



WELCOME

Welcome to Transitional Living Centers, Inc. *Meraki, Kaizen, or Bethesda House*. You have been referred to our Facility and in order to successfully complete our program, you must abide by all of the rules and regulations in this "Resident Handbook." Please take the time and familiarize yourself with the content of this Handbook. It is very important and by reading it you will increase your chances of successfully completing the program.

Thank you and welcome to TLC!

TRANSITIONAL LIVING CENTERS, INC. MISSION STATEMENT

Transitional Living Centers, Inc. provides a supportive community that enables incarcerated women and men to make a positive and productive transition back into society.

TRANSITIONAL CENTERS INC., CREDO

The Transitional Living Centers, Inc. is a community-based, not-for-profit residential program providing services to women and men who have been convicted of a crime and are about to re-enter society. As a state contracted community corrections center, TLC provides supervision and assistance in a home-like environment. The residential facilities accommodate offenders who are referred by the Department of Corrections as state drug treatment program (SDTP) cases, parole cases, or are referred by the Parole District Office as half-way back cases. Professional staff persons provide coverage, support and services, twenty-four hours a day to help prepare each reentrant for the emotional, financial, and behavioral challenges of independent living.

ABOUT OUR PROGRAM

TLC provides reintegration assistance to offenders released from state correctional institutions, referred by parole. Our mission is to serve the public by assisting all offenders with monitored and structured societal reintegration.

TLC does not discriminate on the basis of race, religion, national origin, gender, disability, or political views.

Transitional Living Centers, Inc. contracts with the Pennsylvania Department of Corrections and accepts parolees mandated by parole to a more structured environment that is provided by a community corrections facility (prior to paroling directly to their own home plan address). TLC assists each resident based upon his/her individual needs, criminal history, and behavior. The offender is encouraged to become a productive member of society through emphasis on work ethic, payment of restitution, counseling, community service, and accountability. When a resident's progress or behavior falls outside of program expectations, our mission is to take corrective action.

Any and all subsequent memos, policy and procedure changes, additions/changes to the program will be in addition to this Resident Handbook. Rules/Handbook policies are subject to change with our without notice, at the discretion of the TLC Executive Director or designee.

Resident Mailing Address: 900 West Third St., Williamsport PA 17701

Office Phone Number: (570) 326-7220



Bethesda House Mail Address: 616 West Edwin St., Williamsport PA 17701

Office Phone Number: (272) 202-3430

SECTION 1: RESIDENT RIGHTS

You are afforded the following rights:

1. The right to be treated respectfully, impartially, and fairly by all personnel.
2. The right to freedom of religious affiliation and voluntary religious worship within the facility.
3. The right to nutritious meals, proper bedding, showering, and laundry facilities, sufficient warmth, proper ventilation, and fresh air, and regular recreation period.
4. The right to correspond with and visit family members, friends, and other persons as determined by your case manager and where there is no threat to security in keeping with the rules and regulations of the facility.
5. The right to participate in counseling, education, and vocational training per available resources.
6. The right to be free from discrimination based on age, gender, race, or sexual preference.

Transitional Living Centers, Inc. shall maintain a safe environment providing proper discipline and control. TLC staff shall have the right to protect themselves from physical harm. TLC shall report any use of physical force to the Department of Corrections (DOC) and the Pennsylvania Board of Probation and Parole (PBPP). Under no circumstances shall you be subjected to inhumane treatment.

As a resident of TLC, you agree to be treated at TLC. Services are provided without regard to race, sex, color, creed, religion, natural origin, marital status, handicap, or ethnicity.

- You understand that you will be assigned a case manager and will participate in the development of a program plan to meet my program needs.
- You understand that if you become dissatisfied with my case manager or treatment you may request the situation be reviewed by the Direct Services Supervisor.
- You have been advised, during the orientation period, of the rules and regulations related to treatment, including requirement for admission and discharge. They have advised me that the center is a twenty-four-hour facility and I will be responsible for any cost incurred during my treatment at the facility. This includes any medical expenses not covered by the Department of Assistance, or other insurances.
- You understand you may be involuntarily terminated from the program for any act of violence, use of chemicals, misuse of prescribed medication, unauthorized absence from the center, or other disruption of the orderly running of the facility.
- The center will not limit, restrict, or deprive Civil Rights solely by reason of presence in treatment.
- Resident records are stored in locked filing cabinets and protected by Federal and State confidentiality laws. Residents may inspect those records generated at the center by making written request to their case manager. The Director may delete portions of the record if he or she feels material may be detrimental to



the relationship with the center or violate another's rights. The decision to delete portions will be documented and may be appealed to the Board of Directors.

- You understand you may request in writing, to have portions of your record corrected or removed if deemed inaccurate, or outdated. You may also submit rebuttal information to your file.
- You consent to have your photograph taken and retained as part of your file.

WHILE A RESIDENT OF THE FACILITY YOU ARE RESPONSIBLE FOR:

1. Following all rules and regulations of the Facility and all directions from our staff. While the resident handbook describes the rules and regulations of the Center- no one document can be inclusive of all possible circumstances. **WHEN IN QUESTION- ASK!**
2. Maintain your own safety and contribute to group safety by learning safety procedures and responding appropriately in emergency situations or drills of the same.
3. Preserve the physical environment in the condition in which you find it or strive to improve it. This includes refraining from damaging the building, property or grounds of the Facility. It also involves maintaining your personal area and performing assigned details as instructed. Everyone must contribute to the cleanliness of the Facility.
4. Be non-violent, respectful, and considerate of other community members and staff. Be sensitive to the rights of others. Do not enter any room other than your own and do not allow others in your room.
5. You are responsible for restitution for any damage you do to the building or property of the Facility or of the other community members.
6. You are responsible for your own property and money. The Facility staff recommends you do not keep excessive amounts of valuable property or money at the Facility. You must make arrangements for your property to be picked up, or sent to, the person(s) designated in the event of a transfer/discharge. **Property left at the Facility longer than 30 days will be donated to a local charitable organization or discarded.** If you abscond or escape, the property is considered abandoned and will be discarded immediately.

SECTION 2: SECURITY AND ACCOUNTABILITY

Upon arrival to the facility, each resident will begin an orientation period. The purpose of this time is to familiarize yourself with the facility, the rules, and the staff. You will meet with a Case Manager to make initial arrangements for medical assistance if needed, as well as scheduling appointments for any services deemed appropriate to your specific needs. You will also be required to review the TLC rules and regulations with staff and you will receive any answers to questions you may have.

During orientation to the center you will be informed of the proper procedures to follow during fire drills and disaster evacuations. For your own safety and the safety of others, you must abide by these procedures at all times.

2.1 REQUIREMENTS AND EXPECTATIONS AT THIS FACILITY



- Your personal property will be searched and inventoried.
- You will have an intake completed by a Resident Advisor
- You will have an intake assessment completed by your Case Manager- including a Treatment Plan
- You will attend all scheduled groups and individual sessions both inside the Facility and outside.
- You will comply with all urinalysis and breathalyzer procedures.
- You will complete all details assigned.
- You will obtain employment.
- You will schedule family visits accordingly.
- You will learn all of the rules and regulations of the facility.

2.2 SECURITY INTAKE

Upon arrival at the facility, you will be searched and your property will be searched and itemized by a Resident Advisor. You will be asked to give pertinent information about yourself. You will obtain clean linens and assign a bed and locker.

You are required to furnish the names of two (2) individuals who are authorized to receive your personal belongings in the event that you are removed from the center. These individuals must retrieve your belongings **WITHIN 30 DAYS** of the day you are removed. Any property left at the facility after 30 days will either be discarded or donated to a charitable organization.

You will be provided with facility identification card (ID). You must have this on you at all times when you are in the facility.

You will be asked medical questions by a Resident Advisor. The staff member will fill out a Medical Questionnaire to get a list of basic and immediate medical needs. At this time, you will be asked if you have a special diet, such as: religious restrictions on meals or medical restrictions on food that can be eaten.

2.3 RESIDENT ACCOUNTABILITY

Residents are accountable for all of their actions at TLC. Some major concerns for all residents are included in this section:

ACCOUNTABILITY OF YOUR DESTINATIONS

Part of your Case Manager's job is making sure that you reach your targeted goal, which is successful transition into society. To make sure you reach this goal, we must make sure no violations of this program occur. Some ways case managers may do this are: calling your employers and monitoring your progress in the outpatient settings.

You are never permitted to leave or enter the facility without prior staff approval. If you fail to return to TLC or if you leave the building without prior authorization you may be declared an escapee or parole absconder, based upon your controlling jurisdiction. If you are late returning from any pass, maintaining contact with the facility is required. Maintaining contact does not take away the possibility of restriction(s).

ACCOUNTABILITY TO TIME



The return time indicated on your passes is the time you are to report back, in person, to the facility. There are no grace periods for lateness. Remember that you are a resident of this program based on referral from the Department of Corrections/Department of Probation and Parole. The primary factor to be successfully discharged from our program is to be accountable for your actions. One key way to show accountability for your actions is timeliness.

If you are unable to return to the Facility at the designated time, you are required to call the Facility (570) 326-7220, explain the problem and continue to follow staff directions during this period. If you fail to maintain contact for 4 hours or more, you will be reported to the authorities as an escapee/parole absconder.

ACCOUNTABILITY OF BEHAVIOR

TLC has a clear list of rules and regulations that govern the behavior of residents in our program. In addition to the rules of conduct set forth in this handbook, residents are bound by the Pennsylvania Department of Corrections misconduct charges as identified.

ACCOUNTABILITY IN DAILY DETAILS

You will learn and do assigned details at the facility. Details include, but are not limited to:

- Proper Maintenance of hallways/stairways
- Proper Maintenance of bathrooms
- Proper Maintenance of Common areas
- Proper Maintenance of smoking areas
- Proper Maintenance of kitchen areas
- Proper Maintenance of bedrooms
- Other duties as assigned

Residents will be assigned on a monthly basis details in order to clean the entire facility on any given day. The schedule is posted outside of the Resident Advisor's office. If the facility looks below par for that day, all assigned residents will be sanctioned and restricted from leaving the facility for the day and up to one weekend.

ACCOUNTABILITY TO PERSONAL PROPERTY

Remember that all property brought into the facility is done so at your own risk. Although we want to know if you are missing items, it is not our responsibility to safeguard all things in the facility as you are given ample means to secure your property. It is suggested that you label your belongings so there is no discrepancy as to whom the item belongs. Residents are advised not to bring valuable items into the facility.

ACCOUNTABILITY TO PERSONAL AREA

All residents are required to keep their personal areas clean including under the bed, top, inside, and outside of the locker daily. The following procedures are required in the personal areas:

- **Nothing hanging on bed or locker.**
- **Nothing on top of window sills.**
- **No more than 6 pairs of shoes will be displayed under the bed.**



- No open bottles or containers of food will be brought to the bedroom area with the exception of water.
- Takeout orders are not permitted.
- 30 items of clothing are allowed in your locker. If you have anything over that amount, you will be asked to send the remainder home. Failure to comply will lead to confiscation of excessive clothing.
- Facility linens must be on your bed and your bed must be made during the hours of 8am-4pm unless you work third shift.
- Hygiene items are to be stored in your hygiene locker.
- Do not hang towels and/or clothing on heater vents.
- Unplug all hair products, fans, etc. when not in the room.
- Windows can only open up to 8 inches.

SECTION 3: GENERAL RULES

1. Any order or direction given by the staff of this facility must be carried out, without question, to the best of your ability.
2. All notices and signs posted in this facility are considered regulations and must be followed. Read the bulletin board and staff office doors frequently for important information. Removal of posted signs is a violation of TLC's policy.
3. Residents must be appropriately dressed at all times.
4. The building, linens, and equipment are property of TLC. Defacing of walls, damaging linens, equipment, and/or tools will be considered destruction of property and the resident will be disciplined and required to reimburse the facility for damages.
5. Use of foul, obscene, or profane language is in poor taste and will not be tolerated.
6. You are required to be respectful to staff and other residents at all times.
7. Smoking is not permitted in the facility.
8. Chewing Tobacco is not permitted **anywhere** in the facility.
9. No rolled cigarettes, loose tobacco, or rolling equipment is allowed in the facility.
10. You are only allowed to bring in unopened packs of cigarettes into the facility. If you leave you should only take as many cigarettes that you will need while you're out because you will not be allowed to enter the facility with an open pack of cigarettes.
11. Smoke breaks are a privilege and can be revoked. There will be five smoke breaks per day. The last smoke break is at 10pm and first smoke break is at 6am.



12. The common areas, televisions, and voice calls are shut down between midnight and 5:00am. Residents that return from work after 11pm may eat and relax in the Common Areas, but the televisions are to remain OFF for noise and loitering purposes.
13. Your housing units, your property, cell phones, vehicle, and your person are subject to search at all times.
14. You are required to give your commitment name any time that it is requested by a staff member.
15. Regardless of your place of work you are not permitted to sell any service to another resident or staff member.
16. At no time will tools used in your work place be brought in to TLC unless prior authorization from your case manager was granted.
17. Having any form of weapon in your possession or on your person is a serious offense and will be treated as such.
18. At no time will a resident have authority over any other resident in the facility. Residents are expected and required to follow all directions from the staff.
19. At any time, your Case Manager with the approval from the Director may suspend visiting privileges for just cause.
20. At no time should a resident use the side and back doors of the facilities, it is to be used only in the event of an emergency or evacuation drill. A resident who exits the side or back door will be deemed to have left the facility in an unauthorized manner.
21. No resident is permitted to change his/her housing unit or bed assignment without prior authorization from Director or Case Manager.
22. There are a minimum of 7 standing counts performed every day. 2 counts on 1st shift and 2 counts on 2nd shift and 3 counts on 3rd shift.
23. Sleeping times are based on work schedules.
24. No resident is permitted to engage in fraternization or a personal relationship with staff members, volunteers, or vendors, at any time during his/her confinement in this facility. This includes but isn't limited to: social media, exchange of money, personal contact, text messages, letters, or phone calls.
25. All drop offs must be approved **IN ADVANCE** by your Case Manager
26. A resident may not bring open containers of liquid(s) into the facility.

3.1 HOUSING UNIT REGULATIONS



1. Residents are **NOT PERMITTED** to enter another resident's bedroom unless accompanied by a staff member.
2. Each resident is responsible for his/her personal cleanliness and the neatness of his/her housing area.
3. Loud talking and shouting is not permitted.
4. All items brought into this facility by you are your responsibility. In the event of theft or misplacement, TLC will not replace them.
5. Upon leaving your bedroom, it is your responsibility to make sure your personal items are secured and locked.
6. Be neat in your appearance when leaving your bedroom.
7. Windows and walls are to remain free from all obstructions.
8. Walls are to remain free of all items. Residents may affix pictures ONLY. Staff exercises discretion regarding the appropriateness of pictures.
9. Residents may not hang clothes/towels from their locker, window, bed, or curtain rod.
10. Headphones are to be used at all times in the facility.
11. **Residents that are in the facility during the day time hours and Residents that work day time hours: All beds are to be made prior to 8am or prior to leaving for work and are to be kept that way until 4:30pm Monday-Friday. Residents that work later shifts: All beds are to be made prior to leaving the facility for the day.**
12. On Saturday, Sunday, and holidays, the beds are to be made by 10am.
13. The bed is to be made in the following manner: sheets tucked under mattress, blanket tucked over the sheet, pillow in pillowcase at head of the bed. No exceptions.
14. Residents are not permitted to buy, sell, trade, lend, or borrow, etc. any items between residents. Any infraction will result in these items being confiscated.

3.2 SEARCHES OF RESIDENT ROOMS

1. The Director, Case Manager, and or Resident Advisor, may order a general search of any/all areas of the facility at any time. Your room may be searched as part of a general search, randomly selected, or as needed as part of an investigation. During a room search, all precautions will be taken to avoid damage to any items. Any items that is contraband or evidence of a crime or misconduct will be confiscated. If you have excessive personal property in your room, you may choose to have these items destroyed or mailed



to someone. If you choose to send the items to someone, you must pay the shipping cost. You will be given a confiscation slip for any item that is removed by staff.

2. Any resident that refuses a search or who in any way attempts to obstruct a search, will be subject to disciplinary action.
3. You may be present whenever your room is searched UNLESS the staff conducting the search determines that your presence would be a threat to staff, other residents, or the security of the facility, if the search is being conducted under emergency conditions, or if your presence will impair an ongoing investigation of criminal activity or violation of facility rules.

A RANDOM SEARCH OF YOUR ROOM MAY BE CONDUCTED AT ANY TIME.

4. Your room may also be searched as part of an investigation when there is reasonable suspicion that you or one of your roommates are concealing contraband, are involved in criminal activity, or involved in an activity that could threaten the security of the facility.
5. Your room may also be scanned for narcotics by a K9 dog. This may be done without you being present. If contraband is suspected, the procedures for a room search will follow.
6. Your room will also be inspected for health, safety, and security reasons. A security inspection is to check things such as doors, windows, electrical fixtures, etc. Your personal property will not be searched or disturbed during a security inspection except to the extent necessary to gain access to the things to be checked. **YOUR PRESENCE IS NOT REQUIRED DURING A SECURITY INSPECTION OR SEARCH.**

3.3. CONTRABAND

Residents are prohibited from having on their person, in their car, or under their control, any item considered contraband. Contraband may be confiscated at any time. The presence of contraband will subject you to disciplinary action that may result in revocation of your SDTP and/or parole status. If a resident becomes aware of contraband anywhere in the facility, he/she is required to report it immediately to a staff member.

All contraband items found during a search will be confiscated and you will be appropriately reprimanded.

Any property that appears to be contraband will be confiscated and you will be issued a "Confiscation Slip." The contraband item will be stored in a locked area for the Department of Corrections to make a final decision as to the outcome of the confiscated item(s).

Examples of contraband include, but not limited to:

- **Alcohol, drugs, or drug paraphernalia or any Controlled Substance(s)**
- **Medical Marijuana**
- **Any item staff deem as inappropriate**



- **Any/All sharp objects/tools used for work**
- **Chewing tobacco or loose tobacco**
- **Clothing depicting drug culture, alcoholic drinks, anything offensive, etc.**
- **Extension cords**
- **Lottery tickets, poker tickets, gambling paraphernalia**
- **Non Hand Held Gaming Devices (PSP, Xbox, etc.)**
- **Matches/lighters**
- **DVD players or any DVDs & CDs**
- **Photos, Art, Calendar, Magazine, etc. depicting nudity, violence, or brutality of any kind**
- **Pornography of any kind (or anything staff deems inappropriate)**
- **Televisions, radios, external speakers of any kind (DOC prohibited), radios with recording ability**
- **Unregistered cell phones**
- **Weapon(s) of any kind or type**
- **Candles**
- **Backpacks and/or purses with multiple pockets ONLY ONE POCKET ALLOWED**
- **Hair dye**
- **Wire Hangers**
- **Aerosol Containers**
- **Designer oils**
- **Excess cash over \$500**

Additionally, no resident shall appropriate, steal, exchange, borrow, lend, buy, or sell any article of food, cigarettes, equipment or supplies from other residents or from the facility, nor shall he/she obtain such an article by fraudulent means. Trading, bartering, borrowing, and lending are prohibited.

3.4 URINALYSIS TEST

Random urinalysis and breathalyzer tests will be done on all residents. If a urinalysis is required, the urine sample must be provided before the resident's departure from the Facility. Urine samples must be submitted upon request from staff. At the time of collection, you will be physically supervised by a staff member. If you are unable to immediately produce a sample, you will be required to remain in the Facility at a location designated by staff. Cell phone will be confiscated during this time. If you have difficulty providing a sample, you will be permitted to consume ONE 8 oz. cup of water. Failure or refusal to provide a sample within 2 hours of staff request will result in a presumed positive test and disciplinary action. Urinalysis can be requested at any time, even if a sample was provided earlier the same day. A minimum of 2 screening are required per month by the Pennsylvania Department of Corrections. Additionally, tests for Spice/K2 will also be required.

Act No. 1997-52 H.B No 360

An Act Amending Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, prohibiting the furnishing of drug free urine for the purpose of evading drug tests.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1: Title 18 of the Pennsylvania Consolidated Statutes is amended by adding a section to read:

§7509. Furnishing drug free urine



- (a) Unlawful sale or attempt- A person commits a misdemeanor of the third degree if he/she offers for sale, sells, causes to be sold or gives drug free urine for the purpose of or with the intent or knowledge that the urine will be used for evading or causing deceitful results in a test for the presence of drugs.
- (b) Use or attempt- A person commits a misdemeanor of the third degree if he/she uses or attempts to use drug free urine as provided in subsection (a) for the purpose of evading or causing deceitful results in a test for the presence of drugs.

3.5 BREATHALYZER TEST

Samples must be submitted upon staff request. You may need to provide multiple samples over short period of time. Refusal to provide a sample will immediately result in disciplinary action. Staff is not permitted to inform you of test readings.

3.6 POPPY SEEDS

Per the Department of Corrections, residents (including parolees) of Community Corrections, Region II may not ingest poppy seeds in any manner. Assertions of consumption of poppy seeds will not be accepted as a reason for positive urinalysis results.

3.7 MEDICATION ASSISTED TREATMENT (MAT)

As part of its ongoing mission to better equip reentrants as they return to their communities, the Department of Corrections allows the following medication assisted treatments:

- 1) Vivitrol: Vivitrol is a non-narcotic medication indicated for the treatment of alcohol use disorder as well as opioid use disorder.
- 2) Methadone: Methadone, a synthetic opioid, is an agonist that mitigates opioid withdrawal symptoms and, at higher doses, blocks the effects of heroin and other drugs contain opiates.
- 3) Buprenorphine: Buprenorphine treats opioid dependence, is a partial opioid agonist that, when dosed appropriately, suppresses withdrawal symptoms.
- 4) Naltrexone: Naltrexone is a non-addictive antagonist used in the treatment of alcohol and opioid dependence. The medication blocks opioid receptors so they cannot be activated.
- 5) Medical Marijuana: Medical Marijuana is for residents with specific medical conditions.

All of these Medication Assisted Treatments must be approved by your case manager, Department of Corrections CFC, and Pennsylvania Probation and Parole prior to use.

SECTION 4: PRIVELEGES

MAIL: The policy of TLC and the Department of Corrections is to maximize communication with family, relatives, friends, and others concerned with the overall program of the individual resident. This is essential to the rehabilitation process in terms of morale, maintenance of family ties and reintegration into the community.



4.1 MAIL CORRESPONDENCE REGULATIONS

1. There is no limit on the number of letters you may send or receive. All outgoing mail (with proper postage) can be placed in a Post Office mailbox outside the 900 West Third St. facility.
2. All mail is opened in front of a Resident Advisor.
3. Indigent residents may receive postage stamp, envelope, and writing paper from their Case Manager for personal mail.
4. Any contraband, unlawful materials, threats, drawings and/or photographs which violate postal regulations, are prohibited and will not be forwarded.
5. Mail containing plans for criminal activity, gambling, lottery codes, or plans for activities to solicit gifts or money will not be forwarded nor returned to the originator, and if necessary, the proper authorities will be notified.
6. If receiving mail from an inmate from any Correctional Institution, you must obtain reciprocal approval from the warden of the State Correctional Institute and from the Director.
If you were in a placement prior to TLC and already received this approval, you MUST reapply for this approval again. This approval does not “carry over” from the prior placement
7. When you are discharged from TLC it is your responsibility to contact all potential mailers of your new address. After 6 months all first class mail will be returned to sender.

4.2 TELEPHONES

Personal calls, either incoming or outgoing are not permitted on the staff telephone lines, however TLC provides two resident lines for personal use. **Do not use caller assistance or you will be responsible for the additional phone charge.**

Meraki Resident Line: (570) 326-1654

Kazien Resident Line: (570) 323-4763

Bethesda Resident Line: (570) 651-9615

For any residents that are hard of hearing or deaf, services are available to assist in phone calls and communication through, Center for Independent Living of North Central PA (570) 327-9070.

4.3 CELL PHONES

Cell phones are permitted in the facility as part of the reintegration process and to assist in finding and maintaining employment. In order to have a cell phone in the facility, residents must register the cell phone with staff (having the cell phone registered while at a previous facility does not count- it does not “carry over”), residents must sign **“Resident Cell Phone Agreement”** and the residents must abide by all of the rules surrounding cell phones in the facility. Some key points to remember about cell phone usage:

- Cell phones are subject to search at any time. **DO NOT ASK WHY.**
- Do not lend or permit anyone else to use your cell phone at any time.
- Do not walk and talk in the building.



- Cell phones are to be set to vibrate at all times. Do not use speaker phone.
- Pornographic material is not allowed.
- No pictures or face timing while in the facility.

4.4 GREIVANCE PROCEDURE

Residents may file a grievance at any time by obtaining a grievance form located on the third floor of 900 West Third St. Residents must also follow the procedures outlined in the Department of Corrections Administrative Directive 804 (DC-ADM 804), which is posted on the community bulletin board in Meraki dining room and Kaizen first floor hallway. Bethesda policy is located in the hallway on the first floor.

The following directions must be followed:

- When submitting a **TLC** grievance, you will submit a statement outlining the incident and the attempts at an informal resolution to a Case Manager, Director, or the locked grievance box located on the third floor of Meraki or back hallway at Kaizen House. Grievance box at Bethesda is located in the dining room.
- If you wish to file a **BCC** grievance to mail to the Department of Corrections, they too are located on the third floor of 900, first floor hallway at Kaizen, or dining room of Bethesda House. Mailing address is 1920 Technology Parkway., Mechanicsburg PA 17050)
- Within (2) working days a Case Manager or Director will hold a meeting with you and the other parties involved. A written summary of this meeting and any subsequent investigation will be given to you within four (4) working days.
- You may also submit a Department of Corrections grievance to the CFC who governs TLC. There is a locked DOC Grievance Box located in each facility in addition to the TLC grievance boxes. Meraki – third floor. Kaizen – back hallway. Bethesda – dining room.
- The agency shall not impose a time limit on when a resident may submit a grievance regarding an allegation of sexual abuse. The agency may apply otherwise applicable time limits on any portion of a grievance that does not allege an incident of sexual abuse.
- The agency shall not require a resident to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.
- Nothing in this section shall restrict the agency's ability to defend against a lawsuit filed by a resident on the ground that the applicable statute of limitations has expired.
- The agency shall ensure that a resident who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint, and such grievance will not refer to a staff member who is the subject of the complaint.
- The agency shall issue a final agency decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance. Computation of the 90-day time period shall not include time consumed by residents in preparing any administrative appeal.
- The agency may claim an extension of time to respond, up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The agency shall notify the resident in writing of any such extension and provide a date by which a decision will be made.
- Third parties, including fellow residents, staff members, family members, attorneys, and outside advocates, shall be permitted to assist residents in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such request on behalf of residents. If a third party, other than a parent or legal guardian, files such a request on behalf of a resident, the facility may require a condition of processing the request that the alleged victim agreed to have the request filed on his/her behalf,



and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process. If the resident declines to have the request processed on his/her behalf, the agency shall document the resident decision. The agency shall establish procedures for filing of an emergency grievance alleging that a resident is subject to a substantial risk of imminent sexual abuse. Emergency grievance procedures are elaborated in Section 8: PREA, page 17

- After receiving an emergency grievance alleging a resident is subject to a substantial risk of imminent sexual abuse, the agency shall immediately forward the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) to a level of review at which immediate corrective action may be taken, shall provide an initial response within 48 hours, and shall issue a final agency decision within 5 calendar days. The initial response and final agency decision shall document the agency's determination whether the resident is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.
- The agency may discipline a resident for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the resident filed the grievances in bad faith.

4.5 USE OF MOTOR VEHICLES

Residents are not permitted to own OR operate a motor vehicle without **prior written consent** of the Director, CFC, and parole. You must present the following items to your Case Manager in order to be considered for driving privileges:

- Valid driver's license
- Proof of ownership of vehicle (registration)
- Valid insurance
- Valid inspection sticker

Once these items are submitted, request to drive form must be completed by your Case Manager and he/she will then submit to the Director, Department of Corrections, and/or Pennsylvania Board of Probation and Parole for approval/denial. Please keep in mind that if you park your vehicle in TLC's parking lot it will subject to be searched by staff at any time, with or without notice for contraband (see CONTRABAND section).

Finally, there is NO parking lot/area provided. You need to make arrangements for parking your vehicle. You will NOT be permitted to park in TLC parking lot Monday-Friday 8am-5pm. You are not allowed to have another resident drive your vehicle.

4.6 INDIGENTS

If you lack basic toiletries and the means to get them, you will receive a gratuity of necessary items. Please complete a **"Hygiene Request Form."**

The definition of Indigent is as follows: A need or destitute person at TLC facility, meeting the following conditions:

- Has \$0.00 on account; and
- Has less than \$5 on his/her person; and
- Has no financial support; or
- Has family living more than 120 miles from the facility preventing visitation

4.7 VISITING POLICY



Family and significant others of residents are encouraged to visit in order to reestablish family and community ties. The procedures and rules for visitors are as follows:

- Residents will maintain an approved visitor list with their Case Manager. It is at the Case Manager's discretion to permit or deny a visitor(s).
- All official visitors and other resident visitors must sign the respective logs upon entering and leaving the facility.
- Visitors are not permitted to bring their personal belongings into the facility. They may bring their own ID and items for the resident (clothing, cosmetics, and money). Visitors are NOT permitted to bring any homemade food to the resident. **No open containers.**
- Visitors will provide photo identification to the resident advisor on duty.
- Based upon the nature of a resident's offense, visits from minor children will not be permitted for any reason. Residents with crimes involving minor children may not receive a visit from any child without prior written authorization from the Director.
- If your attorney or legal staff should arrive or call the Facility, you may visit with them at any time.
- Visiting hours are **Friday 5pm-10pm, Saturday 12pm-10pm, and Sunday 12pm-8pm**. If the visiting area becomes overcrowded the visit may be shortened at the discretion of the staff on duty.
- A maximum of two people (excluding children) will be permitted to visit a resident at one time, unless otherwise approved by the resident's Case Manager.
- All visitors are subject to search. Should they refuse to comply; the visitor(s) will be denied entrance and will be directed to leave the facility. Visitors are not allowed to bring open food/beverages into the facility. Visitors violating their visiting privileges will be denied entrance into the facility for an indefinite period of time.
- Visitors may be denied access to the facility or ask to leave the facility, if the staff determines or suspects the visitor has contraband, smells of alcohol, or is under the influence of a controlled substance.
- A resident may have an official visit with a law enforcement officer, parole agent, or other such authority at any time, provided all necessary confidentiality restrictions have been addressed.
- Victims and/or co-defendants are never permitted to visit.
- Former residents are always welcome for a 1-hour visit.
- If your visitor requires accommodations due to a disability, please advise staff so special arrangements can be made based upon the individual needs of your visitor.
- At any time, staff members including your Case Manager or the Director may suspend visiting privileges for just cause.

SECTION 5: HYGIENE AND PERSONAL CLOTHING

5.1 LAUNDRY

1. Washer and dryers are located on the basement level of both Meraki and Kaizen House. It is located on the second floor at Bethesda House.
2. This facility assumes no responsibility for clothing left or damaged in any form in the laundry. If damaged, torn, faded, etc. do not attempt to process a claim. It will be your loss.
3. Any clothing brought into the facility at intake and/or from thrift stores MUST be laundered before going to the bedroom.



4. All residents will wash and dry their own clothing and linens. **Linens must be done weekly.**

5. There is laundry detergent provided or you may purchase your own.

5.2 PERSONAL HYGIENE

1. Residents are encouraged to shower on a daily basis.

2. All residents must be appropriately attired at **ALL TIMES**.

3. All indigent residents will have access to the following items: toothbrush, toothpaste, comb, soap, razor, deodorant, shampoo/conditioner, and feminine products.

4. Should a reentrant not have their own, residents will be issued the following linens: one blanket, one pillow, one set of sheets, two wash cloths, one hand towel, and two towels.

SECTION 6: CLEANING AND MAINTENANCE

Cleanliness is an important and necessary part of the TLC Program. Sanitation, health, and a positive environment make your stay more tolerable. Staff set standards on maintaining a consistent housekeeping plan. Daily inspections are conducted by staff to ensure standards are achieved.

Our cleaning program consists of daily, evening, and weekend chores. Chores are assigned to each resident. All areas will be completed by residents and checked by staff. All residents are responsible to maintain both the cleanliness of their own living space and the entire center. It is the responsibility of all residents to allow themselves enough time to complete their assigned chore and have it checked by staff on duty. The staff should be informed immediately after you complete your assigned chore.

Non assigned chores may be given at any time to any available resident as needs arise.

During the winter months, residents are responsible to shovel and salt the sidewalks. During the spring/summer months, residents are responsible for the lawn care including pulling weeds. Equipment will be provided by the Resident Advisor on duty.

6.1 BEDROOM CHECKS

Every day your bedroom unit is to be cleaned and neatly presented.

Areas that will be checked:

- Beds made neatly.
- Shoes placed neatly under the bed.
- Nothing hanging on the bed and/or locker.
- All hygiene placed in the assigned hygiene locker.
- No food or drink with the exception of water.

6.2 DETAILS

Details are posted monthly near the Resident Advisor office you will be responsible for whatever assignment the Resident Advisor has assigned you for that month.



Regardless, of the assigned details, there are certain areas of the facility that are the responsibility of all residents, including but not limited to:

- Resident bathrooms
- Common areas
- Washing own dishes
- Shoveling (in winter months)
- Lawn Mowing/Weeding (in spring/summer months)

SECTION 7: MEDICAL SERVICES

In accordance with DOC regulations, it is required that a medical screening is performed within 14 days after your admission to TLC, you will be sent to River Valley Health and Dental Center for evaluation.

Any resident that wishes to seek medical service outside of River Valley Health and Dental Center must schedule these appointments through their Case Manager. All residents are responsible for the cost of any and all doctor/medical treatment care.

1. Routine health care shall be provided to residents by means of the following:
 - a. Employer paid health insurance
 - b. Publicly funded health insurance (Medicare/Medicaid)
 - c. Community sponsored public clinics
2. All residents who have employer paid health insurance, publicly funded health plans, or use the community public clinics may obtain medical/dental care from any source they choose. Obtaining these services is a matter between the resident and the provider.
3. Residents are expected to pay for medical and dental service whenever possible. Residents who are employed are required to participate in hospital insurance plans, when available, at their place of employment.
4. During any period of hospitalization of resident, the Facility will maintain supervision responsibility, which includes frequent monitoring and coordination with medical personnel.

7.1 MEDICATION

Any medication that is prescribed for a resident will be the fiscal responsibility of that resident exclusively. At no time will TLC incur your private medical or medication debts.

You will be responsible for purchasing all of your medications; upon arrival back to your building your prescriptions must be turned over to the Resident Advisor. These medications will be secured in a locked medication room and in a locked cabinet and will be available during Medication Call. You are expected to take all medication as prescribed.

A Resident Advisor will conduct inventories on all medications being stored. Resident Advisors will call in when prescription needs refilled; if the prescription is out of refills it will be your responsibility to contact your prescribing physician.

Residents must take their medication in the presence of a staff member. Residents are not permitted to consume any medication prescribed for someone else or to transport or carry medicine that belongs to any other. Medication left after a resident is discharged will be maintained for a maximum of 30 days, and then will be discarded.



Should you fail to take a medication as prescribed (ex: miss a dose, exceed the recommended dosage) you must complete a Medication Refusal Form.

All residents who are admitted to TLC are medically cleared to participate in the full range of activities the facility has to offer. A resident who feels that he/she is not medically cleared or has overwhelming medical issues not noted or documented may not be suitable for this program. In such cases, discharge back to the state correctional institution may transpire.

When it is necessary for you to have your prescribed medication during an approved absence from the Facility you will be permitted to take with you an amount that will sustain you during the duration of the period that you are away from the Facility.

If a resident purchase over the counter medication to take while in the facility, he/she must bring it back, unopened with a receipt. The Resident Advisor will either store the medication in the locked medication file and/or provide to the resident to keep on them in their locker. Over the counter medications that are permitted to keep on resident must be locked up at all times.

7.2 HOSPITALIZATIONS

During periods of hospitalization of a resident, with BCC approval, the Facility will maintain supervision responsibility, which includes frequent monitoring and coordination with medical personnel. Following is the policy for TLC and Williamsport District Parole Office regarding emergency room visits:

Any resident that goes to the emergency room for any reason is subject to urinalysis and breathalyzer testing upon return. There will be no exceptions.

Any resident that goes to the emergency room for any reason will be subject to a 48-hour blackout period when they return. **NO EXCEPTIONS.**

SECTION 8: PRISON RAPE ELIMINATION ACT (PREA)

TLC's policy shall be based upon the fundamental commitment to treating residents with dignity and respect. In accordance with the Federal Prison Rape Elimination Act 2003 (PREA), 42 US.C§§15601 et seq., TLC has a “**zero tolerance policy**” relative to sexual misconduct. It is the policy of TLC to provide training to all staff and residents to prevent sexual misconduct and to fully investigate and prosecute those involved in such conduct.

You have the right to be safe from sexual assault. While you are at TLC, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or the pressure to engage in unwanted sexual behavior, regardless of your age, sex, race, or ethnicity. Regardless of your sexual orientation you have the right to be safe from unwanted sexual advances and acts. All transgender and intersex residents may be placed in a single room if requested. You have a right to confidentiality. If you are the victim of a sexual assault, the facts of the report itself shall be limited to those who have a need to know in order to make decisions concerning your welfare, and for law enforcement and/or investigative purposes. If you report sexual abuse allegations while at a hospital or at a doctor's office, they are required to report the allegations. If you are the victim of sexual assault, you should report it **immediately** and staff will offer you immediate protection from the assailant and refer you for a medical examination and clinical assessment. If you are not comfortable reporting to TLC staff, you may report directly to an outside entity. You may report an incident by writing to:

Attention: PREA Coordinator



Office of State Inspector General
555 Walnut Street, 8th Floor
Harrisburg PA 17101

If you do not wish to verbally report the allegation to a staff member, you may submit a written grievance. TLC does not impose ANY time limit on when a resident may submit a grievance regarding an allegation of sexual abuse. In order to file an emergency grievance (relating to sexual misconduct), inform a staff member of your wish to do so, and name the staff member you would like to submit the emergency grievance to. You will then be permitted to submit the form in person, if you choose. After receiving the grievance, staff will take immediate and appropriate action to ensure your safety. TLC does not require that the resident to use any informal grievance process (or other attempts to resolve with staff) when reporting sexual misconduct. Any resident who alleges sexual abuse is urged to submit a grievance without submitting it to the employee who is the subject of the complaint. TLC will provide the resident with the final agency decision on the merits of any portion of the grievance alleging sexual abuse within 90 days of the initial filing. You may receive assistance in filing request for administrative remedies/grievances by third parties (including family members, fellow residents, staff members, attorneys, outside advocates).

Sexual assault is a serious crime. **ALL** incidents will be investigated. If you are a victim of such an assault **REPORT IT IMMEDIATELY**. You will be protected from the assailant.

Staff or residents who engage in sexual abuse/assault of residents will be investigated by law enforcement authorities and if found guilty will be subject to the full range of criminal and administrative sanctions.

Any sexual act between residents and staff (even when no objection is raised) is **ALWAYS ILLEGAL**.

- Any resident that reports to the emergency room with allegations that they have been violated under PREA regulations will agree to have local law enforcement called to investigate. The hospital you go to has a right to report such action.
- TLC has a zero tolerance policy for any PREA violation. All claims of a PREA violation are encouraged to be reported either in person or in writing.
- You will receive upon completion of orientation, 1 pamphlet regarding PREA. You will be trained on the aspects of PREA and/or shown a video to further explain. Upon admission, all residents will receive an orientation that includes TLC's zero tolerance policy relating to sexual assault, rape, or sexual misconduct including background information on PREA, prevention, how to seek help, self-protection, reporting, treatment and counseling, and confidentiality. In no case will the notion of "consensual sex" in a custodial or supervisory relationship allowed. Any sexual assault, rape, or sexual misconduct between employees of TLC and residents violates professional and ethical principles, and TLC policies. All allegations of sexual assault, rape, and sexual misconduct will be investigated. If applicable, criminal charges will be filed and could lead to disciplinary action, including termination.

SECTION 9: INFORMATION

9.1 COMMUNITY SERVICE



At our facility, we pride ourselves in our ability to maintain a good working relationship with the community. Thus, residents, in the TLC program are encouraged to participate in community service. You and your Case Manager can decide what the best fit for you is based on your personal preferences.

9.2 RELIGIOUS SERVICES

1. Residents will have an opportunity to worship in churches of different denominations.
2. A directory of approved religious facilities can be found in your intake binder.

9.3 PERSONAL POSSESSIONS

Residents are encouraged to keep all personal possessions in assigned locker.

The Facility is not responsible for anything you keep in your possession. TLC will not replace items that are lost, misplaced, or stolen. The facility is not responsible for items not claimed within 30 days after discharge.

9.4 STAFF MAILBOXES

Each resident is assigned a case manager and their mailboxes are located in the staff offices. All requests, passes, paperwork that residents need to give to their case manager can be given to the Resident Advisor on duty who will place in the appropriate case manager's mailbox.

9.5 RESIDENT REQUESTS

1. All paperwork for the week should be submitted to your case manager by Monday morning. This includes employment schedules, medical, drug and alcohol counseling, job searching, etc.)
2. Weekend free time movements are due in your case manager's mailbox by Friday morning.
3. All furloughs are due at a minimum of 10 days prior to the furlough date for parole approval.
4. Blank request forms are located in the dining room of each facility.
5. Submit requests properly and completely. If it is not filled out appropriately, you might not get what you are asking for. If you need assistance filling out paperwork, please ask for help.
6. If you have an immediate problem, consult your Case Manager or the Director. Your Case Manager will attempt to solve the problem. If it is after business hours inform the Resident Advisor of your issue and depending on the need and severity they may notify the on call person.
7. If a resident needs a last minute appointment, such as meeting a landlord, parole, hospital, doctor, job interview, etc. this will be accommodated.

SECTION 10: INTRODUCTION TO CASE MANAGEMENT

Chain of Command:

1. Case Manager
 2. Direct Services Supervisor
 3. Program Director
 4. Executive Director
-



10.1 CASE MANAGER INTRODUCTION

Within approximately 48 hours of your arrival a TLC staff member will briefly meet with you to introduce themselves, provide a tour of the facility, complete intake, and quickly review the program. During this time, you will go over paperwork and you will be asked to sign various forms, one of which is consent to be in the program.

Parole residents will be issued a pass to go to the Parole Office to check in.

Within approximately 72 hours of your arrival, you will receive an Orientation with your Case Manager. You will address Drug and Alcohol treatment, obtaining vital documents such as social security card, photo ID, and birth certificate, mental health services, job searching, court cost and fines, legal issues, and goals. Your case manager will also help with any other services you might need.

10.2 COMMUNITY ORIENTATION AND REINTEGRATION

The following topics will be covered during orientation:

- Rules, regulations, and principles of the program
- Expectations of residents/Resident Accountability and responsibilities
- Orientation and intake completed.
- Job Functions
- Chain of Command
- Fiscal Responsibilities
- Individual and Group Sessions
- Home Plans
- Schedule any necessary appointments
- Treatment Plan

10.3 STAR SYSTEM

Employed residents (32 hours or more) are permitted free time Monday-Sunday. Curfew is 7pm. **Provided no restriction.**

Job seeking residents are permitted free time Saturday and Sunday. Curfew is 7pm. **Provided no restriction.**

Part Time (20 hours or less)/Disabled/Handicapped residents are permitted one day of free time Monday-Friday and free time on Saturday and Sunday. Curfew is 7pm. **Provided no restriction.**

Residents are permitted to attend NA/AA meetings.

Store runs are permitted during free time.

All residents of TLC obtain a YMCA membership that may be utilized on free time.

10.4 FURLOUGHS

Furloughs must be earned. In addition to requirements set forth below, residents must comply with TLC rules, make progress on their prescriptive program goals, and be engaged in meaningful activity



(employment/volunteering/education) consistent with their physical and mental capacity. Whether you meet these requirements, is determined by your Case Manager.

SDTP- may be eligible for furloughs if they meet the following criteria:

- Must be employed and working at least 32 hours a week (or volunteering 32 hours)
- Must complete a Furlough Request with Case Manager to submit to SDTP Coordinator to conduct a furlough investigation.
- SDTP Coordinator will go to the site and approve or deny furlough site.
- Furloughs may not interfere with work, counseling, and/or medical appointments.
- Furlough travel pass must be submitted to Case Manager for approval. D.O.C SDTP Coordinator will approve any furloughs outside the district.

Parole/Halfway Back- eligible for furloughs if they meet the following criteria:

- Must be at TLC for at least 2 weeks
- Must be employed, volunteering, and/or schooling for at least 32 hours a week; consistently
- Not a designated Sex Offender by Board Action
- Misconduct Free for 30 days
- Supervision fees must be under \$100
- Parole requires it to be submitted 10 days in advance.
- Must be beneficial to home plan.

During weekend furloughs, a resident is still required to follow curfew hours that are set forth in this Handbook. The resident may leave furlough site as long as it's within the 30-mile radius of furlough site- they must contact TLC when leaving the approved site and when returning to approved furlough site. Curfew checks will be made.

10.5 TREATMENT PLAN

Correctional planning begins when you enter TLC. Since the majority of the residents will eventually return to the community, all correctional plans will focus on reentry into the community. Various counseling, psychological, and other types of treatment services are available. You must participate in the Treatment Plan which outlines various areas you should work on while you are at TLC. Your Case Manager will meet with you, on a weekly basis to review your plan and advise you how to involve yourself in recommended programs and services. Following your treatment plan is important, as staff will use it when considering you for discharge.

10.6 IN HOUSE GROUPS

All residents of TLC are required to attend all scheduled group sessions. Group sessions involve outside community agencies, house meetings, life skills groups, health & nutrition, job search and budgeting groups, etc. There will also be specially scheduled meetings at the Case Managers discretion.

Mandated BCC groups include but not limited to: Community Service, Financial, Employment, and Housing

10.7 INDIVIDUAL CASE MANAGEMENT SESSIONS

You will be required to meet with your case manager on a weekly basis throughout your stay at TLC.

During these sessions, you will be expected to update your Case Manager on the following topics:



- Employment, Academic, or Vocational Schooling
- Submit paystubs/paycheck; go over budget
- AOD attendance
- Home Plan options
- Medical Issues/Medication Issues
- Issues that affect your stay at TLC
- Treatment Plan problem areas

10.8 COUNSELING OR TREATMENT

Residents may be required to attend some type of therapy or groups in addition to in-house groups. A Case Manager or Parole Agent will inform you of any programming that you will be required to attend. Your green sheet (parole) will stipulate any additional mandatory programming required by the parole board. Based upon your participation, attitude and behavior, required programs may be modified or changed during your stay.

10.9 SUPPORT GROUPS

All residents of TLC are encouraged to attend local support groups such as Alcoholics Anonymous (AA)/ Narcotics Anonymous (NA). Approved meetings can be obtained from your Case Manager.

10.10 HOUSE MEETINGS

A house meeting is a monthly meeting when residents gather with Case Managers and the Director to discuss house related issues and affairs. House meetings can be scheduled or on an “as needed” basis. Residents are encouraged to resolve conflicts and draw attention to issues during house meetings. Occasionally, the Parole Agent will attend a house meeting to answer any questions or go over and enforce rules of the program.

The monthly house meeting is **MANDATORY** and all residents must attend the meeting unless you're in treatment or working.

SECTION 11: RESIDENT EMPLOYMENT

11.1 RESIDENT JOB SEARCH

Unemployed residents are required to pursue employment, or vocational or educational training. Techniques used in searching for employment will be reviewed with you during your orientation period by your Case Manager. Residents are expected to begin formal job search following their orientation period. Job search will be conducted Monday-Friday, except on holidays.

While participating in the job search process it is expected that residents will:

1. Present to case managers a plan of job searches activity including areas and specific employers at the beginning of each week by 8am Monday.
2. Sign out at their designated time.
3. Visit any designated areas.
4. Return to the facility at the designated time, or earlier if finished with your itinerary.
 - a. If not returned on time the resident will be deemed an absconder/escapee.



Job search passes must be filled out correctly and completely and submitted to your Case Manger by 8am Monday morning for the week. Residents are only permitted to go to locations listed and approved by their Case Manager.

Employment Notification/Verification Forms must be carried when you job search. If you are hired, you will complete a form with your Case Manager with the following information: Start Date, Pay Rate, Pay Schedule, Supervisor, Telephone Number.

****Employment cannot interfere with your mandated treatment programming****

Once employed, it is your responsibility to submit all paystubs to your Case Manager.

- Residents shall discuss and gain approval from their Case Manager prior to any decision to quit/leave a job. Residents are encouraged to have alternative employment secured prior to leaving their current employment.
- Residents shall notify staff immediately of any ABSENCES from work for any reason and shall immediately return directly to the facility. Pass time is cancelled for residents who call off sick.
- If an employer needs to contact the facility, they should contact your Case Manager. In their absence, the chain of command will follow.
- In order to maintain your program status and passes, a full 32 hours' workweek must be maintained. If you fall short of 32 hours, pass time may be decreased.

Residents must provide all paystubs to TLC. Failure will result in contacting employer for accountability of hours as well as a write up.

Residents are responsible for ensuring that they are putting their work schedule in in a timely manner. All residents must fill out their work schedule (once a month if their schedule does not change or every work week if their work schedule changes on a weekly basis) if a resident does not hand in their work schedule their work schedule will not be in the computer.

If a resident paystub does not add up for the hours being out on a work pass, the resident's employer will be contacted. The resident will receive an infraction for "Unauthorized Location."

TLC will collect a security deposit of \$35 for any unpaid invoices, etc. at time of release- any money left over will be returned to the resident.

11.2 PROHIBITED WORK

Under the table employment is not permitted. Residents may not maintain employment with an employer who is not reporting wages to government agencies. Residents cannot be self-employed.

SECTION 12: RESIDENT ACCOUNTING PROCEDURES AND BUDGET PROCEDURE

12.1 EARNINGS



Business Manager will submit an invoice collecting TLC deductions which is required to be paid within 5 business days. Failure to do so will result in loss of free time, store runs, and/or confiscation of packages delivered via UPS, FedEx, or Post Office.

Residents are not permitted to work for an employer who pays in cash and who does not provide paystubs or records of your hours worked.

12.3 COURT COSTS, FINES, RESTITUTION

It is the resident's responsibility to set up a payment plan and pay towards their court cost and fines.

If you escape and/or abscond from TLC all saved monies will be sent to your court cost and fines after 30 days.

12.4 SAVINGS 10% (IN-HOUSE)

Residents at TLC are highly recommended to maintain a facility savings account. The purpose of this account is to assist you in learning budgeting skills and enable you to have money available when you are released. All monies saved for you during your stay will be returned to you upon release provided that you have no other financial obligations to TLC.

Medication copays and linens provided by TLC will be deducted from this account.

If you escape and/or abscond from TLC all saved monies will be sent to your court cost and fines after 30 days.

12.5 SAVINGS (BANK)

It is the responsibility of the resident to notify his/her Case Manager of any open savings and/or checking accounts. The resident must provide copies of the bank statements to show activity.

Failure to comply with TLC Financial Procedure will result in disciplinary action.

12.6 CLOSED ACCOUNT

Upon your successful release from the facility, you will be issued the balance of your savings account minus any outstanding debts.

Upon release, all invoices must be paid in full.

If you are returned to an institution, the balance of your account will be forwarded to that institution after any debts are deducted that are owed to TLC and a letter has been received from you stating where you would like the balance to be forwarded.

If you abscond or escape your savings balance will be sent to pay towards your court cost and fines after 30 days. Also your designated contact may NOT pick up your property if you are still at large.

12.7 OTHER FISCAL INFORMATION



Residents receiving pensions or social security benefits while not required to pay rent still must report earnings to your Case Manager; a savings account must also be established at TLC as well as court cost and fines are paid under the same guidelines listed above.

You are prohibited from entering into any signed contracts, establishing charge accounts, placing items on layaway, purchasing property, negotiating loans, etc. All of the above situations must be discussed with your Case Manager for approval.

All residents will be charged \$4.50 for the hygiene locker key. If you return it upon release the \$4.50 will be returned if you fail to return the key or lose it, TLC will keep the \$4.50 to make a copy of the key.

Interest is not accrued on TLC's Resident Accounts.

SECTION 13: CONTACT WITH LAW ENFORCEMENT, ESCAPE, ABSCONDER

13.1 RESIDENT CONTACT WITH LEGAL AUTHORITIES

If you are stopped by, questioned, or you are required to give a report to any law enforcement agency or personnel, you must report the contact immediately to your Case Manager so that the circumstances of the incident are recorded and any necessary action can be taken. If you are involved in any traffic violation, including tickets or accidents, they must be reported to the Facility immediately. The officer and the Police Department name must be provided to the Facility personnel as soon as possible after the contact with the law enforcement agency.

If legal counsel or your attorney needs to see you while you are at TLC, a visit from them will be allowed upon their arrival to our facility. Access to a legal library is available to all residents. A pass must be requested by the resident and submitted to case manager for approval. The legal library is located at the Lycoming County Courthouse 48 West Third St., Williamsport PA 17701. (570) 327-2475.

13.2 ESCAPE

A SDTP resident that leaves the facility without authorization or who fails to return to the facility at a pre-determined time may be deemed as an escapee. The Pre Release law of PA states, "Failure of any resident to report to and return from planned employment, the assigned place of employment, training or other authorization destination shall be deemed an escape." Escape is a 3rd degree felony with a maximum of 7-year sentence plus \$15,000 fine pursuant to the Penal Code of PA. If you are unable to return to the Facility, it is your responsibility to contact Facility staff or have someone contact the staff on your behalf immediately so we can verify your situation to prevent you from being charged with an escape.

13.3 ABSCONDER

A Parole resident, who leaves the facility without authorization or who fails to return to the facility at a pre-determined time, will be deemed a parole absconder. An absconder is in violation of his/her parole and subject to arrest by agents of PBPP.

Be advised that if you are declared as an escapee or absconder any savings you have at the facility will be paid towards your court costs and fines owed within 30 days and all property that you have left in the facility will be considered abandoned and will be discarded immediately. While you are at large you or your designated contacts are prohibited from recovering your property left at the Facility. If you are apprehended or turn yourself in it is YOUR responsibility to notify the Facility Director of your location to avoid loss of your personal effects.



See Section 12.6 regarding your Resident Account in the event of Escape or Absconding.

SECTION 14: EMERGENCY PROCEDURES

The Emergency Procedures is part of TLC's Emergency Preparedness Plan. It is the policy of TLC to safeguard the lives of all staff and residents in an emergency situation while providing for the supervision and accountability of the resident population. These procedures will be communicated to all staff and residents, and placed at all exit doors for continued reference.

14.1 SAFETY COMMITTEE

A Safety Committee exists at the Facility, and consists of the Executive Director and the Program Director and/or Direct Services Supervisor.

14.2 MONTHLY FIRE DRILL

Evacuation drills are unannounced and occur at least monthly at any time of the day or night. Resident Advisors will do a head count when the last person exits the building. Failure to evacuate the building within 3 minutes from the alarm may result in disciplinary action.

If you are prone to seizures- please let Resident Advisors be aware as soon as possible.

If you hear the Fire Alarm:

- Leave the building by way of the closest stairwell as far from the fire as possible.
- Exit routes are posted on all floors.
- Posted in each room around the facility are diagrams showing exit routes out of the facility.
- Evacuate as quickly as possible and report to the parking lot by the garage. You will be responsible to stay at that location until given permission to leave by a staff member. Return to the Center after the drill.
- Not allowed to smoke during the monthly fire drill, if a resident is caught smoking during a fire drill, there will be a write up.
- If a resident does not follow directions by the Resident Advisor, they will be written up and sanctioned.

14.3 FIRE AND SAFETY REGULATIONS

No extension cords, electrical appliances, or TV's are allowed in the resident bedrooms. Alarm clocks are allowed. Ironing is to be done in the laundry facilities only. Residents are strictly prohibited from tampering with smoke detectors, fire alarms, and fire extinguishers. All staff members of TLC are trained in emergency first aid and CPR. AN AED is located in the staff office.

14.4 SMOKING

TLC is a smoke free environment. Residents are not permitted to possess matches and/or lighters within the facility. Residents are required to present matches and lighters to Resident Advisors when entering the facility. Per DOC loose tobacco and rolling papers are NOT allowed. No Vapes allowed. Smoking will be allowed only in the designated smoking areas (front porch and/or patio). If you are reported smoking in the facility, this is a violation and you may receive restriction and/or a fine up to \$350.00 filed through the local Magistrate's office. Smoking times are a privilege and are 5 times per day for 15 minutes. **NOTE:** If you are a tobacco user, you might consider beginning a



personal wellness program to address your addiction to nicotine. Your Case Manger will be able to assist you in this matter.

The last smoke break of the day is at 10pm and the first smoke break is at 6am.

SECTION 15: MANDATORY EMERGENCY EVACUATION

In the event of an evacuation, follow the instructions of the staff member who is in charge.

If conditions permit, choose personal belongings you will absolutely need and secure the remainder of your possessions in your locker. Be sure to request any medication that we are holding for you.

If possible you will be issued an emergency furlough (SDTP) or overnight pass (Parole/HWB) to an approved address. If you do not have an approved address you will be required to relocate to an emergency shelter.

Residents are always responsible for informing staff of their whereabouts and be available for contact at that location. You must call in on a daily basis with a staff member or an approved authority.

In all cases, orders and instructions of Civil Defense, Emergency, and Police authorities must be followed.

15.1 CIVIL DEFENSE EMERGENCY OR NATURAL DISASTER

When a disaster or other special emergency is officially declared by authorities such as the Governor, Mayor, County Emergency Coordinator, etc. you should attempt to contact the Facility immediately for instructions. The staff member in charge will attempt to explain what is expected of you and any necessary actions that you should take.

You should return to the facility if instructed to do so. As with all emergencies it is important to remain calm and maintain regular contact with the Facility. You may be required to provide assistance if a state of emergency is declared.

15.2 SEVERE WEATHER

At the Facility Director's discretion, all resident movement may be cancelled due to the threat of severe weather. If a resident cannot get back to the Facility from work or a pass because of a severe weather, he/she shall contact the Facility immediately for instructions. If a resident is unable to get back because of severe weather, he/she will be required to maintain regular contact with facility staff as instructed. If unable to contact the facility, follow instructions under "EMERGENCY EVACUATION" above.

15.3 OTHER EMERGENCIES

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

For emergency situations, staff is instructed to call for medical assistance by dialing 911. For routine minor First Aid needs, see the staff on duty. In the event that a staff member is found incapacitated, you are authorized to call 911 using the facility phones. During all emergency situations, you are expected to offer assistance to staff and to strictly follow staff instructions.

15.4 ILLNESS OR MEDICAL NEEDS OF RESIDENTS AND FELLOW RESIDENTS

If you should become ill or detect any unusual symptoms of disease, you should report the problem to staff immediately. You will be advised about treatment. If you note unusual behavior regarding another resident, notify a



staff member at once. The resident may be experiencing some sort of medical emergency. There is 1 local hospital available in the community.

15.5 CONDUCT TOWARD OTHER RESIDENTS

Residents are expected to behave in a mature manner and to treat all residents with respect. You should make an effort to be congenial and respectful to all residents. Residents shall not loan or borrow property or money from other residents. Residents who obtain information regarding employment opportunities are encouraged to share this information with each other and staff. If you can in any way be of assistance to another resident in this facility, we encourage you to do so.

15.6 CONDUCT TOWARD STAFF AND VISITORS (OFFICIAL AND NON OFFICIAL)

You are expected to maintain proper conduct toward facility staff and visitors both official and non-official. You are not to use obscene, abusive, or threatening language nor should your behavior to be in any way abusive, threatening, or intimidating. You are expected to comply with all lawful orders given by any staff member and official visitors. Any difficulties you may encounter with any individual staff or visitor both official and non-official are to be reported to your Case Manager or Executive Director. Insolence, disrespect, inappropriate behavior and lying to staff or official visitors will result in disciplinary action.

15.7 CODE OF ETHICS

The Code of Ethics for the Department of Corrections' employees prohibits fraternization or private relationships between staff and offenders (which includes offenders and parolees) or members of offenders' families. You are not permitted to do any favors or offer gifts to any staff member. If any staff member asks you to do any type of personal favor for them, refuse this request and immediately report it to the Executive Director.

Staff is not permitted to accept any gift from you or your family, regardless of the type, form, value or intentions of the gift. Please report any violations to the Executive Director for proper handling of these infractions.

The DOC has zero tolerance toward all forms of sexual abuse and sexual harassment. Your Case Manager will provide you with oral and written instruction regarding the sexual abuse policy and procedures, including how to report sexual abuse and sexual harassment. All allegations of sexual abuse/sexual harassment will be investigated. Refer to the PREA section of this handbook.