



ADAPPT RESIDENT HANDBOOK

In Conjunction with the Department of Corrections
Community Corrections Center Resident Handbook

Information Specific to the
GEO ADAPPT Facility

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Philosophy

The ADAPPT philosophy is “changing behavior, changing lives.”

As products of the criminal justice system, our clients are normally beset by a majority of the following issues:

- A. Lack of Self-Esteem
- B. Dysfunctional Relationship
- C. Anti-Social Behavioral Patterns
- D. Poor Living Skills
- E. Educational Limitations
- F. Vocational Limitations
- G. Anger and Resentment
- H. Neglected Health and Dental Care
- I. Financial and Familial Obligations

These issues need to be treated in light of our clients' chemical dependency since relapse as well as subsequent criminal behavior depends on his/her ability to cope with each of them.

Care is taken to evaluate any mental health issues, which could have been masked by past criminal behavior.

Learning rates are matched to individual limitations, be they a factor of language or intelligence. Treatment is individualized and bilingual as needed.

Our goal is to provide you with the knowledge and skills necessary to lead a productive lifestyle prior to reintegration into the community.

Welcome to GEO ADAPPT

Our mailing address is 428 Walnut Street, Reading, PA 19601.

You will need a social security form (for medical assistance). If you do not have one, staff will make arrangements for you to get one.

You will fill out a medical assistance form and apply for medical assistance (no food stamps, as meals are provided, cash assistance is limited to clients who have no fines or costs). It is extremely important that you let any state agency know that your mailing address is 428 Walnut Street, Reading, PA 19601.

You will receive a physical examination and TB test.

During fire drills, you must leave the building immediately via nearest fire exit. All residents will meet at designated areas.

You will receive a daily chore. All chores are to be done every day, including weekends.

Rooms are to be kept clean and orderly at all times.

Visiting hours are posted in the facility.

You are allowed one telephone call upon arrival.

You will find included in this handbook general information, rules, and regulations, client rights, and the Universal Set of Rules (USOR), set forth by the Pennsylvania Board of Probation and Parole, and the Pennsylvania Department of Corrections.

General Information

1. Any order or directions given by the staff of this facility must be carried out to the best of your ability.
2. All notices and signs posted in this facility are considered regulations and must be strictly followed. Read the bulletin board frequently.
3. Residents must be completely dressed at all times when not in living clusters. No exceptions. Pants must be at your waist. Muscle shirts are not allowed to be worn by residents or visitors. Any clothing or accessories signifying gang association(s) or displaying inappropriate logos are not permitted. Photo I.D.'s must be worn at all times while in the building.
4. The building, linens, furniture, and equipment are property of ADAPPT. Defacing of walls, damaging linens, furniture, and equipment will be considered destruction of property and the offender will be disciplined and required to reimburse the facility for damages.
5. Use of foul, obscene, or profane language will not be tolerated. Loud talking or shouting will not be tolerated in ADAPPT.
6. Chewing gum is prohibited.
7. You are required to be respectful to staff at all times. Any community member who engages in threatening behavior may be discharged at once.
8. ADAPPT is a non-smoking facility.
9. Your housing units, your belongings, and your person are subject to search at all times. ADAPPT will make every effort to have female staff members search a female's possessions. However, we reserve the right to have any staff member search a resident's possession deemed necessary by the Director of Operations.

10. You are required to give your correct name any time it is requested by a staff member.
Nick names are not permitted.
11. While at ADAPPT, residents and staff will address each other as “Mr. and Ms.” Along with their last name (i.e. Mr. Smith or Ms. Jones). Residents are not permitted to address staff on first name basis (i.e. Mr. John, Ms. Jane). You will be expected to address staff appropriately at all times. If you do not know the name of a staff member, simply ask them.
12. You are not permitted to sell any service to another resident or staff member.
13. Having any form of weapon in your possession or on your person is a serious offense.
14. You must go through a metal detector upon entering the facility. Before entering the detector, you must remove footwear and empty pocket contents.
15. At no time will a resident have authority over another resident. Staff is in total charge of the facility and residents are to follow all directions from staff.
16. The Director and/or designee may suspend residents’ visiting privileges as a result of a violation or the inappropriate behavior of an approved visitor.
17. Your visitors may leave funds (no personal checks, only money orders) for you at the facility desk Monday through Friday, 10am to 3pm. Money orders may also be mailed to the facility.
18. No resident is permitted to change his/her bed assignment unless authorized by staff.
19. No resident is permitted to fraternize or engage in personal relationships with staff members, volunteers or residents at any time during his/her residence at the facility.
Horseplay is not permitted.
20. Cameras, audio/video recorders are not permitted in ADAPPT.
21. Laundry detergent will be provided by the facility. There is no fee to use washers/dryers.
22. ADAPPT reserves the right to discharge any resident whose behavior is irresponsible or who threatens the mental and/or physical security of another.
23. Reentrants shall not be permitted to engage in research activities in medical, pharmacological, or cosmetic experiments. This does not preclude individual treatment of a reentrant based on the need for a specific medical procedure that is not generally available.

PREA (Prison Rape Elimination Act)

OEO ADAPPT'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 U.S.C.15601 et.seq. GEO ADAPPT has a "zero tolerance policy" relative to sexual misconduct. It is the policy of GEO ADAPPT 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 GEO ADAPPT, 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 unwarranted sexual behavior regardless of your gender, age, size, 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 shower separately from other residents if requested.

You have the 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. Medical and mental health practitioners are required to report sexual abuse allegations.

If you are a victim of sexual assault, you should report **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 GEO staff, you may report directly to an outside entity. You may report an incident by calling any of the following numbers:

- **Pennsylvania Coalition Against Rape: 1-888-772-7227**
- **RAINN National Sexual Assault Hotline: 1-800-273-8255 (TALK)**
- **SAFE BERKS: 1-844-789-7233**
- **GEO PREA Hotline: 1-866-568-5425**

In addition to residents reporting incidents to the above numbers, residents also have access to a 24-hour Rape Crisis Hotline through SAFE BERS or Berks County, PA. They dispatch mobile volunteer Rape Care Advocates around the clock to support and accompany victims through medical legal procedures, on site in hospitals, police stations, and courts, and provide professional crisis counseling as well as longer-term post trauma counseling. All information reported on the support services telephone lines may be monitored and may be reported to the proper authorities.

If you do not wish to verbally report the allegation to either a staff member or one of the agencies above, you may submit a written grievance. GEO ADAPPT 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. GEO ADAPPT does not require 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 may submit a grievance without submitting to the staff member who is the subject of the complaint, nor will the grievance submitted be referred to the staff who is the subject of the complaint. GEO ADAPPT will provide

the resident with the final agency (GEO ADAPPT/PA Parole/PADOC) 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, and 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.

Counselor

Each reentrant is assigned to a counselor. Your counselor is the staff person whom you will be working with for the duration of your time in the ADAPPT program. He or she is there to assist you in setting goals and to advise and guide you in attaining them. He/she interprets ADAPPT expectations and requirements to you. He/she is with you to support you in all your legitimate efforts, to refer you to other agencies for assistance in coping with special problems, to review and evaluate your progress and to help you plan ahead, to consult with you in your decision making, and to caution you in anything that he/she feels will be detrimental to your attainment of parole. His/her job is to see that you succeed. He/she is not expected to do what you want. He/she is not expected to do everything you can and need to do for you. Your counselor supervises and directs you during your stay at ADAPPT. He/she determines when privilege increases may be granted, that is when you qualify (1) because you have earned them, (2) because you have shown evidence that you can manage the added responsibilities that go with added privileges and (3) because you have indicated a commitment to abide by ADAPPT rules and by behavior standards of the community.

Unit Regulations

1. Every resident is responsible for their personal cleanliness, the neatness and tidiness of their housing and bathroom area. No food, candy or beverages are allowed in your housing area. Use of extension cords within the facility is prohibited.
2. You are not permitted to enter another resident's housing unit unless accompanied by a staff member.
3. All items brought into the facility by you are your responsibility. In the event of a theft or misplacement, ADAPPT will not replace them.
4. Be neat in your appearance when leaving your housing unit.

5. Dresser tops can be used for one religious book and personal photos (not to exceed three 5'7's) No clothes lying on the bed, chair, desk or dresser. Beds are to be made at all times when not in use, sheet and blanket up over mattress and pillow on top. Beds must be made by 7:30a.m. Monday through Friday and 7:30a.m. on Saturday and Sunday. No furniture can be moved or blocking any doorways or halls. Prayer rugs are to be rolled up and put away when not in use.

Dining Room Regulations

1. Meals will be served at designated times determined by the Director or designee.
2. All residents will be advised as to their meal times. It is your responsibility to arrive at the scheduled meal times.
3. At no time will residents take food/drink from the dining area.
4. Every effort is made to allow ample time for you to eat.
5. Be considerate of others by observing good table manners.
6. Residents are prohibited from wearing open toed sandals in the dining room unless you are wearing socks.
7. No resident shall steal, exchange, borrow, lend, buy, or sell any articles of food.

Programming

All residents are eligible for every program offered at the center (unless prohibited by their referring agency.)

All residents assume the risk in favor of GEO ADAPPT and its subsidiaries for voluntarily participating in physical activity, including but not limited to basketball, weightlifting and softball.

All residents will be treated equally while housed at the center.

Leisure Time

Leisure time is afforded after scheduled daily programming is completed, and on weekends. Common areas have cable television and DVR's. Board games are provided. Yard out time will also be provided, weather and staffing permitted.

Contraband

Examples of contraband include but are not limited to,

- Alcohol, drugs, or drug paraphernalia, any item staff or the PADOE deems as inappropriate.
- Any/all sharp objects/tools used for work.

- Cell phones.
 - Chewing tobacco or loose tobacco.
 - Clothing depicting drug culture, alcoholic drinks, anything offensive, etc.
 - Computers, iPads, iPod, iPod Shuffle, iPod Nano.
 - Controlled Substances.
 - Dice, cards, lottery tickets, poker tickets, gambling paraphernalia.
 - Gaming devices (PSP, Game Boy, Xbox, etc.)
 - Medications of any kind (over the counter, vitamins, supplements, protein supplements, diet pills, etc.)
 - Photos, art, calendar, magazines, etc. depicting gangs, nudity, violence, brutality of any kind.
 - Photography of any kind (or anything staff deems inappropriate.)
 - Television, radios w/ external speakers, radios w/ recording ability.
1. No resident shall steal, exchange, borrow, lend, buy or sell any article of food, 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 is **prohibited**.
 2. Any unauthorized article on any resident's person or among his belongings is considered contraband and will be confiscated.
 3. No resident is to have in his or her possession a pager or cell phone at any time. These items are considered contraband and the resident will have sanctions placed against him/her/ Contraband cell phones will not be returned.
 4. Any person bringing or attempting to bring in any narcotics, drugs, synthetic drugs, alcohol, weapons, money or any contraband letters or messages intended for a resident is guilty of a serious offense and will be prosecuted.
 5. Residents are not permitted to have more than \$55.00 at any time. Any resident in violation will have their excess monies confiscated and placed into their resident account. An appropriate consequence/sanction will be taken.

Poppy Seeds and Malta

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

Grievances

It is the policy of this facility and the Department of Corrections to treat every resident fairly and to give special privileges to no one. There is an orderly procedure to follow when grievances or complaints are made against the facility or any of its staff.

It is anticipated that nearly all conflicts or problems can be resolved more efficiently and effectively through an informal process. The informal process should include addressing the perceived problem with a counselor who should attempt to resolve the problem if possible. When the problem cannot be resolved at this level, the procedure will be to obtain a client request form from the Duty Desk.

When no resolution has been reached either through the informal process or the client request form submitted to the Clinical Supervisor or the Group Home Supervisor, the next step is to submit a client request directly to the Director.

Where the referring jurisdiction (PADOC) has a grievance procedure which they require the center to follow, the procedure will be posted or otherwise provided to the residents. The center will follow the written grievance procedures established by the referring jurisdiction.

- A. The resident who has a complaint or problem that has not been resolvable through the informal process should request a Client Request Form. That form should be completed and delivered to the appropriate party.
- B. If no resolution has been reached at the above level, the grievance is to be forwarded to the Director. The Director will review the grievance within five days and provide a copy of the written response to the resident's grievance, within 15 days.
- C. If the resident does not feel the problem has been effectively addressed, the resident may appeal the decision in writing within five days to the Bureau of Community Corrections. The appeal must include a statement of the problem and the attempt taken to remedy the situation and shall include the original client request form.

Process for Informal Resolution of Minor Infractions of Facility Rules

The aim of the disciplinary process is to affect resident behavior with the least amount of corrective action necessary to achieve the greatest compliance. The foundation of the disciplinary system and process is to rely on the reinforcement of prosocial behavior (merits) in order to minimize the occurrence of infractions. The response to infractions (demerits) shall reflect progressive discipline based on classes of sanctions. Clinical interventions are addressed each business day in the context of the clinical staff meeting, to ensure a treatment relevant response occurs for each Positive Concern (merits) and Negative Concern (demerit).

Resident Accounting Procedures

A. Resident Funds

1. Any resident arriving shall turn over all, if any; money to staff during intake for deposit in the resident's account at which time the resident will be given a written receipt. They will be allowed to keep \$55.00.
2. Any disbursements from the resident's account will not be greater than the account balance.
3. At no time will any resident be permitted to own/use any automated teller machine cards or credit cards.
4. Residents shall not be allowed to enter into any financial contracts or agreements unless previously authorized by the Director and the contract agency. This includes opening checking and charge accounts.

B. Procedure for Receipt of Funds

1. It will be the responsibility of the resident to submit money orders/cash to the staff. The resident will be given a receipt. Checks will be endorsed by the resident and stamped, "FOR DEPOSIT ONLY" with the appropriate account name and number.
2. All income will be recorded immediately after receipt of funds and will be credited to the appropriate resident.

C. Procedure for Disbursement of Funds

1. Cash requests must be submitted by Sunday, no later than 9:00p.m. for Inpatient Drug and Alcohol residents.
2. In the case of court costs and fines etc., the check will be written directly to the appropriate agency.
3. Residents are permitted to have checks written to parties other than themselves
4. All transactions in the resident's account will be recorded immediately so that the accounts are updated at all times.
5. Deposits need to be turned in by 8:00a.m. on a Monday. Money turned in after that day and time may be accessed the following week.
6. Upon discharge from the program, the balance of a resident's account will be returned to the appropriate resident, minus any outstanding obligations.

PAROLE- Residents will be given a check for the balance of account prior to release from the facility.

- a. **Institutional Return:** A check will be mailed to the institution
- b. **Escape:** The balance of the resident's account will be held at the facility until apprehension. Once the resident is captured, a check will be forwarded to the institution.
- c. **Death, Injury, Illness:** The balance of the resident's account will be forwarded to the individual designated to assume the resident's possessions. In the event that the resident's monies are not claimed, the Regional Director of the Department of Corrections will be notified so that the appropriate disposition procedures can be conducted.

Visitation

1. All residents will be permitted visitation on Sundays from 1p.m. to 4p.m. All visitors must first attend a Family and Friends session prior to regular visits from 12:30-1p.m. If the visiting area is overcrowded, your visit time may be shortened at the discretion of the staff on duty.
2. All visitors must sign in and out at the duty desk. Only visitors that are on your approved visiting list will be permitted to stay. Visitors must abide by the same rules as residents. Physical contact between residents and visitors must be appropriate.
3. During visiting hours, visitors are allowed in the lounge and dining area. Visitors are prohibited from entering resident bedrooms.
4. A maximum of four people will be permitted to visit a resident one time. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**
5. An authorized adult visitor must accompany children of resident under the age of 18. An adult being 18 years of age or older. Residents are only allowed two visits a week.
6. All visitors must have proper photo I.D. for all visits.
7. All visitors are subject to search. should they refuse to comply, visitor's privileges will be denied and the visitor will be requested to leave the facility. Cell phones, wallets, purses, baby car seats, strollers, and diaper bags are **prohibited**.
8. Visitors violating their visiting privileges will be denied entrance to the facility, for an indefinite period of time.
9. Any former resident of ADAPPT, or anyone currently on Parole, may not visit the center unless approved by the Director.
10. Any Bureau of Community Corrections resident wishing to visit other inmates in State Correctional Institutions must receive prior written approval from the Executive Deputy Commissioner of the Department of Corrections via the Regional Director and the Superintendent of the State Correctional Institution to be visited. Verification must be provided at the time of visit.
11. Special visits shall be arranged, providing staffing is available, with twenty-four (24) hours' notice. Only the Director and Designee may approve special visits.

Urinalysis Testing and Breath Samples

To verify your sobriety at ADAPPT, you will be subject to urinalysis testing and/or breathalyzer testing upon admission and on random basis. All residents are expected to provide a urine specimen when asked, if unable to provide a specimen immediately, you will have a two-hour timeframe. During this timeframe, you must remain within the area of the foyer (the room located between 419 and 417 Walnut) or at the duty desk in the Inpatient D&A facility and you cannot consume more than six ounces of liquid.

General Correspondence Regulations

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

1. There is no limit on the number of letters you may send or receive. All outgoing letters can go to the security monitor at the duty desk.
2. Indigent residents may receive a postage stamp, envelope, and writing paper from their counselor/case manager for personal mail.
3. It is emphasized, the inspection of incoming mail is for compliance with security regulations and the contents of your mail will not be divulged unnecessarily.
4. Any material, mail, contraband, unlawful materials, threats, obscene photographs, drawings, and/or paraphernalia that violates postal regulations, is **prohibited** and will not be forwarded.
5. Mail containing plans for criminal activity, gambling, and lottery codes or plans for activities to solicit gifts or money will not be forwarded but returned to the originator.
6. It is your responsibility to arrange to have your mail forwarded upon release from any program.
7. When an address is available, first-class mail and packages shall be forwarded to residents for up to one year after discharge.

Privileged Correspondence

- A. Correspondence between residents and a privileged correspondent will not ordinarily be inspected. **NOTE:** "Not ordinarily inspected." However, it may be opened in the presence of the resident when considered necessary to insure authenticity of the correspondence.
- B. The following is a list of individuals classified as privileged correspondence:
 - a. The President of the United States
 - b. The Vice President of the United States
 - c. Members of Congress of the United States

- d. The Attorney General of the United States and Regional Office of the Attorney General; All Attorney Generals
- e. Attorneys of Record
- f. State Senators and Representatives

Newspapers, Books, and Magazines

All newspapers, books and magazines must be mailed directly from the bookstore or publishing company.

Telephone Calls

All telephone calls will be made via the pay phones throughout the facility. Residents must inform staff before and after using pay phones. All telephones are available for 15-minute periods. Only 1 person is allowed on a telephone at any given time. You are not permitted to sit on the floor when using the telephone. No loitering in phone area is allowed. Only pre-paid phone cards are permitted.

Indigents

If you have no money, you may receive hygiene supplies. This is contingent upon you not having family in close proximity, no funds in your account.

Prescriptions and Medications

- A. All prescriptions must be processed through the individual's counselor.
- B. Any resident who abuses/deviates from the dosage instructions of his/her medication will be subject to disciplinary actions.
- C. Billed prescription costs are charged to the resident account and noted as medication. Verification of billing costs from the pharmacy is available on request from the Resident Accounting Office.
- D. Medication times are posted.

Aftercare and Life Skills Group

All residents are required to attend either Life Skills or Outpatient. If either the aftercare counseling provider or ADAPPT staff has sufficient reason to recommend a higher level of care, coordination between the two agencies will assist the client in receiving such services. The provider will determine charges for these services, and residents will be financially responsible for these payments.

ADAPPT Community Meetings

All clients must attend ADAPPT community meetings. Community meetings are held weekly. Eating or drinking during community functions is not permitted. Residents must be prepared with necessary books, tablets, and writing materials. Disruptive/distracting behavior during community or group functions is not permitted.

Community Service

Community services are offered in conjunction with non-profit organizations.

Marriage

No resident will be permitted to marry while at this facility unless given approval by the proper authority. See the Facility Director for procedures involving marriage.

Laundry

1. Coin operated washers and dryers will be provided for your laundry services, at no charge.
2. The laundry room is open 6:00a.m. to 10:30p.m. All reentrants will wash and dry their own clothing and linens. All new reentrants must wash and dry their clothing upon entry to the facility.
3. This facility assumes no responsibility for clothing lost and damaged in any form.

Hygiene and Personal Clothing

1. Proper hygiene must be maintained at all times. Residents are required to bathe daily. Hair, beards, mustaches, and goatees shall be neat. Male residents with shoulder length hair must have their hair tied back except when they are in their sleeping quarters.
2. All residents must be properly attired at **ALL TIMES**. Shirts must be tucked in; pants buttoned and zipped at all times.
3. Appropriate clothing must be worn to and from the shower. Reentrants are not allowed to wear head-bands, sunglasses. Hats are not to be worn in the facility, with the exception of religious head coverings.
4. To have clothing brought in, all reentrants must submit a request form to your counselor. You must have a receipt for any purchase made while a reentrant in the facility.
5. Reentrants will be issued the following items upon arrival to the facility, **if considered indigent**:
 - i. Tooth Brush
 - ii. Razor
 - iii. Comb
 - iv. Deodorant
 - v. Toothpaste

- vi. Shaving Cream
 - vii. Soap
 - viii. Shampoo
6. All reentrants will be issued the following linens: **1 blanket; 1 pillow; 1 pillowcase; 2 towels; 1 flat sheet; and 1 fitted sheet.** All issued linens must be washed and returned before you are discharged. Those items not returned will be charged against the reentrant's account.
 7. The facility is not responsible for a reentrant's personal property unless clearly negligent in the proper control and storage. All reentrant's entering into the facility shall be authorized limited personal clothing as determined by the Director.
 8. No more than two (2) pairs of shoes and one (1) pair of shower shoes will be displayed under the bed with toes facing out and aligned under the front edge of the bed.
 9. Seven (7) sets of clothes are allowed. 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.

Resident Chores

All residents will be responsible for maintaining the cleanliness of the facility and will be assigned an area of the building to be cleaned daily. Residents must make sure their housing unit and chore(s) are checked before signing out.

Medical Services

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.
 - d. By medical resources of the Support Institution, if there are no other means of personal or public resources available and providing the use of these facilities does not compromise the health of the residents or security of the facility.
2. All residents will undergo a medical screening upon their acceptance into this facility.
3. All residents who have employer paid health insurance, publicly funded health plans, or who use the community public clinics may obtain medical/dental care from any source they choose.
4. Residents are expected to pay for medical and dental services whenever possible.
5. During any period of hospitalization of a resident, the facility will maintain supervision responsibility, which includes frequent monitoring and coordination with medical personnel.
6. Residents must have the Clinical Director's approval for all over-the-counter medication.
7. HIV testing shall be on a volunteer basis. ADAPPT maintains a community provider agreement with Co-County Wellness Services (aka Berks Aids Network) to provide voluntary testing and education.

Personal Possessions

You are permitted to wear jewelry. Safety considerations preclude the allowance of any exposed facial/body piercing. Earrings can only be worn on the lobe and are limited to two earrings per lobe. Hoop earrings cannot be larger than the size of the quarter. Necklaces must be tucked under your shirt and kept to a minimum. This facility is not responsible for anything you keep in your possession. ADAPPT will not replace items that are lost, misplaced or stolen.

The facility is not responsible for items not claimed within 10 days after discharge, or in the event that you absconded/escaped. The property will be disposed of as refuse or donated to charities such as Goodwill or Hope Rescue Mission, with no reimbursement to the former resident. Credit cards, documents and forms of identification will be destroyed to prevent their use by individuals other than the owner.

Upon first entering ADAPPT, residents are asked to provide in writing names of those individuals that ADAPPT staff is authorized to release their property to, should the resident abscond, or be confined. It is the responsibility of the resident to contact those authorized-individuals and have them pick up the property, it is not the responsibility of ADAPPT staff. Residents may add to or delete names from their authorized list during their residence in the facility. Property belonging to a resident that escapes will not be released until that resident has been apprehended.

If property is not picked up within 10 days, it will be disposed of in the same manner listed above.

Television & Radios

1. Be reminded that residents are not permitted to buy, sell, etc. any items between residents. Any infraction will result in these items being confiscated.
2. Televisions are not permitted to be brought into the facility.
3. There are no radios or walkmans allowed in the Inpatient Drug and Alcohol Facility.

Resident Interviews and Requests

When you desire to see a staff member for information or advice, the procedure to follow is:

1. Direct your request to the counselor. If your counselor is not available during an emergency situation, you may submit your request at the duty desk.
2. Residents may be assigned designated times to see their counselor on a weekly basis. It is your responsibility to meet with your counselor on your scheduled day.
3. Do not submit a request to more than one person about the same problem.

Client Lounge & Game Room Regulations

While in the lounges, residents are not permitted to slouch, lie down, put feet on furniture or sit on armrest. No food or beverages are allowed in any area other than the dining room.

No pornographic pictures/videos are permitted at ADAPPT. Residents allowed, with the approval of staff, to view movies/videos in the lounge located at the duty desk. All videos must be pre-approved by staff prior to resident viewing.

ADAPPT Client Rights

1. Every client has the right to be treated as an individual and evaluated according to his/her individual needs
2. Each client has the right to expect that he/she will be treated by competent professional staff that is free from dependency on substance of abuse.
3. Each client has the right to expect that all records concerning his/her treatment shall be kept confidential and shall only be released by the written permission of the resident, except in those rare instances when ordered by a court.
4. Each client will receive an orientation including a discussion of the responsibilities of the staff and client.
5. Each client can expect assistance in planning activities following discharge. These activities will be designed to contribute to the client's ongoing recovery from dependency.
6. No client shall be discriminated against on the basis of race, religion, creed, sex, sexual orientation, national origin, handicap, ethnicity, age, color, or marital status.
7. Any person receiving care or treatment under the provisions of or subject to the provisions of sec. 7, Penn. Drug/Alcohol Abuse control Act (71 P.S. 1690.107), shall retain all civil rights and liberties except as provided by law. No client shall be deprived of any civil right solely by reason of treatment.

Some examples of civil rights are:

- i. The right to send and receive uncensored mail
 - ii. The right to vote
 - iii. The right to an attorney
 - iv. The right to make outside telephone calls
8. The client has the right to full information and counseling as to the availability of known financial resources for his/her health care.
 9. The client has the right to treatment that is sensitive to the cultural attitudes of the client population being served.
 10. Federal Law and regulations protect the confidentiality of alcohol and drug abuse patient records maintained by this program. The program will not say to a person outside the program that a patient attends the program, or disclose any information identifying a patient as an alcohol or drug abuser. *Unless,*
 - a. The patient consents in writing;
 - b. The disclosure is allowed by a court order, or
 - c. The disclosure is made to medical personnel in a medical emergency or to **qualified personnel** for research, audit, or program evaluation.

Violations of the Federal Law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations. Federal Law and regulations do not protect any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such a crime. Federal Laws and regulations do not protect any information about suspected child abuse or neglect from being reported under State Law to appropriate State or local authorities.

11. All clients have the right to inspect their own records subject to the limitations outlined in a, b, c, &d below:

Procedure: The client will obtain a request form from the front desk and address the request to review their records to the Clinical Supervisor or Deputy Director of Administrative Services. The form is to be handed into their counselor/case manager. The clinical supervisor or deputy director will set a day and time for the review within 10 working days.

- a. The project director may temporarily remove portions of the records prior to the inspection by the client if the director determines that the information may be detrimental if presented to the client. The reason for removing any section shall be documented and kept on file.
- b. The client of the ADAPPT program has the right to appeal a decision limiting access to his/her records to the project director.

Procedure: The client will obtain a request form from the front desk and address the written request to appeal the decision limiting access to their records to the Assistant Facility Director of Programs or the Facility Director. The form is to be handed into their counselor. The assistant facility director of programs or the facility director will review the request and respond within 10 working days.

- c. The client of the ADAPPT program shall have the right to request the correction of inaccurate, irrelevant, outdated or incomplete information from his/her records.

Procedure: The client will obtain a request form from the front desk and address the request to correct inaccurate, irrelevant, outdated or incomplete information from their record to the Assistant Facility Director of Programs or the Facility Director. The form is the handed into their counselor

- d. The client of the ADAPPT program has the right to submit rebuttal data or memoranda to his/her own records.

Procedure: The client will obtain a request form from the front desk and address the request to submit rebuttal data or memoranda to the Assistant Facility Director of Programs. The form is to be handed into their counselor.

Miscellaneous

The general rules are for all reentrants. Some individuals, however, have specific problem areas that require special attention and special commitments in order to make ADAPPT placement feasible. Common examples of special conditions are a total prohibition against consumption of alcoholic beverages, certain travel restriction because of the sensitivity and/or hostility of the communities wherein the resident's offense took place, etc. These specific restrictions are meant to enhance the resident's chances for making a successful transition to parole by requiring that unusual personal hazards to be avoided entirely.

FINAL NOTE: Universal Set of Rules

Any reentrant who attempts to commit any of the forbidden acts listed below (BC-ADM 801) or attempts to evade the requirements expressed in the ADAPPT Prescriptive/Treatment Plan and agreements, and those expressed in the ADAPPT handbook, where the intent is clear and the resident has taken substantial steps toward completion of the act or evasion of requirements, may be charged with a violation under the applicable rule, agreement, or listed misconduct, according to the PADOE/Parole Universal Set of Rules, given to every reentrant at intake.

Classification of Misconducts is Class 1 (**major**), and Class 2 (**minor**). For Class 1 Misconduct, a minimum waiting period of 48 hours is observed. A resident may receive a Class 1 Misconduct for repeated Class 2 violations. Being found guilty of a Class 1 Misconduct may result in suspension or revocation of Pre-Release Status, and therefore, returned to a State Correctional Institution. The Misconduct Committee can reduce a Class 1 Misconduct to a Class 2, but this is not frequently done.

A Misconduct Committee, upon finding a reentrant guilty, may decide to reduce privileges, to modify program, to assign extra tasks, a combination of these or to give a warning/reprimand. The reentrant must comply with the decision of the committee. Failure to abide by the decision of a misconduct committee will result in a Class 1 misconduct charge.

Appeals of misconduct hearing decisions: If the hearing committee decision results in your transfer back to a state correctional institution, your first line of appeal is to the institution program review committee. If you are not satisfied with the result of this review, you may direct your appeal to:

Christy Ulrich
Director, Region II, Bureau of Community Corrections
1920 Technology Pkwy, Mechanicsburg, PA 17050

On a misconduct hearing decision that does not result in return to a state correctional institution, appeals are directed to the director of community correction division. Requests for review of misconduct committee decisions must be made within fifteen (15) days following the decision. All sanctions imposed for infractions are strictly at the discretion and guidelines of the PA Department of Corrections and/or Parole.

For further information on misconduct procedures, see the complete directive 801 that is posted on the bulletin boards throughout the facility or discuss your concerns with your counselor.

BC-ADM 801, FORBIDDEN ACTS

CLASS 1 MISCONDUCTS

1. Any violation constituting a felony or misdemeanor under the crimes Code or other criminal provisions of the Commonwealth of Pennsylvania- including the following summary of offense:
 - a. Harassment
 - b. Criminal Trespass
 - c. Retail Theft Under \$100
 - d. Disorderly Conduct
 - e. Public Drunkenness
2. Refusing to obey a direct order of the person or persons in charge of ADAPPT or responsible for the supervision of the resident.
3. Repeated Class 2 Misconducts.
4. Bribery of an employee or attempted bribery.
5. Threatening an employee or resident with bodily harm.
6. Possession of alcoholic beverages or unprescribed drugs on any of the premises of ADAPPT.
7. Failure on the part of any resident to abide by a mutually agreed upon contract setting forth commitments by the resident to participate in specific ADAPPT treatment plan, including extended Out-Residency or Group Home Placement.

CLASS 2 MISCONDUCTS

1. Presence in an unauthorized area.
2. Violation of the crimes code or other criminal provision constituting a summary offense not listed as a Class 1 misconduct above.
3. Possession of materials to manufacture alcoholic beverages.
4. Violation of any rule, regulation or directive promulgated, not specifically enumerated above.
5. Body Punching, Horseplay.
6. Taking unauthorized food from the dining room, kitchen or officer's mess.
7. Possession of unauthorized clothing.
8. Tattooing and other forms of self-mutilation.
9. Loaning or borrowing property except legal material.
10. Failure to follow safety and sanitation regulations regarding his/her person, quarters, equipment.

11. Failure to stand count or interference with count.
12. Smoking where prohibited.

BC-ADM 801, FORBIDDEN ACTS

1. Murder- Manslaughter.
2. Escape.
3. Possession of/or introduction of contraband or implements of escape.
4. Carrying a deadly weapon.
5. Arson
6. Robbery
7. Burglary
8. Theft
9. Tampering with, destroying or damaging property.
10. Sodomy
11. Indecent exposure
12. Rioting or inciting a riot.
13. Conspiracy to escape, riot, or disrupt normal institutional routine that could result in bodily injury or personnel or residents.
14. Bribery of an employee.
15. Threatening an employee or resident with bodily harm or injury.
16. Assaults and fighting.
17. Adulteration of any food or drink.
18. Refusing to obey an order.
19. Possession of or use of dangerous or controlled substances.
20. Refusing to work.
21. Violating a condition of pre-release program.
22. Breaking restriction of quarantine.
23. Intoxication.
24. Making fermented beverages or possession of materials to manufacture fermented beverages.
25. Lying to an employee.
26. Conducting a gambling organization.
27. Unauthorized use of mail or telephone.
28. Presence in an unauthorized area.
29. Loaning an property for profit.
30. Insolence or disrespect towards a staff member.
31. Possession of stolen property.
32. Violations of administrative directive not specifically enumerated.
33. Other felonies or misdemeanors not specifically enumerated.



**ADAPPT RESIDENT
HANDBOOK**

In Conjunction with the Department of Corrections
Community Corrections Center Resident Handbook

Information Specific to the
GEO ADAPPT Facility

Revised JAN 2024

FD: Mark Brady

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Philosophy

The ADAPPT philosophy is “changing behavior, changing lives.”

As products of the criminal justice system, our clients are normally beset by a majority of the following issues:

- A. Lack of Self-Esteem
- B. Dysfunctional Relationship
- C. Anti-Social Behavioral Patterns
- D. Poor Living Skills
- E. Educational Limitations
- F. Vocational Limitations
- G. Anger and Resentment
- H. Neglected Health and Dental Care
- I. Financial and Familial Obligations

These issues need to be treated in light of our clients' chemical dependency since relapse as well as subsequent criminal behavior depends on his/her ability to cope with each of them.

Care is taken to evaluate any mental health issues, which could have been masked by past criminal behavior.

Learning rates are matched to individual limitations, be they a factor of language or intelligence. Treatment is individualized and bilingual as needed.

Our goal is to provide you with the knowledge and skills necessary to lead a productive lifestyle prior to reintegration into the community.

Welcome to GEO ADAPPT

Our mailing address is 428 Walnut Street, Reading, PA 19601.

You will need a social security form (for medical assistance). If you do not have one, staff will make arrangements for you to get one.

You will fill out a medical assistance form and apply for medical assistance (no food stamps, as meals are provided, cash assistance is limited to clients who have no fines or costs). It is extremely important that you let any state agency know that your mailing address is 428 Walnut Street, Reading, PA 19601.

You will receive a physical examination and TB test.

During fire drills, you must leave the building immediately via nearest fire exit. All residents will meet at designated areas.

You will receive a daily chore. All chores are to be done every day, including weekends.

Rooms are to be kept clean and orderly at all times.

Visiting hours are posted in the facility.

You are allowed one telephone call upon arrival.

You will find included in this handbook general information, rules, and regulations, client rights, and the Universal Set of Rules (USOR), set forth by the Pennsylvania Board of Probation and Parole, and the Pennsylvania Department of Corrections.

General Information

1. Any order or directions given by the staff of this facility must be carried out to the best of your ability.
2. All notices and signs posted in this facility are considered regulations and must be strictly followed. Read the bulletin board frequently.
3. Residents must be completely dressed at all times when not in living clusters. No exceptions. Pants must be at your waist. Muscle shirts are not allowed to be worn by residents or visitors. Any clothing or accessories signifying gang association(s) or displaying inappropriate logos are not permitted. Photo I.D.'s must be worn at all times while in the building.
4. The building, linens, furniture, and equipment are property of ADAPPT. Defacing of walls, damaging linens, furniture, and equipment will be considered destruction of property and the offender will be disciplined and required to reimburse the facility for damages.
5. Use of foul, obscene, or profane language will not be tolerated. Loud talking or shouting will not be tolerated in ADAPPT.
6. Chewing gum is prohibited.
7. You are required to be respectful to staff at all times. Any community member who engages in threatening behavior may be discharged at once.
8. ADAPPT is a non-smoking facility.
9. Your housing units, your belongings, and your person are subject to search at all times. ADAPPT will make every effort to have female staff members search a female's possessions. However, we reserve the right to have any staff member search a resident's possession deemed necessary by the Director of Operations.

10. You are required to give your correct name any time it is requested by a staff member.
Nick names are not permitted.
11. While at ADAPPT, residents and staff will address each other as “Mr. and Ms.” Along with their last name (i.e. Mr. Smith or Ms. Jones). Residents are not permitted to address staff on first name basis (i.e. Mr. John, Ms. Jane). You will be expected to address staff appropriately at all times. If you do not know the name of a staff member, simply ask them.
12. You are not permitted to sell any service to another resident or staff member.
13. Having any form of weapon in your possession or on your person is a serious offense.
14. You must go through a metal detector upon entering the facility. Before entering the detector, you must remove footwear and empty pocket contents.
15. At no time will a resident have authority over another resident. Staff is in total charge of the facility and residents are to follow all directions from staff.
16. The Director and/or designee may suspend residents’ visiting privileges as a result of a violation or the inappropriate behavior of an approved visitor.
17. Your visitors may leave funds (no personal checks, only money orders) for you at the facility desk Monday through Friday, 10am to 3pm. Money orders may also be mailed to the facility.
18. No resident is permitted to change his/her bed assignment unless authorized by staff.
19. No resident is permitted to fraternize or engage in personal relationships with staff members, volunteers or residents at any time during his/her residence at the facility. Horseplay is not permitted.
20. Cameras, audio/video recorders are not permitted in ADAPPT.
21. Laundry detergent will be provided by the facility. There is no fee to use washers/dryers.
22. ADAPPT reserves the right to discharge any resident whose behavior is irresponsible or who threatens the mental and/or physical security of another.
23. Reentrants shall not be permitted to engage in research activities in medical, pharmacological, or cosmetic experiments. This does not preclude individual treatment of a reentrant based on the need for a specific medical procedure that is not generally available.

PREA (Prison Rape Elimination Act)

OEO ADAPPT'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 U.S.C.15601 et.seq. GEO ADAPPT has a "zero tolerance policy" relative to sexual misconduct. It is the policy of GEO ADAPPT 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 GEO ADAPPT, 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 unwarranted sexual behavior regardless of your gender, age, size, 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 shower separately from other residents if requested.

You have the 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. Medical and mental health practitioners are required to report sexual abuse allegations.

If you are a victim of sexual assault, you should report **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 GEO staff, you may report directly to an outside entity. You may report an incident by calling any of the following numbers:

- **Pennsylvania Coalition Against Rape: 1-888-772-7227**
- **RAINN National Sexual Assault Hotline: 1-800-273-8255 (TALK)**
- **SAFE BERKS: 1-844-789-7233**
- **GEO PREA Hotline: 1-866-568-5425**

In addition to residents reporting incidents to the above numbers, residents also have access to a 24-hour Rape Crisis Hotline through SAFE BERS or Berks County, PA. They dispatch mobile volunteer Rape Care Advocates around the clock to support and accompany victims through medical legal procedures, on site in hospitals, police stations, and courts, and provide professional crisis counseling as well as longer-term post trauma counseling. All information reported on the support services telephone lines may be monitored and may be reported to the proper authorities.

If you do not wish to verbally report the allegation to either a staff member or one of the agencies above, you may submit a written grievance. GEO ADAPPT 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. GEO ADAPPT does not require 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 may submit a grievance without submitting to the staff member who is the subject of the complaint, nor will the grievance submitted be referred to the staff who is the subject of the complaint. GEO ADAPPT will provide

the resident with the final agency (GEO ADAPPT/PA Parole/PADOC) 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, and 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.

Counselor

Each reentrant is assigned to a counselor. Your counselor is the staff person whom you will be working with for the duration of your time in the ADAPPT program. He or she is there to assist you in setting goals and to advise and guide you in attaining them. He/she interprets ADAPPT expectations and requirements to you. He/she is with you to support you in all your legitimate efforts, to refer you to other agencies for assistance in coping with special problems, to review and evaluate your progress and to help you plan ahead, to consult with you in your decision making, and to caution you in anything that he/she feels will be detrimental to your attainment of parole. His/her job is to see that you succeed. He/she is not expected to do what you want. He/she is not expected to do everything you can and need to do for you. Your counselor supervises and directs you during your stay at ADAPPT. He/she determines when privilege increases may be granted, that is when you qualify (1) because you have earned them, (2) because you have shown evidence that you can manage the added responsibilities that go with added privileges and (3) because you have indicated a commitment to abide by ADAPPT rules and by behavior standards of the community.

Unit Regulations

1. Every resident is responsible for their personal cleanliness, the neatness and tidiness of their housing and bathroom area. No food, candy or beverages are allowed in your housing area. Use of extension cords within the facility is prohibited.
2. You are not permitted to enter another resident's housing unit unless accompanied by a staff member.
3. All items brought into the facility by you are your responsibility. In the event of a theft or misplacement, ADAPPT will not replace them.
4. Be neat in your appearance when leaving your housing unit.

5. Dresser tops can be used for one religious book and personal photos (not to exceed three 5'7's) No clothes lying on the bed, chair, desk or dresser. Beds are to be made at all times when not in use, sheet and blanket up over mattress and pillow on top. Beds must be made by 7:30a.m. Monday through Friday and 7:30a.m. on Saturday and Sunday. No furniture can be moved or blocking any doorways or halls. Prayer rugs are to be rolled up and put away when not in use.

Dining Room Regulations

1. Meals will be served at designated times determined by the Director or designee.
2. All residents will be advised as to their meal times. It is your responsibility to arrive at the scheduled meal times.
3. At no time will residents take food/drink from the dining area.
4. Every effort is made to allow ample time for you to eat.
5. Be considerate of others by observing good table manners.
6. Residents are prohibited from wearing open toed sandals in the dining room unless you are wearing socks.
7. No resident shall steal, exchange, borrow, lend, buy, or sell any articles of food.

Programming

All residents are eligible for every program offered at the center (unless prohibited by their referring agency.)

All residents assume the risk in favor of GEO ADAPPT and its subsidiaries for voluntarily participating in physical activity, including but not limited to basketball, weightlifting and softball.

All residents will be treated equally while housed at the center.

Leisure Time

Leisure time is afforded after scheduled daily programming is completed, and on weekends. Common areas have cable television and DVR's. Board games are provided. Yard out time will also be provided, weather and staffing permitted.

Contraband

Examples of contraband include but are not limited to,

- Alcohol, drugs, or drug paraphernalia, any item staff or the PADOE deems as inappropriate.
- Any/all sharp objects/tools used for work.

- Cell phones.
 - Chewing tobacco or loose tobacco.
 - Clothing depicting drug culture, alcoholic drinks, anything offensive, etc.
 - Computers, iPads, iPod, iPod Shuffle, iPod Nano.
 - Controlled Substances.
 - Dice, cards, lottery tickets, poker tickets, gambling paraphernalia.
 - Gaming devices (PSP, Game Boy, Xbox, etc.)
 - Medications of any kind (over the counter, vitamins, supplements, protein supplements, diet pills, etc.)
 - Photos, art, calendar, magazines, etc. depicting gangs, nudity, violence, brutality of any kind.
 - Photography of any kind (or anything staff deems inappropriate.)
 - Television, radios w/ external speakers, radios w/ recording ability.
1. No resident shall steal, exchange, borrow, lend, buy or sell any article of food, 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 is **prohibited**.
 2. Any unauthorized article on any resident's person or among his belongings is considered contraband and will be confiscated.
 3. No resident is to have in his or her possession a pager or cell phone at any time. These items are considered contraband and the resident will have sanctions placed against him/her/ Contraband cell phones will not be returned.
 4. Any person bringing or attempting to bring in any narcotics, drugs, synthetic drugs, alcohol, weapons, money or any contraband letters or messages intended for a resident is guilty of a serious offense and will be prosecuted.
 5. Residents are not permitted to have more than \$55.00 at any time. Any resident in violation will have their excess monies confiscated and placed into their resident account. An appropriate consequence/sanction will be taken.

Poppy Seeds and Malta

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

Grievances

It is the policy of this facility and the Department of Corrections to treat every resident fairly and to give special privileges to no one. There is an orderly procedure to follow when grievances or complaints are made against the facility or any of its staff.

It is anticipated that nearly all conflicts or problems can be resolved more efficiently and effectively through an informal process. The informal process should include addressing the perceived problem with a counselor who should attempt to resolve the problem if possible. When the problem cannot be resolved at this level, the procedure will be to obtain a client request form from the Duty Desk.

When no resolution has been reached either through the informal process or the client request form submitted to the Clinical Supervisor or the Group Home Supervisor, the next step is to submit a client request directly to the Director.

Where the referring jurisdiction (PADOC) has a grievance procedure which they require the center to follow, the procedure will be posted or otherwise provided to the residents. The center will follow the written grievance procedures established by the referring jurisdiction.

- A. The resident who has a complaint or problem that has not been resolvable through the informal process should request a Client Request Form. That form should be completed and delivered to the appropriate party.
- B. If no resolution has been reached at the above level, the grievance is to be forwarded to the Director. The Director will review the grievance within five days and provide a copy of the written response to the resident's grievance, within 15 days.
- C. If the resident does not feel the problem has been effectively addressed, the resident may appeal the decision in writing within five days to the Bureau of Community Corrections. The appeal must include a statement of the problem and the attempt taken to remedy the situation and shall include the original client request form.

Process for Informal Resolution of Minor Infractions of Facility Rules

The aim of the disciplinary process is to affect resident behavior with the least amount of corrective action necessary to achieve the greatest compliance. The foundation of the disciplinary system and process is to rely on the reinforcement of prosocial behavior (merits) in order to minimize the occurrence of infractions. The response to infractions (demerits) shall reflect progressive discipline based on classes of sanctions. Clinical interventions are addressed each business day in the context of the clinical staff meeting, to ensure a treatment relevant response occurs for each Positive Concern (merits) and Negative Concern (demerit).

Resident Accounting Procedures

A. Resident Funds

1. Any resident arriving shall turn over all, if any; money to staff during intake for deposit in the resident's account at which time the resident will be given a written receipt. They will be allowed to keep \$55.00.
2. Any disbursements from the resident's account will not be greater than the account balance.
3. At no time will any resident be permitted to own/use any automated teller machine cards or credit cards.
4. Residents shall not be allowed to enter into any financial contracts or agreements unless previously authorized by the Director and the contract agency. This includes opening checking and charge accounts.

B. Procedure for Receipt of Funds

1. It will be the responsibility of the resident to submit money orders/cash to the staff. The resident will be given a receipt. Checks will be endorsed by the resident and stamped, "FOR DEPOSIT ONLY" with the appropriate account name and number.
2. All income will be recorded immediately after receipt of funds and will be credited to the appropriate resident.

C. Procedure for Disbursement of Funds

1. Cash requests must be submitted by Sunday, no later than 9:00p.m. for Inpatient Drug and Alcohol residents.
2. In the case of court costs and fines etc., the check will be written directly to the appropriate agency.
3. Residents are permitted to have checks written to parties other than themselves
4. All transactions in the resident's account will be recorded immediately so that the accounts are updated at all times.
5. Deposits need to be turned in by 8:00a.m. on a Monday. Money turned in after that day and time may be accessed the following week.
6. Upon discharge from the program, the balance of a resident's account will be returned to the appropriate resident, minus any outstanding obligations.

PAROLE- Residents will be given a check for the balance of account prior to release from the facility.

- a. **Institutional Return:** A check will be mailed to the institution
- b. **Escape:** The balance of the resident's account will be held at the facility until apprehension. Once the resident is captured, a check will be forwarded to the institution.
- c. **Death, Injury, Illness:** The balance of the resident's account will be forwarded to the individual designated to assume the resident's possessions. In the event that the resident's monies are not claimed, the Regional Director of the Department of Corrections will be notified so that the appropriate disposition procedures can be conducted.

Visitation

1. All residents will be permitted visitation on Sundays from 1p.m. to 4p.m. All visitors must first attend a Family and Friends session prior to regular visits from 12:30-1p.m. If the visiting area is overcrowded, your visit time may be shortened at the discretion of the staff on duty.
2. All visitors must sign in and out at the duty desk. Only visitors that are on your approved visiting list will be permitted to stay. Visitors must abide by the same rules as residents. Physical contact between residents and visitors must be appropriate.
3. During visiting hours, visitors are allowed in the lounge and dining area. Visitors are prohibited from entering resident bedrooms.
4. A maximum of four people will be permitted to visit a resident one time. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**
5. An authorized adult visitor must accompany children of resident under the age of 18. An adult being 18 years of age or older. Residents are only allowed two visits a week.
6. All visitors must have proper photo I.D. for all visits.
7. All visitors are subject to search. should they refuse to comply, visitor's privileges will be denied and the visitor will be requested to leave the facility. Cell phones, wallets, purses, baby car seats, strollers, and diaper bags are **prohibited**.
8. Visitors violating their visiting privileges will be denied entrance to the facility, for an indefinite period of time.
9. Any former resident of ADAPPT, or anyone currently on Parole, may not visit the center unless approved by the Director.
10. Any Bureau of Community Corrections resident wishing to visit other inmates in State Correctional Institutions must receive prior written approval from the Executive Deputy Commissioner of the Department of Corrections via the Regional Director and the Superintendent of the State Correctional Institution to be visited. Verification must be provided at the time of visit.
11. Special visits shall be arranged, providing staffing is available, with twenty-four (24) hours' notice. Only the Director and Designee may approve special visits.

Urinalysis Testing and Breath Samples

To verify your sobriety at ADAPPT, you will be subject to urinalysis testing and/or breathalyzer testing upon admission and on random basis. All residents are expected to provide a urine specimen when asked, if unable to provide a specimen immediately, you will have a two-hour timeframe. During this timeframe, you must remain within the area of the foyer (the room located between 419 and 417 Walnut) or at the duty desk in the Inpatient D&A facility and you cannot consume more than six ounces of liquid.

General Correspondence Regulations

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

1. There is no limit on the number of letters you may send or receive. All outgoing letters can go to the security monitor at the duty desk.
2. Indigent residents may receive a postage stamp, envelope, and writing paper from their counselor/case manager for personal mail.
3. It is emphasized, the inspection of incoming mail is for compliance with security regulations and the contents of your mail will not be divulged unnecessarily.
4. Any material, mail, contraband, unlawful materials, threats, obscene photographs, drawings, and/or paraphernalia that violates postal regulations, is **prohibited** and will not be forwarded.
5. Mail containing plans for criminal activity, gambling, and lottery codes or plans for activities to solicit gifts or money will not be forwarded but returned to the originator.
6. It is your responsibility to arrange to have your mail forwarded upon release from any program.
7. When an address is available, first-class mail and packages shall be forwarded to residents for up to one year after discharge.

Privileged Correspondence

- A. Correspondence between residents and a privileged correspondent will not ordinarily be inspected. **NOTE:** "Not ordinarily inspected." However, it may be opened in the presence of the resident when considered necessary to insure authenticity of the correspondence.
- B. The following is a list of individuals classified as privileged correspondence:
 - a. The President of the United States
 - b. The Vice President of the United States
 - c. Members of Congress of the United States

- d. The Attorney General of the United States and Regional Office of the Attorney General; All Attorney Generals
- e. Attorneys of Record
- f. State Senators and Representatives

Newspapers, Books, and Magazines

All newspapers, books and magazines must be mailed directly from the bookstore or publishing company.

Telephone Calls

All telephone calls will be made via the pay phones throughout the facility. Residents must inform staff before and after using pay phones. All telephones are available for 15-minute periods. Only 1 person is allowed on a telephone at any given time. You are not permitted to sit on the floor when using the telephone. No loitering in phone area is allowed. Only pre-paid phone cards are permitted.

Indigents

If you have no money, you may receive hygiene supplies. This is contingent upon you not having family in close proximity, no funds in your account.

Prescriptions and Medications

- A. All prescriptions must be processed through the individual's counselor.
- B. Any resident who abuses/deviates from the dosage instructions of his/her medication will be subject to disciplinary actions.
- C. Billed prescription costs are charged to the resident account and noted as medication. Verification of billing costs from the pharmacy is available on request from the Resident Accounting Office.
- D. Medication times are posted.

Aftercare and Life Skills Group

All residents are required to attend either Life Skills or Outpatient. If either the aftercare counseling provider or ADAPPT staff has sufficient reason to recommend a higher level of care, coordination between the two agencies will assist the client in receiving such services. The provider will determine charges for these services, and residents will be financially responsible for these payments.

ADAPPT Community Meetings

All clients must attend ADAPPT community meetings. Community meetings are held weekly. Eating or drinking during community functions is not permitted. Residents must be prepared with necessary books, tablets, and writing materials. Disruptive/distracting behavior during community or group functions is not permitted.

Community Service

Community services are offered in conjunction with non-profit organizations.

Marriage

No resident will be permitted to marry while at this facility unless given approval by the proper authority. See the Facility Director for procedures involving marriage.

Laundry

1. Coin operated washers and dryers will be provided for your laundry services, at no charge.
2. The laundry room is open 6:00a.m. to 10:30p.m. All reentrants will wash and dry their own clothing and linens. All new reentrants must wash and dry their clothing upon entry to the facility.
3. This facility assumes no responsibility for clothing lost and damaged in any form.

Hygiene and Personal Clothing

1. Proper hygiene must be maintained at all times. Residents are required to bathe daily. Hair, beards, mustaches, and goatees shall be neat. Male residents with shoulder length hair must have their hair tied back except when they are in their sleeping quarters.
2. All residents must be properly attired at **ALL TIMES**. Shirts must be tucked in; pants buttoned and zipped at all times.
3. Appropriate clothing must be worn to and from the shower. Reentrants are not allowed to wear head-bands, sunglasses. Hats are not to be worn in the facility, with the exception of religious head coverings.
4. To have clothing brought in, all reentrants must submit a request form to your counselor. You must have a receipt for any purchase made while a reentrant in the facility.
5. Reentrants will be issued the following items upon arrival to the facility, **if considered indigent**:
 - i. Tooth Brush
 - ii. Razor
 - iii. Comb
 - iv. Deodorant
 - v. Toothpaste

- vi. Shaving Cream
 - vii. Soap
 - viii. Shampoo
6. All reentrants will be issued the following linens: **1 blanket; 1 pillow; 1 pillowcase; 2 towels; 1 flat sheet; and 1 fitted sheet.** All issued linens must be washed and returned before you are discharged. Those items not returned will be charged against the reentrant's account.
 7. The facility is not responsible for a reentrant's personal property unless clearly negligent in the proper control and storage. All reentrant's entering into the facility shall be authorized limited personal clothing as determined by the Director.
 8. No more than two (2) pairs of shoes and one (1) pair of shower shoes will be displayed under the bed with toes facing out and aligned under the front edge of the bed.
 9. Seven (7) sets of clothes are allowed. 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.

Resident Chores

All residents will be responsible for maintaining the cleanliness of the facility and will be assigned an area of the building to be cleaned daily. Residents must make sure their housing unit and chore(s) are checked before signing out.

Medical Services

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.
 - d. By medical resources of the Support Institution, if there are no other means of personal or public resources available and providing the use of these facilities does not compromise the health of the residents or security of the facility.
2. All residents will undergo a medical screening upon their acceptance into this facility.
3. All residents who have employer paid health insurance, publicly funded health plans, or who use the community public clinics may obtain medical/dental care from any source they choose.
4. Residents are expected to pay for medical and dental services whenever possible.
5. During any period of hospitalization of a resident, the facility will maintain supervision responsibility, which includes frequent monitoring and coordination with medical personnel.
6. Residents must have the Clinical Director's approval for all over-the-counter medication.
7. HIV testing shall be on a volunteer basis. ADAPPT maintains a community provider agreement with Co-County Wellness Services (aka Berks Aids Network) to provide voluntary testing and education.

Personal Possessions

You are permitted to wear jewelry. Safety considerations preclude the allowance of any exposed facial/body piercing. Earrings can only be worn on the lobe and are limited to two earrings per lobe. Hoop earrings cannot be larger than the size of the quarter. Necklaces must be tucked under your shirt and kept to a minimum. This facility is not responsible for anything you keep in your possession. ADAPPT will not replace items that are lost, misplaced or stolen.

The facility is not responsible for items not claimed within 10 days after discharge, or in the event that you absconded/escaped. The property will be disposed of as refuse or donated to charities such as Goodwill or Hope Rescue Mission, with no reimbursement to the former resident. Credit cards, documents and forms of identification will be destroyed to prevent their use by individuals other than the owner.

Upon first entering ADAPPT, residents are asked to provide in writing names of those individuals that ADAPPT staff is authorized to release their property to, should the resident abscond, or be confined. It is the responsibility of the resident to contact those authorized-individuals and have them pick up the property, it is not the responsibility of ADAPPT staff. Residents may add to or delete names from their authorized list during their residence in the facility. Property belonging to a resident that escapes will not be released until that resident has been apprehended.

If property is not picked up within 10 days, it will be disposed of in the same manner listed above.

Television & Radios

1. Be reminded that residents are not permitted to buy, sell, etc. any items between residents. Any infraction will result in these items being confiscated.
2. Televisions are not permitted to be brought into the facility.
3. There are no radios or walkmans allowed in the Inpatient Drug and Alcohol Facility.

Resident Interviews and Requests

When you desire to see a staff member for information or advice, the procedure to follow is:

1. Direct your request to the counselor. If your counselor is not available during an emergency situation, you may submit your request at the duty desk.
2. Residents may be assigned designated times to see their counselor on a weekly basis. It is your responsibility to meet with your counselor on your scheduled day.
3. Do not submit a request to more than one person about the same problem.

Client Lounge & Game Room Regulations

While in the lounges, residents are not permitted to slouch, lie down, put feet on furniture or sit on armrest. No food or beverages are allowed in any area other than the dining room.

No pornographic pictures/videos are permitted at ADAPPT. Residents allowed, with the approval of staff, to view movies/videos in the lounge located at the duty desk. All videos must be pre-approved by staff prior to resident viewing.

ADAPPT Client Rights

1. Every client has the right to be treated as an individual and evaluated according to his/her individual needs
2. Each client has the right to expect that he/she will be treated by competent professional staff that is free from dependency on substance of abuse.
3. Each client has the right to expect that all records concerning his/her treatment shall be kept confidential and shall only be released by the written permission of the resident, except in those rare instances when ordered by a court.
4. Each client will receive an orientation including a discussion of the responsibilities of the staff and client.
5. Each client can expect assistance in planning activities following discharge. These activities will be designed to contribute to the client's ongoing recovery from dependency.
6. No client shall be discriminated against on the basis of race, religion, creed, sex, sexual orientation, national origin, handicap, ethnicity, age, color, or marital status.
7. Any person receiving care or treatment under the provisions of or subject to the provisions of sec. 7, Penn. Drug/Alcohol Abuse control Act (71 P.S. 1690.107), shall retain all civil rights and liberties except as provided by law. No client shall be deprived of any civil right solely by reason of treatment.

Some examples of civil rights are:

- i. The right to send and receive uncensored mail
 - ii. The right to vote
 - iii. The right to an attorney
 - iv. The right to make outside telephone calls
8. The client has the right to full information and counseling as to the availability of known financial resources for his/her health care.
 9. The client has the right to treatment that is sensitive to the cultural attitudes of the client population being served.
 10. Federal Law and regulations protect the confidentiality of alcohol and drug abuse patient records maintained by this program. The program will not say to a person outside the program that a patient attends the program, or disclose any information identifying a patient as an alcohol or drug abuser. ***Unless,***
 - a. The patient consents in writing;
 - b. The disclosure is allowed by a court order, or
 - c. The disclosure is made to medical personnel in a medical emergency or to **qualified personnel** for research, audit, or program evaluation.

Violations of the Federal Law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations. Federal Law and regulations do not protect any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such a crime. Federal Laws and regulations do not protect any information about suspected child abuse or neglect from being reported under State Law to appropriate State or local authorities.

11. All clients have the right to inspect their own records subject to the limitations outlined in a, b, c, &d below:

Procedure: The client will obtain a request form from the front desk and address the request to review their records to the Clinical Supervisor or Deputy Director of Administrative Services. The form is to be handed into their counselor/case manager. The clinical supervisor or deputy director will set a day and time for the review within 10 working days.

- a. The project director may temporarily remove portions of the records prior to the inspection by the client if the director determines that the information may be detrimental if presented to the client. The reason for removing any section shall be documented and kept on file.
- b. The client of the ADAPPT program has the right to appeal a decision limiting access to his/her records to the project director.

Procedure: The client will obtain a request form from the front desk and address the written request to appeal the decision limiting access to their records to the Assistant Facility Director of Programs or the Facility Director. The form is to be handed into their counselor. The assistant facility director of programs or the facility director will review the request and respond within 10 working days.

- c. The client of the ADAPPT program shall have the right to request the correction of inaccurate, irrelevant, outdated or incomplete information from his/her records.

Procedure: The client will obtain a request form from the front desk and address the request to correct inaccurate, irrelevant, outdated or incomplete information from their record to the Assistant Facility Director of Programs or the Facility Director. The form is the handed into their counselor

- d. The client of the ADAPPT program has the right to submit rebuttal data or memoranda to his/her own records.

Procedure: The client will obtain a request form from the front desk and address the request to submit rebuttal data or memoranda to the Assistant Facility Director of Programs. The form is to be handed into their counselor.

Miscellaneous

The general rules are for all reentrants. Some individuals, however, have specific problem areas that require special attention and special commitments in order to make ADAPPT placement feasible. Common examples of special conditions are a total prohibition against consumption of alcoholic beverages, certain travel restriction because of the sensitivity and/or hostility of the communities wherein the resident's offense took place, etc. These specific restrictions are meant to enhance the resident's chances for making a successful transition to parole by requiring that unusual personal hazards be avoided entirely.

FINAL NOTE: Universal Set of Rules

Any reentrant who attempts to commit any of the forbidden acts listed below (BC-ADM 801) or attempts to evade the requirements expressed in the ADAPPT Prescriptive/Treatment Plan and agreements, and those expressed in the ADAPPT handbook, where the intent is clear and the resident has taken substantial steps toward completion of the act or evasion of requirements, may be charged with a violation under the applicable rule, agreement, or listed misconduct, according to the PADO/Parole Universal Set of Rules, given to every reentrant at intake.

Classification of Misconducts is Class 1 (**major**), and Class 2 (**minor**). For Class 1 Misconduct, a minimum waiting period of 48 hours is observed. A resident may receive a Class 1 Misconduct for repeated Class 2 violations. Being found guilty of a Class 1 Misconduct may result in suspension or revocation of Pre-Release Status, and therefore, returned to a State Correctional Institution. The Misconduct Committee can reduce a Class 1 Misconduct to a Class 2, but this is not frequently done.

A Misconduct Committee, upon finding a reentrant guilty, may decide to reduce privileges, to modify program, to assign extra tasks, a combination of these or to give a warning/reprimand. The reentrant must comply with the decision of the committee. Failure to abide by the decision of a misconduct committee will result in a Class 1 misconduct charge.

Appeals of misconduct hearing decisions: If the hearing committee decision results in your transfer back to a state correctional institution, your first line of appeal is to the institution program review committee. If you are not satisfied with the result of this review, you may direct your appeal to:

Christy Ulrich
Director, Region II, Bureau of Community Corrections
1920 Technology Pkwy, Mechanicsburg, PA 17050

On a misconduct hearing decision that does not result in return to a state correctional institution, appeals are directed to the director of community correction division. Requests for review of misconduct committee decisions must be made within fifteen (15) days following the decision. All sanctions imposed for infractions are strictly at the discretion and guidelines of the PA Department of Corrections and/or Parole.

For further information on misconduct procedures, see the complete directive 801 that is posted on the bulletin boards throughout the facility or discuss your concerns with your counselor.

BC-ADM 801, FORBIDDEN ACTS

CLASS 1 MISCONDUCTS

1. Any violation constituting a felony or misdemeanor under the crimes Code or other criminal provisions of the Commonwealth of Pennsylvania- including the following summary of offense:
 - a. Harassment
 - b. Criminal Trespass
 - c. Retail Theft Under \$100
 - d. Disorderly Conduct
 - e. Public Drunkenness
2. Refusing to obey a direct order of the person or persons in charge of ADAPPT or responsible for the supervision of the resident.
3. Repeated Class 2 Misconducts.
4. Bribery of an employee or attempted bribery.
5. Threatening an employee or resident with bodily harm.
6. Possession of alcoholic beverages or unprescribed drugs on any of the premises of ADAPPT.
7. Failure on the part of any resident to abide by a mutually agreed upon contract setting forth commitments by the resident to participate in specific ADAPPT treatment plan, including extended Out-Residency or Group Home Placement.

CLASS 2 MISCONDUCTS

1. Presence in an unauthorized area.
2. Violation of the crimes code or other criminal provision constituting a summary offense not listed as a Class 1 misconduct above.
3. Possession of materials to manufacture alcoholic beverages.
4. Violation of any rule, regulation or directive promulgated, not specifically enumerated above.
5. Body Punching, Horseplay.
6. Taking unauthorized food from the dining room, kitchen or officer's mess.
7. Possession of unauthorized clothing.
8. Tattooing and other forms of self-mutilation.
9. Loaning or borrowing property except legal material.
10. Failure to follow safety and sanitation regulations regarding his/her person, quarters, equipment.

11. Failure to stand count or interference with count.
12. Smoking where prohibited.

BC-ADM 801, FORBIDDEN ACTS

1. Murder- Manslaughter.
2. Escape.
3. Possession of/or introduction of contraband or implements of escape.
4. Carrying a deadly weapon.
5. Arson
6. Robbery
7. Burglary
8. Theft
9. Tampering with, destroying or damaging property.
10. Sodomy
11. Indecent exposure
12. Rioting or inciting a riot.
13. Conspiracy to escape, riot, or disrupt normal institutional routine that could result in bodily injury or personnel or residents.
14. Bribery of an employee.
15. Threatening an employee or resident with bodily harm or injury.
16. Assaults and fighting.
17. Adulteration of any food or drink.
18. Refusing to obey an order.
19. Possession of or use of dangerous or controlled substances.
20. Refusing to work.
21. Violating a condition of pre-release program.
22. Breaking restriction of quarantine.
23. Intoxication.
24. Making fermented beverages or possession of materials to manufacture fermented beverages.
25. Lying to an employee.
26. Conducting a gambling organization.
27. Unauthorized use of mail or telephone.
28. Presence in an unauthorized area.
29. Loaning an property for profit.
30. Insolence or disrespect towards a staff member.
31. Possession of stolen property.
32. Violations of administrative directive not specifically enumerated.
33. Other felonies or misdemeanors not specifically enumerated.