



Resident Handbook & Rules and Regulations

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WELCOME

Welcome to Capitol Pavilion! The purpose of this handbook is to provide you, the resident, with information about the facility and to make you aware of the regulations and guidelines that will be in effect during your stay here. This handbook was written with the intent to provide general information only. Because the facility houses individuals from a variety of referral sources, you must bear in mind that individual program plan(s)/activities vary in accordance with jurisdictional requirements and stipulations.

INTRODUCTION

Together Building a New Way of Life

Firetree's mission is to provide individuals who are associated with the criminal justice system or experiencing problems with chemical dependency the resources to improve their lives. Firetree provides short, moderate, and long-term treatment services, depending on the needs or requirements of the individual. Firetree's programs are designed to provide clients with the guidance and resources necessary to return to lifestyles that are productive, independent, and chemically free.

Capitol Pavilion is a private Community Corrections Center designed to provide the guidance and resources necessary to enable reintegration into the community. The adult resident population is composed of males and females referred to the program by the PA Department of Corrections and the PA Board of Probation and Parole, as well as the Federal Bureau of Prisons.

The uniqueness of the Capitol Pavilion program is exemplified by the treatment provided to residents who are transitioning to the community on a pre-release status from a state correctional facility or a federal correctional facility. The program also provides a structured environment for residents as an alternative to incarceration where treatment resources may not be sufficient or even available. It also provides a structured environment for those directly committed from the courts.

An individualized program plan is developed jointly by the Case Management staff and the resident, which consists of specific programming goals in the following areas:

- Educational and vocational/employment programming
- Drug and Alcohol treatment needs
- Financial planning
- Home and family interpersonal relationships
- Medical/Dental/Mental Health programming

Qualified case managers, case managers, and support staff provide coverage for this 24 hour/day, seven-day/week program. Each individual in the program will be assigned a case manager to assist in the development of personal treatment and living goals, and will monitor individual progress. The case manager will assist or make the appropriate referrals to address problem areas that may arise during the individual's stay at the facility.

The program of Capitol Pavilion is a structured environment that provides both in-house and community based Alcoholics Anonymous and Narcotics Anonymous services, in addition to an extensive range of human service agencies that support the program goals and objectives. Capitol Pavilion provides a customized program to habilitate and rehabilitate transitional individuals. Some 12-Step meetings are held in-house and residents are also encouraged to hold peer-led in-house 12-Step meetings under the direction of the Program Manager/Education Facilitator.

To assist in re-entry into the community, residents are provided referral to job readiness, and vocational training/school opportunities to enhance their ability to secure employment and to become productive members of society.

During free time, individuals may participate in recreational activities inside of the facility. Outside activities are on an authorized, sign-out basis. Residents are required to sign a Waiver of Liability prior to participating in recreational activities on or off the premises. Many individuals may have a "community service" requirement to fulfill if stipulated by the referring jurisdiction. If your referring jurisdiction does not assign you to a specific area of community service you will be assigned in-house community service at the facility.

As with any such facility, Capitol Pavilion has developed guidelines and rules to assist both the Resident and the Staff in promoting an efficient and effective program. Residents are expected to abide by these guidelines.

CODE OF CONDUCT

1. All residents are expected to maintain a peaceful and non-confrontational atmosphere. No racial comments or gestures are permitted. Residents must at all times exhibit respect and consideration for other community members as well as staff. Fighting, theft, threatening behavior, harassment, etc. is unacceptable and will result in disciplinary action. Gambling and “horseplay” are prohibited. Should a resident have difficulty with another or others, that individual should bring it to a staff member’s attention immediately for resolution.

Each resident will:

- Maintain a high level of personal hygiene and a high level of sanitation in his personal area.
- Show respect and courtesy to all staff & other residents, under all circumstances.
- Be civil in speech, voice modulated, and content free of profanity and vulgarity.
- Not exercise authority over any other resident(s).
- Not provide any type of personal services.
- Not lie or falsify statements to staff.
- Not falsify written documents.
- Not borrow money, loan money, and purchase or sell any item to another resident in the facility.

IDENTIFICATION CARD PROCEDURES

2. During their orientation, Residents will be issued two Capitol Pavilion identification cards; one card may be used for employment ID and may be kept in the resident’s wallet. The other ID will be placed in a badge holder and must be worn by the Resident at all times while the Resident is awake in the facility. While the Resident is asleep, the ID must be secured in the Resident’s locker. When the resident is signed out of the building, the ID must be kept in the Resident’s sign out folder. Residents are responsible for maintaining the badge ID at all times while they reside at Capitol Pavilion. Loss of the badge holder and/or ID will result in disciplinary action and a replacement charge of \$5.00.
3. Residents will also be issued a bed card that must remain on the end of the Resident’s assigned bed. Removal of the bed card or attempting to change beds without authorization will result in disciplinary action. Loss of the bed card will result in disciplinary action and a replacement charge of \$5.00.

ENTERING & LEAVING THE FACILITY / ACCOUNTABILITY

4. Residents who need to sign out of the facility for work, appointments, job search, etc., must submit their schedules to their case manager by Wednesday of the previous week in order to be eligible for sign out. Sign out forms, such as the Weekly Schedule, Employment Search Form, and Client Request Form, must be completely filled out. All sign out destinations must be submitted with the complete name, street address, city, and state and telephone number of the sign out location for each sign out day. Residents are required to keep track of their own schedule. If you wish to receive a bag lunch and/or late meal, you must check the appropriate box on the schedule in order for your case manager to honor the request. Residents are required to inform their case manager of their transportation arrangements for the sign out and to speak to their case manager about an appropriate length of time to get to and from their destination site. If these arrangements change in any way, the Resident is required to report the change to the Case Manager immediately. If a schedule is not submitted, the Resident will not be permitted to sign out until they meet with their case manager. Weekly schedules are to contain **all of your activities for the upcoming week. Example: work schedule, church, leisure, bank and other scheduled appointments.**
5. When the Resident signs out of the facility, he/she is required to initial the sign out log as verification that the log transaction is correct. The Resident has a 30 minute window to sign out of the facility. The Resident is not to leave the facility until they have verified that the information is correct and that they know when they are authorized to return. Upon return to the facility, residents are required to stand in the area of the camera system and to announce their name so that they can be identified before being admitted to the facility. Upon entering the facility, residents are to follow staff direction in removing coats, jackets, shoes, etc.

and subjecting themselves and their property to search. Residents will also be prepared to give a urine sample and breathalyzer reading as required. Residents will hand in all required items including vehicle keys. Residents are responsible to dispose of any unauthorized items, such as food or beverages, cigarettes, matches and lighters. Residents who are being signed in are not allowed to interact with other residents in the facility until the check in process is completed. The Resident will also initial the sign out log as verification that the return information on the log transaction is correct.

6. While out of the facility, residents will maintain accountability to the facility at all times. Residents are to report directly to their sign out location; **no stops are permitted along the way**. Residents are to report directly back to the facility after leaving the sign-out location, even if the time is earlier than indicated on the weekly schedule. Residents are to contact center staff upon arrival to and leaving from their approved sign out location. Residents are not permitted to leave their sign-out location without notifying facility Staff. Residents are to contact center staff upon arrival to and leaving from their approved sign out location. Residents are not permitted to change their sign-out location or the sign in/out time once it has been approved. This includes overtime hours not on the pre-approved schedule.
7. Residents are responsible for their whereabouts. Telephone calls will be made to ensure that residents are at their sign out location. If facility staff attempts to contact you at work, home, appointment, job search, etc., and they cannot reach you, a disciplinary action will result. Any violation of the accountability rules will result in a disciplinary action and possible loss of sign out privileges. If, due to an emergency or other unusual circumstance, a resident is unable to return at the designated time, that resident will notify the facility of their whereabouts and estimated time of return. However, any late return regardless of the circumstance, may subject a resident to disciplinary actions. No resident is permitted out of the building for more than 14 hours **per day** (*These hours include the combined total of employment, leisure and/or appointment times*). A resident is not permitted to combine activities; this includes work and leisure, work and appointments, appointments and leisure, etc. **** Everyone must come back to the facility and sign in and then back out again.**
8. If at any time, a Resident is instructed by staff to return to the Center, they will do so immediately. Non-compliance to this request will result in further disciplinary action being taken.
9. Written verification of accountability may also be required: when signed out on a job search, residents are required to take the Employment Search form to the sign out location and to have it properly filled out by the employer or prospective employer. When signed out to religious services, residents are required to bring back a dated bulletin indicating their attendance at the service. When signed out to a medical appointment or the emergency room, Residents are required to take the Medical Release Summary to be filled out by a doctor or medical personnel and then submit it to their Case Manager upon return. Federal Residents are required to turn in dated receipts for their authorized sign-out location for any leisure or hygiene passes. Failure to hand in the required verification will result in disciplinary action.
10. Any resident failing to return to the Center from sign out shall be deemed an "Escape" or Absconson. The referring jurisdiction and law enforcement agencies, as appropriate, will be advised and your absence may result in arrest and liability for further prosecution.
11. Travel outside the Commonwealth is strictly prohibited unless the resident has secured prior approval by the referring jurisdiction and the Executive Director.

Resident accountability is required at ALL TIMES

LEISURE

12. Furloughs, passes, curfew extensions and leisure will be allowed depending on the State and Federal guidelines pertaining to each Resident's status. All State Pre-Release Residents must complete ten (10) hours of community service per month prior to be eligible for leisure or furloughs. The purpose of a pass/furlough is for you to go home and spend time with your family. Therefore, Residents on a pass/furlough may only have leisure every other week while on a pass/furlough.
13. To qualify for leisure, a Pre Release or Parole Holdover Resident must have the following:

- The Resident must have full time employment and must have handed in their first paycheck unless they have a doctor documented disability.
- A home plan must be submitted and completed in full by the landlord/owner of the home site.
- All paychecks with pay stubs must be submitted to the fiscal office.
- The Resident must be in good standing in the facility, specifically meaning: violation free, good center adjustment, completion of daily details and participating in all facility programming.
- Leisure includes travel to and from the leisure site.
- A Resident may have a maximum of three (3) hours of leisure unless they are going to their home site.
- Residents may not sign out before 8 am for any leisure site and no leisure sign out may go beyond 9 pm.
- To sign out for longer than three (3) hours, the Resident must be qualified and have an approved home site either by Capitol Pavilion or the Department of Probation and Parole.
- Any resident who is on a pass/furlough must call in at least once a day and make contact with a staff member. This also applies to home confinement.

NOTE: Administrative and Case Management staff may use their discretion regarding the number of hours granted to the Resident for leisure.

PROHIBITED AREAS

14. Loitering outside the Center or within a block of the facility is prohibited. Loitering in the bathrooms within the facility is prohibited.
15. The Administrative offices and the Administrative hallway are OFF LIMITS unless authorized by staff. **NO LOITERING OR HANGING OUT/AROUND THE PROGRAM MONITORS' STATION,** unless you are signing in or out and specifically called to the area by a staff member, obtaining cleaning supplies and/or paper products; violators will be deemed to be in an unauthorized area, which will result in disciplinary action.

FIRE SAFETY AND EMERGENCY PROCEDURES

16. Extensive safety measures have been incorporated into the building. All Residents are required to follow safety measures as posted and/or instructed. Residents should make themselves familiar with the location of fire and smoke alarms. Residents are shown Emergency Procedures, including fire safety and Hazardous Material Handling during orientation. Evacuation routes are posted throughout the building. If evacuation is deemed necessary, the staff monitor may request Residents' assistance in alerting all individuals in the facility in order to exit the building safely. Fire drills will be held periodically without notice and all Residents must evacuate the building as if an actual fire emergency exists; failure to do so interferes with the safety and security of staff and residents and will result in immediate disciplinary action. Staff will tell Residents where to exit and where to assemble once they are outside the building. After exiting the building, a head count will be conducted by a staff member. Residents may not reenter the building until the "all clear" signal is given. Safety problems should be brought to the staff's attention immediately.
17. The burning of "incense", candles, etc. is strictly prohibited within the facility.
18. Electric items must be kept unplugged and properly stored when not in use.
19. The use of extension cords is prohibited.

SMOKING

20. Smoking is not authorized anywhere in the facility or on the grounds. All cigarettes, matches, lighters and other smoking paraphernalia are considered contraband and may not be brought into the facility. Violation of the smoking ban by smoking in the facility or by being found in possession of contraband such as cigarettes, matches, lighters and other smoking paraphernalia will result in an immediate disciplinary action.

MEDICAL TREATMENT

21. Shortly after admission, a medically trained staff person will evaluate all new Residents. If an emergency arises and a Resident has to go to the hospital, Residents must tell the medical personnel that they are in a halfway house and cannot have anything that will show up positive in a urinalysis test. It is the Resident's responsibility to know if any medication or product they use contains alcohol or any drug in it. Staff shall be immediately notified of any medical emergency that a Resident is experiencing.
22. Residents must have prior approval before obtaining over-the-counter medication. All medications, including over-the-counter meds, must be turned into staff immediately upon entrance into the program. All residents must use Medspack for their prescriptions. There are no exceptions. Failure to be med compliant will result in a disciplinary. All medications will be kept in a locked cabinet in the medication room. Medications may not be taken without staff verification. At the time a resident receives a prescription, the medication will be logged and staff will record each dispensed dosage; this includes over the counter medications and vitamins, etc. Only doctor prescribed vitamins are permitted in the facility; they must be handed in and may only be taken during medication calls.
23. Medications must be taken as prescribed. A resident may not discontinue use of any medication or change the dosage of any medication that they have been prescribed unless under a doctor's instruction. Residents who wish to change or alter prescriptions must speak to their case manager about making an appointment to see a doctor.
24. Residents are prohibited from participation in any medical, pharmaceutical, or cosmetic experiments.
25. **Drug use is prohibited.** Use of any non-prescribed drug is strictly forbidden. Sudafed is not permitted for use in the facility. Use of any mind altering substance, legal or illegal, is prohibited; violation will result in unsuccessful discharge.
26. It is the Resident's responsibility to know if any medication or product they use contains alcohol or if any drug is in it. Substances containing alcohol in any form (i.e. stearyl alcohol, cetol alcohol, etc), such as mouthwash, deodorant, shoe polish, aftershave, cologne and hairsprays are not permitted. Please read all labels carefully. It is the resident's responsibility to make sure that no item in their possession contains alcohol. There are no exceptions. Items of this type that are found in a resident's possession will result in disciplinary action and will be confiscated. Residents are responsible to make sure that they do not ingest anything that contains alcohol.

URINE AND BREATHALYZER SCREENINGS

27. Urine screenings will be conducted on a random or as needed basis. If you are unable to provide the specimen immediately, **you must remain under direct staff supervision until the specimen is given.** Failure to produce a urine sample within two hours of the request will result in disciplinary action and will be immediately reported to the referral source. The Alco sensor will also be used to test for alcohol consumption. Refusing to give a urine screen or to submit to a breathalyzer will result in disciplinary action and will be immediately reported to your referral source.

LIVING QUARTERS, BUILDING AND GROUNDS

28. All residents are responsible for keeping their rooms and surrounding areas clean and orderly. Beds must be made when not in use and clothes are to be kept on hangers or folded neatly and stored in the designated locker. Each day, the residents will sweep, mop, and/or dust their room and see that everything is orderly. Window blinds must be kept down at all times. Blinds must be closed during even and night time hours. Talking through the windows to individuals outside of the building is forbidden. The noise level in rooms and common areas is to be kept to a minimum. Alarm clocks will be permitted for working residents only. Alarm clock "radios" are not permitted. Corkboards are placed in the resident rooms for resident's personal decorative use. Extension cords are absolutely forbidden and will be confiscated. Intentional damage to facility property will not be tolerated; Residents will be charged for damage. "Walkman type" radios used with head phones is permitted but may not be worn on the first floor; no other radios are permitted. No items are permitted

to be plugged into wall sockets except alarm clocks. Razors, curling irons and blow dryers are authorized, but must be kept unplugged and properly stored.

29. All doors and windows will be kept closed and locked, unless specifically authorized. Talking to individuals walking outside the second and third floor windows is prohibited. Window blinds may not be raised for any reason. Side and rear doors are for emergency and staff authorized use only. Regular entry and exit shall be through the FRONT DOOR ONLY.
30. Lights out will be adhered to while residing at Capitol Pavilion. Lights out hours are as follows: Sunday through Thursday – 23:00 hours; Friday and Saturday 00:00 hours (midnight).
31. Residents will also be assigned to keep common living areas clean on a daily basis. Staff members will make cleaning assignments/detail rosters and will instruct residents on cleaning procedures. All chemicals must be signed out.
32. Housecleaning standards will be maintained at ALL times. Not following requirements may result in loss of privileges. Details for cleaning duties will be assigned by staff:
 - All floors, including common areas (lounges, laundry rooms, hallways, offices, etc.) are to be swept and wet mopped daily.
 - All bathrooms are to be cleaned daily. All showers, toilets and grooming areas shall be disinfected on a daily basis.
 - All beds shall be made in a hospital style fashion; blankets shall be tucked under the edge of the beds. Beds are to remain made appropriately when not occupied.
 - All trashcans are to be emptied daily. Request permission from staff prior to exiting the building to dump the trash.
 - Under no circumstances should cleaning chemicals be used without staff supervision. Residents must return all cleaning supplies to the shift monitors station immediately after use. The cleaning must be supervised by a staff member.
 - Chemical closets may only be accessed with direct staff supervision. Chemical closets must be kept closed and locked when a staff member is not present.
 - Locker-tops and windowsills must remain clear.
 - Tabletops may not contain excessive clutter.
 - Residents will use only Center issued bed linens, pillows, towels and washcloths. Each item issued will be kept clean and laundered at all times. Residents will be charged accordingly for any damages caused to Center property. This includes bed linens, pillows, towels, washcloths and mattresses issued by the Center.
 - Cardboard boxes, plastic bags, toxic/caustic material (such as liquid bleach), and flammable material may not be stored in the living quarters.
 - Doors to all residents' rooms will remain closed. No facility doors may be propped open.
 - Residents' bedposts may only have one of each of the following items placed on them: towel, washcloth, laundry bag, and bathrobe. No luggage shall be kept under any beds or on residents' floors.
 - No personal items may be attached to or hung on residents' room walls or partitions.
 - Residents are encouraged to leave valuables with relatives. The Center staff will do everything possible to discourage theft, but will not be responsible for personal belongings. Cash is permitted in reasonable small quantities. In the event of a disagreement, the Director will define "reasonable".
 - Personal property will be held within minimal, reasonable limits. In the event of a disagreement, "reasonable" means what is contained in the assigned standup locker. The **Resident Property Limitations** form details items that may be in your possession and that are not considered contraband. Residents are not permitted to possess anything that is not listed on the Resident Property Limitations form unless given permission by the Director. Personal property that is excessive or unacceptable must be disposed of by the resident; preferably by sending it home.

DRESS CODE, PERSONAL BELONGINGS, AND PERSONAL HYGIENE

33. ALL property brought into the facility is at your own risk. A locker with a facility-issued lock is provided for all residents. Residents are required to keep anything of value in their lockers. Lockers are to remain locked at all times when not in use. Use of a non facility-issued lock is prohibited and will result in disciplinary action.

34. The dress code at Capitol Pavilion is considered casual in nature. Clothing that is considered offensive or excessively soiled will not be allowed. Management staff will make the determination of the appropriateness of dress and the manner in which the clothing item(s) is worn. Residents will be fully attired while in transition to and from the shower area. Clothing and hygiene items may be dropped off for NEW RESIDENTS only during the first 72 hours of a resident's stay. Clothing brought at regular visiting times is an exception. All items are subject to search and seizure. Residents must wear street clothing over their underclothes when outside of their sleeping room. Tank tops or shirts cut off at the shoulder are not permitted outside of your sleeping area. Socks/shoes must always be worn in the dining hall. Shower shoes or open-toe shoes are not permitted to be worn in the dining area. No hats are to be worn outside of your sleeping area. Residents found to be in possession of more clothing items than allowed, as per the Resident Property Limitations form, will be subject to disciplinary action and the excess clothing items will be confiscated.

35. Residents must be appropriately attired at all times. The appropriateness of one's attire is the conservative standard defined by facility staff.

Examples of Inappropriateness:

Spandex clothing; clothing that is too loose or too tight-fitting; clothing that is see-through; sleeveless tops; "short" shorts; mini-skirts; clothing that has inappropriate logos or graphics. Residents are expected to wear their pants at the waistline; pants hanging below the waist are prohibited. No Hats, Wave Caps or scarves are permitted on the 1st Floor. This list is not all-inclusive.

When en-route to and from the showers/rest rooms:

Examples of proper attire: robes (worn properly); street clothing; or sweat suits.

Examples of Inappropriateness: towel "wrap around"; no shirt; undergarments only. Clothing will be worn as designed; i.e. pants at waistline.

36. Residents are required to maintain a high level of personal hygiene:

- Residents will shower regularly to avoid excessive body odor
- Residents will launder clothing as needed
- Residents will use personal hygiene items as needed

Note: Personal hygiene kits can be requested from Program Monitor staff for residents who are indigent. Indigent Residents may also submit an Indigent Laundry Request to launder clothing.

CONTRABAND

37. Residents are subject to search and seizure of any belongings in the facility as well as anything they may bring in while out of the building (including bags). Residents will cooperate with all searches under all circumstances. Staff reserves the right to search property in the absence of the Resident. Any contraband will be confiscated.

38. Residents are not permitted to bring food or beverages into the facility. Residents are not permitted to take food or drinks out of the cafeteria area or out of the vending area. No food or drinks of any kind are permitted on the 2nd or 3rd floors or in any of the bedrooms; this includes vending machine items and sodas.

39. The following items will be considered contraband and will be confiscated: food or beverage items in found in unauthorized areas, cigarettes, lighters, matches, incense, candles, items that could be used as a weapon, unauthorized cell phones, pagers or other 2-way devices, cell phone paraphernalia (i.e. chargers, etc.), items in compressed containers (shaving creams, etc), sexually explicit pictures or literature, cameras or video equipment, magazines or other periodicals, DVD's, video tapes, unauthorized items, excess personal property, and any other property that is not listed on the Property Limitation form. Any item considered contraband will be immediately confiscated and the Resident will be subject to disciplinary action.

40. **Alcohol use is prohibited.** Possession of alcohol in any form is prohibited.

41. Possession of any type of weapon or anything that could be construed as a weapon is strictly prohibited.
42. No resident may possess or bring into the facility any written or pictorial material that would encourage illegal behavior, particularly violence, drug use, or sexual contact. Sexually explicit pictures and written material is prohibited in the facility. Residents are not permitted to bring DVD's, videos or DVD/VCR equipment into the facility. Movies are shown periodically on weekends and during holidays at the Center Director's discretion.
43. Residents required to use a Smart Phone as part of their employment must request, in writing, permission from the Center Director and referring jurisdiction. Unauthorized cell phones, cell phone paraphernalia, Cell phones with Contraband photos on and other 2-way devices that are confiscated will NOT be returned to the Resident and will be destroyed.

PROGRAMMING / LIFE SKILLS

44. All Residents are required to participate in Life Skills classes as assigned. These programs are part of the orientation process and each Resident must willingly participate in them. Programs will be offered in the mornings as well as in the evenings for Resident convenience. Failure to participate in these programs will result in a disciplinary action/incident report. Disrespectful behavior toward the instructor or other Residents will result in disciplinary action. Program elements include: Credit/Creating Budgets. Job skills-interviewing, resume preparation, completing employment applications. Stress and anger management. Journaling/creative expressions. Breaking Barriers. Balancing a checkbook. Hands-on activities. Parenting.
45. Capitol Pavilion NA/AA meetings for State and Federal residents are mandatory for all residents.
46. All programs are beneficial to your successful completion of the Capitol Pavilion programs as well as your personal growth and development in initialing a change of lifestyle.
47. Attendance at outside AA/NA meetings may be directed by Case Management staff. A confirmation slip must be taken to the meeting, completed and returned to a Resident's Case Manager.

EMPLOYMENT

48. A major emphasis of the Center is employment. All Residents are expected to obtain work except those with a doctor documented disability. Residents must be working full time in a permanent position within 21 days of their arrival at the facility. Residents must begin searching for employment after the prescribed orientation period. All non-working Residents with sign-out privileges must be dressed and ready for job search on Monday through Friday from 08:00 hours to 12:00 hours. Employment search forms must be handed in to the Resident's Case Manager for approval. Employment search forms must be filled out properly by the prospective employer and returned to the Case Manager upon the end of employment search. Any job search or interviews scheduled outside of normal job search times must be confirmed and approved by the Director. Job search forms for the following week must be handed in the previous week by Thursday. There is no job search on Wednesday which is G.I. Day. Failure to gain employment or to provide documentation of disability within the first 21 days will result in disciplinary action.
49. All jobs must be verified with the employer. Residents must be honest and tell employers their status from the beginning Residents are required to maintain employment once employed. No Resident will be permitted to change jobs unless the change has been approved by their case manager. If a Resident is terminated from his or her employment due to his or her own negligent behavior, disciplinary action could occur. Residents are expected to receive favorable work reports from their employer, including reports of good attendance, performance and behavior on the job. Any employment changes such as layoff, termination, change of schedule, change of transportation arrangements, tardiness or absence must be reported to the case manager immediately. Residents are not permitted to work more than 50 hours per week w/o director approval. While at employment, Resident accountability must be maintained at all times. Residents are not permitted to

leave their work site for any reason without Capitol Pavilion authorization. This includes going out for lunch, running work-related errands, etc. Resident accountability will be verified via telephone and on-site visits.

TRANSPORTATION

50. Requests to operate a motor vehicle will be submitted to the resident's case manager. A resident may own or operate an automobile with the Center Director's and referring jurisdiction's permission. Keys must be turned into the program monitor office immediately upon signing in to the facility. Proper documentation must be provided to staff prior to driving privileges being granted. All vehicles are subject to search. Bicycles can be parked in the smoking area. The Center Director will decide how many bicycles can be kept at the Center.
51. No horseplay or cursing is permitted while being transported in facility vehicles.
52. No eating, drinking or smoking of any kind is permitted in facility vehicles.

VISITATION

53. Visits from family and friends are encouraged. Each Resident will submit to his/her Case Manager a list of names of potential visitors they would like approved for visitation. Visitors may not be on active probation or supervision. Visitors who are previous residents of Capitol Pavilion must be approved by the Director. Violation of the visitor restrictions will result in loss of visitation privileges. All visitors must be on the Resident's approved visitor list. The list must include a full address, telephone number and the relationship of the visitor to the Resident. Visitation is from 1230 to 1430 hours on Saturdays for male Residents and Sundays for female Residents. Visitors are permitted in the dining room ONLY. Each Resident may only have three visitors on visiting day. A Resident is responsible for the behavior of his visitors. Proper attire is required of all visitors. Visiting privileges may be suspended by unacceptable behavior. Visits are "no contact". Visitors must arrive between 1230 and 1300 hours to be allowed entrance to the building. Visitors must provide picture ID and are subject to search. Children must be accompanied by an adult.
54. During the first three days of a Resident's stay at Capitol Pavilion, they may have family members or friends drop items off for them at the front door Monday through Friday between the hours of 08:00 to 17:00. The Resident is NOT permitted to visit with the person dropping items off during those times. After the first three days, the only time items can be dropped off is during visitation hours. Visitors are allowed to bring clothing or personal hygiene items to drop off at the front desk for the Resident they are visiting. These items are subject to search and will not be approved if they violate the Resident Property Limitations. The person dropping off the items during visitation hours does not have to be participating in visitation.

MEAL TIMES / KITCHEN PROTOCOL

55. Headphones are not permitted to be worn in the dining room or on the first floor. All Residents must wear shirts with sleeves and must wear socks with shoes when on the first floor. Residents are not to enter the dining room area when Residents of the opposite gender are occupying that area. When Residents are called for meals, they are to line up in an orderly manner and maintain respectful behavior at all times. Residents are to clear their area, bus their trays and return their chairs to the designated area upon completion of their meal. Residents who are required to complete a kitchen detail must present themselves to the kitchen staff for direction immediately upon finishing their meal, unless directed otherwise. Residents are prohibited from taking any food or beverage items or any kitchen property out of the dining area. Residents are prohibited from entering the kitchen unless authorized or specifically called to that area.
56. Residents must fill out their weekly schedule properly and indicate that they wish to receive a lunch bag or late meal, if necessary. These meals will only be provided to Residents who have signed up properly. Registered bag lunches that are not picked up or are discarded will result in a payment of \$1.50 in order to continue receiving lunches.

Meal times are posted below:

Regular (Monday through Friday)

Weekends

<u>Breakfast</u>	0600-0800	.
<u>Lunch</u>	Females:	1130-1200
	Males:	1200-1230
<u>Dinner</u>	Females:	1630-1700
	Males:	1700-1730

<u>Breakfast:</u>	0530-0800
<u>Lunch:</u>	Females: 0930-1000
	Males: 1000-1030
<u>Dinner:</u>	Females: 1500-1530
	Males: 1530-1600

LAUNDRY

57. Residents are required to launder their clothing regularly for hygiene purposes. Residents are prohibited from laundering their clothing together. Residents are prohibited from bringing any detergent, fabric softener, or bleach into the facility. Laundry machines are coin-operated and automatically dispense the required amount of detergent during the cycle. Residents are prohibited from adding any other substance to the machines. Residents found to be putting any foreign substances in the washing machine or dryer will be subject to disciplinary action and monetary restitution for destruction of property. Residents are required to participate in linen exchange each week. Residents will follow the posted schedule for linen exchange.

MAIL

58. Residents are prohibited from sending or receiving mail from Residents or inmates of other correctional facilities without permission of the Executive Director. Residents who are indigent and have no financial resources may request in writing a loan or gift to purchase stamps and / or envelopes for correspondence. Outgoing mail is to be handed in at the first floor Program Monitor station. The Director or Assistant Director may require that a resident open mail in front of staff if there is suspicion that a resident is sending or receiving contraband or is sending or receiving correspondence from an unauthorized party.

59. Residents may not fraternize with inmates or residents from other correctional facilities. Management of the correctional facilities must approve any exceptions to this rule in writing.

TELEPHONE PROCEDURES

60. Emergency and hardship calls (such as cell phone service disabled or no access to a cell phone) are available by request to the Case Manager and/or monitor staff. Incoming calls for Residents that are of a business, emergency or job related nature will be taken by the Resident's Case Manager and messages will be delivered to the residents.

RECREATION

61. Recreational activities are available to everyone in the program. These include weight equipment, board games, and television. Weight room hours are posted.

FINANCIAL

62. **State Residents** shall turn in **40%** in the form of a Money Order with the pay stub attached for deposit in the Resident Wage Account no later than the business day following the pay day of the paycheck. Failure to submit money order and paystub will result in disciplinary action.

63. Money Orders including pay stub and all other monies for all residents shall be placed in the Fiscal Box located in the Lobby.

Paycheck earned **net** wages will be deducted:

- Twenty percent (20%) of all net wages shall be deducted from the state resident's account for the payment of **rent** to the Department of Corrections.
- Ten percent (10%) of all net wages shall be deducted from the state resident's account for the payment of **court costs** to the county Clerk of Courts.

- Ten percent (10%) of all net wages shall be maintained in the state resident's account for the purposes of **savings** toward home plan or other matters.
- Any **outstanding obligations** which have been posted to the State Resident Wage Account will be reconciled prior to receiving any requested withdraws.
Examples including but not limited to (if applicable):
- Training mandated by PA Board of Probation & Parole, Dept. of Corrections, etc.
- Drug & Alcohol Assessments/Appointments
- Detainers or the conditions of release outstanding to governing jurisdictions.
- Capitol Pavilion Resident Loans

Net wages less than \$49.99 will not have rent or court cost deductions removed, however, they still need to be submitted to the Fiscal Office for posting.

State residents may withdraw from their account one time per week by submitting a Check Request Form to the Fiscal Officer one day prior to State Check Day. All funds shall be approved and determined by the Fiscal Office.

Pay stub information must include pay period, hours worked, gross, net and tax information. Failure to turn in pay checks and pay stubs will result in check request denials and a disciplinary action will result and/or possible removal from the program.

Paychecks that are dated for the same day as release must be submitted for a successful discharge from Capitol Pavilion. Residents who are unable to obtain the paycheck on their release date are required to obtain a copy of the payroll information for the appropriate rent and court cost deductions.

FEDERAL RESIDENTS must obtain full-time employment and may only work the maximum of fifty (50) hours per week including travel time unless prior approval is granted by the Center Director. **NO TEMPORARY AGENCIES WILL BE APPROVED.** No educational studies will be considered if you are not working full-time.

“The BOP requires residents to contribute to the cost of their CCC residence through subsistence payments to the contractor (Capitol Pavilion) who will then submit it to the BOP. Contractors shall collect 25% of each employed resident's weekly gross income rounded down to a whole dollar amount every payday. Partial weeks of residence are prorated. Social activities, passes, furloughs, and other privileges may be withheld pending a resident's subsistence payments. Failure to pay subsistence payments may result in disciplinary action, including termination from the program.”

-U.S. Department of Justice, Federal Bureau of Prisons Statement of Work

Federal resident subsistence (rent) is due the same day or the next business day following payday. Acceptable forms of subsistence payments include: money orders and/or cashier check (*cash and personal checks are not an acceptable type of payment*).

Resident pay-stubs will be submitted with a money order totaling 25% of the gross wages rounded **DOWN**↓ to the dollar amount with *no cents*. Pay stub information will include employment hours, pay period, pay date, gross wages and taxes.

Federal Final Subsistence will be calculated by the Fiscal Office. Final subsistence payments are due at least two weeks prior to a resident's release from the Center. Statement of the final subsistence payment will

calculate the average of two paychecks, divided by the number of days prior to release to determine a rent per day rate.

RELIGION

64. Residents who wish to practice their religion may include a request for religious service sign out on their weekly schedule. A maximum of one three hour sign out per week is allowed for religious services. A dated bulletin must be brought back and turned in to the Case Manager as verification of attendance.

CONTRACTS AND FINANCIAL OBLIGATIONS

65. Residents may not enter into any contractual relationship without the written permission from the Director of *Firetree, LTD. Capitol Pavilion*. This includes, but is not limited to, purchasing items on credit, on time payments, opening checking/savings accounts, securing loans, buying property, signing releases, signing leases, layaway, etc. Failure to secure written approval prior to entering into a contract will subject Residents to disciplinary action and possible removal from the program. No financial obligation may be established while a resident. This includes credit cards, phone cards, musical and/or video club. Store brought phones cards are approved but cannot be used by the pay phones in the facility.
66. Gambling is prohibited while you are a resident of the Center. This includes ALL lotteries.

GRIEVANCE PROCEDURES

67. It is every Resident's right and responsibility to submit a grievance if they feel their rights are being violated. Capitol Pavilion has an informal grievance procedure where residents can address their concerns. Residents may request an informal grievance form from any staff person. Residents are to make sure that the grievance is timely, truthful and specific in what the grievance entails. The grievance is to be submitted to the Director or Assistant Director. If a Resident has gone through the informal grievance process and does not feel the grievance has been properly addressed, they may then submit a grievance to their referring jurisdiction.

State Parole cases may write to: Pennsylvania Board of Probation and Parole
1101 South Front Street Harrisburg, PA 17104

State Pre-Release cases may write to: Department of Corrections Inmate Grievance Coordinator
Bureau of Community Corrections Harrisburg, PA 17104

Federal Residents may write to: Community Correction Office U.S. Customs House, 7th Floor
2nd & Chestnut Streets Philadelphia, PA 19106

All residents have the opportunity to provide input into the overall functioning of the program upon discharge by completing an on-line program evaluation tool form. Data collected from the tool is reviewed by the facility administrative staff and is also available to the Firetree administration for review. Any significant issues which could not be effectively addressed on a facility level are then addressed by the corporate level staff. Data collected in the program evaluation process is then formulated and compiled in the facility's annual report.

MALE/FEMALE RESTRICTION (BLACKOUT POLICY)

68. Capitol Pavilion houses male and female residents; however, no interaction between genders will be tolerated. Male and female residents are prohibited from having physical contact. No communication of any kind is permitted (including written or verbal communication, hand gestures, etc.) Meals, laundry times, etc. are kept strictly separate. Any violation of the male/female restriction could result in unsuccessful discharge from the program. The front stairwell may only be used by female Residents and the back stairwell may only be used by male Residents when traveling between floors, except in an emergency.

Under no circumstances are female Residents allowed to be in male-designated areas and males are not allowed in female-designated areas. The second floor is off limits to all female Residents under all circumstances. Male residents are only allowed on the third floor when specifically called to see a Case Manager, attend life skills classes or to attend disciplinary hearings. When on the third floor, male Residents are restricted to the designated areas only and are prohibited from any communication with female Residents on that floor.

69. A resident will be considered to be in an unauthorized area if he/she is in a bedroom other than the one to which he/she has been assigned. Females must keep the door to their designated room(s) locked at all times. Knocking on other resident doors is not permitted. Residents are assigned to a specific room and bed. They are not permitted to move without authorization from the facility director

POLICY ON SEXUAL HARASSMENT, ASSAULT AND MISCONDUCT

70. Capitol Pavilion takes the issue of sexual abuse, sexual harassment, sexual assault and sexual misconduct very seriously. Residents are prohibited from engaging in sexual behavior with any other resident, a staff person, an agent of any related corrections agency, volunteers, or an employee of a contracted vendor. Physical or verbal conduct that is of a sexual nature or written or pictorial material that is of a sexual nature is strictly prohibited and will be dealt with immediately. Consequences could include termination from the program and legal action, if necessary. Residents are required to report any conduct of this nature to staff immediately.

CENSUS CHECKS

71. Staff will make random security and sanitation checks. Residents will follow staff direction when standing for census count. Interfering with census count will result immediate disciplinary action.

DISCIPLINARY PROCESS

72. If a Resident receives misconduct, he/she will be given a copy of the misconduct and informed of the restriction placed on him/her pending a disciplinary hearing. Restrictions could include no sign out restriction, loss of leisure, etc. A Resident will be placed on restriction until the disciplinary hearing occurs, at which time the disciplinary committee will decide on any further restriction(s), if applicable.

Following is a list of possible sanctions that could result from violation of the rules and regulations of Capitol Pavilion CCC.

SANCTIONS

Informal resolution to disciplinary incidents will subject the offender to the following minor sanctions:

- 1. Verbal reprimands**
- 2. In-house restriction (except from going to employment and/or medical appointments).**
- 3. Extra -duty (minor sanitary detail of reasonable length/duration).**
- 4. Monetary restitution for willful destruction of property.**
- 5. Confiscation of contraband/unauthorized personal property.**
- 6. Loss of recreational privileges.**
- 7. Community service.**

Prohibited Acts in the "Greatest Severity" Category may not be informally resolved.

This list may not be "All Inclusive" to every conceivable issue that may arise. Expansion/re vision of the stated list might occur periodically as new situations develop.

I have read, or have had read to me, the Rules and Regulations of Capitol Pavilion, and I fully understand them. I have been given ample opportunity to ask questions. I understand that failure to comply with the rules and regulations may result in disciplinary action being taken against me.

Client agrees that he or she will be signing documents electronically in the facility's EM case management system. If Client does not agree to sign documents electronically, a paper document will be generated for Client to sign. The paper document will then be scanned and placed in the docketing section of the Client's EM case file.

Client understands that his or her signature will be attached only to the document being displayed in the EM system at the time the client signs the document.

Resident Signature, #: _____ Date: _____

Witness: _____ Date: _____