



CTC BRADDOCK



REENTRANT HANDBOOK 2024

Supplemental to the Pennsylvania Department of Corrections Handbook

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INTRODUCTION

To the Reentrants of the GATEWAY BRADDOCK COMMUNITY TRANSITIONS CENTER

Welcome to the Gateway Braddock Community Transitions Center program. You have been granted the privilege and opportunity to become a responsible member of the community. Community Transition Centers is designed to assist you with your reintegration back into the community, while residing in a safe, secure and structured environment. Each Reentrant is expected to fully participate in the program and behave in a responsible manner at all times. Your time in this facility affords you the opportunity to obtain employment and gradually reacquaint yourself with your family and the community, while making positive, constructive changes in your life.

CTC Braddock is a community corrections program dedicated to helping people who are addicted to alcohol, drugs, and/or a criminal lifestyle. At CTC Braddock the staff and Reentrants work together toward gaining knowledge about addiction and criminal behavior and the power to change its self destructive course. We are glad you have come to Braddock. Your COR plan will be individually geared to your particular needs and you are expected to be involved in the implementation of this. We believe that this program will provide you with the education, insight, skills, practice, and experience you will need to maintain a chemical and crime-free lifestyle.

The opportunity to undertake this task at the present time is only available if you follow the center rules and behave in a responsible manner. Individuals who do not comply will be removed from the program. It is our obligation to protect the community and to be here for

other individuals who may need this opportunity in the future.

II PROGRAM OVERVIEW

In order to have a successful stay, it is necessary to have a clear understanding of what is expected of all Reentrants in this center. The following rules and guidelines govern each Reentrant's stay in the facility. Adherence is necessary for continued participation. Failure to abide by the rules and regulations and the program established by the Reentrant and his case manager will result in disciplinary action. It could also lead to a return to a secure institution.

The Handbook is a highly condensed version of responsibilities that a Reentrant must learn and accept for a successful future within the community. *Although condensed, they are BASIC GUIDELINES and do not contain rules and regulations for each and every specific incident. The Director and/or the Assistant Director reserve the right to modify this handbook at any time.*

It is your responsibility to read and understand all the rules and regulations contained in this handbook, in addition to those posted throughout the facility. If you have questions or do not understand what is expected of you, ask a staff member, preferably your case manager. This will assist you in avoiding mistakes.

III GENERAL RULES

1. Reentrant behavior while in the building and in the community must be acceptable and law-abiding at all times. You will comply with all municipal, state and federal laws, ordinances and orders.
2. Reentrants are required to report directly to and from work daily, *in addition to all other activities*. Reentrants are also required to inform the center immediately when their work status or schedule changes in any way.
3. Reentrants are not permitted out of the center or off center grounds without authorization, and must return to the center at appointed curfew times. *Accountability is required at all times. Failure to be accountable will result in disciplinary action, including possible termination from the program.*
4. No physical violence or threat of physical violence will be tolerated at any time.
5. Possession of alcoholic beverages, drugs, drug paraphernalia, firearms or lethal weapons will not be permitted in the center or at any center-sponsored function.
6. While away from the center, you must let the staff know immediately by telephone of any emergency so that we can assist you and document your whereabouts.
7. All Reentrants must sign in and out of the facility every time you are exiting or entering.
8. Reentrants will be expected to attend all required group meetings and scheduled appointments incorporated in your COR plan.
9. Reentrants are not permitted to leave the Commonwealth. Permission to leave the region must be obtained in advance from the Parole Supervisor. Permission to leave the district must be secured in advance from the Program Director and your parole agent.

10. Reentrants are not permitted to consult with or contact the judge who imposed sentence, other officials and/or witnesses involved in the prosecution of their case.
11. Reentrants are not permitted to contact any person considered the victim of a crime for which he has been convicted.
12. You are not permitted to use, own, possess, sell, distribute or have in your control any narcotic, controlled or other drugs. This includes drug paraphernalia in any form. All prescription *and non-prescription* drugs must be turned in upon signing into the building so that they may be recorded. Syringes, controlled substances, psychotropic and prophylaxis drugs will be retained by the monitors and made available in accordance with the physician's instructions. *It is your responsibility to* turn over all *prescribed or non-prescribed* drugs in your possession to the monitor's station. If you fail to comply, these items will be considered contraband and subject to disciplinary procedures.
13. A positive urinalysis or Breath Alcohol Test will constitute usage. Failure to provide a sample, initial the chain of custody form when necessary, or complete a test within *two* hours of the request will be considered a refusal and will be sanctioned accordingly.
14. Smoking is not permitted on the center grounds. These regulations also apply to the use of smokeless tobacco, electronic cigarettes, and vape devices.
15. Reentrants are prohibited from providing any services or giving gifts to staff at any time. This is a violation of the Department of Corrections Code of Ethics.
16. Reentrants are prohibited from consuming non-alcohol, wine, or beer products. These products are considered contraband.
17. Reentrants are not permitted to consume alcohol or any products containing alcohol (i.e. cough syrup, etc.) or poppy seeds due to the risk of a positive urinalysis.
18. Reentrants are not permitted to enter bars or lounges on their personal time. Restaurants that serve alcohol may be entered for eating purposes only. Consideration will only be given for restaurants that primarily serve food.
19. Reentrants are not permitted to enter into any financial agreements with fellow Reentrants, other individuals or institutions.
20. Reentrants are not permitted to borrow or lend anything from other Reentrants.
21. Announcements and information relative to Reentrants are posted on the center's bulletin board. *It is your responsibility to check the Reentrant board daily for any changes or new information. Failure to do this is not an acceptable reason for not being aware of the information.*
22. Explicit sexual activity of any type is prohibited in the center or on center grounds.
23. Explicit pornographic and violent material, including magazines with inappropriate sexual or violent content, is prohibited. These materials will be confiscated until a determination has been made regarding the acceptability of the material. The Program Director / Assistant Director will determine the acceptability of the material. All unacceptable material will be destroyed and the Reentrant penalized.
24. All Reentrants are required to pay subsistence at 20% of their net income to the Department of Corrections for

room and board. Each Reentrant is also required to pay a minimum of 10% of their income towards court costs, restitution, and fines when applicable and 10% of their income towards their savings account.

25. Reentrants are not permitted to lock any center doors at any time.
26. Reentrants are not permitted in other Reentrant's bedrooms at anytime. Other unauthorized areas may be entered only with a staff escort or with staff permission.
27. Reentrants and visitors are subject to search at anytime. This includes their person, property (including electronic devices), and vehicle.

IV SAFETY AND EMERGENCY PROCEDURES FOR REENTRANTS

Whenever possible without risk to you, always attempt to notify your fellow Reentrant during an emergency situation by awakening him or assisting him in exiting the building (ex. buddy system).

It is the purpose of this document to safeguard the lives of staff, Reentrants and visitors of the Gateway Braddock Community Corrections Center in any emergency situation. This will be done without compromising Reentrant accountability or supervision. The outlined procedures will be communicated annually to staff and to Reentrants during orientation. In addition to verbal communication, the procedures will be posted on the Reentrant bulletin board and placed in the Reentrant Handbook for easy and continual access. A copy will be available for staff in the Emergency Manual.

This procedural policy applies to all Reentrants and staff of the Gateway Braddock Community Corrections Center and to those individuals who are under its jurisdiction. The policy is also applicable to those individuals or groups that have business with the Gateway Braddock Community Corrections Center or utilize the resources.

It is the policy of the Gateway Braddock Community Corrections Center to reduce and/or eliminate all potential fire and safety hazards, while minimizing property damage and safeguarding the lives of Reentrants, visitors and staff. Compliance with the provision of this policy will reduce safety hazards while ensuring accountability. Reentrants will be responsible for knowing and adhering to these procedures.

DEFINITIONS

- A. **Tornado** - A rapidly spinning funnel cloud that usually occurs in the late afternoon.
- B. **Tornado Watch** - A tornado WATCH alerts people that conditions are favorable for producing a tornado.
- C. **Tornado Warning** - An actual funnel cloud or tornado has been sighted.
- D. **Civil Defense or Other Emergency Procedure** - An emergency situation declared by the Governor, County Commissioners, Mayor or other authority.

PROCEDURE

- A. General Instructions Procedure
 1. Be prepared for any emergency by knowing in advance, the evacuation routes.
 2. Follow all instructions given by staff.
 3. DO NOT INTERFERE with the evacuation procedure.

4. DO NOT attempt to gather personal belongings.

B. Fire Procedures

In the event of a fire:

1. Notify the monitor on duty.
2. If notification is not possible, pull one of the fire alarm boxes located on each floor.
3. If possible without endangerment to yourself or others, close doors and windows before exiting.
4. Exit the building through the nearest outside door or unobstructed escape route.

C. Explosion/Gas Leak Procedures

1. Pull the fire alarm and follow the fire procedures outlined above.
2. DO NOT attempt to close any doors or windows.
3. The monitor on duty will give further instructions.

D. Severe Weather Conditions Procedure

1. If you are in the building, go to the designated area for emergency situations. Stay away from the windows and prepare to get under something sturdy. The monitor staff will give you instructions.
2. If you are out of the building, call the monitor's station immediately and inform them of your whereabouts.
3. The monitors will give you instructions on your return to the center.

E. Civil Defense or Other Severe Emergency Procedure

1. See monitor for instructions when in the center.
2. Return directly to the center when in the area.
3. If unable to return to the center, telephone the monitor on shift for instructions.
4. Despite an emergency situation, **Reentrants are still accountable for their whereabouts when away from the center.** If a Reentrant is unable to communicate with the center, you must register on a daily basis with a recognized authority that will record your whereabouts and contacts and later verify these daily contacts. Suggested authorities are local, state or county police, Red Cross, PBPP, person in charge of the mass care center, Salvation Army, YMCA, your counseling agency, local emergency management office, or one's employer.
5. Always obey any instructions given by police.
6. Listen to a radio or television for continuing updates.
7. All Reentrants must report to the center immediately following the termination of an emergency. A twelve-hour grace period may be extended by the Program Director if you have made contact with the center.

F. Safety Procedures

1. Smoking is prohibited in the facility.
2. Extension cord usage is not permitted without staff permission.
3. Only UL approved appliances are to be used in the electrical outlets. Maintenance will inspect all of these devices before permission to use is granted.
4. NOTHING shall be placed on top of or around the radiators.
5. Flammable or volatile products are not to be kept in Reentrants' rooms. They shall be stored in a secure area of the facility in an approved container.
6. Notify the Community Corrections Center monitor of any hazards like:
 - a. Loose carpeting or walkways.
 - b. Faulty electrical equipment.
 - c. Slippery floors.
 - d. Icy steps or walks.
 - e. Flammable contents in the center.
7. Fire drills will be held on a monthly basis. Know the evacuation routes prior to the conducting of these drills. Your life may be at stake. Failure to evacuate the building will result in disciplinary action.

V RULES AND PROCEDURES

Code of Ethics

The Department of Corrections has a Code of Ethics that governs staff behavior toward Reentrants, parolees and members of their families. Any Reentrant who solicits or participates with a staff member in willfully violating the Code of Ethics can and will be subject to a Class I misconduct for violating a condition of a work release program. The rule states that there shall be no fraternization or private relationships between staff and Reentrants, parolees and members of their families. This includes but is not limited to, trading, bartering or receiving gifts, money and favors from the Reentrant or the Reentrant's friends, relatives or representatives. Employees shall not deliver gifts or money to Reentrant's friends, relatives or representatives.

Employees and their families shall not directly or indirectly solicit, accept or agree to accept any gift of money or goods, loans or services for personal benefit, which would influence the performance of their work duties or decision-making. This includes the offering of food items. Correctional employees shall not accept or distribute any gifts, money or loans to or from the Reentrant or a member of a Reentrant's family. All Reentrants shall be treated in an intelligent, humane and impartial manner without regard to race, color, creed, sex, age, national heritage or physical handicap. At no time shall any Reentrant be in authority over any other Reentrant.

Grievances

You are encouraged to resolve problems with the individual involved and discuss such problems with your case manager or another staff member for possible resolutions prior to taking this action. If the problem is not resolved informally, you may file an internal grievance. Please use the Gateway Braddock Grievance form and submit it to the Assistant Program Director. A written response will be issued to you. You may appeal this response by completing a Gateway Braddock Grievance Appeal form and submit it to the Program Director.

After following the above program procedure, you may also decide to file a grievance with the DOC at any time by

completing a form and by following the procedures outlined in the Department of Corrections Administration Directive 804, which is posted on the Bulletin Board in the first floor hallway. Parolees are required to follow procedures outlined in the PBPP 15 after taking initial problem solving measures. You may not file a grievance regarding misconduct until the appeal process outlined in Procedures for Misconduct has been followed. No adverse action will result because you file a grievance.

Unauthorized Areas

Offices and the office areas are OFF LIMITS to all Reentrants unless accompanied by the staff for counseling, consultation or cleaning purposes. YOU MUST KNOCK BEFORE ENTERING THE OFFICE AREA AND YOU MAY ONLY ENTER WITH STAFF PERMISSION. Reentrants are also not permitted in any bedroom but their own. Being in an unauthorized area is a misconduct violation for you and any other Reentrants involved. The monitor's station will have posted "window times" in which Reentrants may approach the monitor's station. These times do not include signing in or out of the building.

Travel Regulations

Out-of-State Travel: Out-of-state travel is strictly prohibited to all Parole Reentrants of the Community Corrections Center. At no time is any Parole Reentrant to leave the Commonwealth, *without obtaining prior written permission from the Program Director, the Parole Agent and the Agent's Supervisor.* Failure to abide by this rule will result in a *parole violation charge* and/or a return to an institution.

Out-of-Region Travel: The center is located in Region 3, which covers all counties west of a line beginning at the Eastern borders of Porter, Cameron, Clearfield, Indiana, and Somerset Counties. Permission to leave Region 3 must be granted in writing by the Regional Director, after receiving approval from the Program Director. If you are not sure of the Region in which your travel request is located, you should discuss this matter with your Case manager for clarification. At no time is a Reentrant permitted to leave Region 3 without the prior, written approval of the Regional Director.

Out-of-District Travel: The center is located in the Pittsburgh District Office area of the PA Board of Probation and Parole. All travel outside of this district must be approved in advance and in writing. You must first discuss your plans with your case manager, who will seek the Program Director's approval. If approval is granted by the Program Director, the request will be sent to the Parole Office for your Agent's approval and the Agent's Supervisor's approval.

These travel restrictions apply regardless of your program level. **Your case manager will process all travel requests.**

Area Map

A map of the area is available in the center. Also, a staff member can assist you if you cannot find the location or do not know how to get to the place you are seeking.

Gambling

Any type of betting and/or exchange of money regarding pool games, card games, basketball, etc., are prohibited at *all times.* Failure to comply by any Reentrant may result in the closing of all recreational activities to all Reentrants. Reentrants are not permitted to engage in any form of gambling activity. *This includes playing bingo or any forms of the lottery.*

Driving Privileges/Use of Automobile

1. You are NOT permitted to own or operate a motor vehicle without prior written permission from the Program Director and Contractor Facility Coordinator. Approval must also be obtained from your Parole Agent. **PRIOR WRITTEN PERMISSION MUST BE OBTAINED FOR EACH VEHICLE YOU DRIVE.** Also, if you change vehicles, you must get prior permission to operate that vehicle.
2. Before obtaining written permission the following conditions must be met and the necessary documentation supplied to your Case manager:
 - a. Valid driver's license

- b. Vehicle registration card
 - c. Letter from the owner granting you permission to drive the vehicle if the registration card is not in your name.
 - d. Proof of validated insurance
 - e. Valid inspection sticker
 - f. Set of keys for the center
3. All cars must be parked in designated areas and all keys must be turned in when returning to the facility.
 4. Reentrants are not permitted to park vehicles that are inoperable in the center lot.
 5. You alone are responsible for your vehicle while you reside in this facility.

Cellular Phones / Electronic Devices

Reentrants are permitted to have one cell phone and one additional electronic device (laptop, tablet, iPod/MP3 player), unless prohibited by their parole conditions. Reentrants will be required to sign the Personal Electronic Device Agreement upon intake and adhere to all conditions. Reentrants must provide the passcode/password to staff upon request. A copy of this form is posted on the bulletin board on the first floor of the facility. If you need assistance obtaining a cell phone, please see your assigned case manager.

Reentrants that do not have their own cell phone may use the facility phone or their case manager's phone for all business related calls. Personal phone calls are permitted on the facility phone by asking the staff members on duty. If you do not have a cell phone, please provide your case manager's extension to employers, treatment providers, etc. Family members may call the facility phone for all emergencies.

Facility Computer Lab

Two computers and printers are provided for reentrant use. The hours for the computers are posted in the Computer Lab. Reentrants will be required to sign the Agreement upon intake and adhere to all conditions. A copy of this form is posted in the Computer Lab. Please report any issues with the computers or printers to a staff member.

Urinalysis

Random urinalysis and Breath Alcohol Tests will be done on all Reentrants. In addition, Breath Alcohol Tests will be conducted each time a Reentrant returns to the facility. Urine samples must be submitted immediately upon request. If a Reentrant is unable to submit a urine sample when requested, he will be required to remain in plain sight of the monitor at all times. **If a Reentrant is unable to submit a sample within 2 hours from the time it is requested, is unwilling to submit a sample, or will not initial a chain of custody form,** this will be considered a refusal and he will be sanctioned accordingly.. It is the Reentrant's responsibility to submit the sample within the required time frame. Reentrants are only permitted to consume 8 ounces of water per hour for the two-hour time period.

A positive urinalysis or Breath Alcohol Test will constitute usage and dealt with accordingly. It is the Reentrant's responsibility to notify the staff member at the time of urinalysis of any and all medication, prescription or non-prescription that he may be taking. Any tampering with urine samples or a urine sample in your possession will be grounds for program termination.

Finances

1. All INCOME MUST be submitted to the monitor immediately upon your return to the center. This includes all checks such as income tax returns, gifts, tips, earnings or any other income whether it is cash or check. Failure to submit this income or cashing of your check will result in a disciplinary procedure. You are not permitted to cash your pay check. If you receive direct deposit from your employer, you are required to turn in a copy of your pay stub and a money order for subsistence, court costs, and savings.
2. You are not permitted to enter into a "charge account" or a financial agreement with any business. Credit cards are strictly prohibited with the exception of a DPA debit card, which will be held by facility staff until you are given permission to use it.
3. Reentrants are not permitted to open or maintain checking accounts without permission.
4. Budget sheets are to be submitted each week, regardless of whether you have any income. They are to be

completed and turned in to your case manager as soon as possible, but no later than 9:00 AM each Monday. If there are any questions regarding your budget plan, he or she will need to discuss them with you. This will avoid unnecessary delays and ensure that you get your check. A sample budget sheet will follow this section.

5. Unapproved budget sheets or those submitted after 9:00 AM on Monday will not be processed. **THIS MEANS YOU WILL NOT RECEIVE A CHECK ON THURSDAY.**
6. The center payday will be each Thursday. No one will receive his check before this time, regardless of the reason
7. Subsistence is paid by all Reentrants with an income and is based at 20% of your net income when your earnings are \$100.00 or more per week.
8. Social Security, pensions and unemployment compensation are considered income.
9. Court costs, fines and restitution will be paid each and every time you receive income. You will pay 10% of your net income towards these items until you leave the center or they are paid in full.
10. Reentrants are required to deposit at least 10% of your paycheck into a savings account. If you have a savings account at an outside financial institution, you must provide proof of deposits/balances to your case manager in lieu of the facility collecting savings from you.
11. Reentrants are permitted to keep a maximum of \$500.00 on their person at one time. Any more than that will be considered contraband.
12. **REMEMBER IT IS YOUR RESPONSIBILITY TO ENSURE YOUR BUDGET SHEETS ARE CORRECT EACHWEEK. REENTRANTS MAY NOT LEAVE WORK EARLY TO PICK UP THEIR LIVING EXPENSE CHECK!**

GRC CORRECTIONS PROGRAM WEEKLY BUDGET

GRC Pay Date: ATTACHMENT A

NAME: DC

BUDGET FROM:

MON SUN

INCOME

A Remaining Balance From Previous Week
 B DPW Check
 C **Net Wages ---(DEPOSITED)**
 D Savings Withdrawal
 E Other:
 F Total of A through E
 G Subtract D from A

		Checking	SAVINGS	
\$	0.00	A	\$	0.00
\$		B		
\$		C		
\$		D	\$	
\$		E		
\$		F		
\$		G	\$	

EXPENSES

H Rent Expense = Net Wages (ADJUSTED) times 20%
 I Court Costs = Net Wages (ADJUSTED) times 10%
 County & Address: _____
 File #'s: _____
 J Parole Supervision Fee: _____
 K Parole Act 97 Urinalysis Fee: _____
 L Savings Expense = Net Wages (ADJUSTED) times 10%
 M Support - Name: _____
 Address: _____
 N Other Bills:
 Pay to: _____ \$ _____
 Pay to: _____ \$ _____
 O Emergency Advance _____ \$ _____
 P Resident Check Request:
 1 Food \$ _____
 2 Entertainment \$ _____
 3 Clothing \$ _____
 4 Bus Fare \$ _____
 5 Other: _____ \$ _____
 6 Other: _____ \$ _____
 7 Other: _____ \$ _____

\$		H	\$	Adjusted Net Wage
\$		I	Note: See Memo for calculation of <u>ADJUSTED</u> Net Wage.	
\$		J		
\$		K		
\$		L	\$	
\$		M		
\$		N		
\$		N		
\$		O		
\$		P		

Q Total of H through P
 R Checking Balance - Subtract Q from F
 S Savings Balance - Add G and L

\$		Q		
\$		R		
\$		S	\$	

BUDGET SHEETS ARE DUE TO YOUR COUNSELOR BY 9:00 AM MONDAY
 BUDGET SHEETS ARE DUE TO ACCOUNTING BY NOON MONDAY
 ALL CHECKS ARE DUE NO LATER THAN 10:00 AM MONDAY

PAY STUBS MUST BE TURNED IN WITH PAYCHECKS.

Housekeeping

1. You must perform daily cleaning details as assigned. You will not be permitted to sign out on personal time until your assigned housekeeping duties are adequately performed. This means they must be checked and approved by the monitor before you sign out.
2. Cleaning details are to be done daily. **Each cleaning detail takes approximately thirty minutes to complete**; therefore, they must be started at their assigned times.
3. **If you do not complete your house duty(s), you will receive a write-up.** In addition to the sanction you incur, you will still be required to complete the duties upon your return. This holds true even if you have an evening assignment and sign out to work before completing your duties.
4. You are responsible for the cleanliness of your immediate area. All rooms shall be properly maintained and free of clutter. When not in use, the beds must be made *and* all items are to be neatly put away.
5. You are NOT permitted to tamper with household equipment such as the heating and electrical systems. Many of the valves in the house are old and they may be damaged if they are turned.
6. Unemployed Reentrants may be assigned additional cleaning details. Other Reentrants may also be assigned additional cleaning details depending on the operational needs of the center.
7. If you are incapable of fulfilling a specific house duty due to a documented physical condition or employment conflict, you are to notify a monitor as soon as the house duty roster is posted. At their discretion, they may assign you another duty if the operation of the center permits or you may arrange to complete the duty at another time.
8. All trash receptacles are to be emptied daily, without exception. Receptacles that are used more often will need to be emptied more frequently, especially in the dining room area.
9. Monitors will instruct you on the usage of cleaning supplies. All cleaning supplies are to be returned to the monitor on shift upon completion of your house duty.

Bedrooms:

Beds must be made military style. Please see the photo located in each room that illustrates how clean and in order each room must be maintained.

Dining Room:

Tables must be wiped after use. Tables and countertops must be cleaned after use. All food containers, bottles, cups, etc. must be disposed of in the garbage receptacles.

Searches

Reentrants are subject to a search of their person, including a pat-down search, unclothed strip search, and search of their belongings at any time. Searches will be done randomly on all rooms, including Reentrants' private lockers, private belongings, etc. as well as Reentrants' automobiles. All contraband items found during a search will be confiscated and the Reentrant appropriately reprimanded. Searches will be conducted by program staff, DOC officials, and drug dogs. *Reentrants need not be present during room searches.* Pornographic material of a sexually explicit, violent or demeaning nature towards men, women, children and animals is prohibited from entering the center and shall be considered contraband. This includes but is not limited to magazines, photographs, posters, videos, miscellaneous publications, correspondence and clothing. Reentrants who are in possession of this material shall be reprimanded appropriately.

Personal Property:

The center is not equipped to handle excess Reentrant personal property. You are permitted to keep personal property *and seasonal clothing* in your living area that can be reasonably maintained in your assigned closet or dresser. Staff reserves the right to send home or store excess personal property. Reentrants are solely responsible for their personal property. The Department of Corrections, Bureau of Community Corrections, Gateway Braddock CCC, and their employees assume no liability for Reentrant personal property that has been stolen, misplaced, or otherwise removed from the possession of the owner. Each Reentrant is required to tag/label with his name all personal property. It is also suggested that you label your clothing and shoes. When a Reentrant arrives at the facility, he is required to furnish the names of two individuals who are authorized to receive his personal belongings in the event that he is removed from the facility. These individuals are expected to retrieve the personal belongings within seven (7) days from the Reentrant's removal from the facility. After this period, if the Reentrant or his representative has not made arrangements to pickup the property, the property will be disposed of.

In the event that a Reentrant absconds from the program, his personal property will be disposed of immediately.

Sleeping Quarters

Reentrants are permitted to decorate their sleeping areas with personal possessions, pictures, posters, etc. Prior approval must be received for the purpose of maintaining good taste and to prevent damage to the walls and plaster. Each Reentrant is provided a bed, mattress, pillow, blanket, and bedspread and linen supplies. There is ample closet/locker space for the storage of personal belongings. Each Reentrant is required to launder his bedding on a weekly basis. Laundry facilities are located in the basement area of Building 1. *Personal bedding of any kind is not permitted.*

Upon arrival at the facility, each Reentrant is issued with the following items:

- Bed-1
- Mattress-1
- Pillow-1
- Pillow-case-1
- Sheets-1 set
- Bedspread-1
- Blanket-1
- Bath Towel-1
- Hand Towel-1
- Washcloth-2

You must sign for these items and you are expected to return them in good condition upon your departure from the facility. You will be expected to return the facility linens at that time. If you need replacement sets of towels, you may purchase them for \$5.00 per set (Bath Towel, Hand Towel, & 2 Wash Cloths) from GRC/Braddock. You may choose your own WHITE ONLY set (Bath Towel, Hand Towel, & 2 Wash Cloths) from a retail store. Reentrants will be assigned a bed number. If you are placed on a top bunk and would like to be on a list for a bottom bunk, please put in a request to the director. Closets and storage areas corresponding to that bed number are clearly marked. Reentrants are not permitted to use any other storage/closet space than those assigned areas. If you permit another Reentrant to use your assigned storage space then you become responsible for any contraband found there.

Lights out is daily between the hours of 2300 and 0600 hours. Reentrants must be in their assigned room during these times with the exception of the bathroom or in the event of an emergency that requires staff assistance. Reentrants should not be in the computer lab, TV rooms, or cafeteria during these hours without approval of a staff member on duty.

Medication

All prescribed medication and OTC medication must be turned over to the monitor immediately upon receipt of the medication. This should include any instructions regarding the use of the medication. The prescription will be maintained in the monitor's office and will be distributed at designated medication times. Reentrants are expected to take all medication as prescribed. Under no circumstances will a medication that is prescribed for one Reentrant be given to another Reentrant. When it is necessary for a Reentrant to have his prescribed medication during an approved absence from the facility, such as work or pass, he will be given an amount to sustain him during his absence.

In rare cases, a Reentrant may retain possession of his prescribed medication, if there is adequate medical justification. Such medications may include bronchodilators for asthma, nitroglycerin for heart ailments, creams, etc. Facility staff must be informed anytime these medications are used.

Prescription drugs and items that are prohibited from being in your possession are as follows:

- Controlled substances such as narcotics, stimulants and sedatives
- Needles and syringes
- *Prophylaxis medications*

All prescribed medications and OTC medications must be approved by the Program Director prior to taking. **It is your responsibility to inform all physicians that you are not permitted to take narcotics or medications containing alcohol while in this program.**

Clothing/Laundry

- You are responsible for the routine laundering of all personal clothing. A washer and dryer are available for use in the basement of the Building 1. You must follow the posted days and times to use the laundry facilities.
- Bed linen **MUST** be cleaned weekly. This includes washing the bedspread.
- Beds are to be neatly made with clean linens.
- Reentrants are not permitted to have excess amounts of personal property in the center due to limited storage facilities and potential security problems. Liquid bleach is prohibited at all times.
- Reentrants are not permitted to have their own irons. The center provides an iron and ironing board for Reentrant usage.

Mail

You may utilize the center's mailbox or the post office for all outgoing mail. If you do not have funds to purchase stamps please see your case manager. All mail is considered private and personal and is delivered unopened and uncensored. Reentrants must open all mail in the presence of a monitor staff and all packages will be searched upon opening. Correspondence with other inmates must first be approved in writing by the institution of confinement and the Program Director.

Meals

Meals are provided by Nutrition Inc. and are served in the dining room.

All food must be eaten in the dining room area. Reentrants are not permitted to bring any food or drinks from the dining room to other areas of the center unless approved by staff in extenuating circumstances.

Meals are served at the following times:

Breakfast	0600
Lunch	1130
Dinner	1630

Any reentrant requiring a special diet for medical or religious reasons must fill out a Special Diet Request form with their case manager for approval. Documentation from a doctor may be required to help assist Nutrition, Inc. meet your needs.

DINING ROOM/LOUNGE AREA

1. You must be properly dressed at all times on the first floor and basement.
2. No sleeping or appearance of sleeping is permitted in any of the downstairs rooms. If you become tired, go to your room.
3. It is not the responsibility of the person who has the dining room and lounge areas as a cleaning detail to pick up after everyone. The dining room and lounge should look presentable at all times. Please throw away cans and paper wrappings when you are finished with them. If a trashcan is getting full, empty it. The last person leaving the lounge/dining room is responsible for turning off the TV.

Visiting

Reentrants are encouraged to visit with their family and friends in their free time out of the facility. In the event that a visit is required at the facility, a request should be submitted to the case manager. Visiting hours and length will be scheduled based on facility, reentrant, and visitor availability.

Rules for visitation are as follows:

1. Visitors are subject to search and adult visitors *must* present identification to the staff member prior to signing in for a visit.
2. No person below the age of 18 will be allowed on the premises of the center with the exception of relatives or in the accompaniment of an adult, unless they have prior approval from the reentrant's case manager.
3. All visitors will be required to sign in at the monitor's desk no matter how short of a time they intend to stay. Each reentrant must inform his visitor of this requirement.
4. Reentrants must stay with their visitor at all times. Visitors are permitted only in designated areas.
5. Reentrants are responsible to keep their visitors and children under control at all times, if not the visit will be terminated and the visitor may be barred from returning to the center. Visitors are prohibited from visiting with more than one reentrant unless approved by the case manager.

Grounds

Reentrants are not permitted on the grounds without the monitor's supervision. This includes short trips to your car or engaging in recreational activities. Reentrants are never permitted on the grounds after dark. There will be no loitering on the porch. Appropriate street clothing must be worn at all times outside of the facility. Bare-feet are not permitted. Proper conduct must be displayed. Playing music and discussions with passersby are prohibited. You must behave in a quiet, polite manner while outside on the facility property. Violation of any of the above may result in a sanction, including, but not limited to, restriction from the above area.

Public Transportation

The center is located within a few blocks of public transportation. Bus schedules and maps of the local routes and surrounding areas are posted on the Reentrant bulletin board.

VI PROGRAM INFORMATION

Orientation Period

You will undergo an orientation from your case manager upon your entrance into the center program. A vast amount of information will be covered so **LISTEN CAREFULLY, READ YOUR HANDBOOK** and **ASK QUESTIONS**. It is your responsibility to clearly understand what is expected of you during your participation in this program and to ask a staff member to clarify that which you do not understand. You will need to thoroughly read your handbook, **more than once**, to fully grasp the program. The first week you are here is the time to do this, so that you can avoid unnecessary mistakes when you venture out of the center. Staff members are available twenty-four hours a day to answer questions. We would rather have you ask us the questions, than do it wrong and learn the hard way.

DO NOT FORGET TO REFER TO YOUR HANDBOOK DURING YOUR STAY IN THE CENTER SO THAT YOU MAY REFRESH YOUR MEMORY AS TO WHAT IS EXPECTED OF YOU.

On day one, you will be issued a handbook, assigned a room, given a tour of the center and an overview of the program rules and regulations. All the necessary agreement forms will be signed and completed. Meal periods, mail privileges, telephone usage, signing in and out procedures, etc. will be reviewed with you by the case manager completing your initial orientation. Your assigned case manager will meet with you if you arrive during their scheduled hours. If you arrive when he or she is not in the building, you will be seen the following day.

This would be a good time to start developing your resume and plan how you intend to spend your time in the program. You should be available for your case manager to meet with you to develop your program COR plan and

assist in your initial adjustment to the program. Staff may ask you to perform tasks around the center. This is a great time to prepare you for employment, get acquainted with staff and read the handbook. REMEMBER to have your "Get Acquainted List" signed by each individual. On Sunday, you may be able to attend a religious service at the Salvation Army depending on your specific programming.

House Meetings

Case Managers hold monthly group counseling sessions. These sessions are on different days and different times but will be announced prior to the day of the meeting. You are required to attend and participate in any group that is listed on your COR plan. Your COR plan may be changed during the review to better meet your individual needs. You are responsible for knowing which groups to attend and what time they are scheduled. *If you cannot attend one of the group sessions, then you must arrange a second individual session with your case manager prior to the session.*

Attendance is mandatory despite your phase level and work WILL NOT always be an acceptable excuse .

Counseling

Your assigned case manager who is established upon your entrance into the program has the responsibility of preparing your Prescriptive Program Plan with your assistance. The plan is a document used to establish specific and measurable goals for you while you are in the center. A periodic review of your plan will be made to determine how well you are meeting the goals initially established. The bi-weekly review will also provide the opportunity for you and your case manager to modify the plan by adding or deleting goals as your needs and accomplishments change. This Prescriptive Program Plan will detail your progress throughout your participation in the center program.

Information shared in the course of counseling may be incorporated into parole summaries, correspondence with the court, information sharing within the Criminal Justice System, and other documentation. Counselors exercise discretion with regard to information that is of a personal and sensitive nature. At no time, however, will information be held in confidence that poses a threat to facility security or is a clear violation of facility rules, correctional regulations, or State, Federal, or local laws. You must sign a "Release of Information" form, giving permission for certain information to be shared with outside agencies. Refusing to sign such a release is not an option without permission from the Program Director.

Throughout your residency at the facility, you are required to meet with your assigned case manager on a weekly basis. Case Managers' available schedule will be posted on their office door weekly. ***You are responsible for being prepared for this meeting with any documents that need signed.*** You are not permitted to ask another case manager or supervisor to sign a paper because your case manager is not available. Please plan appropriately.

Release /Discharge: Please do not ask staff members, including Case Managers, Assistant Director or Program Director about the date of your release or the status of your home plan. This information is generally not given to the staff before it is given to you. If you have a question about your release date or home plan, you must see your Parole Agent.

Before a Reentrant can officially sign his release/discharge papers, he must complete the following procedures at the center:

- Show evidence of program completion by having employment, a home plan, satisfactory social adjustment, and not be on any current restriction.
- Monies borrowed from the emergency fund must be paid prior to discharge.
- You must submit a final budget sheet in order to receive the balance in your account, minus any monies owed for rent, court costs, and monies borrowed from the emergency fund.
- Turn in all linen, bedding, handbook, and other center items to the monitor on duty. Linens must be clean, *dry* and neatly folded. Payment will be made for any items that have not been returned or that are returned in unsatisfactory or abused condition. The monitor and Reentrant shall then sign the discharge form indicating that all items have been returned or paid for.

Indigence

Reentrants that need financial assistance must submit a request to the assigned case manager. Approved Patient Fund

requests will be reviewed and approved by the Director/designee. Approved requests may be required to be paid back by the reentrant once he gains employment.

Support Services

Reentrants have numerous community resources available to assist them in the reintegration process. A brief list of services that can be utilized in the community is noted in this Handbook. Please visit the Resource Center for additional information. **Remember that utilizing these programs can be your key to a complete and successful recovery.**

Reentrants who perform community service work at the local food banks are not permitted to obtain items, food or otherwise, from these organizations.

Allegheny Co. Office of Behavioral Health, Wood St. Commons, 304 Wood St., Pittsburgh 15222

Alternatives Regional Chemical Abuse, 70 South 22nd St., Pittsburgh 15203

Family Links Counseling Center, 250 Shady Ave., Pittsburgh 15206

Mercy Center for Chemical Dependency, 1200 Reedsdale Ave., Pittsburgh 15233

UPMC Health System, Braddock, 400 Holland Ave., Braddock 15104

Mercy Behavioral Health, North Side, Pittsburgh

Catholic Charities, 212 9th St., Pittsburgh 15222

Mental Health Assoc. of Allegheny Co., 1945 Fifth Ave., Pittsburgh 15219

Allegheny Co. Health Dept., 907 West St., Pittsburgh 15221

Western Psychiatric Institute and Clinic, O'Hara St., Pittsburgh, 15213

Mon Yough Community Services, 331 Shaw Ave., McKeesport 15132

Birmingham Health Clinic, Southside, Pittsburgh 15203

Veterans Administration Services, Highland Drive, Pittsburgh, 15213

Employment

1. Reentrants are not permitted to be self-employed, employed by an immediate family member or in a family owned business. Reentrants are not permitted to work with minors (persons under the age of 18), a temporary agency, a cleaning company, or a telemarketing firm.
2. Reentrants may not obtain or maintain employment where appropriate deductions are not withheld from the wages earned or where the employer does not claim the Reentrant as an employee.
3. All Reentrants must inform employers of their status in the center and their respective criminal offense. Reentrants are required to have their employer complete and sign the Employment Verification Form prior to starting work.
4. All employment must be verified by the center staff and approved by the case manager, prior to the Reentrant actually beginning the job.
5. Reentrants are to immediately notify DPA that they have obtained a job within two days of beginning employment.
6. If by reasonable conclusion of staff, the Reentrant's employment would put the Reentrant and/or any other individuals at risk because the nature of the job is somehow related to the Reentrant's criminal history or imposes difficulty in supervision, staff may refuse to approve or terminate the employment.
7. Reentrant cannot be paid in CASH or by Personal Check.
8. Reentrants shall notify staff of any deductions from gross pay that are not for taxes or FICA, such as union dues or other voluntary contributions so as to declare "true net" for the purpose of determining center rent and court costs.
9. Reentrants must submit their earnings to the center for deposit immediately upon receiving them *and returning*

- to the center.* They must also submit the pay stub or signed statement for copying at that time.
10. Reentrants are not permitted to obtain cash advances from their employers.
 11. Reentrants shall notify staff immediately of absence from work for any reason.
 12. A Reentrant shall discuss with his Case Manager any decision to terminate a job **PRIOR TO** actually quitting.
 13. Reentrants **must** call the center to obtain permission for a schedule change to work overtime or a deviation from your previously approved weekly schedule. All schedule changes must be approved by the case manager or the Program Director / Assistant Director.
 14. All Reentrants are to be in the building for 8 hours between work sign out times.

Non-Working Reentrants

All Reentrants who are physically unable to work due to disability, medical reasons, or have written doctors orders not to work, will be required to perform community service. Reentrants who perform community service per week will have the opportunity to earn Free-Time/Passes.

Job Search

You must perform job-search activities in a responsible, independent manner. You are not permitted to search with other reentrants, nor are you permitted to have a friend or relative accompanying you during job-search. You must reach job-search locations independently.

Non-working Reentrants are expected to actively seek full time employment. Outlined below are the responsibilities for all Reentrants on the job-search phase of the program:

1. To actively seek full time employment and return to independent financial responsibility as soon as possible. Full time employment is considered to be a minimum of 35 hours weekly. This can consist of paid employment and/or educational pursuits.
2. Reentrant Job Search Hours are from 10:00 AM - 6:00 PM Monday-Friday.
3. A Job Verification Form must be completed by the employer.
4. A Case Manager must call the employer to verify the employment. A physical location check may be made prior to
5. Refusal to actively seek employment or to do work assignments can result in termination from the program.
6. Failure to gain employment after 30 days in the program may result in increased meetings with your case manager and focused job search schedules.

Medical Care

1. You may choose medical/dental care from any source. If you do not have a physician or dentist in the Pittsburgh area, your case manager will assist you in finding appropriate care.
2. Payment for medical care is the sole responsibility of the Reentrant.
3. Your case manager can provide a list of healthcare resources and referral.
4. Reentrants will not undergo any elective surgical procedures.
5. Reentrants are prohibited from participation in medical, pharmaceutical, or cosmetic research experiments.
6. Reentrants must provide staff with documentation of diagnosis and follow-up treatment recommendations after all visits to physicians, dentists, or any emergency room (ER). All information is confidential.
7. If the criminal or social history indicates problems with mental health, this issue will be addressed either as a condition for facility placement or in the prescriptive/treatment plan. All recommendations by mental health practitioners for therapy or psychotropic medication must be strictly followed.
8. Bubble Packs will be required for all medication. This is available through Med Express if your primary care physician is not able to provide for it.
9. A complete first aid kit is kept in the facility monitor's office. This kit is available for minor injuries upon your request.
10. CTC Braddock uses UPMC McKeesport for emergency medical and psychiatric services. In case of a medical, psychiatric, or dental emergency, notify the nearest staff member to assist you in obtaining these services.
11. Reentrants should follow the grievance procedure to address any complaints regarding medical care while

at the facility.

Personal Hygiene

Reentrants are expected to maintain acceptable standards of personal hygiene. If a Reentrant arrives at the facility without personal hygiene articles and his finances are such that he can not afford them, an emergency personal items kit will be provided. This supply includes soap, shampoo, a comb, toothbrush, toothpaste, deodorant, shaving cream, and disposable razors. These items are for special circumstances only and should not be requested on a regular basis once you gain employment.

The location of your sleeping quarters determines which toilet and shower facilities will be available for your use. All Reentrants are expected to clean up after themselves. You are to use only the bathroom area assigned to you. Handicap equipped bathroom is located in Building 2 on the first floor. Any plumbing or maintenance problems should be reported immediately to the monitor on duty.

Reentrants are not permitted to cut another Reentrant's hair. All dying, coloring and tinting of hair that alters an individual's appearance is prohibited.

Recreational Activities

The center is equipped with an outdoor court for volleyball and basketball, picnic tables, cable TV, board games, and outdoor games. Reentrants are encouraged to utilize available recreational opportunities in the Pittsburgh area while on free-time/pass, including the local gyms.

Community Service

1. All Reentrants are required to complete 8 hours of community service each month.
2. Verification forms must be submitted to your case manager when you return to the center.
3. Your case manager will assist you with appropriate volunteer assignments.
4. Community Service must be performed at an approved non-profit organization.
5. Community Service must be completed in a mature, responsible manner.
6. Community Service may not involve any work with minors (under the age of 18), demolition crews, your family members, or anyone's home residence.
7. All community service sites must be approved by your case manager.
8. Reentrants on restriction will have extra in-house details to complete. This is NOT community service.

Utility Leave/Personal Time

- Utility leave is defined as personal time away from the center.
- Notify your case manager if you are attending medical appointments, outpatient therapy, and facility mandated appointments during your utility leave schedule.
- Utility leave must be written on your weekly schedule and approved by the case manager and Program Director.
- You will be provided with an outline of utility leave schedules during your intake with your case manager. If you have any questions about utility leave schedules, your case manager can assist you.

Restrictions/Holds

Reentrants may be placed on utility leave restriction due to rule violations by the parole agent or Assistant Director/Director. Prescheduled mandatory activities including work, treatment, and medical appointments are not included in utility leave restriction. Reentrants may be placed on hold and will not be permitted to leave the facility for the following reasons: detail hold, case manager meeting, parole meeting, case consultations. Once the detail or meeting is completed, the staff member requesting the hold will notify you that you can leave the facility.

Courts/Law Library

Reentrants must inform their case manager about any upcoming court hearings. If the court hearing is outside of the district or outside of the state, written permission must be granted by your parole agent. If you require access to the law library and additional time outside of your regular schedule is needed, notify your case manager and your schedule will be adjusted. If you need assistance with contacting with your attorney or authorized representative, speak to your

case manager. If you are unable to meet outside of the facility, a request form should be completed for an on site visit. All correspondence and visits will be conducted in private and be kept confidential.

VII Contraband

The following items are considered contraband. If they are found on your body, in your room, car, clothing, or anywhere in your control, you will be subjected to disciplinary action. If you find any of these items anywhere in the facility, you must immediately report them to the monitoring staff on duty. Anything brought in during intake or dropped off by a visitor that is not permitted, will be labeled and kept for one (1) week, *up to the discretion of staff. If it is not removed during this time it will be destroyed.*

If you are found with contraband while in the center, it will not be available to you upon completion of the program. Contraband items include:

1. Alcoholic beverages or any substance that causes an intoxicating effect.
2. Any item that contains alcohol such as mouthwash, cough syrup, etc.
3. Any cosmetic item (lotion, shampoo, deodorant, etc.) in which any of the ingredients is alcohol. Note: that all such items brought into the facility must have an ingredients label.
4. Non-alcoholic beer or wine.
5. Controlled substances under the Pennsylvania Drug, Device, and Cosmetic Act.
6. Any illegal drug.
7. Drug paraphernalia.
8. Prescription drugs which have not been approved and recorded for the Reentrant's use, including over-the-counter medications.
9. Firearms, ammunition, or other lethal weapons.
10. Straight razors, rug cutters, box cutters, or letter openers. Any items of such a nature that are work tools must be signed-in, inventoried, and controlled through the monitor's workstation.
11. Disabling substances such as tear gas, mace, pepper sprays, or stun guns.
12. Tobacco products including cigarette, loose tobacco, chewing tobacco, rolling papers.
13. Lighters, matches.
14. Unapproved cellular phones, chargers, SIM cards, or other electronic cables (USB cables, flash drives, etc.).
15. Portable external battery charging packs for electronic devices
16. Monitoring devices such as police scanners, CB's, etc.
17. Cameras and video camera, home made movies / home copied movies.
18. Items containing substance that are unlabeled.
19. Fireworks; lighter or "Zippo" fluid; aerosol "spray" cans; or any other such item with great propensity for fire or use as an explosive or incendiary.
20. Extension cords (without surge protectors), night-lights, and other such devices. All electrical appliances that are permitted must be checked and approved by maintenance.
21. Food or candy containing alcohol.
22. Incense, potpourri, and scented oils.
23. Pornographic items (including books, pictures, or movies) or any such item which staff deem inappropriate.
24. Clothing or artwork that promotes drugs/alcohol or depicts scenes of death or morbidity.
25. Laser pens/pointers.
26. Items of gambling (such as lottery tickets, tip boards, games of chance, etc.)
27. Chlorine Bleach (Powder or Liquid).
28. Any item not listed above which is, in the judgment of the staff, inappropriate to this facility.

NOTE:

1. For fire/safety purposes, the burning of anything inside of the facility is prohibited. Matches and lighters are prohibited inside the facility.
2. As with all designated contraband, items will be confiscated and disposed of. A Reentrant found in possession of any of these items will be subject to disciplinary action.
3. Reentrants should routinely review facility policies on smoking, contraband, Fire/Safety, and pat-downs.

VIII Disciplinary Procedures

All reentrants will be required to read, initial, and sign the Universal Set of Rules (USOR) upon intake. Any questions regarding these rules will be answered at this time.

Any rule violation witnessed by a staff member will be written as an infraction report and reviewed by the Assistant Program Director/designee. Reentrants violating facility rules will be subject to disciplinary sanctions in accordance with the Universal Set of Rules Procedures. The facility uses progressive discipline except in the event of serious rule violations, which may result in unsuccessful discharge at the discretion of the Program Director. Please refer to the Parolee Response Matrix for further clarification. These procedures are posted on the bulletin board outside of the Program Director's office on the first floor.

The Assistant Program Director/designee conducts in house infraction hearings on a weekly basis. Reentrants will be given a copy of the infraction with a hearing notice including the date and time of the hearing. Reentrants will be given at least a 24 hour notice of hearings in order to have adequate time to prepare. Refer to the USOR procedures for more information regarding hearings and steps to take should you disagree with the outcomes.

IX Prison Rape Elimination Act (PREA)

The Department of Corrections and Community Transition Centers Braddock have zero tolerance for sexual abuse or sexual harassment of any reentrant in this facility. Anyone who engages in, fails to report, or knowingly condones sexual harassment or sexual abuse of a reentrant shall be subject to disciplinary action and may be subject to criminal prosecution. A reentrant, employee, contract service provider, or volunteer is subject to disciplinary action and/or sanctions, including possible dismissal and termination of contracts and/or services, if he/she is found to have engaged in sexual harassment or sexual contact with a reentrant. A claim of consent will not be accepted as an affirmative defense for engaging in sexual harassment or sexual abuse of a reentrant. While you are a Reentrant of this facility, you have the right to be free from sexual abuse and sexual harassment. You have the right to be free from retaliation for reporting or cooperating with investigations related to sexual abuse and sexual harassment. If you become a victim of sexual abuse or sexual harassment, you should report it immediately to staff. Any reentrant or staff member who sexually abuses a reentrant can only be disciplined and/or prosecuted if the abuse is reported and the victim agrees to cooperate with the investigation. Once sexual abuse or sexual harassment is reported, the DOC and/or an outside law enforcement agency conduct an investigation. Medical assistance and rape crisis services are provided free of charge to any victim of sexual abuse through outside agencies.

How to Report Sexual Abuse or Sexual Harassment:

- Tell any staff member or supervisor to immediately report the incident.
- Make a written request to any staff member or supervisor.
- Send a written report to the third-party reporting address:
ATTN: PREA Coordinator
Office of State Inspector General
555 Walnut Street, 8th Floor
Harrisburg, PA 17101
- Have your family call to notify the facility or contact OSIG.

All reports can be made anonymously and by third parties.

For any questions regarding PREA, please contact CTC Braddock's PREA Compliance Manager.

Assistant Program Director: Will process all incident reports, including program violations.

There is a standard progressive disciplinary procedure that will incur if you do not follow the rules outlined in this handbook.

Parole Agent Intervention: After repeated program violations and restrictions/sanctions, staff will refer paroled Reentrants to the assigned building parole agent(s). Parole may also issue a written sanction/violation for non-compliance.

Program Director: Will terminate a Reentrant from the program if the Reentrant continues to violate rules of the program despite repeated efforts by staff to intervene by utilizing discipline/sanctions. A Reentrant can also be terminated due to a major program violation at the discretion of the Program Director.