

# Park Plaza Re-entry Program (PPRP) Rules and Regulations

## PPRP Objectives:

- To assist convicted individuals reintegrating back into society.
- To help lower recidivism rate and help ensure public safety.
- To establish and ensure a healthy environment for the participant for a duration up to one year.
- Help establish mentoring relationships.
- Provide a Christ centered recovery program.

## Definition/roles of following Terms:

- **Participant:** A convicted individual who has been released from prison and entering voluntarily or by court appointment into the PPRP.
  - To agree and commit to the following rules and regulations.
  - To actively pursue the recovery process.
  - Reports directly to House Manager
- **Prison Minister:** Park Plaza's Prison Minister who works within the prison system.
  - Serve as main point of contact for potential PPRP participants coming out of incarceration.
    - Discuss/explain re-entry program in full detail outlining rules and regulations to potential participants before entering program.
  - Submit/discuss potential applicants for the PPRP when availability exist.
    - Be present during Board meeting when new applicants are being considered for PPRP.
  - Upon release of a new participant:
    - Ensure proper transportation to the re-entry housing complex.
    - Introduce participant to House Manager.
    - Work closely with Participant to ensure they meet all initial requirements for DOC.
    - Gradually (within first 2-3 weeks), remove self from participant's day-to-day concerns pointing them to the House Manager.
  - Reports to Re-entry Board
- **House Manager:** Individual selected by Board to live on-site for the re-entry program.
  - Responsible for day-to-day operations at housing complex.
  - Serve as first contact for participants.
  - Serve as a mentor to the participants.
  - Ensuring proper participation in PPRP.
  - Work closely with Director on day-to-day issues that fall outside of his scope.
  - Attend Board meetings to provide status updates on participants.
    - Participates in Board meeting first 30 minutes, provides info on current issues and status of participants.
  - Reports to Director and Re-entry Board
- **Director:** Individual selected by Board to help oversee day-to-day decisions that fall outside the scope of the House Manager.

- Director is one of the Board members who has been appointed (by the Re-entry Board) to serve as the House Manager's mentor.
- Help House Manager navigate day-to-day concerns that need to be addressed in between monthly Board meetings.
- Reports to Re-entry Board.
- **Re-entry Board:** A group (4-6) of individuals who serve as the regulatory body setting policy and procedures for the Re-entry Program.
  - Meet monthly to discuss re-entry program and concerns.
  - Reviews all applicants and approves for entry into program.
  - Handles disciplinary actions.
  - Reports to Park Plaza Elders.
- **Park Plaza Elders:** These individuals are selected by the Park Plaza congregation that serves as shepherds overseeing the general direction of the congregation.
  - Serves as the ultimate overseers of the PPRP.
- **Financial Advisor:** Board approved individual selected to help aid participants with financial matters.
  - Meet with participants to help develop personal budget.
  - Help to oversee financial needs and make recommendations to the Board.
  - Manage/oversee participant's savings accounts to help ensure financial stability upon discharge from PPRP.

**Upon release from prison PPRP will ensure:**

- Participants will be provided with:
  - A healthy therapeutic environment
  - Move in ready re-entry house
  - Necessary personal items
  - Food/drink
  - Spending money as determine by the Board for the purpose of:
    - Food/drink
    - Household needs
    - Personal items
    - Phone (non-internet access)
    - Necessary expenditures for making appointments, phone calls, copies
      - Participant is responsible for keeping **all** receipts to verify purchases
  - Bus pass good for one month

**The following violations may result in immediate dismissal from PPRP:**

- Violence or threats of violence
- Weapons of any kind
- Stealing of any kind
- Sexual harassment
- Sexual intercourse on property
- Dating during the PPRP
- Racial or sexual slurs
- Destruction of property

- Use or possession of drugs and/or alcohol on or off property
- Abuse of over the counter/prescription medications
- Repeated rule violation
- Smoking, lighting candles or incense in any building structure

**Employment:**

- Participant agrees to make every effort to find and maintain permanent employment while in PPRP.
- Priority should be given during the day to securing permanent employment.
- While unemployed, participant agrees to volunteer around re-entry housing or Park Plaza Church of Christ under the direction of either House Manager or Park Plaza authorized staff.
- Once employment is secure, participant agrees to inform House Manager of any changes to employment prior to making any decisions.

**Transportation:**

- Participant understands that PPRP will assist in transportation when needed. Prison Minister or House Manager can provide transportation or designate appropriate means. Participant understands that transportation may not always be available and House Manager has final say on need of participant.
- Participant understands that he is responsible for providing adequate notice of transportation needs.
- If participant has his own vehicle, they agree to provide proper proof of insurance along with valid driver's license. Information is to be given to House Manager.
- Participant agrees to keep vehicle in proper running order.
- All vehicles will be kept in designated parking area set forth by the House Manager.

**Financial Management:**

- Participant agrees to meet with designated financial advisor.
- Participant agrees not to borrow money from other residents, House Manager or Park Plaza staff, ministers, or members.
- All financial needs must go through PPRP Board and financial advisor.
- Participant agrees to pay rent of \$400 per month. Rent will be paid via check or money order made out to Park Plaza Re-entry. Rent can also be paid on a per week basis (ex. \$100 per week).

**Living Quarters:**

- Participant agrees to keep living quarters clean and picked up at all time.
- Participant understands that House Manager will conduct house inspections weekly to ensure property integrity.
- Participant understands that no women or children are allowed in living quarters (excluding family).
- Participant will be respectful of others residents by keeping noise at a reasonable level.
- Participant understands that no internet access is allowed in living quarters. This includes computers, iPads, tablets and smart phones or any other device capable of internet access.

- PPRP reserves the right to inspect any equipment that may have the ability to access internet.
- Participant is allowed to have TV in living quarters with assuming financial responsibility. Cable package must be limited to basic.
- Participant will consult with House Manager before making any “improvements” to residence or property. House Manager will consult with Director/Re-entry Board before giving approval.

### **Overnight and Curfew**

- Participant is required to spend each night in his own re-entry house.
- Participant understands that prior authorization (in writing) is needed in the advent participant expects to be off property on an overnight stay.
  - See Appendix A
  - 24 hour notice is required for approval. Participant understand lack of planning (on their part) does not constitute an emergency situation for the House Manager and/or Board.
- Participant agrees and understands that there are no (guest) overnight stays.
- Participant understands weekday (Sunday-Thursday) curfew is 10:30pm.
- Participant understands weekend (Friday-Saturday) curfew is 11:30pm.
- Participant must obtain prior authorization in writing for curfew extensions.
  - See Appendix B
  - 24 hour notice is required for approval. Participant understand lack of planning (on their part) does not constitute an emergency situation for the House Manager and/or Board.

### **Visitation Procedures**

- Participant understands no female(s) are allowed for visitation, except for family members.
- Participant is allowed to have male visitor(s) up to 30 minutes prior to curfew.
  - Visitor(s) is subject to same Rules & Regulations as participant.
  - In the event of out of town visitors, special arrangements can be made with proper authorization.
  - Participant will address visitation concerns with the House Manager.

### **Personal Belongings:**

- Upon leaving PPRP, participant assumes responsibility for removing all personal belongings.
- Participant agrees to obtain approval from House Manager before adding any electrical appliance.
- Participant acknowledges that PPRP is not responsible for personal belongings.
- Participant is responsible for purchasing and preparing their own food.

### **Medical and/or Psychological:**

- Participant will inform House Manager of any prescription drugs.
  - Participant must supply a copy of the prescription or prescription bottle from doctor’s office verifying such needs.

- Participant will take part in any medical/psychological testing/appointment House Manager, Director or Re-entry Board deems necessary.

#### **Alcohol and Drugs:**

- Participant agrees to have no alcohol or drugs while participating in PPRP.
- Participant understands that House Manager can request a drug/alcohol test at any time. Participant that tests positive will be charged for the test as well as face disciplinary actions.
- Participant understands that any refusal or falsifying a drug/alcohol test will be considered positive.
- Participant agrees to notify House Manager of any known use of drugs/alcohol by any PPRP, failure to do so may result in disciplinary action.

#### **Common Areas (group room, office, yard etc.):**

- Participant understands that all common areas are to be kept clean and organized at all times. Trash and cigarette butts will be kept picked up and discarded appropriately.
- Participant will be dressed appropriately while hanging out in common areas.
- Participant will respect House Managers living space and never enter without permission.
- No nudity is allowed in the common area or outside of personal residence. Clothing that advertises drugs, alcohol or offensive messages are not permitted.
- All participants will be required to donate up to eight (8) hours per month for maintenance and beautification of common areas and outside of structures. Hours could be spent mowing, painting, trash removal, general clean up, etc. House Manager will provide assignments on a monthly basis. Failure to do requested hours may result in disciplinary action.

#### **Therapeutic Requirements:**

- Participant will follow all therapeutic requirements set by DOC.
- Participant will attend Park Plaza Celebrate Recovery (CR) every Friday night from 7pm-9pm. Participant is expected to actively participate in CR groups.
- Participant is expected to sign up for first available Step Study, attend and complete the 12 step recovery program.
- Therapy requirements:
  - Participant will meet with Park Plaza Celebrate Recover ministry leader to fulfill following therapeutic requirements.
    - Non-sexual offenses: participant agrees to attend three months of individual/group therapy. First month, sessions will take place weekly. Based on therapists' recommendation, following sessions may be weekly or bi-weekly.
    - Sexual offenses: participant agrees to attend six months of individual/group therapy. First three months, sessions will take place weekly. Based on therapists' recommendations, following sessions may be weekly or bi-weekly.

- Once required sessions are completed, participant's therapist (along with the Director of Cornerstone) will determine if additional therapy is needed.
- Participant's therapist, along with Cornerstone's Director, will make official recommendations to the Board in regards to therapeutic directions as deemed appropriate.
- At any point, Celebrate Recovery ministry leader has the right to refer participant to Cornerstone. At such time, participant is required to assume any financial obligations that may arise.
- Participant agrees to attend Park Plaza Church of Christ while attending PPRP.
- Participant assumes the responsibility to attend at least 4 therapeutic services per week. Such services include:
  - Church service(s)
  - Park Plaza Celebrate Recovery
  - Counseling session
  - Bible study
  - Step study
  - Structured group session
  - All others must be first approved by Board

**Other:**

- Participant agrees and understands that while participating in PPRP they are to abstain from any sexual or dating relationships.
  - In the advent, participant is married further discussion will be had.
  - Participant understands the importance of self-focus and realizes that pursuing a relationship would hinder their recovery process.
- Participant agrees not to engage in gossip or negative talk about other participants, House Manger, or PPRP. While issues may arise, participant agrees to deal with them in the most healthy and direct way as possible. In the advent conflict is not resolved between participants, the issue will be shared with House Manager for resolution. If concern is directed towards House Manager, participant will take their concern to the Director or PPRP Board.
- Participant agrees to protect the integrity of PPRP. If at any time, participant sees, hears or is made aware of any action detrimental to PPRP or another participant, concerns will be shared with appropriate advisors. Failure to report such information may/will result in disciplinary actions.
- Participant agrees to not discuss the program with any news media. In the event the participant is approached by news media, participant should direct any questions to the PPRP Director.
- Participant agrees to follow all DOC and parole rules and regulations while participating in the PPRP.
- Participant agrees to follow all area restrictions while attending Park Plaza Church of Christ. Such areas include: child's wing, youth area, playground area and any other area where children are present.
  - Participant understands the value of the "buddy system" while attending church or other gatherings. Buddy system is to never be alone. Participant is