

**COMMUNITY TRANSITION
CENTERS - ERIE
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**INPATIENT
REENTRANT HANDBOOK
2024**

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INTRODUCTION

To the Reentrants of Community Transition Centers Erie:

Welcome to the Community Transition Centers Erie inpatient treatment program. The program's mission is to help all affected by addictive diseases to become healthy in body, mind and spirit. This is a community treatment corrections program dedicated to helping people who are addicted to alcohol, drugs, and/or a criminal lifestyle. At Community Transition Centers Erie, the staff and Reentrants work together toward gaining knowledge about addiction and criminal behavior, and the power to change itself destructive course. We are glad you have come.

Each Reentrant is expected to fully participate in the program and behave in a responsible manner at all times. While in treatment you and your assigned Therapist will jointly develop a treatment plan that is individually geared to your particular needs, and you are expected to be involved in the implementation of your treatment plan. We believe that this program will provide you with the education, insight, skills, practice, and experience you will need to maintain a chemical and crime-free lifestyle. The opportunity to undertake this task at the present time is only available if you actively involve yourself in the program.

CTC Erie is a long-term residential drug and alcohol treatment facility that contracts with multiple entities including legal/ corrections. However, not all of our clients have legal concerns nor is it a requirement for admission to the program.

History and Philosophy

Gateway is a not-for-profit organization founded in January 1972 by Abraham J. Twerski, MD, an internationally known author, lecturer, teacher, and physician. It was one of the first treatment centers in the country built specifically for the treatment of chemical dependency. Because of its national reputation, residents are referred to Gateway from all over the United States and some foreign countries. In 1987 Gateway was named by Forbes Magazine as one of the 12 best drug and alcohol rehabilitation centers in the country. Gateway truly provides “expert” treatment for the addicted resident and the resident’s family.

The individual is recognized not only as being of uniqueness, dignity and worth, but also as one with the capacity for personal growth, responsibility, self-determination, and health.

Gateway views addiction as a primary illness rather than as a symptom of any other problem. Although the cause is unknown, the illness is viewed as treatable.

It is Gateway’s belief that recovery from addiction involves the healing of all dimensions of a person...physical, intellectual, emotional, social, vocational, and spiritual. The process involves an improvement to self-awareness and self-image. There is a gradual realization, and acceptance of the fact that recovery is a life-long project which demands ongoing commitment.

The resources for recovery lie within the person, and the communities of professional and self-help. The role of staff is to provide an atmosphere which facilitates this process. The program provides structured guidance towards self-actualization, the tools for personal growth, and a beginning experience in healthy living.

Gateway has no outside source of support or funding and is entirely dependent upon donations and treatment fees for income. No resident is refused treatment based on race, sex, disability, religion, sexual orientation, or marital status.

I PROGRAM OVERVIEW and INFORMATION

Orientation Process

A vast amount of information will be covered so LISTEN CAREFULLY, READ YOUR HANDBOOK, and ASK QUESTIONS.

Monitoring Staff

Upon admission you will receive orientation to the program by Monitoring Staff, the Reentrant will be issued a handbook, assigned a room, given a tour of the Center, and an overview of the program rules and regulations. All the necessary agreement forms will be signed and completed. Meal time, mail privileges, telephone usage, signing in and out procedures, etc. will be reviewed with you by the Monitor completing your initial orientation. At the end of this process you will be given an Adult Initial assessment packet to be completed within 24 hours and handed in to your therapy staff. Turning in of this assessment will begin your treatment days in the program.

Therapy

You will also receive orientation from the Inpatient Therapy staff, specific to assessment for treatment needs, inpatient programming, treatment planning and groups. This orientation will also involve information pertinent to your stay.

PREA (Prison Rape Elimination Act)

You will receive an orientation by therapy staff regarding PREA, consisting of an assessment and video presentation.

Weekly / Daily Treatment Expectations

Inpatient group programming is conducted Monday through Sunday. All Reentrants are required to attend all scheduled programming, arrive on time, be prepared and participate. If a Reentrant cannot attend the group session due to having an outside appointment or individual session it is their responsibility to contact the group facilitator prior to the group to inform them of the situation. If a Reentrant is ill and does not feel he can attend the group, he must receive permission from his/her therapist as well as inform the group facilitator prior to group starting. Any request to miss group must come from the individual who will be absent. Missing group programming in either case could lead to extension of treatment days to make up missed programming.

Counseling

You will be assigned a therapist who will work with you individually while in the program you and a therapist will collaboratively prepare your treatment plan. This treatment Plan is a document used to establish specific and measurable goals for you while you are in the Center. A periodic review of your Plan will be made to determine how well you are meeting the goals initially established. Reviews will also provide the opportunity for you and your therapist to modify the plan by adding or deleting goals as your

needs and accomplishments change. The reviews will detail your progress throughout your participation in the Center program.

Information shared in the course of individual counseling is deemed confidential. General overview of progress and issues may be discussed by the treatment team, consisting of the Program Director, Assistant Directors, and the Therapists from the inpatient program. At no time, however, information be held in confidence that poses a threat to facility security or is a clear violation of facility rules, Correctional regulations, or State, Federal, or local laws. You must sign a "Release of Information" form, giving permission for certain information to be shared with outside agencies.

Throughout your stay in the program, you are required to meet with your assigned Therapist on a weekly basis. Your therapist will contact you regarding your weekly sessions, once this process is set it will be your responsibility to attend the individual session. ***You are responsible for being prepared for this meeting with any assignments completed.***

NA/AA Meetings

CTC Erie believes and supports 12-step involvement. Twelve Step Facilitation (TSF) is a required group, and we strive to provide at least one outside meeting weekly to those who have completed the initial treatment work. This meeting is also attended by a therapist. At times members of NA/AA will voluntarily come into the inpatient program and hold a group/meeting in house so that all Reentrants have self-help available in various forms. This is part of your treatment program; therefore, you cannot have family or friends meet you.

Support Services

Reentrants may require help in setting up community support services for their return to the community and homes. This may include setting up 12 step support, outpatient physical, mental health, drug and alcohol appointments. The Therapist and Reentrant can accomplish this during the treatment and aftercare planning process.

Community Service

Community Service opportunities are available throughout the year to assist local agencies throughout the area. Reentrants will be able to participate at specified times corresponding to their current program level. Any inappropriate behavior during community service activities will preclude reentrants from further participation.

Medical Care

1. Inpatient Reentrants are required to have a physical examination after admission to the center.
2. You will be seen within seven days of admission with our house Doctor on Wednesday mornings.
3. You are responsible for payment for medical care which includes the cost of medications,

hospital/emergency room visits, and EMS Services (Ambulance). Staff can help apply for medical assistance while a Reentrant of the program to assist with medical costs.

4. Reentrants will not be compelled to undergo any elective surgical procedures.
5. Reentrants are prohibited from participation in medical, pharmaceutical, or cosmetic research experiments or to donate bodily fluids for money.
6. Reentrants must provide staff with documentation of diagnosis and follow-up treatment recommendation after all visits to physicians, dentists, or any emergency room (ER). All information is confidential.
7. If you are going to the emergency room (ER) for any reason you must take the doctors letter to be filled out and return to Monitoring Staff along with the other proper documentation listed in #6. All non-life-threatening issue will be addressed on first shift.
8. If the personal history indicates problems with mental health, this issue will be addressed either as a condition for facility placement or in the Treatment Plan. All recommendations by mental health practitioners for therapy will be scheduled to follow your release from inpatient.
9. A complete first aid kit is kept in the facility Monitor's office. This kit is available for minor injuries upon your request.
10. It will be decided as a therapeutic team if a person missing multiple groups due to medical reasons will be required to make up all missed groups. This may include additional time in the inpatient unit (SDTP's will likely be extended).
11. You are required to take all medications as prescribed; any issues regarding medication management should be addressed with your therapist and the facility doctor.
12. All prescribed medication and OTC (Over the Counter) must be turned over to the Monitor immediately upon receipt of the medication. This should include any instructions regarding the use of the medication. The prescription will be maintained in a locked cabinet in the medication office and will be distributed at designated medication times.
13. If any medication remains after the prescribed course of treatment, Reentrants are to advise the Monitor who will dispose of it.
14. Under no circumstances will a medication that is prescribed for one Reentrant be given to another Reentrant this includes vitamins and over the counter medications.
15. CTC Erie uses for UPMC Hamot, AHN St. Vincent, and Millcreek hospitals for emergency medical and psychiatric services. In case of a medical, psychiatric, or dental emergency, notify the nearest staff member to assist you in obtaining these services.
16. Reentrants should follow the grievance procedure to address any complaints regarding medical care while at the facility.

In rare cases, a Reentrant may retain possession of his prescribed medication, if there is adequate medical justification. Such medications may include lifesaving medications such as bronchodilators for asthma, nitroglycerin for heart ailments, etc. Facility staff must be informed anytime these medications are used.

Prescription drugs and items that are prohibited from being in your possession are as follows:

1. Controlled substances such as narcotics, stimulants, and sedatives
2. Needles and syringes
3. Prophylaxis medications
4. Any prescription medication which is not authorized to be in your possession for lifesaving purposes as described above.
5. Any Over-the-Counter medication.

All prescribed medications and OTC must be approved by the Center Director prior to taking. **It is your responsibility to inform all physicians *that you are not permitted to take narcotics or medications containing alcohol while in this program.***

Personal Hygiene

Reentrants are expected to maintain acceptable standards of personal hygiene. If a reentrant arrives at the facility without personal hygiene articles and his finances are such that he cannot afford them, an emergency personal items kit will be provided. This supply includes soap, shampoo, a comb, toothbrush, toothpaste, deodorant, shaving cream, and disposable razors. These items are available for purchase through Monitoring Staff. Items may be purchased as a kit or individually. All Reentrants are expected to clean up after themselves. Handicap equipped bathroom is located in each bathroom. Any plumbing or maintenance problems should be reported immediately to the Monitor on duty. New tattoos and piercing are prohibited. All dying, coloring, and tinting of hair that alters an individual's appearance is prohibited.

Religious Services

A Reentrant may request that a leader of their faith may be allowed to come into the center on approved time for spiritual counseling. No inpatient Reentrant will be permitted to leave the facility to attend religious services; reasonable accommodations will be made to allow a Reentrant to practice their faith.

Recreational Activities

The center is equipped with recreational equipment tables, cable TV, board games, books, etc. Recreational activities can be conducted outside of group programming times. The phones and recreational activities are open in the mornings until 9am on weekdays. They resume from 12 noon to 1pm. The phones and recreational activities are then resumed at 4pm until curfew. On weekends they are available all day except during group programming. If a person is on the phone during these programming times, sanctions may occur.

Courts and Law Library

Reentrants requiring access to a law library must submit a reentrant concern form to their assigned therapist and accommodations will be made available. Reentrants should notify their therapist of any upcoming court hearings so arrangements can be made to postpone or attend as required. If you require contact with your attorney or authorized representative, a request should be submitted to your therapist. All correspondence and visits will be conducted in private and be kept confidential.

Prison Rape Elimination Act (PREA)

The Department of Corrections and Community Transition Centers Erie have zero tolerance for sexual abuse or sexual harassment of any reentrant in this facility. Anyone who engages in, fails to report, or knowingly condones sexual harassment or sexual abuse of a reentrant shall be subject to disciplinary action and may be subject to criminal prosecution. A reentrant, employee, contract service provider, or volunteer is subject to disciplinary action and/or sanctions, including possible dismissal and termination of contracts and/or services, if he/she is found to have engaged in sexual harassment or sexual contact with a reentrant. A claim of consent will not be accepted as an affirmative defense for engaging in sexual harassment or sexual abuse of a reentrant. While you are a resident of this facility, you have the right to be free from sexual abuse and sexual harassment. You have the right to be free from retaliation for reporting or cooperating with investigations related to sexual abuse and sexual harassment. If you become a victim of sexual abuse or sexual harassment, you should report it immediately to staff. Any reentrant or staff member who sexually abuses a reentrant can only be disciplined and/or prosecuted if the abuse is reported and the victim agrees to cooperate with the investigation. Once sexual abuse or sexual harassment is reported, the DOC and/or an outside law enforcement agency conducts an investigation. Medical assistance and rape crisis services are provided free of charge to any victim of sexual abuse through outside agencies.

How to Report Sexual Abuse or Sexual Harassment:

- Tell any staff member or supervisor to immediately report the incident.
- Make a written request to any staff member or supervisor.
- Send a written report to the third-party reporting address:
ATTN: PREA Coordinator
Office of State Inspector General
555 Walnut Street, 8th Floor.
Harrisburg, PA 17101
- Have your family call to notify the facility or contact OSIG.

All reports can be made anonymously and by third parties.

For any questions regarding PREA, please contact CTC Erie's PREA Compliance Manager.

II RULES AND PROCEDURES

Code of Ethics

The Department of Corrections has a Code of Ethics that governs staff behavior toward Reentrants, parolees, and members of their families. Any Reentrant who solicits or participates with a staff member in willfully violating the Code of Ethics, can and will be subject to disciplinary action and termination from the program. The rule states that there shall be no fraternization or private relationships between staff and Reentrants, parolees, and members of their families. This includes but is not limited to, trading, bartering, or receiving gifts, money, and favors from the Reentrant or the Reentrant's friends, relatives, or representatives. Employees shall not deliver gifts or money to Reentrant's friends, relatives, or representatives.

Employees and their families shall not directly or indirectly solicit, accept, or agree to accept any gift of money or goods, loans, or services for personal benefit, which would influence the performance of their work duties or decision-making. This includes the offering of food items. Correctional employees shall not accept or distribute any gifts, money, or loans to or from the Reentrant or a member of a Reentrant's family. All Reentrants shall be treated in an intelligent, humane, and impartial manner without regard to race, color, creed, sex, age, national heritage or physical handicap. At no time shall any Reentrant be in authority over any other Reentrant.

Reentrant Concerns/ Grievances

If you have a problem or concern during the program, you will need to take the following steps to attempt to resolve the issue or answer your question:

1. Obtain a Reentrant concern/grievance form. Any clinical or correctional staff member will provide one when requested.
2. Complete the top portion of the form, detailing your specific concern or request.
3. Sign and turn in the form to your individual Therapist.
4. If the issue is regarding your personal Therapist, then a sealed grievance can be given to the Monitors and asked to be put in the Clinical Director or Program Director's mailbox.
5. The form will be reviewed in weekly treatment team meetings and response will be returned to the individual. If you have not received a response with 5 business days, please resubmit.

Any grievance that does not follow procedure will be dismissed without review.

After following the above program procedure, you may also decide to file a grievance with the DOC at any time by completing a form and by following the procedures outlined in the Department of Corrections Administration Directive 804, which is posted on the Bulletin Board. Parolees are required to follow procedures outlined in the PBPP 15 after taking initial problem-solving measures. You may not file a

grievance regarding misconduct until the appeal process outlined in Procedures for Misconduct has been followed. No adverse action will result because you file a grievance.

Unauthorized Areas

Offices are off limits to all Reentrants unless accompanied by the staff for counseling, consultation, or cleaning purposes. You must knock before entering the office area and you may not enter without staff permission. Reentrants are also not permitted in any bedroom but their own. Reentrants are also not allowed to enter units or restrooms they are not assigned. This does not include those that have reached level 3 of inpatient accessing the phase 1 unit prior to phase 1 curfew hours. The inpatient cafeteria is an unauthorized location for all from 2300 to 0600. Being in an unauthorized area is a misconduct violation for you and any other Reentrants involved. Entry to the Monitor station is by staff invitation only. Reentrants are to approach the Monitor's window when signing in or out of the building.

Gambling

Any type of betting and/or exchange of money regarding pool games, card games, basketball, etc., are prohibited at *all times*. Failure to comply by any Reentrant will result in the closing of all recreational activities to all Reentrants. Reentrants are not permitted to engage in any form of gambling activity. *This includes any forms of the lottery.*

Urinalysis

Random urinalysis and Breath Alcohol Tests will be done on all Reentrants. Urine samples must be submitted immediately upon request. If a Reentrant is unable to submit urine sample when requested, he will be required to always remain in plain sight of the Monitor until able to produce a sample. **If a Reentrant is unable to submit a sample within 2 hours from the time it is requested, unwilling to submit a sample, or sign the chain of custody form, will be considered a refusal and will be sanctioned accordingly.** It is the Reentrant's responsibility to submit the sample within the required time frame. Reentrants are only permitted to consume 8 ounces of liquid per hour for the two-hour time period (equals two, four-ounce glasses).

A positive urinalysis or Breath Alcohol Test will constitute usage and dealt with accordingly as a program violation. It is the Reentrant's responsibility to notify the staff member at the time of urinalysis of all medication, prescription or non-prescription that he may be taking. Any tampering with urine samples or a urine sample in your possession will be grounds for program termination.

Finances/Budgets

All incoming monies must be submitted to the weekly budget system with the exception of \$10.00 (if cash) once per week if no money has already been received for the week. Any other withdrawals will be made through completion of a weekly budget sheet with the Therapist. All incoming money would be turned into the Monitor's office where it is deposited in the lock box, and you will sign a remittance log as a confirmation of the amount. This includes all checks such as income tax returns, gifts, tips, earnings, or any

other income whether it is cash, money order, or check. Failure to submit this income will result in disciplinary action.

**Any reentrant that needs to be transported to an ATM machine to retrieve funds will need to put in a Reentrant concern requesting the transport. This transport will take place twice a month; on the 7th and 21st of every month. Example: June 7th, June 21st, July 7th, July 21st, August 7th, August 21st etc.... With that being said, please ensure you budget accordingly to take care of your needs.

1. From your initial cash deposit, you will be allowed to keep up to \$50 cash on your person. This is a one-time allowance even if the amount is less than \$50. If you come in with cash even if its \$15.00 that is considered for first time allowance to be kept.
2. Budget sheets are to be submitted each week, regardless of whether you have any income. They are to be completed with Therapist as soon as possible, but no later than **9AM each Monday**. If there are any questions regarding your budget plan, he/she will need to discuss them with you so submit your budget sheets as early as possible. This will avoid unnecessary delays and ensure that you get your check.
3. Unapproved budget sheets or those submitted after 9AM on Monday will not be processed. This would result in monies not being available until the next weekly budgetary process.
4. You are not permitted to enter into a "charge account" or a financial agreement with any business. Credit cards are strictly prohibited.
5. Reentrants are not permitted to open or maintain checking accounts without approval from the Center Director. Any existing accounts should be brought to the attention of your assigned Therapist.
6. Reentrants are permitted to keep a maximum of \$50.00 on their person at one time. Any more than that will be considered contraband.
7. Payments for phone cards and/or copayments for medications will be automatically deducted from all incoming funds and will be documented on your weekly budgets. If you feel that something was done in error, please fill out a Reentrant concern form and turn in to your individual Therapist.
8. All deposits must be made before Monday morning.
9. You are responsible for budgeting your own money.

******* REMEMBER IT IS YOUR RESPONSIBILITY TO ENSURE YOUR BUDGET SHEETS ARE CORRECT EACH WEEK.**

Housekeeping

1. You must perform daily cleaning details as assigned.
2. Cleaning details are to be done daily. Each cleaning detail takes approximately thirty minutes to complete; therefore, they must be started as scheduled.
3. You are responsible for the cleanliness of your immediate area. All rooms shall be properly maintained and free of clutter. When not in use, the beds must be made, and all items are to be neatly put away.
4. You are NOT permitted to tamper with household equipment such as the heating and electrical

systems.

5. Reentrants may also be assigned additional cleaning details depending on the operational needs of the Center.
6. If you are incapable of fulfilling a specific house duty due to a documented physical condition by a doctor you are to notify a Monitor and your Therapist as soon as the house duty roster is posted. At their discretion, they may assign you another duty if the operation of the Center permits or you may arrange to complete the duty at another time.
7. All trash receptacles are to be emptied daily, without exception. Receptacles that are used more often will need to be emptied more frequently, especially in the kitchen/dining area.
8. Monitors will instruct you on the usage of cleaning supplies. All cleaning supplies are to be returned to the Monitor on shift upon completion of your house duty.

Sleeping Quarters

Reentrants are permitted to decorate their sleeping areas with personal possessions, pictures (clothed, no swimsuits or underclothes photos) posters, etc. Prior approval must be received for the purpose of maintaining good taste and to prevent damage to the walls and plaster. Each Reentrant is provided a bed, mattress, pillow, blanket, and bedspread and linen supplies. There is ample closet/locker space for the storage of personal belongings. Each Reentrant is required to launder his bedding on a weekly basis. Laundry facilities are located in the unit area. ***Personal bedding of any kind is not permitted.*** Upon arrival at the facility, each Reentrant is issued with the following items:

- Bed-1
- Mattress-1
- Pillow-1
- Pillowcase-1
- Sheets-1 set
- Blanket-2
- Bath Towel-2
- Hand Towel-2
- Washcloth-2

You must sign for these items, and you are expected to return them in good condition upon your departure from the facility. You will be expected to return the facility linens at that time.

Reentrants will be assigned a bed number. **Reentrants are not permitted to enter any bedspace but their own. This includes sitting, standing, or laying on any bed but yours, whether it is assigned to someone else or not.** Closets and storage areas corresponding to your assigned bed number are clearly marked. **Reentrants are not permitted to use any other storage/closet space than those assigned areas.** If you permit another Reentrant to use your assigned storage space, then you become responsible for any contraband found there.

Room Cleanliness Requirements

Room inspection will take place each morning at 9AM. Beds must be made military style with the flat sheet under one blanket and all sides and corners tucked under the mattress, the pillow at the head of the bed, and the second blanket folded neatly under the pillow. The Laundry basket is to be placed on top of your dresser. All property must be stored inside your assigned dresser or locker, except for shoes which should be placed neatly under the bed. Trash bags must be changed, and the floor must be swept. Lockers must be locked. Please refer to the Room Inspection Checklist posted in each bedroom. Reentrants must be up and awake, next to their bed during this time.

Clothing/Laundry

1. Reentrants are not permitted to loan or borrow personal items including clothing.
2. You are responsible for the routine laundering of all personal clothing. A washer and dryer are available for use on the unit.
3. Bed linen **MUST** be cleaned weekly. This includes washing the blankets.
4. Beds are to be neatly made with clean linens.
5. Reentrants are not permitted to have excess amounts of personal property in the Center due to limited storage facilities and potential security problems. Liquid bleach is prohibited at all times. Reentrants are allowed to have the laundry detergent pods. If you do not have detergent pods, the Center will provide 2 each week on Monday nights.
6. Reentrants are not permitted to have their own irons. The Center provides an iron and ironing board for Reentrant usage. Iron is to be signed in/out from the Monitor's office.
7. Shoes are never permitted within the washer and/or dryers.

Personal Property

The Center is not equipped to handle excess Reentrant personal property. You are permitted to keep personal property and seasonal clothing in your living area that can be reasonably maintained in your assigned closet or dresser. Staff reserves the right to allow you to send it home and store excess personal property there.

Reentrants are solely responsible for their personal property. The Department of Corrections, Bureau of Community Corrections, Community Transition Centers, and their employees assume no liability for Reentrant personal property that has been stolen, misplaced, or otherwise removed from the possession of the owner. Each Reentrant is required to tag/label with his name all personal property. It is also suggested that you label your clothing and shoes. When a Reentrant arrives at the facility, he is required to furnish the names of two individuals who are authorized to receive his personal belongings in the event that he is removed from the facility. These individuals are expected to retrieve the personal belongings within seven (7) **days** from the Reentrant's removal from the facility. After this period, if the Reentrant or his representative has not made arrangements to pick up the property, the property will be disposed of.

*****In the event that a Reentrant leaves without authorization from the program, his personal property is considered to be abandoned and will be disposed of 7 days after apprehension.**

Searches

We want Reentrants to live in a safe and drug free environment to support their efforts to maintain abstinence and achieve sobriety. Therefore, we make efforts to help ensure this. Reentrants are subject to a search of their person, including a Pat-Down, Strip, Room inspection and search of their belongings at any time. *Searches* will be done randomly on all rooms, including Reentrants' private lockers, private belongings, etc. All contraband items found during a search will be confiscated and the Reentrant appropriately reprimanded. Strip Searches are authorized by the Director or Assistant Director and conducted in a private setting with a minimum of two male staff present. All Reentrants are subject to the possibility of search at any time.

Searches will be conducted by program staff, DOC Officials, Parole and K9 Dogs. ***Reentrants need not be present during room searches.***

Pornographic material of a sexually explicit, violent, or demeaning nature towards men, women, children, and animals is prohibited from entering the Center and shall be considered contraband. This includes but is not limited to magazines, photographs, posters, videos, miscellaneous publications, correspondence, and clothing. Reentrants who are in possession of this material shall be reprimanded appropriately with one possible result being a sanction.

Tobacco

As of January 2021, CTC Erie is a tobacco free campus. No tobacco products of any kind are permitted on property. This includes but is not limited to cigarettes, chewing tobacco, e-cigarettes/vapes, etc. Tobacco cessation medications may be incorporated in the reentrant's treatment plan with a prescription from the doctor for reentrants who have come to CTC Erie from an environment which permits smoking.

Mail

Outgoing mail into the Monitor's office is sent out daily. The administration office offers free envelopes and sells stamps to reentrants. Indigent reentrants should submit a reentrant concern form to their therapist if postage is needed. The cost of postage is equal to the cost of postage at that given moment per United States Postal Service. All mail is considered private and personal and is delivered unopened and uncensored. Reentrants must open all mail in the presence of a Monitor Staff. Correspondence with other inmates/parolee (if you are under legal supervision) must first be approved in writing by the institution of confinement and the Program Director. Mail can be retained for security reasons, and you will be given a confiscation slip.

Telephone

Pay telephones are available for your use. No in-coming calls are permitted. The phones are turned off at Lights Out every day and turned back on after completion of all morning details on the unit. Telephone availability on the unit was covered previously in discussion of recreational activities. Since the facility pay

phones do not accepting incoming calls, it is important that the main facility phone number and your assigned therapist's phone numbers is given to family members. Staff members have phones in offices that may be used for business and emergencies.

Cafeteria

Tables must be wiped after use. Sink and countertop must be cleaned after use. All food containers, bottles, cups, etc... must be disposed of in the garbage receptacles.

Meals

Meals are provided and are served in the designated cafeteria. All menus have been approved by a registered dietician and meet or exceed the requirements of the ACA. All food must be eaten in the cafeteria area. Reentrants are not permitted to bring food to other areas of the Center. **Special Diets** are provided for medical necessity or religious reasons. In each circumstance they must be approved by the Center Physician.

Cafeteria/ Common Areas

You must be properly dressed at all times. No undergarments should be visible, and all private parts should be sufficiently covered. No sleeping or appearance of sleeping is permitted in any of the Common Areas. It is not the responsibility of the person who has the Common Area as a cleaning detail to pick up after everyone. The Cafeteria and Common Areas should look presentable at all times. Please throw away cans and paper wrappings when you are finished with them. If a *trashcan* is getting full, empty it. The last person leaving the Common Area is responsible for turning off the TV.

Property, Necessities, and Money Drop offs

Drop offs may occur with supervisor approval. You must submit a drop off request form noting who is making the drop off and what items are being dropped off. The person dropping items off will need to have a valid State I.D. card or driver's license. **COVID restrictions may apply.**

Visiting

Due to Covid-19 in person visits have been suspended until further notice. Video visits will be made available at specified times corresponding to your current program level. If a special visit is required for extenuating circumstances, a reentrant concern form must be submitted to your assigned therapist. Rules for visits are as follows:

- * The visitor must download the "ZOOM Cloud Meetings" application on a smart phone, laptop or tablet that has video and audio capabilities.
- * A minor may only participate in a video visit if accompanied by a parent/guardian.
- * Visitors are expected to dress appropriately and avoid clothing that is revealing or provocative.
- * Unacceptable conduct by the visitor may result in that visitor's visitation privileges being revoked.
- * A CTC Erie staff member will be responsible for monitoring the video visit and will end the visit if visitation rules are violated.

Sign Out Procedures

If you exit the building to go to any area except the fenced-in area accessed through the cafeteria, you must come to the window at the monitor's office and sign out, and you must exit through the front door ONLY when instructed by staff. The requirement to sign out includes if you leave property to go to a scheduled doctor's appointment, if clinical staff take reentrants outside for group, etc. When you reenter the building, you must sign in at the monitor's office window. When you sign back in, you MUST clear the metal detector, and you may be required to undergo additional search as the circumstances deem appropriate. **These sign out procedures do not apply in the event of an imminent emergency where the building must be evacuated without delay, such as a fire.**

III CONTRABAND

The following items are considered contraband. If they are found on a Reentrant's body, in their room, car, clothing, or anywhere in their control, he/she will be subjected to disciplinary action. If a Reentrant finds any of these items anywhere in the facility, he must immediately report them to the Monitoring staff on duty. Anything brought in during intake or dropped off by a visitor that is not permitted will be labeled and kept for one (1) week (up to the discretion of staff). If it is not removed during this time, it will be disposed of. Contraband items include:

1. Alcoholic beverages or any substance that causes an intoxicating effect.
2. Any item that contains alcohol such as mouthwash, cough syrup, etc.
3. Non-alcoholic beer or wine.
4. Food, supplements, or candy containing alcohol.
5. Energy drinks.
6. Controlled substances under the PA Drug, Device, and Cosmetic Act.
7. Any illegal drug or prescription drug not authorized for the Reentrant's use.
8. Drug paraphernalia.
9. Items or containers containing substances that is unlabeled or not been approved.
10. Firearms, ammunition, or other weapons, including but not limited to explosives or the chemicals used to create explosives (including fireworks).
11. Knives, straight razors, rug/box cutters, letter openers, scissors, or nail cutters with a file.
12. Disabling substances such as tear gas, mace, pepper spray, or stun guns.
13. Cameras, voice recorders, or other such devices used to capture images or sounds.
14. Personal DVD players or video games. Any DVD that is not PG-13 or below rated.
15. Laser pens/pointers.
16. Incense, potpourri, and scented oils.
17. No boom boxes, or portable speakers permitted. Only personal MP3 players w/out internet and video capability permitted with headphones.
18. Any tobacco products including but not limited to cigarettes, chewing tobacco, e-cigarettes/vapes, etc.

19. Pornographic material of any nature or anything deemed as inappropriate by staff.
20. Items of gambling (such as dice, lottery tickets, tip boards, games of chance, etc.)
21. Clothing or artwork that promotes drugs/alcohol or their use, depicts scenes of death or morbidity, or are offensive/derogatory to a race, religion, or nationality.
22. Any items requiring electricity to function or charge. MP3 players must be checked by maintenance.
23. Monitoring devices such as CB's, Police Scanners, etc.
24. Personal keys not approved/controlled by Center staff.
25. Any type of unapproved locking device or lock pick device.
26. Toxic or caustic chemicals.
27. Deodorizers and sprays, except tree type (car freshener) deodorizers.
28. Click pens, gel pens, pencils, colored pencils, permanent or nonpermanent markers, dry erase markers, etc.
29. Cell phones or watches.
30. Any contraband deemed by Department of Corrections.
31. Any item(s) in what staff deems to be excessive amounts.
32. Any item not listed above which is, in the judgment of the staff, inappropriate to our facility operations.

Note: For fire safety purposes, the burning of anything is prohibited. As with all designated contraband, items will be confiscated and disposed of. A Reentrant found in possession of contraband will be subject to disciplinary action. Reentrants should routinely review Facility Policies on smoking, contraband, Fire Safety, and searches.

If you are found with contraband while in the center, it will *not* be available to you upon completion of the program.

Reentrant Clothing and Personal Effects List:

7 sets of clothes

7 pairs of underwear

7 pairs of socks

2 pairs of shoes

1 pair of slippers or shower shoes

1 set of pajamas

1 coat

2 hats

Not allowed:

Any clothing or hat that depicts or has reference to drugs, alcohol, profanity, or is overtly sexual in nature is prohibited.

1 alarm clock and/or radio with headphone jack

1 mp3 player that does not have internet, video, or other recording capabilities

1 pair of headphones
5 books
7 pictures

When having toiletries/cosmetics dropped off they must be new in package never opened. Only laundry pods and dryer sheets are permitted (no powder or bottled liquid, and NO BLEACH).

CTC – Erie staff will be monitoring compliance with this list during regular building/room inspections and random room searches. Excessive accumulation of clothing and or personal effects is a Program Violation. Any Reentrant found non-compliant will subject to disciplinary procedures. Contraband items will be confiscated and destroyed.

IV DISCIPLINE POLICY

All reentrants will be required to read, initial, and sign the Universal Set of Rules (USOR) upon intake. Any questions regarding these rules will be answered at this time.

Any rule violation witnessed by a staff member will be written as an infraction report and reviewed by the Custody Control Coordinators/designee. Reentrants violating facility rules will be subject to disciplinary sanctions in accordance with the Universal Set of Rules Procedures. The facility uses progressive discipline except in the event of serious rule violations, which may result in unsuccessful discharge at the discretion of the Program Director. Please refer to the Parolee/SDTP Response Matrix for further clarification. These procedures are posted on the bulletin board on the PV unit.

The Custody Control Coordinators/designee conducts in house infraction hearings on a weekly basis. Reentrants will be given a copy of the infraction with a hearing notice including the date and time of the hearing. Reentrants will be given at least a 24 hour notice of hearings in order to have adequate time to prepare. Refer to the USOR procedures for more information regarding hearings and steps to take should you disagree with the outcomes.

Custody Control Coordinator: Will process all incident reports, including Infraction violations. There is a standard progressive disciplinary procedure that will incur if you do not follow the rules outlined in this handbook.

SDTP;: All SDTP infractions are sent to the SDTP coordinator for review. The center may make a recommendation, but the ultimate decision made by the SDTP program.

Parole Agent Intervention: After repeated program violations and restrictions/sanctions, staff will refer paroled Reentrants to the assigned building parole agent(s). Parole may also issue a written sanction/violation for non-compliance.

Program Termination: The Program Director will terminate a Reentrant from the program if the Reentrant continues to violate rules of the program despite repeated efforts by staff to intervene by utilizing discipline/sanctions. A Reentrant can also be terminated due to a major program violation at

the discretion of the Program Director.

The location of the DOC/ BCC Community Corrections Handbook is located in the Monitor Station. You are responsible for knowing and understanding the contents of this Primary Handbook.

V GENERAL RULES

Understand that DC ADM 801 applies to your participation in this program and successful completion of your prescribed program is a condition for your release. The following is a list of these conditions:

Some of these conditions are directly regarding individual's in work release programming.

1. Money in excess of approved and budgeted amounts is prohibited.
2. Unprescribed drugs, drug paraphernalia, alcohol, medications containing alcohol, addicting prescription medication, poppy seeds, synthetics and the medication Dayquil are prohibited.
3. Items that can be used as weapons are prohibited.
4. Gambling and lottery tickets are prohibited.
5. Credit cards, unapproved financial contracts, checking accounts and savings accounts are prohibited.
6. ** Upon admission any checkbooks, bank and or credit/debit cards are placed in the office safe until discharge. Reentrants may provide written request to have these items released to family.
7. Inpatient Reentrants are expected to utilize the center budget system. A one-time cash gift up to \$50 may be kept by the Reentrant. All other monies with the exception of \$10.00 must be remitted and budgeted through the center budget system.
8. You are not permitted to have contact or any association with the victim or codefendant of your offense...
9. Failure to return to my assigned contract facility at my designated return time or unauthorized absence from a designated location will result in either declared an absconder.
10. Leaving Pennsylvania is PROHIBITED and you waive extradition to the Commonwealth of Pennsylvania from any state in the United States, and from any territory or country outside the United States.

Reentrant behavior while here and in the community must be acceptable and law-abiding at all times. You will comply with all municipal, state and federal laws, ordinances and orders.

1. Reentrants are not permitted out of the center without authorization and must return to the center at appointed times. Accountability is required at all times. ***Failure to be accountable will result in disciplinary action, including possible termination from the program.***
2. Reentrants will be expected to attend all required group meetings and scheduled appointments.
3. Reentrants are not permitted to consult with or contact the judge who imposed sentence, other officials and/or witnesses involved in the prosecution of their case.

4. Reentrants are not permitted to contact any person considered the victim of a crime for which he or she has been convicted.
5. You are not permitted to use, own, possess, sell, distribute or have in your control any narcotic, controlled or dangerous drugs. This includes drug paraphernalia in any form. All prescription *and non-prescription* drugs must be turned in to the Monitor so that they may be recorded. Syringes, controlled substances, psychotropic and prophylaxis drugs will be retained by the Monitors and made available in accordance with the physician's instructions. *It is your responsibility to turn over all prescribed or non-prescribed drugs in your possession to the Monitor's Station.*
6. A positive urinalysis or Breath Alcohol Test will constitute usage. Failure to provide a sample, refuse to sign a chain of custody, or complete a test within *two* hours of the request will be considered a refusal and will be sanctioned accordingly.
7. Tobacco products of any kind are not permitted in the center or anywhere else on property, with the exception of prescription tobacco cessation medications for reentrants who have come to CTC Erie from an environment which permits smoking.
8. Reentrants are prohibited from providing any services or giving any gifts to staff during the Christmas Season or at any other time.
9. Reentrants are prohibited from consuming non-alcohol wine or beer products. These products are also considered contraband.
10. Reentrants are not permitted to consume alcohol or any products containing poppy seeds or alcohol (i.e. cough syrup, etc.).
11. Reentrants are not permitted to enter into any financial agreements with fellow Reentrants, individuals or institutions.
12. Reentrants should not borrow or lend anything from other Reentrants.
13. Announcements and information relative to Reentrants are posted on the Center's bulletin board. It is the Reentrant's responsibility to check the board daily for any changes or new information.
14. Explicit sexual activity of any type is prohibited in the Center or on Center grounds. ***This includes overt intimate contact between Reentrants and their visitors.***
15. Explicit pornographic and violent material, including magazines with inappropriate sexual or violent content, is prohibited. *These materials will be confiscated until a determination has been made regarding the acceptability of the material. The Center Director will determine the acceptability of the material. All unacceptable material will be destroyed and the Reentrant penalized.*
16. Reentrants are not permitted to lock or block any Center doors.
17. Reentrants are not permitted in other Reentrant's bedrooms at any time. Other unauthorized areas may be entered only with a staff escort or with staff permission.
18. Reentrants and visitors are subject to search at anytime. This includes their person, property or vehicle.
19. Travel alarm clocks are permitted in Reentrant rooms only. MP3 players are permitted, but

can only contain music.

20. Any type of “horseplay” or putting your hands on another Reentrant is strictly prohibited.
21. You are expected to be in your room at count times. Any personal needs must be done before or after count, including using the rest room.

COMMUNITY TRANSITION CENTERS ERIE RULES AND REGULATIONS

1. The use of any mind or mood altering chemicals will not be permitted.
2. Smoking is prohibited and no tobacco products of any kind are permitted. This includes cigarettes, chewing tobacco, e-cigarettes/vapes, etc.
3. Firearms are not permitted in this facility except in the case of emergency or prisoner transport.
4. All Reentrants are required to sign in at the Monitor’s office upon reentry into the facility.
5. All Reentrants are required to complete a house duty daily.
6. All Reentrants are required to keep their sleeping areas neat and clean at all times.
7. All Reentrants are required to launder bed linens once a week or more if needed.
8. All Reentrants are required to treat all facility property with care.
9. All Reentrants are required to maintain proper conduct toward staff. Obscene, abusive or threatening language will not be tolerated.
10. Under normal circumstances, all Reentrants must enter and exit the facility only through the front door.
11. Gambling is strictly prohibited.
12. No cell phones are permitted.
13. No watches are permitted.
14. Cameras are prohibited due to confidentiality laws.
15. No portable DVDs, TVs, Blu-ray, Cassette tapes, VHS tapes, Video Game Cartridges, video game consoles, IPODs, handheld video games or burned CDs/DVDs are permitted. If your MP3 Player has cell phone, internet, photo viewing or video viewing capabilities, then it is NOT permitted in the center.
16. Incense, candles or the burning of anything in the facility is prohibited.
17. Reentrants are required to be fully dressed outside of authorized changing areas.
18. No piercing of any body part is allowed.
19. No sexual activity of any kind will be permitted on facility grounds.
20. All Reentrants are expected to maintain acceptable standards of personal hygiene.
21. All Reentrants are required to iron in the laundry room.
22. No food or drinks are permitted in Reentrant sleeping areas or in the group rooms.
23. No energy drinks of any kind are permitted in the center.
24. No boom boxes or speakers permitted. Only personal CDs with headphones and clock radios are permitted.
25. All Reentrants are required to keep the sound of radios at a reasonable level.
26. Reentrants may only use approved cleaning chemicals dispensed at the Monitor’s station.

27. The use of Toxic and Caustic substances, including bleach, is forbidden.
28. No perishable food is to be left in cafeteria locker overnight. Any perishable food found after 11:00 pm will be destroyed.
29. Only DVDs that are up to PG-13 rated are permitted.

VI SAFETY AND EMERGENCY PROCEDURES FOR REENTRANTS

Whenever possible without risk to you, always attempt to notify your fellow Reentrant during an emergency situation by awakening him or assisting him in exiting the building and following staff instruction.

It is the purpose of this document to safeguard the lives of staff, Reentrants and visitors of the Community Transition Centers in any emergency situation. This will be done without compromising Reentrant accountability or supervision. The outlined procedures will be communicated annually to staff and to Reentrants during orientation. In addition to verbal communication, the procedures will be posted on the Reentrant bulletin board and placed in the Reentrant Handbook for easy and continual access. A copy will be available for staff in the Emergency Manual.

This procedural policy applies to all Reentrants and staff of the Community Transition Centers and to those individuals who are under its jurisdiction. The policy is also applicable to those individuals or groups that have business with the Community Transition Centers or utilize the resources. It is the policy of the Community Transition Centers to reduce and/or eliminate all potential fire and safety hazards, while minimizing property damage and safeguarding the lives of Reentrants, visitors and staff. Compliance with the provision of this policy will reduce safety hazards while ensuring accountability. Reentrants will be responsible for knowing and adhering to these procedures.

DEFINITIONS

- A. **Tornado** - A rapidly spinning funnel cloud that usually occurs in the late afternoon.
- B. **Tornado Watch** - A tornado WATCH alerts people that conditions are favorable for producing a tornado.
- C. **Tornado Warning** - An actual funnel cloud or tornado has been sighted.
- D. **Civil Defense or Other Emergency Procedure** - An emergency situation declared by the Governor, County Commissioners, Mayor or other authority

PROCEDURE

A. General Instructions Procedure

1. Be prepared for any emergency by knowing in advance, the evacuation routes.
2. Follow all instructions given by staff.
3. DO NOT INTERFERE with the evacuation procedure.
4. DO NOT attempt to gather personal belongings.

B. Fire Procedures: In the event of a fire :

1. Notify the Monitor on duty.
2. If notification is not possible, pull one of the fire alarm boxes located on each floor.
3. If possible, without endangerment to yourself or others, close doors and windows before exiting.
4. Exit the building through the nearest outside door or unobstructed escape route.

C. Explosion/Gas Leak Procedures

1. Pull the fire alarm and follow the fire procedures outlined above
2. DO NOT attempt to close any doors or windows.
3. The Monitor will give further instructions.

D. Severe Weather Conditions Procedure

1. If you are in the building, go to the designated area for emergency situations. Stay away from the windows and prepare to get under something sturdy. The Monitor staff will give you instructions.

E. Civil Defense or Other Severe Emergency Procedure

1. See Monitor for instructions when in the Center.
2. Return directly to the Center when in the area.
3. If unable to return to the Center, telephone the Monitor on shift for instructions.
4. Despite an emergency situation, **Reentrants are still accountable to the Department of Corrections for their whereabouts when away from the Center.** If a Reentrant is unable to communicate with the Center, you must register on a daily basis with a recognized authority that will record your whereabouts and contacts and later verify these daily contacts. Suggested authorities are local, state or county police, Red Cross, PBPP, person in charge of the mass care center, Salvation Army, YMCA, your counseling agency, local emergency management office, or even one's employer.
5. Always obey any instructions given by police.
6. Listen to a radio or television for continuing updates.
7. All Reentrants must report to the Center immediately following the termination of an emergency. A twelve-hour grace period will be extended by the Director if necessary, only if you have made contact with the Center.

F. Safety Procedures

1. Smoking and all other forms of recreational tobacco use are prohibited. seized by management and not returned. Progressive discipline will follow for any additional offenses.
2. Extension cord usage is not permitted without staff permission.
3. **NOTHING** shall be attached or impede the heater vents.
4. Flammable or volatile products are not to be kept in Reentrant's rooms. They shall be stored in a secure area of the facility in an approved container.
5. Notify the Community Corrections Center Monitor of any hazards like:
 - a. Loose carpeting or walkways.
 - b. Faulty electrical equipment.
 - c. Slippery floors.
 - d. Icy steps or walks.
 - e. Flammable contents in the Center.

Fire drills will be held on a monthly basis; know the evacuation routes prior to the conducting of these drills. Your life may be at stake! Failure to evacuate the building will result in disciplinary action. In the event of a **medical emergency** notify staff who will call **911**.

VII Important Numbers:

Saint Vincent Health Center	814-452-5000
UPMC Hamot	814-877-6000
Millcreek Community Hospital	814-868-8340
Crisis Hotline 24/7	814-456-2014

It is your responsibility to clearly understand what is expected of you during your participation in this program and to ask a staff member to clarify items that you do not understand. You will need to thoroughly read your handbook, more than once, to fully grasp the program. The first week you are here is the time to do this, so that you can avoid unnecessary mistakes. Staff members are available twenty-four hours a day to answer questions. We would rather have you ask us the questions, than do it wrong and learn the hard way. **DO NOT FORGET TO REFER TO YOUR HANDBOOK DURING YOUR STAY IN THE CENTER SO THAT YOU MAY REFRESH YOUR MEMORY AS TO WHAT IS EXPECTED OF YOU.**

COMMUNITY TRANSITIONS CENTER ERIE
MEMO

To: Reentrants

From: Renee Kirby, Assistant Director

Date: August 22, 2018

Re: Medication update

Attention Reentrants:

As of August 22, 2018 CTC Erie will limit the allowance of Neurontin (gabapentin), Lyrica (pregabalin) and Wellbutrin (bupropion). No new prescriptions will be permitted unless reentrant has official verification of a recent prescription. This will need to be given to the onsite Dr. prior to him writing a prescription.

If a reentrant is currently on gabapentin or bupropion, change in dosage will not be permitted while at CTC Erie unless done by an already established psychiatrist.

If a reentrant is abusing his medication, (cheeking, hiding, unexplained discrepancy in counts, etc.) the medication will be discontinued for the duration of your stay and the staff doctor will meet with reentrant during his next doctor visit to discuss alternatives.

TOBACCO ADDENDUM

As of 1/11/2021 Community Transitions Center Erie formerly Gateway Rehabilitation became a tobacco free campus. No cigarettes, chewing tobacco, e-cigarettes/vapes are permitted on CTC Erie's property.

Community Transition Centers - Erie
REENTRANT RIGHTS

At Community Transition Centers – Erie we believe Reentrants have the right to respectful, high quality treatment, delivered by competent professionals. In return, we expect responsible behavior and recovery from Reentrants. A person receiving care or treatment under section 7 of the act (71 P.S. 1690.107), shall retain civil rights and liberties except as provided by statute. No Reentrant may be deprived of a civil right solely by reason of treatment. Some examples are the right to receive and send uncensored mail, the right to vote, the right to an attorney, and the right to make outside phone calls. A further summary of Reentrants' rights is described here. A more detailed description is posted on bulletin boards throughout the building.

1. Every Reentrant has the right to be treated with dignity and respect. The project may not discriminate on the basis of age, race, creed, sex, ethnicity, color, national origin, marital status, sexual orientation, handicap or religion.
2. Every Reentrant has the right to participate in the formulation of his/her own treatment plan, to request services not available here, and to ask for a transfer to another therapist's group or treatment facility.
3. Every Reentrant has the right to treatment of the least restrictive nature.
4. Every Reentrant's confidentiality will be upheld within the limits of Federal and State Regulations. This means information about you will only be released with your written permission except for the following:

Federal law and regulations do not protect any information about a crime committed by a Reentrant either at/or against Community Transition Centers – Erie staff, or about any threat to commit such a crime. Federal laws do not protect any information about suspected child abuse or neglect from being reported to appropriate authorities.

5. A Reentrant has the right to inspect his own records. The project director may temporarily remove portions of the records prior to the inspection by the Re-entrant if the director determines that the information may be detrimental if presented to the Re-entrant. Reasons for removing sections shall be documented and kept on file.
6. The Reentrant has the right to appeal a decision limiting access to his records to the project director.
7. The Reentrant has the right to request the correction of inaccurate, irrelevant, outdated or incomplete information from his records. He also has the right to submit rebuttal data or memoranda to his own records.

Note: A more detailed account of Reentrant Rights and Responsibilities is posted throughout the building. A copy may be obtained upon request to your Counselor.

Re-entrant Acknowledgement Date

Staff Member Date

07/01/2020