

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 too** 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's 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 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 is your responsibility to inform the caseworker on duty of your arrivals and departures. 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 are subject to a 10 minute grace period. 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**

During the week (Sunday to Saturday), it is your responsibility to be up and about before 7:30. However, staff will wake you up at your desired time should you complete the daily noted form. There is no set wake-up time during the weekend and we will allow those residents that work later shifts to sleep-in 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 01:00. 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 23:00.

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.

➤ **Television schedule**

The television is made available between 17:30 and 24:00 during the week. On weekends, the television is available during the day and on Friday and Saturday night until 03:00. A 20 inch television set is allowed in your bedroom.

➤ **Visitors**

During the week, visitors are welcomed after dinner; from 18:00 until 23:00. Visitors are allowed from 13:00 and 17:00 and again from 18:00 to 23:00 during weekends. No visitors are allowed during dinner time.

P.S.: All visitors must give their full names. Residents are responsible for the behaviour of their guests. They are restricted to the main floor which includes the living room, the dining room and the outside patio. Children visiting the CRC under 18 years of age must be accompanied by an adult and supervised at all time. At the discretion of a staff member, visitors may be denied access.

➤ **Linen schedule**

The laundry room is open from 07:00 and 20:00. 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 searches**

Security rounds and room searches will be conducted without notice. For personnel or general security reasons, residents are subject to palpation searches.

Frequent room searches are conducted for two reasons: 1) to ensure a safe and secure environment for staff and residents and 2) to ensure the salubriousness and the cleanliness of your room. We will inform you, either verbally or in writing should your room does not meet the standards.

Other:

➤ **Health Care**

All prescribed and non-prescribed medication must be stored in the front office. The prescriptions will be distributed by staff and they will provide the resident with the proper prescription dosage as identified on the bottle or the card.

Residents should obtain a Québec's Health Card immediately upon arrival if they do not already have one.

For federal residents: 1) prescriptions are taken to a CSC-approved pharmacy. 2) The pharmacist must obtain authorization from CSC before dispensing any medication. 3) Dental work costs must be authorized by parole officers. CSC requires an estimate be obtained prior to having any work completed. 4) A list of available clinics, dentists, pharmacies and hospitals are available at the front office.

➤ **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.

Staff will take messages in your absence. However, this is a service rendered; not an obligation. All messages will be placed in the mail box with your room number identification. We are not held responsible for any missed calls or miscommunication of messages.

➤ **Pagers and cellular phones**

The above rule applies for cellular phones and pagers. You must supply staff with your pager or cellular phone numbers.

➤ **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. We also suggest that any item of value should not be brought to the House.


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.

➤ *Unwarranted or unexpected departure*

In any of the circumstances mentioned below, the resident must, upon arrival at the CRC, identify a family member or resource person to whom his personal property is to be sent.

 *Following a suspension, the resident's personal property is stored at the CRC, as long as the suspension warrant is not executed, for a maximum of two (2) years, after which the resident's personal property will be sent to the person indentified by the resident.*

 *If parole is revoked, the resident's personal property is sent to the new institution unless the resident indicates in writing that the personal property is to be sent or given to his family or a specified person, or that someone will come pick it up.*

 *When a resident refuses to send personal property to his family (or a resource) without a valid, verifiable reason, the personal property is stored at the CRC until the resident returns to the community or is transferred to a new receiving institution. In such cases, the resident pays the shipping costs.*