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Reentrant Handbook

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A MESSAGE FROM THE PRESIDENT OF KEYSTONE CORRECTIONAL SERVICES, INC.

Keystone Correctional Services, Inc. exists to provide a safe, structured and supervised environment for its reentrants during their transition from the life of prison to independent living in the community. The changes in society tend to pass by those incarcerated. Detachment from family life results in gaps of understanding and trust as well as divergences in outlook, goals, and values. Life cannot be resumed simply as though the years spent away from family and the community has made no difference. Keystone Correctional Services, Inc., provides an atmosphere supportive of an individual's best efforts to return to a positive and productive lifestyle, to recover a stable family life, and to catch up with the current pace of society.

There are, nevertheless, two fundamental elements that are a part of acceptable/successful community living which cannot be supplied by the facility or by anyone else but the individual himself. These elements are credibility and responsibility.

Credibility means believability or trustworthiness. As a convicted person, one's credibility in the community is shattered or at least severely impaired. The simple fact is that considerable time and effort are needed to overcome the distrustfulness of others and to build or regain the confidence of the community. KCSI placement provides the time and opportunities necessary to begin this process. It will not happen overnight.

Indeed, one must face the likelihood that some people will never be convinced of one's sincerity and good intentions, and in some cases these people might even be in one's own family. KCSI staff is ready and willing to advise, counsel, guide, refer, and assist all reentrants in coping with such obstacles. But it is the motivation, positive attitude, and effort of the reentrant himself that will convince others that he is deserving of their trust.

The second element necessary for acceptable/successful community living is responsibility.

Responsibility means that we cannot live life totally by ourselves or for ourselves. If we are to share the advantages and benefits of living in the community, we must also accept the obligations that are a part of community life.

We are obliged to respect the rights of others and to fulfill the usual duties and tasks necessary to keep the community a decent place for everyone live. It means committing ourselves to realistic and appropriate goals. We must be sensitive to the expectations of others and be considerate of their needs as well as our own. KCSI staff cannot know what a reentrant's inner intentions and commitments are, but staff members can see what one does and does not do. How responsible his actions are. Responsible behavior is not a choice, but a must. Either the reentrant behaves responsibly, or he cannot remain in the facility and community. The facility has an obligation to the community as well as to the reentrant. KCSI staff will do all it can to protect the community from the perils posed by reentrants who refuse to behave in a responsible manner.

Thus, the facility provides opportunities and assistance to selected ex-offenders while minimizing the risks to the community. Reentrants have access to the community and its resources for a period prior to parole in order to establish themselves with approved employment and a residence. It is a time for normalization and return to community living under guidance and supervision. It is a time to begin anew the rebuilding of credibility and the practice of responsibility.

TERRY L. DAVIS
President/CEO

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It is extremely important that KCSI reentrants be accountable for their actions. Below is listed the Universal Set of Rules that each reentrant must abide by.

SECTION 1

Community Corrections – Universal Set of Rules

Our goal is to provide individuals with a safe opportunity to successfully re-enter the community while assigned to a DOC operated/contracted facility. Basic security measures are enforced for the protection and safety of all who enter the center and live in our community. Resident will initial each rule and sign at the bottom for acknowledgement.

1. I will not possess or use any type of weapon._____
2. I will not engage in physically assaultive/destructive behavior._____
3. I will not threaten an employee or other person with bodily harm._____
4. I will not engage in any behavior that threatens the safety and security of the center._____
5. I will not sexually harass or sexually assault/abuse another person._____
6. I will comply with the search of my person, vehicle and/or property._____
7. I will not interfere with drug interdiction efforts (Urinalysis, Breathalyzer, K9, etc.)._____
8. I will not possess **actual or suspected** alcohol, illegal drugs, unauthorized drugs, drug paraphernalia or **mind altering synthetic substances**._____
9. I will not engage in any sexual acts with others or sodomy inside the center._____
10. I will not leave the center without authorization (LWA) or fail to return (FTR) from authorized absence._____
11. I will comply with all sections of the PA Crimes Code, **vehicle code and local ordinances**._____
12. I will not use alcohol, illegal drugs or unauthorized drugs._____
13. I will comply with **all treatment plans**, board/field conditions and/or sanctions imposed by the PA Board of Probation and Parole **and/or the Department of Corrections**._____
14. I will not use abusive, obscene or inappropriate language directed to or about another person._____
15. **I will complete assigned tasks, follow center rules/directions and comply with interventions/sanctions given by staff**._____
16. I will not go to unauthorized locations and I will return to the center when expected or directed._____
17. I will not violate the Clean Indoor Air Act (I won't smoke inside the center)._____
18. I will not possess contraband or any other item not approved by the PA DOC inside the center._____
19. I will notify the center of any change in my employment status or schedule and provide paychecks/**pay statements** to the center for verification of work._____

KCSI Reentrant Rules and Regulations

1) Reentrants will abide by all Federal, State, and Local laws and ordinances. This includes the Pennsylvania Motor Vehicle Laws.

2) For SDTP reentrants, failure to return to the Center from employment, training, or any other authorized destination shall be deemed an "Escape" and charges will be filed with the Pennsylvania State Police.

For Parole reentrants, failure to return to the facility from any authorized leave of absence will result in the Pennsylvania Board of Probation and Parole being notified and you will be declared an absconder.

For reentrants who either escape or abscond, you will have been considered to have abandoned your property, and it will be disposed of.

3) Reentrants are subject to search of their person, property, and vehicle at any time by staff. All bags, parcels, etc. will be presented at the main reception area prior to being taken to any other part of the building. All reentrants must successfully pass through the metal detector each and every time you enter the building. Unannounced K-9 searches will also be conducted.

4) It is the reentrant's responsibility to properly sign in and out of the Center. Reentrant accountability is required at all times. Destination verification checks will be made by staff to ensure accountability.

5) All reentrants are required to report in person to their counselor for a minimum of one (1) counseling session bi-weekly. Reentrants are required to participate in all prescribed programming.

6) The most important issue that is the key to successful adjustment is employment and improving (if possible) your employability skills. Pay checks and pay stubs must be turned in to verify employment hours worked. Pre-scheduled job interviews must be approved by the Employment Coordinator.

7) Reentrants may not cross over into a section of the facility, which they are not assigned to. Exceptions may only be granted by staff for (i.e. Counselor/Facility Director/Employment Counselor contacts, meals, etc.). Reentrants must be in their own bunk area after "lights out". Any violation may result in disciplinary action.

8) Money exceeding \$30.00 must be turned over to KCSI staff immediately upon receipt.

9) Reentrants will strictly abide by the time frames for authorized leisure time out of the facility. Returning late to the facility from a home pass or utility time, may result in disciplinary action to include loss of privileges.

10) Reentrants are encouraged to leave valuables with relatives. The facility staff will do everything possible to discourage theft, but cannot be responsible for belongings left unattended. No stolen property will be replaced by Keystone Correctional Services, Inc. Reentrants are issued padlocks and are expected to keep valuables locked in their lockers at all times. Accumulation of large amounts of personal property is not permitted. Wearing or possession of excessive jewelry, and/or clothing, which promotes alcohol and drug usage, is strictly forbidden.

11) All reentrants must abide by the Personal Electronics Agreement. Reentrants are not permitted to take video, Facetime or take pictures within the Facility. Violations may require Disciplinary action up to Unsuccessful Discharge.

12) Prescription medication must be turned into staff unless exempted by the Facility Director and will be kept in a cabinet in the Control Room. At the time a Reentrant turns in the prescription, the medication will be logged, and each dispensed dosage will be observed and recorded by staff. The Facility Director/designee shall determine which medications a reentrant may keep in his possession.

Reentrants are not permitted to use or be prescribed narcotic pain medications. Only non-narcotic pain medications are permitted. Exceptions may only be approved by the Facility Director/designee or a reentrant's Parole Agent.

13) Reentrants are required to submit to regular urine testing at the request of staff. Use of any non-prescribed drug is strictly forbidden. Use of non-prescribed, or illegal drugs will result in a conference being held with the PBPP. A staff member will be present when a sample is given. A maximum of two (2) hours will be permitted for providing the urine specimen. An Infraction Report will be issued if no specimen is provided.

14) No alcohol or drugs (including Spice, Bath Salts, etc.) are permitted on the Facility premises. Violation of this rule will result in the Pennsylvania State Police being notified and your removal from the facility.

15) The use of alcohol will not be tolerated. This includes over-the-counter medications that include alcohol. An alcohol restriction means that NO ALCOHOL may be consumed in ANY form. Personal hygiene items that contain alcohol are not permitted, including mouthwashes. Reentrants will be tested for alcohol each time they return to the facility from work or pass.

16) Possession of any type of weapon or anything that could be considered to be a weapon is strictly prohibited. Reentrants will be randomly searched for contraband. Possession of any type of weapon will result in criminal prosecution.

17) Operating a motor vehicle must be approved by the reentrant's Case Manager, Facility Director and the Parole Agent. Proof of license, registration, and insurance is required. Once approved, a vehicle pass must be displayed in the vehicle at all times when parked on KCSI property.

18) Parole Reentrants will require a travel permit from their parole agent to travel outside the counties that make up the Harrisburg District. The Harrisburg District covers Perry, Juniata, Cumberland, Franklin, Adams, York, Lancaster, Lebanon, and Dauphin counties.

19) Travel outside of the State is strictly forbidden under any circumstances unless reentrants have written permission of their supervising Parole Agent.

20) The stairwell leading to the corporate offices is off limits unless authorized by staff. Additionally, the Control Room is for staff only and reentrants are not permitted in this area.

22) Loitering outside of the facility or in nearby businesses is prohibited.

23) All exterior doors will be kept closed unless otherwise authorized use only. Regular entry and exit shall be through the reentrant/visitors entrance.

24) All electrical fixtures will be turned off when not in use. Extension cords are forbidden in the bunk areas. The burning of candles, incense, etc. is also strictly forbidden.

25) The cleanliness of the facility will be maintained at all times. Violation will result in disciplinary action, or immediate loss of privileges.

26) All lounge, kitchen, laundry, and dining room areas will close at 11:00 PM. There will be no returning to the lounge areas after this time to, eat, watch TV, etc.

27) Playing music loud is prohibited. Earphones or headphones must be used inside the facility at all times. TV volume in common areas must at a reasonable volume.

28) Reentrants will be issued bed linens, and will keep them clean and laundered at all times. Reentrants will be charged accordingly for any damages that they may cause to facility property. This includes bed linens, and bedspreads issued by the facility. Beds are to be made each morning, and bunk areas are to be kept clean and tidy at all times. Reentrants may possess their own bed linens and pillows provided that they have an appropriate fire retardant label.

29) Reentrants may not write or otherwise correspond or visit with inmates of a State Correctional Institution or state contracted group home, without permission of both the Superintendent and the Facility Director. Former reentrants are not permitted to visit the KCSI facility without the permission of the Facility Director.

30) No gambling whatsoever, legal or illegal, is permitted while a reentrant of the Center. This includes Pennsylvania lotteries.

31) Smoking is not permitted in the facility. Smoking areas are available outside in the recreation yards. Reentrants are responsible depositing their cigarette butts in the appropriate receptacles. Smoking in the facility is a violation of the "Clean Air Act" and will result in disciplinary action.

32) Fire drills are considered to be practice for actual emergencies. Each reentrant must participate as if a real disaster is taking place. Reentrants are expected to exit the facility as quickly as possible and report to the recreation yard on their respective side of the facility. Reentrants may return to the facility only at the direction of staff and must be counted upon reentry to the facility.

33) All reentrants must abide by all Safety rules and regulations.

34) Reentrants are governed by all rules and regulations set down by the Pennsylvania Department of Corrections, and or the Pennsylvania Board of Probation and Parole as prescribed in their policies and procedures.

35) Reentrants must be appropriately dressed at all times. Appropriate attire is at the discretion of the Facility Director/Designee.

36) Profane, abusive, or disrespectful language is prohibited.

37) Pornography of any kind is prohibited and will be confiscated and immediately destroyed if discovered.

38) The wearing of clothing that is offensive or that is contrary to established KCSI policy in any way is prohibited. Reentrants must be properly clothed at all times

39) All new reentrants will be required to observe a 5-day orientation period prior to being eligible to leave the facility for leisure passes, etc. During this 5-day period, reentrants are expected to attend orientation and meet with their respective Case Managers and Parole Agents. Failure to complete this processing will delay the reentrant's sign-out privileges.

40) Reentrants will be issued a KCSI ID Card during their initial orientation. The KCSI ID card will be in clear view on the reentrant's person at all times while in the facility.

SECTION 2

A. Restriction(s)

In the event of an Infraction Report, the reentrant may be subject to unsuccessful discharge, scheduled for a parole supervisory conference, or scheduled for center intervention.

Violation of any of the stipulations of the conditions placed on a reentrant may result in further disciplinary action. Misconducts so severe that the imposition of restrictions or lesser sanctions are not appropriate will result in the reentrant being unsuccessfully discharged from the KCSI program.

SECTION 3

B. Grievances

The Department of Corrections has an inmate grievance system which allows a reentrant to file a formal complaint about a problem that cannot be resolved by informal means. All reentrants are encouraged to work out problems by talking with staff member(s) involved, his Case Manager or the Facility Director. If the problem cannot be resolved in this manner, procedures outlined in the Administrative Directive DC ADM 804 should be followed. A grievance form may be obtained from any staff member and completed in detail. The form shall be given to the Grievance Coordinator who will decide whether it can be handled by KCSI or the Department of Corrections. Issues concerning parole stipulations and conditions of parole should be addressed through the respective agent and/or other officials of the Pa. Board of Probation and Parole. Repots of sexual abuse and sexual harassment should not be reported through the grievance system.

SECTION 4

C. Employment Interviews

For an interview, documentation from a company (text/email) must be provided to the Employment Coordinator for verification. Once provided, time will be entered accordingly. Proof of interview required. If no documentation, their company name, correct name, address, phone numbers maybe given to the Employment Coordinator once confirmed via phone call, and times would be entered accordingly.

SECTION 5

D. Financial Procedures

Reentrant financial transactions are handled in accordance with the Keystone Correctional Services "Reentrant Fiscal Procedures" policy. The following procedures must be followed:

1. Each reentrant will turn his entire income over to the Fiscal Director for deposit in the Wage Account. There is a secure locked box at the Control Room if the reentrant turns in money after hours or on weekends. This includes wages, unemployment checks, income tax refunds, personal gift checks and money orders.

2. Necessary expenditures shall be disbursed via checks to the reentrant.
3. Reentrant wages shall be disbursed in the following manner:
 - Reentrants will be charged 32% of their net wages from each paycheck. This is broken down as follows: Rent-20%; Fines and Costs-7%; Savings-5%.
 - Operating Expenses: meals, food, clothing, transportation and other incidental expenses.
 - Support of reentrant's dependents, if any.
4. New arrivals at the KCSI facility from State Correctional Institutions shall turn over all monies to the Fiscal Director for deposit.
5. At no time may any disbursement be made from the Wage Account for more money than the reentrant has on deposit in his account. Loans to reentrants from the Wage or any other account are forbidden under any circumstances.
6. Reentrants will receive a reentrant account sheet with every transaction conducted.
7. Pay stubs will be turned in with the paycheck and it will be returned to the reentrant for his records after being recorded on the reentrant's account sheet.
8. Borrowing and/or loaning money is prohibited between reentrants or staff and reentrants.
9. At no time may a reentrant have more than \$30 in their possession.

SECTION 6

E. Drug/Alcohol Screening

The use of un-prescribed drugs or any controlled substance is illegal and therefore prohibited for KCSI reentrants. Urine samples will be taken at random from KCSI reentrants and forwarded to a contracted laboratory for analysis to determine whether any drugs and/or alcohol have been ingested.

A positive result for any un-prescribed drug will result in an Infraction Report for violating KCSI, Department of Corrections, and Pennsylvania Board of Probation and Parole policy regarding the use of un-prescribed or illicit drugs.

The use of alcohol is also expressly prohibited by KCSI reentrants. This includes medication and cough syrups containing alcohol, unless prescribed by a physician. Regular urine screens, and Alco Sensor tests will be conducted to insure compliance. Reentrants violating the "no alcohol" condition will receive a reentrant Infraction Report for violating KCSI, Department of Corrections, and Pennsylvania Board of Probation and Parole policy.

SECTION 7

F. Sign In/Out Procedures

When departing from, and returning to the facility, reentrants are required to check in/out with the Monitor on duty at the Control Room. The Monitor will verify the reentrant's pass and return time, and check them out of the facility.

Time out of the facility is determined in the following manner.

Education Passes:

- **Reentrants requesting a pass out of the Facility for Education must meet the following criteria:**
 - **Reentrants must register for and maintain 15 college level credit hours per semester (100 to 400 level courses).**
 - **Reentrants must provide in writing to their respective Case Manager that their Professors agree to provide accountability information to Keystone Correctional Services, Inc upon request.**
 - **All travel costs to and from the Education Campus is at the expense of the reentrant.**
 - **All classes will be taken during the hours of 8:00 am and 5:00 pm.**
 - **No pass will be granted to be on Campus other than for class.**
 - **Classes must be taken consecutive to each other.**
 - **Reentrants must maintain a minimum of a 2.0 grade point average to be eligible to continue to attend classes.**

Leisure Passes:

- **The granting and approval of a leisure pass is at the sole discretion of KCSI Staff.**
- **Leisure Passes will be based on number of hours employed per week.**
- **Hours per week can only be confirmed via pay check/pay stub turned into respective Case Manager.**
- **Leisure Passes will be granted as follows:**
 - **Must be working 40+ hours per week to get two 10-hour leisure passes. Those who are not working 40+ hours are only able to get one 6-hour leisure pass per week.**
- **Reentrants leisure pass address and phone number must be confirmed by the Case Manager prior to the approval of the leisure pass.**
- **Reentrants are required to be and remain at the location to which they signed out of the facility on the leisure pass.**
- **KCSI staff will make accountability checks throughout the period of the reentrants leisure pass.**

Religious Passes:

- Religious pass is limited to one (1), four (4) hour pass per week.
- Reentrants taking a Religious Pass must return to the facility with a bulletin for proof that they attended a religious service.
- Religious passes may not be combined with any other pass.

Convenience Pass:

- Case Managers will make the decision whether to grant 1 (one), 1 (one) hour pass per week for personal items.

SECTION 8

G. Religious Services

All reentrants are encouraged to practice the religion of their choice. Attendance at church services or other religious functions is a positive personal as well as community service. Reentrants will be granted every opportunity to attend religious programming. Reentrants are welcome to attend religious functions which occur in the facility on a regular basis.

SECTION 9

H. Reentrant Housing Areas

Reentrants may lie on their own bunk any time, unless they are to be involved in a KCSI program. Reentrants are required to maintain their specific area in a neat and safe manner.

Before going to breakfast or to any activity, reentrants must make their bunks and clean their area.

NO wet towels or clothing may be hung on the beds at any time. The beds are metal and will rust and mark their items.

Coats will be neatly folded and laid on their bunks or foot lockers, or hung in the wall lockers at the back of the building.

Beds are to be made and tightly tucked in at all times when not in use. All areas must be cleaned up, and items secured in provided lockers when not in use by the reentrant. Any item left unattended may be confiscated and if staff believes it to be trash, thrown out during normal cleaning times.

Any reentrant, who does not clean their own area, will be given other cleaning opportunities within the facility.

Failure to keep a tidy and clean bunk area will result in disciplinary action and loss of privileges.

Reentrants may decorate the specific bunk area within reason.

SECTION 10

I. Housekeeping

Each reentrant is responsible for his own possessions in the Center. Clothing must be folded and placed in the lockers.

It is expected that all clothing will be kept orderly and that toiletries will be stored in a manner which minimizes clutter and does not give the appearance of disarray.

Following use, the dining areas must be cleaned, i.e. trays and utensils removed, and tables wiped to avoid any unnecessary unsanitary conditions. Restrooms will be cleaned at least twice daily.

SECTION 11

J. Facility Cleaning

Reentrants are expected to participate in the daily cleaning of the facility as required by staff.

Reentrants are required to maintain common areas as well as each individual bunk area in a clean and orderly fashion. In addition, reentrants will be assigned additional responsibilities as assigned by staff on duty.

Reentrants are required to have the assignments checked by staff to validate that they have completed their tasks.

Daily housecleaning inspections will be conducted by staff, and anyone who has not properly maintained their assignments will be subject to immediate disciplinary action, and/or loss of privileges.

In addition to the above, reentrants are further required to:

1. Empty all trash containers on a daily basis.
2. Beds will be made, with bedspread, prior to signing out each day.
3. Offices will be cleaned during normal business hours.

Unemployed reentrants, reentrants on restriction or reentrants who are not on passes will be expected to maintain the facility in a clean and orderly manner at all times. Staff reserves the right to refuse to sign reentrants out until the facility is cleaned or the Monitor feels that the reentrant has done his share of cleaning.

SECTION 12

K. Laundry Procedure

Coin operated washers and dryers are available in the Center for reentrant's personal use. The equipment must be used according to instructions. The use of liquid bleach is forbidden. After use, the machines will be cleaned and all lint traps emptied in a trash receptacle. Indigent laundry funds may be given upon completion of 3.5 hours of community service.

Laundry Room Hours are:

Monday through Friday: 6:00am to 11:00pm

Saturday and Sunday: 6:00am to 12:00am

SECTION 13

L. Telephones

Reentrants are permitted to have cell phones within the facility. They must abide by the Personal Electronic Device Agreement below. Violations of the agreement will result in disciplinary action up to the phone being confiscated or unsuccessful discharge.

I do hereby understand and agree to the below conditions regarding my possession and use of a personal electronic device while assigned to Community Corrections (initial each and sign at the bottom):

- 1) I am solely responsible for the total cost of the device and all device services in my possession, including any internet services through the use of an internet hotspot. I will not list any Department of Corrections Facility as my billing address on any document related to this device(s)._____
- 2) **I certify that my PBPP Board Action/Conditions do not prohibit my possession/use of this device.**_____
- 3) **I will immediately surrender my device and passcode upon request by any staff member. Staff are permitted to conduct a visual and/or electronic search of the device. Refusal to do so will result in an infraction, confiscation of the device and possible discharge from the Center.**_____
- 4) I will not loan my device to any other resident or allow any other resident to use my device._____
- 5) **I am solely responsible for the content of the device in my possession. I will not record, broadcast or stream (photograph/visual/audio/digital/Facetime, etc.) any person, activity, or part of the center. I may be subject to misconduct sanctions, device confiscation, discharge and/or criminal charges.**_____
- 6) I bring my device into the Center at my own risk, and it is my responsibility to securely maintain it at all times. If lost, stolen, damaged, or unlawfully used, it is my responsibility. The Pennsylvania Department of Corrections, the Pennsylvania Board of Probation and Parole and the Center will not be held liable._____
- 7) I will not use my device to forward any phone calls to or from my device. I will not make voice calls between the hours of 2300 – 0500 without staff permission. Text messaging and use of the internet is permitted during these hours._____
- 8) I will keep my device on silent/vibrate while I am in the Center._____
- 9) I will not use my device during group, while meeting with a counselor/staff member, count, searches, fire drills or other Center related activities._____
- 10) I will not use my device in staff offices, hallways, at the entrance to the Center, or other areas within the Center that the Center Director has not approved._____
- 11) I will not use my device to disrupt the safe, secure, and orderly operation of the Center._____

- 12) In order to maintain efficient operations, the Center Director may suspend device privileges at any time._____
- 13) I understand that I will use my cell phone to contact the Center prior to my expected return time when any situation arises in the community that will delay my prompt return. I will answer my device when contacted by the Center staff._____
- 14) **I understand that failure to abide by these rules or if the device in my possession contains any illegal, illicit, sexually explicit, obscene, or otherwise unauthorized activity, I may be subject to misconduct sanctions, device confiscation, discharge and/or criminal charges.**_____
- 15) **I understand and agree that if any electronic device in my possession is confiscated and I am found to be guilty of an electronic device infraction, the device will not be returned and will be destroyed. This is true even if my family/friend/representative/employer is the owner of the device.**_____

SECTION 14

M. Legal Services

Legal services are available in the community. Legal aid services may be available free of charge depending on your circumstances. Numbers for legal aid are available through you Case Manager or the phone books available in the facility. A law library is available through the state library system, located at Commonwealth Ave. and Walnut Streets at the Forum Building in the city of Harrisburg.

SECTION 15

O. Case Management

Each reentrant is assigned a Case Manager who will be responsible for all aspects of the individual's particular case during his residency. Usually no later than a day after arrival, the assigned Case Manager will give a thorough orientation covering KCSI rules and regulations, emergency procedures, and the physical layout of the facility and the surrounding area.

Also, during the first meeting with a Case Manager, the reentrant will begin to formulate his prescriptive program (RFP). This will serve as a guide for the reentrant as he progresses through the KCSI program.

It is mandatory that each reentrant meet with their Case Manager at least bi-weekly. Case Manager work schedules will be imparted verbally to the reentrant and or posted on or near the Case Manager's office door. Additional sessions may be required based on need for individual reentrants, especially upon initial arrival at the facility. Sessions will focus on problem solving, employment/vocational search, family relationships, financial planning, etc. KCSI Case Management is designed with the specific goal of

assisting the reentrant to reintegrate him back into society with the tools and the attitude to live a crime-free life.

SECTION 16

P. Intake/Orientation

Initial Intake

Immediately upon arrival all new reentrants shall receive an initial intake. This may be conducted by any available staff member, generally a Monitor. In the event that there is a language barrier, staff shall seek the assistance of a translator.

The intake will be conducted using the "Reentrant Intake Processing Form". Staff shall be thorough in completing the form and ensure that all areas are covered. The intake meeting is more than an information gathering session. This is an opportunity for the reentrant to gain valuable information about their responsibilities at KCSI. Items covered during the intake shall include:

- bunk, and wall, floor, and foot locker assignments
- inventory sheet of reentrants personal belongings completed and attached
- confiscated items receipt (if any items were confiscated from the reentrant)
- foot locker inventory
- KCSI check deposit authorization
- medical disposition and administration form
- medical issues/medical screening/COVID screening
- copies of identification and/or COVID Vaccine
- property designee form
- urine sample obtained and processed
- PREA questionnaire
- suicide prevention questionnaire
- review of Personal Electronic Device Agreement

When conducting the initial intake, staff shall pay particularly close attention to any medical issues and medications. Any serious medical issues should be reported to the Shift Supervisor immediately. All medications need to be secured as soon as possible in accordance with established procedure.

The staff conducting the intake will take the newly arrived reentrant on a brief tour of the facility pointing out such areas as his bunk area, restrooms, and lounge areas, outside recreation area, payphones and dining facilities.

Orientation

Within seven (7) days after your arrival, you will receive a thorough orientation.

During the orientation, the rules and regulations of the facility will be discussed in its entirety. The reentrant will sign a receipt acknowledging that they fully understand the rules and are aware of the possible consequences for non-compliance.

SECTION 17

Q. Out-Patient Referral

In certain cases, a reentrant will be referred by his Parole Agent for treatment outside of the KCSI facility. This may include but not be limited to: drug and alcohol counseling, family counseling, mental health therapy, etc. Reentrants referred for out-patient treatment are required to adhere to the treatment standards and goals of the facility. Failure to comply will result in disciplinary action and possible sanctions from the Pa. Board of Probation and Parole.

SECTION 18

R. Programming

An in-house drug and alcohol support group is available at Keystone Correctional Services, Inc. facility. At various times there may be outside volunteers or peer volunteers who may facilitate AA and or NA groups. There are numerous outside drug and alcohol services in the community where you may be referred. In-patient services also may be available. Your Case Manager will assist you in obtaining the necessary services if needed.

Parenting classes and employment/resume writing classes are offered on a continual basis.

SECTION 19

S. Reentry Focus Plan (RFP)

Each Reentrant will develop a Reentry Focus Plan (RFP) with the aid of his Case Manager within the first week of his residency. This program tool requires the reentrant to set specific long and short term goals in areas such as; home plan, employment, finances, education/vocational, and other specialized concerns. Evaluations will be conducted on a bi-weekly basis. An administrative review may be requested when there is a disagreement or grievance. Requests shall be addressed to the Facility Director.

Reentrants are required to complete their RFP plan before being permitted to utilize any passes outside the facility.

SECTION 20

T. Parole Planning

The long range goal of all reentrants of a community corrections program is to successfully make the transition from the facility to the supervision of the Pennsylvania Board of Probation and Parole. Parole planning consists of (1) Gaining full-time employment; (2) Establishing a suitable residence; and (3) Enrolling in out-patient or in-house treatment services if necessary. All aspects of a reentrant's program will be geared towards achieving the above responsibilities. Staff will assist the reentrant to a point; however, the main responsibility lies with the reentrant. Planning for release begins from the first day of residency. Preparing for parole is a continual process which requires considerable effort on the part of the reentrant, and culminates with release/re-release to the jurisdiction of the Pennsylvania Board of Probation & Parole.

SECTION 21

U. Volunteer Services

Included with the staff of the facility are several citizen volunteers who devote their time unselfishly to aid reentrants in need. The volunteers may assist in spiritual guidance, legal guidance, parole planning, financial planning, life skills, recreation, etc.

SECTION 22

V. Health Care

Reentrants shall have unimpeded access to medical, dental, and mental health services. If you believe you are in need of services (i.e. medical, dental, MH/MR, appointments, etc.), request assistance from any staff member. They will assist you in acquiring the needed services, or refer you to the appropriate staff person.

Medications - Prescription drugs must be turned over to staff on duty for security purposes, absent an exception by the Facility Director. The medications will be stored in a locked cabinet in control. It is the responsibility of the reentrant to notify staff when it is time to take the prescribed dosage. Staff will supervise the taking of medication and log the date, time and dosage in the medication log. Hypodermic syringes will be kept in a secure area for security purposes. All syringes will be disposed of in the "Sharps Collector" container immediately after use.

First Aid - A fully stocked first aid kit is available for treatment of minor injuries.

Staff members on duty have been trained in emergency first aid and CPR. If more extensive treatment is necessary; the reentrant will be transported to an emergency room.

Emergency Phone Numbers

Emergency Police/Medical **911**
Harrisburg Hospital Emergency **717-782-3297**
Milton S. Hershey Medical Center **717-531-8521**
Community Osteopathic Hospital **717-657-7247**

SECTION 23

W. Contraband - The following items are considered to be contraband. This list is not all inclusive and generally contraband is defined as “any item not authorized by the reentrant for receipt.” As such, staff discretion will be used as the determining factor on whether an item is contraband. In the event that an item is confiscated, the reentrant will be given a receipt for the item. Final disposal will be at the discretion of staff.

- A.** The following items shall be considered contraband:
 - a. Weapons/Tools***
 - b. Drugs/alcohol to include synthetic THC products (Spice)
 - c. Drug paraphernalia to include pipes, rolling papers, aluminum foil, steel wool, etc.
 - d. Money exceeding \$30.00 on person
 - e. Bedding/pillows without approved fire retardant labeling
 - f. DVD players of any kind (Beginning 7/01/2014)
 - g. Back packs or other bags with zippers
 - h. More than two cell phones or otherwise unapproved cell phones.
 - i. Newspapers and magazines in housing area.
 - j. Excessive property
 - k. Pornography
 - l. Candles/incense
 - m. Cameras, audio or video recorders
 - n. Musical instruments
 - o. Coffee makers, extension cords, lighting, flashlights, and lasers
 - p. MP3 players, IPODS ,IPADS (unless authorized)
 - q. Boom boxes, large radios, stereos, and any type of speaker
 - r. Gambling related materials, excluding playing cards.
 - s. Hair dye or other chemicals.
 - t. Personal hygiene items that contain alcohol

- u. Any flammable item/aerosol cans(includes body sprays)/ lighter fluids
- v. Any type of liquids
- w. Food items of any kind (unless authorized)
- x. Animals or pets of any kind
- y. Loose tobacco including snuff, cigars, rolling papers, cigarette rolling machines, and opened packs/ containers of cigarettes and snuff. Individual pouches of snuff are permissible provided they are in a sealed container upon entrance into the facility.
- z. Other items deemed as contraband by KCSI staff

*****Reentrants required to use tools for employment must register all tools with the Control Desk. All tools shall be turned into the staff on duty upon entering the facility and secured in a location by the Shift Supervisor or secured in a personal vehicle.**

SECTION 24

W. Emergency Procedures

Fire

1. If you discover a fire or smoke please alert staff immediately.
2. If you become aware of an actual fire:

Remain as calm as possible. Avoid panic.

If the fire is of a small nature, extinguish the fire with a fire extinguisher, which are on the walls throughout the Center. An evacuation of the building will be conducted regardless of the size of the fire. Reentrants will report to the recreational yard area for further consideration of evacuation.

- A. If you see a fire of any size, sound the fire alarm at any of the nearby alarm boxes and evacuate the building of everyone. The fire protection system should sound automatically. **Notice: Anyone caught pulling a fire alarm pull station in any situation, other than a fire or an emergency, will be subject to severe disciplinary action and criminal prosecution.**
- B. Evacuate the Center in an orderly and calm fashion in accordance with the fire evacuation plan and regulations posted throughout the facility. All reentrants will exit the facility to their recreation yard. Reentrants should not stay and combat the fire, but leave that for staff or the sprinkler system to handle.
- C. KCSI facilities are fully fire protected and are set up for "Zone" sprinkler systems to activate in case of a fire. With our fire protection system, the facility is fairly safe to say will be able to be re-opened once smoke/water damage has been relieved and cleaning occurs.

Emergency Phone Numbers

Pennsylvania State Police – 671-7500

West Hanover Fire Department – 911

Ambulance – 911

- **A comprehensive Emergency Plan is posted on the East and West side of the facility as well as in the visiting area for review by the general public.**

SECTION 25

X. KCSI Safety Rules

The personal safety of all staff and reentrants is of the utmost concern to Keystone Correctional Services, Inc. Safety is the responsibility of everyone connected with KCSI and shall be placed before protection of property and equipment. By concentrating on safety we will not only significantly reduce the number of safety related incidents, but also reduce the possibilities of such incidents occurring. The following safety rules have been instituted with those two specific goals in mind.

1. Smoking in the Center is strictly forbidden. Smoking is permitted outdoors in designated areas.
2. Lighting fixtures shall not be covered with flammable materials (i.e. paper, cloth, etc.).
3. Storing of flammable liquids in the living quarters is strictly forbidden.
4. Tampering with emergency equipment (i.e. smoke alarms, fire extinguishers, emergency lighting, exits, etc.) is strictly forbidden and will be prosecuted.
5. The use of hot plates and similar appliances is forbidden.
6. The burning of candles and incense is strictly forbidden.
7. The use of makeshift electrical devices (i.e. patched together electrical cords, jury-rigged appliances, etc.) is strictly forbidden.
8. Caution shall be exercised when using all cleaning agents and equipment.
9. All Reentrants and staff shall walk while inside the facility.
10. Caution shall be exercised when using any outward opening doors.
11. Signs shall be posted indicating wet floors during cleaning.

12. Sidewalks shall be shoveled and de-iced during and after snow or ice storms.
13. Reentrants and staff shall be careful not to allow items to lie where others may trip over them.
14. All forms of "horseplay" are strictly forbidden.
15. All staff and Reentrants shall familiarize themselves with the location(s) of all emergency equipment and participate in safety drills as conducted.

SECTION 26

Y. CODE OF ETHICS

Keystone Correctional Services, Inc. has a Code of Ethics that governs staff behavior toward reentrants.

These include the rule that there shall be no fraternization or private relationship between staff and reentrants. This includes, but is not limited to, trading, bartering or receiving gifts or money from either the reentrant or the reentrant's friends, relatives or representatives.

Employees and their families shall not directly or indirectly solicit, accept or agree to accept any gift of money or goods, loans or services for personal benefit that would influence the performance of their work duties or decision making. KCSI employees shall not accept or distribute any gifts, money or loans to or from the reentrant.

All reentrants shall be treated fairly without regard for race, color, creed, sex, age, national heritage or physical handicap.

At no time shall any reentrant be in authority over any other reentrant.