



RE-ENTRANT HANDBOOK

JOHNSTOWN COMMUNITY CORRECTIONS CENTER

301 WASHINGTON STREET
JOHNSTOWN, PA 15901
814-533-2416 (main)
814-533-2622 (fax)

PA DEPARTMENT OF CORRECTIONS
BUREAU OF COMMUNITY CORRECTIONS
REGION III

Laurel Harry
Secretary of Corrections

Kelly Evans
EDS of Community Corrections / Reentry

Morris S. Richardson
Region III Director

Matthew E. Helsel
Johnstown Center Director

FORWARD

The purpose of the Johnstown Community Corrections Center Reentrant Handbook is to provide the reentrant with information necessary to satisfactorily complete the Johnstown Community Corrections Center Program. This book contains a comprehensive listing, description and review of the policies, procedures, rules and regulations that apply to reentrants of the program. The reentrant is provided with a copy of this book to use as a guide and reference source during his stay at the Center. This Reentrant Handbook outlines policy, procedures, rules and regulations. It does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This handbook should be interpreted to have sufficient flexibility so as to be consistent with law and to permit the accomplishment of the purposes of the directives and policies of the Johnstown Community Corrections Center, the Bureau of Community Corrections and the Pennsylvania Department of Corrections.

The handbook is organized into four major sections and includes an introduction. The Introduction provides an overview of the philosophy, goals and objectives of the Center and a brief description of the community. The Program section outlines the methods and means used at the Johnstown Community Corrections Center to assist in developing the individual resources of the reentrant to facilitate the social reintegration process. The Personal Behavior section deals with the expectations of reentrant behavior as they interact with the community, other reentrants and staff. The section on Policies outlines the operational and administrative procedures. The section on Rules and Infractions involves the disciplinary policies and procedures including items that can potentially involve criminal charges.



INTRODUCTION

THE CENTER AND ITS PROGRAM

The Johnstown Community Corrections Center is part of the Pre-Release Program of the Pennsylvania Department of Corrections, enacted into law by the Pennsylvania General Assembly in 1969, under Act 173. The goal of this program is to provide transitional living and support to inmates prior to their final release back to a community setting. Reentrants of the Johnstown Community Corrections Center are provided the opportunity to gradually re-enter society, from the regimentation and isolation of the prison experience, to a gradual well planned program of support and supervision from a professional corrections staff.

The Johnstown Community Corrections Center has been in existence since 1972. It was originally located in the Hendler Hotel building. In 1979 it was relocated to 338 Washington Street. In October, 1995 it moved to its present location of 301 Washington St.

The Johnstown Community Corrections Center is part of Region 3 of the Bureau of Community Corrections, Pennsylvania Department of Corrections, and is subject to the policies and directives established by those administrative bodies; as well as the laws of the state government and the federal government. The majority of the reentrants come from the adult correctional institutions of the Pennsylvania Department of Corrections and Parole Violator Programs. The Center may also be utilized by the PA Parole Board to place parolees who are released from SCI's for a specified period of time, as part of their board action, to monitor adjustment and facilitate parole planning. Additionally, other parolees may be placed in the Center for minor parole violations in lieu of being returned to the SCI for the purpose of providing more intensive supervision and monitor adjustment. The Center mainly houses State Intermediate Punishment and Parole cases. The Center is staffed with a Center Director, who has overall responsibility for the operation of the Center; an Area Lieutenant, two Correctional Counselors, who perform a variety of casework services and counseling for each reentrant; 14 full-time Community Correction Center Monitors who provide twenty-four hour supervision of the Center and its reentrants; and one Clerk Typist, who provides typing and clerical services and administrative assistance to the Center Director.

The correctional philosophy of the Johnstown Community Corrections Center is based on the conviction that every individual is unique and that each is entitled to be treated with respect and dignity. The public interest is best served and protected through programs designed to assist incarcerated individuals to make a successful transition to community living while fulfilling their legal sentence and the goals of the Department of Corrections - that of care, custody and control. The program at the Johnstown Center is designed to provide an atmosphere of support while challenging the individual to assume responsibility for their own lives on a gradual, but well planned basis.

NOTE: Upon release from a State Correctional Institution, Contract Facility, PV Center or another State Center, the reentrant is to report DIRECTLY to the Johnstown CCC. Any delay must be reported to Johnstown CCC staff immediately.

The mission of the Pennsylvania Department of Corrections is to operate as one team, embraces diversity, and commits to enhancing public safety. We are proud of our reputation as leaders in the corrections field. Our mission is to reduce criminal behavior by providing individualized treatment and education to offenders, resulting in successful community reintegration through accountability and positive change. In addition to the community, the mission of the Johnstown Community Corrections Center is to assist ex-offenders from correctional institutions to reintegrate themselves into the community. The Center program is designed to approximate the responsibilities of living in a community setting, while retaining the legal custody of those individuals accepted for residency. Reentrants are expected to secure employment or educational or vocational training programs. Responsibility includes preparation of food, personal and collective housekeeping, as well as counseling appointments, is expected of all reentrants.

The ultimate goal of the Center is to facilitate the smooth transition from institutional custody, through the greater responsibility required at the Center, and then to the supervision of the Pennsylvania Board of Probation and Parole in the community.

It is the policy of the Johnstown Community Corrections Center to continue the use of programming as a way of developing the individual resources of the reentrant to further the social reintegration process that began in the institution. The design used is an attempt to match the specific needs and goals of the individual to the resources of the community and the Center, the operational structure of the Center and the needs of the community. This matching is done on an individual basis and/or Workshops to better meet the unique needs and situation of each reentrant. The objectives of this design are as follows:

1. The reentrant gradually assumes responsibility over his life.
2. The reentrant is permitted the fullest opportunity to develop himself on an economic, social, behavioral, and emotional level.
3. The reentrant is given structure and guidance in overcoming the impact and effects of expected and unexpected problems.
4. The reentrant can make a successful transition from the structured environment of the institution, to the more relaxed setting of a Community Corrections Center, and eventually to parole supervision.
5. The reentrant can develop and use more socially and legally acceptable ways of dealing with the difficulties of life.

You, the reentrant, have been accepted into the Johnstown Center as the result of a deliberate and in depth review of your needs, institutional adjustment and behavior record, criminal history, personal history, and attitude. The process of selection involves the professional analysis by the institution staff, administrative staff and the

Center staff. You have proven yourself to meet the eligibility criteria of the Department of Corrections and the Johnstown Center. As your acceptance into the program depended on you, so will your success in completing the program at the Johnstown Center.

THE COMMUNITY

The Johnstown Community Corrections Center is located in the Central Business District of the City of Johnstown. This location is significant in that it places the governmental and social service agencies within short walking distance of the Center. In addition to these agencies are numerous restaurants and food service establishments, a discount store, a supermarket, numerous specialty retail stores, medical offices and facilities, recreational establishments, transportation center, churches, banks, hotel/motels, etc., within a short distance from the Center.

The Johnstown community has a rich cultural heritage and history. At one time the area was a major part of the industrial base of the nation. Steel and Coal industries were the major employers of the region. The area has slowly diversified into the manufactured goods industries and the service industries (health care, financial, insurance, education, etc.).

The City of Johnstown is made up of fourteen neighborhoods. The city is surrounded with numerous municipalities and townships; which gives the Greater Johnstown area a population base of over 80,000. Within these surrounding suburbs are major retail shopping centers, the most significant being the "Galleria Mall" and the "Richland Towne Mall"; two major industrial parks; numerous business activities that offer a variety of employment possibilities; and within a fifty-mile radius, there are five college/universities, and five trade/vocational schools.

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Johnstown Handbook Endorsements

- ***Matthew Helsel, Center Director***
- ***Jeremy Miles, Security Lieutenant***

A. PROGRAM

ORIENTATION

Your orientation to the Johnstown Community Corrections Center begins when you first arrive at the Center. Your intake orientation will be conducted by a Community Corrections Center Monitor (CCCM). The staff will make every attempt to carefully instruct you on all program expectations. You will be provided a Reentrant Handbook upon arrival. You will be responsible to read the handbook while on orientation status and address any questions with your counselor during your intake. If your transportation requires that you arrive after normal working hours, the Community Corrections Center Monitor on duty will see that you are moved to your assigned room and answer immediate needs. You will then meet with your assigned counselor within 48 hours of arrival. If you are a parole case, you will meet with your parole agent as well.

The orientation is to assist you in making a positive beginning to your stay at the Center. There are a large number of questions which need to be asked and forms to complete. This is done so that we may be in the best possible position to arrange your program so that it best meets your individual needs. We wish to be clear in what we expect of you so that you will not make mistakes out of lack of knowledge or clear understanding of the rules and regulations here.

COUNSELING

When you arrive you will be assigned to a Corrections Counselor. The counselor to whom you are assigned has the responsibility of arranging, with your assistance, a plan of action for you to make the best use of your time at the Center. One of the tools, which the counselor uses in accomplishing this task, is the Community Orientation and Reintegration Plan (COR). The COR Plan is a document on which you and your counselor agree to specific goals which you feel are both necessary and obtainable while you are at the Center. For example, you will be expected to comply with the rules and regulations of the Center, which is a goal that is both reasonable and realistic. At least weekly up to once per month from the date that the COR Plan is completed and signed, you will meet with your counselor and discuss the progress which you have made in reaching these goals. A progress review will continue until you are released from the program.

Your counselor has duties beyond arranging for your program design. He/she is your resource person at the Center. He/she will attempt to provide answers for questions you have. He/she will advise you in matters of personal concern. He/she will be your liaison with the staff of the Center and will present your requests at staff meetings for the entire staff's consideration including your parole agent. He/she will assist you in any financial matters etc.

In order for your counselor to be of value in assisting you through the program, communications are very important. You will have contact with your counselor at least monthly and discuss your progress, goals and any issues which you or your counselor believes can impact your programming.

All requests for privileges will be made through your counselor for consideration. Communications with your counselor is important. Your counselor will assist you in making a successful transition from incarceration to the Center and from the Center to parole/furlough supervision. As part of your overall counseling program you may be involved in group counseling sessions at the Center.

These may be specialized Groups/Workshops designed to assist all reentrants through the program. Other agencies such as the Parole Board also may offer group sessions at the Center, designed to assist reentrants in making a successful transition to parole supervision. It is your responsible to make every effort to successfully reintegrate back into society. Your counselor will assist you as needed.

Should you be identified as needing to attend specialized counseling sessions such as out-patient therapy, sex offender therapy, drug/alcohol therapy, parenting groups, batterers' groups, job search workshops, etc., attendance is mandatory unless excused by the Center Director and/or counselor. Failure to attend as directed may result in disciplinary action to include joint sanctioning with Parole.

CONFIDENTIALITY

Information shared in the course of counseling may be used in staff meeting progress reviews, correspondence with the courts and other agencies in the criminal justice system. Your counselor and all staff members exercise discretion with regard to information about reentrants that is of a personal or sensitive nature. Special care is taken not to include any data that is extraneous, or irrelevant to the purpose of providing shared information. Staff opinions and/or impressions are clearly identified as such. At no time, however, will information be held in confidence which poses a threat to Center security or is a clear violation of correctional regulations or state, federal, or local laws. Information shared with non-criminal justice agencies or professionals will only take place upon the signed consent by the reentrant.

COMMUNITY RESOURCES AND AGENCIES-RESOURCE ROOM

In addition to the assistance and support that a reentrant can receive from the staff of the Community Corrections Center, there are numerous community resources available which can be utilized by Center reentrants. The Center counselors are aware of the various resources in the community and can act as a "broker" of services. The counselor may make referrals to these agencies based on the reentrants' needs and goals or the reentrant may take the initiative to secure the services of a community agency or resource. It is the reentrant's responsibility to take advantage of any and all programs and community resources available which may be of help in his successful reintegration to life in the community.

The following are examples of frequently used agencies which may provide assistance to reentrants:

1. Career Link – 814-536-5131. The Career Link Office is located at 248 Main Street, Johnstown, and is probably the most important community agency to

contact when the objective is to secure employment. Career Link offers a job referral service, employment counseling, testing, and training in how to secure employment. The Career Link may have specific programs designed to assist ex-offenders in making the transition from the institution to society.

2. In Cambria County, J.P.T.A. services are provided through Goodwill, 814-255-4310, and include: Employability Assessment (Intake) OJT Readiness Program, Limited Work Experience, Try Out Employment, Basic Education and GED preparation services, and Summer Youth Employment and Training Program (SYETP).
3. Department of Human Services: 814-533-2231. The Department of Human Services, (formerly Dept. of Public Welfare) is one of the most common agencies contacted by new reentrants. D.H.S may be available to some reentrants of the Johnstown CCC, until employment is found, for a period of up to three months, depending on current status and charges. Upon arrival at the CCC, reentrants should first contact the Career Link and then can apply for an emergency check if they do not possess sufficient funds. It is the responsibility of the reentrant to contact the D.H.S office once they have secured employment. D.P.W. is a temporary necessity and is NOT to be used as an easy means to obtain financial support while at the Center. It is required that all benefits are to be carefully monitored by the Center staff.
4. Office of Vocational Rehabilitation - O.V.R. 814-255-6771. O.V.R. is another agency which may prove invaluable to CCC reentrants. The essence of O.V.R. is to assist its clients in becoming more employable. Services provided by the O.V.R. include vocational counseling, testing and evaluation, training, psychological testing, and psychotherapy. The O.V.R. may be able to assist qualified reentrants in securing tools of their trade.
5. Crisis Intervention Services – 814-535-8531. Crisis counselors are available 24 hours a day for emergencies.
6. Alcoholics and Narcotics Anonymous – 814-533-5907. The Johnstown area has an active Alcoholics/Narcotics Anonymous program with frequent meetings at various locations in the city. Meeting dates, schedules and locations are posted at the monitor's stations and reentrant bulletin boards. Attendance for one of these programs must be granted by your Counselor or the Center Director.
7. Pennsylvania Department of Health - Birth and Death Certificates: The Pennsylvania Vital Records System requires the payment of a \$10 fee for each certified copy of birth and a three dollar fee for each certified copy of death issued. The CCC staff can provide the appropriate form to apply for the certificate desired. If you are a veteran/serviceman or his dependent, you may obtain the copy free by completing both sides of the application. The address is: Pennsylvania Department of Health, Vital Records, P.O. Box 1528, New Castle, PA 16103.

8. YMCA – 814-535-8381. The YMCA has offered the use of their facility to Community Corrections Center reentrants. Our men are admitted free by signing out one of our membership cards. Once a card is issued the user must sign out to the YMCA and return to the Center and turn the card in immediately when finished. The maximum sign-out to the YMCA is 2 hours. Cards are not to be given to anyone except Center reentrants for use. We ask that anyone wishing to use the gym, weight room, or any other of the programs at the YMCA to please conduct themselves appropriately. Any problems may result in the loss of this privilege for all reentrants. Reentrants are not permitted to utilize the men's fitness center locker room and cannot take pictures while in the YMCA.
9. Veterans Services:
 - a. American Red Cross-Keystone Chapter, 814-262-2000
 - b. Vietnam Veterans Leadership Program of Western PA, 814-255-7209
 - c. Vietnam Veterans of America, 814-269-4427

The following listed services may also be of help:

Memorial Medical Center – Main Campus – 814-534-9000
Hiram G. Andrews Center – 814-255-8220
Drug and Alcohol Hotline – 1-800-444-9999

The Johnstown telephone directory has an index of Human Services and Agencies grouped according to the problems they handle. The Center counselor can assist reentrants in selecting the appropriate community resource agency to help meet their needs and obtain their goals. Information is also located in the resource area.

CITIZEN VOLUNTEERS

Citizen volunteers are individuals or groups from the community who offer services or facilities, at no cost, to the reentrants of the Johnstown Center. They are not employees of the Center. Volunteers are not authorized to grant any change in any established reentrant programs, privilege level or Center procedures. Citizen volunteers offer a specific program or service to Center reentrants. Your responsibility toward volunteers should include respect for their time and effort and appropriate behavior while with volunteers.

EMPLOYMENT

Employment is one of the most important aspects of successful adjustment to the Community Corrections Program. It is also a necessary component of successful reintegration, parole plan, and furlough. Obviously the need to have a source of income is critical in regard to meeting basic needs. Therefore, emphasis is placed on Center reentrants finding some type of employment as soon as possible after arrival at the Center.

1. Reentrants must notify their counselor and/or parole agent of a potential employment with employment verification forms confirmed by staff prior to reporting to work.
2. Reentrants are required to actively job search.
3. All changes in or resigning from a job must be approved by the counselor and/or parole agent.

By referring to the reentrant's classification material, and through the development of the COR Plan, information can be gained by staff to assist reentrants in their effort to find employment. These counseling sessions/workshops will thoroughly investigate the reentrant's vocational and educational background, i.e. his skills, licenses, certificates, prior training, etc. Also, the interests and preferences of the reentrant will be clarified in order to develop a logical and systematic effort to secure appropriate employment. The reentrant has a major responsibility in taking whatever action is necessary toward obtaining employment. This may mean that in certain cases a reentrant needs to become "more employable" by completing a training program and workshops held in the Center by your counselor. In other cases it may simply mean learning how to present oneself to an employer and going out, every day, and making numerous applications for employment.

There are several community resources available that can assist reentrants in finding employment. Career Link is a state agency whose primary role is to assist the unemployed to find employment. The Center staff can and will refer reentrants to the appropriate community resources and will work closely with the reentrant until bona fide employment is secured. As indicated above, employment is one recommended factor in the development of a parole/furlough plan. Reentrants are required to secure a paroling/furlough address. When reentrants are being considered for release/furlough, the reentrant's counselor will review the status of employment and/or hours volunteered in the community. A parole agent will be assigned to investigate the employment portion of the plan and will make a recommendation according to the validity and appropriateness of the employment. Parole/furlough cases are also required to develop release plans, when time eligible. These plans must also be approved by parole/furlough investigator prior to release from the CCC.

It is the policy of both Community Corrections and the Board of Probation and Parole that reentrants are to notify potential employers of their status as an ex-offender. The most appropriate way to approach an employer can be discussed with the Center counselor, and in many cases, with positive results. Also, having the status of ex-offender may, in some cases, be an advantage in terms of qualifying for various programs designed to assist minorities and the disadvantaged. In addition, all part-time and unemployed reentrants will be required to assist with Center cleaning duties prior to leaving the Center for leisure activities. These reentrants will report to the Center Monitor every day for cleaning assignments. They will also be expected to do volunteer work as requested at local food banks, governmental and/or other nonprofit agencies. Part time employment is employment consisting of less than a 30 hour week.

Failure to actively seek, obtain and maintain steady employment may result in program restrictions and/or Misconduct.

Should your employer require you to work beyond your scheduled shift, your employer, not the reentrant, is required to notify the Center.

TRAINING PROGRAMS

As indicated in the previous section, the Center staff can assist reentrants who need or desire to attend an educational or vocational training program. The counseling staff has current knowledge of what programs may be available and what procedures must be followed. Reentrants are encouraged to take advantage of these opportunities. As will be indicated later in the section dealing with parole/furlough planning, certain training programs may be substituted for the employment requirement of the plan.

FAMILY/MARRIAGE

One of the strongest advantages of Community Corrections Center placement is the opportunity it affords to reestablish their family ties. It is the policy of the Center to encourage development of positive family relationships. Visits to the Center by family members are encouraged. The sign-out and furlough program also are ways to accomplish this objective.

According to the Department of Corrections policy, reentrants who are free to marry may request permission from the Center staff to get married while in the program. As is the case in the correctional institution, the fact that a reentrant gets married does not automatically raise or improve his privilege level. The structure and system of rules and regulations of the Center sometimes imposes an unnatural strain on reentrants who have recently been married. Many reentrants have chosen to delay their marriage until they are granted parole and which are released from the CCC, at which time they have the opportunity to live with their spouses. Center counselors can be an important resource in counseling reentrants in the area of marriage and family and can make referrals to outside agencies who specialize in dealing with family related problems. Borrowing or loaning between reentrants or between reentrants, staff members or general public is prohibited, and may result in disciplinary action. Gambling (including the PA lottery and instant tickets) is not permitted.

1. Reentrants are expected to be positive participants in their reentry process.
 - a. SDTP/SIP cases will be wholly accountable to the PA Department of Corrections. Facility staff will focus on the reentrant's adherence to reentry programming requirements, treatment plans and the Universal Set of Rules. Facility staff will bring immediate community concerns to the attention of the Facility Director/designee and/or Law enforcement as necessary. Violations will be handled in accordance with applicable Pennsylvania State Laws, the Universal Set of Rules (USOR) and the **DC-ADM 801** (if returned to an SCI);

- b. Parole cases will be primarily accountable to the PA Board of Probation and Parole while in the community. Facility staff will focus on the parole reentrant's adherence to reentry programming requirements, treatment plans and the Universal Set of Rules. Facility staff will bring immediate community concerns to the attention of Parole and/or Law enforcement as necessary. Violations will be handled in accordance with applicable Pennsylvania State Laws, PBPP Sanctions, and the Universal Set of Rules USOR).
2. Parole reentrants will be authorized, with joint approval from Department and Parole Supervision staff to accept employment at locations that require taxes filed via IRS 1099 (aka Subcontracting work). Reentrants that receive approval will be required to:
 - a. provide a copy of company timesheets to the assigned Counselor and Parole Agent;
 - b. provide proof of quarterly IRS tax filing to the assigned Counselor and Parole Agent,
 - c. authorize garnishment of rent, and other fees such as fines and costs.

Activity planners, utility leave, temporary holds, restrictions and bans can be discussed further with your counselor.

PRIVILEGES

PRIVILEGES ARE NOT RIGHTS, but benefits, which you can earn through progress as well as proper and responsible conduct while you are at the Center. Reentrants have not been granted unconditional release from prison, but are still legally incarcerated or on state parole while in the Community Corrections program. In being selected to participate in the program, a great deal of trust and faith in your ability to be successful has already been granted to you in the way of a privilege. To earn additional privileges you must demonstrate the ability to handle program expectations and the responsibility that goes along with these privileges.

NOTE: Not all reentrants are granted the same privileges. Privileges are based on overall program compliance, program needs, and certain restrictions.

SIGN-IN SIGN-OUTS

Upon arriving to the Johnstown CCC, all new reentrants will be on orientation for their first week and completing Workshops.

Upon Orientation completion, you are required to job search after the first week of orientation. If you arrive at the Center with confirmed employment, the employment must be verified and approved by your Counselor and or Center Director.

Counseling:

Reentrants will be assigned a Counselor upon arrival. A Reentry Focus Plan will be completed at the time of the Reentrant's intake, which will be updated as needed. Reentrant's are required to meet with their Counselor a minimum of one time per month. Reentrants will work with their Counselors weekly to develop a schedule.

Reentrants are required to attend all recommended programming as prescribed by the BCC/DOC, PBPP, and/or community-based health/mental health/D&A agencies. Reentrants are required to provide documentation of program/appointment attendance. Reentrant's are required to sign Release of Information Forms with all providers.

Each reentrant is required to sign in/out of the Center upon leaving and returning to the Center. Included in the sign outs will be a specific destination where you may be contacted while absent from the Center. The terms "Work", "Home" or "Furlough" will not be acceptable. Such unclear destinations as "Town" or "Eat" are too general and allow no opportunity for the staff to contact you if necessary. They are therefore unacceptable sign out destinations. If you are new in the Center and unfamiliar with the town, ask for staff assistance and they will clarify your sign-out destination. Reentrants must remain at the monitors' window until their sign out sheet is approved.

All destinations are to be written out in full – no improper abbreviations.

Reentrants are responsible for ensuring they have RELIABLE transportation to and from their sign out destinations. Excuses for being late will not be tolerated.

When traveling to and from work, use common sense. If there are weather advisories/warnings, perhaps you should not go. In any case, give yourself sufficient time to get back to the Center on time.

Those who receive all day sign outs and/or furloughs are to be even more cautious of the weather. There will be **NO** travel passes/curfew extensions due to inclement weather even by calling the Center saying that you will be late. If the weather forecast indicates severe weather, you should not go. There will be times when the Center Director will deny all day sign outs and/or furloughs due to the weather.

You are restricted to a specific amount of time during which you may leave the Center on sign-outs. You may request more sign-outs as your progress warrants. These limited sign-out times do not apply to work or when you are on furlough. Longer sign-out periods may be granted by the staff for specific purposes such as employment search, or other legitimate appointments. It is incumbent upon the reentrant to be as honest and accountable as possible. Reentrants are limited to two (2) sign outs a day. A reentrant is not permitted to sign out of the Center and then re-enter the Center without signing back in. You must plan your day responsibly. Accountability is for your benefit, as we can reach you in cases of emergency or if a potential employer wants to reach you. Failure to include proper and adequate information may result in disciplinary action. Reentrants are required to notify the Community Corrections Center by telephone of all emergencies and changes in schedule, sign-out, destination, or return time. If a reentrant works construction, the Center must know the specific location of the job at all times and be available if needed to be contacted.

Should you change locations during the day, you are required to notify Center staff of your whereabouts and when you return to your original location. "Local" sign-outs to home or an approved residence (including friend's houses), require names and telephone numbers. Reentrants are not permitted to visit the same residence as another reentrant unless authorized by the Center Director. All day sign-outs to "Sheetz, Library, Subway, etc., are not acceptable and will not be approved.

Reentrants are not permitted to leave the Center before 6:00 a.m. without written permission from their counselor or the Center Director for work purposes or other authorized purposes. Reentrants must report directly to work and physically report to the Center directly after work and sign in unless otherwise authorized. They are then permitted to sign out of the Center after the hour lay in period provided there are no scheduled meetings, group sessions or other CCC business. All reentrants required to work evenings, (after 5:00 p.m.) weekends or holidays are required to have prior approval from their assigned counselor or Center Director.

If you are on an employment, DPA, etc. interview and you need additional time, the supervisor/employer/intake worker, etc. is required to notify the Center.

Individuals providing transportation to a reentrant are required to have a copy of the driver's license made by the monitor.

NOTE: Certain offenders may be prohibited from going to the YMCA, malls and library, as well as be prohibited from using any internet service.

NOTE: During count time, no reentrant will be permitted to sign in or out (unless approved by the monitor on duty) including lockdowns from 1345-1415 and 1600-1630.

CURFEWS

After a successful week of orientation all reentrants will receive a new planner schedule to follow. Once a reentrant establishes a clear understanding of program expectations they may request an increase on their curfew/sign out period. The curfew does not require that the reentrant go to his assigned room or to bed, only that he be in the Center. Later curfew hours may be earned over time by positive program involvement and an absence of misconducts. Curfew hours may also be reduced by staff as a result of a misconduct hearing or a reentrant's inability to adhere to his COR Plan.

FURLOUGHS

Furloughs give CCC reentrants an opportunity to visit family and friends and to contact employers in their home town. Furloughs may be granted to reentrants who have met certain requirements for eligibility. FURLOUGHS AND OVERNIGHT SIGN OUTS ARE PRIVILEGES AND NOT RIGHTS. Reentrants must have:

- (1) Satisfactory adjustment in the program;

- (2) Employment or full-time training/education, or volunteering 32 hrs./week;
- (3) Absence of misconducts;
- (4) An approved travel pass;

Furloughs are not automatic, and should not be considered a right but a privilege. In granting furloughs, the staff makes a treatment decision which considers each reentrant's situation on an individual basis. Reentrants are required to maintain their curfew while on furlough and must be at their furlough site at all times after curfew. Phone checks will be made at random. Reentrants must be present at their furlough site from curfew until 6:00 a.m. the next morning and must be available for all phone checks. Reentrants are responsible to ensure that phone lines are not busy for extended periods of time at their assigned curfew. Answering machines, three party systems and call forwarding are not permitted on furlough sponsor telephones. Reentrants are not to stay overnight at any place other than the approved furlough site and are not to travel to other destinations without prior staff approval. If a furlough investigation has not been conducted at your desired furlough site prior to your entry into the Community Corrections program, you should request through your counselor that one be conducted. Understand that such requests may take thirty or more days to be approved, especially during holiday seasons.

VEHICLE (Personal)

Reentrants may obtain permission and are encouraged to secure their own personal means of transportation. Only those reentrants who have been at the Center at least 30 days are eligible to have a vehicle unless prior approval is obtained from the Center Director. The CCC staff recognizes that transportation is vital and often necessary to secure and maintain employment, and to meet the daily demands of reintegration to society. Before obtaining a vehicle, reentrants must first be granted permission from the CCC staff by meeting the following requirements. (1) A current, valid Pennsylvania operator license; (2) Proof of insurance as required by the vehicle code; (3) Proper vehicle registration, and current inspection; (4) Proof of vehicle ownership or a statement of permission in writing signed by the vehicle owner and notarized authorizing the reentrant permission to operate the specific vehicle. Unless otherwise authorized, reentrants are to use their vehicles for work purposes only. Reentrants are required to turn in their keys to the staff immediately upon return from work to the Center. Leisure time use of vehicles will then be subject to staff approval, as is permission to transport other reentrants in your vehicle. The use of any vehicle must have prior approval of the staff. Limited parking is available by Center Permit.

Those reentrants who are authorized to have a vehicle must provide the Center staff with an extra key, which will be kept in the Center safe and will be returned to the reentrant when he is released from the Center. Reentrants are not permitted to have their car keys in their possession while in the Center. All reentrant vehicles are subject to search at any time by Center staff. No other reentrants are permitted in another reentrant's vehicle without prior approval from the Center Director and/or Counselor.

BICYCLES

Reentrants who have sufficient funds on their accounts may purchase a bicycle with the prior approval of their counselor. The bicycle should possess a light and reflector and when at the Center, the bicycle must be parked at the bike rack in the rear of the Center and must be secured with a bike lock. All bicycles must be recorded at the monitor station when purchased and a photo of the bike taken.

SPECIAL REQUESTS

Many times a reentrant will have a request which does not fit neatly into the general program guidelines. Before deciding that such a request will not be considered, discuss the matter with your counselor. Many times exceptions or flexibility to general program guidelines may be approved by staff if the situation seems appropriate. It should again be noted that as with all privileges, your progress level of responsibility will be a deciding factor in considering any special request. Approved requests will not be granted by a Center Monitor unless it is documented.

PAROLE PLAN/HOUSING

In order to be released, you must have an approved home plan and/or gainful employment. If you have an established home with your family or are planning to start your own place to live, your family or your landlord will be contacted by a parole agent prior to your release and that agent will recommend whether or not the plan should be approved. If the plan is denied for any reason, you then must attempt to establish an alternative residence. Your employment will be verified by a parole agent. If you experience difficulties with parole planning, consult with your counselor. Alternative sources of housing may be available in your home area through social agencies or other agency contacts.

B. PERSONAL BEHAVIOR

COUNT PROCEDURES

Formal Count: You are to be standing with your feet on the floor, overhead room lights turned on, room door fully open, while fully dressed (tops and bottoms). There will be no use of electronics during count, i.e. cell phones, tablets, computers, radios, headphones, or smart watches.

Informal Count: During late hours, count will be accomplished by flash and movement via flashlight. No "tents" or "shacks" will be fashioned on bunks to obstruct the Staff members view during any time.

Lack of compliance with count procedures count result in a DC-141 Misconduct Report.

NO SMOKING/TOBACCO FACILITY

The Johnstown CCC is a non-smoking/non tobacco facility. Therefore, no one is permitted to use tobacco products in the Center or on Center property. Failure to comply will result in a Class I Misconduct. ANY tobacco products discovered in any area inside the Center or on your person will automatically be confiscated, and a BCC-141A (Reentrant Infraction Report) will be issued to you.

REENTRANT AUTHORITY

At no time shall any reentrant be in authority over another reentrant. A reentrant is not permitted to be in another reentrant's room at any time unless they are assigned to be in that room. A reentrant will not be assigned the duties or responsibilities of any Department of Corrections employee.

CODE OF ETHICS

Employees of the Center are guided by the Department of Correction Code of Ethics in dealing with reentrants of the Center. This insures all reentrants that they will be treated fairly without regard for race, color, creed, sex, age, national heritage or physical handicap.

Department of Correction guidelines provide for the humane and ethical treatment of inmates, insuring that the use of force and physical restraint will never be used to punish or humiliate any individual.

Specialized services will be provided for any reentrant who demonstrates a need. Such needs may be in the area of literacy, language skills or some physical handicap. When the needs of a reentrant cannot be adequately addressed by the staff of the Center, outside resources will be obtained from the community.

Gifts and Favors: 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. Correctional employees shall not accept or distribute any gifts, money, loans for/from inmates.

There shall be no fraternization or private relationship of staff with inmates. This includes, but is not limited to, trading, bartering or receiving gifts, money and favors from the inmate or the inmates' friends, relatives, or representatives. This includes offerings of food items.

Please do not put anyone in an uncomfortable position by a violation of this code. It is a serious matter in the Bureau.

CONDUCT TOWARDS CENTER STAFF

Each reentrant is expected to maintain proper conduct toward all Center staff members. Use of obscene, abusive, or threatening language is prohibited as well as any behavior which may be interpreted to be abusive, or threatening. Each reentrant is expected to comply with all instructions given by a staff member. Any difficulties encountered with any individual staff member are to be reported to the reentrant's Counselor or to the Center Director. Insolence, inappropriate behavior, or lying to any staff member will be cause for disciplinary action.

All reentrants are to address staff members by "Mr., Mrs., Ms.", followed by their last name. No reentrant is permitted to call a staff member by their first name, or by bud, pal, etc. Reentrants need to be patient when staff members are conducting pill line, signing reentrants in/out, etc. Repeated attempts to get the staffs attention are unacceptable. Reentrants will be beckoned to the window when staff can provide the appropriate attention. Only 1 reentrant is permitted at the window at any given time.

HEALTH, HYGIENE, CLEANLINESS

The physical and mental well-being of the reentrant directly influences his successful adjustment and return to the community. It is the intent of the Center staff to assist each reentrant in maintaining good health during his residency at the Center. It is his responsibility, however, to follow treatment advice given to him by medical professionals and recommendations made by staff members regarding basic health maintenance practices. Each reentrant is to advise Center staff of any prior or current health problems upon arrival at the Center as well as any new health problems that may arise during his residency. Reentrants should wash their hands frequently.

Personal hygiene is essential for maintaining good personal health and is necessary in consideration of other reentrants. Emergency hygiene kits are available for those reentrants who are unable provide for their own. Showers must be taken regularly. Clothing must be changed and laundered frequently. Linen and towels must be laundered weekly. All beds are to be properly made when a reentrant gets up in the morning and before leaving for the day. Each reentrant must keep his personal area clean and orderly and is responsible for the cleanliness and sanitation of common areas such as the kitchen and bathroom.

All clothing and personal belongings will be stored in the assigned locker. Nothing is permitted to be stored on top of your locker. Just as personal cleanliness and hygiene exhibit self-respect and personal responsibility, so does a clean and orderly living space. In the same manner that your personal appearance communicates a variety of messages about yourself, the cleanliness and orderliness of your sleeping quarters and your apartment also conveys impressions. It indicates the degree to which you take responsibility for yourself and your surroundings, the degree of care and respect you have for other people and their property, the degree of self respect you have, and your attitude in general about your present situation. Reentrants are not permitted to cut or groom the hair or beard of another reentrant. No dying, coloring or

tinting of hair is permitted. No piercing of body parts, or new tattoo's while in the program. Good hygiene is paramount in making a positive impression on potential employers.

Reentrants are not permitted to cut their hair (to drastically alter appearance), grow beards or other facial hair, dye their hair, etc., without prior permission by the Center Director and/or counselors.

CONDUCT TOWARDS OTHER REENTRANTS

Consideration for others is extremely important in a housing situation such as a center. Reentrants will keep conversation/noise levels to a minimum due to the needs and feelings of other reentrants. Radios and stereos will not be played loudly in reentrants' rooms, no speakers are to leave their rooms, and will be completely turned off by 11PM. Cell phones must be placed on vibrate while in the Center. If you possess a cell phone you must follow all rules in the agreement form. Cell phones are only permitted to be used in reentrant living quarters. Consideration must be given to reentrants who need to sleep in order to get to work or training as well as reentrants who work a night shift and may need to sleep during the day. There will be no shouting out of windows in the Center. There will be no borrowing of another reentrant's property and no use of another reentrant's personal items such as toiletry articles. All reentrants are required to be fully clothed while in the Center unless showering.

At no time should a reentrant use or write obscene language to anyone.

There will be no loitering in the Center hallways, stairwells, or doorways.

CONDUCT IN THE COMMUNITY

How a reentrant conducts himself outside of the Center is equally important as how he conducts himself in the Center. Reentrants are subject to all Federal, State, and local laws and must conduct themselves appropriately at all times. Good impressions as well as bad impressions, that a reentrant makes while out of the Center, can reflect not only on the individual but on the entire Center and all other reentrants. Reentrants are urged to do their own thinking and not congregate in groups while out of the Center. Reentrants should avoid situations, places, and people in the community who could be a potential problem. When reentrants are in the community they will be fully clothed, that includes the wearing of a shirt.

Reentrants in the Center are prohibited from associating with those parolees on the street (not reentrants of this Center) without the approval of the Center Director.

All reentrants are prohibited from wearing any gang affiliated clothing. Ball caps are to be worn properly and all pants and shorts are to be worn above the hip. Dew rags, skull caps and head bandanas or kerchiefs are prohibited, both in the Center and in the community. Pants are to be worn pulled up to the hip – not hanging down to expose underwear. Reentrants are not permitted to wear their hood up while in the Center. No muscle T-shirts, sleeveless shirts, or hats are to be worn in the Center, except when sleeping.

Reentrants are not permitted in Central Park. No reentrant is permitted to have Central Park listed on his sign out sheet, nor are reentrants permitted to loiter outside businesses surrounding the park or in the community.

CENTER POLICIES

The following section contains information regarding policies and procedures which are to be followed by all reentrants of the Center. Although most of this section is provided as information for reentrant use, parts of this section are to be followed exactly. Failure to comply may result in disciplinary action.

EMERGENCY PROCEDURES

The following are rules and guidelines to be followed by the reentrants of the Johnstown Community Corrections Center in the event of the emergency situations described below. You are expected in these situations to remain calm, avoid panic, and follow the directions and instructions of the staff member on duty. A more detailed set of procedures is contained in Volume 8.8.10.8 Jhn 2, titled Emergency Procedures-Reentrants, which is posted on the reentrant bulletin board. It is incumbent for each reentrant to familiarize themselves with this directive. It may save your life.

1. Fire Evacuation Procedures

Any reentrant discovering a fire is asked to notify the staff immediately. If necessary, the Center Monitor will call 911. If it is possible to extinguish a small fire, attempt to do so. The CCC has five large fire extinguishers on the 1st floor, one large extinguisher in the basement laundry room and three large extinguishers in the 2nd floor hallway. There are two extinguishers on the third floor. Several small extinguishers have been provided in the kitchen area. All large extinguishers and small extinguishers are type A.B.C. and are designed for use on any type of fire. If evacuation is necessary, the staff member will sound the alarm bell and may request that one or two reentrants assist in alerting the others in the building. Be calm. Don't run. Use the regular exit if possible and the opposite 2nd floor stairway only if necessary. After the Center has been evacuated, all reentrants are required to report to the east side (Penn Traffic Building) of the Center so that an accurate count and further instructions may be given. The Center Monitor on duty will take with him all reentrant sign-out sheets and will make a formal count of all reentrants present or accounted for. If time permits, close doors and windows. Stay close to the floor, but not too close, at least two feet above, to avoid smoke and hot gas. Cover your mouth and nose with a cloth or an article of clothing. Do not open a door that is hot to the touch.

2. Flood Emergency

In 1977 the City of Johnstown was severely flooded. It is not likely but there is a possibility that there could be a flood in the future. There have been extensive plans devised by the Center staff as well as the Civil Defense in the

event of a serious flood. Be aware that martial law will be imposed and that it may be dangerous to be out on the street because of flood water and because of looters and citizens protecting their property. If we are given ample warning, you will be given instructions as to where to go in order that alternative housing may be arranged. The Center has an Agreement with Hiram G. Andrews Center for emergency shelter (room and board). Transportation will be arranged by Center staff. If the flood strikes too suddenly for evacuation, you are to remain in the Center on the second and third floors until the water recedes or unless ordered to leave by the Civil Defense personnel or police. Do not attempt to leave the Center until the water recedes as sewers and streets may be severely damaged and dangerous. You are to follow explicitly and exactly the directions and orders of the staff member on duty.

If you are on furlough when a flood occurs, remain at your furlough sight. If you are at work outside of the downtown area of Johnstown, report to the parking lot of the Hiram G. Andrews Rehabilitation Center on Goucher St. where a staff member will give you further instructions. Each individual reentrant's situation will be considered in terms of housing alternatives. It may be necessary to house a reentrant temporarily at a flood relief shelter. You will be expected to be courteous and helpful to other citizens who may be experiencing very serious problems such as dead or missing family members and loss of property. You will be seen frequently by staff members who will provide on-going instructions and authorizations.

3. Riots, Fights, etc.

In the event of a disturbance in the Center, you are to follow the exact instructions of the staff member on duty. Your involvement in any such disturbance may result in a Class I Misconduct and possibly criminal charges. If no instructions are given, you are to go to your assigned room. The staff member will take the appropriate action.

4. Medical Emergencies

If you are involved in an accident or medical emergency, you are required to notify the Community Corrections Center immediately or as soon as possible. If you are in need of medical treatment, the nearest hospital is Conemaugh Medical Center, located at 1086 Franklin Street, Johnstown. If you are unable to contact the CCC, ask the nurse, a friend, or anyone who is able to call the Center for you.

5. Snow Emergency

In case of snowstorm in which snow makes roads to the Center impassible and you are away from the Center, call the Center for instructions. Reentrants who are in the CCC during the onset of a major storm may be required to remain in the Center until the storm is over and it is safe to travel. Allow extra travel time during the winter season and during various other times i.e. rain storms, poor road conditions, etc.

6. Disease

If the Center population or the Johnstown community should experience the outbreak of a serious, contagious disease, all reentrants are directed to remain at the Center. No visitors will be permitted until the best method of prevention, treatment, and forestalling the spread of the disease can be determined. Any reentrant on furlough may be required to return to the Center immediately if it has been determined that they may have been exposed to the disease.

7. Tornadoes and Severe Thunderstorms

With the high incidence of severe thunderstorms in the Johnstown area, tornadoes, although extremely rare for this area, are a potential reality. Severe thunderstorms are the breeding grounds for tornadoes. More likely for this area are the funnel clouds, which are incipient tornadoes that occur with severe thunderstorms. These funnel clouds, although not as destructive as tornadoes, are just as dangerous and life threatening and should be responded to as though they were full-fledged tornadoes. The only difference is that they do not touch the ground like a tornado does. The National Weather Service provides a two level warning system for severe weather and tornadoes. The "Tornado Watch" indicates that tornadoes and severe weather are possible. The "Tornado Warning" indicates that a tornado has been cited or detected by radar and that people in the path of the storm should seek shelter. Reentrants who are present in the Center in the event of a "Tornado Warning" will be evacuated from the upper floors of the Center and will be sheltered in a "structurally sound" portion of the building. Reentrants will be restricted to the Center during the length of the warning. Reentrants will be given instructions by the staff member on duty. Reentrants signed out of the Center should seek shelter when the danger of a tornado or severe weather is eminent. The signs of a tornado are a roaring, rushing noise, similar to a train speeding through a tunnel, dark heavy thunderstorm cloud with a funnel shape pendant extending to the ground, heavy downpours of rain and hail. The general safety rules are to seek inside shelter, preferable an interior hallway on the lowest floor of the building, a small room, like a closet; or under heavy furniture. If outside, move away from a tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression, such as a ravine or ditch. After the passing of all danger from the storm, the reentrants should attempt to contact the Center or return if possible.

8. Bomb Threats

When it is determined that an area is to be evacuated, any rooms above, below, and to the sides should be cleared. All reentrants should clear the area according to the emergency/fire evacuation plan. Caution should be used when evacuation routes include stairwells or other locations where bombs can be hidden. As the evacuation is implemented, whenever possible, all doors and windows are to be left unlocked. Lockers, cabinets, and storage areas should be unlocked. Lights should be left on, but all electrical equipment and appliances should be disconnected. All reentrants are to stay out of the area until the state police or other specialized "experts" arrive. Access to evacuated areas is restricted to police, fire, and other personnel designated by the person in charge. Additionally, no one is permitted within

500 feet of an evacuated area (except authorized personnel). Do not touch, do not open, and do not attempt to move any suspicious object. Notify staff upon discovery of any suspicious object. The person in charge will contact emergency personnel for direction. In the event of an explosion, evacuate the area, notify staff, and be alert for the possibility of other explosive devices in the area.

9. Explosion or Terrorist Incident

In the event of a suspected, threatened or actual explosion or terrorist incident at or near the Center, the Center Director or designee will decide whether an evacuation is necessary. If an evacuation is ordered you will follow the Center's evacuation procedures and those procedures contained in Section 8 above regarding bomb threats.

SAFETY

Safety is a major concern in the operation of the Center and the observance of correct safety procedures is required of all reentrants and staff. The Center Safety Committee will make regular inspections of all areas of the Center. Reentrants are encouraged to be safety conscious and to report immediately any condition which could be hazardous or result in an accident or safety problem. The following are regulations which apply to safety. They are to be adhered to exactly and non-compliance may result in disciplinary action.

1. Reentrants are prohibited from smoking or chewing tobacco in this Center. If caught smoking you will receive a citation for violating the Clean Indoor Air Act and receive a misconduct.
2. Reentrants are not permitted to use heaters, plug-in lamps, free standing speakers, air conditioners, or other high voltage appliances.
3. Reentrants are not allowed to arrange furniture in their rooms or the Center in a manner that prevents or hinders entry or exit. If furniture needs rearranged or moved, a staff member must give prior approval, otherwise do not move furniture.
4. Reentrants must remove trash and garbage on a daily basis; not later than 0800. Trash is to be taken to the dumpster in the rear of the building and not deposited in other trash cans within the Center.
5. Reentrants are not allowed to bring any combustible material into the Center, such as gasoline, kerosene, oil (except cooking oil), explosives, etc. Lighter fluid and all other aerosol sprays are prohibited.
6. Reentrants are prohibited from engaging in "horseplay" or any other activity that presents a danger of bodily injury or property damage.

7. Reentrants' property, including electrical appliances, is subject to inspection and restriction if it is deemed a safety hazard. (Irons are not permitted). Electric alarm clocks, laptops, etc. are not to be in contact with bedding.
8. At no time will reentrants wear headphones, earphones, earplugs, etc. of any type while in the Center.
9. Liquid bleach is prohibited.
10. Combustibles are prohibited. No boxes will be stored under bed unless approved by staff.
11. Black lights, incense, candles, and wax melters are prohibited.
12. Reentrants are not permitted to possess any household cleaning products. All cleaning supplies will be provided by a staff member. Exceptions are made for dishwashing soap and laundry detergent.
13. Reentrants are not permitted to participate in medical, pharmaceutical, or cosmetic research experiments.

FIRE DRILLS

Fire Drills as well as other drills designed to test emergency readiness are conducted at least monthly at the Center. In the event of a drill, Reentrants are required to comply with the instructions of the staff member exactly. Each reentrant must participate as if a real disaster is taking place.

QUARTERS AND ACCOMMODATIONS

A. Sleeping Quarters

Upon arrival at the Community Corrections Center, reentrants are assigned sleeping quarters. Each room has personal areas:

Personal Area is defined as the area equal to the number of reentrants assigned to the sleeping quarters, i.e. in a room with two beds, each reentrant will have one half of a room for a personal area. Cleanliness of the personal area is the responsibility of the assigned reentrant. Each personal area is furnished with one bed, one mattress and one pillow. Once a month and prior to release to parole, the mattress and pillow will be wiped down with disinfectant. Disinfectant can be obtained from a staff member. Within reasonable limits, the personal area may be decorated with a reentrant's personal items, i.e. posters, photographs, etc., within reason and in good taste. With Center Director approval, furniture may be positioned in such a way to provide a reentrant with some degree of privacy. However, under no circumstances can furniture

be positioned in a manner that would block exits and walkways or create a safety hazard.

Common Areas are those areas shared by each reentrant in the Center. In this Center, the kitchen, bathrooms, dining area, lounge, hallways, and laundry rooms are common areas. This includes all equipment and fixtures. Regardless of who uses or does not use the common areas, all reentrants assigned to the Center are responsible for the cleanliness of the common areas. Basic cleaning supplies, i.e. brooms, mops, disinfectant, etc., can be obtained from a staff member. Use of stoves will be limited to 11:30pm. That means that cooking must be completed by 11:30pm, unless other permission is granted as the dining room will close promptly at midnight. These areas must be cleaned before reentrants are required to go to the 2nd floor. All dishes, pots, pans and utensils will be washed immediately after use and dishwasher must also be drained after dishes are washed. Dishes should be dried and put away.

B. LINEN SUPPLIES

On the day of arrival, each reentrant is issued a set of basic linen supplies, blankets, towels, and washcloths. Other than normal wear and tear, reentrants are responsible for lost or damaged issue. The issued plastic pillows coated and/or striped institution issued pillows are the only ones authorized. All linen and towels must be laundered at least once a week. Blankets are laundered semi-annually by the State Correctional Institution. Requests for a linen exchange must be made to the Center Director or a reentrant's Counselor. No personal linens or pillows are permitted. One blanket that is no larger than twin in size is permitted, but must be placed in your locker when not in use.

C. PERSONAL STORAGE SPACE

Normally, reentrants are assigned a wooden or metal wardrobe. These will be used for storage of reentrant's clothing and personal property. Reentrants are encouraged to leave excess clothing and personal items with family or friends. Dirty clothes will be stored in a laundry bag or basket which will be placed under the bed. Combination locks will be provided for locking your wardrobe. The lock will only be used for that purpose. Your wardrobe is to be kept locked when you are not present. The Center will not be responsible for lost or stolen items.

PERSONAL PROPERTY

Reentrants arriving at the Johnstown Community Corrections Center will only be permitted to retain the following items in their room:

Facility Issued Items

Item	Quantity	Item	Quantity
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Pillow	1	Pillow Case	1
Blanket	1	Sheets	2
Towels	2		

Clothing Items

Item	Quantity	Item	Quantity
Belts	2	Robe	1
Dress Suits (jacket, shirt ties & pants)	2	Shirts (Sweat / T-shirt)	10-Combined
Eye Glasses - Prescription	2 Pair	Socks	10 Pair
Gloves	1 Pair	Sunglasses	1
Hats (Baseball / Skull)	3-Combined	Shoes (Slippers, Boots, Sneakers, Dress)	4-Combined
Jacket (1-Winter, 1-Lightweight, 1-Rain)	3	Undershirts	6
Pajamas	1 Pair	Underwear	10
Pants (Shorts / Jeans)	7-Combined		

Hygiene Items

Item	Quantity	Item	Quantity
Brush	1	Nail Clippers-No Blades / Tools	1
Cologne (no alcohol based or aerosol)	1-Bottle	Powder - Talcum	1
Comb	1	Q-tips	1
Conditioner	1-Bottle	Razors-Disposable Only OR Electric Razor	5-Disposable 1-Electric
Contact Lens Case	1	Shampoo	1-Bottle
Dental Floss	1	Shaving Cream (no aerosol)	1-Can

Deodorant	2	Soap	2-Bars OR 1-BodyWash
Emory Board	1	Tooth Brush	2
Hair Pick	1	Tooth Paste	1-Tube
Mouthwash (no alcohol based)	1-Bottle		

Miscellaneous Items

Item	Quantity	Item	Quantity
Alarm Clock/ with or without Radio (Battery Operated)	1	Cell Phone Charger	1
Batteries-Total on hand	4	Laundry Detergent	1 – 100 fl oz or less
Bible/Koran	1	MP 3 / Kindle / Tablet (no nudity)	1
Blanket (must be stored in locker when not in use)	1	MP 3 / Kindle / Tablet Charger	1
Books, Magazines OR Newspapers (no nudity)	5	Mug or Cup (no glass)	1
Dinner Plates	2	Pens-Pencils	5-Combined
Dryer Sheets	1 – 50 Sheet Max	Photos (no nudity)	10
Flash Light Less than 4" Long	1	Playing Cards	1 Deck
Hangers	10-Plastic	Pots-Pans Maximum 8" Diameter	2-Combined
Jewelry (Watch, Wedding ring, and Religious necklace)	1	Prayer Rug (to be displayed when in use)	1
Cell Phone (with or without camera) (no nudity)	1	USB Drive	1

Upon arrival at the Community Corrections Center all reentrants will be required to give two names of individuals that will have permission to pick up his belongings in case of death, or removal from the Center. The reentrant will sign the "Reentrant Personal Property Designee" form (DC-952) authorizing an individual to pick up his belongings within seven working days. Any personal property left at the Center over seven working days may be shipped to the individual listed on JN-93 at the reentrant's expense. In any case, if the reentrant's property has not been picked up within 30 days, the property will be thrown away or given to a local charity. Reentrants are encouraged, due to limited space to store and keep only usable property.

In the event of a reentrant's return to an institution, the reentrant's personal belongings will be inventoried and packed up by two staff members and then placed in the Center storage room until it is picked up by the reentrant's designee, or shipped at

the reentrant's expense or discarded after 30 days. In the event of an escape or absconding, the reentrant's property will be inventoried and immediately disposed of unless it can be donated to a local charitable organization.

The Johnstown CCC will operate in a manner that aids in the prevention of reentrant property being stolen while in the Center.

1. Reentrants are instructed to keep their personal property locked in their lockers.
2. Reentrants are reminded of their mutual responsibility to the other reentrants of their rooms in helping prevent the theft of property.
3. Reentrants are encouraged to keep their valuables locked in their wardrobes.
4. Reentrants have access to the Center's engraver to mark their belongings.
5. Reentrants are solely responsible for the control and accountability of their belongings.
6. In the event a reentrant claims to have property missing, the staff member will ask the reentrant to provide a description of the item(s), when he became aware it was missing, when he last noticed the item(s) in his possession or wherever it was kept, and the approximate value of the item(s). This information will be made knowledgeable to the entire staff, and may become grounds for an investigation.
7. Nothing will be stored on top of your wardrobe. Shoes will be stored underneath your bed.

SEARCHES BY OUTSIDE AUTHORITIES

1. This is a search requested and conducted by local, state, or Federal legal authorities and agencies.
2. The Center Director or Security Lieutenant will be notified immediately of such a request by the staff member receiving the request. All pertinent information regarding the reentrant in question, the item(s) in question, the extensiveness of the requested search (the reentrant's belongings and/or room) and the situation generating the need for the requested search will be documented and given the Center Director.
3. A search by outside authorities cannot be done without the consent of the Center Director or Area Lieutenant
4. A staff member will be present during such a search.

PETS

No pets of any kind are permitted in the Johnstown Community Corrections Center because of health and sanitation regulations.

KITCHEN PRIVILEGES

The Community Corrections Center does not provide a food service. All reentrants must provide their own meals, either by eating at restaurants or other approved areas outside the CCC, or by cooking in the kitchen area at the CCC. No food is to be stored under the sink, on top of the refrigerators, or left on the stove in a pot or pan. All food must be stored in closed containers once opened (this includes all non-perishable items once opened). All dishes, pans, etc., must be washed and placed in proper storage areas immediately after use. Dishwater will be drained and the sinks cleaned. Stoves and ovens must be cleaned daily and refrigerators must be cleaned daily. Trash with food in it must be taken out daily not later than 0800. Access to the fire extinguisher for the stove must be kept clear at all times. If a reentrant chooses to prepare food at the CCC, the food must be prepared and eaten in the assigned dining area. **Eating in the reentrants 2nd/3rd floor lounge, or in your room is prohibited.** No food items should be left lying in open areas. All food must be properly stored or disposed of immediately after use. Food dropped on the floor or spilled must be cleaned up immediately. Microwaves will be cleaned after each use. All food must be covered during cooking. The kitchen opens at 6AM and closes at midnight daily. Special consideration will be granted to make coffee in the kitchen area prior to 6AM. All ovens and stoves will be turned off at 11:30pm. Refrigerators must be locked when the reentrant is not in the kitchen, dining room or lounge area. Any reentrant violating any of the above rules may lose kitchen privileges and/or be subject to other disciplinary measures. All nonperishable items including soda, juice, etc. must be stored in your dry food lockers. If these items are found in your room they will be disposed of immediately. A combination lock will also be provided to you for your dry food locker. This will coincide with your room/bunk number.

HOUSEKEEPING

Use of caustic and toxics are reviewed with each reentrant as part of their orientation. Reentrants may ask the staff or the staff will advise reentrants of proper use of such materials and safeguards for their use. Caustic / toxic cleaning equipment and supplies will be issued by the JCCC Staff and returned upon completion of daily room / area cleaning. The times for issuance of cleaning supplies and equipment will be 0700-0900 daily; during this time your room and any assigned areas are to be cleaned. Cleaning supplies and equipment are NOT to be stored in your rooms or in any restroom.

Cleanliness is extremely important in any type of community living arrangement. Clean living quarters are healthy living quarters and can contribute to the physical and mental well-being of the individual and the group. Each reentrant is assigned to a room. Reentrants of each room are expected to cooperate with each other to insure that their

room is kept clean and neat. Each reentrant has the responsibility for his personal area, which includes the area adjacent to his bed and the furniture assigned to him. All reentrants in the Center share in the responsibility for the cleanliness of the bathroom, kitchen and other "common areas" within the Center. Note: Only cleaning supplies issued by the Center staff will be used. The following is a detailed housekeeping schedule that will help in obtaining a clean living environment.

Daily Responsibilities:

1. Reentrants will make their beds when arising for the day. When properly made, beds will be covered by your blanket, which will be tightly tucked on all corners. All linens are to be kept clean.
2. Reentrants will keep their dirty and soiled clothing in laundry bags or baskets under their bed until it is laundered. This will help keep control of the odors that are emitted from dirty clothes.
3. Reentrants will not leave clothing lying around their room. Clothing will be kept in the wardrobe assigned to the reentrant and not on bedposts or chairs.
5. Reentrants will keep their personal papers in their locker.
6. Magazines and newspapers will be stored in a neat manner.
7. Trash receptacles will be emptied not later than 0800 daily. Trash is to be removed from the Center and placed in the dumpster in the rear of the building and not in another trash can within the Center.
8. Locker towel racks are for Towels and Face cloths only.
 - a. Vacuuming, sweeping and/or mopping of all floors.
 - b. Scouring bathroom sinks, commodes, and shower stall walls, shower curtains and floors.

Weekly Responsibilities:

1. Dusting of all furniture and personal belongings, such as TVs, radios, and stereos.
2. Shower stall walls and walls will be scrubbed down with a disinfectant solution.
3. Cleaning of all woodwork including doors, door frames and casings, baseboards and window frames and casings, with a mild detergent and water solution.
4. Cleaning of mirrors with window cleaner.
5. Washing the interior side of all windows.

6. Bed frames will be wiped down with soap and water.
7. Wash Bed linens.
8. Wipe down hallway walls.
9. Clean under tops of stoves; in and around burners.
10. Ovens and broilers will be cleaned.

Monthly Responsibilities:

1. Wood furniture will be waxed.
2. Mattress and pillows will be cleaned with a disinfectant.
3. Trash receptacles will be scrubbed, inside and out.
4. Kitchen cupboards (drawers will be thoroughly cleaned).
5. Refrigerators will be cleaned inside and out and outdated food/drink items are to be discarded.
6. All air vent exchanges are to be cleaned/vacuumed.

Bi-Monthly Responsibilities:

1. Carpets will be vacuumed and shampooed when necessary.
2. The Center vents will be vacuumed

Annual Spring/Fall Clean-up:

All reentrants are required to participate in the Johnstown CCC's Annual Spring/Fall Clean-up.

INSPECTIONS

The staff of the Johnstown Community Corrections Center conducts four types of inspections geared toward maintaining a safe, secure and clean facility. The major concerns are to identify unsafe conditions, vermin and pest infestation, unsanitary conditions, and maintenance problems.

1. Daily inspections will be conducted by the staff to ensure compliance with Center health, safety, and cleanliness requirements. Cleaning Discrepancy Notices will be handed out for discrepancies observed; and a loss of

privileges, i.e., furloughs, overnights, and ADSOs could occur if the rules of the Center are not adhered to.

2. Weekly Safety, Sanitation and Fire Inspection: Safety - a survey of the condition of the safety equipment, the detection of any hazardous conditions involving utility service and the physical plant. Fire - inspect for the accumulation of combustibles, such as newspapers or other easily flammable materials. Sanitation - check for spoiled food in refrigerators and kitchens, excessive accumulation of trash, storage of food underneath the sinks, signs of vermin and pest infestation, and the overall cleanliness of reentrants' rooms.

In the event that the cleanliness of the reentrants' room and common areas do not pass the inspection, the staff member conducting the inspection will issue a "Cleaning Discrepancy Notice" that will list the items that need attention, and the time and date in which the discrepancies must be corrected. As stated on the notice, failure to correct the discrepancy by the stated deadline may result in disciplinary action.

3. Monthly Safety Inspection: Each month the Safety Committee will conduct an inspection of the facility that involves the testing of safety equipment, monitoring equipment condition, and searching for possible hazards.
4. Contraband: The main objective of this search is to remove contraband from the Center. The existence of contraband creates an unhealthy, unsafe, and insecure facility for both reentrants and staff. During a contraband inspection the reentrant may be required to be present while his specific area is being inspected. Inspections are unannounced and reentrants are required to cooperate when asked, by providing combinations or keys used to secure their personal belongings in lockers, or wardrobes. The inspections listed above are management tools that assist in the overall operation of the Center in a manner that meets the needs of the reentrants, the staff and the community. Inspections are not meant to be disruptive; however, are essential in maintaining the Center in a clean and safe manner.

BULLETIN BOARD

A reentrant bulletin board is located in the first floor hallway. Posted on the bulletin board are copies of the rules and regulations that govern reentrant behavior while in the pre-release program; this includes the Department of Corrections BCC-ADM 002, Bureau of Community Corrections Reentrant Safety Procedures Manual, Department of Corrections DC-ADM 805 (Release and Pre Release Programs), BCC-ADM 003 Community Corrections Reentrant Grievances Procedures Manual, DC-904A (Official Reentrant Grievance) form and the Johnstown CCC Reentrant Handbook. When new rules, regulations and procedures are put into effect, copies are posted on the bulletin board. Also posted on the bulletin board is general information that may be of interest to reentrants. Reentrants are urged to periodically review the bulletin board for new postings. Reentrants are not permitted to post or remove any item without staff approval. There is a drop box for grievances on the first floor by the day room.

MAIL - REENTRANT / REENTRANT CORRESPONDENCE

Each reentrant is assigned a mailbox located in the monitors control room. All incoming reentrant mail is logged in, then distributed to the reentrants. Mail is delivered to the Center six days a week, Monday thru Saturday. Unless there is reason to suspect mail may contain contraband, Reentrant mail is delivered unopened and uncensored. Reentrants may be required to open mail or packages in the presence of a staff member. It is the responsibility of the reentrant to regularly ask the staff member at the front desk to check his mailbox for mail and telephone and staff messages. Before a reentrant is permitted to correspond with an inmate (including relatives) at another Department of Corrections facility, the reentrant must obtain advance approval from the Center Director and the Senior Administrative Officer of the other facility. Requests for such correspondence must be made in writing through the reentrant's counselor. Note: If prior institutional approval was granted, another one from this Center will be needed.

TELEPHONE USAGE AND REENTRANTS' PAY PHONE

No personal phone calls will be received between the hours of 0800 and 1600 during normal duty days (Monday thru Friday). Brief your friends and relations of this requirement. Pay phones have been installed in the Center for the convenience of all Reentrants. Reentrants are generally not permitted to place or receive calls using the Center's business phone at the Center Monitor's desk. No outgoing charges on incoming calls from a reentrant, staff discretion may be used on calls to be charged to the Center. Although the Center will not accept charges on incoming calls from a reentrant, staff discretion may be used in an emergency. It is the responsibility of the reentrant to check if he has received any telephone messages. In emergencies, Center Monitors may deliver messages to reentrants immediately or allow the reentrant to use the business phone. In such cases, name of caller, phone number, and specific information regarding the emergency must be given by the caller. All telephone calls will end at 11:00 p.m. and all telephone calls have a maximum time limit of 15 minutes. No pay phone calls can be made between 11:00 p.m. to 8:00 a.m. Emergency calls may be made at the Monitor's station. Sitting on the floor or chair while using the phone is prohibited (unless a medical condition exists). The 15 minute limit will be enforced. Phone call hours are from 8:00 a.m. to 11:00 p.m.

Reentrants are permitted to have cell phones, iPads, and laptops. ALL electronic devices must be on SILENT/VIBRATE mode while in the Center. ALL cell phones, laptop computers and tablets must be REGISTERED with an on duty Monitor before they are permitted in the Center for reentrant use. ALL cell phones may be confiscated and searched at ANY time for ANY reason. The above timelines apply to cell phone usage also. Electronic devices may be used only in reentrant rooms, TV/day room, resource room and the exercise room. **Electronic devices are not permitted to be used in the hallways, front entrance/lobby, stairwells, doorways, and laundry room. Electronic devices are not permitted in the restrooms under any circumstances, due to PREA (Prison Rape Elimination Act) policies and regulations.** iPads, laptops, phones, and any other electronic device used for viewing purposes must not contain pornography of any kind or they will immediately be confiscated and you will lose all electronic device privileges going forward. **No ear phones will be worn anywhere inside the Center except for in your assigned**

room. Cell phone texting is NOT permitted from 0000-0500 in your assigned rooms.

LAUNDRY

Laundry facilities are available to all reentrants in the Center. Washers and dryers and ironing board are located in the Laundry room. The hours of operation of the laundry room are from 7:00 a.m. to 12:00 a.m. midnight Monday thru Friday and from 7:00 to 12:00 a.m. midnight on holidays and weekends. Weekend use is unscheduled and will operate on a first come first serve basis with the permission of the monitor on duty. There will be no changing of days or doing another reentrant's laundry, who is scheduled for another day, with your laundry. The equipment must be used according to the instructions. Reentrants who are doing their laundry are to remain in the Center until they are finished using the Center's laundry facilities. Extremely dirty, oily, or greasy work clothes should not be washed in the CCC washing machine unless the reentrant is prepared to do a thorough cleaning of the machine afterward. Any problems should be reported to a staff member immediately. **Reentrants must provide their own laundry supplies** (i.e. soap and fabric softener). All linen should be laundered at least once a week. An iron and ironing board are available for reentrant use. The iron is stored in the Monitor's area and can be obtained by asking a staff member for it. All ironing will be done in the basement laundry room only with the exception of handicapped reentrants who will use the first floor laundry. When the ironing is completed the reentrant will empty the iron of water and return it to the staff member on duty. The Center is not responsible for theft of any clothing or laundry supplies, so reentrants are encouraged to remove their laundry and supplies from the laundry room as soon as they have completed cleaning their clothes. Each reentrant using laundry facilities is responsible for their proper use, care and cleanliness. After using the laundry room, equipment, and appliances, each reentrant is required to clean up as needed.

REENTRANT LOUNGES

The Center has three (3) reentrant lounges, which are located on the first floor, second floor and third floor (for third floor reentrants only). The cleanliness of the lounges are the responsibility of all the reentrants and it will be monitored by the Center Monitor on duty. All lounges will close from midnight to 6:00 a.m. daily. Visitors are permitted in the Center from 9:00 a.m. to 9:00 p.m. daily in the front lobby area only. Profanity, arguments, loudness and unruly behavior are prohibited and may result in disciplinary action. If the lounge is not used properly or cleanliness standards are not maintained, it will be closed for specific periods of time. **Eating in the 2nd and 3rd floor lounges is prohibited.** Propping of feet, laying or sleeping on lounge furniture is prohibited. Opening windows in the second floor lounge area is prohibited unless permission is given by the house manager on duty. If approved, leaving windows open will be limited to brief periods of time and must be closed before the reentrant leaves the area.

Among the items in the lounge intended for reentrant use are:

1. Television – Televisions are designed for reentrants' use and they should not be left on when no one is in any lounge. The hours of operation of the TV are from 7:00 a.m. to midnight daily, with weekend and holiday use being from 6:00 a.m. to midnight. The volume on the TV will be kept at a reasonable level to avoid disturbing anyone else in the Center. The TV located on the floor you live on is your primary TV. Residents should try to view the TV on their respective floor before going to another floor. Pirated/copied DVD's or audio recordings are prohibited.
2. Books - There is a small bookcase located in the second floor reading - lounge area. Reading material may be removed to a reentrant's room, however, all books must be returned to bookcase after use.
3. Soda and Candy Machines - The soda and candy machines on the 1st floor are for the convenience of the reentrants. The Center does not own the machines, so any abuse could result in our losing the privilege of having them. The profits from the machines purchase items are placed in the Reentrant Recreation Account. The Recreation Account is used to purchase item for reentrant enjoyment, such as the television, dictionaries, gaming devises, YMCA passes, and TV Cable, etc. There are no refunds unless you get a damaged can of soda and the unopened can is turned in to a staff member.

MEDICAL SERVICES

Reentrants are responsible for obtaining medical and dental care as needed from the provider of their choice. The Department of Corrections will insure that the reentrant does not go without needed medical and dental services. However, it is the responsibility of the reentrant to take care of his medical and dental needs, including paying for those services or arranging for the payment through either family or third party insurance.

The City of Johnstown has a Regional Trauma Center located at 1086 Franklin Street, which is the Conemaugh Medical Center Main Campus.

Within the central business district of the city there are numerous medical doctors, specialists, and dentists.

As stated before, the reentrant is responsible for selecting his own medical and dental service. The Center does have an Agreement with Memorial Medical Center. In the "Yellow Pages" of the telephone book are complete listings of physicians and dentists operating in the Greater Johnstown area. In addition to these providers the reentrant is directed to the "Human Services" section of the telephone book where he will find a listing of various Health Services for the area. Also in the telephone book is the "Health Line" system of prerecorded messages answering common questions for various topics regarding health.

Reentrants are expected to pay for any medical and dental services obtained while at the Center, including all prescription medication. If your employer offers

hospital insurance you are required to participate in the plan. Reentrants who are unemployed and eligible for DPA medical coverage are expected to use that coverage for the medical and dental needs. The Center staff cannot make recommendations regarding which medical care provider a reentrant should go to; they can only inform the reentrant of the locations and types of services provided.

There is Highlands Health (534-6242) located at 340 Main Street. NOTE: If you have an Access card, you are not permitted to use this Center. If you DO NOT HAVE AN Access card and need to go to the Center, you must first obtain a referral letter from your counselor.

MEDICATION

All prescribed medications for reentrants will be turned in to the Center staff immediately upon receipt of the drug. Medications are not to be opened until they are received by the staff member. The Center staff will record the prescription in the medication log. The medication will be distributed to the reentrant per instructions by the physician on the label. It is the reentrant's responsibility to see that he takes his medication when he is required to do so. Morning medications will be administered between 0600 and 0720 Monday thru Friday or as needed for reentrants working different shifts. Narcotic and mood stabilizing prescriptions, as well as prescribed Narcan, will be kept locked in the medication box located in the Monitors Office. All other medications need approved by the Director and/or counselor to be retained by the reentrant.

NOTE: All medications must be taken as prescribed by the physician. Two (2) staff members need to be present when narcotics are distributed.

VISITING PRIVILEGES

It is the policy of the Community Corrections Center to encourage visits with family members, relatives, and friends. The following are rules that govern visiting privileges:

1. Visiting hours at the Johnstown Center are from 9:00 a.m. to 8:00 p.m. every day.
2. All visitors to the Center are required to identify themselves to the staff member on duty and to state the name of the reentrant they wish to visit. A pictured ID may be required.
3. All visitors under the age of 18 must be related to the reentrant being visited or accompanied by a guardian and must have prior approval to visit from the Center Director and/or Counselor(s).

4. Visits by inmates to or from other Department of Corrections institutions or facilities must be approved in advance by the Center Director and the senior administrative officer from where he or she is housed. A CCC reentrant wishing to visit another inmate in a state correctional facility must receive prior approval from both the Regional Director of Community Corrections and the Facility Manager. The Bureau Director will then seek final approval from the appropriate Deputy Secretary.
5. Visits will be permitted only in those areas of the Center authorized by the staff and will not be permitted beyond the first floor area under any circumstances.
6. Visitors are subject to routine searches and are reminded that all contraband items, such as weapons, alcoholic beverages, or illegal drugs are prohibited in the Community Corrections Center, as they are in any Department of Corrections facility.
7. Displays of socially inappropriate behavior or refusal to obey the direct order of any Center staff member will result in immediate termination of the visit.
8. Any serious violation of visiting rules and regulations, or any threat to security of the normal operation of the Center may result in the termination of a specific visit and/or the denial of future visits by the visitor in violation.
9. Visits are not permitted for reentrants on restriction, unless special approval is given by Center Director or Counselor.

HOUSE MEETINGS

House meetings will be held at the Center periodically and attendance is mandatory unless you are excused by the Center Director. These meetings are held to discuss areas of concern to both reentrants and staff such as cleanliness, safety, Center regulations, and future events of interest or situations which may arise as a result of community living. The reentrants will be given an opportunity to bring up any issues which they feel are appropriate for group discussion. Reentrants are expected to use this forum productively and to conduct themselves appropriately at the meetings.

STAFF MEETINGS

During staff meetings the front door is locked and you are either in the Center or out. Staff meetings are held to discuss operational and scheduling needs of the staff and to conduct a progress review of each reentrant and to act upon requests for privileges or program changes by the reentrants. The results of the staff actions will be available to each reentrant following staff meetings and can be discussed individually with your assigned counselor.

REENTRANT GRIEVANCE PROCEDURE

It is the policy of the Center that all reentrants have the opportunity to express themselves regarding problems they are having with the program without being subject to any adverse action. All reentrants are encouraged to first work out any problems or differences with staff informally by submitting a written request directly to the staff member involved, or to the Center Director. When a reentrant feels an issue needs a more formal and structured review the following system should be used. All grievances shall be in writing and addressed to the Inmate Grievance Coordinator as follows:

Administrative Officer Region 3
750 Holiday Drive, Suite 550
Pittsburgh, PA 15220

NOTE: Parole cases are to follow Grievance procedures as noted by their Parole Stipulations/Conditions.

All grievances and appeals are handled in accordance with DC-ADM 804, Inmate Grievance System / BCC-ADM 003 Reentrant Grievance Procedures Manual and shall be in writing and be presented individually. There is a locked box located by the kitchen for the Center Director and Lieutenant for grievance filing. Only a reentrant who has been personally affected by a Department or Center action or policy shall be permitted to seek review of a grievance or appeal. The reentrant must sign the grievance or appeal. All grievances or appeals must be presented in good faith. They shall include a brief statement of the facts relevant to the claim. The text of the grievance must be legible and be presented in a courteous manner. The reentrant should identify any persons who may have information, which could be helpful in resolving the grievance. He may also specifically state any claims he wishes to make concerning violations of Department directives, regulations, or other law. He may request to be personally interviewed prior to the decision on initial review.

All appeals or grievances must be sealed by the reentrant. The intended recipient must be identified on the outside of the envelope, and the reentrant grievant should mail it directly to the designated place.

A reentrant who is dissatisfied with the initial review decision may also appeal to the Regional Director within five (5) working days after receipt of the decision. The reentrant must appeal this matter prior to seeking final review. Any grievance appeals shall be in writing and addressed to:

Mr. Morris S. Richardson, Region 3 Director
Bureau of Community Corrections, Region 3
750 Holiday Drive, Suite 550
Pittsburgh, PA 15220

Any grievant who is dissatisfied with the decision of the Regional Director, Region 3 may submit an appeal to the Secretary's Office of Inmate Grievances and Appeals within five (5) working days of receiving the decision. Appeals to the Secretary's Office of Inmate Grievances and Appeals can be made only after a decision from appeals to Regional Director, Region 3 has been received by the reentrant. All

appeals to the Secretary's Office of Inmate Grievances and Appeals must be in writing and addressed as follows:

Chief, Secretary's Office of Inmate Grievances and Appeals
Department of Corrections
1920 Technology Parkway
Mechanicsburg, PA 17050

Misconducts for rule infractions are handled in accordance with DC-ADM 801, Inmate Discipline. Any appeals to a misconduct disposition shall be in writing and addressed to:

Mr. Daniel D. McIntyre, Director
Bureau of Community Corrections
Department of Corrections
1920 Technology Parkway
Mechanicsburg, PA 17050

UNAUTHORIZED AREAS

Throughout the Center there are areas restricted to reentrants. Unless authorized by a staff member, entry into these areas is prohibited, and unauthorized entry could result in a misconduct report being issued. The following is a list of unauthorized areas:

- Director's Office
 - Lieutenant's Office
 - Counselor's Offices
 - Secretary's area
 - Monitor's Office/Control Station
 - Storage Rooms
 - Staff Restrooms
 - Fire Escape
 - No cellphones in restricted areas. Must be kept in drop box.
 - Rear Stairs
 - Any room other than a reentrant's assigned room
-
- No reentrant is permitted to be in the third floor hallway or stairwell or on the third floor unless you reside there.
 - There will be no loitering in the front or back of the building.
 - When in doubt concerning what is an unauthorized area, contact a staff member for clarification.

PUBLIC TRANSPORTATION

The Cambria County Transit Authority operates a public bus system in Johnstown and the surrounding communities. The Transit Center is located on Main

Street which is approximately two blocks from the Center. Directions to the Transit Center can be obtained from staff members. Bus schedules can be picked up at the Transit Center, or the copy posted on the Center's bulletin board can be used as a reference. The Transit Center's phone number is listed in the yellow pages of the telephone directory.

For reentrants without private transportation, downtown Johnstown and some outlying areas are within walking or biking distance of the Center. Staff members can provide information on destinations outside of the downtown area.

Although taxicabs are available in the Johnstown area, they are too expensive to be used as a regular means of transportation and should be used only as a last resort. The Greater Johnstown Yellow Cab Co.'s phone number is listed in the yellow pages of the telephone directory.

For reentrants whose home area is outside of Johnstown and is located near an Amtrak terminal, train transportation is available from Johnstown. The Amtrak station is located approximately one block from the Center. Schedules can be obtained by visiting or calling the station. The Amtrak station is listed in the white pages of the telephone directory. In addition, Greyhound Bus Lines maintains a terminal on Clinton Street. Schedules can be obtained by visiting or calling the terminal. "Greyhound's" phone number is listed in the yellow pages of the telephone directory.

The Center has bus tokens for use for those reentrants who are new and have little or no money.

The staff member issuing the bus tokens has discretion when they are being issued to ensure they are being used for a legitimate reason.

REENTRANT TRAVEL

Reentrants are permitted to travel within a 25-mile radius of the Johnstown Center. If there is any question regarding distance of a particular destination, contact your counselor or a Center Monitor prior to leaving the Center. Travel outside of the Region (Region III) requires prior approval from the Regional Director. Reentrants wishing approval for out of region travel should contact their assigned counselor.

Parolees who wish to travel outside the Altoona Parole District must have prior approval from their parole agent and CCC staff.

RELIGIOUS SERVICES

Regularly attending religious services may help you achieve personal growth and aid you in positive adjustment to your pre-release program. The Center staff encourages you to regularly attend religious services at an area church or synagogue of your choice. If you do not have sufficient leisure time or you have a curfew conflict in

attending religious services, additional time out may be granted by your counselor or Center Director. Attendance at religious services is a privilege and serious abuse could result in the privilege being revoked or suspended. The Center staff, your friends, other support organizations and the Yellow Pages of the Johnstown telephone directory can assist you in obtaining names, addresses, and telephone numbers of the various religious organizations in the Johnstown area.

Special arrangements can be made to permit Reentrants to participate in certain religious functions (i.e. Ramadan, etc.).

RECREATION

Reentrants who plan to use their leisure time wisely have an easier time adapting to the pressures of the pre-release program. On the other hand, poor use of leisure time can lead to frustration, depression and impulsive behavior, which can create problems that are in conflict with the pre-release program. Although Johnstown is a small city, numerous recreation and leisure time opportunities are available. All one has to do is seek out the opportunities. For reentrants with little or no leisure time interests, the program provides one with a good opportunity to develop or expand leisure time interests. The following list provides some examples of recreation agencies or leisure activities available in the Johnstown area:

1. In addition to books, the Johnstown Public Library, 248 Main Street, provides other services and activities. Check with the library for additional information on the services and activities that are available. Reentrants who desire to improve their reading skills, can attend adult reading classes sponsored by the Johnstown Area Vo-Tech School. Classes are held several times a week at the Johnstown Senior Citizens Center. Registration for the remedial reading program can be done at the Keystone Economic Development Corporation.
2. The Johnstown Recreation and Parks Department provides recreational programs throughout the year. Softball, basketball and volleyball are some of the programs sponsored by the Recreation and Parks Department. Additional information on specific programs may be obtained from the Recreation and Parks Office, Room 204, City Hall.
4. During spring, summer, and autumn, a variety of outdoor leisure interests can be satisfied in the Johnstown area; i.e. fishing, hiking, walking, jogging, visiting state and city parks, roller skating, playing catch, biking, arts and crafts, walking tours, sight-seeing, swimming, tennis, basketball, golf, bowling, spectator sports, etc. Although some of these activities require transportation to accomplish, reentrants can use local buses, family, or friends as a means of reaching out of area destinations. Since some of these activities are not available during the winter months, reentrants should develop alternate leisure interests for the winter months. In addition to the above and with assistance from staff members, the following is a list of agencies and other resources that provide programs and leisure activities, or can provide information on leisure activities, and programs that are available: Churches,

YMCA, Library, Community County Tourist Council, Area Schools, Johnstown Vo-Tech, Windber Community Center, Department of Environmental Resources, PA Fish Commission, University of Pittsburgh at Johnstown, General Telephone Yellow Pages, local newspapers and tabloids, Chamber of Commerce, New Day Inc., AA, NA., Handball and Racquetball Clubs, outdoor clubs.

5. Basic computer classes are available on a first come first served basis through the Pennsylvania Highlands Community College located at 445 Schoolhouse Road, Johnstown (Richland Twp), PA 15904.

RECYCLING PROGRAM

All garbage will be separated into two different types: Recyclable and non-recyclable. The non-recyclable will be disposed of as usual. The City has identified five materials that should be recycled.

At no time will garbage be placed in the recyclable containers.

Clear Glass bottles and jars that were food and beverage containers only. They should be cleaned and the lids discarded. The labels can remain and the glass should not be broken. No other type of glass is acceptable.

Plastic soda bottles, jugs, and jars that are coded with the number "1" and the letters PETE. Lids and metal rings should be removed but labels can stay on. No "hard" plastics such as plastic knives and forks, whipped topping containers, styrofoam, or motor oil containers are acceptable for recycling.

Aluminum cans and other small pieces of aluminum, including foil, siding, pie tins and lawn furniture frames. Bigger pieces of aluminum might require special handling and may not be picked up at the curbside.

Steel and Bi-metallic cans. You need not concern yourself about separating recyclable materials from each other. They can all be stored in the recycling bins that are provided on the first floor near the rear of the Center. All recyclable materials should be rinsed or cleaned so they will not attract insects. When possible the materials should also be flattened or crushed to save space.

D. RULES AND INFRACTIONS

Reentrants are expected to conduct themselves in a law abiding manner at all times whether in or out of the Center. Reentrants are required to abide by all Federal, State and local laws as well as the regulations of the Department of Corrections and the Community Corrections Center - Johnstown.

Failure to comply may result in criminal charges and/or a misconduct report for disciplinary infraction. Depending upon the severity of an infraction this could result in a transfer to a State Correctional Institution or placement into a PV Center.

Reentrants should refer to DC-ADM 80I "Inmate Disciplinary Procedures" posted on the Center Bulletin Board for a list of infractions affecting them during their stay in the Center.

Reentrants found guilty of a Misconduct may have privileges (sign-out period, curfews, etc.) reduced, be placed on Center restriction or be returned to a State Correctional Institution.

RULES AND REGULATIONS of the Johnstown Community Corrections Center

1. Contraband: Reentrants are prohibited from having in their possession or under their control any article considered to be contraband. If anyone becomes aware of contraband anywhere in the Center he is required to report this immediately to a staff member. Contraband includes:

Contraband includes, but is not limited to, the following:

- a. weapons, to include, guns, firearms, knives, scissors, box cutters, ammunition, etc. (real, toy, replica, copy, etc.);
- b. unauthorized tools, explosives, corrosives, or flammable material (i.e., bleach, aerosols, etc.);
- c. dangerous or illegal substances to include synthetically manufactured drugs;
- d. controlled substances that are non-reported, non-prescribed, or outdated, as defined by the Controlled Substance, Drug, Device and Cosmetics Act, 35 Pa. C.S.A. §780-101 (April 14, 1972, P.L. 233, No. 64), and drug paraphernalia;
- e. items that are meant for ingestion (to be placed in mouth and swallowed or smoked) that are not labeled, labeled improperly, whose ingredients are not listed in English, or that are otherwise unidentifiable;
- f. backpacks, bags, or lunchboxes with metallic parts, zippers, or multiple compartments and/or have hidden compartments;
- g. articles of clothing that cannot clear the metal detector (this does not include outerwear such as jackets or coats);
- h. metal cooking/eating utensils, metal tools, glass bottles, glass jars, oil/fragrance bottles (this does not include canned food, cooking pots, or cooking pans that are metal);
- i. personally owned unauthorized electronic/electrical items such as:
 - aa. Televisions;

- bb. Electronic cigarettes/vaping devices
- cc. SIM card(s) not installed in a device;
- dd. Hand-held video games;
- ee. Video game consoles (Xbox, Play Station, Wii, etc.);
- ff. Media players (DVD, VHS, Blu-ray, etc.); and
- gg. DVDs, CDs, Blu-rays, VHS tapes, Cassette tapes, Video Game Cartridges, etc.
- j. loose smoking tobacco, loose chewing tobacco, and rolling papers;
- k. materials, literature, photographs, clothing, graffiti, and other items containing language or images relating to pornography, obscenity, nudity, drugs, alcohol, gangs, or containing language or images that are offensive to another person's sex, race, religion, sexual orientation, or gender identity;
- l. cash or currency in excess of \$500;
- m. another individual's identification cards, social security cards, social services cards, or credit/debit/charge cards;
- n. clearly marked property or materials belonging to another reentrant;
- o. facility issued or personal items otherwise approved but altered from their original approved condition;
- p. intoxicating beverages, intoxicants, or materials used in fermentation, excessive amounts of perishable items/food;
- q. bodily fluids and hazardous waste;
- r. items not approved for mail delivery to the Reentrant or not approved for a visitor to introduce;
- s. any article/document specifically prohibited by state or federal statute, Department policy, or regulation that would be used to perpetrate fraud. (i.e., Uniform Commercial Code);

Reentrants will receive a DC-957, BCC Confiscated Items and Property Receipt any time suspected contraband is confiscated by a staff member. Depending on the seriousness of the contraband, the reentrant may be subject to disciplinary action and criminal prosecution.

2. Shakedowns/Security Checks: Shakedowns and security checks are done periodically to reasonably secure the Center and its Reentrants against the unlawful admission, possession and use of contraband within the physical confines of the Center. Shakedowns and security checks involve the thorough searching of all areas of the Center, reentrant's belongings,

reentrant's motor vehicles and occasionally your person for the purpose of uncovering and confiscating any items or substances defined as contraband or any items lost or stolen from another reentrant.

Any reentrant who refuses a search or who, in any way, obstructs or attempts to obstruct the search will be subject to disciplinary action.

3. Escape: (SIP) Leaving the Center without authorization or failing to return to the Center at a pre-designated time authorized by the staff may result in issuance of an arrest warrant and a criminal charge of Escape which is a third degree felony. If a reentrant is unable to return to the Center due to a serious reason such as hospitalization or accident, he is required to telephone the Center immediately to prevent Escape charges being filed.
4. Gambling: Gambling, whether legal or illegal is not permitted while an individual is a reentrant of the Center. This includes all state lottery games, PA lottery and instant tickets.
5. Urinalysis, Alco Sensor Intoximeter and Pre-Vent Alcohol Tests: Periodic urine samples and Intoximeter test will be collected from all reentrants to determine drug or alcohol use. Positive results will subject him to disciplinary action which may result in the placement of an inpatient AOD program, Institutional return, or PV placement.

Supervised urine samples must be submitted immediately upon request of the staff member. At the time the sample is collected, the reentrant will be physically supervised by the staff person who made the request. If a reentrant is unable to submit a urine sample upon request, he will be required to remain in the Center Monitor area until he is able to do so. He is not permitted to eat or drink anything during this time unless permission is granted by the Center staff. It is the reentrant's responsibility to submit a sample within two (2) hours of the request. If he fails or refuses to do so, a presumption of a positive urine result will be made, and appropriate disciplinary action will result.

It is the reentrant's responsibility to advise the staff person of any medications which he is currently taking.

Urinalysis testing may be of positive benefit to any reentrant who is not using non-prescription drugs or alcohol. A negative finding by the testing laboratory will provide parole with a clinical assurance that the reentrant has been substance-free during his stay at the Center.

Reentrants are advised not to take performance enhancing products.

6. Reentrants are not permitted access to unauthorized areas, described in Section C, except in an emergency.
7. Reentrants are required to comply with all emergency and safety procedures as well as all policies described in Section C of this handbook.

8. Reentrants are responsible for damaged or missing bed linen, towels and room keys. Reentrants will be charged according to the following scale:

Pillow 22" x 28".....	\$ 8.50 each
Pillow Case 42" x 36".....	3.00 "
Sheet 54" x 99".....	10.15 "
Blanket, cotton 72" x 96".....	18.00 "
Blanket, Wool 72" x 96".....	20.00 "
Bath Towel 22" x 44".....	3.75 "
Washcloth.....	.85 "
Combination Locks	4.40 "

9. Out of state travel is prohibited.
10. Loitering outside the Center or in nearby businesses is prohibited.
11. Reentrants are responsible for any damages that they may cause to Center property and will be charged accordingly.
12. Reentrants are prohibited from areas which are designated as off-limits. This includes all bars, taverns, etc., and may include an area where a reentrant's offense took place or an area which is regarded as a hazardous place or a high crime area. As discussed previously, each reentrant is required to become familiar with this section as well as the entire handbook. Any questions on interpretations should be referred to a staff member. If a reentrant does not know the answer to any policy or rule which may not be covered in the handbook, he is to ask a staff member prior to assuming that he is acting in an authorized manner.
13. Reentrants are not permitted to participate in medical, pharmaceutical, or cosmetic research experiments.

RECEIPT OF REENTRANT HANDBOOK

I, _____, have had fully explained to me the rules, policies, and expectations of the Johnstown Community Corrections Center, including Emergency Procedures, and have received a copy of the Reentrant Handbook. I have had the opportunity to ask questions regarding the above-mentioned rules and understand that violation of the rules may lead to disciplinary actions.

Witness

Signature

Date