

**COMMUNITY TRANSITION CENTERS-ERIE**

**PAROLE VIOLATOR CENTER**

***REENTRANT HANDBOOK***

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Erie, Pa. 16509  
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Supplemental to the Pennsylvania Department of Corrections Handbook

## **WELCOME TO COMMUNITY TRANSITION CENTERS-ERIE**

Community Transition Centers-Erie is a community dedicated to helping people who are addicted to alcohol and other-drugs. At Community Transition Centers-Erie the staff and patients work together toward gaining knowledge about addiction and the power to change its self-destructive course. For thousands of men and women who have been through Community Transition Centers-Erie, the experience has marked the beginning of a greatly improved, sober life. We are glad you have come to Community Transition Centers-Erie. We hope you will work hard while you are here and enjoy the rewards of that effort for the rest of your life.

James Troup, President/CEO

## **COMMUNITY TRANSITION CENTERS-ERIE PHILOSOPHY**

The individual is recognized not only as a being of uniqueness, dignity and worth, but also as one with the capacity for personal growth, responsibility, self-determination and health.

It is Community Transition Centers-Erie's belief that recovery from addiction involves healing of all dimensions of a person-physical, intellectual, emotional, social, vocational and spiritual. The process involves an improvement in self-awareness and self-image. There is a gradual realization, and acceptance of the fact that recovery is a life-long project that demands an ongoing commitment.

The resources for recovery lie within the person, and the communities of professional and self-help. The role of the staff is to provide an atmosphere that facilitates this process. The program provides structured guidance towards self-actualization, the tools for personal growth, and a beginning experience in healthy living.

## **OPEN LETTER TO REENTRANTS**

The following handbook outlines the general rules, policies and procedures of Community Transition Centers-Erie Erie. Upon your arrival here, you will be required to sign a statement that you have read, understand, and agree to comply with the rules stated herein. Any questions regarding these rules should be directed to a staff person so that you have an accurate understanding of our expectations.

It is the sincere hope of the Community Transition Centers-Erie staff that your residency here will be comfortable and as positively self-fulfilling as possible. It is our

intent to assist you in working on your personal growth and in returning to the community as productive, responsible adults. Whether or not this is achieved, however, depends primarily on you, your motivation for change, and your willingness to live within the established rules and regulations of the Department of Corrections.

It is imperative that you fully understand that it is both your individual efforts and the collective efforts of all reentrants that make this program work. The way you conduct yourself inside of the Facility; the way you relate to your peers and the staff; and the manner in which you utilize the resources available to you will determine your success or failure and ultimately the success or failure of this program.

**If your conduct, attitude, and adjustment do not meet the standards, set forth in this handbook, termination from our program may result.**

You are, therefore, strongly urged to adhere to the rules and regulations of the Facility and to use all available resources to your best advantage.

If you have any questions, feel free to speak with the Facility Director, Clinical Coordinator, and Custody Control Coordinator, Your Therapist or any member of the staff.

Respectfully,

Community Transition Centers-Erie Erie Staff

## **COMMUNITY TRANSITION CENTERS-ERIE HISTORY**

Gateway Rehabilitation Center opened its doors in January 1972. It was one of the first treatment facilities in the country built specifically for the treatment of chemical dependency. Because of its national reputation, patients are referred to Gateway from all over the United States, and from some foreign countries. In 1987, Forbes Magazine named Gateway Rehabilitation Center as one of the 12 best drug and alcohol rehabilitation facilities in the country. In 1999 Gateway opened a location in Erie Pennsylvania. The Erie site, Community Transition Center Erie, specializes in Criminogenic needs CTC -Erie truly provides "expert" treatment for the addicted patient and his/her family. Community Transition Centers-Erie is located in Erie County and operates a licensed inpatient Drug and Alcohol Program as well as a Secure Parole Violator Center. .

The professional staff of the Facility consists of the Director, Clinical Coordinator, Custody and Control Coordinators, Therapists, Case Manager, Administrative Assistants, and Monitors, who maintain twenty-four hour supervision.

Referrals to Community Transition Centers-Erie must be approved by Department of Corrections and State Parole Authorities and must meet the various criteria established by the departments.

### **RESIDENT ACCOUNTABILITY:**

#### **ORIENTATION**

**You will be seen by the PVC Therapist for orientation.** You will be expected to meet the staff and learn the rules. You are required to complete the Resident Orientation. Your motivation and performance are determining factors in progressing throughout the program; as well as your Technical Violation and recent Supervision history.

During the first fourteen days of your residency your Therapist will complete a treatment assessment with you. This will determine what programs will be required of you during your stay at the Parole Violators Center. Some programs are mandatory others are pending of need to be a more productive citizen. Upon completion of this assessment you will be given a copy of your treatment programs. Completion of programs is a requirement of the Parole Violators Center. Attending all program sessions is mandatory. If you do not attend group you will not receive credit for the group session, which could result in sanctioning prolonging your stay at the PV Center.

If you disagree with your programs assigned to you, you may discuss this issue with your Therapist within your first 7 days of your residency after the assessment is completed. This discussion will then be discussed to determine whether or not any changes will be made. Program assignment will not be changed after those 7 days.

Your stay at the PV Center will be determined by your Unit Therapist, Parole and other factors. Your technical violations will be a main factor in determining your length of stay. Other factors that may lengthen stay include receipt of board action, required discharge paperwork from designated parole or DOC entities.

### **Program Schedules**

Each resident will have a program schedule. This will be determined once you have received your Individualized Programming sheet. You must attend all groups required; if you fail to do so, this could prolong your stay at the PV Center.

### **Recreation and Leisure Activities**

Reentrants are encouraged to participate in positive leisure time activities. Therefore, several recreational resources are available in the facility. As with all facility property, reentrants are expected to use these resources responsibly and to be considerate of other resident's needs.

An area for physical fitness activities is located in the Rec Room. Exercise equipment is available for resident use and there is space for doing calisthenics, sit-ups, etc. Forming your own exercise group is encouraged as it maintains a daily routine for you. **Please wipe off equipment after each use. Please take care of it or it will be removed from the facility.**

Televisions are available for resident viewing in a designated area – many having cable.

### **Religious Services**

It is the policy of the facility to permit reentrants to practice their religious faith.

A resident will not be denied the right to practice his religious faith. A number of ministers volunteer at Community Transition Centers-Erie and they can provide religious counsel. If you wish to have your religious leader come in, they must be on your approved visiting list. They are allowed to visit you opposite of normal visiting hours. You must notify your Therapist via a written resident concern form to make arrangements for attendance.

**THE PROGRAM'S RESPONSIBILITY**  
**CHECK LIST AND EXPLANATIONS**

**1. Proper daily maintenance of sleeping area.**

You are responsible for properly making your bed each day. In addition, you are required to keep all clothes and personal items in your assigned dresser. **Hanging clothes, towels or sheets on your bed is prohibited – you must utilize the towel rack on the side of your dresser.** It is grounds for a write-up. Staff must be able to view your bunk area at all times. If you have a documented medical issue with bottom bunk status, a bottom bunk will be granted upon your entry to the PV Center. Beds are assigned upon admission to the facility. You will be responsible for any damage to facility property.

**You MAY NOT have any food IN OR ON your dressers (i.e. no water bottles, coffee, books, etc. on top of dressers); it is to be kept in your assigned locker.**

Requests for specific bunk assignment will be considered upon the submission of a “Bunk Change Request” to your CCC. Reentrants are not allowed to change bunk area assignments or move furniture without staff permission. Furniture must stay on the marked points.

Reentrants are permitted to decorate their sleeping areas with personal possessions, pictures (clothed, no swimsuits or underclothes photos) posters, etc. Prior approval must be received for the purpose of maintaining good taste and to prevent damage to the walls and furniture.

Upon arrival at the facility, each resident is provided with the following items:

1 each	Bed
1 each	Mattress
1 each	Pillow
1 each	Pillow-case
2 each	Sheets
1 each	Blanket
1 each	Padlock
2 each	Towels
2 each	Hand Towels

Each resident must sign for these items and he is expected to return them in good condition upon his departure from the facility.

## **2. Weekly laundering of bed linens.**

You are responsible for washing all of your bed linens each week. Community Transition Centers-Erie will provide 2 laundry Pods a week for laundry services. A washer and dryer are provided for use.

Reentrants are responsible for maintaining the equipment in good condition and for cleaning up any mess they make in the laundry area. The filters should be cleaned after each use. It is expected that reentrants will cooperate in sharing the use of the laundry facilities. When using the washer or dryer, the resident must be available to remove his clothing promptly so that other reentrants may use the machines. Tampering with the machines is grounds for disciplinary action.

\*\*\*Dependent upon the number of reentrants – you may be assigned a designated laundry day and time\*\*\*

\*\*\*You MAY have laundry detergent sent in –however it MUST be pods.

\*\*\* Powder and liquid laundry soap is **not** permitted\*\*\*

## **3. Daily maintenance of work details.**

The work details assignments are listed on the bulletin board, which outlines all your responsibilities for completion of your details. There are morning and evening details that must be completed. Details will be rotated on a weekly basis. It is your responsibility to look over that detail and determine what needs to be done in order to maintain it daily. These areas will be checked daily and you could receive an infraction if an area has not been properly maintained. Any detail conflicts should be reported before they occur. Monitors will give you cleaning supplies to complete your daily details and what cleaning tools are to be used. It is the resident's responsibility to consult with the monitor for clarification if he does not understand what is expected of him. After use, they must be returned in good condition. You should also notify the monitor if you are physically unable to complete the detail, as instructed. Not all aspects of every detail must be completed each day. However, it will be checked daily by the monitor. It is the resident's responsibility to check his detail every day to assure that it will pass the monitor's inspection. Details will be checked at a time when it is felt that they will be in good condition. All garbage cans in detail areas, bunk areas and bathrooms must be emptied daily. This is to be taken to the garbage area every day, as well as the garbage containers in the eating area.

Any resident who discovers a maintenance problem during the completion of his detail (for example: electrical short, burned-out light bulb, leaking faucet, full vacuum cleaner bag etc.) should report this to the monitor staff.

#### **4. Budget preparation and review by Therapist / CCC.**

Your budget sheets are to be prepared (as indicated in another area of this handbook), signed, and then reviewed along with staff. All reentrants are to submit a budget, regardless of a \$0.00 balance. - money will be dispersed by Friday of the same week. Reentrants must save money for transportation home if you will need to purchase a bus ticket, as Community Transition Centers-Erie will not be responsible for these funds.

- a. If you are coming into the PV Center with money due to you from your previous institution your Therapist will verify that money with home institution and request that it be forwarded to you at GRC-Erie.
- b. If you receive money during your residency you will receive the first \$10.00 and the remainder will be remitted to the budget.**
- c. You can only have \$50.00 on the unit at one time; thus when requesting money for the upcoming week on the Budget, you may not request more than this amount. \*\*\*It is YOUR responsibility to budget your money accordingly throughout the week so that you have enough money to pay for your laundry, hygiene items, phone calls, etc.
- d. Stamps may be purchased from the facility at the current cost that they are listed; we will provide you with envelopes as necessary. In order to mail items out, you must either have the cash in hand to pay for the stamp OR have the money on your account; indigent reentrants should submit a reentrant concern form to their therapist if postage is needed.
  - a. Medical or legal mail can be addressed with your therapist.
  - b. If able and willing, your family may send stamps to you however they will be kept in the monitor's office and staff will adhere the stamp to your mail.
- e. If family members or friends are seen giving you money during visits it will be confiscated.

**5. You may not wear any type of HAT, HOOD, DURAG, or BANDANAS in the PV Center-the only exception is when you are in your bed or once you have exited the building outside in the designated outside area-must be removed immediately on entering back into the PVC.**



## 6. Facility Rules not listed above.

You will receive a notice of violation by any Staff person if you violate any facility rules not specifically enumerated above. The Staff person who defines in this category will list exactly what it was that you did to lose privileges.

### PROGRAM RESPONSIBILITY

- ✓ Proper daily maintenance of sleeping area
- ✓ Weekly laundering of bed linens/clothes
- ✓ Daily maintenance of work details
- ✓ Attendance at all required counseling groups/sessions
- ✓ Submission of weekly budget
- ✓ All facility rules not listed

### FACILITY PROGRAM AND OPERATION

### REENTRANT RESPONSIBILITIES TOWARD FACILITY PROPERTY AND STAFF

#### Facility Monitor Intake

Upon your arrival at Community Transition Centers-Erie -Parole Violators Center, each resident will meet with the intake monitor. Intake documents including a medical screening form will be completed. Medication and emergency procedures will be explained, and a supervised urine sample will be taken. You will receive a facility handbook and basic house rules will be discussed.

- The resident will be given a tour of the facility and you will receive your bed assignment. You will be issued necessary linens: 1 mattress, 1 pillow, 1 pillowcase, 1 set of sheets, 2 blankets, 2 bath towels, 2 hand towels, and 2 washcloths. These items must be returned upon your release from the facility.

You will be issued locks to secure your valuables. **Do not let anyone know your lock combination.** Each resident will only be assigned one food locker and one dresser. You are to keep the food locker locked when you are not within close proximity of the locker. As soon as possible after your arrival, an ID card will be issued to you. **You MUST have your ID card on/with you at all times.** If you lose your ID you must notify staff immediately so a new one can be issued. In the event you find your old ID you must turn it into the monitor's office.

### **Searches and Security Checks**

Shakedowns and security checks are done periodically to protect the facility and reentrants from the unlawful admission, possession, or use of contraband within the physical confines of the facility. These shakedowns will involve the thorough searching of all areas of the facility, inside and outside. Pat searches will also be conducted for the purpose of uncovering and confiscating any contraband. Any resident who refuses a search or in anyway obstructs the search will be subject to disciplinary action, which could lead you to return to your home institution. You will not be present at searches unless instructed to do so by Staff. Failure to comply with any search will result in sanctioning, up to an including unsuccessful (USD) from the program. All incoming packages are subject to search. Any item identified as contraband or suspicious will be held until reviewed by management.

### **Fire Safety**

To assure the safety of facility reentrants, periodic fire drills are conducted. Because fire and smoke inhalations are such deadly forces, these drills are of paramount importance. Emergency and Disaster Plans are posted on the Resident Bulletin Board. Every resident is expected to familiarize himself with this plan and with evacuation procedures.

A staff member will be identified as the person of Contact during these events. It is the responsibility of the reentrant to familiarize himself with the Emergency Plan, which is posted on the Resident Bulletin Board.

Failure to comply with any fire safety rules will be treated as "Refusing to Obey an Order." **ALL PHONES WILL BE DISCONNECTED WHEN ANY ALARM IS SOUNDED.**  
**Failure to comply during a drill or an emergency will result in sanctioning.**

### **Emergency and Disaster Plans**

It is the policy of the facility to safeguard the lives of reentrants and staff in an emergency situation while providing for the supervision and accountability of the resident population. An Emergency and Disaster Plan is posted on the Resident's bulletin board. All reentrants are expected to familiarize themselves with this plan and to abide by its guidelines in the event of an emergency. Facility floor plans are posted on each floor.

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### **Care of Facility Property**

Reentrants are expected to treat all property with care. For example, drawers, doors, must be closed safely, not slammed. Chairs should be sat on appropriately. The television buttons and remote buttons should be pressed gently. Whenever Facility property, such as tools and equipment are used for detail assignment and become damaged, the resident will either pay for the damage or replace the item.

### **Conduct Toward Staff**

**Reentrants are expected to maintain proper conduct toward staff. Obscene, abusive, or threatening language is not allowed. This facility will not tolerate behavior that is perceived to be abusive or threatening.**

**Reentrants are expected to comply with all instructions given by any staff member. If a resident encounters difficulties with an individual staff person, he should report this to the Facility Director**

**Insolent, disrespectful or aggressive behavior or lying to staff will be cause for disciplinary action. Becoming angry with staff or Therapist in a threatening manner could lead to an unsuccessful discharge up to the hour you are to be released.**

### **Meal and Food Preparation**

All meals are provided by a contracted service under direction of a dietician. **No food items are permitted outside of the dining area.** No food or drink may be brought or mailed in. Snacks must be kept in the assigned resident locker; you may not keep it in your dresser. Any food or drink found in your assigned dresser will be confiscated and destroyed. All food left out will be confiscated. Coffee or other drinks will be allowed in the group room during group sessions – NO FOOD. If there are problems this privilege will be revoked.

### **Special Diets**

Reentrants who request special diets will be accommodated in two circumstances. If a resident has a bonified religious reason they may put in a dietary request.

The Doctor must approve medical diets. Documentation indicating the nature of the medical issue determines any accommodation.

### **Staff Office Areas**

A resident may not enter the office of any staff person without prior approval from that staff person. Reentrants may not congregate in or around the monitor's office. You must stay behind the red taped line.

Requests to enter may be obtained directly from the monitor or Therapist on duty and should be for valid reasons. **Only one resident is allowed to enter the monitor's office at one time.**

This is not a place to socialize. Furthermore, except for emergency situations, **reentrants should not approach a monitor in the fifteen minutes at the beginning of a shift or fifteen minutes prior to the end of the shift.**

### **Telephones**

Reentrants may make outgoing calls on the pay phones after details have been completed; phones will be on from 6:30 am to 11:00 pm all week. The telephone receiver will be turned off at all times when calls are not permitted. You may not make outgoing calls during your scheduled treatment activities. If you are seen using the pay phone during your scheduled group sessions your privileges will be suspended.

Rules concerning incoming calls are as follows: They can leave a message with a staff member or a voice message on the staff phone in the event that it is an **emergency only**.

\*\*\***The staff member who** answers the telephone can only relay emergency messages for the reentrants. **Other messages (“can you tell John Smith to call me at work” etc... will not be relayed to the resident) emergency messages only.** At no time is any person permitted to give any information about reentrants, either over the telephone or by any other means of communication. Information of an emergency nature is to be passed to the resident as quickly as possible. After verification of emergency by your Therapist you may be permitted to use the monitor's office phone. At **no other time** are you to ask to use the monitor's phone unless approved by Therapist or CCC. If you have a teleconference hearing during your residency at the PV Center you will be granted a specific time period to use staff phone.

PAYPHONES WILL ONLY BE ACTIVATED USING EITHER THE PRE-PAID CALLING CARDS THAT CAN BE PURCHASED THROUGH EXPERTEL/ALARMCO, INC. RESIDENT WILL BE ABLE TO PURCHASE CARDS IN THE AMOUNT OF \$5.00, \$10.00 AND \$20.00 DENOMINATIONS; RATES WILL BE \$0.10 PER MINUTE FOR LOCAL CALLS AND \$0.25 PER MINUTE FOR LONG DISTANCE CALLS. THESE

CARDS WILL WORK ON OUTSIDE PAYPHONES IF YOU HAVE MINUTES LEFT WHEN YOU ARE DISCHARGED FROM THE FACILITY.

Consideration for another resident's need to use the telephone is expected. Abuse of telephone usage may result in restriction or loss of this privilege.

The facility's business telephone number may be given to family members to use in case of emergency only. The complete address and telephone number is posted on the monitor's window next to pay phones. If the call involves an emergency situation, the staff member will seek the resident out in the facility. However, if the call involves non-emergency business, a message will not be taken. Any resident, who receives an obscene or threatening telephone call should report this to the monitor immediately.

### **Bulletin Boards**

Bulletin boards are located on the unit. Memos, messages, and other information are posted here. Also posted are the facility's Emergency Procedures, Disciplinary Procedures and Grievance Procedures. Reentrants are expected to familiarize themselves with these procedures and to review the posted messages daily. Reentrants are not permitted to post anything on the bulletin boards without staff permission.

### **Facility Entry and Exit**

In case of an emergency evacuation or fire drill, other exit doors may be used (see Emergency Procedure posted on the bulletin board).

**Reentrants are not permitted to open facility doors.**

## **FORBIDDEN ITEMS, SUBSTANCES, AND FORBIDDEN ACTIVITIES**

### **Alcohol/Narcotic Ban**

All reentrants, regardless of prior drug and alcohol usage, are placed on an alcohol/narcotic ban as a condition of their placement in the Community Transition Centers-Erie Erie Parole Violators Center. The illicit use of any street or prescription drug will result in the immediate revocation of the resident's status in the facility. All reentrants MUST take any prescribed prescriptions **AS PERSCRIBED BY THE PHYSICIAN WRITING THE SCRIPT AS IT IS WRITTEN; THERE WILL BE NO EXCEPTIONS; FAILURE TO DO SO WILL RESULT IN SANCTIONING.**

The use of alcoholic beverages is also strictly forbidden. A violation of this ban is considered a major program violation, which can result in the revocation of your resident status.

Because of this strict ban on alcohol, narcotics, and all street drugs, reentrants are advised to inform any physician who is treating them of the ban. This is done so that the physician can prescribe medications that will comply with Facility programming.

Since some over-the-counter medications contain alcohol, reentrants **WILL NOT BE PERMITTED TO TAKE CERTAIN MEDICATIONS; UNLESS PRIOR APPROVAL IS RECEIVED FROM THE DIRECTOR OF THE FACILITY.** Over-the-counter medications for coughs and colds that contain alcohol are forbidden.

As with over-the-counter medications, some mouthwashes, breathsprays and skin care products contain alcohol. Products of this type that are in liquid form and may be consumed are also forbidden. Hairsprays, body lotions, etc. which may contain trace amounts of alcohol but are unlikely to be consumed are permitted. However, reentrants should seek clarification from the monitor or Therapist about the appropriateness of any alcohol-containing product.

The resident is solely responsible for compliance with the alcohol ban. Any positive-for-alcohol reading in urinalysis or Breathalyzer testing will be considered a violation of the ban. Explanations that the positive reading comes from a source other than alcoholic beverages (i.e. mouthwash or cough syrup) will not be considered as justification.

**Non-alcoholic brews and "Near-beers" are forbidden.**

### **All Narcotics are banned substances**

EXCEPTION: In an extreme circumstance, a physician may determine that a resident must be prescribed a narcotic medication. When there is adequate medical justification (i.e. surgery or severe illness such as cancer) the narcotic ban may be lifted by the Director for the prescribed drug. Such occurrences will be handled on a case by case basis and again is at the discretion of the center director.

### **Urinalysis**

In order to monitor compliance with the alcohol/narcotic ban, periodic urine samples will be collected from all facility reentrants. You are subject to give a specimen at any time. The resident must submit urine samples immediately upon request. The resident will be physically supervised during collection of the sample. If the resident is unable to submit the sample immediately, he will be required to remain in the specimen

office of the facility until he is able to do so. He is not permitted to eat or drink anything without permission of staff until he has complied with the request. In any case, the resident must submit his sample within two (2) hours or a presumption of a refusal will be made.

Providing or attempting to provide a urine sample from another person or attempting to alter a urine sample will subject the resident to disciplinary action. This is considered a major program violation and you will be unsuccessfully discharged from the program. Reentrants WILL NOT be provided the results of urinalysis.

### Contraband

The following items are considered contraband. If they are found on a resident's body, clothing, or anywhere in his control, he will be subject to disciplinary action which may result in revocation of his resident status. If a resident finds any of these items anywhere in the facility, he must immediately report them to the staff on duty.

#### **Contraband items include:**

1. Alcoholic beverages or any substance that causes a mind altering or intoxicating effect.
2. Any item that contains alcohol such as mouthwash, cough syrup, etc.
3. Non-alcoholic beer or wine.
4. Controlled substances under the Pennsylvania Drug, Devise, and Cosmetic Act.
5. Any drug or mood altering substance (K2).
6. Drug paraphernalia.
7. Prescription drugs which have not been approved and recorded for the resident's use.
8. Firearms, ammunition, or other lethal weapons. Straight razors, rug cutters, box cutters, letter openers, homemade weapons.
9. Disabling substances such as tear gas, mace, pepper sprays, or stun guns.
10. Cell phones or mobile telephones.
11. Monitoring devices such as police scanners, CBs, etc.
12. Cameras
13. Tobacco products, e-cigarettes, vaping devices
14. Lighters and matches
15. Incense, candles, fireworks.
16. Potpourri and scented oils or air fresheners.
17. Toxic or Caustic Substances
18. Hangers (plastic or metal); all clothing is to be stored in the dressers provided
19. MP3 players/iPods with internet, photo, video or telephone capability. (\*\*Note: any mp3 player coming into the facility must be approved and checked prior to it being given to the resident).

NOTE: For Fire/Safety purposes, burning of anything in the facility is prohibited. Matches and lighters MUST be turned into the Monitor. Aerosol sprays are prohibited.

As with all designated contraband, items will be confiscated and destroyed. A resident found in possession of any of these items will be subject to disciplinary action.

Reentrants should routinely review facility policies on smoking, contraband, Fire/Safety, and shakedowns.

### **Gambling**

**It is the policy of the Department of Corrections that no gambling, either legal or illegal, is permitted while an individual is a resident of Community Transition Centers-Erie. This includes all cards, dice, state lottery games and games of chance that are played for money. If you are caught gambling at anytime during your residency, sanctions will be imposed which could extend your stay in the PVC and/or result in unsuccessful discharge.**

### **Charge Accounts/Credit Cards**

No resident is permitted to have in his possession, at any time, credit cards whether they are issued in his name or to another person. Any and all credit cards that come in the mail will be held until the resident is discharged.

No resident may apply for loans through any bank or lending institution, nor is he permitted to apply for credit at any store, car dealership, or other retail outlet. Credit purchases of any kind are forbidden.

### **Bank Accounts**

Reentrants are not permitted to open or maintain individual checking or savings accounts. The facility has a system established for resident savings. This is explained in the Finances Section of this handbook.

### **Cash Gifts**

**The resident may keep a one time gift up to \$50.00;** If a resident receives a cash gift in excess of \$50.00, it must be turned over to the staff to be processed through normal budget procedures as explained in the Finances Section of this handbook. All other cash gifts will be processed through the budget system during your residency.

### **Personal Appearance/Clothing**

Reentrants are required to be fully dressed in street clothes and shoes or slippers when leaving their sleeping quarters. **Reentrants MUST change clothing in the bathrooms.** Sleeveless tops and reasonable shorts are permitted. The facility staff person on duty will determine the appropriateness of resident attire.

Reentrants are permitted to walk to the bathroom in their sleeping clothes. **Reentrants must be fully clothed upon exit from the bathroom.**

**Pants hanging from the lower pelvis area will not be tolerated.**



Reentrants are not permitted to make any major changes in their appearance. Normal grooming practices are encouraged, and minor changes may be permitted. For instance, some hair alterations are permitted, changing hair color is not. Reentrants should consult their Therapist before undertaking any change in personal appearance. A new updated photo will be taken when a beard, goatee, haircut or a head is shaved. You are allowed clippers to be sent into the facility but will be kept in the monitor's office; these must be checked by maintenance prior to be given to the resident.

**No new piercing or tattooing of any body part during facility residency is permitted and if noticed will result in sanctioning up to and including extension of PV stay and/or unsuccessful discharge. Facial jewelry is allowed to be worn during your stay. Possession of tattooing devices – homemade, etc – is considered contraband and is a violation of the program. Community Transition Centers-Erie is not responsible for lost or stolen jewelry. If you arrive at the PV Center with no facial jewelry family or friends may send you jewelry. It must be put in as soon as possible. If you do not wear facial jewelry during your stay and leave with piercings it will be assumed, you are violating rules of body piercing which could interfere with your discharge.**

### **Conduct Toward Other Reentrants**

Living in a communal environment can be very difficult. Therefore, reentrants are expected to be congenial and cooperative with other reentrants. No resident may monopolize use of any facility property. All have a right to equal access to the telephone, television, and other common facilities. Reentrants should inform facility staff if someone is not behaving in a considerate manner concerning these items.

Reentrants must also consider the needs of others in the area when conducting an activity. Conflicts may arise when reentrants are inconsiderate. For instance, a resident should be quiet if he arises early when others are trying to sleep.

**Reentrants are not permitted to share or borrow clothes or other items from other reentrants and are advised that Facility staff will not intervene if there are problems in this area.** In the event that someone leaves, you will certainly lose what you have lent. You should immediately report all thefts to facility staff.

Reentrants are encouraged to share information about pro-social coping skills with other reentrants and with facility staff. If one resident can be of assistance in any positive way to another resident, he is encouraged to do so.

If a resident becomes aware that another facility resident is involved in illegal or misconduct behavior, he is expected to inform Facility staff immediately.

Reentrants are not to interfere in the personal business of other reentrants. They are expected to refrain from involvement with another resident's telephone calls and visitors.

Gossip can be harmful in any environment but is particularly harmful in a communal living environment. Therefore, reentrants are instructed to refrain from such behavior. Verbal altercations and obscenity directed at another resident will not be tolerated. **Fighting will result in the immediate return of those involved.**

### **Personal Relationships**

The primary purpose of facility placement is to facilitate positive reintegration into the community. Part of this process is to develop appropriate relationships with friends and associates and to establish positive ties with family members. Therefore, developing strong ties with other facility reentrants is discouraged because it inhibits the development of positive relationships in the community.

Relationships with reentrants of other Community Corrections Facilities, anyone who is incarcerated, people who are on parole or previous facility reentrants are strictly forbidden unless the person is related by blood or marriage. In this case, the Facility Director must approve correspondence (written, visitation, etc.) Submit a written resident concern form to your therapist.

No sexual activity of any kind will be permitted on facility grounds. Relationships between reentrants and facility staff must remain professional. Personal involvement may not develop. Facility staff is not permitted to socialize with reentrants during off-duty hours.

### **VISITATION**

**\*\*\*Due to Covid19 person to person visits have been suspended until further notice\*\*\*\***

#### **Video Visitation.**

- CTC Erie will make every effort to offer video visitation to all interested reentrants. Visits will be offered based on staff availability but will occur at least bi-weekly.
- The visiting rules for Video Visitation are the same as those for visiting in the facility.

Visitors who have been restricted from visiting any institution may not participate in this program. If any inappropriate conduct occurs on the behalf of the inmate or the visitor the visit shall be terminated.

**Required Application**

- In order to participate in video visitation, the visitor must download the “ZOOM Cloud Meetings” application on a smart phone, laptop or tablet that has video and audio capabilities.

**Scheduling**

- A visitor shall request a time slot based on the facilities existing visitation schedule. The facility will make an effort to accommodate the requested time, understanding the time requested may not be available.

- Up to 3 authorized visitors may participate in a video visit.

- Visits must be requested at least 2 business days in advance; however, they may be scheduled more quickly based upon availability.

- A visitor shall cancel a visit at least 1 business day in advance by emailing the facilities resource email account or just not log on during registered time.

- To be able to obtain a scheduled visit a reentrant MUST provide the following information:

**o Visitor Name(s):**

**o Address(es):**

**o Date(s) of Birth:**

**o Phone Number(s):**

**o Schedulers E-mail address:**

**o Inmate Name:**

**o Inmate ID:**

**o Requested Visit Date:**

**o Requested time slot (provide a 4-hour time slot within the facilities visiting hours):**

**\*\*\*DISCLOSURE:** If a valid email address is not provided, the visit will not be scheduled. After a visit is scheduled by the facility, you will receive an email notice. The email notice will contain a link to the visit along with pertinent information to connect (meeting identification number and IP address).

- An inmate is permitted to have 1 video visit per week. All visits will be recorded in visitor tracking.

- A video visit will be at least 15 minutes in length.

- Reentrant will be called in 5 minutes before their video schedule is to start.

### **Visitors**

- Must be on the authorized visitor list and a DC-313 must be present for any children participating.

- A minor may only participate in a video visit if accompanied by a parent/guardian.

### **Attire**

- Visitors are expected to dress appropriately and avoid clothing that is revealing or provocative in accordance with the DC-ADM 812. Visitors shall not wear a bathing suit, an extremely short skirt/dress, shorts, a halter-top, or clothing made of see-through material. Failure to follow these requirements may result in the termination of the visit and/or loss of visitation privileges.

### **VIDEO VISITATION VISITOR GUIDE**

#### **Conduct/Security**

- The Department expects the reentrant and his/her visitors to demonstrate proper conduct during a visit. Conduct that is offensive or insulting shall not be tolerated.

Unacceptable conduct during a visit shall be cause for termination of the visit.

Unacceptable conduct by the reentrant could result in a misconduct being issued and his/her prohibition from future visits.

- Video visits may be audio/video recorded and are subject to review for appropriateness.

- Unacceptable conduct by a visitor could result in that visitor's visiting privileges being suspended. Reports of unacceptable conduct by a visitor shall be reported to the Facility Manager of the inmate's facility. The Facility Manager shall decide what restrictions, if any, shall be imposed. If a visitor's visiting privileges are restricted, he/she will be so informed, in writing by the Facility Manager

- A CTC Staff member will be responsible for monitoring the video visit and will end the visit as outlined in Department policy if visitation rules are violated.

### **Reentrant Authority**

- At no time shall a resident be in a position of authority over another resident.
- No resident shall be given the duties or responsibilities of any Community Transition Centers-Erie Erie employee.
- Reentrants will not be granted special compensation or privileges for divulging information pertaining to the activities of other reentrants.

**Mail- will be handed out after dinner / when the monitor is available.**

All mail is considered private and personal and is delivered unopened and uncensored. All mail and packages will be opened in the PV Center's monitor's office. Each resident will open their package in the presence of staff. **Packages must be approved in writing by therapist and/or the PVC-CCC prior to being mailed in; if they are not approved the package may be returned.** Each package will be searched for contraband. Envelopes must also be opened in front of staff.

A mail call is provided for each resident. Reentrants are expected to respond when mail call is announced, and for messages from staff members.

Any mail sent to a resident at the facility, which contains negotiable checks, will be opened and processed according to Community Transition Centers-Erie's financial policy. This is explained in the financial section of this handbook.

**Correspondence with any inmate of any State Correctional Institution or any Community Correction Facility is strictly forbidden unless that inmate is related by blood or marriage, and both parties have received WRITTEN approval by the Institution Superintendent or the Facility Director of their respective facilities; this applies to incoming AND outgoing mail.** Request assistance from the Therapist for this.

Any mail, which appears legal in nature, will be directed to the resident's Therapist. This may include letters from attorneys, state agencies, local government offices, etc. Anything that appears to be a bill will also be directed to the Therapist. The resident will open this mail in the presence of his Therapist.

**Fair Treatment of Reentrants**

Hostile, personal or degrading treatment of reentrants by facility staff is prohibited. Disciplinary sanctions will not include denial of sufficient sleep, regular meals, medical care, or communication with legal counsel. In addition, name calling, threatening, teasing, taunting, body punching, horseplay directed toward reentrants should be reported to the Director.

Facility staff will treat reentrants in a humane and fair manner. Profanity may not be directed at reentrants and discriminatory treatment will not be tolerated.

A resident who has knowledge of a violation of this policy shall report the violation to the Facility Director or his designee immediately.

## **Disciplinary Procedures**

All reentrants are expected to observe appropriate standards of behavior as outlined by the rules, regulations, and policies of the facility, the Department of Corrections, Bureau of Community Corrections, and the laws of the Commonwealth of Pennsylvania and the United States.

Behavior, which deviates from such standards, will be evaluated within the context of the total treatment plan of the resident, the effect of such behavior on others and its consequences on the orderly operation of the facility. Staff will attempt to resolve minor violations through counseling and verbal warnings.

However, the nature and frequency of violations may result in administrative and parole conferencing which could lead to higher level sanctioning such as extension in PVC programming as well as up to and including unsuccessful discharge. Reentrants are expected to familiarize themselves with them and to abide by all rules and regulations.

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 Custody Control Coordinators/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/SDTP Response Matrix for further clarification. These procedures are posted on the bulletin board on the PV unit.

The Custody Control Coordinators/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.

### **Resident Grievance Procedure**

A resident Grievance Review System is available to all reentrants of the facility for the purpose of resolving problems, which may arise during their residency in the program.

Guidelines and procedures for the Resident Grievance Review System are posted on the Resident Bulletin Board.

### **Non-Discrimination Policy**

It is the policy of Community Transition Centers-Erie Erie not to discriminate against any resident on the basis of race, creed, color, ancestry, marital status, age, national origin, disability, sexual preference, or political affiliation. Additionally, sexual harassment of any resident or staff is forbidden.

### **Staff Code of Ethics**

The Code of Ethics under the Community Transition Centers-Erie states that employees and their families shall not directly or indirectly solicit, accept, or agree to accept any gift of money or goods. Nor shall they accept loans or services for personal benefit, which would influence the performance of their work or decision making.

There shall be no fraternization or private relationship between staff members and reentrants. This includes but is not limited to trading, bartering, receiving gifts, or accepting favors from the resident or the resident's family, friends, or representative. This also includes the offering of food items (you are not to offer and staff are not to accept.) Reentrants are advised to be aware of the Code of Ethics and to refrain from any behavior contrary to the principle contained therein. At various times, there will be planned, group parties, dinners, and lunches where the sharing of food will be permitted for these special events.

## **REENTRANT HEALTH AND PHYSICAL WELL-BEING**

### **Personal Hygiene**

Reentrants are expected to maintain acceptable standards of personal hygiene. If a resident 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; indigence will be determined on a case-by-case basis by the end of a reentrants stay at the time of discharge from the PVC. This supply includes soap, a comb, toothbrush,

toothpaste and shampoo and disposable razors will be in care package. Upon using the razor it will be returned to a staff member and kept in the monitor's office.

You can purchase a hygiene kit from the facility. In order to do so, you must fill out a "HYGIENE REQUEST FORM" and submit it to your therapist. You are responsible for paying back any amount owed to the Patient Fund prior to discharge; indigence will be determined on a case-by-case basis. Any hygiene items brought into the facility must be new, unopened, and factory sealed; no exceptions.

### **Medical Care**

As reentrants to the PV Center you can only leave the facility for emergency purposes, with GPS/staff escort. **Routine doctor or visits will not be granted unless it is an emergency.**

Reentrants arriving from a State Correctional Facility should have undergone a thorough physical examination prior to arrival at the facility; those reentrants are to have a 90-120 day supply of medication upon arrival from the SCI; if this is NOT the case, please consult the PVC Therapist so necessary arrangements can be made. **Payment for medical care is ultimately the sole responsibility of the resident.** No resident will be compelled to undergo any medical procedure. However, he will be encouraged to maintain health practices as part of an overall responsible lifestyle and recovery. If a resident is believed to have a health condition that poses a threat to any other person, (i.e. mental health or communicable disease) his status may be revoked if he does not comply with medical treatment.

Reentrants are prohibited from participation in medical, pharmaceutical, or cosmetic research experiments or to donate bodily fluids for money. **\*\*\*IF A RESIDENT NEEDS TO SEE THE DOCTOR, HE MUST SUBMIT THIS REQUEST – IN WRITING – TO THE THERAPIST, INCLUDING THE REASON FOR NEED TO SEE THE DOCTOR. THESE REQUESTS MUST BE SUBMITTED NO LATER THAN 1200 HRS. ON TUESDAY FOR THE UPCOMING WEDNESDAY; IF THEY ARE NOT RECEIVED BY THEN YOU WILL BE REQUIRED TO WAIT UNTIL THE NEXT WEEK!\*\*\***

Reentrants should follow the grievance procedure to address any complaints regarding medical care while at the facility.



## Medication

All prescribed medication must be turned over to the monitor immediately upon intake to the PVC. This should include any instructions regarding the use of the medication. All prescriptions will be maintained in a locked cabinet in the medication room and will be distributed at specific times. Reentrants are expected to take all medication as prescribed. If any medication remains after the prescribed course of treatment, reentrants are to advise the monitor who will dispose of it. Under no circumstances will a medication that is prescribed for one resident be given to another resident.

In rare cases, a resident 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.

Reentrants may not possess of any over-the-counter medication such as aspirin, cough remedies, or antacids. When he uses these medications in the facility, he must keep them in a container in the med room and report the usage so that it can be documented; these items must have prior approval in writing from Therapist and/or PVC-CCC before being brought into the facility. They **MUST** come in a factory-sealed container or the resident will not be permitted to receive them.

\*\*\*It is your responsibility to notify your therapist when you are down to 7-10 days/doses of medication left on your current prescription so appropriate steps for refills can be taken and you are not without medications.

## MISCELLANEOUS

### Escape

Leaving the facility without authorization, failure to return from the emergency or appointment, failing to report to the facility from another Correctional Facility dictates that the resident be considered an escapee and will be charged accordingly.

### Personal Property

The facility is not designed to accommodate excess personal property. At no time can a resident's personal property exceed the space available for storage in his dresser. All items must fit neatly into one chest of drawers. Reentrants are required to have family members or friends take unnecessary clothing or personal property home.

When a resident 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 to retrieve the personal belongings within seven (7) days from the resident's removal from the facility; after that point in time, they may be disposed of.**

Any belongings remaining at the facility beyond this seven (7) day period could be securely maintained for up to thirty (30) days at the Facility's discretion with written request from the resident; again this is at the discretion of the Facility. After this period, if the resident or his representative has not made arrangements to pickup the property, the property will be considered abandoned and will be disposed of.

**Facility staff will not be held liable for any damage, loss, or theft of any personal property.**

### **Participation in Research**

Reentrants at Community Transition Centers-Erie are not permitted to participate in medical, pharmaceutical or cosmetic research. This does not preclude an individual from entering an agreement for medical treatment. This agreement is not part of the general program.

### **Courts and Law Library**

Reentrants requiring access to a law library must submit a reentrant concern form to the therapist and accommodations will be made available. If you require contact with your attorney or authorized representative, a request should be submitted to your therapist. All correspondence and visits will be conducted in private and be kept confidential.

## **COUNSELING AND TREATMENT**

### **The Therapist/Case Manager**

Your Therapist will work with you in all areas of facility adjustment and reintegration into the community. The resident is expected to develop an appropriate relationship with the Therapist so that they can work together in dealing with life issues and problems. The Therapist will not attempt to tell the resident how to live his life. Instead, they will help guide the resident toward his own positive life choices and acceptance of personal responsibility.

### **Confidentiality in Counseling**

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. Therapists 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/parties.

### **Counseling Expectations**

During the first or second day after his arrival at PV Center, each resident will have an opportunity to meet with your Therapist. Within 7 days/receipt of all necessary parole paperwork by your therapist, an intake checklist will be used to document that the resident has signed all relevant agreement forms; that he has been advised of all necessary paperwork procedures; and that facility rules and regulations have been discussed. At this time, your program assessment will be completed. Reentrants will be given an opportunity to ask questions about any of these issues during this meeting.

At this first meeting, reentrants will also be issued a New Resident Arrival Orientation Checklist.

Counseling sessions have a two-fold purpose. First, **Case-Management** fulfillment of treatment and personal goals, as well as compliance with facility rules, will be monitored. Second, reentrants will be granted the opportunity to discuss **Individual Issues**; i.e. feelings, fears, hopes, goals, etc. However, when chronic or severe emotional problems exist, outside counseling services will be sought upon release recommendations.

"Back On Track Outside" is a part of the weekly counseling requirement. The expectation is all reentrants view their counseling as high priority. Sanctions will occur when reentrants are late or miss individual, group, or AOD Educations.

In addition to group programming sessions, the Therapist is available to help reentrants deal with emergencies and personal crises as they arise. This may be handled by having the monitor on duty call the Therapist's office to request a brief meeting, knocking on the door and/or submitting a resident concern form. Reentrants should check with their assigned Therapist to learn how he/she wishes such unscheduled meetings to be handled.

### **The Prescriptive/Treatment Program Plan**

Within seven (7) days of his arrival at the facility and after all necessary paperwork has been received from parole, the resident and his Therapist will develop a Prescriptive/treatment Plan. This is an individualized statement of the resident's goals and a plan of action to help him achieve them. A periodic review of the plan will be made to determine how well you are meeting the goals and detail progress throughout the resident's participation in the program. The Plan will focus on the following areas:

#### **Home Plan**

Under normal circumstances, a resident of the facility is nearing his minimum expiration date and will be looking forward to returning home; therefore, development of a home plan is of paramount importance. The resident's current resources will be considered. If he has a home waiting for him, little may need to be accomplished in this area. The resident's Therapist will assist him in obtaining appropriate housing as part of parole planning. This may involve referral to community resources for housing assistance. In any case, a goal will be set concerning a place for the resident to live after his parole. Steps to achieve the goal will be developed.

#### **Employment**

While a resident of the Parole Violation Center you may not engage in any type of employment; as you will be unable to leave the facility until successful completion of programming. Based off you need/assessment you may be prescribed to attend Employment group.

#### **Substance Abuse Education**

Some reentrants depending, upon their Parole Violation, will be required to participate in substance abuse programming. The intensity of the treatment will be determined through an evaluation process. The number of required meetings will be established either as a condition of acceptance into Community Transition Centers-Erie Erie PV Center, or as part of the Prescriptive/treatment Plan. Your AOD treatment program will be determined at time of assessment with your Therapist.

### **Offender Treatment Needs**

All reentrants will be expected to set a goal concerning his past criminal activity. A plan will then be established jointly by the resident and his Therapist to help avoid similar behaviors after the resident's parole.

### **Mental Health/Psychological**

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.

### **Family Relationship/Re-integration**

When available and appropriate, family interaction and reunification is encouraged. The resident may set goals and objectives in this area to begin his re-entrance into the family circle. These may include opening lines of communication, family therapy, and contact with Children and Youth Services. Counseling staff will assist you with family issues.

Visits are an important part of the reunification process. They allow the resident an opportunity to gradually separate from the facility, develop a sense of autonomy and strengthen family ties. The ultimate goal is successful reintegration into the community.

### **Educational/Vocational**

A resident may wish to set educational goals while at Community Transition Centers-Erie Erie. Facility staff recognizes the importance of education and job readiness. Therefore, we encourage such goals. If the resident has not graduated from high school or obtained his equivalency, he may be encouraged to pursue a GED. Educational goals may be included in the Prescriptive/Treatment Plan and objectives identified to help the resident achieve these goals.

### **Finances**

Part of successful re-entry into the community is the setting of appropriate financial goals. This will include development of budgeting skills, attending Money Smart, contacting your counties for payment plans on your court costs and fines, and acquiring savings adequate to the resident's needs when paroled. All reentrants will develop, jointly with their Therapist, a plan for savings. Since living expenses are

minimal at the facility, reentrants are strongly encouraged to save as much as possible to aid them in their return to the community.

### **PRT – Case Reviews**

You will be required to attend your scheduled PRT/case reviews on Thursdays. You will meet with your therapist, Parole, DOC, and PVC – CCC to go over your progress in the program. Your therapist will notify you when you are scheduled for PRT's. Most likely you will have an Initial, 45 day review, and 60 day review. In the event you are here longer than 70 days you will be scheduled for a 90 day review.

### **BANK ACCOUNTS**

Reentrants are prohibited from maintaining their own bank accounts outside of the facility. If you have a joint account with another individual, you must inform your Therapist upon your arrival at the facility and he/she will advise you on what to do. No debit cards, banking cards, or automatic teller cards will be permitted. If you arrive with such cards they will be kept in a safe on Community Transition Centers-Erie property.

### **CREDIT ACCOUNTS**

Reentrants are prohibited from maintaining credit cards, and purchasing on time payments.

### **LOANS**

Reentrants may not secure a loan or enter into any financial contractual agreements. You may not lend money to or borrow from another resident or staff.

### **CLOSED ACCOUNTS**

Upon your release from the facility, you will be issued the balance from your account after any amounts owed to the facility or other outstanding debts are deducted. If you leave the facility on parole, you will be issued the final check after you have presented your release papers. If you are returned to a correctional institution, your account will be closed and any balance will be forwarded to you. **You must request and designate your final budget.**

All checks and medical cards will be returned when you are no longer present at the facility.

## **BUDGET SHEETS**

Each week you will receive a copy of your last completed budget sheet (if you are receiving a check that week or have paid money back to the patient fund via the budget).

You are to complete the new budget sheet with your Therapist, Case Manager or designated staff member, who will review it and assist you.

The form must be completed, including all dates and your signature prior to submission to your Therapist.

**Budget sheets must be submitted each week, whether you are receiving a facility check and/or have money in your account or not.**

**AT NO TIME** will you receive a facility check without the funds being available in your account.

**NOTE:** Budget sheets will not be processed without the Therapist or Clerical Fiscal Manager Approval.

## **CHECK PREPARATION**

Following the submission of a completed and approved budget sheet, you will receive a facility check every Friday; unless it falls on a holiday (as determined by Corporate Accounting).

## **CHECK CASHING PROCEDURE**

The following procedures are to be used:

1. You must sign your resident check in front of your Therapist.
2. Funds will be distributed in envelopes to the respective resident.

**REENTRANT EMERGENCY  
PROCEDURES – COMMUNITY TRANSITION CENTERS-ERIE**

It is the policy of this facility to safeguard the lives of reentrants and staff in an emergency situation while providing for the supervision and accountability of the resident population. The following procedures will be communicated to all staff and reentrants. In addition, they will be kept in the resident handbook and resident/staff bulletin boards for easy reference.

**PROCEDURES**

**A. General Procedures**

1. Follow immediately all instructions given by staff for any emergency.
2. **DO NOT** interfere with evacuation procedure or emergency management personnel.
3. **DO NOT** attempt to gather personal belongings prior to evacuation of the facility.
4. **If the staff person has been injured** and is unable to assume responsibility, telephone **911** for assistance. State the nature of the problem, the name and address of the facility, and follow any instructions given by the emergency number.
5. Telephone Community Transition Centers-Erie (1-800-472-1177) for further instructions. Be able to give your name, the name and location of the facility, and the nature of the problem. Cooperate fully with any instructions given to you by the Staff member on duty.

**B. Fire/Evacuation**

**1. Policy**

- A. Fire is the most deadly of all natural elements. It is, therefore, essential that every resident takes precaution against fires. Dispose of trash regularly. **DO NOT SMOKE IN UNAUTHORIZED AREAS.** Use adequate ashcans and be sure cigarettes are cold when dumping ashcans into trash.
- B. Never overload outlets and unplug all electrical appliances not being used. Report and replace damaged cords immediately. Report or correct any fire hazard immediately.



## 2. Procedures

- A. If you are the person who first notices the fire or smoke, notify staff on duty immediately without jeopardizing your own safety.
- B. If the fire is small and localized, and you are near a fire extinguisher, you may attempt to extinguish the fire only after you have notified all people in the immediate area. Fire extinguishers are located on each floor. You are to familiarize yourself with their locations.

### **Fire Extinguisher locations are as follows:**

Throughout the Center, the near doors.

Cafeteria –Inside exits and Kitchen.

- C. Whenever you are alerted to a fire, **RESPOND IMMEDIATELY** and report to the Rec Room – further instructions will be provided by the on-duty staff member.
  - 1. Leave the building by the nearest exit, away from the fire, if possible.
  - 2. Close doors behind you. Do not hold doors for others. **DO NOT SHUT OFF ESCAPE ROUTES TO OTHERS.**
  - 3. **MOVE QUICKLY AND CALMLY. DO NOT PANIC. DO NOT ATTEMPT TO DRESS, INVESTIGATE, OR RETRIEVE POSSESSIONS, EVACUATE IMMEDIATELY.** Exit routes are posted on the walls. Learn where they are.
  - 4. If faced with heat or smoke, keep low for better air. Smoke, heat, and gases can choke and kill you after a few breaths. If you are caught in smoke, get down on the floor and crawl. Cover your mouth and nose with wet towels or a piece of clothing.
  - 5. If trapped, closed the door between you and the fire. Wait at the window for rescue. Before opening a closed door, feel the door first. If it is warm or smoke is seeping in, **DO NOT OPEN.** Use another avenue of escape or wait at a window for rescue.
  - 6. Evacuate as quickly as possible, and report to the alternate smoke compartment. If directed move out to the yard until further notice. You will be responsible to remain there until given permission by the staff person on duty. Advise the staff or fire department if someone is still in the building and you are aware of their location. **DO NOT REENTER THE BUILDING** until given permission to do so.
- D. Explosion
  - 1. If an explosion has occurred, follow the fire emergency evacuation procedures. Locate the staff person and given them any information you have regarding the location and nature of the explosion and whether anyone might still be in the building.

E. Bomb Threats

1. Anyone who receives a bomb threat is to immediately report it to the staff person on duty and to follow staff's instructions. The meeting area for bomb threats will be the parking lot in the back of the building.

F. Severe Weather Conditions

1. If you are in the facility during severe weather alert, you are to follow immediately all instructions given by the staff person on duty and prepare to take immediate cover for protection against injury.

**You are accountable to the Department of Corrections and the Pennsylvania Board of Probation and Parole when at the facility or away from it.** During any period of non-contact you are expected to follow the procedures as outlined under "General Procedures".

G. Civil Defense Emergency or Natural Disaster

1. This plan goes into effect when the proper authorities (governor, mayor, county commissioner, etc.) officially declare a disaster or special emergency. It remains in effect only for the duration of the declared emergency situation.
2. When a disaster or emergency situation has been declared or is imminent, you are to remain in the facility for instructions. The staff member in charge will explain what is expected of you and what action to take.
3. In all cases, orders and instructions of the Civil Defense Emergency and Police Authorities must be followed even if they prevent you from completing your original plans or if they force you to cross boundaries of the Commonwealth of Pennsylvania. However, registration and reporting requirements must be adhered to as stated above.
4. All reentrants must in the case of an emergency you are to contact and receive instructions from staff.
5. Reentrants who are able to are expected to volunteer and not obstruct local crews.

H. Other Emergencies

In all emergencies, every attempt should be made to contact staff and to follow instructions. You are responsible for verification of your whereabouts at all times.

### 1. Mass Transportation Strike

Should not effect you while at the Center; however, this may effect your transportation home.

### 2. Medical Emergencies

a. If a situation occurs that calls for CPR or First Aid, you are to immediately report it to staff. You are to follow instructions of staff and render assistance, as requested.

b. If you have a medical emergency in the facility, you will be transported to the St. Vincent, UPMC-Hamot or Millcreek Community Hospital Emergency Room. You are unable to transport yourself there. You must remain with staff during a medical emergency. You will be required to sign a PBPP-336, in the event of Admission to the hospital; this will order return to CTC-Erie PVC upon discharge. Transportation MUST be provided either via PBPP Supervision staff or CTC Erie staff.

c. When receiving medical treatment, you are to give the physician all necessary information relative to your injury/illness and medical history, as appropriate (e.g. allergies, prior medical condition, etc.) **Advise the treating physician that you are in treatment and narcotic medications are prohibited.**

d. If you suspect a communicable disease with yourself or another resident or with someone with whom you have had contact, you are to inform staff immediately. You will be seen by the CTC Erie Doctor for a nominal fee and will keep staff informed as to your medical status.

e. A complete first aid kit is kept in the facility Monitor's office. Items from this kit are available for minor injuries upon your request.

f. If there is an attempted suicide, completed suicide, or other death at the facility, you are to inform the staff person immediately and follow instructions given. You are to refrain from giving out any information to individuals outside of the facility unless instructed to do so.

### 3. Major Maintenance Problems

1. In the event of a major maintenance problem, you are to notify the staff person on duty and assist in efforts to control the problem. If the situation is such that the facility becomes uninhabitable, you will be given instructions as to assignment. You are not to leave the facility without being given specific instructions by the staff to do so.

### 4. Disturbance in the Facility

1. **If a disturbance occurs within the facility, which disrupts the order and security of the facility, you are to refrain from becoming involved in the disturbance. You are to assist the staff person if requested to do so, and you are to leave the area, if necessary. If the staff person**

**is unable to get to the telephone or emergency assistance, you are expected to dial 911 and request police assistance.**

5. Theft, Criminal Conduct or Security Risk

1. If you are aware of any criminal conduct or security risks taking place in the facility, you are expected to notify a staff person immediately. **You are responsible for the security of you own personal items.**

6. Toxic, Caustic Chemicals

1. All cleaning products at Community Transition Centers-Erie Erie are chemically neutral. At no time are reentrants allowed to handle or have in their possession any toxic/caustic substance. Reentrants are prohibited from using cleaning products of their own, or from bringing in cleaning products and chemicals.

# COMMUNITY TRANSITIONS CENTER ERIE MEMO

To: Residents

From: Renee Kirby, Assistant Director

Date: August 22, 2018

Re: Medication update

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## Attention Residents

As of August 22, 2018 CTC Erie will limit the allowance of Neurontin (gabapentin), Lyrica (pregabalin) and Wellbutrin (bupropion). No new prescriptions will be permitted unless reentrant has official verification of a recent prescription. This will need to be given to the onsite Dr. prior to him writing a prescription.

If a reentrant is currently on gabapentin or bupropion, change in dosage will not be permitted while at CTC Erie unless done by an already established psychiatrist.

If a reentrant is abusing his medication, (cheeking, hiding, unexplained discrepancy in counts, etc.) The medication will be discontinued for the duration of your stay and the staff Dr. will meet with reentrant during his next Dr. visit to discuss alternatives.

**Community Transitions Center Erie  
Reentrant Clothing and Personal Effects List**

4 sets of clothes  
4 pairs of underwear  
4 pairs of socks  
1 pairs of shoes  
1 pair of slippers or shower shoes  
1 set of pajama's  
1 coat  
1 hats

Not allowed:

Any clothing or hat that depicts or has reference to drugs, alcohol, or is overtly sexual in nature is prohibited.

**Personal Effects Allowed:**

1 alarm clock and/or radio with headphone jack  
1 mp3 player that does not have internet or video capabilities  
1 pair of headphones  
5 books  
5 pictures

**Toiletries and Cosmetics:**

Reentrants are not permitted to possess aerosol sprays nor any product containing alcohol in the first three ingredients. Products must have the ingredients clearly listed. When having toiletries/cosmetics dropped off they must be new in package never opened for the exception of makeup.

CTC – Erie staff will be monitoring compliance with this list during regular building/room inspections and random room searches. Excessive accumulation of clothing and or personal effects is a Program Violation. Any Reentrant found non-compliant will subject to disciplinary procedures. Contraband items will be confiscated and destroyed.

## COMMUNITY TRANSITION CENTERS – ERIE RULES AND REGULATIONS

- The use of any mind or mood altering chemicals will not be permitted.
- No smoking will be permitted in this facility.
- Firearms are not permitted in this facility except in the case of emergency or prisoner transport.
- All Re-entrants are required to sign in at the monitor's office upon reentry into the facility.
- All Re-entrants are required to complete a house duty daily.
- All Re-entrants are required to keep their sleeping areas neat and clean at all times.
- All Re-entrants are required to launder bed linens once a week or more if needed.
- All Re-entrants are required to treat all facility property with care.
- All Re-entrants are required to maintain proper conduct toward staff. Obscene, abusive or threatening language will not be tolerated.
- Under normal circumstances, all Re-entrants must enter and exit the facility only through the front door.
- Gambling is strictly prohibited.
- Pagers are strictly prohibited. No cell phones are permitted.
- Cameras are prohibited due to confidentiality laws.
- No portable DVDs, TVs, Blu-ray, Cassette tapes, VHS tapes, Video Game Cartridges, video game consoles, IPODs, hand held video games or burned CDs/DVDs are permitted. **If your MP3 Player has cell phone, internet, photo viewing or video viewing capabilities, then it is NOT permitted in the center.**
- Incense, candles or the burning of anything in the facility is prohibited.
- Re-entrants are required to be fully dressed outside of sleeping areas.
- No piercing of any body part is allowed.
- No sexual activity of any kind will be permitted on facility grounds.
- All Re-entrants are expected to maintain acceptable standards of personal hygiene.
- All Re-entrants are required to iron in the laundry room.
- No food or drinks are permitted in resident sleeping areas or in the group rooms.
- No energy drinks of any kind.
- No boom boxes or speakers permitted. Only personal CDs with headphones and clock radios are permitted.
- All Re-entrants are required to keep the sound of radios at a reasonable level.
- Re-entrants may only use approved cleaning chemicals dispensed at the Monitor's station.
- The use of Toxic and Caustic substances, including bleach, is forbidden.
- No food is to be left in cafeteria locker overnight, any food found after 11:00 pm will be destroyed.
- No tobacco is permitted. No electronic cigarettes or vaping devices.
- Only DVDs that are up to PG-13 rated are permitted.