



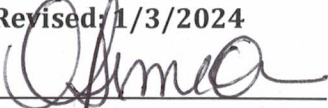
Geo Group Inc.

GEO Scranton

Resident Handbook

- GEO - Scranton
- **Revised: 1/3/2024**

1/3/2024



Facility Director

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WELCOME

Welcome to GEO-Scranton. You have been referred to our Facility and in order to successfully complete our program, you must abide by all of the rules and regulations in this "Resident Handbook". Please take the time and familiarize yourself with the content of this Handbook. It is very important and by reading it you will increase your chances of successfully completing the Facility program.

Thank you and welcome to GEO-Scranton.

GEO GROUP INC.'S MISSION STATEMENT

GEO's mission is to develop innovative public-private partnerships with government agencies around the globe that deliver high quality, cost-efficient correctional, detention, community reentry, and electronic monitoring services while providing industry leading rehabilitation and community reintegration programs to the men and women entrusted to our care.

GEO GROUP INC.'S CREDO

GEO is committed to providing leading, evidence-based rehabilitation programs to individuals while in-custody and post-release into the community through the "GEO Continuum of Care." GEO's diversified services platform provides unique capabilities for the delivery of educational and vocational programs, cognitive behavioral and substance abuse treatment, and faith-based services across the entire corrections spectrum. The "GEO Continuum of Care" is enhanced in-prison offender rehabilitation programs including evidence-based treatment, integrated with post-release support services

ABOUT OUR PROGRAM

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

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

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

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

GEO-Scranton

Resident Access Door: 307 Adams Avenue

Scranton, PA 18503

Mailing Address: 537-539 Linden Street

Scranton, PA 18503

Phone Number: 570-341-8115



SECTION 1: RESIDENT RIGHTS

You are afforded the following rights:

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

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

As a Resident of Scranton GEO, you agree to be treated at GEO Group Inc.: Scranton. Services are provided without regard to race, sex, color, creed, religion, national origin, marital status, handicap, or ethnicity.

- You understand that you will be assigned a primary case manager and will participate in the development of a program plan to meet my program needs.
- You understand that if you become dissatisfied with my case manager or your treatment you may request the situation be reviewed by the Facility Director by making a written request to the Case Manager Supervisor.
- You have been advised, during the orientation period, of the rules and regulations related to treatment, including requirement for admission and discharge. They have advised me that the center is a twenty-four-hour facility and I will be responsible for any cost incurred during my treatment at the facility. This includes any medical expenses not covered by Department of Assistance, or other HMO.
- You understand you may be involuntarily terminated from the program for any act of violence, use of chemicals, misuse of prescribed medicine, unauthorized absence from the center or other disruption of the orderly running of the facility.
- You understand you may be involuntarily discharged from the treatment program for violation of the above, not following treatment program; you will be notified in writing and have the right to appeal to the director in five days.
- The center will not limit, restrict, or deprive Civil Rights solely by reason of presence in treatment.
- Residents' records are stored in locked file cabinets and protected by Federal and State confidentiality laws. Residents may inspect those records generated at the center by making written request to their case manager. The Director may delete portions of the record if he or she feels material may be detrimental to the relationship with the center or violate another's rights. The decision to delete portions will be documented and may be appealed to the director.
- You understand you may request, in writing, to have portions of your record corrected or removed if deemed inaccurate, irrelevant, or outdated. You may also submit rebuttal information to your file.
- You consent to have your photograph taken and retained as part of your file.

WHILE A RESIDENT OF THE FACILITY YOU ARE RESPONSIBLE FOR:

1. Following all rules and regulations of the Facility and all directions from our staff. While the resident handbook describes the rules and regulations of the Center, no one document can be inclusive of all possible circumstances. **WHEN IN QUESTION- ASK!**
2. Maintain your own safety and contribute to group safety by learning safety procedures and responding appropriately in emergency situations or drills of the same.
3. Preserve the physical environment in the condition in which you find it or strive to improve it. This includes refraining from damaging the building, property, or grounds of the Facility. It also involves maintaining your personal area and performing assigned details as instructed. Everyone must contribute to the cleanliness of the Facility.
4. Be non-violent, respectful, and considerate of other community members and staff. Be sensitive to the rights of others. Do not enter any room other than your own and do not allow others in your room.
5. You are responsible for restitution for any damage you do to the building or the property of the Facility or of other community members.
6. You are responsible for your own property and money. The Facility staff recommends you do not keep excessive amounts of valuable property or money at the Facility. You must make arrangements for your property to be picked up, or sent to, the person(s) designated in the event of transfer. **Property left at the Facility longer than seven (7) days will be donated to a local charitable organization or discarded.**

SECTION 2: SECURITY AND ACCOUNTABILITY

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

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

2.1 REQUIREMENTS AND EXPECTATIONS AT THIS FACILITY:

- Your personal property will be searched and inventoried
- You will have an intake completed by a Security Monitor
- You will have an intake completed by your Case Manager - including a Program Plan (COR)
- You will attend all scheduled groups and individual sessions
- You will complete all assignments and hand them in on time
- You will complete all jobs and chores assigned
- You will schedule family visits accordingly via social passes.
- You will learn all of the rules and regulations of the facility.

2.2 SECURITY INTAKE

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

You are required to furnish the names of two (2) individuals who are authorized to receive your personal belongings in the event that you are removed from the center. These individuals must retrieve your belongings **WITHIN 7 days** of the day you are removed. Any property left at the facility after 7 days will either be discarded or donated to a charitable organization.

You will be provided with facility identification card (ID) along with a lanyard upon your arrival. You must wear this at all times when you are in the facility.

You will be asked medical questions by Security staff. The staff member will fill out a Medical Questionnaire to get a list of basic and immediate medical needs. At this time, you will be asked if you have a special diet, such as; religious restrictions on meals or medical restrictions on food that can be eaten. If you have medical restrictions such as an allergy to a certain food, this will be submitted to GEO's Corporate Dietitian for review. Past SCI records will be researched as well as previous medical forms submitted by your doctor. Once confirmed, GEO will alter any meals served to aid in your continued health.

2.3 INSTITUTIONAL GAMES AND STAFF SPLITTING

Our staff is highly experienced at dealing with the 'games' played by individuals coming from institutions. We understand that is how inmates had their needs met in the state correctional institution that referred you to our facility. However, these 'games' will not be tolerated at this facility or in mainstream society. Any "games" or manipulative tactics created by residents in an effort to cause conflict between authorities against each other will not be tolerated. Examples include: Department of Corrections against this facility, Parole Agents against this facility, or staff members against staff members. Additionally, any residents that do not receive the answer they want from a staff member and then bring the issue to another staff member in hopes of getting another answer will not be tolerated. The consequences for such actions are serious. If these manipulation tactics are used by a resident continually, **the resident will be unsuccessfully discharged.**

2.4 RESIDENT ACCOUNTABILITY

Residents are accountable for all of their actions at GEO-Scranton. Some major concerns for all residents are included in this section.

ACCOUNTABILITY OF YOUR DESTINATIONS

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

You are never permitted to leave or enter the facility without prior staff approval. If you fail to return to GEO-Scranton or if you leave the building without prior authorization, you may be declared an escapee or parole absconder, based upon your controlling jurisdiction. If you are late returning from any pass,

maintaining contact with the Facility is required. Maintaining contact does not take away the possibility of restriction(s).

ACCOUNTABILITY TO ASSIGNMENTS

Your Case Manager will give you assignments that are composed of various topics. You must complete the project and give it back to the Case Manager the following day. You have twenty-four (24) hours to give your completed assignment to your Case Manager.

ACCOUNTABILITY TO TIME

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

If you are unable to return to the Facility at the designated time, you are required to call the Facility (570-341-8115), explain the problem and continue to follow staff directions during this period. If you fail to maintain contact for 4 hours or more, you will be reported to the authorities as an escape/parole absconder.

ACCOUNTABILITY OF BEHAVIOR

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

ACCOUNTABILITY IN JOB FUNCTIONS

You will learn and do all job functions at the facility. Job functions include, but are not limited to:

- ✓ Proper maintenance of hallways
- ✓ Proper maintenance of bedrooms
- ✓ Proper maintenance of bathrooms
- ✓ Proper maintenance of multipurpose rooms
- ✓ Proper maintenance of custodial rooms
- ✓ Other duties as assigned

Residents will be assigned on a rotating basis for cleaning the entire facility on any given day. The schedule is posted in a designated community area. If the facility looks below par for that day, all assigned residents will be sanctioned and restricted from leaving the facility for the day and up to one weekend.

ACCOUNTABILITY TO PERSONAL PROPERTY

Remember that all property brought into the facility is done so at your own risk. Although we want to know if you are missing items, it is not our responsibility to safeguard all things in the facility as you are given ample means to secure your property. It is suggested that you label your belongings so there is no discrepancy as to whom the item belongs. Residents are advised not to bring valuable items into the facility. Staff also encourages residents to get a lock for their locker and provide Security with an extra key for the

lock or the combination for the lock. Fingerprint locks or locks connected to mobile devices are not permitted.

ACCOUNTIBILITY TO PERSONAL AREA

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

- **Nothing hanging on bed or locker**
- **Nothing on top of locker or Window Sills**
- **No more than three (3) 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.**
- **No open bottles or containers will be brought to the bedroom area**
- **No food is to be brought from the dining area into the bedroom area. Diabetic residents will consume their special foods in the dining room ONLY.**
- **No liquid or powder laundry products of any kind are permitted in bedrooms or bathrooms other than the POD type detergents.**
- **Takeout orders are not permitted. No outside food is allowed in this facility.**
- **If your family comes to the facility to visit, they ARE NOT PERMITTED to bring you food/drink items (see VISITING POLICY).**
- **Six (6) sets of work clothes and six (6) sets of dress clothes for a total of twelve (12) sets of clothes are allowed in your locker. If you have anything over that amount, you will be asked to send the remainder home. Failure to comply will lead to confiscation of excessive clothing.**
- **Facility linens must be on your bed and your bed must be made during day hours (8:00 am to 4:30 pm).**
- **Only 1 mattress is permitted on each bunk.**
- **Windows are to be kept closed at all times. The bottom level of all blinds must remain on the window sill.**

SECTION 3: GENERAL RULES:

1. Any order or direction given by the staff of this facility must be carried out, without question, to the best of your ability.
2. All notices and signs posted in this facility are considered regulations and must be followed. Read the bulletin board and staff office doors frequently for important information. Removal of posted signs is a violation of GEO-Scranton's policy.
3. Residents must be appropriately dressed at all times.
4. The building, linens and equipment are the property of GEO-Scranton. Defacing of walls, damaging linens, equipment and/or tools will be considered destruction of property and the resident will be disciplined and required to reimburse the facility for damages.

5. Use of foul, obscene, or profane language is in poor taste and will not be tolerated.
6. You are required to be respectful to staff and other residents at all times.
7. Smoking is not permitted in the facility.
8. Chewing Tobacco is not permitted **anywhere** in the facility.
9. No rolled cigarettes, loose tobacco or rolling equipment is allowed in the facility.
10. You are only allowed to bring unopened packs of cigarettes into the facility. If you leave you should only take as many cigarettes that you will need while you're out because you will not be allowed to enter the facility with an open pack of cigarettes.
11. The smoke deck has assigned hours posted throughout the facility as well as on the smoke deck.
12. The Common Areas and televisions are shut down between 11:00PM and 3:00AM. Residents that return from work after 11:00PM may eat and relax in the Common Areas, but the televisions are to remain OFF for noise and loitering purposes.
13. Your housing units, your property, cell phones, and your person are subject to search at all times.
14. You are required to give your commitment name any time that it is requested by a staff member.
15. Regardless of your place of work you are not permitted to sell any service to another resident or a staff member.
16. At no time will tools used in your place of work be brought into GEO-Scranton.
17. Having any form of weapon in your possession or on your person is a serious offense and will be treated as such.
18. At no time will a resident have authority over any other resident in the facility. Residents are expected and required to follow all directions from the staff.
19. At any time, your Case Manager with the approval from the facility Director or the Facility Director may suspend visiting privileges for just cause.
20. Your visitors may leave funds for you at the security desk.
21. Any money the resident may receive via mail must be turned into your account and receipted if over the required amount of \$150.00.
22. At no time is any resident permitted to cross the red lines by the Adams Ave. exit doors in this facility without staff permission. All residents are to use the main entrance (Adams Ave.) to enter and exit the facility. The Linden St. door is alarmed and is to be used only in the event of an emergency or an evacuation drill. A resident who exits the facility using the Linden St. door will be deemed to have left the facility in an unauthorized manner.
23. No resident is permitted to change his housing unit or bed assignment unless authorized by the Facility Director.
24. There are a minimum of nine standing counts performed every day. 3 counts on 1st and 2nd shifts and 3 counts on 3rd shift.
25. All residents must report to the floor that they reside on NO LATER THAN 10:30PM. Lights out at 11:00PM. Residents will be permitted to leave their unit for use of the **RESTROOM ONLY**.

26. Sleeping times are based on work schedule.
27. No resident is permitted to engage in fraternization or a personal relationship with staff members, volunteers, or vendors at any time during his confinement in this facility. This includes but isn't limited to: Social Media, exchange of money, personal contact, text messages, letters, or phone calls.
28. All hallway doors must be closed upon entering or exiting. No doors will be tampered with to allow them to stay open.
29. All drop-offs must be approved **IN ADVANCE** by your Case Manager.
30. A resident may not bring open or un-open containers of liquid(s) into the facility. Residents are not permitted to have any drinking cups of any kind, aside from the facility-issued cups.

3.1 HOUSING UNIT REGULATIONS:

1. Residents are **NOT PERMITTED** in any unauthorized area unless supervised by a staff member. All residents must remain on their own floors, unless watching TV on another floor's common area.
2. Each resident is responsible for his personal cleanliness and the neatness of his housing area.
3. A resident is never permitted to enter another resident's housing unit unless accompanied by staff.
4. Loud talking and shouting is not permitted in the housing units.
5. All items brought into this facility by you are your responsibility. In the event of theft or misplacement, GEO-Scranton will not replace them.
6. Upon leaving your housing area, it is your responsibility to make sure your personal items are secured and locked.
7. Be neat in your appearance when leaving your housing unit.
8. Windows and walls are to remain free of all obstructions.
9. Walls are to remain free of all items. Nothing is affixed to the room walls; items can only be affixed to the corkboards in each housing unit.
10. Residents may affix pictures **ONLY** to the corkboards in their housing unit. Staff exercises discretion regarding the appropriateness of pictures.
11. Residents may not hang clothes from their locker, window, bed, or curtain rod.
12. Headphones are to be used at all times in the facility.
13. **Residents that are in the facility during the day time hours and Residents that work day time hours: All beds are to be made prior to 8:00am or prior to leaving for work and are to be kept that way until 4:30 pm Monday-Friday. Residents that work later shifts: All beds are to be made prior to leaving the facility.**
14. **On Saturday, Sunday and holidays, the beds are to be made by 10:00AM.**
15. The bed is to be made in the following manner: sheets tucked under mattress, blanket tucked over the sheet, pillow in pillowcase at head of bed. No exceptions.

16. Residents are not permitted to buy, sell, trade, lend or borrow, etc. any items between residents. Any infraction will result in these items being confiscated.

3.2 SEARCHES OF RESIDENTS ROOMS:

1. The Facility Director, Case Management Supervisor, Administrative Manager and/or Security Supervisor may order a general search of any/all areas of the facility at any time. Your room may be searched as part of a general search, randomly selected, or as needed as part of an investigation. During a room search, all precautions will be taken to avoid damage to any items. Any item that is contraband or evidence of a crime or misconduct will be confiscated. If you have excessive personal property in your room, you may choose to have these items destroyed or mailed to someone. If you choose to send the items to someone, you must pay the shipping cost. You will be given a confiscation slip for any item that is removed by staff.
2. Any resident that refuses a search or who in any way attempts to obstruct a search, will be subject to disciplinary action.
3. If you have a lock on your locker and the staff searching cannot open it, your lock will be cut open to access your locker.
4. Residents are not permitted to have any more than \$150.00 cash on their person at any time. Confiscated money will be deposited in your resident account.
5. You may be present whenever your room is searched UNLESS the staff conducting the search determines that your presence would be a threat to staff, other residents, or the security of the facility, if the search is being conducted under emergency conditions, or if your presence will impair an ongoing investigation of criminal activity or violation of facility rules.

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

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

3.3 CONTRABAND:

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

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

Any property that appears to be contraband will be confiscated and you will be issued a "Confiscation Slip". The Facility Director will then review the property and make a final decision as to the outcome of confiscated item(s).

Examples of contraband include, but are not limited to:

- **Alcohol, drugs or drug paraphernalia or any Controlled substance(s)**
- **Any item staff deems as inappropriate**
- **Any/all sharp objects/tools used for work**
- **Chewing tobacco or loose tobacco**
- **Clothing depicting drug culture, alcoholic drinks, anything offensive, etc.**
- **Computers, extension cords**
- **Dice, lottery tickets, poker tickets, gambling paraphernalia**
- **Non Hand-held Gaming devices (PSP, X Box, etc.)**
- **Matches/lighters**
- **Medications of any kind (over the counter, vitamins, supplements, protein supplements, diet pills, etc.)**
- **DVD players or any DVDs & CD's**
- **Photos, Art, Calendar, Magazine, etc. depicting nudity, violence, brutality of any kind**
- **Pornography of any kind (or anything staff deems as inappropriate)**
- **Televisions, radios, external speakers of any kind (DOC prohibited) , radios w/ recording ability**
- **Unregistered cell phone**
- **Weapon (s) of any kind or type**
- **Laundry detergent**
- **Food, gum, candy**
- **Glass bottles of any kind**
- **Air fresheners**
- **Cardboard boxes (even state issued)**
- **Backpacks with pockets, ONLY ONE POCKET BACKPACKS ARE ALLOWED.**
- **Hair dye**
- **Wire hangers**
- **Aerosol containers**

➤ **Designer oils**

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

3.4 URINALYSIS TESTS:

Random urinalysis and Breathalyzer tests will be done on all residents. If a urinalysis is required, the urine sample must be provided before the resident's departure from the Facility (including to work, job search, social, etc.). Urine samples must be submitted upon request from staff. Prior to collection, inform the staff member of any medication you are currently taking. At the time of collection, you will be physically supervised by a male staff member. If you are unable to immediately produce a sample, you will be required to remain in the Facility at a location designated by a staff. If you have difficulty producing a sample, you will be permitted to consume ONE 8oz. cup of water. Failure or refusal to provide a sample within 2 hours of staff request will result in a presumed positive test and disciplinary action. Urinalysis can be requested at any time, even if a sample was provided earlier the same day. A minimum of 2 screenings are required per month by the Pennsylvania Department of Corrections. Additionally, tests for Spice / K2 will also be required.

3.5 SIP HOPE PROGRAM

As of February 14, 2017, GEO Scranton will be under SIP-HOPE protocol for reentrants, who are serving State Intermediate Punishment. The HOPE program was founded in Hawaii as an alternative to responses of violations committed by SIP offenders.

The three key components of the HOPE model are:

1. Clearly defined and communicated expectations of rules;
2. Close, enhanced monitoring of program participants for adherence to the rules, and;
3. Swift and consistently-delivered, but moderate and graduated, sanctions for each and every infraction of the rules.

The HOPE model is intended to deter rule violations and reduce recidivism, with the swiftness and certainty of punishment mattering more than the severity of punishment.

Each SIP reentrant, upon arrival will be introduced to the SIP HOPE program after watching a video of Sectary John Wetzel explaining the program, the expectations of reentrants, the sanctions to violations, and the nine forbidden behaviors. After the video each reentrant signs the nine forbidden behaviors and officially enrolled in the SIP HOPE program. Each SIP reentrant will be given a copy of the nine forbidden behaviors and any additional questions will be answered by GEO Staff.

The Nine Forbidden Behaviors of SIP Reentrants

1. Any **positive Breathalyzer test** (i.e., testing positive for any amount of alcohol)
2. Any **positive urinalysis result** for any substance.
3. Any **positive drug or alcohol test** administered at an outside facility, including outpatient therapy programs, hospitals, or law enforcement agencies
4. Any **visible signs of drug or alcohol intoxication** as determined by at least two staff members of the CCC/CCF
5. Possession of drug-or alcohol related **contraband**
6. **Failure or Refusal** to provide a drug test when required
7. Any **adulteration** of a drug test
8. Any **missed appointment** at outpatient drug treatment or any **removal from a group** or sent home from a group due to lack of participation

9. On the third instance of being **15 minute or late** for an outpatient drug treatment appointment.

3.6 BREATHALYZER TEST:

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

3.7 POPPY SEEDS:

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

SECTION 4: PRIVILEGES

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

4.1 MAIL CORRESPONDENCE REGULATIONS:

- A. There is no limit on the number of letters you may send or receive. All outgoing mail (with proper postage) can be placed in a Post Office mailbox outside. There is one located on the corner of Linden St. and Adams Ave. You may do this when you leave on a pass.
- B. All mail is opened in front of Security Staff. If you receive any sort of funds (cash, money order, etc.) in a piece of mail, you must hand it in and you will be given a receipt for it.
- C. Indigent residents may receive a postage stamp, envelope and writing paper from their Case Manager for personal mail.
- D. It is emphasized; the inspection of incoming mail is in compliance with DOC regulations. All mail for each resident is logged and accounted for.
- E. Any contraband, unlawful materials, threats, drawings and /or photographs which violate postal regulations, are prohibited and will not be forwarded.
- F. Mail containing plans for criminal activity, gambling, and lottery codes or plans for activities to solicit gifts or money will not be forwarded nor returned to the originator, and if necessary, the proper authorities will be notified.
- G. If receiving mail from an inmate from any Correctional Institution, you must obtain reciprocal approval from the warden of the State Correctional Institute and from the Facility Director.

If you were in a placement prior to GEO-Scranton and already received this approval, you **MUST re-apply for approval again. This approval does not "carry over" from the prior placement.
- H. When you are discharged from GEO-Scranton it is your responsibility to contact all potential mailers of your new address. After 6 months all first class mail will be returned to sender

4.2 PRIVILEGED MAIL REGULATIONS:

Correspondence between a resident and 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 ensure authenticity of the correspondence. This would also include legal mail.

The following is a list of individuals classified as privileged correspondents:

- The President of the United States
- Vice President of the United States
- Members of Congress of the United States
- The Attorney General of the United States and Regional Office of the Attorney General; All Attorney Generals
- Attorneys of Record
- State Senators and Representatives

4.3 NEWSPAPERS, BOOKS, MAGAZINES:

All newspapers, books or magazines must be mailed directly from the bookstore or publishing company. You may not receive sexually explicit mail or publications at the facility. You may not receive any subscriptions or mail containing any form of contraband (see CONTRABAND section). If you receive any mail that is on the contraband list, it will be rejected.

4.4 TELEPHONES:

Personal calls, either incoming or outgoing will not be permitted on the Facility phone(s). Facility phones shall only be used for emergency purposes if you cannot be reached otherwise, or at the discretion staff. For any residents that are hard of hearing or deaf, services are available to assist in phone calls and communication through, Scranton School for the Deaf (570) 585-1000.

4.5 CELL PHONES:

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

- Cell phones are subject to search at any time. **DO NOT ASK WHY.**
- Cell phones are only allowed to be used in your room and on the smoke deck, **NOWHERE ELSE.**
- Do not lend or permit anyone else to use your cell phone at any time
- Do not walk and talk in the building
- Cell phones are to be set to vibrate at all times. Do not use speaker phone.
- Pornographic material is not allowed
- Only 1 cell phone is permitted per resident.
- Your lock code for your cell phone must be given to your case manager.

4.6 GRIEVANCE PROCEDURE:

Residents may file a grievance at any time by obtaining a grievance form located in the fourth floor common area or from staff. Residents must also follow the procedures outlined in the Department of Corrections Administrative Directive 804 (DC-ADM 804), which is posted on the community bulletin board on 3rd floor.

The following directions must also be followed:

- When submitting a GEO Grievance you will submit a statement outlining the incident and the attempts at informal resolution to a Case Manager, Case Manager Supervisor or Facility Director.
- Within two (2) working days a Case Manager, Case Manager Supervisor or Facility Director will hold a meeting with you and the other parties involved. A written summary of this meeting and any subsequent investigation will be given to you within four (4) working days.
- You may also submit a Department of Corrections Grievance to the CFC who governs GEO. Papers are located in the 4th floor common area and after they are submitted will be sent to Josh Flinn-Acting CFC.
- The agency shall not impose a time limit on when a resident may submit a grievance regarding an allegation of sexual abuse. The agency may apply otherwise-applicable time limits on any portion of a grievance that does not allege an incident of sexual abuse.
- The agency shall not require a resident to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.
- Nothing in this section shall restrict the agency's ability to defend against a lawsuit filed by a resident on the ground that the applicable statute of limitations has expired.
- The agency shall ensure that a resident who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint, and such grievance will not be referred to a staff member who is the subject of the complaint.
- The agency shall issue a final agency decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance. Computation of the 90-day time period shall not include time consumed by residents in preparing any administrative appeal.
- The agency may claim an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The agency shall notify the resident in writing of any such extension and provide a date by which a decision will be made.
- Third parties, including fellow residents, staff members, family members, attorneys, and outside advocates, shall be permitted to assist residents in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of residents. If a third party, other than a parent or legal guardian, files such a request on behalf of a resident, the facility may require as a condition of processing the request that the alleged victim agree to have the request filed on his behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process. If the resident declines to have the request processed on his behalf, the agency shall document the resident decision. The agency shall establish procedures for the filing of an emergency grievance alleging that a resident is subject to a substantial risk of imminent sexual abuse. Emergency grievance procedures are elaborated in Section 8: PREA, page 25.
- After receiving an emergency grievance alleging a resident is subject to a substantial risk of imminent sexual abuse, the agency shall immediately forward the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) to a level of review at which immediate corrective action may be taken, shall provide an initial response within 48 hours, and

shall issue a final agency decision within 5 calendar days. The initial response and final agency decision shall document the agency's determination whether the resident is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.

- The agency may discipline a resident for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the resident filed the grievance in bad faith.

4.7 USE OF MOTOR VEHICLES:

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

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

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

Finally, there is NO parking lot/area provided. You need to make arrangements for parking your vehicle. You will NOT be permitted to park at the meters during the day and go out and feed the meters every 2 hours. A parking garage is required if you are driving a car. You are not permitted to be parked outside the building. You are not allowed to have another resident drive your vehicle.

4.8 INDIGENTS:

If you lack basic toiletries and the means to get them, you will receive a gratuity of necessary items.

The definition of Indigent is as follows: A needy or destitute person at the GEO-Scranton facility, meeting the following conditions:

- Has \$0.00 on account in the facility; and
- Has less than \$5.00 on his person; and
- Has no financial support; or
- Has family living more than 120 miles from the facility preventing visitation.

If you are declaring indigent, you understand that you will not be smoking, ordering out food, or have a cell phone. If you are found doing any of these things, you will no longer be classified as indigent and will no longer be permitted indigent supplies. Any monies given such as for laundry must be paid back to the facility upon employment and will only be approved by the facility director.

4.9 VISITING POLICY:

- Residents are permitted to visit with their family within the community while on social passes. Visitation is not on the premises at Scranton RRC.

5.1 LAUNDRY:

1. Coin operated washers and dryers will be provided for your laundry services. There are 2 washers and 2 dryers on 2nd, 3rd and 4th floors.
2. Residents are encouraged to do their laundry between 7:00am and 10:00pm. If there is an issue with these times due to a WORK schedule, the time may be altered at Security's discretion.
3. This facility assumes no responsibility for clothing left or damaged in any form in the laundry. If damaged, torn, faded, etc. do not attempt to process a claim. It will be your loss.
4. All residents will wash and dry their own clothing and linens.
5. There is laundry detergent provided or you may purchase it in the facility vending machine. No outside detergent is permitted.

5.2 PERSONAL HYGEINE:

1. Residents are encouraged to shower on a daily basis.
2. Grooming - hair, beards, mustaches, and goatees shall be neat. Extreme length or unkempt hair is unsanitary and is not allowed.
****RESIDENTS ARE NOT PERMITTED TO CUT EACH OTHERS HAIR****
3. All residents must be appropriately attired at **ALL TIMES**.
4. To have clothing brought in, all residents must submit a request form to their Case Manager.
5. All indigent residents will have access to the following items:
 - Tooth brush
 - Comb
 - Tooth paste
 - Soap
 - Razor
 - Deodorant
 - Shaving Cream
 - Shampoo
6. All residents will be issued the following linens: one blanket, one mattress, one pillow, one pillowcase, one washcloth, one clear bin, and one towel.
7. All issued facility items must be returned before you are discharged or transferred from the facility.
8. While in the facility, residents are not permitted to wear face or body piercings to include any gauges.

SECTION 6: CLEANING AND MAINTENANCE

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

Our cleaning program consists of daily, evening and weekend assignments. Chores are assigned to each resident. All areas will be completed by residents and checked by staff. All residents are responsible to maintain both the cleanliness of their own living spaces and the entire center. Residents are not permitted to leave the center prior to completing the morning chores. It is the responsibility of all residents to allow themselves enough time to complete their assigned chore and have it checked by staff on duty. The staff should be informed immediately after you complete your assigned chore.

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

6.1 BEDROOM CHECKS:

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

Areas that will be checked:

- **Bed made neatly**
- **Shoes (no more than 4 pair, including shower shoes) placed neatly under the bed**
- **Nothing hanging on bed or locker**
- **Nothing on top of locker**
- **No food or drinks**
- **No laundry products**

THERE ARE PHOTOS OF WHAT YOUR AREA SHOULD LOOK LIKE POSTED AROUND THE FACILITY AS WELL AS IN YOUR HOUSING AREA.

6.2 WORK DETAILS:

Chores are posted weekly on resident's room's doors you will be responsible for whatever assignment security has posted on your assigned room's door.

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

- **Resident bathroom floors**
- **Garbage in resident bathrooms**
- **Garbage in common areas**
- **Cleaning and wiping tables in common areas**
- **Sweeping and mopping floors in common areas**

SECTION 7: MEDICAL SERVICES:

In accordance with DOC regulations, it is required that a medical screening is performed within 14 days after your admission to GEO-Scranton, you will be sent to the Leahey Clinic for evaluation.

Failure to maintain scheduled appointments with the M.D. will result in the issuance of a medical non-compliance restriction.

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

1. Routine health care shall be provided to residents by means of the following:
 - a. Employer paid health insurance.
 - b. Publicly funded health insurance (Medicare/Medicaid)
 - c. Community sponsored public clinics.
 - d. By medical resources of the Support Institution, if there are no other means of personal or public resources available and provided the use of these facilities does not compromise the health of the residents or security of the facility.

2. 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. Obtaining these services is a matter between the resident and the provider.
3. Residents are expected to pay for medical and dental service whenever possible. Residents who are employed are required to participate in hospital insurance plans, when available, at their place of employment.
4. During any period of hospitalization of a resident, the Facility will maintain supervision responsibility, which includes frequent monitoring and coordination with medical personnel.

7.1 MEDICATION:

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

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

A Security Supervisor will conduct inventories on all medications being stored. Refills of prescriptions will also be your responsibility.

The medication call will be announced by staff. You are required to report to the medication room on 3rd floor if you wish to receive your medication at the times listed.

- 8:00am
- 12:30pm
- 4:30pm
- 8:00pm
- 9:30pm

Residents that need medication at other times due to a work schedule will be given their medication in a timely fashion so as to not interfere with other Facility procedures.

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

Should you fail to take a medication as prescribed (i.e. miss a dose, exceed the recommended dosage) you will receive a medical non-compliance restriction.

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

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

7.2 HOSPITALIZATION:

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

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

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

SECTION 8: PRISON RAPE ELIMINATION ACT (PREA)

GEO Scranton'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 Scranton has a "zero tolerance policy" relative to sexual misconduct. It is the policy of GEO Scranton 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 a right to be safe from sexual assault. While you are at GEO Scranton, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or the pressure to engage in unwanted sexual behavior, regardless of your age, 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 a right to confidentiality. If you are the victim of a sexual assault, the facts of the report itself shall be limited to those who have a need to know in order to make decisions concerning your welfare, and for law enforcement and/or investigative purposes. If you report sexual abuse allegations while at a hospital or at a doctor's office, they are required to report the allegations. If you are the victim of a sexual assault, you should report it **immediately** and staff will offer you immediate protection from the assailant and refer you for a medical examination and clinical assessment. If you are not comfortable reporting to GEO staff, you may report directly to an outside entity. You may report an incident by calling any of the following numbers:

- **Rape Crisis Services: 1-570-346-4460 or 1-800-257-5765**
- **RAINN National Hotline Network: 800-656-4673 (Advocates available 24 hours, 7 days a week)**
- **DOC PREA Coordinator: Office of State Inspector General-555 Walnut Street 8th floor, Harrisburg, PA 17101.**

If you do not wish to verbally report the allegation to either a staff member or one of the agencies above, you may submit a written grievance. GEO-Scranton 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-Scranton 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 is urged to submit a grievance without submitting it to the employee who is the subject of the complaint,

nor will the grievance submitted be referred to the employee who is the subject of the complaint. GEO-Scranton will provide the resident with the final agency decision on the merits of any portion of the grievance alleging sexual abuse within 90 days of the initial filing. You may receive assistance in filing request for administrative remedies/grievances by third parties (including family members, fellow residents, staff members, attorneys, outside advocates).

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

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

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

- Any resident that reports to the emergency room with allegations that they have been violated under the PREA regulations will agree to have local law enforcement called to investigate. The hospital you go to has a right to report such action.
- GEO-Scranton has a zero tolerance policy for any PREA violation. All claims of a PREA violation are encouraged to be reported either in person, by calling the Rape Crisis Services, writing to the victim reporting center, or by using the PREA phone located in the 2nd floor hallway by the staff stairwell. The main purpose of this phone is to report any violations of the PREA act. This phone is not for making outside calls. Be advised, that this phone has the capabilities to record phone calls. This information could be used as means to investigate a case. All reports of being violated under PREA must be reported immediately.
- You will receive upon completion of orientation, 2 pamphlets regarding PREA. One is from GEO and the other is from the DOC. You will be trained on the aspects of PREA and / or shown a video to further explain. Upon admission, all residents will receive an orientation that includes GEO-Scranton's zero-tolerance policy relating to sexual assault, rape, or sexual misconduct including background information on PREA, prevention, how to seek help, self protection, reporting, treatment and counseling and confidentiality. In no case will the notion of "consensual sex" in a custodial or supervisory relationship be allowed. Any sexual assault, rape or sexual misconduct between employees or agents of GEO-Scranton and residents violates professional and ethical principles, and GEO-Scranton policies. All allegations of sexual assault, rape and sexual misconduct will be investigated. If applicable, criminal charges will be filed and could lead to disciplinary action including termination. f GEO-Scranton and residents violates professional and ethical principles, and GEO-Scranton policies. All allegations of sexual assault, rape or sexual misconduct will be investigated. If applicable, criminal charges will be filed and could lead to disciplinary action including termination.

8.1 REPORTING PROCEDURES

A resident may report sexual abuse, sexual harassment, retaliation by other residents or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents to any staff member, either verbally or in writing.

Staff shall accept reports made verbally, in writing, anonymously, and from third parties and shall promptly document any verbal reports.

SECTION 9: INFORMATION

9.1 COMMUNITY SERVICE:

At our facility, we pride ourselves in our ability to maintain a good working relationship with the community. Thus, residents in the GEO-Scranton facility are required to participate in a community service program **as stipulated by the Bureau of Community Corrections**. ALL Residents must complete ten (10) hours of community service monthly, **regardless of employment** (or lack thereof) status. ***THIS REQUIREMENT WILL NOT BE WAIVED FOR ANY RESIDENT.*** Failure to comply with this requirement will result in restriction(s).

There are several sign-ups for Community Service opportunities on the community bulletin board. Look at each list and the days and times that are offered and sign your name in an open slot. A Case Manager will then issue you a pass. When you go to do the Community Service, make sure you take your pass with you and have it signed by the delegated contact person and then submit that pass to your Case Manager when you return to the Facility to ensure that you receive credit for doing the Community Service.

Furthermore, you may find your own Community Service at a **non-profit organization**, which must be verified by your Case Manager.

If you are working and would prefer to donate items to an organization chosen monthly by Scranton-GEO, you may do this for your community service. You must meet the following criteria:

- Residents who are working is able to complete their 10 hours of community services in-house.
- Residents who are not working is able to complete 5 hours of community service in-house and 5 hours of community service within the community.
- When you complete the community service hours you must get your community service log sheet (located on 2nd floor security office, and the 4th floor common area) signed by the person who are doing community service for and then provide that documentation to your case manager.
- Once you are employed, you then have the option of doing 10 hours of Community Service or Donating to the cause.
- \$5.00 is equal to 1 hour of Community Service.
- Item must be new in original package and with a receipt.
- **Print** legibly your full name on back of receipt and give to case manager.
 - If you don't put your name on the receipt then you will not get credit for the item.
 - Item donated needs its own receipt; don't submit a receipt with the donation item and 4 other things you bought for yourself.

Last, if a resident completes more than ten (10) Community Service hours in one month, the hours do **NOT** carry over into the next month. You must complete ten (10) hours each month that you are in the Facility.

****If a resident signs up excessively and fails to attend the community service, passes will no longer be issued for the remainder of that month and the resident will be issued a restriction.**

****If a resident signs up for a community service time slot, he is bound to that time slot. He cannot request passes for any other places during that time slot.**

9.2 RELIGIOUS SERVICES:

1. Residents will have an opportunity to worship in churches of different denominations.
2. A Directory of Approved Religious Facilities can be found on the community bulletin boards. You may only choose a religious service from this approved list.
3. Most services, regardless for how long the service is, are 4-hour passes.
4. No passes are given for Sunday school, prayer service, extra worship, etc.

9.3 PERSONAL POSSESSIONS:

Residents are encouraged to get a lock for your locker. If you get a lock with a key, you are required to give one key to Security to keep on file. If you get a combination lock, you are required to give the combination to Security to keep on file. If you get a lock and fail to follow these directives and a search is conducted in your room/locker the lock will be cut off of your locker and GEO-Scranton will not replace it.

This Facility is not responsible for anything you keep in your possession. GEO-Scranton will not replace items that are lost, misplaced or stolen. The facility is not responsible for items not claimed within 7 days after discharge.

9.4 MAILBOXES-RESIDENTS AND STAFF:

All residents have a mailbox that is accessible at GEO-Scranton. There is a 2-drawer file cabinet; in the file cabinet are green folders with Resident names on the tabs. Those are the resident mailboxes. Residents may access these at any time, without having to ask. Staff encourages residents to look in their mailboxes several times throughout the day, especially while Case Management Staff is here.

Each resident is assigned a case manager and their mailboxes are located outside each case manager's office. All requests, passes, paperwork that residents need to give to case management needs to be placed in the correct case manager's mailbox. Please ensure that you're putting your requests in the correct mailbox, they must go in your case manager's mailbox unless there is a request that you need the case manager supervisor's attention.

9.5 RESIDENT REQUESTS:

When you would like to meet with a staff member for information or advice the procedure is as follows:

1. Residents will be assigned designated times to meet with their Case Manager on a weekly basis. It will be your responsibility to attend these sessions with your Case Manager.
2. Blank request forms are located on 3rd and 4th floors in the Common Areas.
3. Submit requests properly and completely. If it is not filled out appropriately, you might not get what you are asking for. If you need assistance filling out a request, please ask for help.
4. If you have an immediate problem, consult with your Case Manager or the Case Manager Supervisor. Your Case Manager will attempt to solve the problem. If it is after business hours inform Security of your issue and depending on the need the Case Manager Supervisor will be contacted.
5. **WEEKLY PASSES (INCLUDING MEDICAL, D&A COUNSELING/TREATMENT AND JOB SEARCH PASSES ARE DUE IN YOUR CASE MANAGER'S MAILBOX BY 9:00 A.M. ON MONDAY FOR THE WEEK RUNNING FROM WEDNESDAY TO TUESDAY.** You will receive a response to your requests from your Case Manager in your mailbox within 48 hours. Residents are asked to get a set plan for 1 week of passes, (a general idea) to plan out your week

6. **PLEASE REFRAIN FROM REPEATEDLY ASKING CASE MANAGEMENT OR SECURITY ABOUT PASSES.**
7. **ALL SOCIAL PASSES AND FURLOUGHS ARE DUE TUESDAY BY 2:00P.M. IF THERE ARE NOT IN AND HANDED AFTER THAT TIME THEY WILL BE DENIED.** It's your responsible to ensure that you're getting your passes in on a timely matter.
8. If a resident needs a last minute appointment, such as meeting a landlord, parole, hospital, doctor, job interview, etc., this will be accommodated.
9. **USING OF MERIT POINTS, YOU MUST SUBMIT YOUR REQUEST AT LEAST 48 HOURS IN ADVANCE.** You may earn Merit points at any time; however they **CANNOT BE USED THE SAME DAY OF OBTAINING MERIT POINTS.**

SECTION 10: INTRODUCTION TO CASE MANAGEMENT

Chain of command

1. Case Manager
2. Case Management Supervisor
3. Facility Director

10.1 CASE MANAGER INTRODUCTION

Within approximately 48 hours of your arrival a GEO-Scranton staff member will briefly meet with new residents to introduce themselves and quickly review the program. The Parole residents will be issued a pass by Case Management staff to go to the Parole Office to check in.

Within approximately 72 hours of your arrival, you will receive an Orientation with the Case Managers. They will go over the handbook, rules, and answer any questions.

It is our policy to initiate a 3 day blackout when you arrive at our Facility. Case Management will attempt to complete the orientation and intake process within 3 days; however this is not possible all the time. Situations arise from time to time that will make the 3 day blackout mandatory.

After Orientation you will completed a one on one intake with your assigned Case Manager. During this session, you will go over paperwork and you will be asked to sign various forms, one of which is consent to be in the program. **IF YOU REFUSE TO SIGN THE CONSENT FORM, YOU WILL BE DISCAHRGED AND RETURNED TO YOUR PRIOR INSITUATION.** You will also address: Drug and Alcohol treatment, obtaining your Social Security Card, Birth Certificate, Driver's license series, a PREA evaluation will be completed with her personalized information, any physical, medical or mental health services needed, assistance with job searches, court fines, legal issues, goals etc. Your Case Manage will also help with any other services that you might need.

10.2 COMMUNITY ORIENTATION AND REINTEGRATION (COR)

Case Managers will familiarize new arrivals with the program and answer any questions a resident may have. The following topics will be covered during orientation:

- Orientation period - definition and duration (3 days)
- Rules, regulations and principles of the program
- Expectations of residents/Resident accountability and responsibilities
- Orientation and intake completed
- Job functions
- Fiscal responsibilities
- Individual and group sessions
- Home plans
- Functions of a Case Manager, chain of command
- Schedule any necessary appointments
- Begin Program Plan (COR)/ short and long term goals

10.3 ORIENTATION STATUS (3 DAYS-AUTOMATIC)

- Resident are automatically placed in this status once they arrive
- Resident receives basic information and instructions on Facility rules, regulations and procedures
- Resident meets with Case Manager and develops Program Plan (COR)
- Receives passes to get photo ID, SSC, BC, etc. if necessary
- Receives passes to go to public assistance office, if necessary
- Staff works closely with resident to ensure they are aware of existing procedures.

10.4 JOB SEARCH STATUS (1-4 WEEKS)

- Resident must seek and obtain gainful employment
- If employment is not secured by end of 4th job search week, performance is reviewed to determine plan of action (modified job search)
- Residents may attend AA, DATS, MH, etc. appointments as approved by Case Manager
- Resident will be permitted up to one 4 hour pass on the Saturday OR Sunday (one of the days, not both)
- Pass time is 10:00 am to 6:00 pm
- Residents must return to the Facility with proof and give it to their Case Manager. If the resident does not provide proof they will be written up and sanctioned. This would be restriction or time reduced for your time out on your daily pass.
- Pass is for shopping, DMV, to eat, etc.
- Resident MIGHT be able to visit intended or approved home plan if approved by Case Manager
- 10 hours of Community Service is required for ALL residents

10.5 MODIFIED JOB SEARCH STATUS

Residents enter this status if they do not obtain employment during the 1-4 weeks of job search status. During modified job search, residents will be permitted one job search pass at a time to one potential employer.

10.6 LEVEL I (MINIMUM OF 4 WEEKS)

- Occurs automatically after resident begins full-time employment (32 hours a week or more)

- Pass time privileges begin the day after the successful completion of the 1st week of work (32+) hours; provided all program requirements have been met
- Resident will be permitted up to one 8 hour pass on Saturday OR Sundays (one of the days, not both) if a resident is not working.
- Resident who is working and Phase I will receive two 8 hour pass on Saturday and Sunday provided **NO** restrictions.
- Pass time is 11:00AM to 7:00PM provided **NO** restrictions
- **Curfew for all residents is 9:00 pm.**
- Shopping occurs on pass time
- Resident must provide receipts and display merchandise to Security
- Resident may attend AA, DATS, MH, etc. appointments as approved by Case Management
- **10 hours of Community Service is required for ALL residents**

10.7 LEVEL II (MINIMUM OF 8 WEEKS)

- Must apply in writing and be approved by the chain of command for this level. **On a “Resident Request Form”** write why you should be promoted to Level II and submit to your case manager.
- Must be in compliance with COR plan and not be on restriction
- Resident may get up to two 10 hour passes on Saturday AND Sunday or on days off from work
- Pass times are 11:00AM to 9:00PM provided **NO** restrictions
- **Curfew for all residents is 9:00 pm.**
- Shopping occurs on pass time
- Resident must provide receipts and display merchandise to Security
- Resident may attend AA, DATS, MH appointments as approved by CM
- **10 hours of Community Service is required for ALL residents.**

10.8 LEVEL III: (MINIMUM OF 12 WEEKS)

If a resident applies for this level and is approved, privileges are as follows:

- Must apply in writing and be approved by the chain of command for this level. **On a “Resident Request Form”** write why you should be promoted to Level III and submit to the beginning person in the chain of command
- Must be in compliance with COR plan and not be on restriction
- Resident may get up to two 12 hour pass on Saturday AND Sunday or on days off from work
- Pass times are 9:00AM to 9:00PM provided **NO** restrictions
- **Curfew for all residents is 9:00 pm.**
- Shopping occurs on pass time
- Resident must provide receipts and display merchandise to Security
- Resident may attend AA, DATS, MH appointments as approved by CM
- **10 hours of Community Service is required for ALL residents.**

10.9 PROGRAM PLAN (COR)

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

10.10 GROUP SESSIONS

All residents at GEO Scranton are required to attend all scheduled group sessions. Group sessions involve community meetings, house meetings, life skills groups, job search and budgeting groups, etc. There will also be specially scheduled meetings at the Case Manager's discretion.

Residents will be enrolled in **Moral Reconciliation Therapy (MRT)** which is held once a week and each resident will be given a workbook which they will have to have when doing the group. MRT is a 12 step program. MRT is a cognitive-behavioral treatment system that leads to enhanced moral reasoning, better decision making, and more appropriate behavior.

MRT is on a weekly basis and the group runs for 90 minutes. It's the resident's responsibility to attend the group and to be prepared for the weekly group meeting. If there are concerns for the resident not attending group, his case manager will be notified to address the concerns.

10.11 INDIVIDUAL SESSIONS

You will be required to have an individual session with your Case Manager on a weekly basis throughout your stay in this facility.

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

- Your employment, academic or vocational schooling
- Submit your paycheck and go over budget
- Meeting attendance and the topics discussed in them
- Your Home Plan
- Outpatient treatment
- Any Medical Issues
- Issues that affect your stay here
- Identified Treatment Plan Problem Areas

You are required to attend all scheduled individual sessions with your Case Manager. Your Case Manager's time is extremely valuable; therefore, missing a session shall result in consequences including loss of privileges.

10.12 COUNSELING OR TREATMENT

Residents may also be required to attend some type of therapy or groups in addition to any programming received in the Facility (Batterer's Prevention, Violence Prevention, Life Skills, etc.). A Case Manager or Parole Agent will inform you of any programming that you will be required to attend. Your Green Sheet (Parole) will stipulate any additional mandatory programming required by the parole board. Based upon your participation, attitude and behavior, required programs may be modified or changed during your stay.

10.13 SUPPORT GROUPS

You may also be required to attend local support groups such as Alcoholics Anonymous (AA) / Narcotics Anonymous Meetings (NA). If you are required to attend support groups, you will be required to attend groups closest to our facility. Approved meetings can be obtained from your Case Manager.

If a resident is required to attend meetings or treatment on the weekends, residents will need to provide documentation stating they have to attend meetings or treatment on weekends.

10.14 SPECIALIZED TREATMENT PROGRAMS

There are many specialized treatment programs available for you, if you need them. Many programs have certain guidelines that must be met for you to qualify. Specialized programs may be available for: emotionally disturbed residents, veterans with Post Traumatic Stress Disorder (PTSD), substance abusers, older residents, etc. You should talk with your Case Manager if you have any questions regarding any of these programs.

**** Residents shall not be permitted to engage in research activities in medical, pharmacological or cosmetic experiments. This does not preclude individual treatment of a resident based on the need for a specific medical procedure that is not generally available.****

10.15 HOUSE MEETINGS:

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

The monthly house meeting is **MANDATORY** and all residents must attend the meeting unless you're in treatment or working. If you fail to attend the resident house meeting, there will be write up issued and a sanction will be issued.

SECTION 11: RESIDENT EMPLOYMENT

11.1 RESIDENT EMPLOYMENT SEARCH

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

During times of job search, Non-Working residents are expected to complete extra duties around the facility in addition to their assigned chore. Staff may ask residents' to complete a task before they leave for job search and residents are expected to comply. Certainly, when the resident returns from looking for a job, he will be assigned some extra duties around the Facility to maintain cleanliness and sanitation.

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

1. Present to counselors a plan of job search activities including areas and specific employers at the beginning of each week by 9 am on Mondays.
2. Sign out at their designated time or after count is completed.
3. Meet with a counselor before leaving to discuss a plan for that specific day and to answer any questions.
4. Visit only designated areas.
5. Not consume any alcoholic beverages or use, sell, distribute or have under their control any narcotic drugs.
6. Return to this facility by the designated time, or earlier if finished with your itinerary.
 - a. If not returned on time the resident will be deemed an absconder/escapee
7. Not attempt to consult with any person not related to their job search.
8. Failure to comply with these rules will result in disciplinary actions.
9. Residents will need to provide proof of any job search to their case manager. If the resident fails to provide proof, they will be written up and will be sanctioned.

11.2 FORMS

Job Search Passes must be filled out correctly and completely and submitted to your Case Manager **48 hours in advance**. You must provide all addresses and phone numbers of the intended locations. Residents are only permitted to go to locations listed & approved by their Case Manager. Residents may job search from 10:00 am to 6:00pm (Mon-Fri). While job searching a minimum of three (3) contacts must be made each day. You will be responsible to maintain your job search pass and obtain **PROOF** of your job searching, i.e. business card, brochure, etc. You must submit your proof to your Case Manager's mailbox in order to continue to job searching. If a resident fails to provide documentation they will be written up and if their a continued concerns, the resident will not be allowed to go on job search passes.

Employment Notification/Verification Form: must also be carried when you job search. If you are hired, you will need to complete the top section of the form and have the potential employer read and sign the form. Turn the form into your Case Manager who will then contact the employer by phone and complete the remainder of the form. This process ensures that the employer understands that you are participating in our program. The form will then be submitted to the Facility Director for final approval. Residents' cannot begin working until this form is submitted and approved.

****Staff may deny employment of questionable reputation.**

****Employment that interferes with mandatory treatment programming established in your Community Orientation and Reintegration Plan (COR) will not be approved.**

Residents must obtain full-time employment of at least 32 hours per week. Under rare conditions, primarily in the case of retired or handicapped residents, volunteer work may be substituted on an hour for hour basis for paid work. "Retired" means a person who is receiving a legitimate pension from a company or agency. A reduced amount of volunteer hours may be considered for residents documenting legitimate medical problems that prevent a full-time workweek. Approval must be obtained from the Facility Director.

Once employed, cash advances are NOT permitted. If an employer's check is returned for insufficient funds, residents may not draw from their account and the resident must contact the employer and correct the situation. It is not GEO's responsibility to do this.

- If a resident's account falls below a negative balance because of a returned check, the resident must replace said funds.
- Residents shall discuss and gain approval from their Case Manager prior to any decision to quit/leave a job. Residents will be REQUIRED to have alternate employment secured prior to leaving their current employment.
- Residents shall notify staff immediately of any ABSENCES from work for any reason and shall immediately return directly to the Facility. Pass time is cancelled for residents who call off sick.
- If an employer needs to contact the Facility, they should contact your Case Manager. In their absence, the chain of command will be followed.
- In order to maintain your program status and passes, a full 32-hour workweek must be maintained. If you fall short of 32 hours, pass time may be cancelled or status may be reduced.

11.3 PROHIBITED WORK:

Residents are not permitted to begin employment until it is approved by their assigned Case Manager.

*****"Under the table employment" is not permitted. Residents may not maintain employment with an employer who is not reporting wages to government agencies.**

****Residents cannot be self-employed**

CONDITIONS OF WORK RELEASE:

I agree to abide by the following rules of the Work-Release Program at GEO Group Inc.: Scranton. I understand that if I violate any of these conditions, my work release privileges may be suspended or revoked, and I may be returned to my jurisdiction.

- **I will leave and return each day at my scheduled times. I will only travel to and from the destinations listed on the sign-out record. I will immediately notify GEO Group Inc.: Scranton prior to any deviations from my daily schedule.**
- **I will not consume any drug/narcotic or alcohol while in this program.**
- **I realize my behavior in the community and in the facility is at all times subject to review and could result in disciplinary proceedings if any facility rules, attempts to introduce contraband or conditions of work release are violated.**
- **If due to emergency or other unusual circumstances, I am unable to return at the designated time, I will notify the facility of my whereabouts and estimated time of return. I understand if I am late, regardless of the circumstances, I may be subject to disciplinary actions.**
- **Any layoff, termination, change of schedule, tardiness or absence will be reported to staff immediately. I will provide the facility with a two (2) week work schedule, when possible. The schedule will have designated start and end times, and will not be open-ended. I will also provide GEO Group Inc.: Scranton staff with a pay stub to verify hours worked.**
- **Upon return to the facility, I understand that I am subject to random alcohol and urine testing and my possessions and person are subject to search by GEO Group Inc.: Scranton staff. Refusal will result in suspension of these privileges.**

- **I am responsible for any subsistence required by the governing jurisdiction, which is 40% of pay (10% Costs & Fines - 10% Savings - 20% Rent). Failure to pay subsistence may result in program failure.**
- **I must provide my own transportation to and from work. Generally work travel may not exceed more than three (3) hours-to and from work.**
- **I am not permitted to leave the job site once on duty. If my job entails travel, I will be given a designated interval schedule to call into the center.**
- **All overtime hours must be called in by a supervisor to center staff from a landline.**
- **I must make at least minimum wage as per federal law-no exceptions, and at no time am I permitted to work on commission.**

Residents must provide paystubs to case management. Failure will result in contacting employer for accountability of hours as well as be written up.

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

If a resident paystub does not add up for the hours being out on a work pass, the resident's employer will be contacted. The resident will be written up for unaccountability of hours and Sanctioned and Parole will be notified as well.

Residents are allowed to keep their 1st paycheck of their first job that they receive at the facility but needs to provide a paystub.

Residents who obtain new employment will need to provide the required 40 percent to the facility as well as paystubs.

SECTION 12: RESIDENT ACCOUNTING PROCEDURES AND WEEKLY BUDGET PROCEDURE

Residents are not permitted to have any more than \$150.00 cash on their person at any time. You will be asked to remove the money from the facility the next time you go out.

SECTION 13: CONTACT WITH LAW ENFORCEMENT, ESCAPE, ABSCONDER

13.1 RESIDENT CONTACT W/ LEGAL AUTHORITIES:

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

If legal counsel or your attorney needs to see you while at GEO, a visit from them will be allowed upon their arrival to our Facility. Access to a legal library is available to all residents. A pass must be requested by the resident and submitted to your case manager. The legal library is located at Lackawanna County Clerk Records, 200 N Washington Ave, Scranton, PA 18503. (570) 963-6712.

13.2 ESCAPE:

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

13.3 ABSCONDERS:

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

Be advised that if you are declared as an escapee or absconder any savings you have at the facility will be paid towards any costs and fines owed immediately and all property that you have left in the facility will be considered abandoned and will be donated to a local charity or discarded after 24 hours. While you are at large you or your designated contacts are prohibited from recovering your property left at the Facility. If you are apprehended or turn yourself in it is YOUR responsibility to notify the Facility Director of your location (within 24 hours of your unauthorized departure from GEO-Scranton) to avoid loss of your personal effects.

See SECTION 11.4 regarding your Resident Account in the event of Escape or absconding.

SECTION 14: EMERGENCY PROCEDURES

The Emergency Procedure is part of GEO-Scranton's Emergency Manual. It is the policy of GEO-Scranton to safeguard the lives of all staff and residents in an emergency situation while providing for the supervision and accountability of the resident population. These procedures will be communicated to all staff and residents, and posed in a conspicuous location for continued reference.

14.1 SAFETY COMMITTEE:

A Safety Committee exists at the Facility, and consists of the Facility Director and the staff Fire/Safety Officer.

14.2 MONTHLY FIRE DRILL:

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

If you hear the Fire Alarm:

- Leave the building by way of the middle stairwell (as far away from fire as possible)
- Exit routes are posted on all floors
- Posted in each room around the facility are diagrams showing exit routes out of the facility
- Evacuate as quickly as possible and report across the street and assemble at the Pulaski Statue in front of the Courthouse. You will be responsible to stay at that location until given permission to leave by a staff member. Return to the Center after the drill.
- Not allowed to smoke during the monthly fire drill, if a resident is caught smoking during a fire drill, there will be a write up with a restriction enforced.
- If a resident does not follow directions by security staff or management they will be written up and sanctioned.

14.3 FIRE AND SAFETY REGULATIONS:

No heating equipment, extension cords, electrical appliances or TV's are allowed in resident rooms. Walkmans and alarm clocks are allowed. Ironing is to be done only in the designated common areas. Residents are strictly prohibited from tampering with smoke detectors, fire alarms, and fire extinguishers. All staff members of GEO-Scranton are trained in emergency first aid and CPR. An AED is located in the 2nd Floor Security office.

14.4 SMOKING:

This facility is a smoke free environment. Residents are not permitted to possess matches and lighters within the facility. Residents are required to present matches and lighters to security staff when entering the facility. Per DOC loose tobacco and rolling papers are not allowed at GEO-Scranton. Smoking will be allowed only on the second floor smoke deck during the allotted schedule which is posted on the smoke deck as well as throughout the facility. If you are reported smoking in the GEO-Scranton Facility, this is a violation and you may receive a restriction, and or a Fine up to \$350.00 filed thru the local Magistrate's office. Access to the smoking deck will be granted to residents by staff, during the time frames posted on the resident bulletin boards. **NOTE:** If you are a tobacco user, you might consider beginning a personal wellness program to address your addiction to nicotine. Your Case Manager will be able to assist you in this matter.

SECTION 15: MANDATORY EMERGENCY EVACUATION

In the event of an evacuation, follow the instructions of the staff member (s) in charge.

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

If possible you will be issued an emergency furlough (SIP & Pre-Release) or overnight pass (parole, HWB) to an approved address. If you do not have an approved address you will be required to relocate to an emergency mass care facility. CCC Scranton located at 240 Adams Avenue, Scranton, PA may be the facility that will provide housing to our residents in the event that evacuation is required.

Residents are always responsible for informing staff of their whereabouts and be available for contact at that location. You must register on a daily basis with a Facility staff or an approved authority. (GEO-Scranton, Bureau of Community Corrections Regional Office, PBPP office, local police, etc.) Inform the contact person of your status and obtain their name, title, address and telephone number.

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

15.1 LOSS OF HABITABLE CONDITIONS:

Based on staff assessment, Facility residents shall be temporarily reassigned if the Facility is declared uninhabitable to one of the following:

Other CCC's or CCF's

- Furlough Address
- Crisis Center
- Support Institution

15.2 CIVIL DEFENSE EMERGENCY OR NATURAL DISASTER:

When a disaster or other special emergency is officially declared by authorities such as the Governor, Mayor, County Emergency Coordinator, etc., you should attempt to contact the Facility immediately for instructions. The staff member in charge will attempt to explain what is expected of you and any necessary actions that you should take. **You should return to the Facility if instructed to do so.** As with all emergencies it is important to remain calm and maintain regular contact with the Facility. You may be required to provide assistance if a state of emergency is declared.

15.3 SEVERE WEATHER:

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

15.4 OTHER EMERGENCIES:

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

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

15.5 ILLNESS OR MEDICAL NEEDS OF RESIDENTS AND FELLOW RESIDENTS:

If you should become ill or detect any unusual symptoms of disease, you should report the problem to the staff immediately. You will be advised about treatment. If you note unusual behavior regarding another resident, notify a staff at once. The resident may be experiencing some sort of medical emergency. There are 3 local hospitals available in the community.

15.6 CONDUCT TOWARD OTHER RESIDENTS:

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

15.7 CONDUCT TOWARD FACILITY STAFF & VISITORS (OFFICIAL AND NON-OFFICIAL):

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

15.8 CODE OF ETHICS:

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

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

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