



Quality, Integrity and Accountability in Reentry and Treatment Services

# **STATE REENTRANT HANDBOOK**

**301 East Erie Avenue  
Philadelphia, PA 19134  
(215) 291-7600  
1-800-565-8840**

**Revised 02/2024**

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## REVIEW AND REVISIONS

**Program Directors, Deputy Directors, and Case Managers have collectively written this handbook. It is reviewed at least annually by the Director and updated as needed. If you have any suggestions please convey your ideas to your assigned Case Manager.**

**Frank J. Guyon**  
Reviewed/Revised By:

**July, 2020**  
Date

**Frank J. Guyon**  
Reviewed/Revised By:

**April, 2021**  
Date

**Frank J. Guyon**  
Reviewed/Revised By:

**February, 2022**  
Date

**Casey Rice**  
Reviewed/Revised By:

**February, 2023**  
Date

**Casey Rice**  
Reviewed/Revised By:

**August, 2023**  
Date

**Casey Rice**

**February, 2024**

**Reviewed/Revised by:**

**Date**

***The Kintock Group***

*301 E. Erie Avenue  
Philadelphia, PA 19134  
(215) 291-7600  
(215) 291-7699/7698 - Fax*

*Dear Reentrant,*

*The staff of The Kintock Group welcomes you to this community correctional facility. We have designed the center to provide a clean, secure, and comfortable environment in which you may begin the transition to the community. A staff of experienced counselors, case managers, administrative and support personnel are available to help you make the best use of the services provided.*

*Our overall goal is for you to gain the skills and resources to live a productive crime-free life in the community. In order to reach this goal, you will be required to complete objectives you have set for yourself in the areas of:*

- *Education*
- *Substance Abuse*
- *Family Reintegration*

*Contained in this handbook are descriptions of program elements, information concerning daily life in the facility, Department of Corrections' directives, and The Kintock Group's rules and regulations. You are expected to follow the rules and regulations of both The Kintock Group and the Department of Corrections and/or the Pennsylvania Board of Probation and Parole at all times. You are also expected to know and comply with the contents of this handbook. Your assigned case manager will review sections of the handbook with you throughout your stay in the facility. If additions or corrections to the handbook are made, you will be informed immediately. During the intake process, you will be required to sign a confirmation that you have received, read, and understand the contents of the handbook.*

*Please feel free to discuss any issues pertaining to your treatment with staff. This program is designed to help you make a positive change in your daily activities. We believe that if you successfully complete this program, you will have the best chance of making this your last experience in the criminal justice system. We hope you learn that only you can make changes in your life. We care about your success and are ready to support you as you plan and make these positive changes.*

*Your success is our success!*

*Sincerely,*

***Casey Rice***

Casey Rice  
State Program Director

## **PROGRAM DESCRIPTION AND MISSION**

The Kintock Group is an ACA accredited contract facility for community corrections, which provides a safe, secure, drug-free, supervised, residential environment for reentrants. Our mission is to provide employment, education, life skills classes, addictions education and other specialized programming deemed appropriate to individuals under Parole supervision as determined by the Bureau of Community Corrections in order to prevent and reduce crime. In providing these accommodations, Kintock is committed to meeting the standards set by the American Correctional Association and complying with all policies and procedures mandated by the Department of Corrections and Pennsylvania State Parole.

## **PROGRAM COMPONENTS**

Kintock accepts reentrants referred by the Bureau of Community Corrections and PA Parole Board. Reentrants will reside at the facility until released by the Parole Board or on the date mandated by the Bureau of Community Corrections. Kintock provides Case Management and Employment/Education personnel to assist with reentry and provide referrals for counseling, drug and alcohol treatment, medical, housing, employment education and assisted job placement.

## **STAFFING**

Frank Guyon serves as the Site Administrator and the Program Director is Casey Rice. Kintock is staffed 24 hours a day, seven days a week. Kintock staff members are always available and can be reached at 1-800-565-8840. The State Program employs a Program Director, Senior Case Managers, Case Managers, Counselors, Employment Resource Personnel, Administrative Assistants, and numerous Operations staff to assist with your adjustment inside the facility.

## **INTAKE**

On your first day, you will be guided through the new arrival process, which includes:

- *Providing a urine and breathalyzer sample*
- *Having your photograph taken*
- *Having your personal property inventoried*
- *Receiving your room assignment, bed and locker, and*
- *Receiving clean bed linens and towels.*

Staff will give you a tour of the complex to familiarize you with the physical layout of the building, emergency evacuation procedures, and the location of facility services.

## **ORIENTATION**

The New Reentrant Orientation consists of meeting with a Case Management Coordinator, Senior Case Manager, an Operations Manager, and Case Manager. Throughout this orientation process, staff will provide you with an overview of the program, discuss expectations, and advise you of your responsibilities. In addition, a staff member will conduct a Texas Christian University drug and alcohol assessment regarding your history of substance abuse.

You will undergo an Initial Risk Assessment which will cover any special needs, including medical issues, which you may require. You will also meet with a nurse to undergo a medical evaluation.

Furthermore, **you will be issued a Kintock Reentrant Identification Card** during your orientation. **This ID shall be visibly worn at all times while you are inside the facility.** You will not be permitted to meet with any staff member without your ID. Your ID shall also be worn in order to be served during mealtimes and in order to enter and exit the facility. If you misplace your ID, there is a \$5 replacement fee.

## **NEEDS ASSESSMENT / CASE PLANNING**

Your assigned Case Manager will begin the assessment and evaluation process during the orientation phase of your stay at Kintock. Your Case Manager will establish a Prescriptive Program Plan (PPP) after reviewing file information and your LSI-R assessment with you to determine the personal steps you need to take to live successfully in the community. Goals and detailed plans for reaching them will be specified in the PPP. You and your Case Manager will sign the completed PPP. Throughout your stay at Kintock, the PPP will be reviewed by you and your Case Manager. In addition, if you remain in the program for an extended period of time, the PPP will be revised every six months.

### ***ASSESSMENT***

You will enter an Assessment Period upon your arrival. During this phase you will focus on obtaining proper identification and court paperwork. You may be referred to treatment/counseling through community agencies in order to meet your Parole stipulations.

### ***CASE MANAGEMENT***

You are required to meet with your Case Manager twice per/week throughout the duration of your stay at Kintock. These sessions will revolve around the goals and strategies of the Prescriptive Program Plan. You are permitted to request to see your file. You shall submit a written request to your Case Manager in order to view your file.

## **COMMUNITY ORIENTATION AND REINTEGRATION**

All reentrants in The Kintock Group are required to attend Employment and Life Skills programming. During this time frame you will attend Workplace Literacy and Readiness classes, Life Skills classes, Release and Reintegration Preparation classes, and Computer Literacy classes.

## **COMMUNITY SERVICE**

You are required by Kintock and the Department of Corrections **to complete a minimum of 10 hours of community service every month during your stay in the program.** Community Service shall be completed regardless of employment status and employment hours. The Department of Corrections and/or Kintock may assign additional hours during your stay. Kintock, through an arrangement with the Philadelphia Managing Director's Office and other community agencies, offers community service opportunities throughout the year. In some situations, transportation will be provided to and from the work sites. At times you may be required to provide your own transportation. The community service site supervisor will provide a record of hours worked to Kintock. In addition to the community service that Kintock assigns, you are permitted to arrange your own community service, as long as the service dates and times can be verified through a contact at the site. Community service requirements are subject to change due to COVID-19 restrictions.

## **PAROLE REQUIREMENTS**

- All parolees are required to meet with their assigned agent/duty agent to complete intake paperwork. All agents have regular hours in the facility.
- Parolees may not travel outside of Philadelphia County without written travel permission from their agent.
- Parolees need to apply for criminal registration at the Police Administration Building. You will not be permitted to sign out of the facility until you obtain your criminal registration card. You shall carry your criminal registration card on your person at all times while on a pass outside of the facility.
- Parolees need to submit their home plan to their Case Manager ASAP. A Parolee's release is contingent upon an approved home plan and all other required stipulations being met (obtaining a Drug and Alcohol evaluation or enrolling in treatment, enrolling in Anger Management treatment, etc.).**
- Please be aware that both Parole and Kintock staff will request urine samples for urinalysis testing.
- While residing at Kintock, all parole reentrants are responsible for paying \$10.00 per/month to their Parole Agent for supervision fees.

### ***HOME PLANS***

- If your home plan has been approved prior to your arrival at Kintock, please notify your Case Manager during orientation. A new home plan does NOT need to be submitted if your plan is approved and has not expired. You should also inform your Parole Agent of your approved home plan in order to expedite a release date. Once you submit your home plan to your Case Manager, he or she will type the home plan on the proper form and submit it to Parole.
- A Field Agent is responsible for investigating the home plan.

-A home plan investigation can take up to forty-five days to be completed after it has been submitted.

-If you have not received a response forty-five days after your home plan was submitted, Kintock staff will contact Parole who will investigate the reason for the delay.

**-Your home plan will NOT be approved if: the home is classified as Section 8 and you are not on the lease; if your crime was committed in the residence; if the landlord does not agree to allow you to reside there; if the home provider will be moving within the next 60 days; if there are drugs or weapons on the premises (including legally registered weapons).**

## **FIRE AND SAFETY REGULATIONS**

- **The Kintock Group is a non-smoking facility. Smoking is prohibited in the entire facility.**
- No heating equipment, extension cords, or electrical appliances are allowed in dormitories.
- Burning incense/potpourri or any other items is **strictly prohibited**.
- You are not permitted to bring an iron into the facility. Kintock provides an iron, which is stored in Control Booth 2. If you need to use the iron, you are required to give your Kintock ID card to the staff in Control Booth 2. Once you have finished using the iron, you shall immediately return it to Control Booth 2 and your Kintock ID will be returned.
- Reentrants are strictly prohibited from tampering with the lighting, electrical outlets, microwaves, smoke detectors, fire alarms, sprinklers, and fire extinguishers.
- **You are only permitted to use linen and pillows that Kintock has provided to you.**

## **EMERGENCY EVACUATION PROCEDURES**

All reentrants are required to participate in emergency evacuation drills. Failure to do so will result in disciplinary action. Should the emergency alarm sound and/or staff announces an evacuation, you shall proceed immediately to the nearest exit (as shown on the diagram,) depart the facility, assemble on Whitaker Avenue, and remain there until further instructions are given. This procedure needs to be conducted quickly, calmly and in absolute silence so that instructions can be heard. Staff will conduct a count outside at the assembly area. Once staff announces the "all clear," you need to report to the assigned area for another count.

## **REENTRANT WORK CREW**

The Reentrant Work Crew handles the cleaning of all common areas inside the building including bathrooms, hallways, classrooms, workout room, cafeteria, etc. Some reentrants on the Reentrant Work Crew will also handle additional chores in the kitchen. If you wish to apply for the work crew, please meet with the Housekeeping Supervisors or Food Service Manager. When a spot on the work crew becomes available, you will be considered. Those reentrants selected for



the work crew will be given further details, including incentives for being on the work crew, upon their appointment to the crew. Once on the work crew, you will be given the proper procedures for retrieving, using and handling all cleaning supplies. Kintock maintains an MSDS sheet for all cleaning supplies used inside the facility.

- Brief overview of the Reentrant Work Crew:
  - Unemployed reentrants will not be permitted to remain on the Work Crew for over 30 days (unless they are given clearance to do so by their Case Manager).
  - A reentrant can be removed from the work crew at any time, including for poor work performance and/or receiving incident reports.

***All reentrants remain responsible for cleaning their personal areas and any chores assigned to them.***

## **EMPLOYMENT**

Seeking, securing, and maintaining employment is a mandatory requirement of the program. **The Employment Resource Center (ERC)** is committed to achieving a level of excellence in the area of assisting with employment/education placement. The ERC consists of Business Service Representatives and Employment Counselors. The ERC is responsible for the following duties:

- *Job Search Procedures*
- *Employment Schedules*
- *School Schedules*
- *Emergency Employment Issues*
- *Employer Contact Calls*
- *Work Readiness Classes*
- *Work Literacy Classes*
- *Assessments*
- *Site Visits*
- *Intent to Hire/Employment Verifications*

During your orientation you will be introduced to your Employment Counselor. The ERC staff will conduct an employment assessment, which will be utilized to assist you in your efforts to secure employment. In addition to an individual assessment, the ERC conducts Pre-Employment Classes. These classes begin at 9:00 AM on the first Wednesday following your arrival. Class schedules are subject to change due to COVID-19 restrictions.

You shall secure your birth certificate, social security card and PA State ID prior to securing employment. You will be required to secure and maintain ***full-time employment or educational courses within 30 days after orientation has been completed.*** ERC staff will monitor your daily job search activities closely. Full-time employment is considered *35-40 hours per week* and shall be maintained throughout your stay at Kintock. The following employment restrictions apply to all reentrants of Kintock:

- *No reentrant may work at a business located outside of the five-county area (Philadelphia County, Bucks County, Delaware County, Montgomery County, and Chester County) or out-of-state without special written permission by the Department of Corrections and/or Pennsylvania State Parole.*
- *Employment may not interfere with counseling/programming sessions.*
- *Employment may not interfere with community service.*
- *Reentrants need written travel permission, signed by their Parole Agent and copied to the Employment Counselor, to travel outside of Philadelphia County for work, school, or for a job search.*

## **JOB SEARCH PROCEDURES**

You may begin the process of searching for a job upon completion of the Pre-Employment Classes. All Job Search Requests shall be written on a Job Search Pass and submitted to your Employment Counselor. You are encouraged to job search in one particular area to maximize your time while on job search. You will not be permitted to “county hop” while on a job search (i.e. job searching in Bucks County and Philadelphia on one Job Search Request).

Each job search location is contacted by ERC staff to ensure that they are hiring or accepting applications. In addition, the ERC staff and the Operations staff will enforce that all reentrants signing out on a job search pass are wearing proper attire.

When you return from a job search, the ERC will collect documentation, such as applications and business cards, from reentrants to ensure that you travel to your approved locations. The ERC will also assist reentrants with employer calls/follow-up calls daily in an effort to help reentrants who do not have the means to do so.

If you have other mandated appointments beyond your control, such as Community Service, Drug/Alcohol Treatment, or medical appointments, you may be permitted to job search at the discretion of the ERC staff, beyond the regular job search time frame.

There is a maximum of 8 hours per day to job search. These hours are subject to change due to COVID-19 restrictions. Reentrants serving disciplinary restriction may have their job searching hours decreased.

## **EMPLOYMENT CRITERIA**

Notification of Legal Status - Once an offer of employment has been made, you shall disclose your custody status to your employer. The ERC staff will instruct you on the proper method of discussing this issue, including the advantages of hiring reentrants of the Kintock Group.

To meet Kintock’s employment criteria, you *shall* comply with the following rules:

- If your work schedules vary, your employer shall submit weekly work schedules signed and dated by your supervisor. All schedules shall be either called in by the supervisor, emailed, or faxed by 12:00 PM every Friday.
- Employment passes are given up to a maximum of 16 hours per/day, and this period of time includes travel time to and from the work site.
- Your specific whereabouts shall be known during normal working hours. The Kintock staff shall be able to contact you and/or receive a response from you within a 15-minute time frame. If you leave your work site for any reason, you shall first contact the facility to inform staff. Your movement will be documented in the daily log.
- Overtime shall be requested on your behalf by your supervisor. ERC staff can be contacted during normal working hours (8:30 AM - 5:00 PM). Weekend overtime requests shall be made by your supervisor by 12:00 PM on Fridays. Reentrants serving a restriction cannot work overtime.
- All employers shall provide proper (legal) documentation of your earnings and pay you by check with a pay stub that shows taxes withheld, hours worked, pay period end date, rate of pay, hours worked, check date, and the official name of the company.
- For those in the construction field, your job shall be with a well-established company that has an office that staff can visit. Kintock staff should also be aware of all job sites you will be working at and be able to contact you within 15 minutes at any job site.
- You may work in an establishment that has a liquor license provided that alcoholic beverages are not the primary items offered for consumers and that you are not dispensing or serving alcohol to customers.
- Employers shall have workers compensation.
- Reentrants **may not** ask their employers for loans or advancements.
- Overnight positions shall be approved by the Program Director. If you receive incident reports due to accountability violations while working a 3<sup>rd</sup> shift position, you may be pulled from that job.

## MAINTAINING EMPLOYMENT

When you have been offered a job and your employment meets all of the above criteria, ERC staff will contact your employer by telephone to verify all pertinent information and make certain that your employer is aware of your legal status. Staff will also request that your employer complete and return an **Intent to Hire** form. This form shall be on file at Kintock before you begin training or working. Periodically, Kintock staff will make telephone contact with you and your employer to evaluate your job performance and monitor attendance.

## CHANGES IN EMPLOYMENT

You cannot change your job without authorization from the ERC staff. ***If you are terminated or resign from your job, you shall inform the appropriate staff immediately.*** Voluntary or involuntary termination will result in you being moved from the Employed Phase to the Job Searching Phase.

## FINANCIAL OBLIGATION

### FAILURE TO MEET YOUR FINANCIAL OBLIGATION AS DESCRIBED BELOW MAY RESULT IN LOSS OF EMPLOYMENT PRIVILEGES.

You **SHALL** turn in a copy of your pay stub and a money order for 20% of your net earnings to Kintock every pay day. If you owe court costs and fines, you shall turn in a copy of your pay stub and a money order for 30% of your net earnings (20% goes towards subsistence and 10% goes towards court costs and fines). All money orders and copies of pay stubs shall be submitted to the Resident Supervisor in Control Booth #2, who will provide you with a receipt. **Failure to submit your paystubs in a timely manner will result in pass restrictions.**

All money orders shall be signed (true name) and include the reentrant's DOC number (please list commitment name under the DOC number if it is different from your true name).

*The following regulations apply to all reentrants:*

- Money orders and pay stubs need to be turned in on the date you receive your paycheck. The Resident Supervisor collecting the check will give you a receipt for the amount of the money order.
- You are required to **contribute 20% of your net earned income for subsistence (rent)**. This applies only to wages earned (i.e., employment).
- You are required to **contribute 10% of your net earned income towards your Fines and Costs, if applicable.**

Kintock follows the Department of Correction's policy regarding reentrant funds, including disbursement of funds, and has established procedures to ensure that reentrant funds are disbursed in a proper and orderly fashion and in compliance with regularly accepted principles of accounting.

Some reentrants may be eligible for a DOC Rent Exemption. In order to submit a rent exemption, you shall provide your Case Manager or Employment Counselor with your most recent paystub. All rent exemptions shall be approved by the Contract Facility Coordinator from DOC.

***NOTE: You may not have more than \$200.00 in your possession without written authorization by your Case Manager, which identifies the purpose for the excess cash.***

***Limited petty cash is available for those reentrants who are unable to afford essentials. All financial transactions between staff and reentrants, reentrants and reentrants, and visitors and reentrants are prohibited. Any financial assistance shall be completed through company petty cash.***

#### **Acceptable Form of Wages**

1. You **may not** ask your employer for loans or advancements.
2. You need to be paid by payroll check with a payroll stub, which indicates all payroll taxes deducted and hours worked, unless prior authorization has been granted.

3. If you are paid by company check (not including payroll check) it needs to be initially accompanied by a letter from the employer's Certified Public Accountant indicating that payroll tax deductions are being made.

## **COMMISSARY**

You will be able to purchase items utilizing the kiosks installed in the facility. Items approved include certain food items, cosmetics, clothing, and entertainment items. You will use your Department of Corrections ID number as your username and will be able to choose your own password. Orders submitted prior to Sunday at 11:00 PM will arrive on Wednesday of that week. Orders placed after the cutoff will arrive during the following week. During distribution, you will review your receipt and look through the package. If there are no disputes, you will sign and date the receipt. If there are any disputes regarding the order, you shall clearly write the dispute on the receipt. The staff member will turn this into the Program Director or designee for investigation and you will be notified about the outcome of the investigation. You, a family member, or friend may add funds to your CBM Reentrant Account (Commissary) via the CorrectPay machine in the lobby. All cash or credit card deposits uploaded via the lobby ATM will be subjected to a \$4.00 processing fee, as well as a 4% transaction fee of the total funds uploaded per transaction. which will be deducted each time an amount is added to your account. You, family members and friends are also able to add funds or order commissary items on the kiosks by visiting the website: [www.correctpay.com](http://www.correctpay.com). Funds added to the correctpay.com site directly will not be charged the fee.

## **ALCOHOL AND OTHER DRUG/MENTAL HEALTH TREATMENT REQUIREMENTS**

During your initial orientation into the program, your Case Manager will inform you if you have a drug/alcohol, mental health, or other aftercare stipulations and the requirement you will be mandated to fulfill to address your obligation. In addition to in-house programming that you may be responsible for attending, you may also be required to participate in outpatient treatment. All reentrants that are required, as a condition of their parole, to attend outpatient treatment will be referred to do so.

## **DRUG AND ALCOHOL TESTING/URINE MONITORING**

The use of illegal drugs and any alcohol (including mouthwash, cough syrup, unauthorized over-the-counter or prescription medication, and any food or candy that contains alcohol) on or off the facility premises is *strictly prohibited*. A positive urine or alcohol test will result in disciplinary sanctions, including possible termination from the program. All reentrants will be tested for drug and alcohol use on a random basis at intervals mandated by the Department of Corrections and Parole. Both Kintock staff and Parole staff can require urinalysis testing at any time. After you have been requested to submit a urinalysis or breathalyzer test, you shall stay inside the designated area, within sight of staff until you are able to produce a urine or breathalyzer. The consumption of food or drink (except water) is prohibited until the urine or alcohol sample has been submitted. Additionally, if a staff member suspects that you have been using drugs or

alcohol, he or she will require that you undergo a urine test and/or a breathalyzer test. Failure to submit to testing within the required time frames will be considered a *stall*, and will be treated as a positive and may result in a disciplinary action.

***Poppy Seeds***

*You are strictly prohibited from consuming poppy seeds at any time. Consumption of poppy seeds is not a valid reason for a positive urine specimen.*

**SELF HELP MEETINGS (NA/ AA, etc.)**

You are permitted to attend NA/AA meetings outside of the facility. You shall place the location of the NA/AA meeting on your weekly pass and provide that information to your Case Manager.

**AUTHORIZED ABSENCES FROM THE FACILITY**

All requests for leaving the facility shall be coordinated and approved by your Case Manager, Employment Counselor, Senior Case Manager, or Director. All weekly passes shall be turned in to your Case Manager at least 24 hours prior to the pass time. Case Managers check their mailboxes daily (Monday through Friday) at 9AM. Your assigned case manager may have specific instructions for submitting passes.

The weekly pass will indicate the authorized time of departure, curfew, address, telephone number, contact person, etc. Your signature validates that the information contained on the pass is correct and accurate. The Resident Supervisor in Control Booth #1 verifies this information prior to allowing you to sign out of the facility for accountability purposes.

You may sign out of the facility during authorized times only, to the location(s) which have been pre-approved by your Case Manager or Employment Counselor. Please do not attempt to sign out early. Staff working in the control booth will sign one reentrant out of the facility at a time. Please wait in line patiently until staff calls you up to the sign-out window. For safety and security purposes, once you have signed out, you shall physically leave the facility. Every time you enter or leave the facility you shall sign in or out. During your orientation, staff will instruct you how to properly sign in and out using your Kintock ID card. You shall not leave the facility until Operations staff reviews, signs and approves for you to leave. Leaving the facility before this process is complete is technically an escape, which will lead to disciplinary action.

You shall sign back into the facility as soon as you return, every time you return. You are required to clear the metal detector with your shoes removed, submit to a pat search and also submit to a breathalyzer test every time you return to the facility. Each time you sign out of the facility, it shall be on a new pass. Returning to the facility later than the time indicated on the pass will be noted and may be grounds for disciplinary actions. It is your responsibility to make sure that you are aware of your curfew time prior to leaving the facility.

If you shall leave your approved site because of circumstances beyond your control, or if you may be late in returning to the facility, **it is imperative that you notify Kintock staff to receive permission for a change of location or extension of your curfew time. Failure to do so will result in disciplinary action.**

**SOCIAL/FURLOUGH PASSES:** *Eligibility for social passes is determined through the Pass System. During your intake your Case Manager will review the Pass System. You may also be eligible for a furlough pass which must be approved by your assigned Parole Agent. Furlough and pass systems are subject to change due to COVID-19 restrictions.*

Once you are eligible for social passes, staff will make **random telephone calls to your pass site at any time of the day or night**. You are required to accept telephone calls from facility staff to verify your presence at your pass site. Failure to be present at your pass site will result in disciplinary action. At the discretion of your Parole Agent, the Senior Case Manager, or Director, your pass privileges can be withheld. Pass privileges might also be withheld by staff as a sanction for failure to abide by Kintock's, The Department of Corrections', or Parole's rules and regulations.

## **CURFEW**

- All reentrants SHALL be in the facility no later than 9:00 PM, unless approved for employment or treatment purposes.
- If you need a curfew extension, you shall call and speak directly to either your Case Manager or Business Service Representative. Extensions are never guaranteed and will only be granted in emergency situations.

### **Approval and Accountability Procedures**

- Reentrants are not permitted to travel outside of Philadelphia County without written authorization from the Parole Agent.
- When calling into the facility for accountability purposes, you should use Kintock's toll free number **1-800-565-8840**. **This number is for the reentrants' use ONLY.**
- Family members, friends, employers and all others may use the office number **(215) 291-7600** and ask for the assigned Case Manager or the **Control Booth @ extension "7636/7637/7681."**
- When calling in for accountability purposes, you should note the time of the call and the name of the staff person with whom you spoke.
- Staff can call the pre-approved address **at any time** to verify the reentrant's presence at the site. Please notify your pass site sponsors of this procedure. No exceptions will be made.
- All weekly passes shall be turned in to your Case Manager at least 24 hours prior to the pass time. Case Managers check their mailboxes daily (Monday through Friday) at 9AM. Your assigned case manager may have specific instructions for submitting passes. All sections of the pass need to be filled in completely.

**NOTE:** **Reentrants shall report directly to their pre-approved destination. No stopovers or visits to other sites are permitted.**  
**These rules are strictly enforced for accountability and public safety.**

## **ABSCONDS**

You will be considered an Absconder if:

- You fail to return to the facility at your scheduled curfew;
- You exit the facility without authorization;
- You fail to remain at an authorized destination;
- If you are not present for bedside count and records show you have not signed out of the facility.

If you are arrested for violation of city, county, state or federal laws, you may be considered an absconder. *Disciplinary consequences for absconders will be determined at the discretion of the Department of Corrections or the Pennsylvania Board of Probation and Parole.* **In the event that a reentrant escapes or absconds from the facility, any personal property that is left behind will be considered abandoned by the reentrant and will be immediately removed. Removal will be accomplished by donation to a charitable organization or disposal.**

## COUNTS

Official counts in the facility are conducted at least seven times per day. If you are in the facility at the time of the count, you shall comply with procedures as outlined by staff. You shall stand by your bedside during counts conducted between 7:00 AM and 10:00 PM. You cannot lie or sit on your bed or be in any other area of the dorm during bedside count. Only reentrants with medical documentation stating that they cannot stand during bedside count are eligible to be in their beds during the previously mentioned counts. Failure to cooperate will result in disciplinary action.

If you return to the facility from work after 12:00 AM, you will be authorized to have eight hours of undisturbed sleep. You have one hour after you arrive at the facility before you will be required to go to your bed. After lights out, you will be counted in your bed except during emergency evacuations and fire drills. A count will be conducted immediately following any emergency evacuation of the building.

## LAUNDRY

You are required to always keep your clothing clean and in good repair. Laundry equipment is available to reentrants at no charge. A detergent dispenser is present in both laundry rooms and detergent is available to order on the commissary kiosks. *All detergent other than what is provided in the detergent dispenser or on commissary is also prohibited in the facility.*

## LINEN SERVICE

You will be issued a complete set of bed linens, blankets, towels and washcloths upon arrival at the facility. *Dirty linens shall be exchanged for clean linen on the designated day every week.* You are financially liable for the return of a complete set of linens upon discharge.



## PERSONAL LIVING AREA

You are required to keep the area around your bed clean as part of your community living experience. **Morning In-House cleaning begins daily at 9:00 AM. Evening In-House cleaning begins at 8:30 PM daily. Your bed area shall be cleaned prior to leaving the facility on an approved pass. Kintock staff will inspect your bed area for cleanliness prior to signing you out of the facility. You will not be eligible to sign out of the facility unless your bed area is properly cleaned.**

You are permitted to have three pairs of shoes under your bed (including shower slippers). Towels and wash cloths may be folded over your bed rail. In addition, you may have a laundry bag stored under your bed. All windows and windowsills in your area shall be wiped down daily. Baseboards, bed frames, lockers (top and underneath) shall always be free of dust and dirt. The floors shall be cleaned daily. Trash shall be taken out twice daily.

Failure to properly maintain your living area will result in disciplinary action. You are also expected to clean up after yourself while using all common areas including the bathrooms, cafeteria, workout room, classrooms, TV lounge, and courtyard. **Any property left outside of your locker, including but not limited to paperwork, extra pairs of shoes, extra clothing, etc., will be confiscated and discarded.**

## HOUSE MEETINGS

You are required to attend all scheduled house meetings. House meetings are for reentrants and staff to discuss issues pertaining to the program, the facility, and the community of individuals occupying it. They are not an opportunity to discuss personal issues; individual meetings can be arranged with your Case Manager, Senior Case Manager, and/or Director at any time to discuss personal issues.

## MAIL SERVICE

Mail for the reentrants is sorted daily and can be retrieved from you assigned Case Manager. A listing of reentrants receiving mail is posted every day. Any boxes and packages entering the facility shall be opened in the presence of staff. No reentrant may receive or open another person's mail. **You are not permitted to correspond with anyone under correctional supervision without prior approval from the contracting agency.**

To ensure that you will receive your mail after you are released from Kintock, you will be required to notify senders of your change of address upon your release. Any first-class mail that is received at the facility will be forwarded to your release address up to 14 days after you have been released from the program. If a forwarding address is not available, all first-class mail will be returned to the sender.

You are not permitted to have or receive the following types of publications, which are considered contraband material:

1. Any pornographic material.
2. Material which promotes illegal or underground activity.

3. Material that is considered discriminatory or promotes violence or hate.
4. Material which promotes the use of weapons or intelligence equipment.
5. Material determined to be a threat to the maintenance of facility order, control and/or security.
6. Reentrants are not permitted to have or receive balloons or flowers.

The Kintock Group has the right to open and inspect mail for contraband in the interest of security. Kintock also has the right to reject mail. Kintock will provide postage (for two standard legal letters and two standard personal letters per week) if you do not have the means to communicate with family and/or legal counsel.

**After being sorted, mail will be available to all reentrants for 48 hours. If you fail to collect your mail during that time, it will be returned to the sender.**

## **PETITIONS**

Kintock prohibits the circulation of any petition among the reentrant population.

## **PASS SYSTEM AND ACCOMPANYING PRIVILEGES**

Upon entering the program, your Case Manager will review the pass system with you. Passes may be restricted by the Department of Corrections or Parole for COVID-19 quarantine purposes.

### **Utility Leave**

1. Utility leave shall be used to assist the reentrant with reentry. Reentrants who are compliant with reentry goals will earn larger blocks of utility leave than those who are not.
2. All activities shall be scheduled by the reentrant during utility leave hours. This includes but is not limited to job searching, community service, AA/NA meetings, medical appointments, social services appointments, counseling sessions, shopping, leisure time, etc.
3. Employment shall be verified (pay stub) in order for a reentrant to remain in the full-time employment phase. Failure to provide pay stubs will result in a reentrant being removed from the full-time employment phase to the job searching phase.
4. Unless approved by the Facility Director/designee, all reentrants will be required to be physically present in the facility continuously for the better part of 8 hours per day, within a 24-hour period.
5. Leave extensions shall only be permitted for verified employment or appointments, unless approved by the Facility Director/designee.
6. Once you sign into the facility from your utility leave pass, you will not be permitted to sign out of the facility again until the following day.
7. If you do not gain employment or enroll in school within 60 days of your arrival, your utility time may be reduced. This does not apply to medically disabled reentrants.

8. You shall completely fill out the appropriate schedule on a weekly basis and provide it to your assigned Case Manager. If you are employed, you shall also submit a copy of your pay stub along with your work schedule to the Employment Resource Center. You shall turn in the completed schedule no later than Thursday each week.

9. There is a 9:00 PM curfew for all utility passes. You will only be permitted out of the facility past 9:00 PM to attend verified employment or outpatient treatment.

### **Temporary Holds and Restriction**

1. Temporary Hold – The temporary, non-disciplinary, suspension of utility leave. The Temporary Hold will be immediately lifted once the reentrant accomplishes the task or meets with the requesting staff member or Parole Agent. Temporary Holds are not restrictions.

a. Housekeeping HOLD – Failure to complete assigned housekeeping assignment (bedroom, common area, linen, etc.). Placed on hold by a Manager of Resident Supervisors or designee (identified during morning security round). The hold will be immediately lifted upon completion of assignment and review by a Manager of Resident Supervisors.

b. Parole HOLD – Parole needs to immediately speak with reentrant (unplanned/emergency), or reentrant missed prescheduled appointment. The reentrant shall meet with Parole to discuss resolution and have hold lifted. This will not be used in place of scheduling meetings or conferences.

c. Case Manager HOLD – Case Manager needs to immediately speak with reentrant (missed appointment, paystub, workshop, community service, etc.). The reentrant shall meet with their Case Manager to discuss resolution and have hold lifted. This will not be used in place of scheduling meetings.

d. Administrative HOLD – Director or designee needs to immediately speak with reentrant (unplanned) or conduct a USOR infraction hearing (same day). The reentrant shall meet with the Director/designee to discuss resolution and have hold lifted. This will not be used in place of scheduling meetings or infraction hearings.

e. Management may direct the removal of any hold. Other staff may remove specific holds outlined above.

2. Restriction – The suspension of utility leave for a pre-determined amount of time. The reentrant will be permitted to attend prescheduled mandatory activities (work, community service, religious service, treatment programs, etc.) during restriction, unless otherwise instructed by Parole. Restrictions may only be imposed through the USOR hearing process.

### **SEARCHES**

**Every reentrant is subject to be searched at any time.** Kintock personnel may conduct pat searches in any area of the facility. They will be conducted in a professional manner with tact and proper attitude displayed. All pat searches will be conducted by a member of the same sex as the reentrant.

Searches will be conducted by two staff members when possible. Any contraband discovered during a search will be itemized by the staff member confiscating the contraband. Refusal to turn in contraband is unacceptable and will result in disciplinary actions, up to termination from the program.

**You will be required to walk through a metal detector with your shoes off and submit to a pat search every time you enter the building.** In addition, all clothing bags, briefcases, handbags, packages, and shoes will be inspected. If you cause the metal detector to alarm, you will be instructed to remove any remaining objects still in your possession. If you still cannot clear the metal detector, staff will use a handheld metal detector to locate the problem. You will also be pat searched.

Upon your return to the facility from a pass, you are not permitted to enter the building with an opened pack of cigarettes. All cigarettes being brought into the facility shall be unopened and sealed in the factory wrapping. If you return to the facility with an opened pack of cigarettes, they will be confiscated.

**Failure to successfully clear the metal detector or refusal to submit to a pat search may result in termination from the program. In addition, if you are entering the facility and cannot clear a search you will not be permitted to go past the lobby area.**

A strip search may be conducted by Center Staff in accordance with Department of Corrections' policy. All strip searches will be conducted in a closed office area with at least two staff members present. A strip search will only be conducted by staff members of the same sex as the reentrant.

**Possession of any contraband will result in disciplinary action. All confiscated contraband will NOT be returned.**

If you are found with contraband and refuse to turn it in immediately, you will be written up for possessing contraband and for refusing a staff directive, regardless of whether you eventually turn the contraband over to staff.

**Contraband** includes (but is not limited to):

- Anything that could be considered a weapon.
- Alcohol/drugs/drug paraphernalia/unauthorized medication.
- Money exceeding \$200.00.
- Unrolled tobacco, Top paper, Blunt wraps, Chewing tobacco, Dipping tobacco, Vaporizers, etc.
- Cameras and all video equipment.
- Pornographic literature and pictures/videos/DVDs.
- DVD players, DVDs, CDs, Blue Rays, etc.
- Hand-held video games, video game consoles.
- Any sharp objects including but not limited to scissors, single-edged razor blades, sharpened objects.
- More than three packs of cigarettes.
- Opened pack of cigarettes (upon entering the building).

- **Excessive clothing/property.**
- **Speakers.**
- Any items considered to be used for gambling.
- Glass bottles or wire hangers.
- Any object altered to conceal contraband.
- Duffle bags, backpacks, or any bag with zippers.
- Any food outside of what is offered by the kitchen, commissary, vending machines within the facility, or approved weekend delivery menu items.

Staff will search bags and items carried by reentrants or visitors into the facility. Lockers will be searched randomly. You do not have to be present for a staff search of your locker. You shall only use Kintock assigned locks on the lockers. All personal locks will be confiscated.

## SHAKEDOWNS

Shakedowns of the facility and/or individual dorms will be conducted on a random basis by Kintock staff, The Department of Corrections and/or Pennsylvania Board of Probation and Parole Officials.

## MEDICATION/MEDICAL SERVICES

### Medication Procedures

- All medications shall be pre-approved and documented by staff. You shall turn all medications in to Control upon bringing them into the facility. The Manager on duty will review and document all medication. This is for your safety and protection as well as the security of the facility.
- You may keep many of your prescription and over-the-counter medications in your lockers. **However, all psychotropic medications, narcotics, insulin, syringes, anti-TB medications and steroids shall be kept in Control Booth #3 and will be administered by Medical Staff or a Manager of Resident Supervisors.**
- Medication needs to be taken as prescribed by a physician.
- If you wish to take your medication that is stored in Control, you shall come to the Medication Window at Control Booth #3 and request your medication during approved medication times (*medications will only be available during specific times at the medication window*). The Manager of Resident Supervisors will consult the medication log and will hand the medication, in its container, to you. You shall take the medication in the presence of staff. Both you and the witnessing staff member shall sign the medication log to indicate date, time, name of medication, dosage taken and amount of medication remaining in the container. No reentrant will be reminded to take his/her medication.
- Vitamins/Supplements are over-the-counter medication and shall be approved prior to consumption. Supplements/vitamins in powder form are not permitted inside the facility.
- You are not permitted to consume any medication prescribed for someone else or to transport any medication belonging to another into or out of the facility.

- **You are prohibited from taking any prescription medication, considered a controlled substance and/or containing narcotics and/or alcohol, without PA DOC and/or PA Parole pre-authorization.**

### **Medical Services**

- If you become ill at work or while out of the facility on a pass and you need to seek medical attention prior to returning to the facility, you shall call the facility immediately.
- If you become ill inside the facility and need immediate medical attention, you shall inform staff immediately so 911 can be called. Reentrants are NOT permitted to call 911 without staff approval. **Calling 911 without staff approval is a violation of procedures and will be grounds for disciplinary actions.**
- If you are permitted to go to an Emergency Room for treatment, you shall remain in contact with the facility on an hourly basis and shall return with your discharge paperwork documenting that you were seen and the ailment you were treated for. Returning from a hospital pass with only a hospital bracelet does not satisfy accountability requirements.
- You are required to sign a “Release of Information” form allowing the treating medical staff to share your medical information with Kintock staff.
- A current list of local dental/medical providers will be distributed during the intake process.
- You will not be denied medical access or medical care for any reason. All accommodations possible will be made by Kintock staff to assist you in securing medical care.
- If you remain in the program for over one year, you will be required to have a PPD test completed annually by the Nurse. You will sign a Consent form prior to this procedure being performed, giving permission for this test to be completed. You will not be charged for the PPD test.
- A Telecommunications Device for the Deaf (TDD) is maintained at the Kintock Corporate Office. If you are in need of the device, please inform your Case Manager so the TDD can be brought to the facility.
- If you are diabetic, Kintock can provide a Blood Glucose Meter, to assist you with monitoring your blood sugar level.

**The Kintock Group does not assume any financial or other responsibility for a reentrant's medical treatment, medication, or general health.**

### **EMERGENCY MEDICAL INTERVENTION**

All staff members are certified in Advanced First Aid and CPR. Four fully equipped emergency first aid kits are maintained in the facility in each control booth. An Automated External Defibrillator is also maintained in the facility. Facility Emergency and Safety procedures dictate that staff shall call 911 immediately in the event of an emergency.

### **COVID-19**

For everyone’s safety and the security of this center, all reentrants are encouraged to wear a mask when outside of your dorm room. Your mask must cover your mouth and nose. Social distancing of 6ft. is recommended for all activities. Masks may be removed when eating, but social distancing is still required. Wash your hands often and clean any surface you touch. If you believe that you have encountered anyone who may be sick, please notify staff immediately. You are expected to abide by regulations set forth by the Department of Corrections and the Center for Disease Control. Various center activities are subject to change/cancelation as a result of positive COVID cases in the facility. If there are positive COVID cases in the facility, utility sign outs may be restricted until the quarantine period is completed.

## **FOOD SERVICE**

You will be provided with three meals per day which will be served either in the dining room or in your dorm area during COVID-19 cohort restrictions. If you are entering the dining room, the following rules apply:

- You shall be properly dressed to be served in the dining room.
- You shall be wearing your Reentrant ID badge.
- You may not take food outside of the dining area.
- You are required to follow the instructions of Operations and the dining room staff.
- You are required to clean up your dining area after you have finished eating.
- You are required to abide by any additional rules and regulations governing the dining area.
- Only individuals assigned to kitchen detail are permitted to enter the kitchen.
- **If you will not be in the building during the times when the food is served, you shall submit a request to your Case Manager to have the kitchen staff hold a meal for you until your return to the facility.**
- If you are signing out of the facility prior to lunch being served and will not return until after lunch is served, you shall take a lunch bag with you prior to leaving the facility.

Accommodations will be made for religious/medically documented diets. If you require a special diet due to religious beliefs or medical/dental issues, please inform your Case Manager of this issue. This request should be submitted to your Case Manager in writing, along with supporting documentation. Your Case Manager will then furnish the specifics of your diet, in writing, to the Food Service Manager.

**Meals are provided free of charge at the following times:**

### Monday-Friday

Male Breakfast.....6:30am-7:00am  
Female Breakfast.....7:00am-7:30am  
Female Lunch.....12:30pm-1:00pm  
Male Lunch.....1:00pm-1:30pm

Female Dinner.....5:30pm-6:00pm  
Male Dinner.....6:00pm-6:30pm

Weekend & Holidays

Female Continental Breakfast...8:30am-9:15am  
Male Continental Breakfast.....9:15am-10:00am  
Female Brunch.....11:30am-12:00pm  
Male Brunch.....12:00pm-12:30pm  
Female Dinner.....5:30pm-6:00pm  
Male Dinner.....6:00pm-6:30pm

## LEGAL RIGHTS

You are permitted to have access to the courts, law libraries and contact with attorneys or their authorized representatives. You shall submit a Daily Activity Pass to your Case Manager for authorization to leave the facility before you handle any legal matter. There is video conferencing equipment at the facility which is available for some hearings.

## RECREATION

To assist you in developing appropriate leisure time activities, Kintock provides both counseling and recreational activities, including a workout room, TV lounge, a courtyard, a basketball court, reading materials and games.

**Use of equipment and participation in Kintock's recreational activities is at your own risk. During the orientation you will sign the Waiver of Liability excluding Kintock from any and all liability associated with any injuries you may incur while using the facility's exercise equipment or while participating in any recreational activities.**

You are advised to obtain medical clearance prior to engaging in any exercise.

You are asked to care for the work out room equipment so that others may also have the opportunity to use and enjoy it. This includes not damaging the equipment and wiping the equipment down after use. Authorized hours for the workout room are posted outside of the workout room.

You are permitted to have Personal Electronic Devices (one cell phone, one laptop, and one tablet) inside of the facility.

**However, portable DVD players, hand-held video games, video game consoles, DVDs, CDs, radios and speakers are not permitted inside the facility. All are considered contraband and will not be returned if confiscated.**

**The Kintock Group is not responsible for lost, stolen, or damaged property.**

## PAYPHONES



Payphones are located in several areas of the building for reentrants who do not possess a cell phone. The payphones do not receive any incoming calls.

Payphones may not be used after 12:00 AM on weekdays and 1:30 AM on weekends. Payphones are shut down during all counts and during in-house cleaning. If you return to the facility from work after the payphones are turned off, staff may permit you to use the payphones. However, all payphones throughout the facility will remain off throughout the night.

A Telecommunications Device for the Deaf (TDD) is maintained at the Kintock corporate office. If you are in need of the device, please inform your case manager so the TDD can be brought to the facility.

## **PERSONAL ELECTRONIC DEVICES WITH CAMERAS**

Per DOC policy, you are permitted to possess one cell phone during your time in the facility. You may also possess one laptop and one tablet. When you first obtain a PED, you shall submit it to Operations staff upon entering the facility. Your PED will then be given to your assigned Case Manager who will meet with you to review the DOC Personal Electronic Device Agreement Form and register the PED under your name. Your PED is to be used by you only. If another reentrant is observed in possession of your PED, it will be confiscated, not returned, and both you and the reentrant found in possession of your PED will lose PED privileges for a length of time determined by the Director and your Parole Agent. **If you are observed using the camera feature on your PED on facility grounds (taking pictures, video, Facetime, etc.), or if you refuse to surrender your PED to staff for inspection, you will be considered a threat to the safety of the center and be sanctioned up to and including an unsuccessful discharge.** You shall immediately surrender your PED and passcode upon request by any staff member for inspection. If your PED contains pictures or videos that were taken inside of the facility, your device will be confiscated, and you will be subject to sanctioning up to and including unsuccessful discharge. PED's that are confiscated for improper use are not returned and are given to the Pennsylvania Department of Corrections. Please refer to the DOC Personal Electronic Device Agreement Form for further rules and instructions regarding PED use inside of the facility.

## **VISITORS**

In-person visits may be suspended due to the COVID-19 epidemic. During the orientation process, your Case Manager will ask you to complete a *Reentrant's Visitors List*. Revisions may be made with your Case Manager's approval. Co-defendants and convicted felons will not be permitted to visit. All visits shall take place in the Visiting Room or designated area.

Visits are permitted on Saturdays, Sundays and holidays. Four visitors are permitted at a time per reentrant. Any special visits from clergy, attorneys, social service agencies, etc. shall be authorized in advance by your Case Manager.

**Last Name Starts with 'A - M':**

	SATURDAY	2:45 PM – 4:30 PM
	SUNDAY	12:00 PM – 1:30 PM
<b><u>Last Name Starts with ‘N - Z’:</u></b>		
	SATURDAY	1:00 PM – 2:30 PM
	SUNDAY	2:45 PM – 4:30 PM

**Your visitors shall adhere to the following rules:**

- All visitors shall be on the reentrant visitor’s list (**No exceptions**).
- All persons entering the facility are subject to search at any time without notice. All visitors shall go through the metal detector before being given access to the facility for a visit.
- Photo ID shall be shown and provided to staff upon entering the facility. ID will be returned to visitors when they sign out of the facility.
- Visitors are not permitted to enter the visiting room with any handbags, briefcases, or bags during visiting hours. These items shall be left in a facility locker.
- Visitors shall sign in upon arrival and sign out upon departure.
- Children visiting shall be supervised at all times.
- Weapons, alcohol, and/or illegal substances (including marijuana, or other drugs) are not permitted in this facility.
- No intimate physical contact during a visit.
- Visitors may not give anything directly to a reentrant. All items shall be inspected by staff before being given to a reentrant.
- **Visitors are only permitted to be in the visiting room during approved visiting hours.**
- Visitors will not be admitted into the facility if they do not adhere to the proper dress code, i.e., no tank tops, halters, short shorts/skirts, see-through clothing or any other items of clothing that staff deem as inappropriate.

*If you or your visitors fail to comply with these rules, you are both subject to loss of your visiting privileges and /or criminal prosecution.*

**PERSONAL HYGIENE**

You are required to shower daily to maintain proper hygiene. If you are unable to afford personal hygiene products, Kintock will provide you with a personal care packet that contains the following items: soap, shampoo, toothpaste, toothbrush, deodorant, a comb, and a razor (female reentrants will also be provided with feminine products). Toilet Paper is provided by Kintock for all reentrants. You are eligible to purchase personal hygiene products through commissary. For security purposes, your visitors are not permitted to drop off personal hygiene products to the facility.

**BULLETIN BOARDS**

Important and timely information is posted on bulletin boards located throughout the facility. Reentrants are responsible for familiarizing themselves with the posted information. These

bulletin boards contain information on case management, employment, community service, social services, DOC and PA Parole Board regulations and Kintock regulations.

## **RESPECT FOR STAFF, REENTRANTS, AND THE FACILITY**

Profanity is strictly prohibited in all areas of the facility. Insolence/threats towards staff will not be tolerated. Reentrants shall follow all directives given by facility staff. Failure to maintain respect and to follow directives given by staff will result in disciplinary action.

In addition, you are expected to show respect for the facility and the property contained within the facility by refraining from vandalism, loud arguing and cursing.

Threatening staff, interfering with staff duties and vandalism may result in your termination from the program.

## **APPROPRIATE DRESS**

You shall be dressed appropriately and always covered adequately in the facility. This will include sleeved shirts, pants, and tied shoes or sneakers. (Open toed shoes with socks and/or sandals may be worn in your room or the dayroom of your dorm.) Gym shorts, sweatpants, boxer style shorts and other recreational shorts are to be worn to and from recreation only. Sweatpants and casual shorts may also be worn inside of your dorm. Shorts may be worn outside of the dorm; however, they shall be mid-thigh to knee in length. Underwear is not an appropriate outer garment in the facility, including in your dorm. Nudity is not permitted unless in the shower (i.e. you are not permitted to sleep in the nude). No halter tops, tank tops with spaghetti straps, midriffs, or tube tops are permitted whether in the form of a blouse, shirt, or dress, etc. All blouses, shirts and tops shall extend over the belt line. Short shorts, micro-mini skirts, fishnet stockings and see-through blouses or other revealing garments that do not completely cover or that overemphasize the private areas of the body will not be tolerated. *You shall wear your Kintock Reentrant Identification Card visibly around your neck at all times.* You are expected to be dressed appropriately for job searches and employment, or the pass can be denied.

### **General Dress Requirements:**

- *All pants need to be secured around the waist.*
- *Cut off shorts are not permitted.*
- *Rolled up pant legs are not permitted.*
- *Midriff shirts that expose the stomach are not permitted.*
- *Tank tops are not permitted.*
- *All underwear needs to be completely covered, including undershirts.*
- *Sunglasses may not be worn in the facility, including prescription lenses.*
- *Clothes with sexually suggestive or offensive messages are prohibited.*

- *Clothes with messages relating to or promoting gangs, the use of drugs or alcohol are prohibited.*
- *Reentrants may not wear any kind of hat, bandanna, hood, headdresses, and picks or combs on or in the hair.*
- *Only religious head gear is permitted outside the reentrants' assigned dorms.*
- *Excessive or large jewelry may not be worn in the facility.*

## **DRIVING**

Driving is strictly prohibited unless the Department of Corrections/PBPP has approved a written recommendation by the Program Director or designee. You are required to always carry a copy of the written authorization. Please consult with your Case Manager for all necessary forms and procedures.

Permission will be granted only to those who demonstrate a verifiable need. When requesting permission to drive, you shall submit your current valid driver's license, vehicle registration and proof of insurance for the vehicle. If someone else owns the vehicle, you shall provide a notarized letter from the owner giving you authorization to drive the vehicle. If you are required to drive for work, you shall provide a notarized letter on a business letterhead from the employer stating that driving is required as part of the employment. Proof of insurance shall accompany the letter.

## **MARRIAGE**

You may not marry unless the Department of Corrections and/or PBPP has granted approval. Please review all procedures with the assigned Case Manager.

## **CONTRACTS**

You shall obtain approval from the Program Director and the Bureau of Community Corrections and/or PA Parole Board prior to entering any contract, i.e., marriage, divorce, bankruptcy, etc.

## **MEDIA**

You shall obtain authorization from the Program Director and Bureau of Community Corrections and/or PA Parole Board before speaking with or obtaining access to the media.

## **REENTRANT EXPERIMENTATION PARTICIPATION**

You are prohibited from participating in any medical, pharmaceutical, or cosmetic experimentation. If you are found to have done so, you will be subject to disciplinary action. Kintock will not volunteer you or any other reentrant to be part of such a program.

## **PERSONAL PROPERTY**

You may only have personal property that fits neatly into your locker, which should always be kept locked. You are not permitted to store any personal items under your mattress, on the top of lockers, or on windowsills. You may affix decorations to the inside and outside of your locker using magnets only. Decorations may not be profane, pornographic, or offensive. **Personal property that is not kept inside your locker will be confiscated and will not be returned.** Items that do not fit inside your locker shall be sent home. Only laundry bags for dirty clothes are permitted and are stored under your bed.

### **Disposition of Personal Property**

During your initial orientation, you will designate one or two individuals on your Disposition of Personal Property form to collect your personal property in the event of termination, emergency transfer or death. Your personal property shall be picked up within 14 days by the individual(s) on your Disposition of Personal Property Form if they are contacted to retrieve your belongings. If you were classified as an absconder, any personal property that is left behind will be considered abandoned and will be immediately removed. If your property is not collected within 14 days after it is eligible to be released, it will be donated to charity.

You and Kintock staff will inventory your personal property on the day you arrive. All items inventoried shall be specifically described, i.e., brand names, color, etc. When additional items are brought into or taken out of the facility, they should be added to or deleted from the inventory list. It will be your responsibility to contact your Case Manager to add or delete items from your inventory list. **Kintock is not responsible or liable for your personal property. Borrowing or lending personal property to other reentrants is strictly prohibited.**

## **GAMBLING**

Gambling is prohibited in the facility or on the grounds. Lotto and lottery playing are considered gambling and are also prohibited. Suspicion of gambling is subject to disciplinary actions.

## **RESTRICTED ACCESS AREAS**

You are not permitted to be in any dorm other than your assigned Dorm. The control booths and all administrative office areas are not to be entered without staff authorization. Only individuals assigned to the kitchen detail are permitted to enter the kitchen.

## **SEXUAL CONDUCT**

**You are prohibited from engaging in sexual conduct with other reentrants, any visitors, or any staff member. Please see the “Reentrant Rights” section of the handbook, regarding sexual harassment.**

## **REENTRANT RELATIONSHIPS**

You should not put yourself in a position of control or authority over another reentrant at any time. You are strictly prohibited from having any contact with reentrants of the opposite sex.

## **REENTRANT SCHEDULES**

You shall be awake, dressed, and have your bed made by 7:30 AM Monday through Friday, and by 9:00 AM on Saturday and Sundays.

If you arrive at the facility from work after 12:00 AM, you will be authorized to have eight hours of sleep. You will be required to go to bed one hour after you arrive at the facility.

## **LIGHTS OUT POLICY**

All lights are to be turned off in the dormitory areas and TV lounges at 12:00 AM, Sunday through Thursday, and no later than 1:30 AM on Friday and Saturday. No smoke breaks are permitted after the lights are out.

## **RELEASE PROCEDURES**

Once approved for release by PA Parole Board, you shall ensure that you take all your personal belongings and medication on the day of your release from the program. Your linen, pillow, and lock shall be returned to the staff in Control Booth #1 on the day of your release from the program.

All reentrants are required to collect official release paperwork from the staff in Control Booth #1 on the day of their release. If you have money remaining in your Kintock account at the time of your release, a check will be processed in your name.

## **FAMILY EMERGENCIES**

If Kintock staff receives notification and/or can verify that an immediate family member has passed away or has become critically ill, we will inform you and allow you to visit that immediate family member.

## **REENTRANT RIGHTS**

As directed by the Department of Corrections and agreed to by The Kintock Group, you are afforded the following rights:

1. The right to be treated respectfully, impartially, and fairly by all personnel.
2. The right to freedom of religious affiliation and voluntary religious worship.
3. The right to health care including nutritious meals, proper bedding and clothing, bathing

- and laundry facilities, sufficient warmth, proper ventilation and fresh air, a regular exercise period, and medical and mental health treatment.
4. The right to correspond with and visit family members, friends, and other persons (where there is no threat to security or order) in keeping with the rules and schedules of the facility.
  5. The right to unrestricted and confidential accesses to the court by correspondence and law library.
  6. The right to legal counsel from an attorney of choice by interviews and correspondence.
  7. The right to receive help when it is available through a legal assistance program.
  8. The right to a wide range of reading materials for educational and leisure purposes.
  9. The right to participate in counseling, education, vocational training, and employment as far as resources are available and in keeping with interest, needs and abilities.
  10. The right to review your case file by submitting a request to your Case Manager.

In addition, you are protected from sexual harassment, physical and other abuse through the following agreement with the Department of Corrections:

Kintock shall retain the reentrant in safe supervision providing proper discipline and control. Kintock and its staff shall have only the right of ordinary citizens to use physical force. Kintock shall report any use of physical force by staff on the reentrant to the Department of Corrections. Under no circumstances shall a reentrant be subjected to cruel or inhumane treatment. No reentrant of Kintock shall be subjected to discrimination in any manner relating to his confinement on the grounds of race, religion, national origin, gender, sexual orientation, or disability. Under no circumstances shall a reentrant of Kintock be in a position of control or authority over other reentrants.

## **DISCIPLINARY PROCEDURES**

Violations of any rules or regulations of Kintock and the DOC/PBPP shall result in an incident report being written. All incident reports will be investigated by staff. Informal resolutions of incident reports will always be considered before taking formal disciplinary action. Sanctions will not be imposed prior to an in-house hearing. However, depending on the incident, the identified reentrant may be restricted to the facility pending an investigation of the incident. All efforts will be made to preserve the reentrant's employment, when possible, as long as security and public safety are not compromised. Please refer to the DOC's Universal Set of Rules.

*After you have received your sanction, you have the right to appeal the decision within 15 days to the Senior Case Manager. If the Senior Case Manager imposed the sanction, the appeal should be submitted to the Program Director.*

### Minor sanctions include:

- *Written/Verbal warning or reprimand.*
- *Completing a Thinking Report.*
- *Imposition of extra duty (\*);*
- *Forfeiture of social/weekend privileges/incentive passes.*
- *Forfeiture of all passes.*

\* *The imposition of extra duty will require the reentrant to forfeit any social time until the extra duty obligation has been met. \**

#### **GENERAL PROGRAM RULES LIST:**

- *Rise, dress, and clean dorm area at the proper time.*
- *Maintain good personal hygiene.*
- *Refrain from wearing head rags, bandannas, hoods, or hats in the facility.*
- *Follow the visitors' policy and ensure your guests follow the visitors' policy.*
- *Respect the needs and privacy of other reentrants.*
- *Complete in-house assignments properly & promptly.*
- *Keep personal room area neat and clean.*
- *Obtain staff approval before leaving the facility.*
- *Properly sign in and out of the facility.*
- *Call the facility when required to do so.*
- *Return to the facility immediately if the assigned activity is cancelled.*
- *Abide by all curfew regulations.*
- *Attend house meetings as scheduled or required.*
- *Participate in treatment and counseling.*
- *Attend work or school as required.*
- *Hand in money order and copy of paystub on time for subsistence.*
- *Provide proof of weekly pay and savings account information.*
- *Inform staff if a job has been lost.*
- *Inform employment staff when wishing to make a job change.*
- *Abide by the DOC regulations for Personal Electronic Device usage in the facility.*
- *Participate in fire drills.*
- *Do not bring your own electric appliances or heating equipment.*
- *Do not answer or open any facility exit door.*
- *Do not answer facility phone, or check another's mail.*
- *Sleep only in your designated bed.*
- *Do not enter any other dorm area or section other than the one you have been assigned.*
- *Observe lights-out times.*
- *Do not lend or borrow money or personal items.*
- *You will share the financial responsibility for damaged or missing items which will be assessed accordingly, unless those responsible are identified.*
- *Tattoos, self-mutilation, cosmetic or surgery acts to alter appearance are strictly prohibited.*

**(NOTE:** Other program rules do exist and will be enforced. The above list is a brief overview of the most common program regulations.)

In addition to Kintock's program rules, the Department of Corrections has identified the following list of prohibited behaviors, which can result in application of misconduct charges:



### **Class I Charges - Category A**

Violation of the PA Crimes Code (shall be specified)

- |             |                        |  |
|-------------|------------------------|--|
| 1a. Murder  | 1f. Escape             | 1k. Voluntary Manslaughter                 |
| 1b. Rape    | 1g. Robbery            | 1l. Extortion by Threat of Violence        |
| 1c. Arson   | 1h. Burglary           | 1m. Involuntary Deviate Sexual Intercourse |
| 1d. Assault | 1i. Kidnapping         |  |
| 1e. Riot    | 1j. Aggravated Assault |  |

### **Class I Charges - Category B**

1. Fighting.
2. Threatening another person.
3. Engaging in sexual acts with others or sodomy.
4. Wearing a disguise or mask.
5. Failure to report an arrest for any violation of the PA Crimes Code.
6. Refusing to obey an order.
7. Possession of contraband, including money, implements of escape, unprescribed drugs or drugs which are prescribed for another, drug paraphernalia, poisons, intoxicants, materials used for fermentation, property of another, weapons or other items which may present a threat to self, others, or to the security of the facility.
8. Possession or use of dangerous or controlled substances.
9. Possession or use of intoxicating beverages.
10. Extortion or blackmail.
11. Any violation of the PA Crimes Code not in Category I (specified).

### **Class I Charges - Category C**

12. Tattooing or other forms of self-mutilation.
13. Destroying, altering, tampering with, or damaging property.
14. Indecent exposure.
15. Engaging in or encouraging unauthorized group activity.
16. Refusing to work or encouraging others to refuse to work.
17. Breaking restriction or quarantine.
18. Gambling or conducting a gambling operation.
19. Unauthorized use of the mail or telephone.
20. Possession or circulation of a petition.

### **Class I Charges - Category D**

21. Using abusive or obscene language to an employee.
22. Failure to stand count or interference with count.
23. Violating a condition of a pre-release program (specified).
24. Violation of visiting regulations (specified).
25. Lying to an employee.
26. Presence in an unauthorized area.
27. Loaning or borrowing property.
28. Failure to report the presence of contraband.

## **Class II Charges**

29. Body punching or horse playing.
30. Taking unauthorized food from the dining room or kitchen.
31. Failure to report to work, or unexcused absence from work.
32. Smoking anywhere in the facility.
33. Possession of any item not authorized for retention or receipt by the reentrant; not specifically enumerated as Class I contraband.
34. Any violation of a rule or regulation in the Inmate Handbook not specified as a Class I misconduct charge.

## **REENTRANT GRIEVANCE PROCEDURE**

If you feel you have been dealt with unfairly or in an unjust manner you have the opportunity to file a grievance if informal resolutions have been attempted but failed. Grievances may include, but are not limited to, access to court, mail/correspondence, sexual harassment, discrimination, protection from harm, access to services/healthcare. In compliance with PREA standards, issues concerning sexual assault, sexual harassment, “consensual sex” with employees and inmate-inmate sexual assault will be handled independent of the grievance system. Reentrants are permitted to report these issues through the grievance system, but all grievances alleging sexual abuse or sexual assault shall be considered an emergency grievance and will be immediately reported to the contactor/investigative agency (see PREA Administrative Remedy Section below for further detail). Reentrants can also utilize the WOAR hotline or can report the issue in-person to an employee.

Grievance forms are located in your Case Manager’s office and in a marked mailbox next to Control Booth #2. After you completely fill out the grievance form, please place it in the locked mailbox marked “Grievances” next to the rear Case Manager’s door. Grievances will be collected each business day by the Program Director or Director of Operations.

Procedures for filing a grievance are as follows:

- Submit a statement on a Grievance Form outlining the incident and attempts at informal resolution to the appropriate Department Head. Please ensure that you submit the grievance to the appropriate staff person. Please refer below for the appropriate chain of command.
- Within five (5) business days the Department Head will meet with you and investigate the grievance. A written summary of this meeting and any subsequent information will be given to you. You will be asked to sign the Grievance form and determine whether the occurrence has been resolved.
- If you are not satisfied after the written summary is received, you may resubmit the same grievance to the next level of management (i.e. Program Director, Director of Operations, etc.) within five (5) business days. The staff person will review the grievance and the decision made by the Department Head and will meet with you within five (5) business days. At this point you will be informed of the decision and will be asked to document whether the grievance has been resolved.

- The Site Administrator will review all unresolved resolutions. You will be informed of the outcome of the review within 7 business days.
- At this point, if you feel your issue still has not been properly resolved, you may contact either the PA DOC or your Parole Agent.

**Follow this Chain of Command relating to the area of your grievance:**

	<i>Operations/ Housekeeping</i>	<i>Case Management/ Counseling/Nursing</i>	<i>Food Service</i>	<i>Employment/ Education</i>	<i>Maintenance</i>	<i>Federal Program</i>
<i>1<sup>st</sup> Level</i>	Manager of Resident Supervisors	Senior Case Manager	Food Service Manager	Senior Case Manager	Senior Case Manager	Senior Case Manager
<i>2<sup>nd</sup> Level</i>	Director of Operations	Program Director	Program Director	Program Director	Maintenance Supervisor	Program Director
<i>3<sup>rd</sup> Level</i>	Site Administrator	Site Administrator	Site Administrator	Site Administrator	Site Administrator	Site Administrator

**Administrative Remedies (PREA)**

- A time limit shall not be imposed when a reentrant may submit a grievance regarding an allegation of sexual abuse and all grievances alleging sexual abuse or sexual assault shall be considered an emergency grievance alleging that a reentrant is subject to a substantial risk of imminent sexual abuse and immediately reported to the contactor/investigative agency.
- Otherwise-applicable time limits may apply on any portion of a grievance that does not allege an incident of sexual abuse.
- Reentrants are not required to use any informal grievance process, or to otherwise attempt to resolve with staff an alleged incident of sexual abuse.
- The company has the ability to defend against a lawsuit filed by a reentrant on the ground that the applicable statute of limitations has expired.
- 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.
- Kintock shall forward all grievances to the appropriate contractor and investigative agency.
- Kintock shall provide an initial response within 48 hours. 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. Whenever possible and upon receipt of final decision, it will be shared with the victim on the merits of any portion of a grievance alleging sexual abuse.
- The investigative agency 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. Kintock shall notify the reentrant in writing of any such extension and provide a date by which a decision will be made if available.
- 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 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.

l) If the reentrant declines to have the request processed on his or her behalf, Kintock shall document the reentrant's decision.

m) Kintock 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.

## **PRISON RAPE ELIMINATION ACT (PREA)**

The Kintock Group does not condone nor tolerate any type of sexual misconduct, sexual assault, consensual sexual contact, sexual abuse, rape and/or harassment toward any reentrant(s). The Kintock Group will pursue any complaints, suspicions, or criminal acts of sexual misconduct up to and including prosecution.

This facility has a zero-tolerance policy against sexual assault/sexual harassment. Sexual assault can occur to anyone and can occur physically or verbally. Physical sexual abuse occurs when a person physically touches or tries to touch another person's private parts, either on top or under the clothes. Verbal sexual abuse occurs when a person verbally threatens to touch the private parts of another person. Private parts include the penis, vagina, inner thigh, buttocks, or breasts/chest.

Reentrants may confidentially disclose incidents of sexual misconduct, sexual assault, consensual sexual contact, sexual abuse, rape and/or harassment to any staff either verbally or in writing. Reentrants can also report issues by calling WOAR 24/7 Sexual Abuse Hotline at (215) 985-3333. Incidents can also be reported by utilizing the grievance box. ALL persons are expected to immediately report any sexual assault, even if the assault happens to another person. Reporting parties are permitted to remain anonymous.

Reporting sexual assault/sexual harassment is a serious allegation and will be investigated. Anyone who sexually assaults another person will face criminal charges. All information will be confidential. Retaliation against a victim or the person who reports the assault will not be tolerated. False reporting of a sexual assault will have consequences.

### **WOAR**

**(215) 985-3333 or 1-800-656-4673  
24/7 Hotline**

WOAR is the "designated" Rape Care Center for Philadelphia County.

WOAR has two goals:

- To provide direct services to survivors of sexual violence and their families.
- To work to prevent sexual violence through education and advocacy.

These goals are achieved through four services:

- Their Hotline
- Accompaniment
- Education
- Counseling

The WOAR team of experienced and caring professionals can help. WOAR also has a team of highly trained volunteer Advocates ready to help, 24 hours a day.

**Get Help Now**

If you have been sexually assaulted . . . Get to a Safe Place!

**DON'T:**

- Bathe
- Shower
- Eat, drink or smoke
- Change clothes
- Urinate
- Brush your teeth or gargle

You could be washing away evidence.

*However, doing any of the above should not deter you from seeking medical help!*

**DO:**

Call WOAR Hotline at **(215) 985-3333 or 1-800-656-4673** any time, day or night, to learn about your options.

Get medical attention.