PENN PAVILION

RESIDENT HANDBOOK

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DIRECTOR'S LETTER TO RESIDENTS OF PENN PAVILION

Welcome to Penn Pavilion. You have been selected to participate in our Center's community reintegration program. Your case has been referred to our Center either as a part of prerelease programming or for parole placement. In either instance, you are entering a Department of Corrections contract facility and, in order to successfully complete our reintegration program, you must abide by all rules and regulations presented to you.

Although Penn Pavilion may accept prerelease cases, it is more likely that you have been paroled to our facility by the Pennsylvania Board of Probation & Parole. Parole cases are required to follow rules and regulations of both agencies. Although conflict in rules or regulations between the two agencies may exist, the most restrictive rule version will be enforced.

Please remember that, first and foremost, our Center has an obligation to protect public safety. This is achieved through enforcement of rules, regulations, and through resident accountability. It is important that you make a commitment to assisting our staff in meeting our obligations to the community. We can then more easily assist you with your transitional return to society.

Take time and familiarize yourself with the information contained in this Handbook. The knowledge that you acquire will greatly improve your chances of successfully completing the Center program. Any questions you may have regarding the application process or placement eligibility must be directed to your currently assigned Counselor or Parole Agent. Upon arrival at our Center you will be assigned to a counselor who will assist you with Orientation and throughout your stay. The contents of this handbook can and will be revised when deemed necessary by the Center Director to assure the orderly running of the facility.

Thank you and welcome to Penn Pavilion.

ABOUT OUR PROGRAM

Penn Pavilion provides reintegration assistance to offenders released from state correctional institutions, referred by parole and by the surrounding county jails. Our mission is to serve the public by assisting all offenders with a monitored and structured societal reintegration.

Penn Pavilion contracts with the Pennsylvania Board of Probation and Parole and accepts parolees mandated to parole to the more structured environment that are provided by a community corrections center (prior to paroling directly to their own home-plan address). Penn Pavilion assists each resident based upon the resident's individual needs, criminal history, and behavior. The offender is encouraged to become a productive member of society through emphasis on Work Ethic, Payment of Restitution, Therapy, Community Service, and Personal Accountability. When a resident's progress or behavior falls outside of program expectations, our mission is to take corrective action.

COMMUNITY ORIENTATION AND REINTEGRATION

Upon arrival at the Center, each resident will begin a 7-day orientation period. The purpose of orientation is to familiarize you with the Center, Center rules, and Center staff. You will meet with a Counselor to make initial arrangements for financial and medical assistance if needed, as well as schedule appointments for any services deemed appropriate to your specific needs. You will also be required to review the Center rules and regulations with staff and receive answers to any questions you may have.

An important part of orientation will involve developing and implementing a realistic plan of action (program plan) for achieving your short and long-term goals. Your Counselor will create your program plan based upon your input, your history, and your current needs. It is important that you reveal an honest assessment of your past history, present situation and future plans.

During orientation, residents are not permitted to leave the Center except in instances of employment, medical, vocational, educational, public assistance or legal appointments. No appointment is automatic and all requests are subject to staff approval. You will need to receive approval from your Counselor for appointments that you may require.

During the first two weeks in the program, every new resident is also expected to meet all staff. The "GET ACQUAINTED CHECKLIST" must be completed by the resident and turned in to their assigned Counselor.

PHOTO IDENTIFICATION CARDS

All residents are required to have a photo identification card. If you do not have a DPA card or photo driver's license, you may obtain a non-driver's license photo I.D. card at the State Office Building in Downtown Pittsburgh or at the Rochester Department of Transportation Office, Driver's License Center. Please consult your Primary Counselor for more instructions and information. Proper Identification is necessary to secure employment.

Once you have obtained your photo I.D. card, you are to present it to your assigned counselor who will make a copy for your file.

DAILY SCHEDULE AND ROUTINE

Residents are responsible for learning and adhering to the daily scheduled routine. This is an integral part of the program and should be followed with no exception. The daily routine is as follows:

12:00 a.m. to 6:00 a.m.	Random Census Checks
7:00 a.m.	Breakfast
7:30 a.m.	Medication Issued
8:30 a.m.	Morning Details
11:30 a.m.	Lunch
12:00 p.m.	Medication Issued
5.00 m m	Discours
5:30 p.m.	Dinner

6:00 p.m. Medication Issued

9:00 p.m. Evening Details

9:45 p.m. CLOSED Laundry Rooms, Weight Rooms, Basement

10:00 p.m. Men Medication Issued

11:00 p.m. Lights Out/Bedtime, Census Check

12:00 a.m. Weekend Lights Out (Friday & Saturday)

Weekend late nights can be canceled by duty staff at any time. This will be based on completeness of details, resident's cooperation during the week or when instructed by management.

BASIC CENTER RULES

All residents are required to follow Center Rules.

- 1. Loud, abrasive or obscene language is prohibited. Insolence, disrespect, or intimidation toward staff members, other residents, visitors both official and non-official official is strictly prohibited. Threatening, intimidating or violent behavior toward staff members, other residents, visitors both official and non-official will not be tolerated.
- Residents are not permitted to consult with any person considered to be their victim, victim's
 family member, or codefendant of their crime without written authorization from the Director or
 assigned Parole Agent. Residents are not permitted to consult with the judge who imposed
 sentence or other officials, witnesses, or codefendants involved in their cases without written
 authorization from the Director or assigned Parole Agent.
- 3. Residents are required to comply with all lawful staff orders.
- 4. Residents are prohibited from the consumption of alcohol, controlled substances, or narcotics. Residents may not enter establishments that sell alcohol, except for approved employment purposes. Residents with Board imposed Mandatory Alcohol ban are prohibited from working at establishments that sell alcohol.
- 5. Prescription medication must be turned in at the Shift Desk immediately upon return to the Center. Residents must request non-narcotic prescription medication from health care providers. With written Director approval, you may maintain some medications on your own. Refills of prescriptions are to be made through Brighton Pharmacy. Residents are not permitted to take over the counter medications unless prior approval is received from the Director.
- 6. Regular entrance and exit to the facility is to be made through the front door only. Residents are required to complete required forms on each instance AND receive authorization from their assigned counselor before departing the facility. Forms must be completed each and every time you enter or exit the building. You must follow the Center's Destination Procedures in this handbook. Residents are not permitted to allow other residents or visitors into the building unless authorized by staff. Be advised if resident forms are not submitted to your assigned Counselor in a timely manner or the forms are not signed by your assigned Counselor, movement will not be authorized.

- 7. Office areas are off limits to all residents unless accompanied by staff for counseling, consultation, or cleaning purposes.
- 8. Announcements pertaining to residents are posted at the Shift Desk. It is your responsibility to check the desk daily for any changes or new information.
- 9. You may not possess items deemed to be contraband (see contraband section in this handbook note that excess property and valuable items are also considered contraband).
- Residents are not permitted to correspond or associate with other offenders in correctional facilities or parolees in the community without writing authorization from the Center Director. Residents are not permitted to visit any other correctional facility or community corrections center.
- 11. You must schedule and attend all required work, treatment, therapy, and support group appointments as well as comply with Prescriptive Program Plan requirements. You must attend weekly counseling sessions with your Counselor. Your Counselor's schedule is posted on the Resident Bulletin Board each week. You must meet with the Counselor for an individual session as scheduled each week.
- 12. Sleeping in any of the center lounges is prohibited.
- 13. Sexual activity of any type is prohibited in the Center or on Center grounds.
- 14. Smoking is permitted at the Center only in designated smoking areas. Residents found smoking in unauthorized locations will be subject to disciplinary action including removal of visitation privileges and/or passes.
- 15. Horseplay is prohibited.
- 16. Visitors are prohibited from the basement, second, and third floors. Visitors are permitted in the Visiting Room on the first floor only.
- 17. Residents are not permitted to lend, borrow, trade or barter for favors.
- 18. No gambling, either legal or illegal, will be permitted while you are a resident of the Center. This includes all State lottery drawings and any games that are played for money.
- 19. The pay telephones are not to be used after 11:00 p.m. Calls are limited to 10 minutes when others are waiting to use the phone. Calls that relate to job search or authorized business may be made on a Center phone with the permission and assistance of their assigned Counselor. Personal phone calls will not be accepted by facility staff and messages will not be taken. Defrauding of the telephones is strictly prohibited and punishable to the full extent of the law.
- 20. Residents must complete any assigned cleaning details and inform the Shift Manager so that detail completion can be verified. Residents are responsible to maintain their assigned living quarters. Random inspections will be conducted to assure compliance.
- 21. The Laundry Room may not be used between 11:00 p.m. and 5:00 a.m. Monday through Friday. Special permission for use after hours can be obtained from the Shift Manager on duty.
- 22. Walkmans and personal radios are permitted, but residents must use earphones at all times. Volume is to be maintained at a reasonable level, which may be determined by staff.

- 23. Residents must wear proper clothing at all times. Proper attire consists of shirt, pants, and shoes. Shirts or t-shirts containing suggestive, obnoxious and/or pornographic remarks or drawings are not authorized. Pajamas, tank tops or any type of sleeping apparel are permitted only during the night. Alcohol or drug type shirts are considered suggestive. At staff's discretion, they have the right to require removal of any jewelry or article of clothing that is in conflict with the Center's mission or philosophy. Any item deemed inappropriate may be confiscated. Hats and various other headgear are strictly prohibited while in the facility.
- 24. Residents may not possess or apply for credit cards of any type. Residents may not receive loans or enter into contracts of any kind. Residents may not open any accounts during their stay.
- 25. All contraband such as cell phones and pagers are prohibited. Use of Cell phone numbers as contact numbers for pass addresses is prohibited. SEE CONTRABAND SECTION of this HANDBOOK
- 26. Driving for any reason is prohibited without prior written approval from the Center Director and your referral source.
- 27. All wage checks or other forms of income must be turned in to staff upon return to the Center. You may not cash your wage check. Carrying cash in excess of \$50.00 is prohibited unless approved by your counselor for a specific (placing security deposit on an apartment, etc.).
- 28. You must participate in all Fire Drills if you are present in the Center when a drill occurs. Residents requiring assistance will be escorted by staff (i.e., handicapped, geriatric, intoxicated, etc.).
- 29. Any grants received from welfare MUST be used for their intended purpose only.
- 30. You must immediately report any contact with law enforcement personnel to the Center Director.
- 31. Fire doors are to be kept closed at all times.

PERSONAL PROPERTY

The Center does not have space available to accommodate excess property. Residents must not bring unnecessary property or clothing into the facility. Please have unnecessary property sent home to family members or friends before your arrival. Inspections are conducted to ensure removal of excess property. A guideline of acceptable items is maintained at the Shift Desk.

Valuable items such as gold necklaces, expensive watches, etc., are not to be kept at the Center at anytime and shall be considered contraband. Any item with a value over 100 dollars is considered contraband.

At no time can your possessions exceed the space available for storage in your room. As a general rule, you should have no more than 7 days worth of clothing due to the limited storage space available. All items must fit neatly into one closet and one dresser with three drawers. Locks must be kept locked in your absence.

Residents are discouraged from sharing or borrowing clothes or other items from other residents, and are advised that Center staff will not intervene if there are problems in this area. You should promptly report theft to Center staff.

You are not permitted to have appliances in your room, unless approved by Center staff. TV's, DVD players, computers, Computer Game Systems, Instruments and other electrical devices are prohibited.

When you arrive at the Center, you are required to furnish the names of two (2) of individuals who are authorized to receive your personal belongings in the event that you are removed from the Center. These individuals must retrieve your personal belongings within thirty (30) working days of your removal from the Center. Any personal property/belongings left in the Center longer than thirty (30) working days will be donated to a charitable organization.

If you escape or abscond from the program and thereby abandon your property, the abandoned property will be donated to a charitable organization after 30 days. If you escape or abscond and are apprehended or turn yourself in before your property is donated, it is your responsibility to notify the Center in writing of your whereabouts and to make arrangements for someone to pick up your belongings. Your designated contact may not pick up your property if you are at large.

TRAVEL REGULATIONS

PAROLE RESIDENTS

- Out of State Travel is prohibited.
- Travel Restrictions stipulated by parole orders require mandatory compliance.
- Travel requires approval from the appropriate Center staff.
- Travel outside of the 6 county parole district of Allegheny, Beaver, Fayette, Greene, Washington and Westmoreland Counties requires both Center Staff approval and written authorization from your assigned parole agent.
- Any travel outside of Community Corrections Region III requires Regional Director approval in addition to any requirements specified above.

PRERELEASE RESIDENTS

- Out of state travel is prohibited.
- Travel outside of Community Corrections Region III is prohibited without Regional Director approval.
- Travel requires approval from the appropriate Center staff.

PUBLIC ASSISTANCE

Residents may be eligible for public assistance in the form of medical assistance. Changes in the law have made the assistance very restrictive. DPA will determine Resident's eligibility. If a grant is awarded, you must provide the Center with proof that the monies were used for the intended purpose.

Any correspondence from DPA relative to medical and/or eligibility for assistance as well as termination dates shall be provided to your Counselor. Failure to do so may result in program sanctions and/or criminal charges.

RESIDENT FISCAL PROCEDURE

Residents arriving from State Correctional Institutions must turn over their money to the Shift Manager for deposit into the Center's Wage Account. If cash is turned in, the Shift Manager may determine if the resident may keep a part of it (up to \$50.00 dollars). The transaction is logged and the monitor and

resident shall initial the receipt verifying that the entry is correct. You are also required to pay Rent, Court Costs, fines, restitution, and develop a respectable amount of savings upon gaining employment.

RENT

Rent is paid at a rate of **20%** of your net income.

COURT COSTS / FINES / RESTITUTION

An inquiry will be made to your sentencing county(s) requesting information on any financial obligations you may have. You are required to make payments on any outstanding court costs, fines, or restitution at a minimum rate of **10%** of your net income. The money will be deducted from your account once you begin employment. If an official letter is received indicating you don't owe any monies, you will be required to deduct 10% from your income and add that additional amount to your savings.

SAVINGS

As per DOC policy, each resident is required to maintain a Center savings account. The purpose of the savings is to assist you in learning budgeting skills and enable you to have money available for release. A **minimum** of **10%** of your net pay is deducted from your wages and held as savings. Based upon your earnings and your financial needs, your Counselor will help you determine appropriate savings and living expense amounts. **You may be mandated to contribute a great deal more than 10%**. All monies saved during your residency will be returned to you upon release provided that you have no other financial obligations to the Center or Parole Board. **You are required to account for all living expenses via receipts**.

!WARNING! If you must obtain your own apartment because you do not have a home plan sponsor or because your home plan was denied, you will need approximately 800 dollars for rent, security, and utility purposes. It may take more than 6 months to save this amount of money!

WEEKLY BUDGET PROCEDURE

Budget sheets are completed by each resident. Once you become employed and receive your first paycheck you are required to begin payment of rent and court costs. You can request money from your account for living expenses by filling out a withdrawal from savings form through your primary counselor. The Center Director must approve all withdrawals in writing.

INCOME IS DEFINED AS:

- Wages and Salaries (Subject to rent reduction)
- Public Assistance cash benefits
- Unemployment compensation (Subject to rent reduction)
- Pensions (Subject to rent reduction)
- Social Security cash benefits (Subject to rent reduction)
- Insurance benefits
- Gifts (Cash, checks, money orders from friends and relatives, etc.)
- Institutional funds

Your employment check must be accompanied by a pay stub, which indicates all taxes taken, any other deductions, the net and gross of the check, and the hours you worked. Residents are not permitted to turn in wages without a stub or statement. Residents are not permitted to work for an employer who pays in cash, who does not provide pay stubs, or does not deduct taxes from the check.

Your home address for employment purposes is the Center's address (not your home-plan address, relative's address or a friend's address).

If a check bounces for any reason, the money from that check will be deducted from your account. You must then be reimbursed by your employer. You may also be required by Center staff to seek other employment.

At the time income is turned in, you must write the information about the income on your budget sheet. The Shift Manager on duty will provide you the form and you must complete it immediately. Make sure you sign your signature on the back of the check.

CHECK PREPARATION

Your money must be turned in and your Budget Sheet completed each time you receive a paycheck. The appropriate Center Staff will approve and/or correct any errors on your budget sheet.

Checks are prepared and generally made available for pickup at the Shift Manager's desk. You will be notified if there are any changes due to holidays, staff illness, etc.

WHERE TO CASH YOUR CHECK

Sky Bank, located on Third Avenue in New Brighton, is the bank that maintains the Center's account and where you may cash your Center check. The bank is open 9 a.m. to 4 p.m., Monday through Friday.

You will have to present proper identification to the teller, (driver's license, Pa. State ID card, or DPA photo card, etc.). Do not endorse your check until you are at the teller's window. An endorsed check is negotiable by anyone.

CLOSED ACCOUNTS

Upon your release from the Center, you will be issued the balance of your account minus any outstanding debts. You will receive a print out, which includes all transactions made on your account. If your release is unscheduled the remaining balance may be forwarded to you via mail.

If you are returned to an institution, abscond or escape, once apprehended, the balance of your account will be forwarded to that institution after deduction of any debts owed to the Center and a letter has been received from you stating where you would like the balance to be forwarded.

If you abscond from the center, the balance of your account will first be used towards any remaining debts that you may have incurred at the Center. After Center debts are paid any remaining balance will be applied towards outstanding court costs or restitution and finally towards any medical or other debts that you have incurred in the community. Remaining funds can be forwarded to you once you are apprehended. Account balances will not be released to your designated contact; it will be forwarded to the institution upon notification of your apprehension. Your designated contact may NOT pick up your property if you at large.

OTHER FINANCIALLY RELATED INFORMATION

You are prohibited from maintaining any type of bank account outside the Center. If you have a joint account with another person, you must inform your Counselor upon your arrival at the Center and he/she will advise you as to what to do.

Residents receiving pensions or social security benefits that are directly deposited into a bank account anywhere in the USA must report earnings to DPA and to your Counselor. You will be required to have this income deposited into the Center's wage account.

You are prohibited from entering into any signed contracts, establishing charge accounts, placing items on layaway, purchasing an automobile, renting, leasing or purchasing property, negotiating loans. etc. All of the above situations must be discussed with your Counselor for approval.

Interest is not accrued on the Center's Resident Accounts.

COMMUNITY ORIENTATION and REINTEGRATION (C.O.R.) COUNSELING

When you arrive at the Center, you will be assigned a Counselor. You must meet with your counselor at least once a week for a formal 60-minute counseling session. Counselors post their weekly schedules on the resident bulletin board. The counseling session should be used to address issues regarding your return to society, your required programming, and to plan your weekly schedule and budget. Your counselor will provide you with information, instruction, and guidance. The Community Service Coordinator will also assist you in developing a mutually agreed upon Community Orientation and Reentry Program Plan. The plan will outline any requirements or goals specific to your case. Your plan will be modified to address your changing needs and obligations.

INDIVIDUAL & GROUP COUNSELING

As indicated above, you are required to meet with your Counselor for an individual counseling session at least once per week. The counseling session should focus on individual issues (therapy, budget, employment, etc), as well as your plans for the upcoming week, (schedules, travel authorizations, passes, etc). You may also be required to attend group counseling.

COUNSELING OR TREATMENT

Most residents will also be required to attend some type of in-patient or outpatient therapy in addition to any programming received in the Center. Your counselor will inform you of any programming that we require you to attend. Your Green Sheet (for Parole Cases) will stipulate any additional mandatory programming required by the parole board. Based upon your participation, attitude, and behavior, required programs may be modified or changed entirely during your Center stay.

SUPPORT GROUPS

You may also be required to attend in-house and local support groups such as Alcoholics Anonymous, Narcotics Anonymous, 12 Step Programs, or other groups related to your needs, history, and current behavior. If required to attend support groups, you will be required to attend groups **closest** to our Center. You will likely be instructed to attend support meetings while on pass.

DESTINATION PROCEDURES

Residents are required to keep Center staff advised of their location at all times. This is done via the sign in/out log and telephone destination changes. When you sign out you must provide the <u>name</u>, <u>address</u>, <u>and telephone number</u> of your destination as well as the <u>purpose</u> of the visit. Failure to provide complete and accurate information may result in instruction to return to the Center or further disciplinary action. Travel time is limited to only the minimum amount of time necessary to travel directly from one destination to the next. Abuse of travel time will be viewed as a location violation. It is your responsibility to be at and be contactable at your reported location at all times.

When signing in or out of the facility you are required to record the time and your initials as part of the destination procedure. On-duty staff may then verify your information. Staff must be provided with the above information and may then authorize your location change. Any request to visit a residential location in the community must be pre-approved in writing by your counselor.

Residents are not permitted to be at a location without a landline telephone unless authorized by Center staff. **Cell phone numbers MAY NOT be used**. It is also your responsibility to inform persons at location that the Center may call to verify your location. You must be able to be contacted in person at the number at all times. If we cannot contact you at your specified sign out address you are considered to be in violation of destination procedures and subject to disciplinary action. If you arrive at your destination after a location check has been made, contact the Center immediately and fully explain your delay.

If you are given an order to return to the Center, do so immediately. You may be required to provide a urine sample or be subject to a breath/alcohol test upon your return.

The number of different locations you may visit during the day is limited based on your status and schedule.

CURFEWS

Residents are not permitted to leave the Center before 7:00 a.m. unless employment, school or training requires an earlier departure. Your curfew will depend on your status level. You are expected to be physically present in the building by your curfew time. No excuses will be accepted regarding the curfew policy. You are responsible for knowing your curfew. If there is an emergency preventing you from returning to the Center by your curfew, it is your responsibility to notify the Staff as soon as possible. Curfew violations resulting from emergency situations will be investigated by staff.

EMPLOYMENT SEARCH

Unemployed residents are required to pursue employment, or if approved by the Center Director and referral source, vocational or educational training. Techniques used in searching for employment will be reviewed with you during your orientation period by your Counselor. The Center also has information available for your use relative to job search and programs available in the community. Residents are expected to begin formal job search following their orientation period. Job search will be conducted every Monday through Thursday except on holidays. Residents must sign out of the Center at 8:00 a.m. to begin the day's search. The breakfast meal and other routine functions such as cleaning details are to be completed in the center prior to job search.

FORMS:

- 1. The <u>Job Search Form</u> must be completed as you conduct your search. A minimum of three (3) contacts must be made each day and you must hand in the form to the Shift Desk upon your return. You need to have a job contact actually SIGN the job search form. Residents are only permitted to go to locations listed and approved by their counselor on their job search forms.
- 2. The Employment Notification/Verification Form must also be carried when you job search. If you are hired you will need to complete the top section of the form and have the potential employer read and sign the form. Turn the form into your counselor who will then contact the employer by phone and complete the remainder of the form. This process ensures that the employer understands that you are participating in our program. The form will then be submitted to the Center Director for final approval.

When you sign out, you must provide all addresses and phone numbers of the intended locations. Residents are only permitted to go to locations listed & approved by their counselor on their job search forms. Contacts acquired from the Job Center should be used for the planning your current job search week.

During the job search period, you must remain in one geographical area, (i.e. Beaver Falls, Rochester, Pittsburgh, etc.).

All job search residents are required to return to the Center no later than 4:00 p.m. Interviews or appointments scheduled later than 3:00 p.m. must be pre-approved by your Counselor.

Residents who have not achieved employment by the end of the fourth week of employment search will be placed on a modified job search, which will restrict their mobility out of the center and will monitor their progress more closely.

PROHIBITED WORK:

You are not permitted to begin employment until approved by your assigned Counselor.

Self-employment: Self-employment may be considered only if the business had been established prior to incarceration. Residents wishing to become self-employed must obtain written approval from the Center Director prior to engaging in such employment.

"Under the table employment" is not permitted. Residents may not maintain employment with an employer who is not properly reporting wages to government agencies as required by applicable codes and laws. All employment hours must be verified via pay stubs. (Employment with businesses that do not provide pay **stubs is** prohibited.)

If by reasonable conclusion of staff, the resident's employment would put the resident and/or any other individual at risk because the work is somehow related to the resident's criminal history, staff may refuse to approve or may terminate the resident's employment. This also includes employment where the resident's location cannot be verified or where the resident would violate travel regulations.

RESIDENT EMPLOYMENT

You must obtain full-time employment of at least 32 hours per week. Under certain rare conditions, primarily in the case of retired or handicapped residents, volunteer work may be substituted on an hour for hour basis for paid work. "Retired" means a person who is receiving a legitimate pension from a company or agency. A reduced amount of volunteer work hours may be considered for residents documenting legitimate medical problems that prevent a fulltime workweek. Approval must be obtained from the Center Director.

Once you are employed:

Cash advances from employers are not permitted. A resident will not be able to draw from their account when an employer's check is returned for insufficient funds and must personally correct the situation with the employer. If funds fall below a negative balance because of a returned check, the resident must replace said funds. Repeat occurrences of returned checks will result in the resident no longer being authorized to work at the location.

Residents shall notify staff of deductions from gross pay that are not taxes, such as savings, union dues, child support, or other contributions so as to declare the "true net" for the purposes of determining Center rent.

Residents shall discuss and gain approval from the Counselor prior to any decision to quit a job. Residents will be required to have alternate employment secured prior to leaving their current employment. As a courtesy, 2 weeks notice to the employer is required, whenever possible.

Residents shall notify staff immediately of any **ABSENCES** from work for any reason and shall immediately return directly to the Center. **Pass time is cancelled for residents who call off sick**.

In order to maintain program status, a full workweek must be maintained. You must maintain a minimum of 32 hours per week. If a full workweek is not maintained, pass time may be canceled or program status may be reduced.

RESIDENT UNEMPLOYMENT

If you become unemployed due to circumstances beyond your control, (lay-off, etc.), you will be afforded the opportunity to conduct job search for a period of two weeks without penalty to your status level or earned pass time. If you remain unemployed after two weeks, you will return to job search status until you again have full-time employment.

If you quit a job without permission or you are terminated due to problematic behavior, you may be returned to Job Search Status and be required to re-earn all status levels.

If you receive permission from the Center Director to terminate your own employment prior to securing new employment, you will be given two weeks to secure new full-time employment. If you remain unemployed after the allotted time has expired, you will lose status privileges until you are able to begin full-time employment.

COMMUNITY SERVICE

The Center has a commitment to provide volunteer services to our community. All RSAT and prerelease residents will be required to participate in this commitment by contributing a minimum of eight (8) hours of community service each month. Service consists of performing work for local non-profit agencies such as soup kitchens, animal shelters, churches, police stations, etc. Your Counselor can direct you to appropriate agencies. Your obligation is 2 hours per week at minimum. Do not schedule all 8 hours of community service for one day.

STATUS LEVEL SYSTEM and PROMOTION

Penn Pavilion has several program status levels. The higher your status level, the more privileges you are permitted.

Your current status level may be revoked based upon your current program performance. Status One occurs automatically after you complete a 32-hour work week. Before you can apply for Status Two or Three, you must have met the following conditions:

Program Plan Compliance

Program requirements vary for each resident but generally consist of: ongoing full time employment, verified assigned treatment attendance, community service (8hrs/month), required number of successful weeks completed for your current status, overall positive center adjustment.

Upgrade Request Form

Must be completed by you and provided to your Counselor. You will also need the support of Center Staff. Each staff member votes on your request and your attitude and behavior are taken into consideration.

STATUS LEVELS, PRIVILEGES AND RESPONSIBILITIES

Orientation STATUS (community orientation and reintegration status - 2 weeks - automatic)

The day you arrive you are placed on this orientation status. During this level you will receive basic information and instructions on Center rules, regulations and procedures. You will meet with your counselor and develop a Program Plan. You will be required to attend to necessary activities in the community such as signing up for temporary assistance, obtaining an identification card, purchasing clothing, etc. During this period, staff will work closely with you to ensure you are aware of existing procedures. You must study the information provided to your and be able to display knowledge of your program requirements.

JOB SEARCH STATUS (1 to 4 weeks - automatic)

During this level you are expected to efficiently seek and obtain gainful employment. This level usually takes one to four weeks to complete. **If you have not secured employment by the end of your third job search week**, your performance will be reviewed to determine a plan of action.

- You may attend in-house support groups and therapy in the community as approved by your Counselor.
- You will be allowed up to one 12 Hour pass on the Saturday or Sunday following your admission.
- Earned pass time: Saturday or Sunday 9:00 a.m. to 9:00 p.m. You MAY be permitted to visit your intended or approved home-plan address if authorized by your counselor. You will be allowed up to one 12 hour pass the Saturday or Sunday following your completion of the COR Program.

LEVEL I (Occurs automatically after you begin Full Time Employment. Lasts for minimum of 4 weeks)

Pass time privileges begin the day after the successful completion of your first week of work, (32+ hours of employment); provided that you have met all program requirements.

- Earned Pass Time: up to one 12 hour pass taken between any nonworking hours of 8:00 a.m. to 8:00 p.m. or 9:00 a.m. to 9:00 p.m.
- One approved residential pass location (must be a home-plan address if you have one)
- 8 Hour Holiday passes on specified holidays.
- 9:00 p.m. curfew maximum.
- Shopping time occurs during your pass time. One (2) hour shopping trip may be scheduled with
 the approval of your Counselor each month. The two hours include travel time to and from the
 store. All shopping trips are verified by your required submission of receipts and display
 of merchandise to the duty monitor.
- Support groups and therapy sessions continue at this level and beyond with approval from the Counselor and/or Director. These activities are your responsibility and occur as part of your pass time, not in addition to your pass time.
- Eight (8) hours of community service must be completed within 30 days of employment and each calendar month thereafter. This applies to pre-release and all RSAT clients.

LEVEL II (minimum of 8 weeks)

You must apply in writing and be approved by the Director for this level. See your Counselor for an Upgrade Request Form. As with any status, you must remain in compliance with your prescriptive program plan to receive privileges.

- Up to twelve (12) hour passes on up to 2 regular "off days" per week.
- Up to two (2) approved residential pass locations.
- 12 Hour Holiday passes on specified holidays.
- 9:00 p.m. Curfew.

- Shopping time occurs during your pass time. One (3) hour shopping trip may be scheduled with
 the approval of your Counselor each month. The three hours include travel time to and from the
 store. All shopping trips are verified by your required submission of receipts and display
 of merchandise to the duty monitor.
- Support groups and therapy sessions continue at this level and beyond with approval from the Counselor and/or Director. These activities are your responsibility and occur as part of your pass time, not in addition to your pass time.
- Eight (8) hours of community service must be completed within 30 days of employment and each calendar month thereafter. This applies to pre-release and all RSAT clients.

LEVEL III

If you request review for Status III, and are approved, privileges are as follows:

- 10:00 p.m. Curfew
- 14 hour passes on up to two nonworking days per week.
- Overnight Furloughs only to an approved furlough address (for prerelease cases). Overnight
 passes will generally occur from Friday after work until your Sunday evening curfew. If you do
 not qualify for overnight passes regular weekend passes will continue.
- Up to Three approved residential pass locations.
- Shopping time occurs during your pass time. One (4) hour shopping trip may be scheduled with
 the approval of your Counselor each month. The four hours include travel time to and from the
 store. All shopping trips are verified by your required submission of receipts and display
 of merchandise to the duty monitor.
- Support groups and therapy sessions continue at this level and beyond with approval from the Counselor and/or Director. These activities are your responsibility and occur as part of your pass time, not in addition to your pass time.
- Eight (8) hours of community service must be completed within 30 days of employment and each calendar month thereafter. This applies to pre-release and all RSAT clients.

SANCTIONS/MISCONDUCTS

If you fail to perform as required, you will be issued a sanction notice describing the violation and penalty. Discipline is progressive and continued sanction notices will result in greater penalties. Remember that sanction notices are used to modify inappropriate behavior. Depending upon the infraction, you may incur a simple verbal warning up to restriction, loss of status, or being terminated from the program. In order to gain status levels, you must achieve a number of acceptable weeks in your current status level. You must complete a full week with no loss of pass time to count it as a good week toward status upgrade. Therefore, if you receive a sanction notice advising you that you have lost pass time your week is automatically disqualified. However, if you receive a sanction that is a warning or assigns you an extra detail, you may still count the week as good towards promotion. Rules, regulations and policies governing the conduct of inmate residents are set forth in the directives issued by the Dept. of Corrections, by the Bureau of Community Corrections and by Penn Pavilion. DC ADM 801 is the Department's Directive that covers resident disciplinary procedures. A copy is posted on the Resident's Bulletin Board in the living room. Although the disciplinary process differs for prerelease and parole residents, program rules and regulations remain the same.

RESTRICTION

The Chief of Operations, Chief of Programs, your assigned Counselor and/or the Director may restrict your earned pass time as a result of any rule infraction or failure to meet any Center requirement. You may receive multiple days of restriction for the same infraction. There are two types of restriction:

WORK RELEASE RESTRICTION

This restriction is a loss of earned pass time for a specific period of time. You will continue to attend work, job search, and treatment during regularly scheduled hours.

- May depart from the Center for work, treatment (not support groups), or job search only.
- Possible assignment of extra details.

TOTAL RESTRICTION

If you are assigned to total restriction you are not permitted to depart from the Center for any reason.

- Visitation privileges are suspended.
- Extra details may be assigned.
- You will receive an administrative review with your Counselor, Center Director, and/or Parole Agent.
- Phone privileges suspended, (may be used for work related purposes only).

NOTE: Schedule changes on days that you lose pass time will not generally be permitted unless your request is for verified work. All meetings (AA/NA, other outside treatment sessions) must be rescheduled for days that you are not on restriction.

PROGRAM REVIEW/STAFFING

Staffings are conducted as needed to discuss your Center adjustment and/or to address any problem areas. Whenever possible, staffing will consist of your Counselor and the Center Director. Staffing will consider Center adjustment, employment/education status, adherence to your program plan, number of rules violations, etc. All staff will have input regarding your status. You may request to attend this staffing and are encouraged to do so provided it will not interfere with required work.

VIOLATION RECORD

As a resident of Penn Pavilion, you will be expected to fulfill your responsibilities in order to maintain program status and earn pass time. The violation record allows your counselor to track resident performance difficulties. Those who keep performance difficulties at a minimum will be eligible to progress through a series of program statuses (outlined above) and receive pass time. To gain eligibility for promotion to a higher program status, you must earn consecutive successful weeks. A successful week is defined as a week in which you received no days of restriction. You need 4 successful weeks prior to applying for status II and 8 additional successful weeks prior to applying for status III.

DOCUMENTATION

SIGN IN/OUT PROPERLY and BY DESIGNATED CURFEW. Proper locations, address and phone numbers must be accurate and complete. You must also sign in no later than your assigned curfew.

COMPLETE ALL REQUIRED DOCUMENTATION. This includes but is not limited to accurately completing: your SCHEDULE, your BUDGET SHEET, passes, travel authorizations, etc. If you need assistance completing any form, ask your Counselor or the Shift Manager on duty.

ATTEND ALL REQUIRED APPOINTMENTS and SUPPORT GROUP MEETINGS. You must make and keep all required treatment, counseling appointments, and support group meetings as assigned. Residents must supply their counselors with written documentation to receive credit for support meeting attendance. All residents with drug/alcohol histories will be required to attend the Center's in-house NA/AA session. Some residents will be required to participate in a specific number of AA/NA meetings based upon their abuse history.

PERFORM 8 HOURS of COMMUNITY SERVICE. You also must complete 8 hours of Community Service each month at a rate of 2 hours per week if you are pre-release or an RSAT case.

LOCATION CHECKS. Shift Managers and Counselors may periodically verify your location at anytime. You are required to be available for contact at ALL TIMES at the location you are signed out too. If you are a pre-release case and you cannot be reached for a period of 5 hours or more, you will be deemed an escapee.

REPORT SCHEDULE CHANGES. The paperwork you submit to your Counselor is used to monitor your whereabouts and program participation. You must request counselor approval for any change in your schedule. All requests must be signed-off by a counselor. PLAN YOUR WEEK CAREFULLY. Use your weekly counseling session to address changes. You must follow your schedule as submitted as last minute requests to modify your schedule may not be approved. All paperwork (TA's, passes, work schedules, etc.) must be submitted 48 hours in advance to the Shift Desk.

MAINTAIN FULL-TIME EMPLOYMENT (minimum of 32 hours/week) You must maintain fulltime employment to receive pass privileges. Volunteer work may be substituted for disabled or retired residents.

MAKE 4 to 8 VERIFIABLE JOB CONTACTS DAILY. (job-search status only). While unemployed, you are required to search for employment. The Center will verify your activity by phoning contacts on your job search form, which you are required to complete and turn in daily. Falsification of the Job Search Verification Form is grounds for disciplinary action.

ALL INCOME TURNED IN. PAY STUB ACCOMPANYS WORK CHECK. You must turn all income, your paycheck, and pay-stub immediately upon return to the Center.

COMPLETION OF ASSIGNED CLEANING DETAILS. It is your responsibility to complete your assigned detail on time. You must then inform the Shift Manager who will verify that you area was cleaned appropriately. You will be instructed to re-clean any area found to be inappropriately cleaned. You are also required to launder your linen every other week. The Shift Manager will, upon request, provide you with up to one single use bag of detergent each week for use in cleaning your Center linens. You are also responsible to have your living area neat and uncluttered at all times. Excess property and items listed as contraband may not be retained at our Center. Room inspections will be conducted by the 7:00 a.m. to 3 p.m. Shift Manager.

FOLLOW HOUSE RULES. You are required to follow all rules and procedures listed in this handbook as well as any additional rules outlined by staff or your Parole agent. In instances where a rule contradiction exists between DOC and Parole, the most restrictive rule or condition will apply.

OTHER. This area is used to address specific incidents or problem areas not covered above.

PRE-RELEASE FURLOUGHS

Overnight passes are designed to allow pre-release residents the opportunity to gradually separate from the Center and promote successful reintegration into the community. Overnight passes are not automatic, and are considered a privilege. All residents must meet the following criteria prior to being authorized for overnight pass privileges.

You must be Status Level III.

You must have an approved furlough site, (prerelease cases), which must have an operating telephone that is NOT a cell phone.

Each Overnight pass must be requested and approved separately in writing.

You must not be on restriction.

OVERNIGHT PASS RULES (Status III Only)

Residents may not depart the overnight pass address for any reason other than an actual emergency. You must be available for contact at the address phone from your 11:00 p.m. curfew until 7:00am the next morning. If you are unavailable between the hours of 11:00 p.m. and 7:00 a.m., you may be deemed an escapee.

You will be required to sign and agree to follow Home Furlough Agreement rules and Regulations prior to commencing furloughs.

Your status, work hours during the week, etc, all must be in compliance. Loss of pass time may occur if you receive any sanctions for rules infractions.

You must return to the center by curfew on the last day of the overnight pass.

EMERGENCY PROCEDURES

The Emergency Procedure is part of Penn Pavilion's Emergency Manual. It is the policy of Penn Pavilion to safeguard the lives of all staff and residents in an emergency situation while providing for the supervision and accountability of the resident population. These procedures will be communicated to all staff and residents, and posted in a conspicuous location for continued reference.

SAFETY COMMITTEE

A Safety Committee exists at the Center, and consists of the Center Director and the staff Fire/Safety Officer. Report any unsafe conditions to staff on duty immediately. Any suggestions to improve fire and safety should be sent to the Center Director or the Fire/Safety Officer (11:00 p.m. to 7:00 a.m. monitor) for review.

MONTHLY FIRE DRILL

Evacuation drills are unannounced and occur at least monthly at any time of the day or night. The monitor will do a head count when the last person exits the building. Failure to evacuate the building within 3 minutes from the alarm may result in disciplinary action

If you hear the Fire Alarm, respond immediately:

- Leave the building by way of the nearest exit or as instructed and as far away from the fire as possible.
- Exit routes are posted on all floors.
- Close the doors and windows behind you.

• Evacuate as quickly as possible and report to the yard behind the Center. You will be responsible to stay at that location until given permission to leave by a staff member. Return to the Center after the drill.

NOTE: During inclement weather, evacuation drill procedures allow the monitor to make the head count in the kitchen area for male residents and in the GED room for female residents. (Follow the instructions of the monitor.)

FIRE PROCEDURES

If you are the first person who notices fire or smoke, sound the alarm closest to you but away from the fire. Fire alarms are located on each floor and you should be familiar with their locations as well as the locations of fire extinguishers. You will be given instruction regarding the use of Fire Alarms during your orientation.

If a resident witnesses a fire or smoke he should immediately advise any available staff member of the situation and location of the fire. In all cases the staff member should dial 9-911 to report the fire. If the fire is controllable by staff, 9-911 can be called to cancel the report. 911 may be contacted by dialing 9-911 on the centers 724-843-3212 line or on the center payphones.

SAFETY TIPS for FIRES

Be aware of all available exits in the Center. Learn alternate escape routes.

Do not attempt to open doors that feel hot to touch. Use an alternate escape route.

Smoke is your worst enemy. Smoke, heat and gasses can choke and kill you after a few breaths. If you are caught in smoke, get down and crawl. Hold your breath as much as possible or cover your mouth and nose with a towel or cloth. Do not attempt to save personal property.

MANDATORY EMERGENCY EVACUATION

In the event of an evacuation, follow the instructions of the staff member in charge.

If conditions permit, choose personal belongings you will absolutely need and secure the remainder of your possessions in your locker. Be sure to request any medication that we are holding for you.

If possible you will be issued an emergency furlough, (prerelease cases), or overnight pass, (parole cases), to an approved address. If you do not have an approved address you will be required to relocate to an emergency mass care facility. Alle Kiski Pavilion may be declared as the facility that will provide housing to our residents in the event that evacuation is required.

Residents are **always** responsible for informing staff of their whereabouts and be available for contact at that location. You must register on a daily basis with a Center staff or an approved authority, (Penn Pavilion, Bureau of Community Corrections Regional Office, local parole office, local police, Red Cross - as assigned by staff when possible). Inform the contact person of your status and obtain their name, title, address and telephone number.

In all cases, orders and instructions of Civil Defense, Emergency and Police authorities must be followed.

For up-to-the minute reports and instructions, tune to a local radio station or Emergency Broadcast Station such as KDKA, 1020 AM in Pittsburgh.

LOSS OF HABITABLE CONDITIONS

Based on staff assessment, Center residents shall be temporarily reassigned if the Center is declared uninhabitable to one of the following:

- Other CCC's
- Furlough address
- Contract facilities
- Crisis Center
- Support institution

CIVIL DEFENSE EMERGENCY OR NATURAL DISASTER

When a disaster or other special emergency is officially declared by authorities such as the Governor, Mayor, County Emergency Coordinator, etc. you should attempt to contact the Center for instructions immediately. The staff member in charge will attempt to explain what is expected of you and any necessary actions that you should take. You should return to the Center if instructed to do so. As with all emergencies, attempt to remain calm and maintain regular contact with the Center. You may be required to provide assistance if a state of emergency is declared.

If you are unable to contact the Center during a declared emergency:

You may remain with and assist your family for the duration of the emergency or until you receive further

instruction. You must attempt to make regular hourly contact with the Center.

If you have an approved home plan or furlough beyond the affected area, you may be authorized to remain there for the duration of the emergency.

If you have family living within the Commonwealth beyond the affected area but within the practical traveling distance (about 100 miles one way), you may be authorized to reside with them for the duration of the emergency.

If none of the above apply to you, you will be required to report to Alle Kiski Pavilion or the nearest emergency mass care facility.

All residents must return to the CCC within (6) six hours of the termination of the emergency.

SEVERE WEATHER

At the Center Director's discretion, all resident movement may be cancelled due to the threat of severe weather. If a resident can not get back to the Center from work or sign out because severe weather, he shall contact the Center for further instructions. If severe weather occurs while a resident is away from the Center you must contact the Center immediately for instructions. If a resident is unable to get back because of a severe weather, he will be required to maintain regular contact with Center staff as instructed. If unable to contact the Center follow instructions under Evacuation above.

OTHER EMERGENCIES

In all emergencies, every attempt should be made to contact staff and to follow their instructions. You are responsible for accurately reporting your whereabouts at all times.

For emergency situations, staff is instructed to call for medical assistance by dialing 911. For routine minor First Aid needs, see the staff on duty. In the event that a staff member is found incapacitated, you are authorized to contact 911 using the center pay phones.

During all emergency situations, you are expected to offer your assistance to staff and to strictly follow staff instructions.

ILLNESS OR MEDICAL NEEDS OF RESIDENTS AND FELLOW RESIDENTS

If you should become ill or detect any unusual symptoms of disease, you should report the problem to the Center Staff immediately. You will be advised regarding treatment. If you note unusual behavior on the part of any other resident at the Center, notify a staff member at once. The resident may be having a heart attack or some other problem or may need medical assistance immediately. The staff has some training regarding the handling of emergency situations and can summon local assistance at any time. The following hospital services are available in the community:

Heritage Valley Health System Beaver Medical Center Beaver, PA 15009 (724) 728-7000

If you obtain medical/dental care from any source be advised you are responsible for payment of all services received. If you do not have an employer paid health insurance program or publicly funded health insurance, you should advise your Counselor so that a referral can be made to appropriate community resource agencies.

If you have a health problem and it interferes with your ability to complete a particular work detail or your employment, it is your responsibility to advise your Counselor.

CLEANING AND MAINTENANCE PROGRAM

Cleanliness is an important and necessary part of the Center program. Sanitation, health, and a positive environment make the Center stay more acceptable. Staff set standards on maintaining a sound housekeeping program. Daily inspections are conducted by the Shift Manager to ensure standards are achieved.

Our cleaning program consists of daily, evening, and weekly assignments. Details are assigned by seniority. All areas will be completed by residents and checked by staff. All residents are responsible for maintaining both the cleanliness of their own living spaces and the entire center. Residents are not permitted to leave the Center prior to completion of assigned morning details. It is the responsibility of all residents to allow themselves enough time to complete their assigned detail and have it checked by the Shift Manager on duty. The Shift Manager should be informed immediately after you complete an assigned detail.

Non-regular details may be assigned at any time to any available resident as needs arise.

BEDROOM CHECKS

Each day your living area is to be neatly presented. Generally: bedspread tucked in, blanket neatly folded, shoes placed neatly under bed, toiletries and other property stored neatly. You should be able to store all of you gear inside your assigned wardrobes. Excess property is considered contraband and must be removed. Conservative decoration of your living area is permitted with staff approval.

The 7:00 A.M. to 3:00 p.m. Shift Manager will conduct weekly inspections, although any monitor that sees a problem may ask you to correct it. Shift Managers will also check to determine the condition of the furniture and lighting.

WORK DETAILS

There is a cleaning roster that outlines resident work detail assignment, which is posted at the Shift Manager's office.

If you have a scheduling conflict regarding the ability to complete a detail or have documented medical limitations, notify the Chief of Operations immediately. Based on the age and health conditions, certain details will not be assigned to some residents.

SPRING CLEANING AND INSPECTION

At least semi-annually, residents will be required to do a thorough house cleaning. This is performed just prior to the Regional Director's Inspection in February and July. At this time many major repairs as well as painting are done.

Each resident will be assigned specific areas to thoroughly clean, (in addition to your personal living area). This could involve wall washing, window cleaning, stripping floors, shampooing carpet, or other tasks outlined by the Chief of Operations.

Spring-cleaning completion usually takes two weeks and is divided into two sections. The first week is designated for cleaning residents' living quarters and the last two weeks cover the whole Center. All residents and staff participate in the inspection.

CENTER CLEANING EQUIPMENT

Vacuum sweepers, ironing boards, appliances, etc. are available for resident use. It is the user's responsibility to take care of all equipment signed out. Mechanical problems must be reported immediately to duty staff so that appropriate actions may be taken. All equipment should be cleaned and stored properly when not in use.

Cleaning supplies necessary to perform any assigned detail must be signed out at the Shift Manager's station.

LOCKS

Locks are issued to you for use in securing your belongings. It is **required** that you utilize the equipment assigned to secure your valuables - keep your lockers and locks locked. The Center is not liable for items stolen from your room and property with a value over 100 dollars is considered contraband. All locks must be turned in to the Shift Manager at the time of your release. Failure to return any items issued to you by the Center will result in a corresponding fee which will be deducted from your account.

LAUNDRY FACILITIES

Laundry facilities are available throughout the Center. The machines are for use by residents or to clean Center items only. All residents are responsible for maintaining the equipment in the laundry room in good condition. You should immediately report any mechanical problems to the Shift Manager on duty.

When using the washer/dryer, remove clothing from the machines promptly. The staff cannot be responsible for theft.

KITCHEN AND DINING ROOM

Residents will be permitted in these areas during the meal times listed on the schedule or when called to the dining room to eat. All other times these areas are restricted and considered "Off Limits". When your section or floor is called you should proceed to the dining areas and form an orderly line. Walkman headphones must be removed prior to entering the dining room. Residents are not permitted to remove any food items or drinks from the dining room and personal cups are not authorized. Prior to entering the dining room residents must by in the appropriate attire (i.e., shoes, socks, shirt and pants, etc.). If not in the proper attire facility staff will turn you back.

Residents can keep food items in their rooms but these items must be purchased either through our vending or commissary service. Vending is offered throughout the day and is closed at lights out. The commissary is an outside contracted service.

To use the facility-commissary see a duty shift manager for the commissary list. Commissary items are mail order items and take approximately four to five days to be received.

VISITATION RULES

At the time of admission, new residents will fill out a visitation form listing the names and addresses of their expected visitors. Visitation will not be conducted in any other part of the facility other than the group room behind the shift desk; i.e. residents will not be permitted to loiter in the hallways or gather around in the lobby to await visitors. The shift manager on duty will sign visitors into the building and then the resident will be called to the desk to receive their guest. At this time, residents will escort their guest to the group room. Visitors will be permitted to bring clothing, money and personal hygiene items at this time. Food items or liquids are prohibited. All visitors entering the facility are subject to search. All bags, purses or other containers will be left in the visitor's vehicle. Any guest found to be intoxicated or under the influence of drugs and/or alcohol will be asked to leave the facility.

Visitors not on the list will not be permitted in the building. Residents must place their expected guests clearly on the visitation form or the forms will not be approved. Residents are permitted only 4 visitors at one time, this includes children.

Visiting hours occur for females on Sunday - 12:30 p.m. to 2:30 p.m. and for males on Sunday - 3:30 p.m. to 4:30 p.m. Residents may request special visits by notifying their counselor in writing one week prior to the requested visit date. Special visits will only be considered when the visitor must travel more than 100 miles or when the visitor needs to see the resident for official business and is unavailable during regular visiting hours. Examples of official business are as follows: attorney during court case, clergy during grieving process; social worker regarding child support proceedings, etc. The resident may utilize earned pass time to visit outside of the facility.

All visitors are required to sign in at the monitors desk and must show proper identification (State drivers license), prior to visiting any resident. All persons entering the facility may be subject to pat searches or searches of their property or automobile. Any visitor that refuses to be searched will be denied access to the facility.

If your visitor requires accommodations due to disability, please advise Center Staff so that special arrangements can be made based upon the individual needs of your visitor.

The following general rules apply to all visits:

- Once a visit begins, the resident will not be permitted to leave the visiting area until the
 visit is concluded. Visitors are restricted to the visiting area only. If a visitor needs to use the
 staff bathroom, the visitor must request authorization from the Shift Manager on duty.
- **Victims and/or codefendants are never permitted to visit.** Parolees, inmates, or former residents are not permitted without the prior written approval of the Center Director.
- All visitors must display photo identification. Anyone under the age of 18 must be accompanied by their parent or legal guardian. In some cases, based upon the nature of a resident's offense, visits from minor children will never be permitted for any reason under any circumstance. Residents with crimes involving minor children may never receive a visit from any child without prior written authorization from the Center Director.
- Any behaviors deemed inappropriate by on duty staff may result in immediate termination of the
 visit and loss of visiting privileges for a specified time. Visitors may be permanently banned from
 entering the facility.
- Examples: loud boisterous behavior, any physical contact of a sexual nature, suspicious behavior or characteristics indicating possible drug or alcohol use, etc. In some case police may be called to the Center or the visitor may be asked to leave the facility.
- Cameras, video, and cell-phone equipment are prohibited inside the facility.
- All weapons are prohibited.
- Illegal drugs or intoxicants, narcotic medication, and alcohol are prohibited.
- Any items listed as contraband in this handbook is prohibited.

CENSUS CHECKS

As noted on the daily schedule, census checks will be conducted throughout the day. When "Count Time" is announced, all residents will proceed to their rooms and remain in their rooms until count is cleared. The duty staff will announce "Count Clear," at these time residents can return to their activities. During count time residents will insure that their room is cleaned, beds are tight, lockers and miscellaneous items are put away. Duty Staff can call count time at any time deemed necessary. The length of count is not up to residents and can be determined by the duty staff or management. Residents found outside their rooms during count time could result in a disciplinary action.

RECREATION

Recreation activities are available to all residents. The facility provides pool tables, weight lifting equipment, cable television rooms with VCR units, and various other activities such as board games and cards. Pool sticks must be kept at the shift desk - not in resident rooms. These activities are provided during personal time and all residents are encouraged to take advantage of them. Residents are to clean up after themselves and keep these areas clean. Residents must think "safety first" when utilizing lifting equipment and you should never lift alone. Remember that all recreational activities are a privilege, not a right. The use of profanity, loud noise and inappropriate behavior could result in these activities being restricted.

TELEPHONES

All residents will have access to telephones, which are located in various locations in the facility. The phone system will not accept collect calls and phone calls will be limited to ten minutes (as noted on Page 3 - #19). Residents will not be permitted to utilize the staff phones unless authorized by their assigned counselor or management. In the event of an emergency, staff can assist in placement of calls. The phones will be restricted from 11:00 p.m. to 7:00 a.m. Shift managers will not permit personal phone calls at the security desk. If a resident has a problem with placing calls with the resident phone system see a duty staff member for assistance. There are also pay phones on all floors except the basement.

MAIL

A mailbox is located at the front entrance of the Center. You may also mail your mail from a post office or mail receptacle in the community. You will be required to open packages and any suspicious mail in the presence of a staff person.

If you wish to correspond with an inmate at another correctional facility you must receive prior approval from the Center Director **and** the institution's Superintendent. You may not receive sexually explicit mail or publications at the Center. You may not receive mail containing any form of contraband (see page 25).

PUBLIC TRANSPORTATION

Beaver County Transit Authority (BCTA) operates public bus services in Pittsburgh and the surrounding communities. Here you may take several buses going to the downtown and surrounding areas of the City. The most requested bus routes and schedules are posted on the resident bulletin board for your use and your Counselor will assist you in determining which route is most appropriate. A map of Beaver County showing bus routes is also posted. Additional public bus service information is available in your Resource Guide.

It is recommended for those who must use public transit that they buy weekly or monthly bus passes. These passes are economical and insure that you will have transportation should your funds become depleted.

USE OF MOTOR VEHICLES

Residents are **not permitted** to own or operate a motor vehicle without **prior written permission** of the Center Director. You must present a valid driver's license and proof of ownership and valid insurance for each car you intend to own/operate. This information will be photocopied and placed in your file.

Residents are also required to complete a Request to Own/Operate a Motor Vehicle form for each car you own/operate. If you have a valid driver's license, you may request permission to drive the vehicle of another adult, providing you present proof of ownership and insurance. In addition, the owner must submit a notarized letter granting permission for you to drive his/her vehicle and the limitations of use.

You are not permitted to lend a vehicle to other residents. Driving without permission or owning a vehicle without permission is a violation of Center rules.

Residents are required to provide staff with a set of keys for their vehicle for vehicle searches.

You may be denied driving privileges due to the nature of your offenses(s). Resident vehicles may be parked in the Center's far parking lot.

SLEEPING AREA

Rooms are assigned upon your arrival. Requests for specific room assignments will not be honored. Consideration may, however, be made for changes based on medical or work schedule issues.

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

1 Wool Blanket	\$25.00 ea	2 Regular Sheets	\$11.00 ea.
1 Bedspread	\$20.00 ea.	1 Pillow	\$ 9.00 ea.
1 Bath Towel	\$ 5.50 ea.	1 Pillow Case	\$ 6.00 ea.
1 Wash Clothe	\$ 1.00 ea.	1 Lock Keyed to Master Key	\$15.00 ea.

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

You are required to launder your linens at least every other week.

In your sleeping area, you will be provided with a chair and closet/chest/locker space for the storage of personal items.

Your sleeping quarters will be located in a room with other residents. You are not permitted to rearrange your furniture. Within reasonable limits, you may decorate your sleeping quarters with your personal possessions. No items listed as contraband items are authorized.

Residents are not permitted in another resident's room.

The location of your sleeping quarters will determine which toilet and shower/bath facilities will be available for your use. While many of these bathrooms areas are listed on the general work details assigned to particular residents, all residents are expected to clean up after themselves. You are to use only the bathroom area assigned to you. Any plumbing or maintenance problems, which you note during your use of the bathroom, should be reported immediately to the Shift Manager on duty.

PERSONAL HYGIENE

All residents are expected to maintain proper personal hygiene. All indigent residents are issued a resident kit upon arrival at the Center. The Kit includes: **Soap, Shampoo, Comb, Toothpaste, Toothbrush, Razor, and Deodorant.** If you are in need of other items and have no funds inform staff immediately.

MEDICATION

MEDICAL TREATMENT

All new residents will complete a medical intake form upon arrival. Any residents who have medical concerns or serious medical conditions will be referred to the staff nurse. The nurse will visit weekly. Residents will coordinate with their assigned counselor to have their name placed on the nurses call list. The nurse or staff-physician must approve all requests for medication, either prescription or over the counter. All dispensing of medication, prescription or otherwise, will be supervised by a staff member.

All medications and prescriptions must be turned over to the shift desk upon arrival. These medications will be secured in the medication room. Shift managers will conduct inventories on all medications being stored. The shift managers will handle all medications needing refilled as long as the prescription states that refills remain. Shift managers will discard all medications that expire. Residents will be required to initial medication issue forms at the time any medications are dispensed.

All residents are responsible for the cost of any visit with the facility doctor after the first initial physical intake and all cost of medications. An outside doctor/family doctor can be utilized for any medical appointments with prior approval by your counselor. The Department of Corrections permits no narcotic medication without prior approval.

Residents are not authorized to have vitamins or weight lifting enhancements (i.e., amino acids, weight gainers, etc.) unless prescribed by the facility doctor for medical reasons. These items will be considered contraband and will be destroyed without the facilities physician's prior approval.

MEDICATION

All prescribed medication is to be turned over to Center staff <u>immediately</u> upon receipt of the medication, along with instructions regarding the use of the medication. Your prescription will be maintained in a locked cabinet and will be available during med line times. You must initial the center's medication log each time you request your medication. You are expected to take all medication as prescribed and once you no longer need the prescribed medication you are to advise the Shift Manager to dispose of it. At no time will medication labeled for one resident be given to any other resident.

Residents are required to advise their personal physician about any history of substance or alcohol abuse so that physician may take abuse history into account prior to prescribing medication. If a physician prescribes an addictive or narcotic drug, you will be required to return to the physician to request an alternate non-addictive medication.

When it is necessary for you to have your prescribed medication during an approved absence from the Center, you will be permitted to take with you an amount that will sustain you during the duration of the period that you are away from the Center. Non-prescribed medications such as aspirin, cough syrup, etc. are not permitted into the Center unless prior approval is given by the Center Director. You are also to advise the Shift Manager of use of any medicine when you are giving a urine sample.

Residents are on an alcohol ban and are prohibited from consuming any nonprescription drug that contains alcohol. You must check all ingredients in the product before purchasing and request assistance from the pharmacist at the drug store if you are uncertain about the ingredients. You are not authorized to take anyone else's prescribed medication. Under no circumstances, are you permitted to distribute medication of any kind to another resident.

MEDICATION LINE

The medication line will be announced by staff. You are required to report to the monitor's station if you wish to receive your medication at the times listed.

8:00 a.m. 12:00 p.m. 6:00 p.m. 10:00 p.m.

MAINTAINING YOUR OWN MEDICATION

In some cases you may be permitted to maintain your own medication. If you are permitted to maintain your own medication you must take it as prescribed. Shift Managers may perform a spot check to

determine if you are following doctor instructions. You may lose approval to maintain your own medication. Approvals are generally granted on non-narcotic maintenance medication such as high blood pressure or diabetes type medication.

PHYSICAL DISABILITIES or ILLNESS

A resident accepted into the program who has a physical disability that limits the type of work he can do is expected to find work within his limitations. It is the resident's responsibility to provide doctor's certification of disability or limitations. Documentation of any physical disability shall be required immediately after its occurrence. Medical documentation is also required for any resident to be excused from regular attendance at his employment or other required activities.

To obtain pass time and advanced program status, residents unable to work because of a physical disability are required to perform volunteer work for between 30 to 40 hours per week at a placement approved by the Center Director.

Except under extreme or unusual circumstances, residents who are, or who become, physically limited or disabled will not be permitted to use Center placement for long-term convalescence. The Center is not required to provide ongoing medical treatment, medical services, or monetary assistance. Residents who are unable to work and who have no monetary assistance or medical insurance or who cannot care for themselves may be required to be administratively returned to a correctional facility or transferred to a facility capable of addressing their needs.

DRUG AND ALCOHOL BAN AND TESTING

Residents of Penn Pavilion are prohibited from consuming alcohol and nonprescribed controlled or illegal substances. Residents are also prohibited from entering any establishment that serves alcohol. In an effort to ensure the sobriety of our residents, regular urinalysis screening and breathalyzer testing is conducted. If testing reveals that a resident has violated the drug and alcohol ban they may incur disciplinary sanctions and/or be terminated from the Center program. Testing is done at least weekly. You may be tested more frequently.

URINALYSIS TESTING

Urine samples must be submitted upon request from staff. Prior to collection, inform the staff member of any medication you are currently taking. At the time of collection you will be physically supervised by a staff member, male or female. If you are unable to immediately produce a sample, you will be required to remain in the Center at a location designated by staff. If you have difficulty producing a sample, you will be permitted to consume **one** 8 oz. cup of water. Failure or refusal to provide a sample within 2 hours of staff request will result in a presumed positive test and disciplinary action.

BREATHALYZER TESTING

Samples must be submitted upon request from staff. You may need to provide multiple samples over a short period of time. Refusal to provide a sample immediately will result in disciplinary action. Staff is not permitted to inform you of test results.

SHAKEDOWNS/PAT SEARCHES/SECURITY CHECKS

Shakedowns and security checks are conducted regularly. Shakedowns and security checks involve the thorough searching of areas, persons, or items in the Center. Your areas, lockers, person, or property is subject to search at any time. You may not be strip searched without direct order of the Center Director and presence of at least two staff members.

Any resident who refuses a search or who in any way attempts to obstruct a search, will be subject to disciplinary action. You are not permitted to purchase your own locks for center furniture. All unissued locks will be cut open.

Shakedowns are conducted to identify and confiscate Contraband. Residents are prohibited from having on their person, in their car, or under their control, any item considered to be contraband. Contraband may be confiscated at any time. The presence of contraband will subject you to disciplinary action that may result in revocation of your pre-release or parole status. If a resident becomes aware of contraband anywhere in the Center, he is required to report it immediately to a staff person.

Permitted Items

- Soap Powder (12 load box only)
- Bleach (only as part of the powder laundry)
- Liquid Laundry Detergent (only 50 fluid oz.)
- Liquid Fabric Softener (only 50 fluid oz.)
- NON-ALCOHOL cologne/perfume
- Blue Personal Sheets and Pillow Case (must use issued blanket)
- Personal Photographs (displayed only inside personal locker)
- Personal Clothing (must be secured in issued locker and appropriate)
- NON-ALCOHOL Personal Hygiene Items (shampoo, toothbrush/paste, shaving gear no straight razors, body soaps, towels/wash clothes, etc.)
- Walkman with headphones
- Windup or Battery Operated Clock
- Cigarettes (Limited to a maximum of one carton)
- Lighters & matches

Prohibited Items

- Chewing Tobacco, Snuff, etc.
- Cigarettes in excess of one carton
- Weapons
- Pornography of Any Kind
- Alcohol Products (including mouthwash and cologne)
- Air Fresheners and Incense
- Medications of Any Kind (these items must be turned in at admission)
- Consumable Foods or Drinks (these items must be purchased through vending/commissary)
- Radio's with Speakers or Tape Recording Ability, Clock Radios with External Speakers, Tape Recorders.
- Cleaning Supplies (these items are distributed by the facility)
- Curling Irons Without Auto Shut-Off Ability
- Lottery Tickets
- Beepers, Cellular Phones, Pagers
- Pillows, Blankets and Comforters
- Hair Perms and Hair Color
- Any Form of Tattoo Equipment
- Videos Not Purchased or Rented by the Facility
- Extension Cords
- Headgear, ball caps, watch caps, stocking, bandannas, etc.
- Dryer sheets (fabric softener)
- Fabric carrying cases for pool sticks, cd players & walkmans

Handheld PSP players, video game machines, personal DVD players & computers

Any resident found to be in possession of any contraband item is subject to disciplinary actions which could result in removal from the facility.

CONTACT WITH LEGAL AUTHORITIES

If you are stopped by, questioned or must give a report to any law enforcement agency or personnel, you must report the contact immediately to the Center Director so that the circumstances of the incident are recorded and any necessary action can be taken. If you are involved in any traffic violation, including tickets or accidents they must be reported to the Center immediately. The officer and Police Dept. name shall be provided to the Center personnel as soon as possible after the contact with the law enforcement agency.

UNAUTHORIZED DEPARTURE OR ABSENCE

If you are unable to return to the Center at the designated time, you are required to call the Center, explain the problem and continue to follow directions of staff during this period. If you disappear from contact for 5 or more hours, you will likely be reported to authorities.

In addition, you are never permitted to depart or enter the building without prior staff authorization. If you fail to return to Penn Pavilion or if you leave the building or program without prior authorization you may be declared an escapee or parole absconder, based upon your controlling jurisdiction.

ESCAPE

A prerelease resident that leaves the Center without authorization or who fails to return to the Center at a pre-designated time may be deemed escaped. The Pre-release Law of Pennsylvania states "Failure of any resident to report to and return from planned employment, the assigned place of employment, training or other authorization destination shall be deemed an escape." Escape is a third degree felony carrying a maximum 7-year prison sentence plus a \$15,000 fine pursuant to the Penal Code of Pennsylvania. If you are unable to return to the Center (accident, hospitalization) it is your responsibility to contact the Center staff or have someone contact the staff on your behalf immediately so we can verify your situation to prevent you from being charged with an escape.

ABSCONCION

A parole resident who leaves the Center without authorization or who fails to return to the Center at a pre-designated time may be deemed a parole absconder. An absconder is in violation of his parole and subject to arrest by agents of the Pennsylvania Board of Probation and Parole.

Be advised that if you are declared as an escapee or absconder, all property that you have left in the facility will be considered abandoned and will be donated to a local charity after 30 days. While you are at large you or your designated contacts are prohibited from recovering your property left at the Center. If you are apprehended or turn yourself into authorities it is your responsibility to notify the Center Director of your location (within 30 days of your unauthorized departure from Penn Pavilion) to avoid loss of your personal effects.

CONDUCT TOWARD OTHER RESIDENTS

Residents are expected to behave in a mature manner and to treat all residents with respect. You should make an effort to be congenial and respectful all residents. Residents shall not loan or borrow property from other residents. Residents who obtain information regarding employment opportunities

are encouraged to share this information with each other and with staff. If you can in any way be of assistance to another resident in this facility, you are encouraged to do so.

CONDUCT TOWARDS CENTER STAFF & VISITORS (OFFICIAL/NON-OFFICIAL)

You are expected to maintain proper conduct toward Center staff & visitors both official and non-official. You are not to use obscene, abusive or threatening language nor is your behavior in any way to be abusive or threatening or intimidating. You are expected to comply with all lawful orders given by any staff member & official visitors. Any difficulties you may encounter with any individual staff or visitor both official and non-official are to be reported to your Counselor or the Center Director. Insolence, disrespect, inappropriate behavior and lying to staff or official visitors will result in disciplinary action.

CODE OF ETHICS

The Code of Ethics under the Dept. of Corrections states:

Gifts and Favors

Employees and their families shall not directly or indirectly solicit, accept or agree to accept any gift of money or goods, loans or services for personal benefit which would influence the performance of their work duties or decision-making. Correctional employees shall not accept/distribute any gifts, money, and favors from either resident, his friends, relatives, or representatives. This includes offerings of food items.

There shall be No Fraternization or Private Relationships between Staff and Residents. This includes, but is not limited to trading, bartering, or receiving gifts, money and favors from either the resident or the resident's friends, relatives or representatives.

Violators of this code are subject to disciplinary procedures. Staff violators may be subject to arrest under Pennsylvania Law.

GRIEVANCES

Both pre-release and parole residents may file a grievance at any time by requesting a form from any staff member and by following the procedures outlined in the Dept. of Corrections Administrative Directive 804 which is posted in the basement at the entrance to the dining hall. Parole residents may utilize the same form but the grievance will be routed to parole staff if the Center Director is unable to provide resolution.

PERSONAL OR MENTAL ABUSE OF RESIDENTS

The use of personal or mental abuse or punitive interference with the daily functions of living is prohibited.

Center staff must treat residents in a professional and humane manner. Profanity directed to residents or discriminatory treatment will not be tolerated. Corporal punishment shall not be used under any circumstances.

DISCHARGE/PAROLE PROCEDURES

On the day that you are scheduled to be discharged from the Center, you must sign out according to the Center discharge procedures. Any discrepancies will delay your official release. This means that you must:

- Have your assigned areas thoroughly cleaned and checked by the Shift Manager.
- Turn in all items issued in the same condition as you received them. Ensure your Linen is clean and folded (no torn or discolored linen), and any locks, bedding or other issued items returned. There is a \$3.00 charge for linen turned in dirty. For items not returned, the resident will be assessed a fee which is determined by the price of the item at the time of purchase. Prices are indicated in this handbook but are subject to change.
- Fill out a change of address card and submit to the local Post Office. Mail arriving for you after your discharge will be returned.
- Turn in this handbook.
- In order to sign out with parole, you must have your signed release papers.
- Residents discharged from the program by means of escape or parole absconsion will have outstanding center debts deducted from their remaining account. Any balance remaining after Center debts are satisfied will be applied towards court costs or other debts.
- Residents returned to SCIP from our Center will have outstanding Center debts deducted from their account. Any balance will be forwarded to inmate accounting at SCI-Pittsburgh.

MISCELLANEOUS

STAFF OFFICES

You are not to enter the Staff Offices or the Staff Bathroom without prior approval from a staff member. This includes the Shift Manager's area behind the front desk.

While this handbook covers many areas, it is mainly descriptive and general in nature. If resident desires further information or clarification, he/she should feel free to consult with staff members. At Penn Pavilion it is our desire and goal to see that our residents receive personal and professional treatment according to their specific needs. We hope to assist all that enter our facility and provide a safe and clean living environment but we realize that some may not wish to comply with our rules and regulations, or complete their prescribed programming. If you find that this applies in your case, please discuss it with your counselor and we will gladly assist in making other arrangements for your. We will also remove any resident from the facility who severely violates the rules and regulations, acts violently towards any staff or resident or jeopardizes the safety of others.

The Staff and Administration of Penn Pavilion

DIRECTIONS FROM MAIN TRANSPORTATION CENTERS

<u>Directions to Penn Pavilion</u>: Penn Pavilion is located 40 miles northwest of Pittsburgh. Take route 65 North (65 is a 4 lane highway through the suburbs of Allegheny and Beaver Counties). Follow 65 through Emsworth, Sewickley, Ambridge, Freedom, Rochester. As you come into New Brighton, 65 turns into a two lane Highway. At the first traffic signal, turn right. At the second stop sign turn left onto Penn Avenue and follow through 3 stop signs, you will come to a traffic light, go straight through the traffic light and up the hill. Penn Pavilion is the first large building on the right. From downtown Pittsburgh the trip is approximately 40 to 45 minutes.

The Greyhound Bus Station is located at 11th Street and Liberty Avenue. Upon arrival to Pittsburgh take the Beaver County Transit Authority (BCTA) to New Brighton. The BCTA departs from 947 Liberty Avenue. The bus trip from this location to downtown New Brighton is approximately 1 hour and 30 minutes. Once you have reached New Brighton get off at 3rd Avenue and 10th Street, follow 3rd Avenue to 9th Street continuing past Foodland up the hill to Allegheny Hill and Penn Avenue (Brighton Tire store is located on the corner). Proceed up Penn Avenue hill to Penn Pavilion (the first large building on the right). The bus trip costs approximately \$3.00. The walk from 3rd Avenue to Penn Pavilion takes around 20 minutes and is up to two large hills.

If arriving from Central Pennsylvania, follow Interstate 80 West to Interstate 79 South to Portersville (Exit 28). Follow Route 488 West through the Village of Wurtemburg and look for Mercer Road. Continue on Mercer Road to the traffic light (Ames Department Store is on the left). Go straight through the traffic light at Sheetz continue on Route 65 a long curved hill starts into New Brighton, look for Presbyterian Church on the right and about two blocks past the church, make a left onto Penn Avenue. Penn Pavilion is the second large building on your left. Penn Pavilion is approximately 30 minutes from Interstate 79.