



YORK COMMUNITY CORRECTIONS CENTER

BUREAU OF COMMUNITY CORRECTIONS

REENTRANT HANDBOOK

YORK COMMUNITY CORRECTIONS CENTER

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York, PA 17401

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(Note: This handbook cannot address all situations that arise during your stay here. If in doubt, always listen to and obey staff members.)

New Reentrant Orientation

A Center Monitor and Counselor will set time aside, as soon as possible within 24 hours, to give a full orientation. The Center Director will meet with all new residents during the week of their arrival. The following topics will be explained:

- Center rules and regulations
- DOC and PBPP Universal Set of Rules (USOR) – Appendix 1
- Sanctioning process for violations of the USOR
- Reentry Focus Plan
- Prison Rape Elimination Act
- Safety drills/emergency plans
- Visiting rules
- Process for furlough and transitional residency
- Medical needs
- Next of Kin/Personal Property form
- Language and literacy
- Count procedures
- Mail procedures
- Cell phone procedures

Assignment to Counselor

The Center Director assigns responsibility for the management of each reentrant to one of the Center Counselors.

- Reentrants will meet with their Counselor as often as needed in order to identify progress toward Reentry Focus Plan objectives and goals as well

as for ongoing guidance and counseling.

- Under normal circumstances reentrants will not switch counselors. This is a staff decision and will be resorted to on a very rare basis. A very obvious incompatibility will occasion the basis for considering such an action. The Center Director will make the final and binding decision in this matter.

General Information

- Reentrants/Staff shall address each other by their title (Mr. or Ms.)
- Reentrants are required to become self-supporting. If a reentrant qualifies, he may utilize Public Assistance (Welfare) until a full-time job is obtained, at which time each reentrant is responsible to notify his caseworker at the Assistance Office.
- Reentrants are required to obtain and maintain full-time employment (at least 32 hrs. weekly) or to establish a visible means of support, either of which are subject to Center approval.
- Reentrants will be issued a York CCC photo ID card. Photo ID must be kept on your person while in the center.
- Reentrants must participate in all safety drills and simulations of emergency situations.
- Reentrants are not permitted authority over other reentrants.
- Reentrants shall not lie on the couches, or place their feet on the walls.
- Reentrants shall not use abusive, offensive, or profane language in the Center.
- Reentrants shall not use cell phones in restricted areas. Cell phones shall be kept on silent at all times inside the Center. Restricted areas are posted throughout the Center. No facetime, video or photos inside the Center are permitted.
- Hats, caps, doo-rags, hoods or any other kind of head covering shall not be worn in the Center. While in the Center, reentrants are required to wear a shirt and cover the lower part of the body at all times, except while in the shower or restroom. Reentrants may only change clothing in authorized changing areas (showers and bathrooms). Pants should be worn at waist level while in the Center. No tank tops shall be worn on the first floor.
- Clothing shall not display alcohol, drug, sexual or violence related illustrations, writing or obscenities, or any gang related writing/illustrations.

- Reentrants may have privileges revoked and/or be subject to sanction for failure to abide by Center rules/regulations. Refer to Appendix I (USOR).
- All food and beverages entering the Center must be in factory pre-packaged and sealed containers. Fresh fruit and uncooked fresh vegetables are permitted. Refer to Appendix II for approved food/beverage delivery service.
- All tobacco products are prohibited from entering York CCC.
- Meals taken in the Center are to be eaten in the kitchen and basement TV area only.
- All food placed in the kitchen refrigerators must be stored in the food box provided. Item(s) that do not fit in the box must be kept to a minimum and must be marked with the Reentrant's name. All food stored in the freezers should be kept in a bag marked with the Reentrant's name. Every Sunday night, staff will inspect for any food that is not marked with a name, has an expired date, and/or is moldy and the food will be thrown away. Do not purchase more than enough food for 2 days. There is not sufficient space to store it.
- Dry food goods should be kept and secured in the black tote issued at reception and stored under the bed.
- Subsidized bus passes are available for indigent reentrants who have an immediate need.
- 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 the search.
- Staff will monitor your property closely in order to decrease the amount of excessive personal property in the Center. If your personal property does not fit in the locker and tote provided it is considered excessive property. Shower shoes may be stored under the bed. No other items should be stored on the floor.
- The Monitors' office window will be closed approximately (30) thirty minutes before and (30) thirty minutes after shift changes at 6:00 a.m., 2:00 p.m., and 10:00 p.m. Reentrant movement in and out of the Center is restricted during these times.

Count Procedure

- Counts will be announced over the loudspeaker system at which time reentrants should listen for instructions. Formal counts require reentrants to remain in the area they are currently in. Standing counts require that residents return to their rooms and stand by their bed.
- Standing counts are held at the following times:
- - 0630
 - 1200
 - 1615
 - 2100
- Three formal counts will be held during the 10:00 pm - 6:00 am shift.
- If reentrants are with their Counselor when count is called, they are to remain in the Counselor's office until count is cleared.

Medical

Routine health care shall be provided to reentrants of the Center by means of the following: employer paid health insurance; publicly funded health insurance (Medicare/Medicaid); community sponsored public clinics, out-patient, in-patient, and emergency medical care; and for SIP/SDTP reentrants in-house and medical resources of the support facility, if no other means of personal or public resources are available, and providing the use of these facilities does not compromise the health of the reentrant or security of the facility.

- All reentrants who have employer paid health insurance, publicly funded health plans, or who use community public clinics may obtain medical/dental care from any source they choose. Obtaining these services is a matter between the reentrant and the provider.
- Reentrants are expected to pay for medical and dental service whenever possible. Reentrants who are employed are required to participate in hospital insurance plans, when available, at their place of employment.
- The Department shall ensure that access is available to health care services for those SIP/SDTP residents having no third party care coverage.
- A SIP/SDTP reentrant may be returned to a State Correctional Facility for continuing health care.
- Dental service of an emergency nature may be obtained on a fee for service basis with a licensed dentist when other resources have been exhausted.

- Mental Health resources are listed under “Community Resources”.
- Reentrants who contract a communicable disease are required to report to the local public health department.
- Reentrants may not participate in any medical, pharmaceutical or cosmetic research.

Prescription Medication

- All prescribed medications, including syringes and insulin, shall be turned over to the Monitor on duty along with any instructions regarding the use of the medication when he arrives or receives new medication.
- When taking medications, the reentrant shall be handed the entire medication container. The reentrant shall then remove the appropriate dose, show it to the monitor and hand the container back.
- The medication must be taken in front of the Monitor. No more than what is prescribed will be taken.

Self-Administered Medication

- Reentrants maintaining over the counter medication shall ensure that the medication is maintained in an appropriate, personal locked area.
- Staff shall review the instructions indicated on the medication with the reentrant to ensure his understanding of the instructions.
- Reentrants shall report all medication, including over the counter and prescribed medication currently being taken, to their Counselor when the medication is received or purchased.

Recreational Activities - York YMCA

- Reentrants will be allowed usage of the YMCA membership cards.
- A maximum of six cards will be available on a “first come, first served” basis. The Monitor will issue the cards. Cards must be returned to the Monitor after use.
- Once a card is issued the user must go directly to the YMCA and return the card immediately after usage.

- Usage may occur during regular “Y” hours and within the parameters of curfews and/or special conditions (i.e., misconduct, counselor imposed restrictions).
- Use of this card is a privilege and any abuse will be dealt with by revocation of the privilege at the discretion of the Center Director.
- York YMCA requires that all Center reentrants abide by the following:
 - Must be respectful at all times;
 - Must sign-in at the Program Desk;
 - Must possess I.D. as well as “Y” membership card;
 - When special activities or overcrowding occurs you may not be able to use the facilities at that time.
 - You must wear proper attire for the activities you are involved in. (i.e. swim shorts for swimming, gym shorts for gym activities, no jeans or cut-offs.)
 - Use of the YMCA is a privilege we extend to you. Please use this privilege wisely and respectfully.

TV/Lounge Areas

- The 1st floor lounge TV will not be on between 9:00 a.m. and 4:00 p.m. Monday through Friday (except Holidays). The 1st floor lounge TV will be turned off at 11:00 p.m. Monday through Friday (except Holidays).
- The basement TV/lounge area may be utilized between 6:00 a.m. and 11:00 p.m (or up to two hours upon return from work) Sunday through Thursday and between 6.00 a.m. and midnight Friday and Saturday.

Visiting Privileges

All visitors must be on the Authorized Visitors List which is available from your Counselor.

- Visitors are to report to the Monitor upon their arrival to the Center.
- Visitors are subject to search procedures prior to entering the visiting area.

- Visitors are to present a valid photo I.D. to the monitor. I.D.s will be photocopied upon the first visit and returned. Visitors are to sign in the visitor's log completing all sections prior to authorization to visit.
- Children under eighteen (18) years of age must be accompanied by a parent or legal guardian, unless emancipated.
- Visiting hours at the Center are from 1.00 p.m.-5:00 p.m. Saturday & Sunday and 5:00 p.m.–9:00 p.m. Monday thru Friday.
- Reentrants on "restriction" are not authorized visitors.
- Visitors are to remain in the visiting area.
- Arrangements for special visits (i.e., visits with attorneys, clergy, social service representatives, hospitalized offenders, and relatives who have traveled long distances) shall be approved by the Center Director or his designee.
- Reentrants and visitors are to conduct themselves in a respectful, appropriate manner, and must be dressed appropriately.
- Visitors may utilize the vending machines; however, visitors may not bring in food/drink for consumption while visiting.

Request for Urine Screens

- A. Urine specimens may be requested by any staff member at any time.

Collection Procedure:

- Staff advises that urine is required. It must be provided within a two (2) hour time limit. The reentrant must remain on the first floor under staff observation.
- Reentrant shall enter the bathroom. Under staff supervision and indirect observation:
 - Reentrant puts on a pair of latex gloves or washes hands before urinating.
 - Reentrant urinates into container directly observed by a staff member of the same sex or indirectly by a staff member of the opposite sex.
- Reentrants must seal the specimen collection cup.

- Reentrants should tell the Monitor about any medication they are taking.

Sleeping Quarters & Accommodations

- Rooms/beds are assigned by the Center Director prior to reception.
- Bed changes may only be made on the authorization of the Director/or designee.
- All reentrants, unless working night shift, must be out of bed by 8:00 a.m. to begin cleaning details. A cleaning inspection will be conducted by 9:00 a.m. Reentrants may not enter rooms they are not assigned to without the expressed authorization of Center staff.

Furnishings

- Each sleeping area of the Center will have a bed, mattress, bedside stand, and closet/locker for each resident.
- Placement of furnishings is set and is not to be altered.
- Face cards are placed on door, bed, bedside table and closet/locker. Reentrants may not move face cards.

Bed Linens, Blankets and Towels

- At reception to the Center each reentrant will be issued 2 sheets, 1 pillow, 1 pillowcase, 1 blanket, 1 bed spread, 1 towel and 1 washcloth. Reentrants will be assigned locks for their locker and totes. No outside locks are permitted.
- Reentrants must wash their linens and towels at least once weekly. A laundry with washers and dryers is available for reentrant use in the basement of the building. Usage is on a first come first served basis.
- Personal linens and bedding are not authorized.

Laundry Facilities:

- There are coin/mobile app operated washers and dryers for Reentrants use in the basement of the building. If a reentrant is indigent they should see their assigned counselor.

Personal Possessions

- Reentrants may retain personal clothing listed below. All property must fit into assigned bed stands and lockers. Excess belongings must be removed from the Center.
 - 10 pr. Pants
 - 4 pr. Gym/Street Shorts
 - 2 Belts
 - 2 pr. Pajamas
 - 10 Sweat/Work/Dress Shirts
 - 2 pr. Dress Shoes/Sneakers
 - 1 pr. Shower Shoes
 - 10 pr. Socks
 - 10 pr. Briefs/Boxers
 - 2 Hats/Caps
 - 2 Coats
 - 7 T/Undershirts
 - 1 pr. Work Boots

- Personal hygiene supplies are available to indigent reentrants (soap, shampoo, toothbrush, etc.)

- Clocks, clock radios, cell phones, and electric razors are the only electronic items authorized to be in a reentrant's possession. These items must be registered at the Monitors office.

- Reentrants are permitted to decorate their area with personal effects. However, nothing will be hung on walls under any circumstances. Decorations may be placed inside lockers provided no permanent attachment or damage is done.

- No buying, selling or trading of personal property between reentrants.

- Spare keys for reentrant bikes and vehicles must be maintained in the Monitors/Directors office. Combination locks are not authorized.

- If a reentrant escapes/absconds from the Center, he will have deemed to have abandoned his property and it will be removed and donated to a local charity.

Contraband list

- Definition: Any item possessed by an offender or found within the facility, or within any vehicle that the offender is authorized to drive that is (a) illegal by law or (b) expressly prohibited by those legally charged with the administration and operation of the facility or program.

- Weapons to include guns, firearms, knives, scissors, box cutters, ammunition, etc. (real, toy, replica, copy, etc.)

- Unauthorized tools, explosives, corrosives, or flammable material (i.e. bleach, aerosols, etc.)

- Controlled substances that are non-reported, non-prescribed or outdated, as defined by the Controlled Substance, Drug, Device and Cosmetics Act, 35 Pa. C.S.A. Section 780-101 (April 14, 1972, P.L. 233, No. 64), and drug paraphernalia.
- Items that are meant for ingestion (to be placed in mouth and swallowed) that are not labeled, labeled improperly, whose ingredients are not listed in English, or that are otherwise unidentifiable.
- Items not approved for mail delivery or not approved for a visitor to introduce;
- State issued or personal items otherwise approved but altered from their original approved condition;
- Personal items or valuables whose ownership cannot be determined;
- Excessive amounts of any authorized items;
- Alcoholic beverages, intoxicants or materials used in fermentation processes;
- Prescribed and over-the-counter drugs/medications not approved for possession;
- Urine or materials which would alter a urinalysis;
- Any article specifically prohibited by state, federal statute and/or Department/Center policy.
- Matches, candles, lighters, incense and plug-in fragrance holders;
- Metal cooking/eating utensils, metal tools, glass bottles, glass jars, oil/fragrance bottles (this does not include canned food, cooking pots, or cooking pans that are metal);
- Gambling materials including lottery tickets, sports pools, and playing cards;
- Masks, wigs and any item that could be used as a disguise;
- Hair dye;
- Computers, MP3 players, electronic game systems or any communication device, with the exception of cellular phones authorized by staff;
- Open food items that are not properly sealed in a container;

- Any tobacco product;
- DVD's, CDs Blu-rays, etc.;
- Toiletries, including shaving lotions, cologne, eau-de-toilette, and perfumes containing alcohol and/or without labeling describing ingredients;
- Over-the-counter medication containing alcohol;
- Pornography materials of any type;
- Backpacks, bags, or lunchboxes with metallic parts, zippers or multiple compartments.
- Articles of clothing that cannot clear the metal detector (this does not include outerwear such as jackets or coats);
- Any type of adhesive, glue or sealant.
- Cash over \$500 in your possession.

Religious Participation

- Reentrants shall be permitted to attend religious activities on a voluntary basis. They will sign out in the usual way providing the specific name of the congregation or group, the address and telephone number.
- Only under extreme circumstances shall a reentrant be forbidden from attending a religious activity in the community.
- Bible meetings and small religious gatherings are permitted on the premises of the Center. Religious visitors from the community shall be approved in advance by the Center Director.
- Religious paraphernalia and literature are permitted as long as it does not interfere with proper housecleaning and is not considered a security problem.
- Discrimination against any reentrant because of his religious beliefs is strictly forbidden.
- Any reentrant needing assistance in locating a place of worship should contact a staff member.

Mail/Correspondence

- All SIP/SDTP reentrants of the York Community Corrections Center shall use 317 West Market Street, York, PA 17401 as their legal address. They shall not establish a Post Office Box or any other location/residence as an address while in the Center.
- Correspondence between Center reentrants and inmates, former inmates/reentrants, parolees, probationers or victims of the reentrant's criminal acts is not permitted except with the approval of the Center Director, institutional superintendents and the agent providing supervision to the person in question.
- Resident mail shall be visually inspected for appropriateness. Mail deemed to be contrary to the security of the facility or in ill taste should be returned to sender. The reentrant shall be notified of any mail that has been refused.
- Mail shall **not** be opened by staff except for any mail deemed to be contrary to the security of the facility or otherwise inappropriate.
- All bags, boxes, packages and parcels (including those carried by residents and/or their families into or out of the Center) shall be opened in the presence of staff to avert the introduction of contraband into the Center or the unauthorized removal of Center or reentrant property.
- Incoming and outgoing mail shall be handled in accordance with Department of Corrections and U.S. Postal Service regulations.
- Mail delivered to the Center shall be personally obtained from the mail carrier by staff only.
- Once sorted, reentrant mail shall be distributed to the recipient.
- Packages, parcels etc., addressed to reentrants shall be retained in the Monitor's office until such time as staff is available to supervise their opening.
- Any mail or package of a suspicious or unusual nature shall be given to the Center Director for inspection and disposition.
- All First Class letters and packages arriving at the facility after a reentrant's release or return to a State Correctional Institution shall be forwarded to the reentrant for a (6) six month period.
- All First Class letters and packages arriving at the facility for reentrant on Escape status shall be returned to the sender.

- Indigent reentrants, until they become self-supporting, shall be issued writing paper, envelopes, and postage stamps upon request through their Counselor.

Employment

- Reentrants are not permitted to be self-employed, employed by an immediate family member, or in a family-owned business.
- Reentrants must have their work supervisor call into the Center before overtime is approved.
- Reentrants may not be signed out of the Center for more than 18 hours in a 24 hour period of time, inclusive of travel time.
- Reentrants must submit an "Employment Information Form" to their counselor and obtain permission to work.
- Counselors must approve all job changes.
- Reentrants must use 317 W. Market St., York, PA 17401 as their residence for paycheck purposes.
- Reentrants who become too ill to seek or attend employment will remain in the Center on sick days, except for the procurement of medical care and meals. Any deviation from this rule requires Center Director approval.

Curfews, Leisure Time and Furloughs

- Reentrants are required to abide by curfew whether at the Center or on furloughs.
- Curfews are established by the Counselor and/or Center Director and are dependent upon the resident maintaining an acceptable adjustment.
- A reentrant must secure and maintain approved, full-time (> 32 hours per week), viable employment in order to be eligible for a later curfew.
- The maximum curfew is 9:00 p.m. With the exception of employment, all reentrants must be in the center between the hours of 9:00 p.m. and 7:00 a.m.
- Reentrants curfews, community leisure and furloughs are determined by the Planner assigned jointly by the Counselor, Parole Agent and Center Director (refer to Appendix II).

Furloughs

- To qualify for furloughs a SIP/SDTP reentrant must have a responsible member of the community as a sponsor who is willing to have the reentrant spend furlough time in his/her residence. The furlough residence must be the SIP/SDTP home plan. Parolees may have furloughs approved by their Parole Agent.
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- A home furlough investigation will be scheduled by the Region II Office of Community Corrections. The sponsor and residence must be approved, as well as anyone else residing at the residence.
- Furloughs may be taken only at a location approved for that specific reentrant.
- Any reentrant on furlough status who calls off work sick, must return to the Center or see a doctor and provide a sick certificate.
- Furlough longevity and curfew limits are based on program achievements and may not conflict with the reentrants' overall program plan. Curfews shall never exceed 11:00 p.m.
- Parole furloughs will be approved contingent on positive adjustment and appropriateness by the Counselor, Parole Agent and Center Director.

Driving Privileges

- Reentrants must have prior approval from the Center Director before operating a motor vehicle. Parolees must also have the permission of their Parole Officer.
- A current conviction for, or a history of DUI/DWI may disqualify a reentrant from driving privileges.
- Before permission will be approved to drive the following conditions must be met:
 - Valid Driver's License;
 - Valid ownership or appropriate signed form granting you permission to drive another person's vehicle;
 - Proof of insurance;
 - Vehicle Registration.

- All vehicles must be parked legally at all times. Parking in the YMCA parking lot is prohibited.
- A reentrant is not permitted to transport any other reentrant in his vehicle without prior staff approval.
- Reentrant will only be authorized to drive one vehicle.
- A spare key for the vehicle must be supplied to Center staff, and a photo of the vehicle (taken by staff) prior to driving.
- Any vehicle that a reentrant is driving is considered to be part of their personal property and any contraband found in the vehicle will be presumed to belong to the reentrant.

Housekeeping

- Details or duties will be assigned to reentrants of the Center.
- Duties are assigned on posted detail sheets found in each room. A Monitor and/or Counselor coordinates all cleaning assignments for assigned rooms. An assignment to a detail does not mean this is an individual's only Center cleaning responsibility.
- Extra Duties will be assigned on an as needed basis by any staff. Once so assigned, the reentrant is expected to complete this chore regardless of his regular detail.
- All cleaning supplies and tools necessary to complete a detail will be supplied by the Center. Personal cleaning supplies are not authorized. The on-duty monitor will see to it that the items needed are made available. All cleaning supplies/tools must be returned to the storage room area when not in use.
- No open food or drink containers are to be stored in living quarters.
- Involvement in the housekeeping plan at the Center is mandatory for all Center reentrant. Cleaning is a daily routine and will remain so from the date of reception until the time of transfer or release from the Center. Allowances may be made for those residents on furlough. However, furlough will never be a reason for exclusion from a cleaning detail.
- The Center is inspected between 8:30 and 9:30 daily for cleanliness. Reentrants are responsible for their own rooms and other assigned details. Reentrants may be held in the Center until assigned details are completed to the satisfaction of the staff on duty.

Phones

- Cell phones may be used by reentrants according to criteria outlined in the cell phone agreement obtainable from Center staff. Cell phone chargers may only be used in reentrant rooms.
- With permission and supervision reentrants may use staff telephones. This is generally reserved for indigent reentrants. Permission must be obtained from staff, and the calls must be made in the presence of staff. Such calls must be limited to matters of employment, establishing appointments with referral agencies, transportation arrangements, medical/dental appointments, and matters deemed urgent by staff.
- Except in the case of an emergency Center staff will not take personal calls or relay messages of a personal nature to reentrants.

Community Service

All reentrants of the Center are required to give a minimum of eight (8) hours per month of their time to the community. Reentrants are encouraged to volunteer for community service over and above the eight hours. Failure to complete 8 hours each month will result in an infraction report. The original Community Service (CVS) log, issued to you at the beginning of each month, must be handed in by the last day of the month for you to receive credit for CVS hours completed. Forms issued by other entities may be used, instead of the CVS form, if permission has been obtained from staff.

Grievances

- Reentrants may file a grievance in accordance with DC-ADM 804 whenever they have a dispute over a policy, procedure or event related to their Center residency. However, they are encouraged to address these problems informally via direct contact with their counselor and/or the Center Director.
- Reentrants may request grievance forms at the Monitors desk. Grievances can be submitted to the Center Director.
- If a Reentrants is unable to resolve the complaint after an informal meeting with the Center Director, he may forward the grievance to the Region II Grievance Coordinator in accordance with DC-ADM 804. A resident may not use the Inmate Grievance system to appeal:
 - Misconduct hearing decisions as noted in DC-ADM 801, Inmate Discipline.

- Administrative hearing decisions as noted in DC-ADM 802, Administrative Custody Procedures.

Access to Courts/Counsel

- Staff shall assist a reentrant, when necessary, in making confidential contact with attorneys and his authorized representatives, including law students, special investigators, and other persons who have a legitimate connection with the legal issue being pursued.
- Provisions shall be made for visits by such individuals during normal Center hours and after-hour visits requested because of special circumstances. Correspondence and telephone communications with such individuals shall not be censored except when necessary to maintain security in the Center.
- Staff shall ensure the right of a resident to have access to the courts. A resident seeking judicial relief shall not be subject to reprisals or penalties because of his decision to seek such relief.

Safety Rules

- The personal safety of all staff and reentrants is of the utmost concern in the Department of Corrections. Safety is the responsibility of everyone connected with the Department of Corrections and shall be placed before protection of property and equipment. Violation of safety regulations will result in an infraction report.
- Smoking is prohibited in the Center. All lighters, matches, etc. are prohibited from entering the Center and are considered contraband.
- Lights and heaters shall not be covered with flammable materials, i.e., paper, cloth, etc.
- Storing of flammable liquids in the living quarters is strictly forbidden.
- Tampering with emergency equipment (i.e., smoke/heat sensors, fire alarm boxes, fire extinguishers, emergency lighting, exit doors, and windows) is strictly forbidden.
- The use of hot plates, toaster ovens, and similar appliances anywhere other than the kitchen is forbidden.
- Deep fat frying is prohibited.
- Anyone using a kitchen stove shall insure that the appliance is turned off after use.

- The use of makeshift electrical devices (i.e., “stingers,” patched together electrical cords, jury-rigged appliances, and the like) are strictly forbidden.
- Using the fire escape for any purpose other than actual emergencies or drills is not permitted. Fire escapes and exits must be kept clear of litter and any kind of obstruction.
- Opening windows is forbidden.
- All reentrants shall walk while inside the facility.
- Caution shall be exercised when using outward opening doors.
- During cleaning, signs shall be posted indicating wet floors.
- Sidewalks shall be shoveled and de-iced during and after snow and ice storms.
- Reentrants shall be careful not to allow items to lie where others may trip over them.
- All reentrants shall familiarize themselves with the location(s) of all emergency equipment and participate in safety drills whenever they are conducted.
- In the event of basement flooding (standing water) in the area of the stoves, they must not be used! Any surface water coming into the basement must be mopped up immediately and continuously until it stops.
- Tampering with electrical circuit breakers is strictly forbidden.
- Immediately notify staff of any standing water or outlets that are not working.

Emergency Plans

Fire in the Center

- A. If you suspect a fire for any reason, notify the Center Monitor on duty, or the nearest staff person available.
- B. If you become aware of an actual fire:
 - 1. Remain as calm as possible. Avoid panic.

2. **Only** as circumstances permit, alert all persons within the facility (residents, visitors, and staff) that there is a fire and specify its location.
 3. Pull the handle of the nearest pull station (fire alarm box). Pull stations are located as follows:
 - a. Basement - at the top of the emergency exit stairway.
 - b. First Floor - one, in the hallway next to the main entry and opposite the Monitor's Office; the other, in the Director's Office on the rear wall.
 - c. Second Floor - at the end of the hallway next to the emergency exit door.
 - d. Third Floor - at the end of the hallway next to the emergency exit door.
 4. Exit the building by the nearest exit as noted by the posted emergency exit signs.
 5. Assemble, together with staff and other Center reentrants in the YMCA parking lot directly behind the center or as close to the Center premises as allowable, in order that everyone can be identified and counted as quickly as possible, and a determination made that everyone is safe.
 6. Follow the instructions of the staff person in charge of the Center at the time of the emergency. If no staff member is available, follow the instructions of the authority in charge (fire chief, police).
- C. If the Center is damaged or destroyed, you may be required to move to a Red Cross emergency care Center, or you may be eligible for furlough.
- D. A temporary control Center will be established on the same or the immediately following day at the local office of the Pennsylvania Board of Probation and Parole, 785 Vogelsong Road, York PA 17404 Tel: 812-0263. Reentrants are to telephone there for further instructions.
- E. Fire emergencies will be simulated regularly in the form of unannounced fire drills. Reentrants are required to participate and cooperate fully with staff that is conducting the exercise.

Major Disaster

Flood, Tornado, Snowstorm, Nuclear, or Other Emergency Management Crisis.

- A. This plan goes into effect when a disaster or special emergency is officially declared by proper authority (the Governor, County Commissioners, Mayor, PA Secretary of Corrections, Community Corrections Regional Director, etc.). The plan remains in effect only for the duration of that declared emergency situation.
- B. When a disaster or emergency situation has been declared or is imminent:
1. Avoid panic, and remain calm.
 2. Return to the C.C.C. if possible, or telephone the C.C.C. immediately for instructions.
 3. The staff member in charge will explain what is expected of you and what action you should take.
- C. If an evacuation is called for:
1. Follow the instructions of the staff member in charge.
 2. Choose necessities you will need, and secure the remainder of your possessions in your locker. Suggested items are: several changes of clothing, seasonably appropriate outer-wear, eyeglasses and/or contact lenses (and necessary cleansing solution), cosmetics, battery-powered portable radio, etc. If prescription medication is being kept at the C.C.C. for you, it will be given to you at this time.
 3. If you have an approved furlough location that is beyond the area affected, you may be given an emergency furlough during part, or all, of the emergency.
 4. If you are not eligible for furloughs, you may be assigned to a Red Cross emergency mass-care facility during part, or all, of the emergency.
 5. Wherever you are placed, you remain at all times accountable to the Department of Corrections, the Community Corrections Center, and/or the Board of Probation & Parole. You will need to provide a reliable means of verification for the time that you are out of communication with C.C.C. staff. This means you must register in person on a daily basis with a recognized authority who will record, and later can be contacted to verify, these daily contacts. Inform this person of your status, and obtain his name, title, office address, and telephone number.
- Suggestions are:** the person in charge of the facility where you are staying, your employer, the local police department, local emergency management office, any state or county offices nearby -

- Public Assistance, Employment, Probation and Parole, or counseling agencies -- American Red Cross, Y.M.C.A., Salvation Army, local social services, etc.

6. In all cases, orders and instructions of emergency management and police authorities must be followed.
 7. For up-to-the-minute reports and instructions, tune a radio to a local station, or the Emergency Alert Station for York County, WSBA Radio 910 AM or WARM 103.3 FM.
 8. As soon as communication by telephone becomes possible, you are to telephone the Center for further instructions. Alternate telephone is the Pennsylvania Board of Probation and Parole, (717) 812-0263.
 9. For those reentrants unable physically to reach the Center when a major disaster occurs:
 - a. If you have an approved furlough residence **beyond** the affected area, you may be permitted an emergency furlough for the duration of the emergency or until receiving other instructions.
 - b. If you do not have an approved furlough location, you will be assigned to report to the nearest Red Cross emergency mass-care Center.
- D. All reentrants must return to the Center within twelve (12) hours following the official termination of the emergency.
- E. Reentrants who are able-bodied but unemployed or unable to attend work because of the emergency are expected to volunteer to assist local emergency crews as needed.
- F. Additional Notes:
1. Winter weather can create large-scale emergencies and serious travel hazards. Almost always, there is advance warning by way of the National Weather Service, and reentrants would be expected not to expose themselves deliberately to being snowed-in far away from the Center. Perfect weather prediction is not possible, and there may be **rare** occasions when one is prevented from returning to the Center when expected. In this case, you must maintain daily telephone contact with the Center by reporting changes of location and notifying the Center when you are in for the night.

2. In the event of flooding, the city (and possibly the county) may be cut into two parts by the Codorus Creek. In this case, a temporary control point east and south of the Codorus Creek will be located at the local office of the Parole Board, 785 Vogelsong Road, York PA 17404 Tel: 812-0263. This control point will be staffed by a Counselor and a Monitor. The temporary control point west and north of the Codorus Creek, depending on the severity of the flood situation, will be located at the Center itself.

4. If the Center were severely damaged or destroyed, the two temporary control point described above would be used to provide instructions for you until more permanent arrangements can be made.

Miscellaneous Contingencies

- A. A breakdown of heating equipment or loss of utilities:
 1. This would be a situation in which the Center cannot provide a habitable environment and may require evacuation.
 2. Alternative living arrangements will be devised by utilizing the American Red Cross, the York Rescue Mission, and/or the Salvation Army.
 3. Instructions will be given at the Center.
 4. Emergency furloughs may be granted to eligible reentrants (See above, VID.)

- B. A Major Fire that is a possible threat to the C.C.C.:
 1. As in "A" above, alternate living arrangements will be devised in coordination with emergency management authorities.
 2. If you are unable to contact the Center, call (717) 812-0263.
 3. Or see above, VI, D.

- C. Riot and Large-Scale Civil Disturbance:
 1. In such a situation all citizens of the community will have liberties curtailed by imposition of some degree of martial law.
 2. Furloughs, curfews, and leisure time will be restricted according to the regulations promulgated by the prevailing authorities.

3. Reentrants on furlough outside of the affected area may be given extended furlough time, but they must make themselves accessible at reasonable times for telephone contact and/or visit by a C.C.C. staff member for the duration of the emergency situation.
- D. Disease Outbreak:
 1. This is defined as the outset of a serious, contagious disease within the Center or epidemic disease in the community.
 2. All reentrants will be restricted to the Center, and no visitors will be permitted until the best method of prevention, treatment, and forestalling the spread of the disease can be determined. City and state public health offices will provide instructions regarding precautions to be taken, quarantine to be enforced, immunizations to be provided, and any special sanitary measures to be observed. Any reentrants on furlough may be required to return to the Center immediately if it has been determined that they may have been exposed to the disease. Reentrants believed **not** to have been exposed and who are on furlough to a location outside the affected area may be permitted to remain on furlough until it has been determined that the danger of infection has passed.

Instructions from public health officers must be incorporated into Center operations for the duration of the emergency, and all regular privileges will be curtailed accordingly. Reentrants on furlough who are permitted to remain on furlough for the duration of the emergency must make themselves accessible at reasonable times for telephone contact and/or visit by a C.C.C. staff person for the duration of the emergency furlough situation.

COMMUNITY RESOURCES

All listings are subject to change. Please contact your counselor for assistance.

A. Emergency Food/Meals

1. Salvation Army
30 E. King St
York PA 17401
(717) 848-2364
2. York Benevolent Association
301 Kings Mill Rd
York, PA 17403
(717) 854-2494
3. York County Food Bank
254 West Princess Street
York, PA 17403
(717) 846-6435
4. Life Path (York Rescue Mission)
367 W. Market Street
York, PA 17401
(717) 845-7662
5. Our Daily Bread
331 S. George St
York PA 17403
(717) 848-1674

B. Emergency Clothing

1. Salvation Army
30 E. King St
York, PA 17401
(717) 848-2364
2. Life Path Thrift Store
283 West Market Street
York, PA 17401
(717) 845-7662
3. York Benevolent Association
301 Kings Mill Rd
York, PA 17403
(717) 854-2494

4. Asbury Church
340 E. Market St.
York, PA 17403
(717) 843-0733
5. Salvation Army Thrift Store
1090 Haines Road
York, PA 17404
(717) 840-1300

C. Emergency Postage

1. Available from Community Corrections staff in an emergency situation for those reentrants who reside long distances from family and friends.

D. Legal Services

1. Mid-Penn Legal Services
29 N. Queen St
York, PA 17403
(717) 848-3605

E. Financial Assistance

1. Salvation Army
30 E. King St
York, PA 17401
(717) 848-2364
2. Catholic Charities
253 East Market Street
York, PA 17402
(717) 845-2696
3. Lutheran Social Services
29 S. George St
York, PA 17401
(717) 848-1012

F. Emergency Medical Services

1. York Hospital
1001 South George Street
York, PA 17403
(717) 851-2345
2. UPMC Memorial Hospital
1701 Innovation Drive
York, PA 17408
(717) 843-8623
3. Additional Listing of Area Clinics, Doctors, and Dentists is also available from your Counselor.

G. Employment/Training Services

1. Pennsylvania Office of Vocational Rehabilitation
2550 Kingston Road
York, PA 17402
(717) 771-4407
2. York County Career Link
785 Vogelsong Road
York, PA 17404
(717) 767-7600
4. Crispus Attucks Employment Center
605 South Duke Street
York, PA 17403
(717) 848-3610
5. Spanish Community Association
221 East Princess Street
York, PA 17403
(717) 843-7911

YORK CCC LISTING OF COUNSELING AGENCIES

A. Substance Abuse

1. Crossroads Counseling
1195 Roosevelt Avenue
York, PA 17404
(717) 843-0800

3. Memorial Behavioral Health
1420 Sixth Avenue Suite #3
York, PA 17402
(717) 849-5744
4. York Hospital Substance Abuse Services
1101 S. Edgar Street – Suite A
York, PA 17403
(717) 851-1500
6. TW Ponessa
160 Roosevelt Ave.
York, PA 17401
(717) 845-2425
7. York/Adams Drug & Alcohol Program (Funding only)
3410-B East Market Street
York, PA 17402
(717) 840-4207
8. York/Adams Case Management Services (Case Management Resource help)
3410-B East Market Street
York, PA 17402
(717) 840-4207

B. Mental Health * Accepts MH/MR Funding via MH/MR Office

1. Memorial Behavioral Health *
1420 Sixth Avenue – Suite #3
York, PA 17402
(717) 849-5744
2. Wellspan Behavioral Health at Edgar Square *
1101 S. Edgar Street
Suite A
York, PA 17403
(717) 851-1500
3. Wellspan Behavioral Health at York Guidance Center
1575 Bannister Street
York, PA 17402
(717) 845-6641
4. York/Adams MH/MR Office (Funding only)*
York County Government Center
100 W. Market Street – 3rd Floor
York, PA 17401
(717) 771-9618 or 840-2389

5. Catholic Charities*
253 E. Market St.
York, PA 17403
(717) 845-2696

C. Specialized Services

1. Caring Together (HIV/Aids)
Family First Health Clinic
116 S. George Street
York, PA 17403
(717) 846-6776
2. OPEN (HIV/AIDS)
York County Council of Churches
30 E. King St
York, PA 17401
(717) 854-9504
3. ADVANCE Program (Domestic Violence/Batterers)
Lutheran Social Services
750 Kelly Drive
York, PA 17404
(717) 852-9706
(717) 848-6238
4. Wellspan Behavioral Health (Anger Management)
at Edgar Square (717) 851-1500
at York Guidance Center (717) 845-6641

YORK CCC LISTING OF HOUSING RESOURCES

A. Government Agencies

1. Housing Alliance of York
35 S. Duke Street
York, PA 17401
(717) 854-1541 * Security Deposit/First month rent
2. York Housing Authority

31 S. Broad Street
York, PA 17402
(717) 845-2601 * Section Eight/Public Housing Office

3. York County Assistance Office
139 N. Duke Street
York, PA 17402
(717) 771-1100 * Emergency Housing/LIHEAP/Utility Assistance

B. Emergency Shelters

1. Life Path (York Rescue Mission)
367 W. Market Street
York, PA 17401
(717) 845-7662
2. Bell Family Shelter
852 E. Market Street
York, PA 17402
(717) 852-9536

C. Rooming Houses

1. YMCA Men's Residence
310 W. Philadelphia Street
York, PA 17404
(717) 854-7291 Ext. 4702
*** Nonviolent offenders only**
**** Handicapped Accessible**
2. Dutch Kitchen
381 W. Market Street
York, PA 17404
(717) 854-0343
(717) 852-4430 – Office
*** Handicapped Accessible**

D. Rental Agencies

1. Quality Property Management
53 E. King Street
York, PA 17401
(717) 845-6406

2. Target Investments
263 W. Market Street
York, PA 17401
(717) 845-4454
3. C&W Property Management
21 E. Princess Street
York, PA 17403
(771) 846-2166
4. Sherman Properties
720 W. Market Street
York, PA 17404
(717) 699-2229

York Community Corrections Center Violations

1. Failure to seek or attend employment or to be absent without authorization.
2. Operating a motor vehicle without authorization or proper license.
3. Violation of Public Assistance regulations.
4. Failure or refusal to pay court costs, fines, restitution, child support, or other obligations.
5. Failure to provide a urine specimen within two (2) hours after request.
6. Failure to turn over (prescription) medications to staff.
7. Gambling (all forms, including the Lottery).
8. SIP Only: Failure to use 317 W. Market Street as residence on documentation including, but not limited to, driving license, I.D. card and paycheck.
9. Failure to meet with counselor as required.
10. Failure to maintain housecleaning assignments, and/or personal hygiene.
11. Unauthorized use of the telephone.
12. Violations of the visiting privileges.
13. Creating a disturbance (i.e., excessively loud radio, yelling at pedestrians, etc.).

14. Changing clothing in areas not posted as authorized changing areas.
15. Entering another resident's room or entering a floor not assigned without authorization from Center staff.

- Violation of cell phone agreement.

- 1.
2. Violation of any rule not specifically listed above.

Taking of another resident's property.