



pennsylvania
DEPARTMENT OF CORRECTIONS

SCRANTON
COMMUNITY CORRECTIONS
CENTER

REENTRANT HANDBOOK

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COMMUNITY RESOURCES DIRECTORY	20-23

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Program Overview

The purpose of this handbook is to provide you with a description of the Community Corrections Program and to inform you of what will be expected of you while you are a reentrant of the Scranton Community Corrections Center.

The Scranton Community Corrections Center Program is geared toward assisting reentrants to prepare themselves to live in the community. The Community Corrections Center provides an atmosphere supportive of an individual's best efforts to return to a positive lifestyle. Reentrants are challenged to begin assuming responsibility for their lives on a gradual, but well-planned basis. A Center reentrant is expected to become fully employed and therefore begin paying for his living expenses, court costs, fines and restitution, taxes, and if married, for contributions to the support of his family. A reentrant is also encouraged to discuss his needs, goals and interests with staff. The staff is there to help you and feel assured that they will do their utmost to do so.

The Community Corrections Program is under the direction of the Department of Corrections, Bureau of Community Corrections, and therefore has a responsibility to the community as well as the reentrant. You are expected to conduct yourself in an orderly and mature manner, with due respect for the rights of others. Mention is made of the rules and regulations, which you will have to follow. Detailed information of any regulation, program or service available to you may be obtained from any staff member.

Language Assistance

If you know of any reentrants that are having difficulty communicating with staff or cannot read this book, please bring it to staffs' attention. In addition, Hispanic American agencies in the community offer services as well which can be helpful.

Department of Corrections Code of Ethics

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

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

Prohibited Items

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

- Weapons/tools**
- Beepers/pagers
- Any controlled substance as listed in the PA Drug Device and Cosmetic Act

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- Any form of Synthetic drugs, chemically altered legal substance or incents.
- Alcohol and/or any items containing alcohol, including but not limited to mouthwash, over-the-counter medication that contains alcohol, or non-alcoholic beer or wine products.
- Tobacco items, cigarettes, chewing tobacco, matches, lighters, vapes, vape pens and e-cigarettes
- Pornography
- Candles/Incents
- Cameras/audio or video recorders/devices cannot be used within the Center
- Personal media players (VCRs/DVDs)
- Personal TV sets
- Gambling related material (Daily Number, Big 4, Cash 5, Powerball, scratch-off lottery tickets, casino membership cards, etc.)
- Hair dye/chemicals/forms or other cosmetics that contain alcohol
- Any flammable items/aerosol cans
- Property of another reentrant
- Unlabeled items
- Prescribed medication – all prescription medication must be maintained by the Scranton CCC.
- Bleach and laundry detergent containing bleach
- Toxic, caustic, poisonous substances, and flammable materials
- Metal kitchen utensils (Only plastic kitchen knives are permitted in the facility)
- Explosive devices or combustible materials i.e. cleaning or lighter fluids
- Computers (PCs or lap tops)
- Gaming consoles, hand held games & games.
- Laser Pointers
- OVER \$250 DOLLARS IN CASH on your person (without prior notification to staff)
- Items which may violate an individual treatment contract with a community service agency or parole stipulation.
- DVDs, VCR tapes, Illegal copies of movies, videos, etc. (i.e. “bootlegged”)
- Gang related material
- Open containers of liquid(s) or prepared food.
- Glass jars etc.

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

* Fresh fruit and uncooked fresh vegetables are permitted.

Possession of contraband will result in disciplinary actions.

All confiscated contraband will be revoked and destroyed.

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

General Rules

1. You will be required to sign and follow the DOC & PBPP Universal Set of Rules in order to live at the Scranton CCC.
2. You will be issued a photo ID card.

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3. Staff members will give you directions and/or instructions when needed. All directions and/or instructions are to be considered orders and must be followed promptly.
4. If staff advises you that you are in violation of a center rule, it is your responsibility to comply and make the necessary correction. Challenging or questioning staff will not be tolerated and will result in disciplinary sanctions, up to and including unsuccessful discharge from the Center.
5. As a reentrant of a Community Corrections Center, you will address staff appropriately at all times. You must address staff as "Mr." or "Ms." along with their last name (i.e. Mr. Smith or Ms. Jones). Reentrants are not permitted to address staff on a first name basis (i.e. John, Jane, Mr. John, Ms. Jane,). If you do not know the name of a staff member simply ask them.
6. Abusive, offensive, or obscene language will not be tolerated. Use of such language will result in disciplinary sanctions.
7. Stealing from other reentrants and/or staff will not be tolerated and will result in disciplinary sanctions.
8. Reentrants are not permitted to enter other reentrants' dorms or allow another reentrant to enter their dorm.
9. Lights are to be turned off when your dorm is unoccupied.
10. Reentrants are not allowed to loan, barter, trade or borrow from another reentrant. If you violate this rule, be aware we will assume property loaned to be the property of the reentrant in whose possession it is found. Reentrants are not permitted to buy and sell items from another reentrant.
11. As a reentrant of the Center you are expected to maintain your personal hygiene at a level that is acceptable to staff and reentrants alike. If you fail to maintain your personal hygiene, you will be asked to address the issue and take corrective measures. If you fail to make the necessary adjustments disciplinary action will result. This extends to your personal area in the dormitory as well. **Unsanitary conditions are not acceptable**
12. If you use the Center's cooking items, you are responsible for cleaning the items, drying them, and putting them back where they belong. NO COOKING ITEMS SHOULD BE LEFT IN THE SINK TO SOAK, AIR DRY, ETC.
13. Reentrants are required to clean up after themselves in all areas that are used, including, but not limited to, the kitchen, bathroom, laundry room, dayroom, etc.
14. Announcements and information relative to reentrants will be posted on the reentrant bulletin boards located throughout the Center.
15. Explicit or subtle sexual activity of any type is prohibited in the Center. Displays of inappropriate behavior toward another reentrant, staff member, or visitor will result in disciplinary sanctions and possible discharge from the program.
16. Reentrants and visitors are subject to search at any time. This includes their person, property, or vehicle. You do not have to be present at the time of search.
17. Electronic items maintained in reentrant rooms are limited to a clock radio (no stereos) and a fan (12" or less in diameter). No Bluetooth speakers.
18. Headphones must be used with the use of any radio/MP3 player. Headphones are to be worn on your bed only.
19. If you are aware of the presence of contraband in the facility, it is your responsibility to inform staff on duty.
20. At no time will any reentrant be in a position of authority over any other reentrant for any reason.
21. Any reentrant involved in a physical altercation will be discharged immediately. No exceptions will be made. You are encouraged to seek staff help before any situation gets to the point of a verbal or physical altercation.

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22. **While residing at the Scranton CCC, you are not permitted to enter into any type of binding agreement or sign contracts of any kind (including credit agreements and layaway). Scranton CCC provides direction that all reentrants shall not participate in medical, pharmaceutical or cosmetic research experiments.** The only exception is entering into a lease agreement to secure an apartment for release planning; however, you must have your Counselor's permission to enter into a lease agreement, rental contract, or any other contractual obligation.
23. If you intend to secure an apartment in order to establish a home plan or transitional residence, consult your counselor prior to entering into a lease agreement or rental contract. Their experience and guidance in this area can be very helpful to you by preventing costly mistakes and loss of money.
24. Your conduct in and out of the Center is very important to us. Everything you do is a reflection on our program. Since we are a potential focus of the community, we need to maintain a positive and quiet presence in our community. **Any behavior that is felt to be damaging to the community or the Center will result in disciplinary action.**
25. Reentrants are not permitted to sign out to pawn shops nor are they permitted to enter any form of contractual agreement with a pawn shop.
26. Reentrants are reminded that they are not to consult Staff when the staff member is entering the facility, arriving to work, or as they are exiting the facility. When you need to see a staff member the proper procedure is to submit a request slip to that staff member. Request slips are available in the resource center and will be prioritized and answered as soon as possible. All requests will be answered within five (5) business days.
27. If you have any contact with law enforcement or any criminal justice agency; you should identify yourself as a reentrant of the Center (using your I.D. card). The type of contact is irrelevant; traffic citation, summary offences, misdemeanor offenses, criminal investigations or any new criminal charges must be reported to the staff of the Scranton CCC immediately as well as to your parole agent if applicable. If you are incarcerated or detained by any law enforcement agency, you should identify yourself as a reentrant of the Center and ask if they will call the Center (570-963-4215) to verify your location.

Employment

1. As a reentrant of the Scranton CCC, you are expected to job search and secured employment. You are expected to job search upon your arrival at the center. There is zero tolerance in our program for individuals who choose not to work. If you are disabled or temporarily disabled, you must provide documentation to your counselor stating that you have been deemed to be disabled. Disabled reentrants are expected to apply for SSI as you will need a source of income to secure a home plan.
2. Reentrants are also expected to utilize community resources to assist them in finding gainful employment; i.e. Career Link (unemployment office), temporary job services, job fairs and local job postings (newspaper). Your counselor will monitor your progress in securing employment and will address any offenders who are un-employed or not making a sincere effort to secure employment.
3. Participation in the work field is a reflection of the Scranton CCC program, and you are expected to serve your employer and perform your job duties with integrity.
4. Counselors will have the discretion to determine if a particular type of work is acceptable while you are a reentrant of this facility. Reentrants are not permitted to be self-employed or employed by an immediate family member; nor work in a family-owned business unless approved in advance by the Center Director.

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5. Reentrants must secure employment through a legitimate business/employer that has a tax ID number and makes the necessary local and federal tax deductions from the wages you earn. You are not allowed to work for any business that does not claim you as an employee (No “under the table” employment).
6. When you are going for an interview, please inform staff on duty. If you are going to be late returning from your interview, have a representative from the agency/company call the Center so we will know why you are late and when we can expect you to return. Remember, it is important to dress appropriately and professionally for job interviews – first impressions go a long way.
7. Any attempt to falsify your identity (use of false name, false social security number, false D.O.B., false address, etc.) in an attempt to fraudulently secure employment or any other type of service from community service providers will result in your discharge from the program. You are required to disclose your criminal history with the prospective employer.
8. All employment must be pre-approved by your counselor. You must provide the following information to your counselor; Company name; Address; Phone Number; Supervisor name; Type of job; Pay/wages; Hours/days; and Travel time. You must complete a reentrant Employment Approval Form. The Reentrant Employment Approval forms are located in the Resource Center. Do not start work without permission!
9. Transportation to and from work is your responsibility. You may utilize public transportation, family/friends with cars, or your own car for transportation. Reentrants may also use bicycles or walk to work. Reentrants may not transport other reentrants without approval from their Counselor. Travel time will be allowed for work sign outs.
10. Employment that conflicts with mandatory treatment programming established in your Community Orientation and Reintegration Plan will not be approved.
11. **You are not permitted to work out of the state of Pennsylvania while you are a reentrant of this facility, no exceptions.**
12. Overtime must be approved in advance by your counselor. If you are asked to work overtime while you are at work, you must have your work supervisor call the Center for approval and inform the staff when you are expected to return. Any discrepancies between your work sign-out times and actual work hour totals will be investigated and could result in loss of privileges, disciplinary action, and even discharge from the program.
13. If you are going to be late from work for any reason, you must call the Center and let the staff know why you will be late and your anticipated return time. Your work supervisor must contact the center in order to verify the reason you were late. Failure to return from work in a timely manner could result in disciplinary actions.
14. If you become ill and are unable to work, we expect you to call your employer and notify your counselor or monitor on the weekends/off hours. If you call off from work you will have three (3) separate one (1) hour sign outs (before 18:00 hours) to allow time to get food and medicine (one for breakfast, lunch, and dinner). If you choose not to go to work you will be placed on restriction. If you plan on taking a day off, notify your Counselor in advance for permission.
15. The Scranton CCC reserves the right to contact your employer and verify any work-related information. In addition, you are required to inform your employer that you are a reentrant of the Scranton CCC reentry program. You need to be up front with this information whether the employer inquires or not. There are times and situations that require the center to contact your employer. You should make your employer aware that staff will make random calls to your place of employment to verify that you are at work.

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16. You will need to maintain a minimum level of work hours, in order to earn and keep your privileges. Full-time work is defined as a minimum of thirty-two (32) hours a week. Hours missed from sick days, and cancellation days (i.e. low production, inclement weather, etc.) will not count toward your total work hours during the week.
17. Part-time work is defined as a minimum of twenty-eight (28) hours a week. You are permitted work two part time jobs. Occasionally; a reentrant may be permitted to work both a full and a part time job. This requires approval from your counselor prior to accepting a part time position. You must be able to maintain your mandated treatment as well as any parole stipulations and get an ample amount of rest.
18. Reentrants must discuss with their counselor any decision to terminate a job prior to actually quitting.
19. In the event that you are fired/terminated from employment you are required to notify staff on duty immediately (i.e. CCC Monitor, Counselor, Lieutenant, or Director). Your employment status will be reviewed by your Counselor and your privileges may be reduced. Reentrants terminated from employment for any reason will be placed on non-working status and must immediately return to the center.
20. If an employer needs to contact the center, he/she should contact your counselor.

Unauthorized Areas

Reentrants are not permitted in any unauthorized areas of the facility unless supervised by a staff member.

This includes the Control Center, Conference Room, Counselor Office Areas, Rear Emergency Stairwell, other reentrant's Personal Area and Dorms other than assigned.

Traveling Regulations

Parolees: Travel passes from your parole agent are required for any travel plans outside of your assigned parole district or out-of-state travel. No travel passes will exceed 24 hours. Out-of-State travel passes will only be granted for funerals, court hearings of verifiable emergencies.

SDTP Participants: You must receive prior approval from the Center Director for any travel arrangements outside of BCC Region 2.

Driving Privileges/Use of Automobile

1. You must have a valid reason to request permission to drive; I.E. Employment, travel to and from furlough residence (SDTP participants), or extenuating circumstances.
2. You are not permitted to own or operate a motor vehicle without prior written permission from your counselor, Center Director, and parole agent.
3. Before obtaining written permission from your counselor, the following conditions must be met:
 - valid drivers' license
 - valid registration
 - proof of insurance
4. You must submit a Motor Vehicle Consent Form.
5. If you do not own the vehicle the owner must grant you permission to operate their vehicle.
6. All vehicles must be parked legally at all times.

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7. Photographs of your vehicle must be submitted to your counselor and it will be placed in your file for security purposes.
8. Security of your vehicle is your responsibility.
9. You are permitted to purchase an automobile while at the Center, but you must get permission and consult with your counselor before the purchase. You are not permitted to purchase a vehicle (nor any other type of item) from another reentrant who is currently residing at the facility.
10. Under no circumstances will reentrants be permitted to obtain a loan to purchase a vehicle.
11. Reentrants are not permitted to register nor possess a motorcycle while at the Scranton CCC.

Urinalysis and Breathalyzer Test

1. Random urinalysis and Breathalyzer tests will be done on all reentrants. Urines will be taken a minimum of twice a month. There is no maximum number of urines that can be taken. Breathalyzer tests will be taken whenever you return to the Scranton CCC.
2. The Breathalyzer test consists of blowing into a machine to test for the use of alcohol. The handheld Alco Sensor can also detect alcohol in any kind of liquid. You are expected to follow staff instructions during the test.
3. Urine samples must be submitted immediately upon request. A reentrant will be required to stay in sight of the monitors at all times. Reentrants wash their hands before and after submitting a urine sample.
4. If a reentrant fails to provide a sample upon demand the reentrant will remain under staff supervision until such time as a specimen is collected. If a reentrant is unable to submit a urine sample when requested they will not be permitted to leave the center for any reason or go to their room. He/she may be offered eight ounces of water to assist in producing a specimen. No more than 24 ounces shall be provided as it will dilute the specimen.
5. A positive urinalysis or breathalyzer test will constitute usage and will be dealt with accordingly. It is the reentrant's responsibility to notify the staff member at the time of urinalysis of any and all medication, including over-the-counter medications that he/she may be taking.
6. Any tampering with urine samples or having a urine in your possession will be grounds for unsuccessful discharged from the Scranton CCC.

Visiting

1. Visitors are only allowed in the visiting room (main lobby area) and must sign in and out at Control. All visitors must be at least 18 years old or be accompanied by their legal guardian. Identification will be required of all visitors before the visit is permitted; ID with a date of birth. You must submit a visiting list for approval.
2. Some reentrants, based on the circumstances of their current or prior offenses, may not be able to place minors (under age 18) on their visiting list.
3. You are not permitted to have former reentrants, former inmates, nor former or active parolees/probationers on your visitation list. Any special visit requests or circumstances involving the above-mentioned individuals will require review and approval by the Center Director.
4. Visitors that are not on your approved visiting list will be denied visitation and asked to leave the premises.
5. Visitors are permitted from 08:00 hours to 19:00 hours every day of the week and there is no limit on the number of visits per week.
6. Visits will be regulated only as a result of crowded conditions or emergencies.
7. No cameras, recording devices or unauthorized electronic devices in the visiting area.

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8. No smoking, tobacco or chew in the CCC.
9. Visitors must conduct themselves in an appropriate manner. If any behavior is deemed inappropriate the visit will be terminated. Staff reserves the discretion to terminate a visit at any time.
10. You are permitted to greet your visitors in a socially acceptable way. You may hug and kiss them briefly at the beginning and at the end of the visit.
11. You are permitted to have visits from your attorney or spiritual advisor; see your counselor for details.

Public Assistance/Welfare

It is important that you visit the Lackawanna County Public Assistance office the day you arrive at the Center and meet with a caseworker. You will need certain paperwork and information to obtain benefits. The Center will provide you with a letter from the facility explaining your current financial responsibility while residing at the Center. This might include cash assistance, medical cards and food stamps; however, most reentrants are **not** eligible for cash assistance upon release from prison. Your Counselor will cover these issues during orientation and inform you of the proper procedures.

Family Support Payments

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

Personal Property

1. ALL property brought into the Center is done so at your own risk. It is not our responsibility to safeguard your personal belongings as you are given ample means to secure your property. It is suggested that you tag items such as radios, alarm clocks, fans, etc. with your name and DOC # so that there is not a discrepancy to whom the item belongs. Reentrants are advised not to bring valuable items or items of sentimental value into the facility. If you wish to bring something into the center that is not listed in this manual, ask permission before doing so.
2. Reentrants must refrain from bringing excessive amounts of personal property into the facility. All property must fit and be stored in locker.
3. Staff will monitor excessive property issues closely in order to decrease the amount of excessive personal property in the facility. General Rule: If your personal property does not fit in your chest of drawers, wardrobe locker, or footlocker, then it will be considered excessive property and you will be asked to either take that property home or send it to your family for storage. Failure to comply with these orders regarding excessive personal property may result in confiscation of that property and possible disciplinary action.
4. If you wish to remove property from the Scranton CCC, you must submit a request to the Center Director asking for permission to remove property and specifying what property you wish to remove from the center.

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5. Under normal circumstances, all personal property remaining at the Scranton CCC will be disposed of seven (7) days after your departure from the program. We will not hold, secure or act as custodian for your personal effects beyond this time period.
6. **If you escape or abscond from the Scranton CCC, any personal belonging will be considered to be abandoned and discarded immediately.**

Medications/Prescriptions

1. Reentrants are required to turn in all prescription medications. The Center **MUST** maintain and secure all prescribed medications, needles and syringes.
2. Any reentrant who fails to turn in medication to Control Staff or abuses/deviates from the dosage instructions of their medication will be subject to disciplinary actions.
3. You must take all prescription medications as prescribed by your doctor; you are not permitted to stop taking any prescribed medications without clearance from your physician. Individuals who are non-compliant with their medications will be subject to loss of privilege or even disciplinary actions.
4. Prescription medication secured by the Scranton CCC will be available to you during medication lines. Medication Lines will occur two times a day; 0800 and 1900 hours (or as needed/prescribed). If you require medication at time(s) not listed, consult with staff to make appropriate arrangements.
5. The staff on duty will supervise you as you dispense your own medication. You will be required to dispense a cup of water and take the medication in front of the staff. You are required to show them the type of medication and the amount you are taking. A pill count will be conducted and maintained to ensure accountability of the medications. The remainder of the medication will be kept in a secured cabinet. You will be required to sign a medication record verifying you received your medication.
6. You will be permitted to take necessary supplies of medication with you for work, furloughs or prolonged sign outs; however, you must obtain staff permission before doing so.

Laundry/Linens

1. Upon your arrival you will be issued the following: Two (2) sheets, Two (2) towels, Two (2) washcloths, One (1) pillowcase, One (1) blanket, and One (1) bedspread.
2. These items are provided to you for use while you are a reentrant at the Center. You will be charged the current price of replacement if the items are lost or returned in poor condition.
3. No personal linen is permitted in the Center.
4. It is your responsibility to wash your linens weekly (sheets and pillow cases only). You are required to show a Monitor your cleaned linens on a weekly basis.

Attire and Appearance

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

- Shoes/slippers must be worn at all times – no bare feet.
- Reentrants shall not dress in clothing that reveals chest, upper thighs/buttocks, naval/stomach/midriff, etc.
- Reentrants are not permitted to wear any clothing that is inappropriate, offensive, distasteful, or suggestive of street gang attire. Staff reserves the authority to tell you to change if your clothing is deemed inappropriate.
- Reentrants shall wear appropriate clothing to sleep. No one shall sleep in the nude or in street clothing.

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- Hats, baseball caps, bandanas, and wave caps are not to be worn in the facility. Any clothing items such as hooded sweatshirts, “doorags”, ski masks, etc. which may be used to conceal or alter identity are not permitted.
- Sunglasses must be taken off upon entrance into the facility and are not to be worn inside the Center.

Searches – Person and Property

1. Reentrants are subject to search of their person or property at any time. Searches will be done randomly on all rooms, including reentrants’ private lockers, personal belongings, etc.
2. Your room may be searched for narcotics by drug dogs. This may be done without you being present. All private storage areas must be clearly marked with the reentrant’s name.
3. All contraband items found during a search will be confiscated and the reentrant appropriately reprimanded.

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

Dorms

1. All items are to be maintained in a neat and orderly manner so as not to create any obstructions.
2. Each reentrant is provided with a wardrobe, bed, mattress, pillow and a linen set.
3. Reentrants are not permitted to use any storage/closet space other than those assigned to them. If you permit another reentrant to use your assigned storage space, you become responsible for any contraband found there.
4. Beds must be made daily and your room must be clean and orderly.
5. All trash must be placed in the trashcans or containers provided.
6. Request to change sleeping quarters will be at the discretion of the Center Director.
7. Lights out in the dorms is 22:00.

Grievances

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

Mail

1. All mail and messages from staff will be placed in your sign-out folder. Simply ask the Monitor on duty to give you your mail.
2. Any mail which appears suspicious, or is a package, will be placed aside and you will be asked to open the item in front of staff for security reasons. It may also be turned over to the Center Director or Lieutenant for further investigation.
3. Reentrants may correspond with staff by filing an inmate request to staff and placing it in the appropriate staff’s mail box.

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4. You are **not** permitted to receive or send mail to an inmate in any county, state, or federal correctional institution or agency. Approval may be requested through your Counselor, just like inside an institution. This restriction will also include correspondence with anyone currently on active probation or parole. Failure to comply will result in disciplinary action.
5. Any first-class mail and packages that arrive at the Scranton CCC after you are transferred or are released from this center will be forward to the “forwarding address” on file or returned to sender if one is not available.
6. While you are a reentrant of this facility, you are not permitted to register for a post office box with the U.S. Postal Service. You are required to receive all of your mail at this address: 240 Adams Ave. Scranton, PA. 18503.

Infractions

1. Any behavior from a reentrant that violates the rules and regulations outlined in this book may result in an infraction report.
2. If the offense does not warrant a full hearing with Parole, you will be called for a hearing with the Center Director only.
3. In the event you receive an infraction, you may be placed on restriction depending on the severity of the offense

Telephones

1. **Pay phone:** A pay phone is located in the first-floor stairway. Abuse of the pay phone or failure to follow these rules will result in the phone being turned off indefinitely. Staff reserves the discretion to instruct you to terminate your phone call at any time.
The telephones located in the offices and control are for staff business use only. Any reentrant caught handling these phones will be in serious disciplinary status.
2. **Cell Phones:** You may purchase your own cell phone. Only 1 cell phone is allowed. Cell phones will be approved as soon as possible. You must agree and abide by rules and regulations as set by the BCC Cell Phone Agreement (See Appendix D). If you do not comply with the cell phone agreement you will receive a misconduct and could lose you cell phone privileges permanently.

Home Plans for SDTP ONLY

1. While at the Center SDTP reentrants may be considered for SDTP home plans. You will earn the chance for SDTP home plans the same as earning privileges.
2. While you are on a SDTP home plan a curfew will be imposed and enforced. Staff will call your SDTP home plan residence to verify you are at your SDTP home plan address after your curfew. If you are not there, disciplinary actions will be issued for violation of curfew, your SDTP home plan will be terminated and your SDTP home plan status may be revoked.
3. The SDTP home plan address you submit to the DOC must be the home plan you intend on using for your transitional residence and release planning.
4. Once the SDTP home plan request is submitted, the Correction Counselor 2 will review the request; if approved, the Correction Counselor 2 will request a SDTP home plan investigation to be completed by the BCC office.
5. When we get final approval, you will be notified by your Counselor. You will be given SDTP home plan instructions, and can begin SDTP home plan at the discretion of your counselor.

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6. If your SDTP home plan investigation results are favorable, community sensitivity issues will be evaluated by local authorities prior to SDTP home plan sign outs being granted.
7. **SDTP home plans are considered a privilege and can be revoked at any time.**
8. SDTP home plan and curfew limits will be based on the reentrant's program achievements and may not conflict with your individual program plan. Deficiencies in your program performance or failure to comply with the rules and regulations of SDTP home plan sign outs may result in SDTP home plans being suspended and/or revoked.
9. If you plan on leaving your SDTP home plan address for more than 4 consecutive hours, for other than work, you must call to the Center immediately, and notify the monitor on duty with length of time away from the sign-out address and return time. Upon your return to the SDTP home plan address you must contact the Center and notify monitor on duty of such.

Count Procedure

1. Formal count procedure will be conducted 7 times in a 24-hour period the same as inside the institutions. Count times; 0630, 1200, 1415, 2100, 2300, 0230, 0500.
2. Monitors will physically tour the facility to take counts as least twice per shift.
3. Center entrance will be secure; no one will be allowed in or out of the facility during count.
4. Standing counts will be conducted at 0630 hours and 2130 hours.
5. When count is announced reentrants must report to their bunk. No cell phones, no head phones.
6. Reentrant must remain in place when count is called until count has cleared.

Escape/Absconder

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

Any person failing to report to or return from the approved place of employment, training, education, furlough, or other authorized destination shall be deemed an absconder(parolees)/escapee (SDTP reentrants). It is important that you report directly to and from the center in order to avoid these charges.

If you fail to return to the center or leave the center without authorization, and are declared an absconder/escapee, your property will be considered abandoned and forfeited.

Prison Rape Elimination Act (PREA)

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

Court

1. If you have reasons to go to court at any level, please notify staff as soon as you find out this information.

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2. Reentrants frequently go to court on a variety of issues and we need to know the where, when and why.
3. Reentrant must provide staff with a copy of your court papers for verification and facility records.
4. Do not wait until the day before your court date to notify Staff.

Public Transportation

1. The facility is located in an area that is readily accessible to public transportation. Maps of local bus routes are located in the resource center. We also try to maintain a supply of schedules to help you plan your trip. Plan your bus trips in advance; do not show up at Control at the last minute prior to signing out and attempt to figure out a bus route.
2. There is taxi service available in the city which can solve an important transportation crisis. This is a very expensive method to travel and should only be used as a last resort.

PROGRAM INFORMATION

COUNSELING SERVICES

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

Reentrants may be required to participate in treatment groups while residing at the Scranton CCC. Parole reentrants must comply with all parole stipulations regarding treatment requirements. SDTP reentrants must comply with all program requirements of the SDTP program; I.E. outpatient AOD treatment, AA/NA meetings, ABT, etc.

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

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

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the area, your Counselor will be able to provide you with referral assistance.

Reentrants are responsible to see their counselor as scheduled for RFP.

Community Service Projects

1. Community Service Projects are projects that reentrants perform in order to give something back to the community. Reentrants are required to complete a minimum of eight (8) hours of community service per month at a nonprofit organization or donate \$40.00 worth of supplies for the selected nonprofit group. The required hours of community service for your first month at the facility will be determined by the date you arrive. There are many government agencies and non-profit organizations in the community that can benefit from the work that our reentrants perform.
2. Reentrants have until the last Thursday of the month to complete the required hours. Reentrants are not allowed to use community service hours from the previous month toward their total for the current month. If a reentrant shows a pattern of not completing his community service hours, such reentrant will receive an infraction and sanctioned accordingly.

Personal Emergencies

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

Education/Vocational

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

Medical Services

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

Parole

1. Reentrants must secure a parole plan prior to being released from this center. This includes a Home-plan and a job.
2. Reentrants that are going to parole out of the Commonwealth of Pennsylvania, please start your plans at the first opportunity with your counselor. Keep in mind that interstate parole supervision

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transfer requests can take as long as one year to be processed and approved; thus, it is recommended that you develop a home plan in Pennsylvania (preferably the Scranton District).

3. You will need to submit this information to your Counselor regardless of your parole plans. The Counselor will act as your link with the Parole Board and you should discuss your plans in detail with him/her.

Facility Management

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

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

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

Facility Sanitation

1. One extremely important thing is cleanliness of the Center. It is your responsibility to see that your personal area and the Center are clean at all times. You are assigned an area of the Center to clean on a daily basis. When the area gets checked by the Monitor on duty and such area is not clean, the assigned dorm will have to do it again, until it passes inspection.
2. Cleanliness applies to your personal area as well. Monitors will advise you when your area is unsanitary and you are expected to clean and organize it. Common deficiencies include unmade beds, dirty laundry lying out, excessive property, property not being stored properly, etc. If you do not maintain your personal areas properly, disciplinary action will be taken.
3. During orientation a Monitor will notify you of your Dorm’s cleaning assignment. You will get information on how the job is to be done, supplies, etc.; the rest is up to you!
4. Before you sign out, check your area and clean it. If it is not clean and checked off by a Monitor, there could be disciplinary actions taken.
5. In addition, Spring and Fall cleaning projects will be scheduled twice a year. There may also be special events at the facility which will require a group house cleaning in which reentrant participation is mandatory.

Climate Control

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

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1. **Fire Drills:** We are required to conduct fire drills on a regular basis. These drills assist with emergency preparedness and may save your life. When you hear the alarm walk quickly out of the building and gather across the street at the statue behind the courthouse (do not stand in front of any businesses or in the street during evacuation drills). We will count reentrants and time your evacuation from the Center.
2. There are a number of emergency situations that can occur while a reentrant in the Center. The first thing you are to do upon discovering an emergency is to report it to Staff.
3. The Emergency Plans and Evacuation procedures for Reentrants are posted and available for reentrants to review at all times. These procedures will be reviewed during your orientation. This is a very serious activity and anyone who does not comply with fire drills will receive severe disciplinary actions.

Facility Services

1. **Padlocks:** During orientation you will be issued two combination master padlocks for use to secure your personal items (freezer, refrigerator, kitchen locker, or wardrobe). If these locks are lost, damaged or stolen, you will be charged \$4.00 per padlock. Personal padlocks will not be permitted inside the Scranton CCC. If you use one we will remove the lock by force.
2. **Laundry Facilities:** Coin operated washers and dryers are available. Ironing Boards are located at control for your use. Irons are kept in Control and you must sign them out for use and return them when completed. You must hand in your Center ID at the Control Center to sign out an iron. If irons are found in the dorms it could result in disciplinary actions. You are not permitted to sign out the iron for another reentrant at any time. Reentrants will not be permitted to sign out of the facility when they are doing laundry. Do not leave your laundry unattended, the Scranton CCC is not responsible for any missing items. Also, clean clothing, linen, etc. are part of your personal hygiene. **Laundry room hours are 06:00 a.m. – 10:00 p.m.**
3. **Kitchen:** This is where reentrants will prepare, store and eat food. **Kitchen hours are 06:00 a.m. – 10:00 p.m.** You must share the area with a lot of other people, therefore, it is very important that you follow these orders when using the kitchen:
 - Prepare your food
 - Remain in the kitchen while you are preparing your food
 - Eat your food in the kitchen or dayroom only
 - Clean-up after yourself.
4. Staff will throw away anything that is left out and not stored properly. There are too many people here to allow something to cook for long periods of time or soak dishes for hours. The idea of courtesy to others is most important. Make sure the kitchen is always a pleasant place to eat.
5. Offenders are responsible to clean after themselves.
6. **Kitchen Utensils:** Shared kitchen utensils supplied by the Scranton CCC shall be maintained in the kitchen area of the facility. Personal kitchen utensils (plates, bowls, pans, knives, forks, spoons, etc.) of reentrants shall be clean, locked, and secured in their personal kitchen locker. Do not leave dirty utensils lying around in the kitchen, or they will be disposed of by staff; once you have cleaned your kitchen utensils, lock them in your kitchen locker. **You are only permitted to have plastic kitchen utensils in the facility; all metal kitchen utensils will be considered contraband.**

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- 7. Basic Toiletries:** Toiletries are available to reentrants who arrive and are indigent. It provides the basic necessities until you can buy them your own. Inform Staff if you are in need of a basic issue kit. The facility provides toilet paper for the reentrants.
- 8. Newspapers:** The Center has subscriptions to a number of local newspapers to help with job searches and your general use. Keep them in the dayroom and share them with the other reentrants. If you would like additional papers, Staff can direct you to neighborhood businesses that sell these periodicals.
- 9. Trash collection:** In order to maintain a clean environment for you to live, we expect reentrants to keep trash in its place. There are cans behind Center for our trash. Although cleaning duties are assigned by dorms, it does not mean you cannot volunteer to take care of the problem. Do not use other building's nor business's trash receptacles as this will cause problems in the local community and could result in health code citations.
- 10. Television:** There is one television and one DVD player, for the entire Center population. The television is equipped with cable services. Courtesy and cooperation are definitely needed in the use of the television. Arguing over what is going to be viewed will not be tolerated or the televisions will be disconnected. Reentrants should receive instructions on how to use it before damage occurs and no one can watch the television. Staff reserves the discretion to deem certain programs, channels, videos, or DVDs off limits based upon their content.
- 11. Vending Machines:** The vending machines are located in the main lobby for your convenience. If they are not functioning properly, notify Staff on duty for refunds of your money. Shaking, beating, moving or lifting the machine will result in disciplinary actions. Report any problems to the monitor on duty so we can take proper actions.
- 12. Day Room:** The need for courtesy and cooperation is obvious in this room. The lights must always be on. The area closes at 2200, LIGHTS OUT at this time. Activities will also be limited if the area is mistreated by the reentrants. Vandalism to the furniture and electronic equipment in the recreation room will not be tolerated. Reentrants arriving from work after 22:00 must be in bed within 2 hours of their return. Reentrants must get approval from the monitor on duty if you need to go into these areas after midnight, 0000 hours.

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COMMUNITY RESOURCES DIRECTORY

EMPLOYMENT AGENCIES

ERG Staffing Services
235 Main Ave.
Dickson City, PA
(570) 483-4167

Pathstone Inc.
329 Penn Ave.
Scranton, PA
(570) 344-2311

Express Professional
135 W. Market St.
Scranton, PA
(570) 963-1000

Dynamic Staffing
4101 Birney Ave.
Moosic, PA
(570) 347-7341

Action Personnel Services
416 Main St.
Dickson City, PA
(570) 383-0243

Adecco Employment Services
4211 Birney Ave.
Moosic, PA
(570) 300-6006

PA CareerLink
135 Franklin Ave.
Scranton, PA
(570) 963-4671

Employment Opportunity and Training Center (EOTC)
431 N. 7th Ave.
Scranton, PA
(570) 348-6493

RELIGIOUS SERVICES (most within walking distance of SCCC)

Reformed Baptist Church
234 Adams Avenue
Scranton, PA

Elm Park United Methodist Church
712 Linden Street
Scranton, PA

St. Peter's Cathedral (Roman Catholic)
315 Wyoming Avenue
Scranton, PA

St. Luke's Episcopal
232 Wyoming Avenue
Scranton, PA

Hickory Street Baptist Church
435 Hickory Street
Scranton, PA

Campus Mosque (at University of Scranton)
306 Taylor Ave.
Scranton, PA

Temple Israel Synagogue
Monroe Ave. & Gibson St.
Scranton, PA

St. Mary's Catholic Church (Byzantine)
310 Mifflin Ave.
Scranton, PA

Bethel AME Church
716 N. Washington Ave.
Scranton, PA

St. Nicholas Orthodox Church (Carpatho-Russian)
621 Vine St.
Scranton, PA

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RELIGIOUS SERVICES (continued)

Annunciation Greek Orthodox Church
505 N. Washington Ave.
Scranton, PA

MEDICAL, MENTAL HEALTH AND EMERGENCY CARE

Geisinger/Community Medical Center (CMC)
1800 Mulberry Street
Scranton, PA
(570) 969-8121

Regional Hospital
746 Jefferson Avenue
Scranton, PA
(570) 348-7951

Moses Taylor Hospital
700 Quincy Avenue
Scranton, PA
(570) 340-2900

Scranton Temple Health Care
640 Madison Avenue
Scranton, PA
(570) 941-0630

Leahy Clinic and Food Pantry
230 Kessler Court
Scranton, PA
(570) 941-6488

Scranton Counseling Center
329 Cherry Street
Scranton, PA
(570) 348-6100

FOOD AND CLOTHING BANKS

Leahy Clinic and Food Pantry
230 Kessler Court
Scranton, PA
(570) 941-6488

United Neighborhood Center (UNC)
414 Olive St.
Scranton, PA
(570) 343-8835

St. Francis of Assisi Kitchen
500 Penn Ave.
Scranton, PA
(570) 342-5556

Elm Park United Methodist Church
712 Linden Street
Scranton, PA
(570) 342-8263

Friends of the Poor
148 Meridian Ave.
Scranton, PA
(570) 348-4428

Bread Basket of NEPA
550 Madison Ave.
Scranton, PA
(570) 343-2324

Lackawanna County Public Assistance Office
200 Scranton State Office building
100 Lackawanna Ave.
Scranton, PA
(570) 963-4525/ (877) 431-1887

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GOVERNMENT OFFICES

For a full, up-to-date listing of government agencies (police departments, State Parole, County offices, Department of Health and Human Services, Veterans Affairs etc.) in the Scranton area, please see latest phone books that are always available in the Resource Area on the first floor of SCCC. Ask monitors for assistance if needed.

LOCAL SUPPORT AGENCIES

Alcoholics Anonymous/ Al-Anon
48 S. Main St.
Pittston, PA
(570) 654-0488

Office of Vocational Rehabilitation
300 G. Laird Street
Wilkes-Barre, PA
(570) 826-2011 (Voice) / (570) 826-2023 (TTY)

TREATMENT PROGRAMS

Scranton Counseling Center
329 Cherry Street
Scranton, PA
(570)348-6100

Drug and Alcohol Treatment Service (DATS)
441 Wyoming Avenue
Scranton, PA
(570) 961-1997

Forensic Counseling Associates LLC
538 Spruce St. Suite 400
Scranton, PA
(570) 476-7704

Scranton Catholic Social Services
409 Olive St.
Scranton, PA
(570) 207-2283

A Better Today (ABT)
1339 North Main Avenue
Scranton, PA 18508
(570)344-1444

TRANSPORTATION AGENCIES

American Automobile Association (AAA)
North Penn – Scranton
1035 N. Washington Ave.
Scranton, PA
(570) 348-2511

Wilkes-Barre/Scranton International Airport
100 Terminal Rd.
Avoca, PA
(570) 602-2000

Bureau of Driver Licensing – PENNDOT
Driver and Vehicle Services/Photo IDs
81 Keystone Industrial Park
Dunmore, PA
(800) 932-4600

County of Lackawanna Transit System (COLTS)
800 North South Road
Scranton, PA
(570) 346-2061

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Martz Trailways
23 Lackawanna Ave.
Scranton, PA 18503
(570) 342-0166

COMMUNITY SERVICE

Scranton Catholic Social Services
Catholic Charities
516 Fig St.
Scranton, PA
(570) 207-2283

Salvation Army
500 S. Washington Ave.
Scranton, PA
(570) 969-6399

United Way
615 Jefferson Ave #304
Scranton, PA
(570) 343-1267

Safety Net (Covenant Church)
550 Madison Ave
Scranton, PA
(570) 347-4730

Human Development Agency (SLHDA)
321 Spruce St. 1st Floor
Scranton, PA
(570) 963-6836

HOUSING

Scranton Housing Authority
400 Adams Ave.
Scranton, PA
(570) 348-4400

Lackawanna County Housing Authority
2012 W. Pine St.
Dunmore, PA
(570) 342-5140

EDUCATIONAL AND VOCATIONAL TRAINING PROGRAMS IN SCRANTON AREA:

EDUCATIONAL PROGRAMS:

- a. Lackawanna College: 570-961-7810
- b. Keystone College: (570) 945-5141
- c. Penn State University Scranton Campus: (570) 963-2500
- d. University of Scranton: (570) 941-7400
- e. Marywood University: (570) 348-6211
- f. Luzerne County Community College: (800) 377-5222

VOCATIONAL TRAINING PROGRAMS:

- a. Johnson College of Technology: 570-342-6404
- b. Lackawanna County Area Vo-Tech School (Vo-tech/GED): 570-346-8471

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