



pennsylvania
DEPARTMENT OF CORRECTIONS

PHILADELPHIA
COMMUNITY CORRECTIONS
CENTER #2

REENTRANT HANDBOOK

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TABLE OF CONTENTS

Program Overview.....	3
Prohibited Items.....	3
General Rules.....	5
Employment.....	6
Unauthorized Areas.....	8
Traveling Regulations.....	8
Driving Privileges/Use of Automobile.....	8
Urinalysis and Breathalyzer Test.....	9
Visiting.....	10
Finances.....	10
Public Assistance/Welfare.....	11
Family Support Payments.....	11
Personal Property.....	11
Medication/Prescriptions.....	12
Laundry/Linens.....	13
Attire and Appearance.....	13
Searches – Person and Property.....	13
Dorms.....	14
Grievances.....	14
Mail.....	14
Infractions.....	15
Telephones.....	15
Furloughs (SIP only).....	15
Count Procedures.....	16
Escape/Absconder.....	16
Prison Rape Elimination Act (PREA).....	16
Court.....	17
Public Transportation.....	17
PROGRAM INFORMATION	
Counseling Services.....	17
Community Services Project.....	18
Personal Emergencies.....	19
Education/Vocation.....	19
Medical Services.....	19
Parole.....	19
Facility Management.....	20
Facility Sanitation.....	20
Climate Control.....	20
Facility Emergencies.....	20
Facility Services.....	21
COMMUNITY RESOURCES DIRECTORY	23
Universal Set of Rules (USOR)	Appendix A
CCC Re-Entry Matrix	Appendix B
Budget Sheet	Appendix C
BCC Cell Phone Agreement	Appendix D

Compliance with rules in this handbook is expected as with any other directive or regulation in the CCC Residents Handbook. THESE RULES AND REGULATIONS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE CENTER DIRECTOR, YOU WILL BE NOTIFIED OF THESE CHANGES VIA MEMORANDUMS OR RESIDENT GROUP MEETINGS.

Program Overview

The Philadelphia CCC program is designed to assist you with the responsibilities of living in a community setting, while working on your reentry goals to become reintegrated back in to society. All reentrants are expected to secure employment, apply for disability, or peruse educational / vocational training. While residing at the CCC2 you will be responsible for payment of rent to the Center, the purchasing and preparation of your food, payment of court costs, fines and restitution, maintaining your personal hygiene, attending mandated treatment, and maintaining the cleanliness of the Center. In addition, a strict set of rules and regulations are in place which reentrants are required to adhere to at all times. Failure to abide by the rules of the Center will result in disciplinary action, possible unsuccessful discharge from the center, or return to a state correctional institution. Upon your arrival at the Center you will receive an orientation from a Monitor and your Counselor. This orientation will familiarize you with the rules and regulations of the facility and outline what is expected of you while you reside at CCC2. You will be issued a handbook; you are responsible for reading the handbook in its entirety as you will be required to comply with the rules and regulations of the Center and will be held accountable for any infractions of the rules. This should be your first source of information. Staff will answer questions and give instructions about the Center not answered in the handbook.

Language Assistance

There are several bilingual (Spanish/English speaking) Staff members at the Center. If you know of any residents that are having difficulty communicating with Staff or cannot read this book, please bring it to Staffs' attention. In addition, Hispanic American agencies in the community offer services as well which can be helpful.

Department of Corrections Code of Ethics

The Code of Ethics for the Department of Corrections Employees prohibits fraternization or private relationships between Staff and residents of CCC2 or members of reentrant's families. You are not permitted to do any favors or offer gifts to any Staff member at the CCC. For example, you are not allowed to run errands, pick up food, plug parking meters, provide transportation, nor conduct any business, etc. with or for Staff.

If any Staff member asks you to do any type of personal favor for them, refuse their request and immediately report it to the Center Director. Also, Staff members are not permitted to accept any gift from you, regardless of the type, form, value or intentions of the gift. Please report any violations of this policy to the Center Director.

Prohibited Items

The following items are not permitted to be in the center OR in your possession:

- Weapons/tools**
- Beepers/pagers
- Any controlled substance as listed in the PA Drug Device and Cosmetic Act
- Any form of Synthetic drugs, chemically altered legal substance or incense
- Alcohol and/or any items containing alcohol, including but not limited to mouthwash, over-the-counter medication, hair dye that contains alcohol, or non-alcoholic beer/wine products
- Chewing gum in any form.

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- Tobacco items – including but not limited to loose tobacco, cigarettes, dip, snuff, chewing tobacco, cigars, etc.
- Smoking materials– including but not limited to lighters, matches, rolling paper, etc.
- Electronic cigarettes
- Backpacks, bags, or lunchboxes with metallic parts, zippers, or multiple compartments
- Articles of clothing that cannot clear the metal detector
- Candles/incense/oils
- Any electronic device that is equipped with or has a camera installed, including ones that have had the camera removed, altered, manipulated or broken (Exclude for pilot)
- Personal media players (VCRs, DVDs, CDs, Blu-Rays, etc.)
- Personal TV sets
- Computers (PCs or lap tops) (Exclude laptops for pilot)
- Gaming consoles, hand held games & games
- DVDs, VCR tapes, Blu-rays, Illegal copies of movies (i.e., “bootlegged”), gaming cartridges, etc.
- Laser pointers
- Any unregistered electronic devices
- Gambling related material (Daily Number, Big 4, Cash 5, Powerball, scratch-off lottery tickets, casino membership cards, etc.)
- Materials, literature, photographs, clothing, graffiti, and other items containing language or images relating to pornography, obscenity, nudity, drugs, alcohol, gangs, weapons, or containing language or images that are offensive to another person’s sex, race, religion, sexual orientation or gender identity
- Identifications cards, social security cards, credit/debit/charge cards that are in another person’s name
- Property of another reentrant
- Items that have been altered from their original purpose
- Any flammable items such as aerosol cans
- Unlabeled items including medicines (prescribed or over-the-counter)
- Prescribed medication – all prescription medication must be maintained by CCC2
- Bleach or laundry detergent containing bleach
- Toxic, caustic, poisonous substances, and flammable materials
- Body fluids or hazardous waste
- Metal kitchen utensils (Only plastic kitchen knives are permitted in the facility)
- Explosive devices or combustible materials (i.e., cleaning or lighter fluids)
- OVER \$250 DOLLARS IN CASH on your person (without prior notification to Staff)
- Items which may violate an individual treatment contract with a community service agency or parole stipulation
- Hair clippers
- Open containers of liquid(s) or prepared food *
- No fraudulent tax forms
- Any article specifically prohibited by state or federal statute, Department policy, or regulation

* All food and beverages must be in pre-packaged and sealed containers.

* Fresh fruit and uncooked fresh vegetables are permitted

**Reentrants required to use tools for employment must make arrangements to secure the tools outside of the CCC.

Possession of contraband will result in disciplinary actions.

All confiscated contraband will be destroyed.

General Rules

1. You will be required to sign and follow the USOR (Appendix A) in order to live at CCC2.
2. You will be issued a CCC2 photo ID card and lanyard. You must wear your ID around your neck with the supplied lanyard while you are inside the center.
3. Staff members will give you directions and/or instructions when needed. All directions and/or instructions are to be considered orders and must be followed promptly.
4. If Staff advises you that you are in violation of a center rule, it is your responsibility to comply and make the necessary correction. Challenging or questioning Staff will not be tolerated and will result in disciplinary sanctions, up to and including unsuccessful discharge from the CCC.
5. As a reentrant of a Community Corrections Center, you will address Staff appropriately at all times. You must address Staff as "Mr." or "Ms." along with their last name (i.e., Mr. Smith or Ms. Jones). Residents are not permitted to address Staff on a first name basis (i.e., John, Jane, Mr. John, Ms. Jane,). If you do not know the name of a Staff member simply ask them.
6. Abusive, offensive, or obscene language will not be tolerated. Use of such language will result in disciplinary sanctions.
7. Stealing from other reentrants and/or Staff will not be tolerated and will result in disciplinary sanctions.
8. Reentrants are not permitted to enter other reentrants' dorms or allow another reentrants to enter their dorm.
9. Lights are to be turned off when your dorm is unoccupied.
10. Reentrants are not allowed to loan, barter, trade or borrow from another reentrant. If you violate this rule, be aware we will assume property loaned to be the property of the reentrant in whose possession it is found. Reentrants are not permitted to buy and sell items from another reentrant.
11. Food items are permitted in the kitchen and dayroom only. Reentrants are not permitted to have food items, open beverage containers, or cooking utensils in their dorms.
12. As a reentrant of the Center you are expected to maintain your personal hygiene to a level that is acceptable to Staff and reentrants alike. If you fail to maintain your personal hygiene, you will be asked to address the issue and take corrective measures. If you fail to make the necessary adjustments disciplinary action will result. This extends to your personal area in the dormitory as well. **Unsanitary conditions are not acceptable.**
13. If you use the Center's cooking items, you are responsible for cleaning the items, drying them, and putting them back where they belong. NO COOKING ITEMS SHOULD BE LEFT IN THE SINK TO SOAK, AIR DRY, ETC.
14. Reentrants are required to clean up after themselves in all areas that are used, including, but not limited to, the kitchen, bathroom, laundry room, dayroom, etc.
15. Announcements and information relative to reentrants will be posted on the resident bulletin boards located throughout the center.
16. Explicit or subtle sexual activity of any type is prohibited in the Center. Displays of inappropriate behavior toward another reentrant, Staff member, or visitor will result in disciplinary sanctions and possible discharge from the program.

17. Electronic items maintained in reentrants rooms are limited to a clock radio (no stereos) and a fan (12" or less in diameter).
18. Headphones must be used with the use of any radio/MP3 player. Headphones are to be worn on your bed only.
19. If you are aware of the presence of contraband in the facility, it is your responsibility to inform Staff on duty.
20. At no time will any reentrant be in a position of authority over any other reentrant for any reason.
21. Any reentrant involved in a physical altercation will be discharged immediately. No exceptions will be made. You are encouraged to seek Staff help before any situation gets to the point of a verbal or physical altercation.
22. Reentrants are not permitted to cut each other's hair inside the center. There are several barber shops in the local area where you can sign out to. Furthermore, barber tools and kits are not permitted in the center.
23. Your conduct in and out of the Center is very important to us. Everything you do is a reflection on our program. Since we are a potential focus of the community, we need to maintain a positive and quiet presence in our community. Do not loiter in front of or near the center, or near other local businesses! **Any behavior that is felt to be damaging to the community or the Center will result in disciplinary action.**
24. Reentrants are not permitted to sign out to pawn shops nor are they permitted to enter any form of contractual agreement with a pawn shop.
25. Reentrants will be reminded that they are not to consult Staff when the Staff member is entering the facility, arriving to work, or as they are exiting the facility. When you need to see a Staff member the proper procedure is to submit a request slip to that Staff member. Request slips are available in Control and will be prioritized and answered as soon as possible. All requests will be answered within five (5) business days.
26. If you have any contact with law enforcement or any criminal justice agency; you should identify yourself as a resident of the Center (using your I.D. card); the type of contact is irrelevant. Traffic citations, summary offences, misdemeanor offenses, criminal investigations or any new criminal charges must be reported to the Staff of the CCC immediately as well as to your parole agent if applicable. If you are incarcerated or detained by any law enforcement agency, ask if they will call the Center (215-560-3041) to verify your location.

CCC Re-Entry Matrix (Appendix B)

Employment

1. As a reentrant of the CCC, you are expected to job search and secured employment. You are expected to job search upon your arrival at the center. There is zero tolerance in our program for individuals who choose not to work. If you are disabled or temporarily disabled; you must provide documentation from a doctor to your counselor stating that you have been deemed to be disabled. Disabled residents are expected to apply for SSI or SSD as you will need a source of income to secure a home plan.
2. Reentrants are also expected to utilize community resources to assist them in finding gainful employment; i.e., Career Link (unemployment office), temporary job services, job fairs and local job postings (newspaper). Your counselor will monitor your progress in securing employment and will address any reentrants who are un-employed or not making a sincere effort to secure employment.

3. Participation in the work field is a reflection of the CCC program and you are expected to serve your employer and perform your job duties with integrity.
4. Staff will have the discretion to determine if a particular type of work is acceptable while you are a reentrant of this facility. Reentrants are not permitted to be self-employed or employed by an immediate family member; nor work in a family-owned business unless approved in advance by the Center Director.
5. Reentrants must secure employment through a legitimate business/employer that has a tax ID number and makes the necessary local and federal tax deductions from the wages you earn. You are not allowed to work for any business that does not claim you as an employee (No “under the table” employment). You need permission in advance from your counselor if you secure a job where you need to pay your own taxes (1099).
6. When you are going for an interview, please inform Staff on duty. If you are going to be late returning from your interview, have a representative from the agency/company call the Center so we will know why you are late and when we can expect you to return. Remember, it is important to dress appropriately and professionally for job interviews – first impressions go a long way.
7. Any attempt to falsify your identity (use of false name, false social security number, false D.O.B., false address, etc.) in an attempt to fraudulently secure employment or any other type of service from community service providers will result in your discharge from the program. You should disclose your criminal history with the prospective employer.
8. All employment must be pre-approved by your counselor. You must provide the following information to your counselor; Company name, address, phone number, supervisor name, type of job, pay/wages, hours/days and travel time. You must complete a Resident Employment Approval Form. Do not start work without permission!
9. Transportation to and from work is your responsibility. You may utilize public transportation via SEPTA, family/friends with cars or your own car for transportation. Reentrants may also use bicycles or walk to work. Travel time will be included in work sign outs.
10. Employment that conflicts with mandatory treatment programming established in your Community Orientation and Reintegration Plan will not be approved.
11. **Parolees are not permitted to work out of the state of Pennsylvania without permission of parole, no exceptions. SDTP reentrants are NEVER permitted to work out of state.**
12. Overtime must be approved in advance by your counselor. If you are asked to work overtime while you are at work, you must have your work supervisor call the Center for approval and inform the Staff when you are expected to return. Any discrepancies between your work sign-out times and actual work hour totals will be investigated and could result in loss of privileges, disciplinary action, and even discharge from the program.
13. If you are going to be late from work for any reason, you must call the Center and let the Staff know why you will be late and your anticipated return time. Your work supervisor must contact the center in order to verify the reason you were late. Failure to return from work in a timely manner could result in disciplinary actions.
14. The CCC reserves the right to contact your employer and verify any work related information. In addition, you are required to inform your employer that you are in a CCC reentry program. You need to be up front with this information whether the employer inquires or not. There are times and situations that require the center to contact your employer. You should make your employer aware that Staff will make random calls to your place of employment to verify that you are at work.

15. You will need to maintain a minimum level of work hours in order to earn and keep your privileges. Full-time work is defined as a minimum of thirty-two (32) hours a week. Hours missed from sick days, vacation days, and cancellation days (i.e., low production, inclement weather, etc.) will not count toward your total work hours during the week.
16. Part-time work is defined as a minimum of twenty-eight (15) hours a week. You are permitted to work two part time jobs. Occasionally; a reentrant may be permitted to work both a full and a part time job. This requires approval from your counselor prior to accepting a part time position. You must be able to maintain your mandated treatment as well as any parole stipulations and get an ample rest.
17. Reentrants must discuss with their counselor any decision to terminate a job prior to actually quitting.
18. In the event that you are fired/terminated from employment you are required to notify Staff on duty immediately (i.e., CCC Monitor, Counselor, Lieutenant, or Director). Your employment status will be reviewed by your Counselor and you privilege level will be adjusted accordingly. Residents terminated from employment for any reason will be placed on non-working status and must immediately return to the center.
19. If an employer needs to contact the center, he/she should contact your counselor.
20. Reentrants shall not participate in the medical, pharmaceutical, or cosmetic research experiments.

Unauthorized Areas

Reentrants are not permitted in any unauthorized areas of the facility unless supervised by a Staff member. This includes the Control Center, Administrative Area, Counselor Office Area, Restricted Closets, Fire Escapes, Emergency Stairwells, Roof, other Resident's Personal Area and Dorms other than assigned.

Traveling Regulations

Parolees: Travel passes from your parole agent are required for any travel plans outside of your assigned parole district or out-of-state travel.

SDTP Participants: you must receive prior approval from you counselor for any travel arrangements outside of BCC Region 1.

Driving Privileges/Use of Automobile

1. You must have a valid reason to request permission to drive (i.e., employment, travel to and from furlough residence (SDTP Participates) or extenuating circumstances).
2. You are not permitted to own or operate a motor vehicle without prior written permission from your Counselor, Center Director, and Parole Agent.
3. Before obtaining written permission from your counselor, the following conditions must be met:
 - valid drivers' license
 - valid registration
 - proof of insurance
4. You are permitted to purchase an automobile while at the Center, but you must get permission and consult with your counselor before the purchase. You are not permitted to purchase a vehicle (nor any other type of item) from another resident who is currently residing at the facility.
5. You must submit a CCC Vehicle Registration Form.
6. If you do not own the vehicle you must submit a CCC Vehicle Consent Form as the owner must grant you permission to operate their vehicle.
7. All cars must be parked legally at all times.

8. You must have sufficient funds in your center account to operate and maintain your vehicle and satisfy other program requirements, court costs, PBPP costs, etc.
9. A photograph of your vehicle must be submitted to you counselor and it will be placed in your file for security purposes.
10. Your vehicle is subject to search at any time. Your vehicle will be considered as part of your personal property, and any contraband found in your vehicle will be assumed to be yours.
11. Security of your vehicle is your responsibility.

Bicycles

1. You are permitted to have bicycle at the CCC for transportation. You are required to have the bicycle registered and approved by the Director. The registration process will include obtaining and completing a CCC Reentrant Bicycle Registration Form.
2. Bicycles must be stored in the basement of the center and hung on the bicycle racks provided. You are required to secure/lock your bicycle.
3. Any bicycles that are left at the CCC after you leave the center will be discarded.
4. Reentrants cannot loan or borrow bicycles nor can they give them away or sell them to another resident.
5. Do not park your bicycle in front or near the Center.

Urinalysis and Breathalyzer Test

1. Random urinalysis and Breathalyzer tests will be done on all reentrants. Urines will be taken a minimum of once a week. There is no maximum number of urines that can be taken. Breathalyzer tests will be taken whenever you return to CCC. The Breathalyzer test consists of blowing into a machine to test for the use of alcohol. The handheld Alco Sensor can also detect alcohol in any kind of liquid. You are expected to follow Staff instructions during the test. Urine samples must be submitted immediately upon request in the Lobby bathroom. A reentrant will be required to stay in sight of the monitors at all times. Reentrants wash their hands before and after submitting a urine sample.
2. If a reentrant fails to provide a sample upon demand the reentrant will remain under Staff supervision until such time as a specimen is collected. If a reentrant is unable to submit a urine sample when requested they will not be permitted to leave the center for any reason or go to their room.
3. A positive urinalysis or breathalyzer test will constitute usage and will be dealt with accordingly. It is the reentrant's responsibility to notify the Staff member at the time of urinalysis of any and all medication, including over-the-counter medications that he may be taking.
4. Any tampering with urine samples or having a urine in your possession will be grounds for Unsuccessful Discharge from CCC due to Failure to Submit to Search.

Visiting

1. Visitors are only allowed in the visiting room (front lobby area) and must sign in and out at Control. All visitors must be at least 18 years old or be accompanied by their legal guardian. Identification will be required of all visitors before the visit is permitted; ID with a date of birth. You must submit a visiting list for approval.

2. Some reentrants, based on the circumstances of their current or prior offenses, may not be able to place minors (under age 18) on their visiting list.
3. You are not permitted to have former reentrants, former inmates, nor former or active parolees/probationers on your visitation list. Any special visit requests or circumstances involving the above mentioned individuals will require review and approval by the Center Director.
4. Visitors that are not on your approved visiting list will be denied visitation and asked to leave the premises.
5. Visitors are permitted from 0800 hours to 1900 hours every day of the week and there is no limit on the number of visits per week.
6. Visits will be regulated only as a result of crowded conditions or emergencies.
7. No cameras, recording devices or unauthorized electronic devices in the visiting area.
8. No smoking in the visiting area.
9. Visitors must conduct themselves in an appropriate manner if any behavior is deemed inappropriate the visit will be terminated. Staff reserves the discretion to terminate a visit at any time.
10. You are permitted to greet your visitors in a socially acceptable way. You may hug and kiss them briefly at the beginning and at the end of the visit.
11. You are permitted to have visits from your attorney or spiritual advisor; see your counselor for details.

Finances

1. Reentrants are required to submit all sources of income, including but not limited to; payroll checks, SSI, SSD and pension checks to the CCC. The aforementioned funds will be deposited into your CCC wage account.
2. Monetary gifts in excess of \$250 must be submitted to the Monitor on duty and it will be deposited into your wage account as you are not permitted to have more than \$250 on your person.
3. All pay checks must be turned into the center as per the CCC/BCC financial policy. Reentrants are not allowed to cash their own pay check. Any form of payment other than a standard payroll check/ payroll check cards must be pre-approved by the Director or Designee. **Personal checks will not be accepted.**
4. Pay checks and pay stubs along with a completed CCC Budget Sheet (Appendix C) must be submitted to the CCC for processing. The check must be stamped by a monitor and signed by the reentrant. The check, pay stub and budget sheet must be placed in the safe which is located in the front lobby on the day you receive your check.
5. All checks will be processed on Mondays and your funds will be deposited into your CCC wage account. If the budget form is filled out properly and received on time, you will be issued a living expense check on the proceeding Tuesday or Thursday. Checks will not be issued under any circumstances unless you have turned in a budget sheet.
6. The following deductions will be calculated and deducted from your check; CCC rent (15%), court costs (10%) and savings (10%). Court costs will always be deducted unless you have a verified payment plan set up with the courts.
7. In the event that your employer bounces a paycheck, you will be ordered to retrieve payment from your employer and re-submit your net pay in the form of a money order. You will also be responsible for any service charges resulting from the bounced paycheck which should be added to the money order you submit.

8. The remainder will be available to you for your personal living expenses not to exceed \$250.00 per week. Any request for funds greater than \$250 must be reviewed by Counselor/Director for approval.
9. You are required to save at least 10 % of your earned income in your savings account. However it may become necessary to save significantly more money each week to prepare for a home plan. Your counselor will make the determination and require you to save more each week. You may also request more than the mandatory 10% savings amount to be placed in your account.
10. Money placed in your savings account will not be at your disposal. You will receive the full amount of your savings upon your release from the center. If there are extenuating circumstances and your counselor approves you to use money from your savings, privileges will be lost until the amount is repaid. Exceptions can be waived for just cause, apartment, car, etc. and you will be required to turn in a receipt to Staff to verify how you spent the funds. **You will not be permitted to deplete your entire saving under any circumstance.**
11. Any further questions about finances see your Counselor.
12. **If you escape or abscond from the CCC any monies will be sent towards fines and costs owed.**

Public Assistance/Welfare

It is important that you visit the County Assistance office the day after you arrive at the Center and meet with a caseworker. You will need certain paperwork and information to obtain benefits. The Center will provide you with a letter from the facility explaining your current financial responsibility while residing at the Center. This might include medical cards and food stamps. Your Counselor will cover these issues during orientation and inform you of the proper procedures.

Family Support Payments

As a reentrant of this facility, you will be required to cooperate with any domestic relation agency in regards to family support. If you receive any information in regards to child support obligations or domestic relation issues or concerns, you must report it your counselor immediately for further assistance with the matter. If you are required by law to pay family support, we will monitor and supervise this action. Usually, this is a result of a court order and we will comply with the law. Once you obtain employment, consult your employer immediately so that a wage attachment can be applied to your paycheck via your employer's payroll records.

Personal Property

1. **ALL property brought into the Center is done so at your own risk.** It is not our responsibility to safeguard your personal belongings as you are given ample means to secure your property. It is suggested that you tag items such as radios, alarm clocks, fans, etc. with your name and DOC # so that there is not a discrepancy to whom the item belongs. Reentrants are advised not to bring valuable items or items of sentimental value into the facility. If you wish to bring something into the center that is not listed in this manual, ask permission before doing so.
2. Reentrants must refrain from bringing excessive amounts of personal property into the facility. In order to limit the amount of personal property that residents bring into the facility, the following limitations on personal property will apply:
 - 4 Pairs of shoes (including shower shoes) which must be stored under your bed
 - 6 Days of regular clothing (i.e., shirts(6), socks(6), pants(3), underwear(6), undershirts (6))
 - 2 Sets of work clothes (pending job duties)

- 1 Coat and/or Jacket (it may be swapped out depending on the season)
 - 1 Alarm Clock
 - 1 Grooming Set (i.e., comb, brush, nail clippers, etc. with the exception of hair clippers)
 - 2 weeks' worth of hygiene items/toiletries
 - 1 weeks' worth of food/groceries
3. Staff will monitor excessive property issues closely in order to decrease the amount of excessive personal property in the facility. General Rule: If your personal property does not fit in your chest of drawers or wardrobe locker, then it will be considered excessive property and you will be asked to either take that property home or send it to your family for storage. Failure to comply with these orders regarding excessive personal property may result in confiscation of that property and possibly disciplinary action.
 4. If you wish to remove property from the CCC, you must submit a request to the Center Director asking for permission to remove property and specifying what property you wish remove from the center.
 5. Under normal circumstances; all personal property remaining at the CCC will be disposed of seven (7) days after your departure from the program. We will not hold, secure or act as custodian for your personal effects beyond this time period.
 6. **If you escape or abscond from the CCC any personal belonging will be considered to be abandoned and discarded immediately.**

Medications/Prescriptions

1. Reentrants are required to turn in all prescription medications. The Center **MUST** maintain and secure all prescribed medications, needles and syringes.
2. Any resident who fails to turn in medication to Control Staff or abuses/deviates from the dosage instructions of their medication will be subject to disciplinary actions.
3. You must take all prescription medications as prescribed by your doctor; you are not permitted to stop taking any prescribed medications without clearance from your physician. Individuals who are non-compliant with their medications will be subject to loss of privilege or even disciplinary actions.
4. Prescription medication secured by the CCC will be available to you during medication lines. Medication Lines are noted on the medication room door and will be called over the PA System.
5. The Staff on duty will supervise you dispense your own medication. You will be required to take the medication in front of the Staff. You are required to show them the type of medication and the amount you are taking. A pill count will be conducted and maintained to ensure accountability of the medications. The remainder of medication will be kept in a secured cabinet. You will be required to sign a medication record verifying you received your medication.
6. You will be permitted to take necessary supplies of medication with you for work, furloughs or prolonged sign outs; however, you must obtain Staff permission before doing so.

Laundry/Linens

1. Upon your arrival you will be issued the following: Two (2) sheets, One (1) towel, One (1) washcloth, One (1) pillowcase, One (1) blanket, and One (1) bedspread.
2. These items are provided to you for use while you are a reentrant at the Center. You will be charged the current price of replacement if the items are lost or returned in poor condition.
3. No personal linen is permitted in the Center.

4. It is your responsibility to wash your linens weekly (sheets and pillow case only). You are required to show a Monitor your cleaned linens on a weekly basis.

Attire and Appearance

While you are in the center, you will be required to dress appropriately at all times.

- Shoes/slippers must be worn at all times – no bare feet.
- Reentrants shall not dress in clothing that reveals chest, upper thighs/buttocks, naval/stomach/midriff, etc.
- Reentrants are not permitted to wear any clothing that is inappropriate, offensive, distasteful, or suggestive of street gang attire. Staff reserves the authority to tell you to change if your clothing is deemed inappropriate.
- Residents shall wear appropriate clothing to sleep. No one shall sleep in the nude or in street clothing.
- Hats, baseball caps, bandanas, and wave caps are not to be worn in the facility. Any clothing items such as hooded sweatshirts, "doorags", ski masks, etc. which may be used to conceal or alter identity are not permitted.
- While you are a reentrant of this facility, you are not permitted to obtain any piercing of the body nor any tattoos on the body. No forms of self-mutilation such as, tattoos and piercing will be tolerated, including love marks from a significant other. If your appearance is inappropriate, you will be instructed to improve it; failure to comply will result in disciplinary action.
- Sunglasses must be taken off upon entrance into the facility and are not to be worn inside the Center.

Searches – Person and Property

1. Reentrants are subject to search of their person or property at any time. Searches will be done randomly on all rooms, including reentrants' private lockers, personal belongings, etc., as well as residents' automobiles.
2. Your room may be searched for narcotics by drug dogs. This may be done without you being present. All private storage areas must be clearly marked with the resident's name.
3. All contraband items found during a search will be confiscated and the reentrant appropriately reprimanded.
4. Decorating your personal area is permitted within reason, provided the decorations are not offensive in any way. Decorations must not cause damage to the physical plant. Staff reserves the right to remove anything deemed inappropriate.

****Failure to comply with a search will result in Unsuccessful Discharge from the CCC.****

Dorms

1. All items are to be maintained in a neat and orderly manner so as not to create any obstructions.
2. Each reentrant is provided with a wardrobe/locker, bed, mattress, pillow, a linen set, and a kitchen storage area.
3. Reentrants are not permitted to use any storage/closet space other than those assigned to them. If you permit another reentrant to use your assigned storage space, you become responsible for any contraband found there.
4. Beds must be made daily and your room must be clean and orderly.

5. All trash must be placed in the trashcans or containers provided.
6. Request to change sleeping quarters will be at the discretion of the Center Director.
7. Lights out in the dorms is 2200.
8. All windows in the dorms are to remain closed at all times and not to be tampered with.

Grievances

You may file a grievance at any time by requesting a form from any staff member and by following the procedures outlined in the Department policy DC-ADM 804, "Inmate Grievance System". No adverse action will result because you file a grievance. You are encouraged to resolve problems with the individual involved and discuss such problems with your counselor or another Staff member for possible resolutions prior to submitting a Grievance. After you have taken the initiative to discuss the matter with the other individual(s) involved, the Center Director is available to discuss problems and/or complaints and will attempt to resolve issues brought to his/her attention. See your counselor for a grievance if necessary (DC-804 Part 1).

Mail

1. All mail and messages from Staff will be placed in your sign-out folder. Simply ask the Monitor on duty to give you your mail. In some cases mail received on weekends will be distributed Monday.
2. Any mail which appears suspicious, or is a package, will be placed aside and you will be asked to open the item in front of Staff for security reasons. It may also be turned over to the Center Director or Lieutenant for further investigation.
3. Reentrants may correspond with Staff by filing an inmate request to Staff and placing it in the appropriate Staff's mail box.
4. You are **not** permitted to receive or send mail to an inmate in any county, state, or federal correctional institution or agency. Approval may be requested through your Counselor, just like inside an institution. This restriction will also include correspondence with anyone currently on active probation or parole. Failure to comply will result in disciplinary action.
5. Any first-class mail and packages that arrive at the CCC after you are transferred or are released from this center will be forward to the "forwarding address" on file or returned to sender if one is not available.
6. While you are a reentrant of this facility, you are not permitted to register for a post office box with the U.S. Postal Service. You are required to receive all of your mail at this address.

Infractions

1. Any behavior from a reentrant that violates the rules and regulations outlined in this book or in accordance with the USOR may result in an infraction report.
2. If the offense does not warrant a full hearing with Parole, you will be called for a hearing with the Center Director only.
3. Universal Set of Rules and all its attachments are posted on both floors' bulletin boards and available to all reentrants.
4. If you receive an infraction report, do not contact Staff about your hearing date, the Director will contact you.
5. The Center Director has the authority to discharge a reentrant based on the reentrant's infraction report history.

Telephones

1. **Pay phones:** Pay phones are located in the basement floor hallway for your use. You are not permitted to operate more than one phone at a time. Abuse of the pay phones or failure to follow these rules will result in the phones being turned off indefinitely. Staff reserves the discretion to instruct you to terminate your phone call at any time.

The telephones located in the offices, stairways, or hallways are for Staff business use only. Any reentrant caught handling these phones will be in serious disciplinary status.

2. **Cell Phones:** You may purchase your own cell phone. Cell phones must be in compliance with the cell phone agreement. You must turn your cell phone into the control center so it can be registered and labeled with a CCC tag. The CCC tag must remain on the cell phone. Any cell phone without the authorized tag will be considered contraband and confiscated. Cell phones will be approved as soon as possible. You must agree and abide by rules and regulations as set by the BCC Cell Phone Agreement (See Appendix D). If you do not comply with the cell phone agreement you will receive a misconduct and could lose your cell phone privileges permanently.

Furloughs

1. While at the Center reentrants may be considered for temporary home furloughs (overnight visits). You will earn the chance for furloughs the same as earning privileges.
2. While you are on furloughs a curfew will be imposed and enforced. Staff will call your furlough residence to verify you are at your furlough address after your curfew. If you are not there, disciplinary actions will be issued for violation of curfew, your furlough will be terminated and your furlough status may be revoked. (SIP Furloughs)
3. Answering machines, extended busy signals, out of order, or disconnected phones are unacceptable. (SIP Furloughs)
4. We expect you to stay in your furlough residence the entire night. You are not permitted to leave your furlough residence prior to 0600 hours without authorization from your Counselor (exceptions are made to accommodate work schedules).
5. The furlough address you submit to the DOC must be the home plan you intend on using for your transitional residence and release planning. (SIP Furloughs)
6. Once the furlough request is submitted, the Center Director will review the request; if approved, the Center Director will request a furlough investigation to be completed by the Region 1 Community Corrections office or Parole.
7. When we get final approval, you will be notified by your Counselor. You will be given furlough instructions, and can begin furloughs at the discretion of your counselor.
8. If your furlough investigation results are favorable, community sensitivity issues will be evaluated by local authorities prior to furlough sign outs being granted. (SIP Furloughs)
9. Furlough length will be based on the resident's program achievements and may not conflict with your individual program plan. Deficiencies in your program performance or failure to comply with the rules and regulations of furlough sign outs may result in furloughs being suspended and/or revoked.
10. **Furloughs are considered a privilege and can be revoked at any time.**

Count Procedure

1. Formal count procedure will be conducted 7 times in a 24 hour period the same as inside the institutions.
2. Center entrance will be secure, no one will be allowed in or out of the facility during count.
3. Standing counts will be conducted at 0630 hours and 2100 hours.
4. When count is announced reentrants must report to their bunk.
5. No use of any electronics is allowed.
6. Reentrants must remain in place when count is called until count has cleared.

Escape/Absconder

In the event you returning to the center late, it is your responsibility to contact the CCC control center immediately and inform them of any delays and the circumstances surrounding them.

Any person failing to report to or return from the approved place of employment, training, education, furlough, or other authorized destination shall be deemed an absconder (parolee's)/escapee (SIP reentrants). It is important that you report directly to and from the center in order to avoid these charges. If you fail to return to the center or leave the center without authorization, and are declared an absconder/escapee, your property will be considered abandoned and forfeited. Any money on your account will be applied to your court costs, fines or restitution.

Prison Rape Elimination Act (PREA)

Contact of any person without his/her consent, or of a person who is unable to consent or refuse; and intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person is prohibited. You should not be subject to any form of abuse (verbally, mentally or physically) by anyone while you are a reentrant; this includes Staff and other reentrants. Please report any problems in this area in a timely manner (i.e. immediately) to available Staff in order to assure proper credibility and resolve the problem. If you do not report these incidents, they may only get worse. In some cases, you may wish to report to the Center Director only. If this is the case, you may call the CD or put in a request slip.

If you do not wish to contact Staff, please contact in writing:

Attn: PREA Coordinator
Office of the State Inspector General
555 Walnut Street, 8th Floor
Harrisburg, PA 17101

Court

1. If you have reasons to go to court at any level, please notify Staff as soon as you find out this information.
2. Reentrants frequently go to court on a variety of issues and we need to know where, when and why.
3. Reentrants must provide Staff with a copy of your court papers for verification and facility records.
4. Do not wait until the day before your court date to notify Staff.

Public Transportation

1. The facility is located in an area that is readily accessible to public transportation (SEPTA) which will get you any place you need to go. Maps of local bus routes are located in the Resource Room for your use. We also try to maintain a supply of schedules to help you plan your trip. Plan your bus trips in advance; do not show up at Control at the last minute prior to signing out and attempt to figure out a bus route.
2. There is taxi service available in the city which can solve an important transportation crisis. This is a more expensive method to travel and is recommended to be used only as a last resort.

PROGRAM INFORMATION

Counseling Services

Upon your arrival at the facility, you will meet with your Counselor to develop an individual Community Orientation & Reintegration Plan for your period of residency at the CCC. The key elements of your program plan will include developing a home plan, securing employment, identifying and addressing treatment needs, and meeting financial responsibilities. It is your responsibility to cooperate in carrying out the program plan and to achieve the necessary goals to ensure your successful reintegration into society. Your program plan will be evaluated periodically by your Counselor for progress toward the goals and objectives that have been identified. Evaluation assessments will be scheduled every two weeks. You will be fully consulted regarding any addendum, amendment, or change to your individual program plan. As a reentrant of the CCC, your adherence to your Community Orientation & Reintegration Plan is mandatory; failure to meet the expectations set forth in your program plan will result in disciplinary action up to and including unsuccessful discharge from the program. Your Counselor will provide a variety of services and perform a number of duties as required by their position. Their skills are varied and flexible, but always remember they have two common goals; the first is to protect and serve the community; the second is to help your reintegration back into the community. In their counseling sessions they will be concentrating on both, for the safety of the community, and your successful reintegration.

Reentrants may be required to participate in treatment groups while residing at the CCC. Parole reentrants must comply with all parole stipulations regarding treatment requirements. SIP reentrants must comply with all program requirements of the SIP program (i.e., outpatient AOD treatment, AA/NA meetings, etc.).

Some groups are offered at the facility.

Your counselor will encourage you to attend counseling groups and will make every effort possible to provide progress reports/updates to your counselor (for example AA, NA, private therapy, family therapy, etc.). See your counselor for additional information in regards to treatment requirements/information.

Reentrants are allowed to practice their religion and seek religious counseling, etc. However, you must maintain your religious activities within the bounds of our rules and regulations as well as the safety and security of the facility. If you believe that there may be a conflict, see your Counselor. Exceptions may be made with proper approval. If you need religious counseling and are unfamiliar with the area, your Counselor will be able to provide you with referral assistance.

Counselor assignments are assigned upon arrival and may change depending on your individual needs.

Ms. Davis

Ms. McCallister

Ms. Acicle

Reentrants are responsible to see their counselor every week for COR Plan review and to be sure your level of privilege is correct.

Community Service Projects

1. Community Service Projects are projects that reentrants perform in order to give something back to the community. Reentrants are required to complete a minimum of eight (8) hours of community service per month. The required hours of community service for your first month at the facility will be determined by the date you arrive. There are many government agencies and non-profit organizations in the community that can benefit from the work that our reentrants perform. There are several agencies posted on the bulletin board in the resource room. These agencies are pre-approved with times listed of when they need volunteer hours. If you wish to complete your community service at an agency not listed on the bulletin board you need to completed the CCC Community Service Registration Form and submit it for review and possible approval to your counselor. Please note that the organization where you plan to participate in community service must be able to provide supervision of your work the entire time you are at that agency.
2. Reentrants have until the last day of the month to complete the required hours. Reentrants are not allowed to use community service hours from the previous month toward their total for the current month. If a reentrant shows a pattern of not completing his community service hours, such reentrant will receive an infraction report and be sanctioned accordingly.
3. Community service must be completed on your general sign out hours. When you report to Control to sign out to participate in community service, you must pick up a community service verification form to take with you to the agency where you will be providing work. This form must be signed by the person at the agency who supervised you while you were performing community service and include the time you began your work and the time your work was completed. The name of the agency and the scope of the work must be included on this form as well. You must turn the completed verification form into your Counselor upon your return from your community service sign out to assure that you receive proper credit of service.
4. While completing community service hours within the community you must abide by the rules and regulations of the agency you are working for. Negative reports to the center will result in the reentrant no longer being permitted to go to that location.

Personal Emergencies

There are times when emergency situations will occur while you are at the Center. However, an emergency to you may not be an emergency to us. Do not assume that an “emergency” situation will allow you to take additional privileges automatically. Always call or have someone contact the Center to let us know what is happening in your life that is an emergency. Under certain conditions, we will approve special privileges, if we deem they are necessary. Examples would be death or serious illness of close family member. Any situation deemed an emergency will require the resident to provide proper, legitimate documentation of the emergency.

Education/Vocation

You are permitted to participate in a variety of educational or vocational programs that do not conflict with Center rules and regulations. These may be part time or full time. The variety of options is too lengthy to cover them all here. You must discuss plans/alternatives with your counselor, before doing anything definite. The important thing to know is that it is permitted, but will be done on an individual basis for each reentrant.

Medical Services

The Center does not have medical services for you. A first aid kit is located in Control for your use with minor injuries, but not serious illnesses or injuries. When you are ill or injured we would encourage professional care, using the hospital emergency rooms as a last resort due to their cost. If you become seriously ill or injured, notify Staff immediately. You are responsible for medical costs while a reentrant of the Center, so check your medical insurance options immediately. If you need assistance with community medical resources, please see your Counselor.

Parole

1. Reentrants must secure a parole plan prior to being released from this center. This includes a home-plan and a job.
2. Reentrants that are going to parole out of the Commonwealth of Pennsylvania, please start your plans at the first opportunity with your counselor. Keep in mind that interstate parole supervision transfer requests can take longer to be processed and approved; thus, it is recommended that you develop a home plan in Pennsylvania if possible.
3. You will need to submit this information to your Counselor regardless of your parole plans. The Counselor will act as your link with the Parole Board and you should discuss your plans in detail with him/her.

Facility Management

This is your temporary home and you are expected to treat the Center with care and respect. Intentional damage to any part of the building or its contents will result in disciplinary action and at times can result in the entire Center being placed on restriction. If you notice anything that is not working properly, please report it to the Staff on duty immediately, with a description of the problem. Anything can wear out or break from the heavy use received in this facility. When they occur, these things may require a quick response to keep your "home" in good repair.

Throughout the building, you will see certain utilities such as fire alarm pull stations, smoke detectors, heat sensors, fuse boxes, electrical boxes, Staff business phones, security alarm devices, fire extinguishers, emergency lights, smoke eaters, thermostats, and security cameras; if you attempt to alter, tamper with, vandalize, or disable any of these utilities, disciplinary action will be taken against you as well.

As a reentrant of this facility, you are responsible to report any maintenance issues to the monitor on duty immediately.

Facility Sanitation

1. One extremely important thing is cleanliness of the Center.
2. Cleanliness applies to your personal area as well. Monitors will advise you when your area is unsanitary and you are expected to clean and organize it. Common deficiencies include unmade beds, dirty laundry lying out, excessive property, property not being stored properly, etc. If you do not maintain your personal areas properly, disciplinary action will be taken.
3. During orientation a Monitor will notify you of your cleaning assignment. You will get information on how the job is to be done, supplies, etc.; the rest is up to you!
4. Before you sign out, check your area and clean it. If it is not clean and checked off by a Monitor, there could be disciplinary actions taken.
5. In addition, spring and fall cleaning projects will be scheduled twice a year. There may also be special events at the center which will require a group house cleaning in which resident participation is mandatory.

Climate Control

This facility is equipped with both heating and air conditioning throughout. You are not permitted to adjust the temperature at any time. If you are uncomfortably warm or cold, please notify Staff on duty. We can only take care of problems if we know about them. Never attempt to adjust or correct climate control problems by yourself, this will only lead to more problems and disciplinary action.

Facility Emergencies

1. **Fire Drills:** We are required to conduct fire drills on a regular basis. These drills assist with emergency preparedness and may save your life. When you hear the alarm walk quickly out of the building and gather across Willow Street along the Granger Building. We will count reentrants and time your evacuation from the Center.
2. There are a number of emergency situations that can occur while a reentrant is in the Center. The first thing you are to do upon discovering an emergency is to report it to Staff. In the event of a fire, simply pull the alarm so everyone can get out of the building safely and report the location of the fire to Staff. All other emergencies will require different responses; consult Staff on duty for further instructions.
3. The Emergency Plans and Evacuation procedures for residents are posted on the bulletin boards and available for reentrants to review at all times. These procedures will be reviewed during your orientation. This is a very serious activity and anyone who does not comply with fire drills will receive severe disciplinary actions. Why? Because you are endangering the life of Staff or fire fighters that may be looking for you. You never know if it is a drill or a real fire, so move! No excuses are accepted for failure to comply.
4. Electronics are not to be used during any Emergency whether it is a drill or not.

Facility Services

1. **Resource Room:** A resource room is available at the CCC to assist with reintegration and community relations. The room is located on the upper floor of the facility. The room and equipment have been provided for you to maintain and utilize as needed. Some of the items maintained within the room include laptop computers, pamphlets, books, bus schedules, tables/desks, etc. Reentrants are expected to treat the facilities with respect and care.

2. **Laundry Facilities:** Coin operated washers and dryers are available to the reentrants on the lower floor. Ironing boards are located inside the laundry room for residents use. Irons are kept in Control and you must sign them out for use and return them when completed. You must hand in your Center ID at the Control Center to sign out an iron. Irons are to be used in the laundry rooms, only. If irons are found in the dorms it could result in disciplinary actions. You are not permitted to sign out the iron for another reentrant at any time. Reentrants will not be permitted to sign out of the facility when they are doing laundry. Do not leave your laundry unattended, CCC is not responsible for any missing items. Also, clean clothing, linen, etc. are part of your personal hygiene. **Laundry room hours are 06:00 a.m. – 10:00 p.m.**
3. **Kitchen:** The kitchen is located on the lower floor of the building. This is where reentrants will prepare, store and eat food. **Kitchen hours are 06:00 a.m. – 10:00 p.m.** You must share the area with a lot of other people, therefore, it is very important that you follow these orders when using the kitchen:
 - Prepare your food
 - Remain in the kitchen while you are preparing your food
 - Eat your food in the kitchen only
 - Clean-up after yourself

Staff will throw away anything that is left out and not stored properly. There are too many people here to allow something to cook for long periods of time or soak dishes for hours. The idea of courtesy to others is most important. Make sure the kitchen is always a pleasant place to eat.

Reentrants are assigned three areas to store food: a kitchen locker for dry or canned food, freezer box, and a refrigerator box. These will be assigned to you during orientation. You can store food that needs to be refrigerated in the many refrigerators available. You are permitted to buy a medium sized **plastic** toolbox (approximate 17" x 8" x 7") for your refrigerated items (no metal boxes are allowed), then put the toolbox in the refrigerator. Residents are permitted one tool box for a refrigerator section and one tool box for a freezer section. Do not share tool boxes or kitchen lockers. Even if you are not using your kitchen lockers, you are required to keep them locked because this is your assigned space and you are responsible for the contents.

Reentrants are responsible to clean up after themselves.

Kitchen Utensils: Shared kitchen utensils supplied by the CCC shall be maintained in the kitchen area of the facility. Personal kitchen utensils (plates, bowls, pans, knives, forks, spoons, etc.) of reentrants shall be clean, locked, and secured in their personal kitchen locker. Do not leave dirty utensils lying around in the kitchen or they will be disposed of by Staff. Once you have cleaned your kitchen utensils, lock them in your kitchen locker. **You are only permitted to have plastic kitchen utensils in the facility; all metal kitchen utensils will be considered contraband.**

4. **Recreation Room:** The need for courtesy and cooperation is obvious in this room. The lights **must** always be on. The area closes at 2200, LIGHTSOUT at this time; reentrants will not be permitted on the second floor. Activities will also be limited if the area is mistreated by the reentrants. Vandalism to the pool table, furniture, and electronic equipment in the recreation room will not be tolerated.

Residents arriving from work after 22:00 must be in bed within 2 hours of their return. Residents must get approval from monitor on duty if you need to go into these areas after midnight, 0000 hours.

- **Televisions:** There are two televisions, and one DVD player, for the entire Center population. The television is equipped with cable services. Courtesy and cooperation are definitely needed in the use of the television. Arguing over what is going to be viewed will not be tolerated or the televisions will be disconnected. Reentrants should receive instructions on how to use it before damage occurs and no one can watch the television. Staff reserves the discretion to deem certain programs, channels, videos, or DVDs off limits based upon their content.
5. **Padlocks:** During orientation week, a reentrant is recommended to purchase three (3) combination locks for their use to secure their personal items (freezer, refrigerator, kitchen locker, or wardrobe).
 6. **Basic Toiletries:** Toiletries are available to reentrants who arrive and are indigent. It provides the basic necessities until you can buy them on your own. Inform Staff if you are in need of a basic issue kit. The facility provides paper towels and toilet paper for the residents.
 7. **Newspapers:** The Center has subscription to local newspapers to help with job searches and for your general use. If you would like additional papers, Staff can direct you to neighborhood businesses that sell these periodicals.
 8. **Trash collection:** In order to maintain a clean environment for you to live, we expect residents to keep trash in its place. There is a dumpster in the parking lot of the Center for our trash. Although cleaning duties are assigned by dorms, it does not mean you cannot volunteer to take care of the problem. Do not use other buildings' or businesses' trash receptacles as this will cause problems in the local community and could result in health code citations.
 9. **Vending Machines:** The vending machines are here for your convenience. If they are not functioning properly, notify Staff on duty for refunds of your money. Shaking, beating, moving, lifting the machine will result in disciplinary actions. Report any problems to the monitor on duty so we can take proper actions.

COMMUNITY RESOURCES DIRECTORY

Drug & Alcohol Evaluations/Mental Health/Treatment:

1. NET 499 N. 5th Street Ste. C (215) 451-7100, Intake Mon., Wed., Fri., at 9:30am.
2. New Journey & Recovery 2927 N. 5th St. (215) 634-6400. BHSI covers 1st 30 days. 2 hr. intake process.
3. Gaudenzia 1306 Spring Garden St. (215) 238-2150. \$70. Fee w/o insurance. Intake Mon-Fri 8am to 4pm. Mental Health Dr. Juanita Story-Jones
4. Casa de Consejeria Y Salud integral Inc. CCSI 213 W. Allegheny Ave. (215) 634-3259.
5. JFK 112 N. Broad St. (215) 568-0860. Walk in's Mon. & Tues. 9:30 to 2pm for intake. Psychological services Dr. Ruth Kanost ext. 3241.
6. Joseph J. Peters (JJPI) Institute 1211 Chestnut St. 5th Fl. Phila. PA 19107 (215)665-8611
7. TAP 1241 Vine St. Phila. PA 19107 (215) 563-4808
8. Congresso 216 W. Somerset St. Phila. PA 19133 (215) 763-8870 ext. 1006

Health/Dental:

1. Care Clinic 1200 Callowhill St. Suite 101 (215) 825-8220.
2. John Bell Health Center 1207 Chestnut St. 3rd Fl. (267) 725-0252.
3. Philadelphia Fight Dental Services 1233 Locust St. 3rd Fl. Mon-Fri 9am to 5pm.

Housing:

1. Freddie Harris (215) 528-1735
2. Charles Harris (215) 600-7599
3. Mr. Sanford (267) 226-2455

Clothes:

1. Good Will 455 N. 7th St. (215) 922-6802
2. Salvation Army 1340 Brown St. (215) 787-2962 8am arrival

GED Program:

1. My Place District 1199C 100 S. Broad St. 10th Fl. (215) 568-2220.
2. My Place Congresso de Latinos Unidos 2800 N. American St. (215) 763-8870 ext. 7268.
3. My Place Community Learning Center 229 N. 63rd St. (215) 910-2667.
4. Honickman Learning Center 1936 N. Judson St. (215) 235-2900 ext. 6116
5. Temple (215) 985-4448
6. TCRC (267) 519-5334 Cherry St. (215) 223-1680 Germantown Ave.

Meals:

1. Bebashi 1217 Spring Garden (215) 769-3561 Mon-Fri 9am to 5pm
2. Saint John's Hospice 1225 Race St. (for hot meals only)
3. Chosen 300 1116 Spring Garden (for hot meals only) (215) 765-9806
4. The Life Center of Eastern Delaware Co. 6301 Market St. Upper Darby PA 19082 (610) 734-5770.
5. St. Malachy Church 11th & Master (215) 763-1305 Tues., Wed., Thurs. 10am to 12pm & 1pm to 2pm. Must have a letter from State Rep. Curtis Thomas on Broad St. (can goods only)
6. Catholic Social Services 6214 Grays Ave. (215) 724-8550 ext. 7

Re-entry:

1. RISE 990 Spring Garden St. 7th Fl. (215) 683-3370.
2. Philadelphia Fight 1207 Chestnut St. 2nd Fl. (215) 525-0460.
3. TCRC (The Center for Returning Citizens) 1515 Cherry St., Suite 330. The Friend's Center (215) 305-8793
4. TCRC Counseling Center 3850 Germantown Ave. 19140 (215) 223-1680

5. Impact Services 1952 E. Allegheny Ave. Phila. PA 19134 (215) 423-2944

Vocational Training:

1. Connections Training Services 2243 West Allegheny Ave. 19132
(215) 430-0381

Local Hospitals:

1. Hahnemann University Hospital 230 N. Broad St. (215) 762-7000
2. Thomas Jefferson Hospital 700 Walnut St. (215) 503-7300
3. Pennsylvania Hospital 800 Spruce St. (215) 829-3000

Employment Agencies:

1. Ameritemps, Inc. 457 Fairmount Ave. Phila. PA 19123 (215) 627-2454
2. Labor Force 1301 S. Broad St. Phila. PA 19147 (215) 336-6800
3. Labor Ready 2405 S. Broad St. Phila. PA 19148 (215) 218-7212
4. Best Personnel, Inc. 1315 Walnut St. Phila. PA 19107 (215) 732-3100
5. Accu Staffing 1601 Market St, Suite 101, Phila PA (215) 568 2228
6. Express Personnel 1617 JFK Blvd, Suite 620, Phila PA (215) 893 1200
7. Philly Temps 1518 Walnut St, Suite 208, Phila PA (215) 731 1010
8. All Star Staffing 100 S Broad St, Suite 620, Phila PA (215) 569 4444
9. On Time Staffing 2814 Cottman Avenue, Phila PA (215) 333 3349
10. Manpower 1818 Market St, Suite 3230 Phila PA (215) 568 4050
11. Centrix Staffing, 800 W Olney Ave, Phila PA (215) 338 1170
12. Express Staffing, 7922 Frankford Ave, Phila PA (215) 332 6800

Miscellaneous:

1. DPW 1163 S. Broad Street Mon thru Fri 8am to 4:30pm (215) 560-4400, (215) 560-7226, (215) 218-4485, (215) 218-4600 Fax

2. Menergy: 7500 Germantown Ave. (215) 242-2235 (domestic violence)
3. State Police 2201 Belmont Ave. (215) 560-6200
4. HAP (homeless advocacy project) 42 S. 15th St. (215) 523-9595