

**KEYSTONE
CORRECTIONAL SERVICES,
INC.
RESIDENT GUIDE**

Your Guide To Success

REVISED OCTOBER 26, 2009

WELCOME FROM THE OWNERS OF KEYSTONE CORRECTIONAL SERVICES, INC.

Welcome to Keystone Correctional Services, Inc. Community Corrections Facility West Hanover Township!

Keystone Correctional Services, Inc. (KSCI) is a privately owned for profit Community Corrections Facility which is contracted by the Commonwealth of Pennsylvania, Department of Corrections. (DOC). As such we are required to conduct our operations in accordance with the rules and regulations of the DOC, which are contained in the copy of the DOC Community Corrections Resident Guide. That You are receiving along with this Resident Guide for the KSCI facility located at 7201 Allentown Boulevard, West Hanover Township, Dauphin County, Harrisburg, Pennsylvania 17112.

We as owners, and our professional staff, are dedicated to your success. We are here to help you turn around your life and become a productive member of society. In order for all of us to reach our goals it is necessary that mutual respect is shown at all times. We don't care what got you to this point in your life. We will concentrate on helping you move forward and succeed.

We will be providing you with the best living conditions that can be found within the DOC Community Correction Centers and Community Corrections Facility network. Our staff is trained and prepared to provide you with the tools necessary to become a good citizen.

Your role in this team effort is to follow the basic rules contained in the DOC residents guide and this supplemental Resident Guide for this Facility. If you need assistance please contact one of the staff members on duty and explain your problem and we will work to resolve it.

We are very proud of our President and Chief Operating Officer, Terry L. Davis, who served as Chief of Adult Probation for Dauphin County for 27 of his 35 years with the department. During his career he conceived and developed the "Work Release Concept" for Dauphin County and also served as the Chief of Operations for the first 17 plus years that the program was in operation. He knows the Work Release concept.

When Mr. Davis retired in 2008 he joined with others to develop Keystone Correctional Services, Inc. While Mr. Davis is the Chief Operating Officer, and is in charge of the Resident Facility, his Partners Leslie and Bill Powell serve as Corporate Secretary and Chief Executive Officer respectfully. The Powell's have the responsibility of the overall operation of the business.

Again welcome to our facility and remember we are here to help you.

Terry L. Davis
President
Chief Operating Officer

Leslie S. Powell
Corporate Secretary
Director of Support
Services

William R. Powell
Chief Executive Officer
Treasurer

A MESSAGE FROM THE PRESIDENT OF KEYSTONE CORRECTIONAL SERVICES, INC.

Upon my retirement from the Dauphin County Adult Probation as the Director, I brought to Keystone Correctional Services, Inc the concepts I had developed in my career.

Principal among these is ***offenders can be successful*** if they are given the tools and programs that will encourage and support them in their quest for successful community living. The lack of significant work release beds in many areas of Pennsylvania and for specific groups of individuals to this time did not allow these concepts to be applied. KCSI helps to fill this need. Proper execution of the concepts are critical for pre-release and probation opportunities.

There are several major facets about this program that will impact you by being placed into this facility.

- It is **YOUR** life that is going to be affected.
- What **YOU** make of this experience is entirely up to you.
- I promise that you will be treated as human beings and have several opportunities to make the right decisions that will positively affect your future.

HOWEVER, THERE ARE NUMEROUS SITUATIONS THAT CAN HAVE MAJOR IMPACTS ON YOU FUTURE BOTH HERE IN THE PROGRAM AND AFTER YOUR RELEASE.

- ***I WILL NOT TOLERATE "ESCAPE"***
- ***I WILL NOT TOLERATE YOU BEING SOMEPLACE YOU ARE NOT APPROVED TO BE.***
- ***IF YOU ARE "PRE-RELEASE" AND LEAVE THE FACILITY AND YOU DO NOT COME BACK AS SCHEDULED YOU WILL BE CHARGED WITH "ESCAPE". Parole cases are absconders and will be refused entry into KCSI in the future. Once and done!***

I promise you that the staff will do everything possible to help you get your life in order. But I also promise you that I will do whatever it takes to send you to the State Prison System if you escape from this program. Live here, obey the rules, follow basic life skill directions and leave here a better person. This is your chance to become successful.

TERRY L. DAVIS
PRESIDENT
CHIEF OPERATING OFFICER
KEYSTONE CORRECTIONAL SERVICES, INC.

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RESIDENT OPERATIONAL STATEMENT

IT ONLY TAKES ONE TO GET TO THE TOP OF THE
LADDER (YOU).
THE STAFF OF THE WORK RELEASE CENTER
WILL HELP PULL YOU UP.
BUT ONLY YOU CAN MAKE IT HAPPEN!

Keystone Correctional Services, Inc. is operated strictly to provide you an opportunity to turn your life around and enhance your career choices.

Although the restrictive nature of the Work Release Environment may seem somewhat stifling at times, this is necessary to ensure the safety of your experience while at the center, and to provide you with a healthy temporary residence, as well as to provide you with a restful atmosphere when you return from work.

The ultimate responsibility for your success will depend on you, and you alone. The Entire KCSI environment is geared towards your success, and the Staff will make every attempt to assist you in any way possible as long as all rules and regulations of the Work Release Center are strictly followed.

WORK REQUIREMENTS

Once again welcome! It is our desire that you have a productive stay at Keystone Correctional Services, Inc. pre-release programs. The President and the Facility Director have years of experience in operating these programs, and we want to assure you that the staff and supervisors of the facility you have just entered are focused on providing you every opportunity to succeed. To achieve this end, it will be up to you to choose between what life style you want while in this program and in the future. We cannot do that for you. It is clearly your decision. Life in incarceration, or life with freedom. This program will give you the tools for you to make a choice, and we encourage you to take the right road to success. In order to meet this goal, **you are required to work full time.** Restrictive rules and regulations are intended to ensure your safety and provide a healthy environment for all. Your ability to follow rules and regulations demonstrates your decision toward becoming a member of society in good standing. **Keep this guide in your possession** at all times & good luck to you in all your future endeavors.

1. FULL TIME JOB

- a. It is expected that while in our facility you will obtain a full time job once you have been approved for outside employment. This program is geared to bringing you from a controlled setting in the institution to a setting where community employment is your goal. The time line for this is dependent upon you and your development in KCSI programs and your attitude towards success. We have contracted with the best employment agency in Central Pennsylvania, JFC Inc. to assist you with this, and when your counselor and JFC Inc. feel you are ready, you will be placed in an opportunity to work in the community. **A minimum of 35 hours per week is considered full time employment and must be maintained.**
- b. Once placed in a job, you must maintain that employment for a **minimum of 30 days.**
- c. No job change requests will be submitted during the initial 30 day period.
- d. If for some reason, you obtain another full time job after the 30 day period, **you must maintain all subsequent Full Time Jobs for a minimum of 60 to 90 days.**
- d. You cannot quit a job or change employment without approval of your counselor, assigned to you while in KCSI, the Employment Coordinator, or the Facility Director.
- e. When, or if, a job change is approved, you must give a two week notice to the employer you are leaving.
- f. You must travel directly to and from the work site by the means of transportation approved by the KCSI staff.
- g. No visitors are allowed at job site or immediate vicinity thereof and no personal phone calls are authorized at any time from that job site. You are not permitted to make contact with family or friends while at work. Remember Work is Work, and it is your key to getting yourself straightened out and released back to your family.
- h. **Only work related phone calls are authorized at your work site!**

2. SECONDARY OR PART TIME JOB

- a. It is to your advantage to have a 2nd, or part time, job.
- b. You must submit a request to obtain a 2nd Job or a Part Time Job. If approved, the KCSI staff will issue paperwork/forms and give you permission to exit the WRC for your interview.

NOTE: You may only apply for one job at a time. (Full Time or Part Time)

3. WORK SCHEDULES (White sheets)

- a. By Wednesday of each week, you will need to get a Resident Request and Schedule ("white sheet") Sheet to take to your employer to have it filled out for the following week's work schedule. This must be returned no later than every Friday morning by 9 am. The employer must sign the form and you are responsible to return the form to the Work Release Center (WRC). Verification of all schedules will be completed by staff, and any

- falsification of schedule will result in disciplinary action taken against the resident and could result in return to incarceration.
- b. Failure to meet the Friday 9 am schedule deadline will result in your being held in the center rather than reporting to the work site. NOTE: This could result in your termination from employment.
 - c. Any changes to White Sheet Work Schedules must be made prior to Saturday midnight.
 - d. Failure to submit a White Sheet, or incomplete White Sheets, may result in loss of **all** privileges including work, home pass, furloughs or other activities that are favorable to you while here in our program, until this is deal with by staff.
 - e. You are responsible for scheduling all other time out authorizations, such as home pass or treatment programs, on a White Sheet and submit as soon as possible. Failure to do so will result in denial of mentioned time out periods with the possible exception of treatment programs. This process is what permits you to leave our facility and it must be timely in order to have the information placed in our computer system that will permit your Resident ID Card to exit the building.

4. TRANSPORTATION

- a. You must travel directly to and from the work site by the most direct route. This also applies to any activity approved for your departure from KCSI.
- b. Any transportation used must be approved by the KCSI Supervisor prior to use. If the vehicle to be used is owned/registered to another party, said party must provide a written notarized authorization to the supervisor with proof of ownership, insurance and inspection. In addition you as a resident must furnish a valid driver's license. All resident owned or operated vehicles will be searched whenever the staff feels it is necessary or when random searches are being performed. All resident vehicles must be "TAGGED" so that staff know that the vehicle belongs in our parking lot. A designated area of the parking lot will be assigned to resident vehicles. This TAG must remain on the vehicle at all times while in the program, and may not be removed. Failure to follow all rules pertaining to vehicle registration, parking, tagging etc, will result in the privileges being suspended or revoked from the resident having a vehicle while in in our program..
- c. All changes to work site locations must be reported to the KCSI Supervisor along with directions to the new site at least 48 hours prior to making the change.
- d. Public Transportation may be utilized when available at the residents expense. We will have Capital Area Transit (CAT) service at specific times to get residents to and from Downtown Harrisburg.
- e. You are permitted to possess and operate your personal motor vehicle with permission of the Facility Director. You must have a valid Pennsylvania Driver's License, current registration and proof of adequate insurance. All motor vehicle and insurance information must be entered into the Work Release Information Tracking System (WRITS). Drivers licenses will be inspected by staff on a regular basis to insure that they remain current.
- f. All vehicles that a resident rides in, both scheduled and unscheduled, are subject to unannounced search at any time by KCSI employees and other authorities who have a need and right to check on residents. It is the residents responsibility to inform anyone that you are riding with that they are subject to these conditions. Vehicles owned by Residents are subject to search anytime or anyplace. At all times while you are in the KCSI facility your vehicle keys will be in the possession of the Facility staff.
- g. When a Van or Bus is provided by your employer or KCSI, **you must use this transportation.**
- h. When awaiting transportation, **you must stay by the entrance to the WRC** unless riding the public transportation that may require you to be at a designated site on the property.

5. MISCELLANEOUS

- a. Termination from any kind of employment, full or part time, may result in loss of privileges and/or return to the institution that has authority over your case.
- b. In the event of being laid off from employment, you are expected to begin a job search immediately. Failure to obtain new employment in a reasonable period could result in disciplinary action, loss of good time or re-incarceration.
- c. Travel outside the Commonwealth of Pennsylvania is prohibited unless authorized by the DOC Regional Director. This process could take up to thirty days.
- d. There are some employers who, by the nature of their professions and business, must travel long distances to work sites within the Commonwealth. At times, this requires an overnight stay. A Furlough Sheet must be filled out at least one week in advance of any situation where overnight stays are requested. Additional restrictive measures will be outlined when this situation develops. Approval by DOC Regional Director and the Facility Director is necessary. Notification of such travel must be reported to law enforcement authorities in those areas for confirmation of residents and behavior while in this situation.

PRIVILEGES**PRIVILEGES - UTILITY TIME****1. UTILITY TIME**

This is time that residents can earn after a period of time in the program with good conduct and adherence to the facility and program rules. Your Staff Counselors may request of the Facility Director that a resident has earned this privilege and upon approval from the Facility Director this may be permitted. There is no guarantee that a resident will in fact earn "UT" time, and "UT" is totally dependant upon the resident and his/her behavior, and availability to secure a place for this to occur.

- a. You may receive 2 hours per week Utility Time (UT) provided you follow all rules and regulations of the KCSI. For example **(DO NOT BE LATE when scheduled to return, no excuses will be acceptable.)**
- b. The time is intended to allow you time to be with your family, get a haircut, attend approved activities with your children, or other activities as approved in advance by the Facility Director.
- c. You are responsible to request the times and date of the UT on your White Sheet no later than Thursday at midnight each week. (NOTE: **Do not ask for UT if you have been approved for a Home Pass.**)
- d. When combining Church/Utility, or other time out periods, **you must confirm your location with staff, immediately upon leaving one site and going to the next. Again that MUST be pre-approved** Residents on UT must return to the center by 8:00 PM nightly.

2. APPROVED LOCATIONS**a. Restaurants/Fast Food:**

- (1) Chuckie Cheese - Union Deposit Road
- (2) Hardee's – Wendy's, Burger King, McDonalds, Arby's (fast food)
- (3) Waffle House - Union Deposit
- (4) Santo's Pizza - Paxton Street
- (5) Pizza Hut – East Shore Locations
- (6) Olive Garden - Jonestown Road
- (7) Old Country Buffet - Jonestown Road
- (8) El Rodeo - Jonestown Road
- (9) Hoss's - Rt 322 Hummelstown
- (10) Red Lobster - Jonestown Road

- (11) Colonial Park Diner - Jonestown Road
- (12) Five Guys Colonial Park
- (13) Evergreen Chinese Buffet - Union Deposit Exit I-83
- (14) Cracker Barrel - 2525 Brindle Drive, Harrisburg
- (15) Eat'N Park - 4641 Lindle Road
- (16) Bob Evans - Eisenhower Blvd

b. Family Entertainment:

- (1) Ice Skating - Twin Ponds
- (2) Bowling - ABC Locust Lane
- (3) Challenge Center (Indian Echo Caverns)
- (4) Lower Paxton Parks, including Promise Place for the children
- (5) Hoffer Park - Middletown
- (6) City Island - Mini Golf, Batting Cages, Fast Foods,
- (7) Fort Hunter - Near the town of Dauphin
- (8) West Hanover Township Parks

NOTE: All Parks are limited to the period from April 15th to November 15th annually.

c. General Franchise/Retail Stores

- (1) Harrisburg Mall and Food Court
- (2) Family Dollar Store at Kline Plaza
- (3) Colonial Park Mall
- (4) Colonial Commons
- (5) Paxton Town Center
- (6) Family Dollar Store Union Deposit

RESTRICTIONS

- (1) **All Private Residences are Off Limits.**
- (2) **Entering any site whereby an admission charge would be necessary to contact you is strictly prohibited.**
- (3) **No Utility Hours will be approved between the hours of 6:00 AM through 12:00 PM on Saturdays.**

PRIVILEGES - RELIGIOUS TIME

1) RELIGIOUS TIME

Religious services will be performed in the facility weekly and residents may attend the service(s) of their choice. As residents earn privileges through our program then residents will earn the privilege to attend Religious Services in the Community. These rules apply when that occurs.

- a. You are authorized 3 hours for Religious Time to include travel time.
- b. The name and address of the Church, Synagogue, Temple, etc., must be provided to the Control Center prior to attending services. A contact person's information must also be filed in order to assure that they are responsible for your actions and whereabouts during this period.
- c. You are responsible for entering the times, dates, and locations, on the White Sheet no later than Thursday midnight weekly.
- d. A name and mode of transportation must be provided to the Control Center Supervisor prior to departing for worship services.
- e. Religious Prayer time will be permitted within the boundaries of your religious beliefs and are to be scheduled with staff so that they are aware of your needs and religious beliefs.

2. APPROVED LOCATION - Any Religious site is permissible as long as the site can be accessed within the 3 hour period to include travel and service time. In other words, **when you depart from the WRC, you have exactly 3 hours to return to the center to include your travel and church time.**

RESTRICTIONS

- a. White Sheet (work schedule) must be completed properly. No schedule/White Sheet = No time out for Religious Services outside the facility!
- b. Any Religious paraphernalia worn for worship services must be removed prior to return to the facility.
- c. ONE Religious Medallion no larger than 1 1/2 inches on its largest side is permitted. All necklace type chains, medallions, etc., must be worn under a T-Shirt or other type clothing. If found outside the shirt, this jewelry can, and will, be confiscated. The item will be tagged and given to the Facility Director to determine what will become of it.

PRIVILEGES - ADDITIONAL TIME OUT

1. ADDITIONAL TIME OUT

- a. Periodically, certain events will require your presence outside of the facility. Examples of this are as follows:
 - 1) Doctor's Appointments
 - 2) Emergency Hospital Visits
 - 3) Meetings with your Attorneys
 - 4) Driver License Renewals
 - 5) Others as applicable
- b. The KCSI staff and supervisors will be as lenient as possible within the constraints of our operating guidelines. Residents not in good standing or with prior documented incidents of unaccountability should not expect this privilege.
- c. All additional time out requests must be made using the time out request form which can be obtained at the control center.

RESTRICTIONS

- A. When a decision is made by the supervisors, it will be entered into your record and it is to be complied with. No other staff member is to be approached to mediate the supervisor's decisions.
- B. Attempts to circumvent supervisor's decisions will not be tolerated. It is not conducive to successful community relationships when you play one person against the other to obtain your personal gain. YOU are Adults. So act like adults. Any attempt to circumvent a supervisor decision will be dealt with as a matter that requires disciplinary action.
- C **Sponsor must be designated and sign the Sponsorship form in order for you to leave the facility under this privilege.**

PRIVILEGES- HOME/PERSONAL/RESIDENCE TIME OUT

1. HOME PASS

This is an opportunity to go to your place of residence after a complete review of the residence and the approval of the Facility Director. This pass will be a privilege earned at some point in the residents stay with us as long as he/she earns that right, and it is not a guarantee.

- 1) You will be authorized a 2.5 hour (including travel time) home pass each week during your stay in KCSI FACILITIES. **Provided you meet the following criteria:**
 - A. Must be in the Facility for at least ONE MONTH, & pass is APPROVED BY

FACILITY DIRECTOR.

- a. Must have been 'write-up' free for at least 30 days.
 - b. Must have worked full time for a minimum of 15 days, or worked in the Facility industries program with a positive attitude and behavior record.
 - c. Must have a signed sponsor sheet on file.
 - d. Must be a resident in "GOOD STANDING" which means: You must have minimal write ups (none in the last 30 days),
 - e. Are maintaining employment, and are meeting all fiscal responsibilities, i.e. Child Support, Fines and Costs, etc.
 - f. Must be complying with all court ordered stipulations such as attendance at treatment programs
 - g. May need approval of DOC or Parole Agent depending on status with KCSI and their decisions on residents outside activities.
2. Furloughs:
KCSI is aware of the DOC/CCC furlough policy and as much as we support the concept, our program will not place a resident in the furlough status until the individual resident has proven to their counselor, facility director and president that they are ready for these leaves from the facility. Our goal is to have a resident prepared for this status at the earliest possible point in their return to society, but this approval must be done at the highest level within KCSI due to community concerns.

RESTRICTIONS

- 1) You may not go to places that are not approved by the KCSI supervisor as productive sites.
- 2) You must have sponsor signed sheets that insure they are aware of your criminal restrictions and rules prior to being permitted to leave with these individuals. If you are not permitted to be with children then the site must be verified to insure that no children are in the building that you wish to visit.
- 3) A victim notification form must also be submitted through KCSI and Probation staff to insure that all victims are notified of your privilege and agree to such.

CLOTHING & PERSONAL PROPERTY

1. **ALLOWED CLOTHING (Includes work related uniforms)**
 - a. 5 Pairs of Slacks/Pants. PANTS MUST BE WORN AT THE WAIST AND HELD IN PLACE WITH A BELT IF NECESSARY. NO PANTS MAY NOT BE WORN BELOW THE WAIST in the style of wearing them below your waist and hanging down below your underwear.
 - b. 5 Shirts
 - c. 5 Pairs of Socks
 - d. Sets of Underwear (briefs or jockey shorts and T-Shirts)
 - e. Pairs of Shoes
 - f. Pair of Work Boots if applicable (if needed for work)
 - g. Windbreaker
 - h. Heavy Winter Coat (during cold weather periods)
 - i. Pair of Gloves (during cold weather periods)
 - j. Hats (A baseball hat for summer and a Stocking cap hat for winter. Hats Cannot be worn within the WRC). **Nylon style wave caps may be worn for sleeping only.**
 - k. 1 pair of shower shoes

NOTE: Any clothing articles not on the list above, or in excess of the allowed amounts are subject to confiscation. IF CONFISCATED, THE ARTICLES WILL NOT BE RETURNED, THEY WILL BE DESTROYED. MAKE NOTE OF THIS WE WILL NOT GIVE IT BACK, SO DO NOT

BRING IT IN THE CENTER. In addition, adverse action (loss of privileges) may be imposed.

2. CLOTHING RESTRICTIONS

- a. All Spandex, tight fitting clothing and/or material is prohibited.
- b. Pants worn below the hips are prohibited. Belts must be worn to hold pants up. Pants worn below the waist are subject to confiscation.
- c. No Sleeveless Tops or hats. Hats may **ONLY** be worn in the recreation yard or when leaving the facility for time outs!
- d. **Clothing exhibiting inappropriate logos such as Cannabis Leaves, Beer, Profanity, Vulgar or Indecent words, scenes or graphics, Political Statements, or any others deemed inappropriate by the KCSI Staff. IF BROUGHT INTO THE FACILITY THEY WILL BE DESTROYED! NOT RETURNED!**
- e. All Clothing brought into the facility must be approved and inventoried by the Staff.
- f. You are to be properly attired at all times. **When entering the facility you have no more than 5 minutes to put on the WR Shirt.**
- g. Sleeping Clothes will not be worn outside the Buildings and worn only in the bunk, shower and bathroom areas.
- h. You must be properly attired when going to and coming from the Bathroom/Shower.
- i. Shorts and a T-Shirt will be worn at a minimum.
- j. **Expensive clothing such as leather coats, shoes, boots, sneakers or other like items are "not" to be brought into the center. Should you disregard this rule, any loss, theft, or damage of above mentioned items is your personal responsibility and liability.**

FAILURE TO COMPLY WITH CLOTHING RULES:

INDIVIDUALS WHO CANNOT FOLLOW THE CLOTHING RULES WILL BE REQUIRED TO PURCHASE, AT THEIR EXPENSE, CLOTHING PROVIDED BY KEYSTONE CORRECTIONAL SERVICES, INC. AND IT WILL BE WORN AT ALL TIMES WHILE IN THE PROGRAM. ALL PERSONAL CLOTHING WILL BE MAINTAINED PERSONALLY BY THE RESIDENT.

3. PERSONAL HYGIENE

- a. You will take daily showers while housed at the facility. In addition, you must brush your teeth at least daily, and if offensive odors are detected, be required to take care of this immediately.
- b. Clothing that has been worn will be washed on an as needed basis. Common sense prevails; if your clothing is extremely dirty and emits an unpleasant odor, they should be washed when taken off. Any complaints by other residents or STAFF regarding foul smelling environments will result in Staff actions to eliminate the problem.
- c. Laundry rooms are available for your use from 7:00 AM through 11:00 PM only. You are not to remain in the Laundry room while clothes or bedding is being washed or dried.

4. SPECIAL CLOTHING REQUIREMENTS

- a. **Colored Shirt** – The COLORED WRC RESIDENT T-Shirt , provided upon arrival, is to be worn at all times within the Center except when showering or dressing for work. **WRC issued clothing cannot be worn outside the center.**
- b. **Jewelry** - No jewelry is to be worn in the WRC except for:
 - 1) 1 Wedding Ring
 - 2) 1 Religious Medallion no larger than 1 1/2 inches on it's largest side. All necklace type chains, medallions, etc., must be worn under a T-Shirt or other type clothing. If found outside the shirt, this jewelry can, and will, be confiscated. The item will be tagged and given to the Facility Director to determine what will become of it. It MAY not be returned, if you have been warned previous continued failure to comply to

rules are so noted. Destruction or donation of item will be noted and a form will be given to resident.

- 3) 1 functional watch. No Jeweler's (expensive) watches or expensive jewelry are authorized.

NOTE: Logically this is a facility where expensive items should not be brought into for your own peace of mind. We do not want your jewelry and we want you to have it when you leave, so do not bring it here.

a) SECURITY

- 1) You were issued **two padlocks** upon entry to the center during your initial orientation. It is your responsibility to secure all personal items of value in the lockers provided.
- 2) All padlocks returned to the Work Release Center upon your successful release.

ELECTRONICS & TELEPHONES

RESTRICTIONS

- a. Boom Boxes - Not Permitted
- b. Miniature TVs or any other type of TV such as video game systems that play DVDs or CASSETTES- Not Permitted. -
- c. "Game Boys", "Play Station 2" or similar electronics- Not Permitted
- d. Pagers - Not Allowed.
- e. Cell Phones - Not Allowed in the Center or in your transportation/vehicle unless approved by the the Facility Director. This is a DOC rule and KCSI must adhere to this rule at all times. However, we will evaluate a situation where we place a resident in employment where a cell phone may be essential, and if that is done it will apply to KCSI ONLY, then we will have specific rules (phones will be stored in the Control Center) while the resident is in the facility. YOU must adhere to the specific rules on this subject. Failure to follow those specific rules, which will be individualized based on the situation, will result in the loss of this privilege.
- f. DiscMan CD Player – NOT Permitted
- g. Cassette Player - NOT permitted.
- h. Laptop Computers - Allowed only for students who can show a need. Must have written authorization from the Educational Facility (School). No internet connections or DVD's may be used in the facility, unless educationally required.

NOTE: Contraband items that you attempt to bring into this facility will be confiscated and donated to a charity as a donation from Keystone Correctional Services, Inc. and will not be given back to resident or resident's family members, so do not bring them into the center. You will ALSO be subject to disciplinary action and possible loss of privileges.

2. AUTHORIZED DEVICES

- b. Portable Walk Man Radios - Allowed 10 inches in size or less. When used, a headset is required to ensure the quiet atmosphere for others to acquire needed rest after work. If staff can hear it when worn by resident, you will be instructed to turn it down. If repeated warnings are documented it will be confiscated and donated to a charity. Again this is to respect others in the facility, and you are only one person, and the item WILL NOT be given back to resident, but will be donated to a charity.
- c. Any purchases of Electronic devices listed here requires a copy of the sales receipt and the serial number to be provided to the Control Center to be kept in your personal file in the event of a dispute over possession.
- d. Any personal device left unsecured will be confiscated by the Staff and given to a charity.

NOTE: Any device brought into the center, MUST be taken with Resident upon discharge. YOU are NOT permitted to **SELL OR GIVE** any item to any other resident while in this program. If this is done, it will be confiscated and given to a charity. This is to protect you from issues that may arise because you have an item that someone else wants and they secretly intimidate or threaten if you do not give it to them. **ANY OF THESE ITEMS MUST BE PURCHASED OUTSIDE THE FACILITY AND HAVE A RECEIPT FROM THE STORE ATTACHED WHEN BROUGHT IN AND CLEARED BY STAFF.** If the item is determined to have been purchased from a previous resident, it will be confiscated and donated to a charity.

NO DVDS OR CASSETTE TAPES MAY BE BROUGHT INTO CENTER.

3. TELEPHONES

- a. Collect Telephones are available for resident use. All calls on these phones are billed to the party being called.
- b. Calls from the Control Center are not authorized except for emergency purposes and with authorization of the Shift Supervisor.
- c. A Call to your Lawyer or Employer can be made using the new "Debit" phone system which allows 30 minutes of free calling time. You are issued a PIN number for access to the "Debit" phones and for the "Collect" call phones as well.
- d. Telephone calls to coordinate rides for work are not authorized from the Control Center.
- e. **No personal messages** will be relayed by the Control Center staff. **ONLY EMERGENCY MESSAGES WILL BE FORWARDED TO THE RESIDENTS.**
Inform your family NOT to call into the control center to leave personal messages, they will not be delivered to you. Non-emergency calls tie up the control room phones and staff, and will not be tolerated and can result in disciplinary action against you.
- f. All calls are subject to electronic monitoring.

KCSI CONTACT PHONE NUMBERS:

- a. **Keystone Correctional Services FAX: 717 651-0344**
- b. **KCSI's CONTROL CENTER Phone Number 717-651-0326**
- c. **Keystone Correctional Services, Inc. Headquarter phone are FOR EMERGENCY CALLS, FOR EMPLOYERS IF THEY NEED TO SPEAK TO THE OFFICE STAFF OF THIS COMPANY. RESIDENTS ARE NOT TO CALL WITHOUT FIRST GOING THROUGH THE CONTROL ROOM OR FACILITY DIRECTOR.**
- d. **IN CASE OF EMERGENCY, CALL THE CONTROL CENTER AND EXPLAIN THE SITUATION. ALWAYS CONTACT THE CONTROL CENTER BEFORE MAKING ANY CHANGES IN YOUR ALLOWED SCHEDULE.**

DORM AREA/ KITCHEN/ AND GENERAL MAINTENANCE

1. **DORM AREAS** - Will be maintained in a clean, neat and orderly condition at all times.

Minimal requirements are as follows:

- 1) Beds will be made to military standard any time they are unoccupied. (See pictorial provided at the end of this guide)
- 2) All clothing not worn, must be stored in provided stand-up lockers or foot lockers.
- 3) Your assigned Dorm Area must be cleaned weekly at a minimum. This is to be done during a regularly scheduled WRC clean-up detail period. All assigned furnishings (metal bed parts and lockers) will be cleaned with disinfectant and the floor areas swept.
- 4) No electronics, pictures frames, or other equipment or personal property is to be located on top of stand-up or foot lockers.
- 5) All stand-up and foot lockers must be secured with combination locks provided by the WRC if personal property is maintained therein.
- 6) No eating or Food storage within the Dorm Areas.
- 7) All linen must be laundered a minimum of every week (Sheets, Pillow Cases, Towels and Washcloths).
- 8) Routine daily inspections will be conducted. Failure to maintain standards will result in loss of privileges.
- 9) You will report to your dorm area/bunk at 11:00 AM and 8:30 PM daily for count and details. Evening details will begin following an accounting check of residents.

2. **KITCHEN** – There is a Commercial Kitchen that will prepare 3 meals a day for all residents. There are also vending facilities on each side for resident (male/female) use after normal meal hours. There are also appliances for your use, but permission must be obtained prior to using the stoves, ovens, or microwaves that are in your areas. There is limited refrigerator and freezer space, and storage cabinets that residents may utilize from time to time, but again it is by permission only. KCSI is not responsible for all food or beverages placed in the refrigerators, freezers or cabinets.

- a. Pots & Pans - Will be supplied by the center. When you use a pot, pan or other kitchen implement(s), you must wash them. Failure to do so will result in disciplinary action. When pots and pans are not available in sufficient quantities, residents must provide their own.
- b. All food must be consumed at the picnic tables provided. All other areas of the facility are off limits such as the laundry rooms, bathrooms/showers, dorm areas, etc.
- c. You must use only your assigned kitchen. Kitchens close at 10:30 PM

3. **GENERAL MAINTENANCE**

- a. Scheduled Details - A schedule of those residents who are mandated to assist in general cleaning of the Work Release Center will be made known by the Supervisor on a daily/weekly basis. All residents will be scheduled to participate on a rotating basis. The supervisor will make every attempt to allow you sufficient rest time; however, when assigned to the clean-up crew, it is essential that you comply and do a good job for the benefit of all residents.
- b. Unannounced Details - At times, unscheduled work may be necessary to ensure the safety and betterment of all residents, such as snow removal, maintenance problems which create unsanitary conditions, unloading of delivery trucks, etc.. During these instances, the WRC Supervisor may not have time to "schedule" residents to work. Your cooperation and assistance during unscheduled situations will be voluntarily subscribed; your cooperation at these times will reflect positively on your record, however, given no volunteers, mandatory assistance may be directed. Detail tasks include, but are not limited to:
 - 1) Floors swept, wet mopped and buffed.
 - 2) Bathrooms and Showers are to be cleaned and disinfected daily.

- 3) Laundry Rooms are to be swept and wet mopped. Laundry Room floors will not be buffed. Dryer vents will be cleaned on a regular basis.
- 4) Kitchen countertops will be cleaned, sinks scoured, and cabinets cleaned out on an "as needed" basis.
- 5) Garbage Cans are emptied on an "as needed" basis.
- 6) WRC Administrative Office Trash Cans are to be emptied DAILY.
- 7) WRC Administrative Offices – Assigned residents will conduct cleaning as needed.
- 8) Recreational area. The fenced-in areas where residents are permitted to go, will be maintained constantly.

THE KCSI FACILITY IS A NON-SMOKING FACILITY

Smoking will be confined to areas as determined and all cigarette butts will be discarded in containers and emptied daily into appropriate containers. Failure to maintain this smoking area will result in smoking privileges being restricted. ONLY SMOKERS ARE REQUIRED TO CLEAN THAT AREA. NON-SMOKERS will not be required to pick up cigarette butts, if it is determined that smokers are not keeping the area clean.

- 1) Drive way area and grounds around the immediate property will be "policed" daily to insure that our property is clean, safe and attractively maintained. Trash will be picked up whenever necessary as determined by staff.
- 2) Residents will assist in grass cutting during seasonal periods when necessary and as determined by staff.

NOTES:

- a. **Above list is not all inclusive.**
- b. **Any resident who returns to Work Release after 1:00 AM will be excused from the AM scheduled details.**
- c. **LIGHTS OUT:**
 - a. **11:00 PM Sunday through Thursday and 12:00 Midnight Friday and Saturday.**
 - b. All noise producing appliances, TVs, Radios, Computers, equipment, etc., will be turned off at these times. In case of a special event and the majority of the residents are involved, i.e. Super Bowl game, we will permit residents to view game until it is over.
 - c. 10:30 PM - Kitchen area Closed.
 - d. In the event of on going TV programming, the staff will consider special requests for viewing. However, lights will be turned off.
 - e. A **quiet period** will be observed **Monday through Friday from 3:00 PM to 5:00 PM - No Television!**

PERSONAL BEHAVIOR

1. RESPECT & COURTESY

- a. Respect and courtesy must be maintained toward all staff members and residents.
- b. Speech is to be civil, of moderate tone (no raising of the voice), free of profanity, obscenity and vulgarity.
- c. No obscene gestures will be tolerated.
- d. You must abide by all rules and regulations of the Facility.
- e. No overt behavior or confrontational attitudes, as perceived by the Staff, will be tolerated
- f. Directive guidance and advice of staff must be followed by residents at all times.
- g. Material that would encourage illegal or illicit behavior will not be tolerated. Identification of illicit material is up to the discretion of the WRC Supervisors and staff.
- h. DOC requires that all Resident address staff as MR/MS (Last Name). KCSI insists that at all times you must address staff in a polite and positive manner. Calling staff by their first name or using some form of "cool talk" when addressing or getting a staff's attention will not be permitted.
- i. You are authorized to receive one magazine/newspaper subscription at the center at your expense..

NOTE: No Hard Core magazines/materials are authorized, or magazines/materials deemed inappropriate by the Facility Staff. Any material that is questionable will be viewed by the Facility Director and his decision is final. IF you receive magazines or such, you may be required to read them and remove them immediately. You may only share your material with other residents IF you receive approval from staff that your material is appropriate for ALL residents. No material whose sole purpose is to exploit males or females is permitted. Material that is intended to teach or describe illegal activities, warfare, or any non-positive material will not be permitted.

2. SMOKING OR CHEWING

- a. No smoking or chewing is allowed anywhere inside the KCSI Facility.
- b. The only approved smoking and chewing location is the recreation area found outside of our facility.

NOTE: All walkways/ramps/landings and stairs are off limits to smoking and/or chewing. No spitting on the pavement, or anywhere on Keystone property. If chewing of tobacco is occurring, subject must provide a container, and that container must be disposed of properly.

- c. Ash trays or receptacles must be used. Failure to use ash trays and receptacles may result in suspension of smoking and/or chewing privileges. All smoking facilities will be outside of the building in the recreation yards.
- d. You are not permitted to have matches or lighters in your possession or in personal areas. Lighters will be provided in the smoking areas and must be shared and LEFT in that area.

3. WEAPONS

- a. Possession of a weapon or anything that can be construed as a weapon is strictly prohibited.
- b. You could be returned to Prison for a weapons violation, new criminal charges can also be filed.

4. GAMBLING

- a. No gambling, legal or otherwise, is permitted within the facility.
- b. Purchase, distribution, or sale of lottery tickets, charity tickets, door prize tickets, etc., will not be tolerated.

5. OFF LIMIT AREAS

- a. All dorm areas other than the one assigned to you are off limits.
- b. Requests to visit other dorm areas can be obtained by requesting permission of the WRC staff. Visit must also be approved by the other residents sharing the bunk area to be visited.
- c. All WRC administrative offices and the Control Center are off limits. Residents must be accompanied by a WRC staff member when cleaning office areas.

b) MISCELLANEOUS

- a. Buying or selling anything to or from a fellow resident is prohibited.
- b. Any resident caught stealing within or outside of the WRC will be returned to prison and could face additional criminal charges. This includes being in possession of contraband (stolen merchandise, unauthorized pagers, cameras, cell phones, digital phones, watches, jewelry, etc..)
- c. **No alcohol or illegal drug use or possession is permitted at any time within or outside the WRC.** This includes Mouth Wash, Cough Medicine, After Shave Lotion, Cologne, Perfume, and other items which have alcohol as an ingredient. Under-Arm Deodorant is the one exception to this rule.
- d. All residents are subject to drug and alcohol testing upon entry into the KCSI facility.
- e. Do not ingest any food containing poppy seeds.

FINANCIAL SECTION

1. BANKING:

While in KCSI facilities ALL pay checks from any employment must be deposited in the KCSI account. Residents will have to sign limited power of attorney to KCSI while a resident of the facility for us to deposit the checks. An account will be established for you and all applicable fees will be withheld and dispursed by KCSI's Fiscal Director. The remaining balance will be in your account and PAROLE cases have accessability to your account via a debit card which will work in most ATM equipment located in this area, including the machine in this facility. However, your account will be limited to cash withdraws only and your Card will be a limited ATM card. Your amount of individual withdrawals and daily fund removals will be limited, These limits, of course, may vary with individual accounts based on the residents earnings. DOC resident's will have not have access to their ATM card. Staff will need to assist these residents in withdraws within the facility. These residents may not have the ATM cards in their possession at any time.

- a. We will provide an ATM machine for each Facility that can be used to withdraw funds to a \$30.00 limit daily. All earnings must be deposed in Keystone's accounts as long as you are a resident. .
- b. For PAROLE CASES ONLY, all Banking visits must be pre-approved by the Control Center Supervisor
- c. You are allowed to have **no more than \$30.00 in cash on your possession at any time while housed in KCSI facilities.**

2. FINANCIAL AGREEMENT:

- a. While housed in Keystone Correctional Services, Inc.'s Work Release Center, you will be given a Financial Agreement that you must read and sign as acknowledgement thereof. You **must** read and understand the entire document. Failure to follow any instructions and procedures as outlined in the Fiscal Agreement will result in disciplinary action against you.
- b. Some of the Highlights of mentioned agreement are listed below:
 - 1) A minimum of **20%** of your **Net** from full time income will be deducted by the Work Release Financial Section for Rent during your stay at the KCSI facility. This money will come out of your Primary employment checks, or the largest of the checks received if you work more than one job. When you work more than one job, **the Financial Department will determine which job is the "Primary Job"**.
 - 2) 7% of your full-time NET pay will be deducted & applied to any fines, fees, costs or restitution you owe.
 - 3) 5% of your full-time NET pay will be deducted & applied to any community corrections debt (such as your arrival kit) you may have while in our facility.
 - 4) Depending on your individual situation where a large sum of money is owed to the Court or for court related past behavior, KCSI will work to insure that money is collected form all employment sources to make fair and reasonable payments towards those debts. The amount will be discussed with the resident to see what can be agreed upon and be reasonable for all concerned. **NOTE:** You can voluntarily request, using the Open Door policy, up to 100% of your part time income for payment on Fines & Costs and Child Support arrears. Part time checks may have deductions added if while in this program you incur any debt to Keystone Correctional Services, Inc.
 - 5) **Paychecks must be mailed to the Fiscal Director , KCSI, 7201 Allentown Blvd. Harrisburg, PA 17112**

NOTE: DIRECT DEPOSIT IS NOT AUTHORIZED EXCEPT IF PREVIOUSLY APPROVED BY THE DIRECTOR OR THE FISCAL DIRECTOR. HOWEVER, MONTHLY BANK STATEMENTS MUST BE MAILED TO THE ABOVE ADDRESS AND FEES WITHDRAWN TO COVER EXPENSES, AS DETERMINED BY KCSI, ARE PAID.

- 6) Paychecks **may not** be hand delivered to the facility without prior approval of the

- Financial Director.
- 7) In the event that a Pay Check cannot be issued, and with prior approval of the Financial Director, alternate forms of payment are: Certified Check, Cashiers Check, Money Order, etc.. Use of the aforementioned modes of payment must be explained using the Open Door Policy. **Cash is not an acceptable form of payment except** in the form of gratuities as the result of labor performed at the place of employment and are reported immediately upon return to the facility and placed in the custody of the Control Center.
 - 8) An initial Security Deposit of \$150.00 will be deducted from a minimum of 4 paychecks (weekly or biweekly) received after your entry into the program. Any damages inflicted on the facility or it's property will be paid by the party found to be guilty. If you are otherwise not in good standing with the Fiscal Department (late with payments), additional security charges may be deducted. Security deposits will not bear interest in favor of the resident.
 - 9) **Bonus Income:**
 - (a) Full Time Job - Bonus money will be included as Gross income.
 - (b) Secondary or Part Time Job – Bonus money be included as Gross Income.
 - 10) If you hold or cash your check, or receive unreported money from your employer (under the table payroll) which you do not report, you may be returned to prison and the Internal Revenue Service will be notified of this behavior.
 - 11) When you leave the facility, all rent or money owed to the center must be paid or you may be charged with “theft of services”! You will also never be permitted to re-enter the program until all fees or costs are paid in full to KCSI. Upon discharge from KCSI all resident funds will be dispursed immediately, with the exception of any check that has not cleared the bank. That check will be forwarded immediately upon clearing.
 - 12) Do not ask the work release staff about fiscal issues, talk to the fiscal department using an Open Door request form.

NOTE: These are only a few examples of our deduction policies and these are subject to change. **Please refer to your general Fiscal Agreement for more definitive and up to date policies.**

MISCELLANEOUS

1. MEDICAL:

- a) It is your responsibility to provide your own medical coverage/insurance. KCSI Work Release Center, will not be responsible for any medical expenses.
- b) Doctor prescribed medications may not be brought into the residential facility. The medications will be registered and secured by the control center staff. Pill calls will be conducted daily, by the staff, so that prescription drugs may be obtained. A register will be maintained and your signature affixed when medications are initially recorded and subsequently received by the resident. However it is your responsibility to ask for your prescription at the times required from the staff to insure that you are taking your medication as prescribed by your doctor. KCSI Staff are not medical personnel, and your individual case will be different from all others in the facility, so you need to take personal responsibility for getting your medicine and taking it as prescribed.
- c. Cold & Flu and other "over-the-counter medications" are allowed. All such medications must be free of alcohol and turned into the control center IMMEDIATELY UPON ENTERING THE BUILDING with your name and bunk number and you may get your dose during scheduled pill calls.
- d. **Pill call times:** these times will be dependant upon the medication and will be established for residents.
- e. Any medications not recorded on the WRC Medical Register will be considered contraband and may result in disciplinary action. This includes medications found anywhere in the Center's buildings, grounds and/or signed sponsor private citizens homes or vehicles which are intended for your use.
- f. In the event of any **spilled blood** or **bodily fluids**, **do not make any attempt to clean up**. The WRC staff will take charge of this type of incident to include disposal of hazardous waste.
- g. The facility is equipped with first responder first aid equipment, oxygen, and an automatic defibrillator and other medical equipment and the facility is a member of the South Central Pennsylvania Emergency Medical Technician and Ambulance Service.

2. TREATMENT PROGRAMS:

- a. Attendance of treatment programs, conducted outside the Center, must be ordered or approved by the Court or Institution or Paroling authority.
- b. Examples of treatment programs include – Stress & Anger Management; Drug & Alcohol counseling; Mental Health; Social Skills; etc..

3. COMMUNITY SERVICE:

- a. "Court Ordered" Community Service is mandatory while a resident of the Work Release center. ALL residents are required by the Commonwealth or Court to complete a minimum of four (4) hours per week. (Depending on sentence additional weekly hours may be required.)
- b. It is your responsibility to sign up for, and participate in community service when so ordered by the courts.
- c. The Control Center will have various locations and contact phone numbers for you to use in order to complete the number of Court Ordered hours.

NOTE: Community Service IS NOT work around and on the grounds of Keystone Correctional Services, Inc. Community Service is working for non-profit organizations or doing work to clean up roads and/or neighborhoods, parks and other public venues. It is one mission of KCSI to make our community a better place to live.

4. PERSONAL IDENTIFICATION:

- a. You must wear your issued Identification Card on you at all times while on the property of KCSI. Failure to have this tag will result in disciplinary action.
- b. When applying for part time or secondary employment, this ID Card can serve as one of two forms of identification required for Immigration and Naturalization (INS) purposes.
- c. Your ID Card will also be your key to permit you access to areas of the facility. Failure to notify staff as to scheduled appointments, work hours, or other activities approved and not entered into our computer system will make your ID card key ineffective and you will not be able to leave as you may expect. It is important to you that your schedule is turned in as described in this resident manual for departure times will not occur.

5. FUNERALS:

- a. You are permitted to attend the Viewing and Funeral (if conducted on the same day) of Immediate Family members identified as Spouse, Children, Parent, Brother, Sister, or Grandparent. If the Viewing and Funeral are conducted on separate days, inform the Facility Director, on an Open Door Form, as to which you are requesting to attend. This is a privilege NOT A RIGHT, and you will only be permitted to attend if you have been a responsible resident. If you come here and do not follow the rules as described and the misfortune of a death occurs it will be your fault that you cannot attend the services, not the staff or the program. This program is geared to starting you on day 1 with a positive attitude that will help you prepare for return to society.
- b. The Open Door form/request must contain a copy of the Obituary and indicate the proof of relationship to the deceased.
- c. You must be taken and returned by an approved Sponsor who is aware and signs the responsibility sheets to return you at the time specified.
- d. You may not participate in any function following the funeral, ie reception or gathering of relatives where food or beverages will be provided. **YOU MUST RETURN IMMEDIATELY** after the funeral or viewing.

6. HOSPITAL VISITATIONS:

- a. Medical emergencies visitations must be requested through the Control Room Supervisor to the Facility Director. These situations will be handled expeditiously without need for the Open Door policy; however, you may not leave the Center unless approved by the Facility Director or the Shift Supervisor on duty when you desire to leave.
- b. IF you are blessed with the birth of a new born, you may have two (2) hours of visitation time at the hospital with your spouse or girl friend and baby **after** the baby is born. You must submit an Open Door form/request. In addition, you must show proof of Fatherhood from the hospital after return to the Center.
- c. Other hospital two (2) hour visitations are authorized following emergency surgery or terminal illness situations. Medical documentation must be submitted with an Open Door request form to the Facility Director of the WRC. Immediate Family only!

7. COURT APPEARANCES/HEARINGS:

- a. Any court ordered hearing or court appearance requires transportation by the County Sheriff's department, or authority having involvement with this case. Police, Probation, Parole, or Corrections have authority over the resident.
- b. If an out of county hearing or court ordered appearance is necessary, the agency requesting your presence is responsible for transport to the court house, District Justice office, or other approved location. This may be done by their Sheriff's department or other approved law enforcement department.
- c. Any other request for transport requires a letter of request on official letterhead by the agency requesting to transport you to a hearing or court ordered appearance and be approved by Facility Director.

RECEIPT FOR RESIDENT GUIDE

This page is to be signed and dated as acknowledgement that you are in receipt of the "RESIDENT GUIDE" and that you have discussed this with staff prior to signing and fully understand the contents written herein: A copy has been provided to you. Upon leaving the facility the Resident Guide will be turned in with your items that are considered Keystone Correctional Services Inc. property.

Although many of the rules and regulations for entry into the Work Release Center have been reviewed during this orientation briefing, it is extremely important that you take time to read every detail of the Resident Guide.

You will have 24 hours from receipt of this document to read the Guide. After this period of time has expired, any excuse that you did not know the rules and regulations of the Work Release Center will not be tolerated and may result in disciplinary action.

SIGN & DATE BELOW:

_____	Print Name Here _____

(Signature of new Resident)	
_____	Date: _____
(Signature of KCSI Staff member Conducting the Orientation Process)	Time: _____

RESIDENT DORM AREA
DIAGRAM

**YOUR BUNK DORM/AREA IS TO BE MAINTAINED TO THE
STANDARD AS SHOWN ON THIS DIAGRAM AT ALL TIMES!**

1. Shoes, boots, and shower clogs will be stored neatly under the bunk when not being worn.
2. Any clothes or other items that do not fit in the foot lockers, or stand up lockers, are to be removed from the Work Release center.
3. Towels and wash cloths will be hung from the stand up lockers. Nothing is to be hung from the bunks, or laid over dorm area walls or lockers.
4. Nothing is to be placed or stored on top of your lockers (stand-up or horizontal).
5. You are responsible to “secure” all personal items. Any theft of unsecured items may result in disciplinary action directed against you for failure to follow directions.

NOTE: During winter months only, one winter coat may be folded neatly and placed on the top of the rear stand-up locker.

ADDENDUM 1: VISITATION

Each Resident may earn “Visitation” with Family weekly by demonstrating positive attitudes and by following the rules of KCSI.

This visitation will be on site, in the Multi-purpose room for a period of 2 hours weekly. This must be scheduled with your counselor and approved by Shift Supervisor during the time period that you request.

If visitation is between 11 am and 5 pm the first shift supervisor that is scheduled to work that day, must sign off on this request.

The Facility Director also must sign off “approving” the visit.

--OR--

IF Resident has been following the rules and request an outside visitation with FAMILY, this may be approved in lieu of visitation inside the multi-purpose room.

This visitation must have all necessary contact information filled out and location of the visit approved. The visitation site must be verified by resident by bringing a receipt from the location to prove you were there.

Resident may have this privilege revoked at any time due to unsatisfactory behavior prior to departure. We are supportive of your return to the community and we want to encourage positive attitudes and behaviors.

By order of the President of Keystone Correctional Services, Inc
Terry L. Davis