

**AGENCE SOCIALE SPÉCIALISÉE
DE L'OUTAOUAIS INC. (ASSO)**
www.crcoutaouais.com

**COMMUNITY RESIDENTAL
CENTRE OF OUTAOUAIS(CRC)**

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RULES AND REGULATIONS

A Community Resource Centre under contract with Correctional Services
Canada and Québec's Ministry of Public Safety

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INTRODUCTION TO HOUSE RULES

Every society requires rules and regulations which are indispensable to its existence and survival in order to operate effectively. Such rules exist in all public or private institutions (schools, hospitals, etc) as well as in businesses or agencies. Generally, they dictate what can be done or not; in other words, what is allowed in opposition to what is prohibited. Therefore, the CRC, based on its mandate, has established rules and regulations that if **not adhered to** may lead to the withdrawal of support or a decrease in privileges. All rules must be abided by throughout your residency at the CRC.

We also require your **utmost respect** of all staff members, other residents and to be on your best behaviour, at all times. Our continued support is conditional to your willingness to help yourself while respecting your release conditions and those of the CRC.

General rules and regulations:

➤ House meetings

Attendance at the monthly resident's house meeting is mandatory. You will be informed by the staff of the date and time well in advance to the house meeting. In the event that you are not able to attend, you must notify your caseworker, otherwise sanctions will be applied.

➤ Workshops

All workshops are part of our in-house program. Again, your **participation** is mandatory. On Friday it will be your responsibility to refer to the list posted on the bulletin board to see if your name is added to the list. In the event that you are not able to attend, you must notify your caseworker and arrangements will be made to re-schedule you.

➤ Personal hygiene and dress code

You must dress appropriately **at all times**. Clothes depicting alcoholic beverages or illegal drugs or clothes with non-



appropriate language or gestures are prohibited. While in the house or on its grounds, it is prohibited to circulate wearing only a towel, to be barefoot or shirtless.

Good personal hygiene is required. You are asked to shower daily and to do laundry regularly. It's a question of mutual respect.

➤ **Kitchen, dinning area and dishes**

You are only permitted to eat at the dinning room table or the picnic table; which is located outside on the patio. Food must not be brought to your bedroom.

Upon arrival at the CRC, we will assign cutlery and dishes. It is your responsibility to store these items in your bedroom after each meal. Dishes remaining in the dinning areas will be confiscated and you could incur a loss of privilege for such actions.

➤ **Loans between residents**

Money or the loan of personal item is strictly prohibited while at the CRC. We are not to be held responsible for any losses incurred with personal loans.

➤ **Threats/aggressive behaviour/assaults**

An immediate removal from the CRC will occur in the event of any form of aggressive or violent (verbal and non-verbal) behaviour against staff, volunteers, field placement students or other residents.

➤ **Negative or abusive language**

Abusive or negative language is not tolerated at the CRC. We encourage an optimistic and a good morale. This is the key to your reintegration!

➤ **Vandalism and graffiti**

It is imperative to respect the material provided as well as the physical layout of the facility. It is strictly forbidden to destroy,



abuse or throw away any material belonging to the CRC. Graffiti is considered a form of vandalism.

➤ **Common area and daily chores.**

Daily household chores are assigned and posted. They must be completed either in the morning before your departure or after dinner (before 18:00) or before leaving for the evening. There is also assigned group chores.

P.S.: Chores may vary from week to week. At its discretion, a caseworker may request that additional chores be completed.

Leave and Travel Privileges:

➤ **Residents Reporting In**

Your **whereabouts must be known at all times**; it's your responsibility to inform the caseworker on duty of your arrival and departure. You must provide the time of departure, the destination (including full address and telephone number) as well as the expected time of arrival. In the event of a change of destination, you must immediately contact the CRC and inform of the new destination. If you are going to be absent for the evening meal (during the week or weekends), you must report via telephone.

➤ **Telephone check**

Staff members will complete Random community checks, Monday through Sunday, to confirm a resident's sign out destination (This includes residents who are on weekend passes). You should be present at the location you provided; otherwise sanctions may be incurred.

➤ **Federal residents**



Federal residents must respect curfew. Correctional Services of Canada duty officer will be immediately contacted in the event of missing your allotted curfew.

- **Travel permit**
For both provincial and federal residents, it is your responsibility to request a travel permit from your respective Parole Officers should you require to travel beyond the Gatineau region.
- **Travel to the province of Ontario**
For federal residents and for those under provincial parole, you must request a travel permit to travel to the province of Ontario (Ottawa) from your respective Parole Officers.

CRC daily schedule:

- **Curfews**
Weekday curfews (Sunday to Thursday) are before 23:00.
Weekend curfews (Friday and Saturday) are before 24:00 (midnight).
For the first 7 days of residency, a 17:00 curfew is imposed.
P.S.: Curfew restrictions imposed by the National Parole Board, the Provincial Parole Board or CRC staff will override these general rules.

To maintain the maximum curfew, the resident must adhere to house policies and procedures, exhibit proper attitude and behaviour and attend all designated treatment programs as directed by staff and/or parole/probation officers.

From time to time there may be variations imposed on an individual's curfew either by the Executive Director or its delegate. Failure to observe curfew could result in withdrawal of



support. An extension to a curfew is made in consultation with the Caseworker and/or House Executive Director or its delegate.

➤ **Wake-up**

It is the responsibility of each resident to ensure their own awakening. During the week (Monday to Friday) all residents must be up at 8:00. No wakeup is mandatory on weekends and we allow residents who work later to sleep in the morning.

➤ **Hours in the house**

All residents must spend a minimum of 6 consecutive hours in the CRC in a 24-hour period.

➤ **Bedtime**

From Sunday to Thursday, you should be in your respective bedroom before midnight. During the weekend (Friday and Saturday), bedtime is scheduled for 03:00.

P.S.: The Caseworker on duty may modify the bedtime should a circumstance arise.

➤ **Meals**

The house cook prepares lunch and dinner.

During the week (Monday to Friday), you must be present for dinner between 17:00 and 18:00. However, at the discretion of your caseworker, you may be granted a special leave privilege. For those residents who work later, you must still spend a minimum of one (1) hour at the CRC at dinner time.

It is not necessary to be present for dinner time during the weekend. However, you must report via telephone between 17:00 and 18:00 as well as inform staff should you be present for dinner.

➤ **Meal schedule**

Breakfast is available until 09:00

Lunch is served between 12:00 and 12:30



Dinner is served between 17:00 and 18:00 (weekdays) and 16:20 and 16:50 on weekends.

Light refreshments are available between 21:00 and 22:00.

P.S.: It is your responsibility to follow the assigned meal schedule as no meals will be served outside the set meal times. For those residents who are not available due to their work schedule, a plate will be set aside; should you request one.

➤ **Take out delivery**

Take out delivery will not be allowed after 23:00.

➤ **Internet**

Internet access is available for specific periods and only in the common lounge. The use of the computer must be done for purposes of job searches and information. Illegal sites and sites with sexual and violent characters are strictly forbidden within the residence.

➤ **Television schedule**

Two televisions are available in the common rooms of the residents.

The TV in the dining room can be used from the wake up until 8:00 and from 18:00 to 23:00. The use of the television is, however, left to the discretion of the caseworker on duty.

It is allowed to have a TV in the rooms. However the size of the TV screen should not exceed 32 inches (82cm).

The noise level must be kept to a minimum. Curfew hours apply.

➤ **Visitors**

The number of visitors is limited to two adults with children at all times.

From Monday to Friday, visits are from 18:00 to 21:00.

On weekends, visits are from 13:00 to 17:00 and from 18:00 to 21:00. No visit during dinner time.



N.B. Visitors have access only to common rooms including the living room, dining room and outdoor ground. They must identify with the caseworker on duty. Note that minors are admitted only in the presence of an adult). The worker on duty may deny access to the center to a visitor when he believes that the visitor is a threat to safety, is unacceptable, or is inappropriately dressed.

➤ **Linen schedule**

The laundry room is open from 07:00 and 22:00. Individual laundry soap bags are available at the caseworker's office.

➤ **Bedrooms:**

Bedrooms are the only places where you have permission to sleep.

Upkeep of the bedroom

Bedrooms are assigned according to availability. All requests to change your room assignment (based on incompatibilities or single room availability) must be submitted in writing to your caseworker. The request should include the reasons for the change.

Residents are held responsible for what goes on in the room as well as all the property found in the room. All residents must keep their side of the room clean at all times. The bed linen must be washed at least once per week and dusting done regularly. Your bed must be done every morning before leaving the CRC.

If you wish to mount pictures or posters on your walls, you must use the assigned adhesive in order not to damage the walls.

Residents are restricted from visiting the rooms in which they are not assigned; out of respect for other residents.

➤ **Security Rounds and inspections**



Rounds of checks and inspections will be done without notice in the rooms and in the house. If we deem it necessary for the safety of staff and other residents, a summary inspection of the person could be conducted.

Room inspections will be done on a regular basis. It has a dual purpose:

1. Ensure a safe environment for all CRC residents and staff.
2. Check the cleanliness of the rooms and the cleanliness of the premises.

In the event that we find a violation of the CRC rules, you will be met by the Deputy Director or his representative to correct the breach (s). Loss of privilege is a deterrent used.

Other:

➤ **Health Care**

Medications, prescribed or not, must be given to a worker who will take care of storage in a safe place. The medication must be taken at the office. It is the responsibility of the resident to take the correct amount, according to the dosage indicated.

Residents may have their own medications to take in an emergency.

For federal residents: Prescriptions are routed to designated CSC pharmacies.

On weekends outside the CRC: The resident must ensure to bring the amount of medication to cover the period of absence to the CRC.


Residents must obtain the Quebec health insurance card.


➤ **Access and distribution of methadone or suboxone**





In the community, doses of methadone or suboxone are given at a pharmacy or community clinic. The resident goes to a clinic for a prescription and then goes to the designated place (Pharmacy or Clinic) daily to receive the prescribed dose.

➤ **Medical marijuana framing and storage policy**

 The prescribed medical marijuana must be stored in the locked cabinet provided for the storage of medication, in the CRC secure space and in accordance with the standards of compliance.

 In the specific case of a dried leaf product that must be smoked, the resident must consume it outside the buildings and grounds of the CRC. Residents who receive a prescription for dried medical marijuana must comply with the curfew at all times.

 Due to the potential negative impact for some residents of CRC (eg, addict addicted to abstinence), a resident with a medical marijuana prescription may be asked not to enter the CRC with apparent signs of intoxication or to retire to his room.

 If the resident respects these conditions inherent to our environment, he can stay in our CRC.

➤ **Pets**

No pets are allowed on the premises.

➤ **Restricted material**

Alcohols, illicit drugs, firearms, weapons of any type or illegal property are prohibited on the premises. The police will be contacted if illegal substances are found on the property.

➤ **Alcohol, drugs and all other forms of intoxicants**



The use of drugs, alcoholic beverages and even non-alcoholic beer is strictly forbidden within the facility. This rule also applies to those residents who do not have a condition prohibiting the use of alcohol. Residents who do not have a drinking condition but return to the CRC under the influence will be reprimanded. If they continue to abuse this rule, it could result in withdrawal of support.

➤ **Telephone use and messages**

The resident's line (819-568-2015) must be used in moderation. We expect that a call lasts no longer than 15 minutes. A payphone is also available on the first floor for those who wish to have longer conversations or for long distance calls. Telephone calls after midnight are not allowed unless it's for an emergency.

➤ **Cellular phones**

The above rule applies for cellular phones. In order to ensure the confidentiality and anonymity of our clientele and our staff, it is strictly forbidden to film or record inside the residence or outside on the grounds. Failure to do so may result in the forfeiture and / or prohibition of possession of a cell phone on the CRC site. You must provide us with your telephone number at all times.

➤ **Offices**

It is forbidden to enter any staff office without permission. Out of respect, we ask that you knock prior to entering an office.

➤ **Cars and parking restrictions**

Parking on the premises is made available to residents. However, parking is restricted to certain areas (refer to parking signs). Should you violate a parking rule, you risk being towed at your



expense. You must also provide a valid driver's license and proof of insurance to your caseworker.

➤ **Smoking policy**

Smoking is not permitted inside the house or in the bedrooms. Sanctions will be imposed to those breaching this house rule. The use of incense, perfumed candles or room deodorizers is not allowed.

➤ **Weekend passes**

Passes are a privilege. Residents must apply for a weekend pass to their counselor on or before the **Tuesday** before the desired pass. Any request after that time will be denied. For federal residents, the resident will need to ensure that a Community Assessment has been completed at the residence where the pass is to be taken. Their parole officer will confirm Community Assessments.

Weekend pass eligibility is as follows:

One pass after 21 days of residency;

Two passes at the end of the second month of residency;

Three passes at the end of the third month of residency;

Every weekend at the end of the fourth month of residency.

Passes will be issued only when chores are completed and conduct within the House has been satisfactory and program expectations are being met.

➤ **Stolen or damaged personal property**

The CRC is not responsible for loss or damage to a resident's personal property. It is your responsibility to lock your bedroom door.

It is recommended that the resident have in his possession a minimum of personal effects not exceeding a value of \$ 1,000.00, as the center is released from all liability beyond this amount in the event of a disaster.




Expensive equipment such as televisions, stereos and computers must be registered with the front office, (this will be completed at Intake)


If you purchase expensive equipment during your residency, you must inform staff and show receipts. A resident who has expensive belongings is advised to purchase insurance.


➤ **Residents Personal effects in post-suspension**

Upon admission to the CRC, the resident is informed verbally and in writing of the procedures relating to personal effects, including those concerning the storage, disposal and sending of effects to the next of kin or contact in his family or the community. CRC will be able to dispose of the of the residents belongings after;

- Six (6) months in the case of an illegal suspension or liberty.

 The resident must, as soon as he arrives at the CRC, identify a family member or a resource to whom his / her personal belongings will be sent, in one or the other case mentioned below.

 Following a suspension, unlawful release, revocation of parole, prolonged illness or death, the resident's personal effects will be retained and stored by the organization until claimed by the resident or a pre-authorized person (see form * authorization and taking possession of personal effects *). No other person will be able to recover the resident's belongings unless authorized by the resident.

 After 30 days, the resource may return the personal belongings of the resident (still at liberty unlawful) to the pre-authorized resource, unless he has obtained a contrary opinion from the referent to this effect.

