



# GEO Chester DOC Reentrant Handbook

**Reviewed: June 2023**

**Facility Director Annemarie Smith-Whitson**

**I. GENERAL INFORMATION**

**A. PREFACE:**

**Welcome to GEO Chester.** This handbook has been developed for your benefit and guidance. The rules and regulations contained in this handbook do not cover all situations that may arise, but rather serve as a basic guideline. It will provide the basic information you will need to know while residing at Chester Facility. These rules and regulations are subject to change. When changes are made, you will be properly notified. If you have any questions regarding the contents of this handbook, ask a staff member for assistance.

Our goal is to effectively supervise and assist with your re-entry back home. Our staff in collaboration with Parole, will provide assistance with employment, vocational services, housing and counseling services. All reentrants are afforded the same services, regardless of race, religion, gender, disabilities, or political views.

It is our responsibility to offer the highest quality of services in the area. This mission cannot be accomplished without your commitment to the program. Please take time to read

**B. RECEPTION/ORIENTATION PROCEDURE:**

Upon arrival you will receive an Intake package. This package provides general facility information that will be useful until you receive your orientation by a case manager. During the intake process, you will be asked pertinent information about you, as well as, asked to sign various acknowledgement forms. You will also receive a tour of the facility and informed on appropriate ways of conducting yourself.

During the first 24 hours of arrival, all residents are placed on COMPLETE and have no movement. A case manager will meet with you within 24 hours of your arrival. During your meeting the case manager will review the rules and regulations of the program and answer any questions you may have. The following are some of the topics that will be covered during your orientation period:

- Program Rule and Regulations
- Expectations
- Assessment & Development of Individualized Program Plan
- Daily Schedule
- Life Skills Program
- Treatment Services
- Phase System
- Accountability
- Resources
- PREA
- Release Plans

## II. SECURITY PROCEDURES AND REGULATIONS

### A. IDENTIFICATION

Upon arrival you will be issued a GEO Identification Card. This ID card must be worn at all times on the shirt or outer garment affixed to the collar or chest area, above your waist. Residents are not permitted outside of their rooms and cannot receive staff services without their ID card. Your ID card is also required when entering and departing the facility. If you lose your ID card, you will not be allowed to leave the facility until you purchase a replacement card for \$5.00. ID cards are color coordinated based on your classification. Prior to your release, you will be required to return your ID card.

### B. DRESS CODE:

All residents are required to maintain appropriate personal hygiene. When moving around in the facility, residents must be fully dressed with shirts, pants, shoes or sneakers. Clothing with drug or alcohol slogans, gang connotations, profanity or sexual implications are not allowed. Wearing a hooded sweatshirts and/or sweater, with the hood up on the head is not permitted.

The following personal attire is not acceptable outside of your living area or bathroom:

- No hats, hoodies, head rags, or skull caps are to be worn in the building at any time, except for religious purposes.
- No sunglasses are to be worn inside at any time, unless prescribed by a medical professional with written authorization.
- No slippers, flip flops, and all open toe shoes.
- No tank tops are to be worn in the common areas of the facility.
- **No gang related clothing, jewelry, or other paraphernalia is allowed**

Staff may require a resident change clothes or adjust what he is wearing, if it is deemed inappropriate.

### C. INDIGENT CARE:

Reentrants in the program are provided with basic needs assistance if they are without individual means or family support. Postage assistance, envelopes, toothpaste, soap, toothbrush, shampoo, comb, towel, washcloth are available for Reentrants who require such assistance. Requests for indigent services should be forwarded from the reentrant's Case Manager.

### D. PERSONAL PROPERTY:

Upon arrival you will be assigned a locker and a lock to secure your personal belongings. When bringing, receiving or removing any personal property you are required to update your personal inventory form. Your property should be stored in your locker. Upon leaving your housing area, it is your responsibility to make sure your personal items are secured and locked.

Personal clothing is limited to (5) sets of clothing, three (3) pairs of shoes, one (1) pair of shower shoes, one (1) coat, pajamas and undergarments. All clothing must fit neatly into your locker. Shoes must be aligned under the side of the bed, with the toes facing out. When bringing, receiving or removing any personal property you are required to update your personal inventory form. All property over the stipulated amount or identified as not authorized, will need to be removed from the facility. Staff will allow for you to make arrangements to be send the excess home. Failure to comply will lead to confiscation.

Residents are allowed to have a small clock radio, religious text, books and magazines. However, hygiene or personal items stored in glass containers or containing alcohol are prohibited.

**You are solely responsible for your personal property.** We suggest that you do not bring any valuables or items of sentimental importance into the facility. Any property confiscated for disciplinary reasons will be retained by the Operations Manager or designee until properly destroyed. GEO Chester will not be responsible for any property lost, stolen, abandoned, damaged or destroyed.

All property not authorized for retention will be confiscated and the reentrant will be given a copy of the confiscation slip. The property will be retained in storage for 7 days so the reentrant may designate and arrange for someone to pick up his/her unauthorized property.

Property remaining at GEO Chester after a reentrant departs (except for absconders) will be inventoried and retained for a period not to exceed 30 days. **Reentrants who abscond forfeit their rights to their property.**

The Operations Manager or his/her designee will contact the reentrant’s designee listed on the personal property form requesting they pick up the reentrant’s property.

All approved items are listed below; anything else will be considered contraband and confiscated. Reentrants may not exceed the quantities for each item listed below.

QTY	ITEM	QTY	ITEM
5	Trousers or Jeans	1	Personal Wedding Band
5	Shirts, dress or polo style	1	Wrist Watch
7	Shirts, tee or crew neck w/o imprint	1	Pair Prescription Eyewear or Contacts
2	Sweatshirts with/without hood	1	Cleaning Solution Kit (eye care)
2	Sweatpants	1	Medal or medallion w/ chain (small)
1	Jacket	1	Religious Headgear
7	Undershorts (boxer or brief)	1	Religious Text
7	Pair Socks (white or assorted color)	1	Hair Brush
3	Handkerchief (white only)	1	Comb
2	Pair Pajamas	1	Wave Cap (Bedroom wear only)
2	Pair Shoes or Boots	1	Set Dentures (if required)
2	Pair Sneakers or Athletic Shoes	2	Prosthetic Devices (if required)
1	Pair Shower Shoes	12	Personal Pictures (non-explicit)

1	Soap Dish	5	Books (hard or paperback)
3	Bars Soap	5	Magazines (non-explicit)
1	Toothbrush w/ holder	1	Radio (battery op only)
2	Tubes Toothpaste	6	Batteries (AA or AAA)
2	Bottles Shampoo or conditioner rinse	2	Sheets (Facility issue)
2	Containers Deodorant (non-aerosol)	1	Blanket (Facility issue)
2	Cans Shaving Cream (non-aerosol)	1	Pillowcase (Facility issue)
6	Single edge disposable razors	1	Pillow (Facility Issue)
1	Bottle Skin Lotion (non-alcohol)	1	Combination Lock (Facility Issue)
1	Container Body Powder	1	Smart Phone (Cell Phone)
1	Tablet/Laptop	1	Mesh or Clear back pack – no zippers

**Items Not Permitted**

**Any tobacco products, matches, lighters  
Glass or ceramic items**

**E. LIVING AREA/UNIT CLEAN-UP:**

Upon arrival, you will receive an assigned room, bed and locker. Reentrants must be properly dressed when in their living quarters. This includes when sleeping. The authorized changing area, is your bathroom. You are not to switch bed assignments without approval of the Asst Director or Shift Supervisor. Special consideration will be given to those individuals with special medical needs. All reentrants are required to keep their rooms and bathroom clean, neat and free of clutter. Cleaning supplies are available for you to sign out at main reception.

Reentrants are allowed to decorate their living area with personal belongings as long as the items are not considered offensive and do not cause damage to the facility. Windows and walls are to remain free of all obstructions.

The following standards are required to maintain your personal area:

- All beds shall be made and rooms clean by 8:00am or before leaving the facility. On weekends and holidays, the beds are to be made by 10:00am. On weekdays, you are not permitted to lay/sleep in your bed, between the hours of 8:00am and 2:00pm. Exceptions for work schedules must be made through your case manager.
- The bed is to be made in the following manner: sheets tucked under mattress, blanket tucked over the sheet, pillow in pillowcase at head of bed
- All window sills, base boards, and floors will also be checked for cleanliness
- Nothing stored on the bed or under the mattress.
- No food or drinks – except water – are allowed in your living area. Only one (1) water bottle per person.

- Besides your shoes, the only item allowed under your bed is the plastic storage bin (Facility issued), the only item that reentrants are permitted to hang on the bedpost is a mesh laundry bag.
- Towels and wash cloths are to be neatly folded on the bed rail at the head of the bed.
- Bathrooms are to be kept clean at all times, this includes the shower, tiles, sink, commode and floors.
- Personal alarm clock radios are permitted in the facility; however, **noise levels must be kept to a minimum**. Televisions and high-ticket items are not permitted in the facility.

All reentrants are required to maintain the upkeep of the facility. This includes your personal area, common areas [dining rooms, multi-purpose areas, lobby, hallways, etc.], as well as the exterior of the facility.

You may be assigned a job function/chore, to assist in maintaining the facility; a job function list is posted on the bulletin board. Job functions include, but are not limited to: kitchen details, laundry, yard work, and housekeeping duties. If you are not employed on a full-time basis, or if you are on restriction you will be subject to an in-house work assignment when not engaged in programmed activities.

### **Linen /Laundry Services**

Upon arrival each resident is issued a complete set of bed linens [two sheets, pillow case and blanket]. During your placement you are responsible for laundering your linen weekly. The facility is equipped with coin operated washing machines and clothes dryers. Provisions will be made for indigent residents. See your case manager for more details.

Upon discharge you are financially liable for the return of all linens received during intake.

### **Inspections**

A safety and sanitation inspection of your housing unit will occur daily to ensure that your personal areas are clean and safe. Staff will also inspect your work upon completion of daily chores. You will be asked to clean your personal area and/or complete your assigned chore prior before being allowed to sign out of the facility.

### **Facility Curfew**

All residents are to be awake, out of bed no later than 7:30am weekdays and 9:30am on weekends and holidays. All lights are required to be on from 8am - 8pm – Monday thru Friday. The only exception to this rule is for residents who return to the facility from work after 11:30 p.m. the previous night. Residents returning after 11:30 p.m., will be allowed eight hours from the time they return to the facility before having to be out of bed.

### **Lights Out**

All lights off in all rooms at midnight, Sunday through Thursday and no later than 1:00 a.m. on Friday and Saturday.

The dining hall and day room is off limits at 11:30 pm Sunday through Thursday and 12:30am on Friday and Saturday.

### **F. Smoke- Free Facility**

GEO Chester RRC is a smoke free facility. Tobacco or simulated smoking items, cigarettes, etc are considered contraband and are not allowed in the facility.

Any violation of the tobacco/smoke free policy # 1000.03 is also a violation of the PADO universal set of rules # 20 will result in an infraction being issued and the appropriate sanction administered.

### **G. Meals**

We offer three (3) meals per day. Residents are not allowed to bring food, beverages or condiments into the facility. If you require a special diet for medical or religious purposes see staff to complete the appropriate paperwork. Accommodations will be made accordingly.

Meals are provided for residents that have authorized movement for work, job search, medical, treatment, and official business during meal times. Bag breakfast and lunches are available for residents to take with them, prior to leaving the facility in the morning. Dinner trays will be saved for those residents that will be returning to the facility from work or treatment after dinner hours.

Food and beverages are only allowed in the Dining Room. This includes any snack/drink purchased from one of the vending machines. Any food, beverage or condiments found outside of the dining room is considered contraband and will be confiscated. When using the Dining Room, be considerate of others by observing good table manners, and cleaning the microwave and tables after use.

### **H. COUNTS:**

Counts are made several times daily at random and as scheduled. There are three (3) standing counts per day. During the standing count you are required to stand next to your bed. In order to accurately complete this activity, reentrants are required to return to their housing area in an orderly and timely fashion and remain in their room until count is cleared. Reentrants who are not in their assigned rooms are out of place for count. During counts no one is permitted to sign in or out of the facility.

**I. URINALYSIS:**

Urinalysis will be done on a random basis. Urinalysis will be collected as required by our contract, upon suspicion and late return from approved movement. Reentrants directed to submit a urine sample will have two (2) hours to comply. Refusal to submit a urine sample within two (2) hours will result in the appropriate action taken. All positives urinalysis reports will result in a disciplinary report.

**J. ALCOHOL BREATHALYZER TESTING:**

Alcohol testing will be done each time you enter the facility. Alcohol testing is a requirement of the agencies that assign Reentrants to Chester Facility. Reentrants directed to perform a Breathalyzer test must immediately submit. All POSITIVE results will reports will result in a disciplinary report.

**K. SEARCHES AND SEIZURES:**

Searches of persons, personal areas and the facility as a whole may be conducted at any time without notice, **for the purpose of controlling and preventing the introduction and concealment of contraband.** Items that are not the property of the person being searched will be confiscated until such time as proper ownership may be determined. Any item deemed inappropriate by staff can be confiscated.

Staff will routinely, randomly or upon suspicion conduct searches of persons, personal areas, and/or the entire facility. You shall follow the directions given by the staff member conducting the search. Refusal to submit to a search or interfering with search in progress will result in disciplinary action and may result in termination.

All confiscated contraband will be placed on a property custody receipt, and referred to the Asst Director/Security for further processing.

**Pat Searches**

All persons entering the building will be required to clear a metal detector and subject to a pat search.

When you are pat searched, you must:

1. Remove all outer garments (jacket, coats, etc.)
2. Empty all contents from your pockets and place them in the "Property Bin."
3. Stand still with your feet apart and arms extended outward, palms upward, and remain motionless during the search procedure.
4. Remove shoes and hand them to the inspecting security monitor.



Pat searches can occur at any time and in any area of the facility by staff.

### **Strip Searches**

1. Strip searches shall only be authorized in the event of reasonable suspicion inclusive of, but not limited to upon finding of contraband, appearing under the influence, when scent search (K-9) provides a positive indication. Strip Searches are only to be approved the Assistant Director-Security or Facility Director and/or Referring Agency.
2. Reentrants will be instructed to strip completely. The strip search shall be conducted in a private environment with at least 2 staff members present and performed by staff of the same sex.
3. All strip searches shall be thoroughly documented in the Facility Strip Search Log Book and both Staff Member conducting the search shall initial the Log Book indicating that they were present for/conducted the search

### **Searches of Housing Units**

Staff will routinely conduct searches of housing units. When conducting the search, all precautions will be taken to avoid damage to any items. Reentrants do not have to be present for staff to search your area nor do they have the right to refuse a search of their property.

### **Shakedowns**

To ensure a drug-free and clean environment, a general shake-down will be conducted on a random basis. Shakedowns may include the use of K9 drug detection unit. For safety precautions this procedure may be done without you being present.

### **L. CONTRABAND:**

Contraband is defined as a product, substance, or material that is illegal, immoral, or a violation of DOC, PBPP, and Chester Hall regulations. All contraband will be confiscated and discarded as deemed appropriate by Management. Examples of contraband include but are not limited to:

- Weapon(s) or any instrument that could be used as a weapon
- Narcotics (illegal street drugs & paraphernalia)
- K2Spice, Bath Salts or any other synthetic drugs
- Bottles of "Oils" regardless of purpose are not allowed in the facility.
- Loose smoking or chewing tobacco products
- All prescribed and unauthorized over-the-counter (O-T-C) medications.
- Hygienic products with alcohol in the first three ingredients
- Dietary supplements (protein powder, fat burners, vitamins, power bars, creatine, etc.)
- Candles & Incense
- Halogen filled balloons

- Glass (Vases, aftershave, or any product or container made primarily of glass)
- Aerosol cans
- Items that have been altered
- Scissors or other cutting tools.
- Hand tools of any type.
- Backpacks or any type of bags with zippers or pockets
- Pornographic literature and or pictures
- Televisions
- Hand held video games, media players, DVDs, or CDs
- No gambling paraphernalia, Dice
- Any type of Vehicle Keys (without authorization)
- Food, Beverages, Condiments, Gum & Candy this includes, coffee (instant or regular), tea bags, condiments, (mustard, mayo, hot sauce, salt, pepper, sugar, sugar substitutes)
- Cups, bottles, etc., containing any liquid of any kind.
- Any item identified as being inappropriate will also be classified as contraband.

**M. AUTHORIZED MOVEMENT-**

All movement must be approved by your case manager. All requests for job search, work, religious passes must be requested in advance. However, it should be noted that your movement may require the approval of a Parole Agent.

**SIGN IN / OUT:**

Reentrants will not be permitted to leave the Facility unless they are signed out. Reentrants must sign in and out when leaving and returning to the facility through the use of the SecurManage system unless otherwise instructed by staff. No reentrant will leave the premises of GEO Chester unless his departure has been approved by Facility Director, Operations Manager, or Case Management Staff.

**N. ABSCONDS**

If you fail to return to the Facility by your scheduled return time, if you fail to remain at your place of employment/training program or approved social pass site, if you fail to return from authorized /pass at the scheduled time, or if you are absent from the facility without authorization, you will be considered an absconder.

**III. PROGRAM COMPONENTS:**

**A. PROGRAM SCHEDULE:**

All reentrants are required to follow the posted schedule in their room. Reentrants will awaken and prepare for the daily schedule, to include personal hygiene and sanitation chores. Reentrants who are stipulated to participate in life skills groups are attend all scheduled sessions.

**B. CASE CONFERENCE:**

The GEO Chester staff conducts weekly staffing. During these sessions your case manager and your Parole Agent will confer on your progress or lack of progress in complying with program expectations. Based on your individual circumstance, you may be asked to participate.

**C RULES OF BEHAVIOR**

During your placement, it is expected that no person be shown less than full respect at all times in all places. All residents transferred into GEO Chester will be held responsible for adhering to rules and regulations that govern the facility. Certain rules may overlap with **Community Corrections - Universal Set of Rules** identified by the PADO and PBPP.

**D. SANCTIONS AND DISCIPLINARY ACTION**

All rule violations will be addressed in accordance with Community Corrections – Universal Set of Rules – Response Matrix. Resident’s that violate any rule identified in this handbook or the Universal Set of Rules are subject to disciplinary action, including termination.

All rule violations will be reported to PADO and PBPP. Major infractions will result in a parole conference or unsuccessful discharge. Minor rule infractions usually result in an In-House sanction. Sanctions for minor infractions include, but not limited to: verbal reprimand, extra detail, writing assignment related to the infraction, loss of social passes and AOD-treatment contract. However, residents with repeated infractions who establish a pattern of ongoing behavioral issues and do not demonstrate that they are responding to clinical interventions will be referred to a parole conference.

**Merit/Demerit System/USOR**

This system is used to encourage positive behaviors exhibited by residents as specified by the Resident Handbook. A merit is a positive affirmation given by any staff member for behavior and/or conduct of the resident that is considered positive. This may be special projects, achievements, or simply consistency in program participation. Residents may be given an extra hour on a social pass or some other form of reward. A demerit is a negative affirmation given by any staff member for behavior and/or conduct of any resident that is not in accordance with the social expectations and/or procedures of the center.

Residents who incur a minor infraction will be subject to a center informal resolution meeting. This meeting will address the infraction. Based on the severity of the infraction and the number or previous infractions, the reentrant will be sanctioned according to the USOR matrix.

Serious infractions and/or multiple infractions will be referred to PBPP for action.

**Program Rules**

- Comply with all rules and request of GEO Chester
- Presentation to others should be respectful and courteous
- Respect the needs of privacy of other residents
- ID must be visible and worn above the waist at all times
- Maintain appropriate personal hygiene
- All job functions/chores are to be completed properly – resident rooms and common areas are to be kept clean at all times
- Obtain staff approval before leaving the facility and properly sign in and out
- Call the facility when required to do so
- Must be on time for all Case Manager meetings and groups
- No walking out of scheduled activities without staff permission
- Follow visitor policy and ensure guests follow visitor policy
- No drugs or alcohol
- Expired medications and loose pills are not permitted in the facility
- Stealing will not be tolerated
- No resident will exert control over another resident
- No feet on furniture or tilting back on chairs
- No physical violence
- No threats of physical violence
- No sitting on stacked chairs
- No profanity
- No yelling in the facility
- No talking on cell phones in hallways, multi-purpose room, or dining room. No answering, texting or talking on cell phone during individual or group meetings.
- No entry into another resident's room
- No talking on another resident's cell phone
- No running in facility
- No littering in or outside of facility
- No wearing of hats of any type in the facility unless related to religious attire
- No wearing hoods up (hooded sweat shirts, sweaters, or coats)
- Head rags worn in rooms only

**E. GRIEVANCE PROCEDURES:**

Reentrants experiencing problems with the program may seek resolution in an equitable, non-punitive manner, with no adverse repercussions to the reentrant or his status in the program. Grievance forms shall be available in Day Room. Reentrants shall complete the grievance form and place it in the grievance box for the Grievance Coordinator who will disseminate it to the

appropriate staff for a response. The grievance shall be mediated within 72 hours at the lowest level possible. If the lowest level possible fails to resolve the matter, the grievance shall follow the chain of command (i.e., Case Manager Supervisor). Grievances will not interfere with a reentrant's status or progress in the program.

**F. REENTRANT SUGGESTIONS:**

Reentrants may make suggestions and express concerns about the program by way of a suggestion box. The Counselor's will review these issues weekly and respond publicly to the Reentrants in the announcement part of the House Meeting.

**IV. PROGRAM SERVICES**

**A. Case Management**

Upon admission, every reentrant is assigned a Case Manager. This staff member is responsible for managing and monitoring the reentrant's program participation. The assigned Chester Case Manger will help the reentrant identify special needs such as, legal, vocational training, interpersonal relationships, mental health, financial etc. The Case Manager develops an individual treatment plan with the reentrant, provides individual and group counseling to monitor goal attainment, along with program participation, and makes case presentations on Reentrants to the treatment team on an as needed basis. The Case Manager is the reentrant's primary liaison to the various departments at the facility.

**B. INDIVIDUAL COUNSELING/TREATMENT PLANS:**

Reentrants may see their Case Manager upon request and according to staff response but are expected to learn from peer interaction, educational seminars and group therapy. Case Managers will meet with individuals a minimum of twice a week to review their individual treatment plan, to discuss any issues that may arise, and to follow up on goal achievement. During the mandatory individual counseling sessions the reentrant should be made aware of his progress or lack of progress through the review of his monthly evaluations.

Individual treatment plans are developed with the reentrant following their arrival at Chester Facility. Following a general explanation and discussion of the plan in the initial intake orientation, areas are identified and discussed, and then measurable and obtainable goals are declared. Each reentrant shall have the opportunity to have input into planning, problem solving and the decision-making process involved in the plan. Reentrant must approve any changes to the plan.

**C. EMPLOYMENT:**

**All reentrants are expected to secure full-time, unless physically disabled. Job Search** is permitted up to (5) days per week. If unable to secure employment after four weeks of job search, the Case Manager will address job search difficulties; develop a plan of action and assist the reentrant to gain employment.

When searching for employment the following guidelines must be considered:

- Employment is permitted within the 3-County area (Chester, Delaware and Montgomery).
- All PBPP Reentrants are restricted to the city-limits of Philadelphia, Bucks unless a travel permit is issued by your parole agent to work those counties.
- All employment shall be with bona fide employers having accurate street addresses and telephone numbers for contact.
- Wages shall be paid on a recurring schedule and provided by check to the reentrant.
- Checks must have stubs indicating hours worked, pay rate, wages, days of work, hours worked, net pay and any deductions.
- Schedules shall be submitted to your case manager in advance to schedule movement.
- Overtime will not be scheduled/worked without approval of Case Managers.
- You will go directly to and from your work site, no stops.
- It is the responsibility of all Reentrants to notify their Case Manager any missed days of work. If you miss work due to illness or injury, you must provide documentation to your Case Manager.
- If you do not have a valid reason for not attending your scheduled work day, progressive disciplinary action will be taken.
- If any question should arise in reference to what is permitted while on work release, contact your Case Manager or Case Manager Supervisor.
- You may not be or have another reentrant as your subordinate or supervisor. You may not have contact with or work with or for, your codefendant.
- You cannot be supervised by any person currently on probation or parole.
- All rules of GEO Chester apply whether you are in the building or in the community.
- Contact with the victim or victim's family of your crime is strictly prohibited.
- If there are ever any concerns for your physical safety in your place of employment you are expected to assume the responsibility of notifying your employer and the GEO Chester staff. Any problems experienced in the community or in the work environment should be discussed with the GEO Chester staff.
- You will not supply your employer with false information.
- You must sign out and in at the Security desk before departure and upon arrival. It is your responsibility to verify your status before attempting any other movement.
- Reentrants whose employment requires various job locations must be accountable at all times.
- If you finish work before your scheduled shift has ended or there is no work, you are to call the facility and tell Case Manager that you are in route. You will have your prescribed travel time, or adjusted time from your location. You must return directly to the facility.
- If you find you are going to be late in returning, you must notify the facility immediately (610-872-0511). Job or schedule changes must be called or faxed in by a supervisor.
- No driving is permitted without the prior approval of the Director and your parole agent. You must have a valid driver's license, current registration card, valid

inspection, and valid insurance. Any change in status must be reported immediately. All vehicles will subject be search if parked on facility premises. It is your responsibility to have acceptable transportation to and from work. Hitchhiking is not acceptable.

- Random job checks will be done by the GEO Chester staff. If any deception is noted, disciplinary action will result. You must go directly to and from work with no stops unless authorized by the GEO Chester staff.
- If you are injured at work it must be reported to your employer immediately. You must complete an accident report with your employer and a copy to be brought for your Case Manager and Case Manager Supervisor. Failure to comply will result in disciplinary action.
- If you are terminated from employment you must notify the GEO Chester staff immediately. Termination with cause may lead to a misconduct citation.

**D. SCHOOL/ VOCATIONAL TRAINING:**

During the process of developing the Individual Treatment Plan, the primary counselor will assess the reentrant's aptitude and interests, and determine if the reentrant has marketable work skills. In the event the client is in need of vocational training it will be included in the prescriptive plan with a time frame for participation. The time frame will be determined by the length of the training program, how near a reentrant is to release, and what he needs to qualify for the vocational program. If applicable, the reentrant may be referred to an approved program.

**E. COMMUNITY SERVICE:**

Community Service is a mandatory component of this program. All Reentrants are required to complete 10 hour of community service per month. Community Service hours will be monitored by your Case Manager. Participating in a community service activity affords you an opportunity to gain job experience, network and give back to the community.

**F. FISCAL RESPONSIBILITIES:**

All employed Reentrants are required to turn in copies of your paychecks on payday along with a money order for 20% of your net pay. If you receive your wages on a debit card, you are to obtain a money order for 20% of your net Pay and submit it with your pay stub.

Fines, restitutions, and court costs will be paid by the reentrant as stipulated by the State Parole, and counties courts where the crime was committed.

**UNACCEPTABLE TRANSFER OF MONEY BETWEEN STAFF AND REENTRANTS:**

At no time shall there be any monetary transactions/money transfers between staff, volunteer or another reentrant.

**G. PHASE MOVEMENT:**

Case Managers move reentrants along the phase system depending upon behavior, learned information, and program participation.

**PHASE I – ORIENTATION:**

Orientation Phase will last up to seven days. This phase will consist of a program orientation period, assessment and evaluation, treatment programming, and ID collection. Reentrants will be moved out of this phase once there has been retention of the material presented and adequate time to assess the individual's needs. Social passes for this phase are limited to one 4 hour pass for personal items.

**PHASE II – JOB SKILLS/JOB SEARCH/EDUCATIONAL:**

These phases allow reentrants to job search, work and participate in educational/vocational opportunities. When Reentrants have obtained gainful employment, they are mandated by the Department of Corrections standards to pay 20% of their net wages towards rent, 10% towards their saving and pay additional funds that is agreed by county courts agreement for their court cost and fines, penalties or restitution). Progression from Phase II to Phase III will be based on continued employment or participation in vocational/educational program and compliance with all required programming.

**PHASE III – EMPLOYMENT/REINTEGRATION:**

This phase consists of those who have been working consistently or attending an accredited school. Individuals in Phase III will work full time outside the facility or attend school full time . Reentrants will also be required to meet with their Case Managers two (2) times per week. Social passes for this phase are determined by your case manager and supervising parole agent. Progression to Phase 3 is determined by successfully continuing to fulfill obligations to treatment, including meeting with Case Manager, following Program guidelines, policies and procedures, and positive facility adjustment. In this phase the reentrant is also may be eligible for a furlough.

The Individual Treatment Plan identifies the reentrant's short term and long-term goals. Each goal is reviewed on a bi-weekly basis and updated as needed. Updated Supervision plans are reviewed and processed as mention.

**D. LIFE SKILLS GROUPS:**

Group sessions are conducted by a Case Managers. The group provides a forum for Reentrants to share their thoughts, feelings, and experiences with other participants. Life skills sessions include, but are not limited to: job preparation, journaling, anger management, and living in balance.

**E. MORNING/HOUSE MEETING:**



House Meetings are held on a Monthly basis. This is basically a business meeting for the Reentrants and staff. These meetings also serve a clinical function in terms of the use of social pressure to encourage individual change. The pressure is transmitted by means of public announcements of *positive or negative behavior* in the community and of positive and negative consequences of that behavior.

**F. VISITS:**

Reentrants are allowed to receive visits from family and friends. Visiting hours are between 7:00 PM to 9:00 PM on Thursdays and from 1:30 to 3:30pm on Saturday. All visitors must be listed on the reentrant approved Visitor list. Any requests for changes in Visitor list must be submitted to the Case Manager in writing.

Proper behavior is expected of all Reentrants and their guests during visits. Visitors shall not bring in any items on visit days.

- All minor children must be under the direct supervision of an accompanying adult (other than the reentrant). Reentrants are limited to four (4) visitors at any one time.
- No physical contact is permitted during visits. Reentrants and visitors are permitted an embrace at the beginning, and again at the end of the visit period.
- All visitors must be appropriately dressed (male and female). Female visitors wearing skirts or shorts that are higher than three inches above the knees or tops that expose the shoulders, cleavage or belly button may be asked to leave. Males are required to wear shirts. Visitors will be shown the exact dress policy upon entry and must conform in order to remain.
- All visitors are subject to a search upon entering the facility. All Reentrants will be searched upon their visitor departing prior to returning to the housing Room.

**DROP OFFS** are allowed within your first 72 hours of arrival. All additional drop offs allowed on Thursday from 4pm-8pm on Tuesday and Saturday from 1pm-4 and 5-8pm.

**G. SPECIAL VISITS:**

Special visits are granted for clergy, medical associates, attorney and family members who are from out of town and need to meet with reentrants during non-visitation hours. Special Visits may be arranged through the Director or designee.

**H. RECREATION/ FREE TIME:**

Scheduled free time is indicated on the daily activity schedule. During these periods Reentrants are allowed to use specified community areas in the facility. Recreation is considered part of the Reentrants' program participation.

Organized activities will be arranged and coordinated through a cooperative effort involving all staff and Reentrants. All activities must be considered pro-recovery with the quality of teaching Reentrants how to use their leisure time in positive and constructive ways.

**I. RELIGIOUS SERVICES:**

GEO Chester encourages Reentrants to practice their individual religious beliefs in a safe, secure, non-judgmental environment. Outside agencies in the community provide all of our spiritual services. Documentation is required of religious services such as; time and location.

**J. MAIL AND PACKAGES:**

Staff may inspect both incoming and outgoing resident mail for contraband. This will be done in the presence of the resident. Mail may be read or rejected, when such an action is based on legitimate facility interests and security. Staff shall notify a resident whenever incoming mail is returned or outgoing mail is withheld. All incoming mail will be collected by the staff member on duty and presented to the Facility Director, or designee, for distribution. All legal correspondence will be promptly made available to the resident. It will be delivered unopened and uncensored.

Staff will ensure all first-class letters and packages that arrive at the facility after a resident's transfer or release will be forwarded for 14 days, provided a forwarding address is available. *Residents are responsible to notify their employers, bank, family and all other correspondents of their new address.* After 14 days all mail of a released resident will be returned to the sender.

Upon the reentrants request; writing paper, envelope and the minimum postage required for first class domestic mail for up to four one-ounce letters per week will be provided to those residents without access to financial resources. This will provide the resident with the opportunity to maintain community ties with family members and personal friends or business.

All other personal mail will be promptly made available to the resident with the following exceptions:

- Packages
- Letters suspected to contain contraband
- Unauthorized correspondence from an inmate in an institution

Staff will inspect all packages and those letters suspected of containing contraband. Whenever it is possible two staff members will complete the inspection. All inspections will be performed in the presence of the resident. The resident will be asked to open the package or letter. The staff member/s will then inspect its contents for contraband. If the package or letter is found to contain no contraband it will immediately be given to the resident. If contraband is found, the staff member will secure the item/s in adherence to prescribed policy and will notify the Facility Director.

It is the resident's responsibility to notify all correspondents of the rules that will effect their correspondence. All incoming correspondence that appears to be sent from an incarcerated inmate will be held. The facility Director, or designee, will contact staff at the institution where the correspondence originated to determine whether the inmate that sent the mail was on the approved mailing list for the resident receiving the letter. If it is confirmed the inmate is on the approved mailing list, the letter will be promptly made available to the resident. If it is

determined the inmate is not on the resident's approved mailing list, the letter will be returned to the institution and the resident will be informed.

**K. TELEPHONE:**

Reentrants are allowed to have Personal Electronic Devices (PED). This includes on cell phone, laptop, and tablet – unless the PBPP Board Action/Conditions Prohibits. Prior to receiving authorization to keep your PED, reentrants must sign the Bureau of Community Corrections PED agreement. All PED must be registered at main control. If you change your cell phone number or your PED becomes inoperable you must immediately notify main control and our case manager.

PED devices cannot be used in lobby, hallways, case management office, bathrooms or when being transported in the facility van. Cell phones are to be kept on vibrate when not in your dorm. PED used for listening to music or watching videos must be used with an ear piece.

Cellphones not registered or used outside the guidelines stated are subject to confiscation.

Reentrants who do not have a cell phone or funds may request access to a telephone by their r Case Manager. A TDD line is accessible for the hearing impaired.

**L. RELEASE:**

All parole and max dates are confirmed by PBBP, Delaware County Probation and Parole. Prior to actual discharge, the reentrant must report to Case Management departments completing the required Final Release Checklist to discuss any issues that may be of concern and complete an exit survey. The Case Manager provides final assistance to the reentrant in locating job opportunity and educational/vocational training available in the surrounding community. Reentrants will have any stored personal property (not contraband) returned to them complete with an inventory check list.

**V. MEDICAL**

**A. UNIMPEDED ACCESS TO HEALTH CARE/EMERGENCY HEALTHCARE:**

GEO Chester offers free health care screenings and sick calls through Chess Penn Health Services. For mental Health they will be referred to Community Hospital for free services. Reentrants have unimpeded access to healthcare. Residents in need of medical or dental services shall complete a request form and/or see facility staff.

Reentrants are required to pay for their own medical bills through:

- Employer paid health insurance
- Publicly funded health insurance (Medicaid)

- Public clinics
- Their own funds or private insurances

**C. EMERGENCY CASES:**

- In the case of a medical emergency, the reentrant should immediately notify a staff member. All Staff are trained in First Aid/CPR, and will assist to contain the situation. Depending upon the severity of the emergency, staff may transport the reentrant to the hospital ER or call 9-1-1 for EMS.
- Serious illnesses may require specialized care and arrangements. The reentrant will return to GEO Chester immediately upon completion of the procedure(s).

**D. MEDICATIONS:**

All medications must be turned in to Main Reception upon arrival. All medications will be reviewed and logged by an assigned staff member. A determination is made as to whether a reentrant may have the medication kept on his person (K-O-P) by the clinical supervisor and a member of management. If allowed to K.O.P. staff will record that the reentrant is authorized to keep the medication in a specific log.

Medication calls are scheduled three times a day. Reentrants who take daily meds are required to report when called. There are allotted time for reentrant that medication other than regular schedule time. Reentrants will self-administer their medications under the observation of staff, and sign that their medication has been received.

All refillable medication (including medication brought from other facilities) must be requested at least seven (7) days before renewal. Reentrants will submit a Medical Request form to their Case Manager to obtain medication refills.

**E. HIV TEST:**

Information on HIV/AIDS is available by request. HIV testing services are available upon request. All testing is done by outside agencies and results are given to you confidentially.

**G. RESEARCH**

All research programs shall maintain residents' confidentiality. Residents participating in any research project must do so on a voluntary basis. All residents must sign a consent form before any research project begins. No research shall be conducted on residents in the areas of medical, cosmetic or pharmaceutical study. Research findings approved by GEO and the DOC will be made available to other interested programs.

**VI. LIFE SAFETY**

**A. EMERGENCY EVACUATION PROCEDURES:**

If you discover a fire or smell smoke, immediately notify any and all staff in your Room. Know the location of fire extinguisher stations and how they operate. Floor plans with emergency evacuation routes are posted throughout the facility. **FIRE EXITS ARE LOCATED THROUGHOUT THE FACILITY.**

**THE FIRE ALARM STATION IS LOCATED IN MAIN RECEPTION.** If you discover a fire or smell smoke, immediately notify any and all staff in your Room. Staff will radio Main Reception to sound the evacuation alarm. When the fire alarm is sounded, feel the door that leads from your Room to the corridor before opening it. If the door feels hot or smoke is seeping in-----**DO NOT OPEN.** If you become trapped in your Room and cannot reach the fire exit, keep your door closed and seal off any cracks. If your door feels cool, open it cautiously. Brace yourself against the door and be prepared to slam it shut if the hall is full of smoke or if you feel heat pressure against the door. If the hall is clear, leave at once and close the door behind you. Proceed to the nearest fire exit. **Reentrants are not permitted to smoke during any evacuation.**

Reentrants of GEO Chester shall leave the building immediately, and proceed to the designated areas and assemble there until a staff person conducts a head count. Reentrants will remain at the designated area until instructed otherwise by staff, by fire or police department officials.

You are to respond to your name quickly and clearly, as it will be assumed that anyone not responding may still be in the building. The fire department personnel will be advised if anyone does not respond. Any reentrant leaving the assembly area without authorization from staff will be subject to formal disciplinary action. No one will re-enter the building until directed to do so by the Fire Marshall through GEO Chester supervisory staff.

**B. FIRE PREVENTION:**

**Fire prevention is of the utmost importance in reducing fire losses and deaths due to fire. Awareness and correction of any fire hazard will aid greatly in keeping your building a safe place in which to live.**

**VII. PRISON RAPE ELIMINATION ACT (PREA):**

GEO Chester's policy shall be based upon the fundamental commitment to treating Reentrants with dignity and respect. In accordance with the Federal Prison Rape Elimination Act 2003 (PREA), 42 U.S.C. §§15601 et seq., GEO Chester have a "**zero tolerance policy**" relative to sexual misconduct. It is the policy of GEO Chester to provide training to all staff and Reentrants to prevent sexual misconduct and to fully investigate and prosecute those involved in such conduct.

All reentrants have the right to be free from sexual abuse, harassment and retaliation for reporting an incident.

To report an incident you can notify staff, call the GEO PREA Hotline or write PADO. To receive confidential emotional support services, contact DELAWARE COUNTY WOMEN AGAINST RAPE.

**Please refer to your PREA Handbook or signs located throughout the facility.**

**Grievances (PREANS 115.252)**

GEO Chester will not impose a time limit on when a reentrant may submit a grievance regarding an allegation of sexual abuse. The agency may apply otherwise-applicable time limits on any portion of a grievance that does not allege an incident of sexual abuse.

GEO Chester will not require a reentrant to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.

Nothing in this section shall restrict the agency's ability to defend against a lawsuit filed by a reentrant on the ground that the applicable statute of limitations has expired.

GEO Chester shall ensure that:

A reentrant who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint, and

Such grievance is not referred to a staff member who is the subject of the complaint.

GEO Chester shall issue a final agency decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance. Computation of the 90-day time period shall not include time consumed by Reentrants in preparing any administrative appeal.

GEO Chester may claim an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The agency shall notify the reentrant in writing of any such extension and provide a date by which a decision will be made.

At any level of the administrative process, including the final level, if the reentrant does not receive a response within the time allotted for reply, including any properly noticed extension, the reentrant may consider the absence of a response to be a denial at that level.

Third parties, including fellow Reentrants, staff members, family members, attorneys, and outside advocates, shall be permitted to assist Reentrants in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of Reentrants. If a third party, other than a parent or legal guardian, files such a request on behalf of a reentrant, the facility may require as a condition of processing the request that the alleged victim agree to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process. If the reentrant declines to have the request processed on his or her behalf, the agency shall document the reentrant's decision.

Any reentrant may request to file an emergency grievance alleging that a reentrant is subject to a substantial risk of imminent sexual abuse. The reentrant must communicate to staff their

desire to submit an emergency grievance in which the staff will notify the facility director.

1. After receiving an emergency grievance alleging a reentrant is subject to a substantial risk of imminent sexual abuse, the agency shall immediately forward the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) to a level of review at which immediate corrective action may be taken, shall provide an initial response within 48 hours, and shall issue a final agency decision within 5 calendar days. The initial response and final agency decision shall document the agency's determination whether the reentrant is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.

The agency may discipline a reentrant for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the reentrant filed the grievance in bad faith.

### **CONFIDENTIALITY AND DISCRIMINATION**

- Information concerning the identity of any Reentrants and the facts of their commitment to GEO Chester shall be limited to those who have a need to know.
- The staff parking lot is off limits to all Reentrants at all times except weight area.
- Reentrants are selected for programs without regards to age, color, race, religion, national origin, disability, sexual orientation, marital status, or political affiliation.