

EMPLOYMENT

Clients are encouraged to find part-time or full-time employment as soon as possible. The DRC Staff will assist clients in job preparation and placement services, however it is the client's responsibility to pursue any job leads.

Although it is difficult to find employment due to criminal background, it is the expectation of the DRC that you inform any prospective employer of your criminal history.

If employment is not possible, clients must be in school full-time or receiving disability benefits.

Clients must be aware that programming will be scheduled around employment as much as possible, but your first priority is to report and participate in DRC programming.

LOOK AT THE DIFFERENCES . . . AND THEN MAKE YOUR CHOICE!

| Institution Environment | DRC Environment |
|-------------------------|---|
| Out of the community | Individual Approach (Mr., Mrs., or Ms.) |
| Away from your home | Treats you with Dignity & Respect |
| Away from your family | Emphasizes Your Specific Needs |
| Away from your job | Provides Cognitive Skills Approach |
| | Offers Networking with Community Agencies |
| | Encourages Community Involvement |

EXAMPLE OF A CLIENT SCHEDULE

"T" has been a drug dealer all his life, earning his pay on the streets selling cocaine and heroin. He dropped out of school in the 9th grade and has been in and out of jail for the last ten years. He admits that he used drugs, but does not have an addiction. "T" found a part-time job at a restaurant working an afternoon shift 20 hours per week.

| "T" HAS NEEDS | DRC GROUPS | "T" HAS A SCHEDULE |
|-----------------------------|---------------------------|--------------------|
| Supervision/Life Skills | Case Management | Mon & Wed |
| Changing Thinking Education | MRT | Wed |
| Drugs (Dealing) | Substance Abuse Education | Tue |
| Community Support | Resource Lab | Thurs |
| Community Support | Community Service Hours | Sat |

COMMUNITY CONNECTIONS

This program is constantly striving to make connections with the community to find more ways to be a positive force.

The DRC will:

- monitor client community service hours
- host community connection events
- identify local community agencies with valuable resources to meet client needs
- be open to other community needs as identified

DRC staff will direct clients to establish community connections to meet their long term needs and as a way of giving back. Client participation will be documented and communicated to the court and probation staff.

CAMBRIA COUNTY DAY REPORTING CENTER

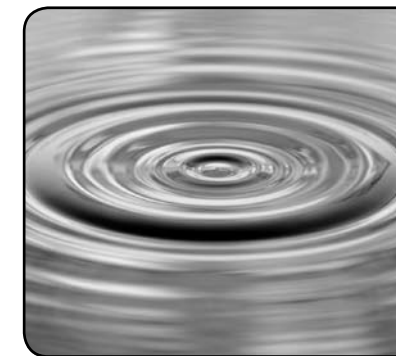
DRC Hours:

Monday - Friday: 8:00 a.m. - 8:00 p.m. · Saturday: 8:00 a.m. - 12:00 p.m.

If you have questions about any of the information contained in this booklet, please contact the Cambria County Day Reporting Center staff at:

499 Manor Drive · Ebensburg PA 15931 · Ph: xxx.xxx.xxxx · Fax: xxx.xxx.xxxx

Cambria County & BI Incorporated
A Working Partnership.



Cambria County, Pennsylvania Day Reporting Center ORIENTATION HANDBOOK

Welcome to a Better Life - Where Change is Your Choice

In Partnership with Cambria County Probation



WELCOME

On behalf of the Cambria County Day Reporting Center staff, I want to welcome you to this program. We hope you will take advantage of the resources available here and will identify your giftedness and freely share it with others. The bottom line is that you live responsibly and realize your full potential.

We look forward to your success!

The BI Incorporated Staff

Enclosed you will find useful information regarding your participation in the Cambria County Day Reporting Center (DRC). You are strongly encouraged to read through this information or have someone read it to you. You can ask staff for help if you need it.

Please keep this information and share it with your family so they understand what is expected of you while you are in the program. If you have any questions, please talk with your DRC Case Manager or Probation Officer.

DAY REPORTING CENTER PHILOSOPHY

To treat clients with respect and dignity while modeling positive social behaviors. The Cambria County Day Reporting Center staff strives to provide a high degree of discipline combined with intensive treatment programs to deter criminal behavior and assist with positive social attitudes.

DAY REPORTING CENTER GOAL

To assist clients in making permanent behavior changes that will help them achieve a crime-free life and a positive future.

MANDATORY CONDITION OF PLACEMENT

You may have been selected to participate in this program as a condition of your release from the county jail or as a requirement of your probation. Not complying with any aspect of your orders or conditions

from the probation department can lead to revocation from the DRC.

JAIL RELEASE

Parolees will be instructed when to report to the DRC when released from the jail. Clients are expected to report on the specified day and time as ordered by the County. Upon arrival at the DRC, each client will receive an overview of the program. The starting point process includes reviewing rules, giving personal information, and signing paperwork.

REPORTING

There are three phases of supervision at the Cambria County DRC. You will start in the most intensive phases and progressively move through the program to the less intensive phases with positive behavior. It is important to understand that your level of required supervision depends upon your actual behavior change. You will see supervision reduced when you show progress.

WHY ME?

Individuals placed in Day Reporting programs are provided additional resources and supervision to reduce the likelihood they will return to the criminal justice system.

Clients are assigned to the DRC at the discretion of the Cambria County Courts.

WHAT YOU CAN EXPECT

Upon entering the DRC, you can expect these events:

- Individual assessment
- Daily check-in with breathalyzer
- Random urinalysis
- Weekly case management meetings
- Attendance at groups (i.e. education classes, employment readiness, cognitive skills, substance abuse treatment groups, etc.)
- Periodic evaluation of progress
- Awards and affirmation for compliance
- Sanctions and reprimands for noncompliance

GROUP RULES

1. Enjoy yourself!
2. What is said in group stays in the group.
3. Give Respect, Expect Respect
4. Use "I" statements.
5. Give constructive criticism.
6. No cross talking.
7. No foul language.
8. No leaving group.
9. No violence or threats of violence.
10. Come prepared for group.
11. No food or drink allowed in the group.
12. The Golden Rule is always in effect.

FACILITY RULES

1. Give Respect... Get Respect.
2. Remove earrings, headphones, hats and head coverings.
3. Clothing with gang representation, references to drugs or alcohol, or glorification of illegal lifestyles is not permitted.
4. Cell phones are not permitted in the facility.
5. Park vehicles in legal spots.
6. Smoking in or around the facility is not permitted.
7. When waiting for services please remain inside the facility.
8. Family, friends, and children are only allowed in the facility during family approved times.
9. Respect the community by keeping music down, no cars idling, no littering or wandering around the facility,
10. All clients are expected to be on time for appointments. No clients will be allowed into group late.
11. The Golden Rule is in effect at all times.

BREATHALYZER

Each time you report to the DRC you will be required to submit to a breathalyzer test. This test is designed to identify if you have been drinking alcohol in the past 24 hours. Alcohol is strictly prohibited at any time while in the program. A positive reading on the Breathalyzer, indicating alcohol use, will result in sanctions. A positive reading may lead to placement in the substance abuse program or unsuccessful discharge.

You will not be allowed to leave the facility until your BAC reading is .079 or less. If you are driving, your BAC reading must be 0.00 before you are allowed to leave. If your BAC reading is not low enough to allow you to leave by the end of the DRC business day, Adult Probation will be notified.

If the test reading is at .160 or greater you may be immediately referred to the jail or to the hospital for detoxification.

URINALYSIS TESTING

You must submit to random urine screening to test for drug and alcohol use. All individuals will be assigned an individual word that will be used to provide a random drop schedule. The "word of the day" will be displayed at the facility to inform you when you arrive if you will be tested that day. It is your responsibility to look for the word of the day. You must then inform the appropriate staff member that you are required to submit a urine sample.

No exceptions will be made to this rule. If you are unable to provide a sample when you first arrive you will be given water to drink in set amounts and intervals. You may only drink what is given to you by the DRC staff. Your refusal to submit a urine sample can be cause for revocation from the program.

Any positive reading will be reported in an incident report and there will be a scheduled assessment with a substance abuse therapist for a possible placement in a substance abuse group. Other levels of sanctions will be used if you are already attending substance abuse groups in order to address the

issue of noncompliance. Leaving the DRC or failure to submit to a urinalysis test will be considered a positive drop. Your Probation Officer will be notified of any positive tests or any failure to provide a urine sample.

ASSESSMENT

You will undergo various assessments (Employment, Education, Drugs and Alcohol, etc.) within the first 30 days of arrival. These assessments are designed to identify any specific programming needs and provide a guide to develop the assistance that is needed.

| GROUPS AVAILABLE AT CAMBRIA COUNTY DAY REPORTING CENTER: |
|--|
| Orientation |
| Substance Abuse Treatment & Education |
| Intensive Case Management |
| Life Skills |
| Cognitive Behavioral: Moral Recognition Therapy (MRT®) |
| Educational Programs |
| Anger Management |
| Employment Readiness & Job Search |
| Aftercare |

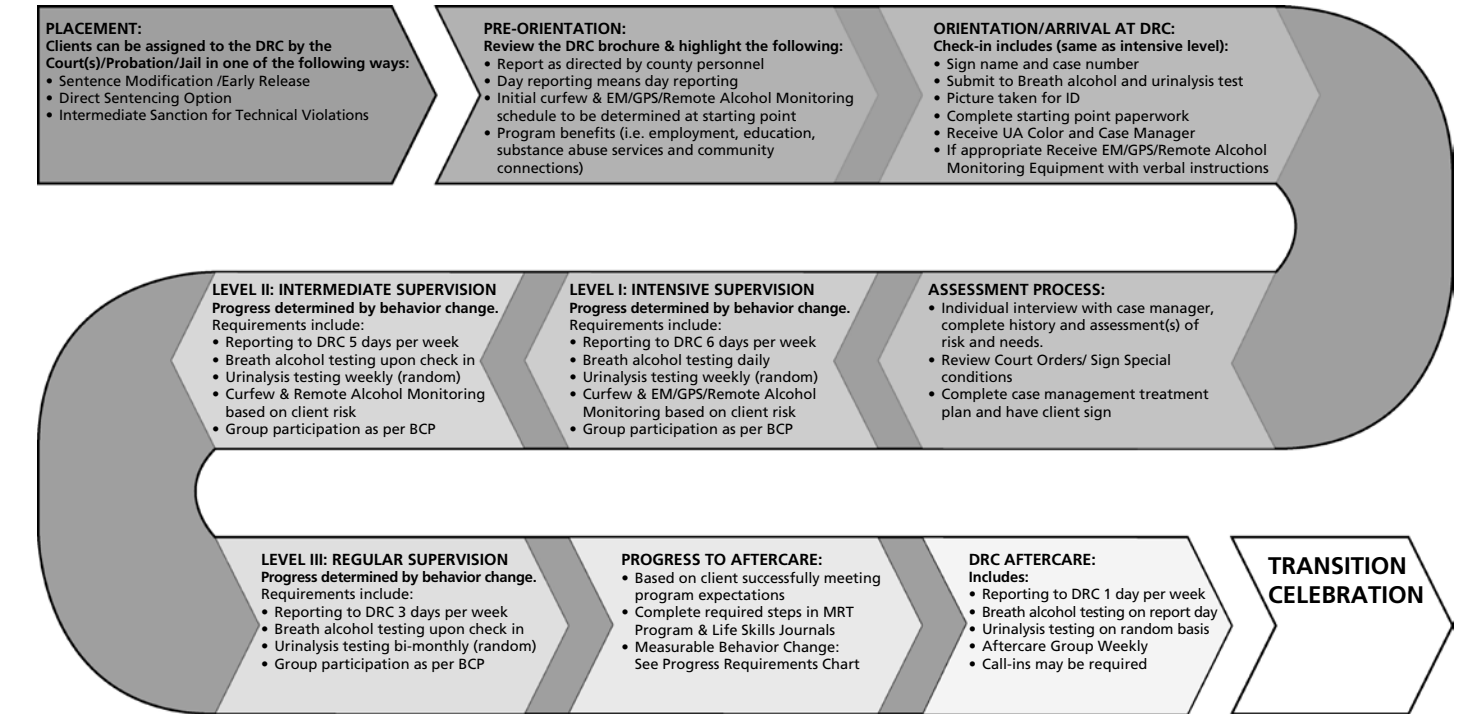
GROUPS

An individual behavior change plan and schedule will be developed with you which will address the specific program needs in your life. The purpose of this plan will be to focus on the areas in your life that are most likely to lead you back to a criminal lifestyle.

You will be assigned to a case management group and an MRT group. All additional groups will be assigned based on your needs. All groups require mandatory attendance and participation. Failure to attend groups as scheduled or failure to participate while in group will prevent you from progressing through the program and can lead to sanctions or discharge from the program.

THE BIG PICTURE

How do you progress through the Cambria County Day Reporting Center (DRC) Program?



ATTENDANCE & PUNCTUALITY

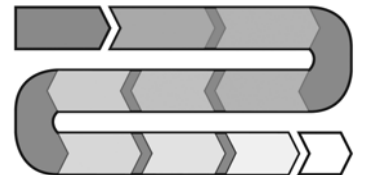
The DRC program is designed to help you in real life situations. Therefore, all groups are designed to foster a level of personal responsibility. You will know your weekly reporting schedule and you are expected to meet that schedule. To be excused from group due to an emergency, you will need to obtain permission on a case-by-case basis from your BI Case Manager. Sanctions will be administered for invalid excuses. You will be expected to report 15 minutes prior to the start of group in order to check in at the DRC and be on time for the start of group. If you are late for group you may be required to make up the group at a later time.

TRANSPORTATION

All DRC clients are expected to address their own transportation needs. The DRC is willing to help you if needed. The Cambria County DRC offers limited assistance with transportation. Please see a staff member if you need to be considered for transportation assistance. If you are driving yourself to the facility you will be required to provide a valid driver's license and current automobile insurance to your BI Case Manager.

THE BIG PICTURE

What's required to progress through the Cambria County Day Reporting Center?



PROGRESS THROUGH THE PROGRAM REQUIRES THE FOLLOWING:

- Program Attendance & Participation
- Abstinence from Drugs and Alcohol
- Obtain and Maintain Verifiable Employment /Disability Income/ Full-Time Enrollment in School
- Maintain Stable Housing
- Comply with Court Orders/Special Conditions
- Compliance with Curfew & EM/GPS/Remote Alcohol Monitoring (if applicable)

YOU MUST DO THE FOLLOWING TO ENTER AFTERCARE:

- Complete all required levels of Day Reporting
- Remain drug free
- Complete MRT and Life skills Journaling Program(s)
- Complete Court Orders/Special Conditions
- Complete Curfew & EM/GPS/Remote Alcohol Monitoring (If applicable)