



**POLICY STATEMENT**  
**Commonwealth of Pennsylvania • Department of Corrections**

<b>Policy Subject:</b> <b>Community Corrections Resident Orientation</b>		<b>Policy Number:</b> <b>BCC-ADM 001</b>
<b>Date of Issue:</b> <b>May 3, 2021</b>	<b>Authority:</b> <b>Signature on File</b> <b>John E. Wetzel</b>	<b>Effective Date:</b> <b>May 10, 2021</b>

### **I. AUTHORITY**

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

### **II. APPLICABILITY**

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections, Department employees, volunteers, contract personnel, visitors, and inmates.

### **III. POLICY**

It is the policy of the Department to ensure residents assigned to community corrections shall:

- A.** Obtain an orientation to introduce them to the expectations and routine of community corrections.
- B.** Participate in the creation of their individualized Reentry Focus Plan (RFP).
- C.** Have access to a variety of programs and services designed to address their risks and needs.
- D.** Seek, obtain, and maintain employment.
- E.** Participate in community/civic volunteer services.

#### **IV. PROCEDURES**

All applicable procedures are contained in the procedures manual that accompanies this policy document.

#### **V. SUSPENSION DURING AN EMERGENCY**

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

#### **VI. RIGHTS UNDER THIS POLICY**

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

#### **VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY**

##### **A. Release of Information**

###### **1. Policy**

This policy document is public information and may be released upon request.

###### **2. Confidential Procedures (if applicable)**

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as needed basis.

##### **B. Distribution of Policy**

###### **1. General Distribution**

The Department of Corrections policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/designee.

###### **2. Distribution to Staff**

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of

the policy and procedures either in hard copy or via email, whichever is most appropriate.

**VIII. SUPERSEDED POLICY AND CROSS REFERENCE**

**A. Superseded Policy**

1. Department Policy

This document establishes policy on this subject.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

**B. Cross Reference(s)**

1. Administrative Manuals

None

2. ACA Standards

a. Adult Correctional Institutions: None

b. Adult Community Residential Services: 4-ACRS-5A-13, 4-ACRS-5A-20, 4-ACRS-6D-01, 4-ACRS-6D-02, 4-ACRS-7F-07



**PROCEDURES MANUAL**  
**Commonwealth of Pennsylvania • Department of Corrections**

<b>Policy Subject:</b> <b>Community Corrections Resident Orientation</b>		<b>Policy Number:</b> <b>BCC-ADM 001</b>
<b>Date of Issue:</b> <b>August 2, 2021</b>	<b>Authority:</b> <b>Signature on File</b> <b>John E. Wetzel</b>	<b>Effective Date:</b> <b>August 9, 2021</b>

Release of Information:

**Policy Document:** This policy document is public information and may be released upon request.

**Procedures Manual:** The procedures manual for this policy may be released in its entirety or in part, with the prior approval of the Secretary/designee. Unless prior approval of the Secretary/designee has been obtained, this manual or parts thereof may be released to any Department employee on an as needed basis only.

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**Section 1 – Orientation and Reentry Focus Plan (RFP)**

**A. Community Contract Facility (CCF) Responsibility**

1. CCFs shall comply with expectations outlined in their executed Residential Services Contract.
2. CCFs shall provide information to residents during orientation and outline specific direction in their facility handbook.

**B. Overview**

1. Orientation introduces reentrants to the expectations and routine of community corrections.
2. Reentrants shall complete paperwork related to their stay at the center, tour the center, meet key staff members including their Counselor and Center Director, and participate in mandatory reentry workshops.
3. Reentrants shall participate in the creation of their individualized RFP and receive a copy to use as a checklist during their stay.

**C. Reentry Focus Plan (RFP) Structure (Based on Status, Risk, Needs, and Adjustment)**

1. The RFP provides an opportunity for supportive, transitional, and accountable reentry by positively influencing individual behavior through professional interactions.
2. The RFP incorporates supportive staff contacts, workshops, process groups, and coaching to assist with goal development/completion and successful transition home.
3. Reentrants may earn incentives and rewards (gift cards, food, additional pass time, etc.) by demonstrating pro-social behavior and actively participating with their reentry plan. Staff shall coach and intervene as necessary to keep the reentrant on track.
4. The Universal Set of Rules (USOR) shall be utilized to handle infractions and ensure sanctions are swift, certain, and proportionate.
5. During progress meetings, the Counselor/Agent shall discuss/document the reentrant's progress and challenges in each section, including reentrant interactions at work, furlough sites, with family, staff, and the community.
6. The RFP includes tiered schedules that reward progress towards a successful release to the community.
  - a. Part-time schedules are designed for reentrants who are underemployed, working part time (0-29 hours per week), or disabled (pending or approved).

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**Section 1 – Orientation and Reentry Focus Plan (RFP)**

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- b. Full-time schedules are designed for reentrants who have achieved full-time status (30+ hours).
- c. Verified employment and educational/vocational courses count towards hours worked. Community service hours do not count towards hours worked. Employment must be verified (pay stub) in order for it to count towards the work day.
- d. The enhanced schedule is designed for reentrants who need additional support in specific areas of reentry (employment, accountability, pro-social behavior, etc.). There is no minimum or maximum timeline, although placement should be limited to the amount of time necessary to address the reentrant's needs.

**D. Utility Leave**

- 1. Utility leave assists with the goal of successful release to a home plan and is earned by reentrants who are compliant with their RFP goals, center rules, and parole conditions.
- 2. All activities shall be scheduled by the reentrant during utility leave hours. This includes, but is not limited to work, school, community service, AA/NA meetings, medical appointments, social services appointments, counseling sessions, shopping, family time, socialization, etc.
- 3. Unless approved by the Facility Director/designee, all reentrants must be physically present in the facility continuously for the better part of eight hours per day, within a 24-hour period.
- 4. Leave extensions shall only be permitted for verified employment or appointments, unless approved by the Facility Director/designee.

**E. Temporary Holds and Restriction**

- 1. Temporary Hold – The temporary, non-disciplinary, suspension of utility leave. The Temporary Hold shall be immediately lifted once the reentrant accomplishes the task or meets with the requesting staff member. Temporary Holds are not restrictions. The reentrant shall be permitted to sign out for prescheduled reentry focused activities (work, community service, religious service, treatment programs, etc.) during the temporary hold. Repeated violations may be documented on a **BCC-141A, Resident Infraction Report** in accordance with the USOR.
  - a. Housekeeping HOLD – Failure to complete assigned housekeeping assignment (bedroom, common area, linen, etc.). Placed on hold by the Community Corrections Center Monitor (CCCM) (identified during morning security round). Hold shall be immediately lifted upon completion of assignment and review by CCCM.
  - b. Parole HOLD – Parole needs to immediately speak with reentrant (unplanned/emergency) or reentrant missed prescheduled appointment. The reentrant

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- must meet with Parole to discuss resolution and have hold lifted. This shall not be used in place of scheduling meetings or conferences.
- c. Counselor HOLD – Counselor needs to immediately speak with reentrant (missed appointment, paystub, workshop, community service, etc.). The reentrant must meet with his/her Counselor to discuss resolution and have hold lifted. This shall not be used in place of scheduling meetings.
  - d. Administrative HOLD – Director or Lieutenant needs to immediately speak with reentrant (unplanned) or conduct a USOR infraction hearing (same day). The reentrant must meet with the Director/Lieutenant to discuss resolution and have hold lifted. This shall not be used in place of scheduling meetings or infraction hearings.
  - e. Reentrants with a HOLD shall be verbally notified of the type of hold. During the notification, and when reasonably possible, the reentrant shall be provided the immediate opportunity to complete the task or meet with the staff member.
  - f. Management may direct the removal of any hold. Other staff may remove specific holds as outlined above.
2. Restriction – The suspension of utility leave for a pre-determined amount of time. The reentrant shall be permitted to attend prescheduled mandatory activities (work, community service, religious service, treatment programs, etc.) during restriction. Restrictions may only be imposed through the USOR hearing process.



## **Section 2 – Programs and Services**

### **A. Community Contract Facility (CCF) Responsibility**

1. CCFs shall comply with expectations outlined in their executed Residential Services Contract.
2. CCFs shall provide information to residents during orientation and outline specific direction in their facility handbook.

### **B. Overview**

1. Residents shall have access to a variety of programs and services designed to address their risks and needs.
2. Residents are encouraged to maintain open and honest communications with center staff, parole staff, and others who are involved with their Reentry Focus Plan goals.

### **C. Workshops and Seminars**

1. Each center shall provide workshops during orientation to address employment preparation, financial awareness, home plan preparation, and community service.
2. Based on the needs of the resident population, the center may provide additional seminars related to these areas. Seminars provide a more in-depth interaction between residents and staff. Residents will practice skills, complete applications, and receive feedback to assist with problem areas.

### **D. Reentry Programs**

1. The **Housing Assistance Program** provides coordination for the purpose of assisting the resident and, where necessary, his/her dependents, in attaining independent living by securing safe and affordable housing that meets the standards established by the Department of Corrections (DOC) and Pennsylvania Parole Board (PB).<sup>1</sup>
2. **Mentoring** is available to assist residents with developing and enhancing pro-social relationships and engagement in the community.
3. **Workforce Development** is available for residents struggling to gain sustainable employment by providing employment and vocational support opportunities.<sup>2</sup>

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<sup>1</sup> 4-ACRS-5A-13

<sup>2</sup> 4-ACRS-5A-20

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4. **Family Reunification** provides services in a non-clinical setting to help address the impact of a resident's incarceration on the family. The program focuses on effective communication strategies, identification of reasonable expectations, establishing pro-social goals, and breaking the cycle of incarceration.

**E. Treatment Services**

1. **Sex Offender Treatment** is available for those required to participate by Parole Board Action or Condition.
2. **Outpatient Mental Health Services** are available for Serious Mentally Ill (SMI) residents to ensure the continuum of care is occurring at an appropriate level and to assist with their transition to the community.
3. **Outpatient Alcohol and Other Drug (AOD) Services** are available for residents with a recent history of problematic alcohol or drug use where outpatient treatment is the appropriate level of care. **Medication Assisted Therapy (MAT)** is also available to residents participating in AOD treatment.

**F. Availability**

1. Not all workshops, seminars, treatment, or programs are available in all areas.
2. Additional workshops (not listed), seminars, treatment, and/or programs may be available in some areas.
3. Residents are encouraged to discuss their needs and requests with their Counselor and/or Agent.

## **Section 3 – Employment and Community Service**

### **A. Community Contract Facility (CCF) Responsibility**

1. CCFs shall comply with expectations outlined in their executed Residential Services Contract.
2. CCFs shall provide information to residents during orientation and outline specific direction in their facility handbook.

### **B. Employment**

1. Every resident is expected to seek, obtain, and maintain employment while assigned to the center. Exceptions to this may only be approved by the Center Director/designee for legitimate reasons (medical, mental health, disability, etc.) and after a thorough review of the circumstances.
2. Although the employment opportunities may not be in a desired location or preferred industry, residents are encouraged to accept available offers.

**NOTE:** The best way to get a new job is to be currently employed. Many of the “preferred” employers want to see some recent work history before they will hire any person. Do not quit a job without having another job. This is a critical mistake and may prevent the “preferred” employer from taking a chance.

3. Unless approved by the Center Director/designee in writing, residents may not be:
  - a. self-employed;
  - b. employed by an immediate family member;
  - c. employed where appropriate deductions are not withheld from the wages earned;
  - d. employed where the employer does not claim the resident as an employee; or
  - e. employed where wages are paid as “cash-only.”
4. Residents shall complete the **Employment Request (Attachment 3-A)** and provide it to their Counselor.
5. All employment must be verified and approved by the Center Director/designee prior to the resident actually beginning the job.
6. The Center Director/designee may deny employment of questionable reputation.

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7. Residents must inform their employer(s) of their status in the center and their criminal offense.
  - a. It may be necessary for Center staff to contact the resident's employer to verify work related information, including work hours.
  - b. Residents shall notify their Counselor immediately of absence from work for any reason.
  - c. Residents shall discuss with their Counselor any decision to terminate a job prior to actually quitting.
  - d. Residents terminated from employment for any reason shall be placed on non-working status and must immediately return to the center and meet with their Counselor.
8. Residents shall discuss all job interviews, appointments, needed time off from work, etc. with their Counselor.
9. Any attempt by a resident to falsify his/her identity (name, social security number, date of birth, address, etc.) in an attempt to fraudulently secure employment or any other type of service from community providers may result in unsuccessful discharge from the center and/or criminal prosecution.
10. Work schedules shall be submitted to the Counselor using the appropriate Reentry Focus Plan (RFP) schedule.

**C. Community/Civic Volunteer Services<sup>1</sup>**

1. Every resident is expected to participate in community/civic volunteer services while assigned to the center. Exceptions to the hourly requirements may only be approved by the Center Director/designee for legitimate reasons (medical, mental health, disability, etc.) and after a thorough review of the circumstances.
2. Residents who are employed less than 30 hours per week shall participate in a minimum of four hours of community/civic volunteer services each week. Utility leave on weekends shall not be approved until the four hours is completed.
3. Residents who are employed 30+ hours per week shall participate in a minimum of two hours of community/civic volunteer services each week. Utility leave on weekends shall not be approved until the two hours is completed.
4. Residents shall complete the **Community Service Verification (Attachment 3-B)** with an authorized representative of the volunteer agency and submit to their Counselor each week.

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<sup>1</sup> 4-ACRS-6D-01, 4-ACRS-6D-02, 4-ACRS-7F-07

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5. Failure to complete weekly required community service, or provide the completed verification form, shall result in suspension of utility pass time until the issue is corrected. Repeated violations may result in disciplinary action.

You must complete this form to request permission from your counselor prior to starting any employment. **YOU ARE NOT AUTHORIZED TO START WORK UNTIL APPROVAL IS GRANTED.** Please remember that not all employment requests will be approved and there are times that requested employment will not be appropriate while you are a resident of this CCC. Examples of this include: Out-of-state employment, jobs that require travel outside of the facility area, jobs that could involve violence (bouncer, doorman, security guard, etc.), jobs that conflict with your parole stipulations and/or do not have the approval of your Parole Agent, jobs at a strip club or massage parlor, jobs where your accountability cannot be easily checked, etc. You are not permitted to work for a relative or previous resident of this CCC without written permission from the Director. **Approval may be revoked at any time for falsification of any part of this request form, failure to turn in a paycheck, signing out to work and not reporting, or failure to work the entire shift when signed out.**

**NAME:** \_\_\_\_\_ **DOC #:** \_\_\_\_\_

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**EMPLOYER INFORMATION:** (If you're working for a temp agency, the temp agency information goes here)

**EMPLOYER NAME:** \_\_\_\_\_

**EMPLOYER ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**EMPLOYER PHONE #:** \_\_\_\_\_

**EMPLOYMENT START DATE:** \_\_\_\_\_

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**WORK SITE INFORMATION:** (This is the physical location/building where you will be working)

**WORK SITE NAME:** \_\_\_\_\_

**WORK SITE ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATED:** PA **ZIP CODE:** \_\_\_\_\_

**WORK SITE PHONE #:** \_\_\_\_\_

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**NUMBER OF HOURS SCHEDULED PER WEEK:** \_\_\_\_\_ **Shift:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**HOURLY WAGE:** \$ \_\_\_\_\_ **TAXES DEDUCTED?** \_\_\_\_\_ **PAYSTUB?** \_\_\_\_\_

**PAY FREQUENCY:**  DAILY  WEEKLY  BI-WEEKLY  OTHER: \_\_\_\_\_

**PAY TYPE:**  DIRECT DEPOSIT (Mandatory If Offered)  BUSINESS CHECK  OTHER: \_\_\_\_\_

**FIRST PAYCHECK DATE:** \_\_\_\_\_

**SUPERVISOR'S NAME:** \_\_\_\_\_

**SUPERVISOR'S PHONE #:** \_\_\_\_\_

**METHOD OF TRANSPORTATION:** \_\_\_\_\_ **TRANSPORTATION COST:** \_\_\_\_\_

**TRAVEL TIME TO WORK:** \_\_\_\_\_ **TRAVEL TIME FROM WORK:** \_\_\_\_\_

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APPROVED  DENIED **COUNSELOR SIGNATURE:** \_\_\_\_\_

**Bureau of Community Corrections  
Community Service Verification**

<b>Facility</b>				
<b>Resident Name</b>	<b>Last</b>	<b>First</b>	<b>DOC#</b>	<b>PB#</b>
<b>Counselor Name</b>			<b>Total Hours Submitted</b>	

- 1- Work less than 30 Hours/Week = Four Hours Community Service/Week
- 2- Work more than 30 Hours/Week = Two Hours Community Service/Week

**\*MUST BE TURNED IN WEEKLY TO RECEIVE UTILITY PASS\***

**\*\*PRINT ALL INFORMATION – If the Counselor Can't Read It; You Won't Get Credit\*\***

<b>Date</b>	<b>Organization Name Contact Person Name Contact Phone Number</b>	<b>Arrival Time</b>	<b>Time Complete</b>	<b>Hours Complete</b>	<b>Contact Person Signature</b>

**Section 4 – Finances**

**A. Community Contract Facility (CCF) Responsibility**

1. Community Contract Facilities (CCFs) shall comply with expectations outlined in their executed Residential Services Contract.
2. CCFs shall provide information to residents during orientation and outline specific direction in the CCF handbook.

**B. Community Corrections Center (CCC) Resident Finances (Progress CCC – Excluded)**

1. Residents are encouraged to open a personal financial account with a bank or credit union.
2. Establishing and maintaining (in good standing) a personal account is shown to improve credit scores and financial stability.
3. Many employers do not issue paper checks any longer. Employees who have a bank account should sign up for “direct deposit.”
4. If an employee does not have a personal bank account (direct deposit), the employer may issue a debit card that has fees attached to it. The employee’s pay may be reduced by a percentage or dollar amount for the “convenience” of this debit card.
5. Most direct deposit money is available quicker than picking up a pay check. There is no fee for direct deposit into a personal bank account (no check cashing fee).
6. Residents may possess credit/debit cards, but may not list the center as their billing address.
7. Residents are responsible to maintain payment for all court cost, fines, victim compensation, domestic relations payments, etc.

**C. Progress CCC Resident Finances**

The Progress CCC shall provide information to residents during orientation and outline specific direction in the center’s local handbook.



**D. CCC Resident Recreation Fund**

1. Each CCC shall maintain a Resident Recreation Fund for use by the residents to enhance the living conditions and reentry efforts at the center (televisions, couches, computers, internet, cable, video games, etc.).
2. Accounts may be funded through vendor partnering (food, drinks, laundry, pool, etc.), fundraisers, and/or donations.
3. Decisions regarding the purchase of items through the fund shall be made only after documented input from the resident population. Input shall be given during the house meeting and documented in the minutes. The attendance sheet shall be used to indicate resident agreement.