre-release resident, you are not to be contacting the Parole Board Offices to check on your parole status at any time; your Counselor will make these calls and inquiries.

A representative from the Parole Board will hold your parole hearing in the Center. The parole decision will be forwarded to the Center and you will be advised of the results. Any questions about this should be addressed to your Counselor.

Furloughs. While at the Center you may be granted the privilege of going on temporary home furloughs. Furloughs only apply to pre-release residents only. Parolees are not applicable for furloughs.

While you are on furloughs you have a curfew the same time as while you are in the Center. We will call your furlough residence to verify your presence, after your curfew. If you are not there, a misconduct will be issued for violation of curfew and furloughs will be terminated. Be careful! Sometimes we call back!

Residents will not be permitted to go furlough sign outs on their assigned Cleaning/Cemetery weekends. Answering machines, extended busy signals, out of order, or disconnected phones are unacceptable. This will result in loss of furlough privileges.

We expect you to stay in your furlough residence the entire night, 8 hours. You are not permitted to leave your furlough residence prior to 06:00 hours without authorization from your Counselor.

Furlough Address. You must have a DOC approved furlough residence if you expect to get furloughs while at the Center. If you did not have this completed in prison and have a home to use, give the information to your counselor to have an investigation ordered. The furlough address you submit to the DOC must be the home plan you intend on using for parole purposes. When we get final approval, you will be notified by your Counselor, given furlough instructions, and can begin furloughs.

Furlough Eligibility Criteria. If you are on pre-release status with the Department of Corrections and meet the criteria set forth in DC-ADM 805, you may be eligible for furlough sign out consideration and processing. You must be in the Wernersville CCC a minimum of 30 days prior to being considered for furlough privileges at which time a request form must be submitted to your Counselor. Your Counselor will review your status at the Wernersville CCC to ensure that you are employed, compliant with your Correction Orientation and Reintegration Plan, and have not incurred any misconducts. The furlough

address you submit must be the address that you plan on paroling to. Once the furlough request is submitted, the Center Director will review the request; if approved, the Center Director will request a furlough investigation to be completed by the Region 2 Community Corrections office. If your furlough investigation results are favorable, community sensitivity issues will be evaluated by local authorities prior to furlough sign outs being granted. Furlough and curfew limits will be based on the resident's program achievements and may not conflict with your individual program plan. Deficiencies in your program performance or failure to comply with the rules and regulations of furlough sign outs may result in furloughs being suspended and/or revoked.

Extended Sign outs. If you are not permitted to go on furloughs because you are not eligible, do not have an approved furlough residence, or you simply choose not to take a furlough, you are allowed to take extended sign outs. These are one continuous sign out from 15:00 hours to your regular curfew on Friday, 07:00 hours to your regular curfew on Saturday and Sunday. If you work weekends, adjustments can be made by your Counselor to accommodate your work schedule. In the event you earn extended sign outs, you are only permitted to use one (1) extended sign out in a 24 hour period. Your extended sign out address must be validated and approved by your Counselor prior to using the extended sign out.

While you are on an extended sign out, you are not permitted to leave the address. If you plan on leaving your extended sign out address you must return to the Center immediately, sign in, and then sign out to the new destination. Remember, this will terminate the extended sign out for the day.

Residents will not be permitted to go on extended sign outs on their assigned Cleaning/Cemetery weekends.

See your counselor to be sure your privileges are correct every week!

Community Service Projects. Community Service Projects are projects that residents perform in order to give something back to the community. You are required to complete a minimum of eight (8) hours of community service per month. The required hours of community service for your first month at the facility will be determined by the date you arrive at the facility. There are many government agencies and non-profit organizations in the community that can benefit from the work that our residents perform. If you need assistance in finding an agency where you can perform community service, check with Staff on duty.

Before you are permitted to participate in any form of community service, you must complete the Resident Community Service Form with information on the prospective organization where you can participate in community service. Return the form to your Counselor for review and possible approval. You are not permitted to participate in community service until you have approval from your Counselor. Please note that the organization where you plan to participate in community service must be able to provide supervision of your work the entire time you are at that agency.

You are expected to have 8 hours of community service completed at the conclusion of each month. You are not allowed to use community service hours from the previous month toward your total for the current month. In the event you do not complete your community service requirements for the month, you will be placed on privilege restriction until you complete your 8 hours of community service for the next month.

A list of approved resident sign out destinations for community service will be maintained in the Control area. Community service sign outs will not exceed four (4) hours in length. When you report to Control to sign out to participate in community service, you must pick up a community service verification form to take with you to the agency where you will be providing work. This form must be signed by the person at the agency who supervised you while you were performing community service and include the time you began your work and the time your work was completed. The name of the agency and the scope of the work must be included on this form as well. You must turn the completed verification form into your Counselor upon your discharge/release or by the last day of the month to assure that you receive proper credit of service.

Emergency Leave. There are times when emergency situations may occur while you are at the Center. However, an emergency to you may not be an emergency to us. Do not assume that an "emergency" situation will allow you to take additional privileges automatically. Always call or have someone contact the Center to inform us of the emergency.

Under certain conditions, we will approve special privileges. Examples are death of a close family member or serious illness. Any situation deemed an emergency requires you to provide legitimate documentation of the emergency.

Educational Release. You are permitted to participate in a variety of educational or vocational programs that do not conflict with Center rules and regulations. These may be part time or full time. The variety of options is too lengthy to cover them all here. You must discuss plans/alternatives with your counselor, before doing anything definite. The important thing to know is that it is permitted, but will be done on an individual basis for each resident.

Emergencies. There are a number of emergency situations that can occur while a resident in the Center. The first thing you do upon discovering an emergency is to report it to Staff. In the event of a fire, pull the alarm so everyone can get out of the building safely and report the place of the fire to Staff. All other emergencies require different responses; consult Staff on duty for further instructions. The Emergency Plans and Evacuation procedures for Residents are posted on the dayroom bulletin board and available for residents to review at all times. These procedures will be reviewed during your orientation.

Orientation. Upon your arrival at the Center you will receive an orientation from both a Monitor and your Counselor. This orientation is expected to get you familiar with the facility, program, rules and regulations. Both Staff members will answer questions and give instructions about the Center. Part of the orientation is the receipt of this handbook which explains everything "you need to know" about our Center. Keep this handbook in good shape, since you are responsible for it and must return it in good condition when you leave. If it is destroyed or lost, you will be charged a \$5.00 fee for replacement costs. Use it frequently to find out answers to questions, rights and privileges during your stay at the Center. This should be your first source of information.

Community Orientation and Reintegration Plan, Agreement, and Addendum. Upon your arrival at the facility, you will meet with your Counselor to develop an individual Community Orientation and Reintegration Plan for your period of residency at the Wernersville CCC. It is your responsibility to cooperate in carrying out the program plan and to make reasonable efforts to attain your objectives and goals. Such responsibilities include attendance at scheduled appointments, individual and group counseling sessions, and daily employment. Your program plan will be evaluated periodically by your Counselor for progress toward the goals and objectives you have identified. Evaluation assessments will

be scheduled every two weeks. The key elements of your program plan will include developing a home plan, securing employment, identifying and addressing treatment needs, and meeting financial responsibilities. You will be fully consulted regarding any addendum, amendment, or change to your individual program plan. As a resident of the Wernersville CCC, your adherence to your Community Orientation Reintegration Plan is mandatory; failure to meet the expectations set forth in your program plan will result in disciplinary action up to and including discharge from the program.

Language Assistance. There are several bilingual (Spanish/English speaking) staff members at the Center. If you know of any residents that need help in this area and cannot read this book, please bring it to staffs' attention.

In addition, we utilize Hispanic American agencies in the community that can be helpful in other ways than just communication.

Medical Services. The Center does not have medical services for you. A first aid kit is located in Control for your use with minor injuries, but not serious illnesses or injuries. When you are ill or injured we would encourage professional care, using the hospital emergency rooms as a last resort due to their cost. If you become seriously ill or injured, notify Staff immediately.

You are responsible for medical costs while a resident of the Center, so check your medical insurance options immediately. If you need assistance with community medical resources, please see your Counselor.

FACILITY

Damage. This is your temporary home and you are expected to treat the Center with care and respect. Intentional damage to any part of the building or its contents will result in disciplinary action and at times can result in the entire Center being placed on restriction.

If you notice anything that is not working properly, please report it to the Staff on duty immediately with a description of the problem. Anything can wear out or break from the heavy use received in this facility. When they occur, these things may require a quick response to keep your "home" in good repair. There are maintenance deficiency forms available at the Control Center. When you notice a deficiency in the physical plant, complete the form and submit it to Staff.

Unauthorized Areas. These are areas that you are not permitted to be without the direct supervision of a staff member.

The list is as follows:

Monitors Control Station

All Staff Offices and Administrative Areas

Dormitories other than the dormitory you are assigned to sleep

Visitors Restroom

Fire Escapes and Emergency Stairwells

Roof

Basement / tunnel

Another Resident's Personal Area

Storage areas

Area Immediately Outside the Counselor Offices

If you are seen in these areas unsupervised, disciplinary action will be taken against you. Throughout the building, you will see certain utilities such as fire alarm pull stations, smoke detectors, heat sensors, fuse boxes, electrical boxes, staff business phones, security alarm devices, fire extinguishers, emergency lights, smoke eaters, thermostats, and security cameras; if you attempt to alter, tamper with, vandalize, or disable any of these utilities, disciplinary action will be taken against you as well.

Cleanliness of Center - One extremely important thing is cleanliness of the Center. It is your responsibility to see that your personal area and the Center are clean at all times. After the Thursday night group meeting has concluded, all residents are required to clean their personal areas (dorm and kitchen areas). You are assigned an area of the Center to clean on a daily basis. It is necessary to complete the assignment and have it checked by the Monitor on duty. They will give you credit for completing your job to avoid a potential misconduct. It is your responsibility to see that they have checked off your job, so ask to see the cleaning log sheet for that day to make sure completion of your house job has been documented.

If your duty is not done satisfactorily, you will have to do it again, until it passes inspection. At 22:00 hours each day the cleaning log ends and a new cleaning log for the next day begins again at 24:00. Anyone who has not completed their job nor had it inspected by a Staff member will have loss of privileges (3 2-hour sign outs) for the next day.

Cleanliness applies to your personal area. Monitors will notify you if your area is unkempt and expect you to clean and straighten it up. Common deficiencies include unmade beds, dirty laundry lying out, excessive property, property not being stored properly, etc. If you do not maintain your personal areas properly disciplinary action will be taken.

During orientation a Monitor will assign you a job, or jobs based on the needs of the Center, that is your responsibility. You will get information on how the job is to be done, supplies, etc.; the rest is up to you!

Before you leave on furloughs, check your area and clean it before you sign out. If it is not done and checked off by a Monitor, disciplinary action will result.

Everyone deserves a respectable place to live and an untidy Center does not make a nice temporary home. Spring-cleaning and Fall cleaning projects will be scheduled annually. There may also be special events at the facility, which will require a group house cleaning in which resident participation is mandatory.

Yellow Light and Red Light. These are communication devices to let you know if there are problems in the facility regarding cleanliness or a blatant violation of the rules and regulations of the program. Inspections that show a lack of cleaning effort will result in the yellow light, signifying the entire house is on 3 and 7 status and a warning to clean your personal areas and house jobs. This will stay on in the entrance of the Center for 24 hours, so everyone has had the opportunity to see it and clean appropriately. The red light means the entire population is on 3 2-hour sign outs per day and a 19:00 hours curfew, until the cleaning problem is rectified. Note that the yellow and red lights will also be displayed if there is a blatant violation of the rules and regulations of the program.

Climate Control. This facility is equipped with both heating and air conditioning. You are not permitted to adjust the temperature since the thermostats are locked. If you are uncomfortably warm or cold, please notify Staff on duty.

Never attempt to adjust or correct climate control problems by yourself, this may lead disciplinary action.

Community Resource Library. There is a bookshelf located in the resident entrance area which contains telephone books, BARTA bus schedules, and literature on many of the community based service providers in the area with which the Wernersville CCC networks. Please feel free to utilize these resources as they have been provided for your benefit.

House Facilities (problems and reporting). We would like for you to think of the Center as your home. When anything occurs that appears to be wrong with the Center's physical plant, report it to the Monitor on duty immediately. Please do not wait and let a simple problem become a major one. Again, maintenance deficiency forms are located at the Control Center for you to complete and submit to Staff to help alleviate physical plant problems.

Elevator. The Wernersville CCC elevator is operational and compliant to safety standards. However, the elevator should be used sparingly. Only those residents with documented medical/physical limitations are permitted to use the elevator. You may use the elevator to move large items such as cleaning carts, laundry carts, vacuum cleaners, floor buffers, etc. which are necessary to complete house jobs. Abusing the use of the elevator will result in disciplinary action. In the event of a fire emergency, DO NOT use the elevator.

Fire Drills. We are required to conduct fire drills on a regular basis. These drills assist with emergency preparedness and may save your life. When you hear the alarm walk quickly out of the building and gather on the lawn in front of your assigned building. Staff will count residents and time your evacuation from the Center.

Anyone who does not comply with fire drills will receive severe disciplinary actions.

Cleaning Weekends. On cleaning weekends you are expected to do special cleaning assignments in addition to your daily or weekly job. These weekends occur when there is not community service projects to be completed at the WCCC. Privileges are reduced and you will complete community work projects as well. Schedules of your cleaning weekends are made on an annual basis, available from your Counselor, and posted in the Control Center.

This occurs by caseload of each counselor on a rotating basis. The primary intent is to have a thorough job done in cleaning up the entire facility. As a reminder, cleaning weekend hours do not count toward your Community Service requirements.

You will not be permitted furlough sign outs nor extended sign outs on your assigned Cleaning weekends.

Locks. You will be assigned 4 pad locks for your 3 food storage boxes and your personal area. These locks must be returned upon your departure. However, the staff must have combination of locks in the Center. If we need to search your property or gain access for any reason, we will remove the lock by force, if we do not have the combination. This is your responsibility! Give us the combination to every lock you have in the Center or we will cut it off! Even if you are not going to use your assigned kitchen boxes, you are required to lock them because you will be responsible for anything located in your kitchen boxes.

Laundry Facilities. There are laundry facilities throughout the buildings. In these rooms you will find coin operated washers and dryers for your use in completing regular laundry needs. There are also ironing boards for your use. Irons are kept in Control and you must sign them out for use and return them when completed. Irons are only to be used in the laundry rooms. If irons are found in the dorms, a misconduct will be issued. You are not permitted to sign out the iron for another resident at any time. You must use the laundry room and shower areas located in your assigned area. Residents will not be permitted to sign out of the facility when they are doing laundry. It is suggested that you do not leave your laundry unattended when you are cleaning your clothes.

Clean clothing, linen, etc. are part of your personal hygiene. We expect you and the Center to be clean!

Laundry room hours are 06:00 – 22:00

Kitchen. It may be one of the most important rooms in the Center. This is where you and **other residents** prepare, store and eat food. You must share the area with a lot of other people. Therefore, it is very important that you follow these orders when using the kitchen:

1. Prepare your food
2. Remain in the kitchen while you are preparing your food
3. Eat your food in the Kitchen only
4. Clean up your mess

Staff will throw away anything that is left out and not stored properly. There are too many people here to allow something to cook for long periods of time or soak dishes for hours. The idea of courtesy to others is most important. Clean up after yourself and make sure the kitchen is always a pleasant place to eat.

There are two places provided to store food. You can store dry or canned food in the black plastic bins assigned to you during orientation. You can store food that needs to be refrigerated in the refrigerators available. You are permitted one toolbox for a refrigerator section and one toolbox for a freezer section, these boxes will be assigned to you during orientation. Locks will be necessary for both the black plastic bins and the toolboxes. Even if you are not using your kitchen storage areas, you are required to keep them locked because this is your assigned space and you are responsible for the contents. Remember, we

need the combinations and they should be turned into Control immediately; if we don't have them, your locks will be cut off and destroyed.

Kitchen hours are 06:00 – 24:00

Kitchen Utensils. Shared kitchen utensils supplied by the Wernersville CCC shall be maintained in the kitchen area of the facility. Personal kitchen utensils (plates, bowls, pans, knives, forks, spoons, etc.) shall be clean, locked, and secured in your personal plastic bins. Do not leave dirty utensils lying around in the kitchen, or they will be disposed of by staff. Once you have cleaned your kitchen utensils, lock them in your kitchen plastic bin. You are only permitted to have plastic kitchen knives in the facility; all metal kitchen knives are considered contraband and possession will result in disciplinary action.

Bed Make - Up - You are expected to keep your entire sleeping area in a neat and orderly fashion, including making your bed. The proper way to make the bed is to have all the sheets, blankets and spreads tucked in under the mattress. All of these items should be pulled up tight to the head of the bed with the pillow resting on top. If there is anything hanging down from below the mattress level, it is made wrong! Inspection by the Monitors will be continual and you may be told to make your bed properly. Do not hang wet items (i.e. clothes, towels, wash cloths, etc.) on the woodwork of your bed frames. Failure to do so may result in disciplinary action.

Dormitories. The dormitory is the place where you store clothing, toiletries, personal effects and sleep. Quietness is very important and a matter of courtesy to the people living with you. Residents work at all times of the day and night, so it is necessary to have these areas quiet at all times! Cleanliness and neatness are also important. It is a matter of respect to keep your personal area in order at all times. Lights out in the dorms is 22:00. All windows in the dorms are not to be tampered with and are to remain closed at all times. Requests to change beds or dorms are only considered if there is a physical/medical limitation, which warrants a movement.

Basic Toiletries. If you do not have toilet articles available when you arrive and are without money, we will provide you with a basic issue kit. It is the same as those you got in prison, but provides the basic necessities until you can buy your own. Contact Staff if you are in need of a basic issue kit. The facility provides paper towels and toilet paper for the residents.

Linen. Upon your arrival you will be issued:

- Two (2) sheets
- Two (1) towels
- Two (1) washcloths
- One (1) pillowcase
- One (1) blanket
- One (1) bedspread

These are given to you for use while a resident at the Center. If the items are lost or in poor condition, you will be charged the current price of replacement. No personal linen is permitted in the Center.

It is your responsibility to wash the linens weekly (not the blanket and bedspread). You are required to show a Monitor your cleaned linens weekly. The week for clean linens ends each Sunday at 24:00 hours.

Do not forget, this is your responsibility; failure to comply will result in privilege restrictions (3 2-hours sign outs per day) until the linen is cleaned properly.

Mail. All mail and messages from staff will be placed in your sign out folder in Control. Any mail which appears suspicious or is a package, will be placed aside and you will be asked to open the item in front of staff for security reasons.

Also, you may correspond to Staff by giving request slips, etc. to the Monitor in Control for placement in Staff mailboxes. This is a good way to communicate with your Counselor when work or other commitments interfere with direct contact.

You are **not** permitted to receive or send mail to an inmate in any county, state, or federal correctional institution or agency. Approval may be requested through your Counselor, just like in prison! This restriction also includes correspondence with anyone currently on active probation or parole. Failure to comply will result in disciplinary action.

Newspapers. The Center has subscriptions to a number of local newspapers to help with job searches and your general use. These newspapers are for everyone's use, Please leave them in the dayrooms and share amongst yourselves. If you would like additional papers, Staff can direct you to neighborhood businesses that sell these periodicals.

Questions. Staff is present to answer questions that you may have which are not covered in this handbook. If you get in trouble, the worst thing you can say is that "another resident told me it was ok". You should only consult Staff when you have questions about the rules and regulations of the Center.

Trash. In order to maintain a clean living environment, we expect that you will keep trash in its place. There is a dumpster behind the Center for our trash. Feel free to empty any trash containers that need it. Although someone is assigned this job on a daily basis, it does not mean you cannot volunteer to take care of the problem.

Television. There are two televisions, one VCR, and one VCR/DVD combination unit for the entire Center population. The televisions are equipped with cable and we subscribe to a variety of programs. Arguing over what is going to be viewed will not be tolerated. You should get instructions on how to use the equipment before damage occurs. Staff reserves the discretion to deem certain programs, channels, videos, dvds, or video games off limits based upon their content.

Vending Machines. The vending machines are here for your convenience. If they are not functioning properly, notify Staff on duty for refunds of your money. Report any problems to Staff so the problem can be fixed, for you and others who use them.

Dayrooms. The need for courtesy and cooperation is obvious in the dayrooms. The lights must always be on. The area closes at 24:00. Activities will be limited if the area is mistreated by the residents. Vandalism to the pool table, video and vending machines, furniture, and electronic equipment in the dayrooms will not be tolerated.

RULES AND REGULATIONS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE CENTER DIRECTOR, YOU WILL BE NOTIFIED OF THESE CHANGES VIA MEMORANDUMS OR RESIDENT GROUP MEETINGS.

Wernersville Community Corrections Center

APPROVED RESIDENCE SIGN OUT DESTINATION FORM



RESIDENT NAME _____ DOC# _____

NAME	ADDRESS	RELATIONSHIP	PHONE #	VALID INVALID	STAFF INITIALS

ONCE ADDRESSES AND PHONE NUMBER SECTIONS ARE COMPLETED BY RESIDENT **(MAXIMUM OF 5 RESIDENCES)**, Wernersville Community Corrections Center STAFF WILL VERIFY ALL ADDRESSES AND PHONE NUMBERS AND INITIAL. STAFF WILL THEN SUBMIT TO DIRECTOR FOR FINAL APPROVAL OF LIST.

COMMENTS: _____

FINAL APPROVAL FROM DIRECTOR: _____ DATE: _____

Wernersville Community Corrections Center

BICYCLE REGISTRATION FORM



NAME & NUMBER:

MAKE: _____ **MODEL:**

COLOR: _____ **LABELED (Y/N):**

DISTINGUISHING MARKS ON BICYCLE:

BICYCLE LICENSE INFORMATION:

ADDITIONAL INFORMATION:

Wernersville Community Corrections Center
COMMUNITY SERVICE APPROVAL FORM



TO STAFF: Provide this form to residents in order to record community service information. Upon completion place it in the appropriate counselor's mailbox for approval. **NO RESIDENT** is authorized to start performing community service, except cemetery, until approved by a counselor or the director.

TO RESIDENT: You must complete this form to obtain permission from your counselor for participation in community service. Complete it and return it to control or directly to your counselor. **YOU ARE NOT AUTHORIZED** to start performing community service, except cemetery, until approved by a counselor or the director.

Counselor's Name:

**Your Name &
Number:**

Community Organization Name:

Community Organization Address

City: _____

State:

Phone: _____

Contact Person:

Scope of

Work:



Wernersville Community Corrections Center

COMMUNITY SERVICE HOUR VERIFICATION

COUNSELOR'S NAME _____

RESIDENT NAME _____ **DOC#** _____

NAME OF ORGANIZATION	DATE	TIME IN	TIME OUT	NAME OF STAFF MEMBER ON SITE	JOB COMPLETED YES/NO	TOTAL HOUR

* Every time you complete community service complete this form. Keep this form in your possession and keep using the same form every time you complete community service. You must complete 8 hours of community service per month. This form must be turned in for you to receive credit. No form no credit. Turn in completed forms to your counselor by the end of the month, or upon your discharge. Any questions see your counselor.*

Wernersville Community Corrections Center

INDIVIDUAL JOB SEARCH RECORD

COUNSELOR'S NAME _____

RESIDENT NAME _____ DOC# _____



Address on License:

Expiration Date: _____ Restrictions:

VEHICLE INFORMATION:

Make: _____ Model: _____ Year:

Vehicle Description (Color, Characteristics, Etc.)

Vehicle Identification Number (VIN #)

REGISTRATION INFORMATION:

License Plate #: _____ Owner:

Title #: _____ Expiration Date:

INSURANCE INFORMATION:

Company: _____ Agent:

Agent Address: _____

Agent Phone #: _____ Policy #:

Name of Insured:

Policy Expiration Date:

ADDITIONAL INFORMATION:

Wernersville Community Corrections Center

PAROLE PLAN



SUBJECT: Parole Plan: _____

DOC No: _____ PBPP No. _____

TO: Parole Agent: _____
Wernersville District Office

FROM: CC II: _____
Wernersville Community Corrections Center

RESIDENCE:	EMPLOYMENT:
Name:	Name:
Relationship:	Contact Person:
Address:	Address:
Phone:	Phone:
Comments:	Comments:

COMMENTS:

Wernersville Community Corrections Center

PROGRAM VERIFICATION FORM



Resident Name & Number: _____
Date: _____

Meeting Start Time: _____ Meeting End Time:

Program: _____ Address:

Topic/Summary of Meeting:

Explain How This Meeting Benefited You:

Resident Signature:

Chairperson Signature:

Meeting # 1 2 3 4 5 6 7 for the week. (Circle which meeting)

REVISED 08/2006

~~Wernersville Community Corrections Center~~
RESIDENT CASH PAY REPORT



Name & Number: _____ Date:

REGULAR HOURS: _____

AMOUNT: _____

OVERTIME HOURS: _____

AMOUNT: _____

GROSS EARNINGS: _____

DEDUCTIONS: _____

NET EARNINGS: _____

Wernersville Community Corrections Center

RESIDENT CASH PAY REPORT



Name & Number: _____ Date: _____

REGULAR HOURS: _____ AMOUNT: _____

OVERTIME HOURS: _____ AMOUNT: _____

GROSS EARNINGS: _____

DEDUCTIONS: _____

NET EARNINGS: _____

Wernersville Community Corrections Center

RESIDENT EMPLOYMENT APPROVAL FORM



TO STAFF: Provide this form to residents in order to record new employment information. Upon completion place it in the appropriate counselor's mailbox for approval. **NO RESIDENT** is authorized to start working until approved by a counselor or the director.

TO RESIDENT: You must complete this form to obtain permission from your counselor for employment. Complete it and return it to control or directly to your counselor. **YOU ARE NOT AUTHORIZED** to start working until approved by a counselor or the director.

Counselor's Name: _____

Your Name & Number: _____

TEMPORARY AGENCY INFORMATION:

AGENCY NAME & ADDRESS:

CONTACT PERSON & PHONE #:

WORK SITE INFORMATION:

Company Name/Address: _____

City: _____ State: _____

Phone: _____ Work hours: _____

Wages: _____ Supervisor: _____

Date of Hire: _____ Transportation: _____

Travel Time To & From: _____ Lunch Period: _____

Total work sign out hours requested: _____

APPROVED DENIED

COMMENTS:

Wernersville Community Corrections Center

VEHICLE CONSENT FORM



I, _____, knowingly and willingly, grant permission to _____,

a resident at the Wernersville Community Corrections Center, to utilize and operate my motor vehicle listed below:

YEAR: _____ **MAKE:** _____ **MODEL:** _____

LICENSE PLATE #: _____ **COLOR:** _____

By completing this form, I attest that the vehicle is registered and properly insured. I am aware that the vehicle is subject to search at all times in accordance with Pennsylvania Department of Corrections policy 6.3.1 (Facility Security). I also understand that a spare set of keys for the vehicle must be provided to the DIRECTOR, and the keys will be maintained in a secured area at the Wernersville Community Corrections Center. I also understand that the DIRECTOR will take a photograph of the vehicle, and the photograph will be kept on file at the Wernersville Community Corrections Center.

SIGNATURE

DATE

COMMENTS:

REVI SED 08/2006