



Center résidentiel communautaire Curé-Labelle Inc.

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Stay Guide

C.R.C. Curé-Labelle Inc.

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C.R.C. Curé-Labelle Inc.

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INTRODUCTION

Welcome to **C.R.C. Curé-Labelle Inc.** it is with great pleasure that we welcome you to our home. In order to facilitate your integration into the C.R.C., we have prepared this guide. We hope it will help you understand who we are, how we operate, what we expect of you, and what we offer our residents.

As the title suggests, this is a "guide". It would be difficult to tell you everything about **C.R.C. Curé-Labelle Inc. in the** pages that follow. We believe, however, that the contents of this document are sufficiently clear and detailed to enable you to quickly grasp that the **C.R.C. Curé-Labelle Inc.** is an adult delinquency service center that offers its clientele, composed entirely of men, the means to integrate harmoniously into their community while avoiding recourse to delinquent behaviour. The content of this "Guide de séjour" is based mainly on the following concept:

Preventing recidivism is the first guide to actions taken by the C.R.C. Curé-Labelle Inc. team.

If you have any questions,

We look forward to seeing you:

Our door is always open!

Please note that in this document, for the sole purpose of simplifying the text, the masculine gender includes the feminine.

I- OUR MISSION

C.R.C. Curé-Labelle Inc. is a non-profit community organization accredited by the Ministère de la Sécurité publique du Québec and Correctional Service Canada. Our corporation's sole mission is to promote the social reintegration and well-being of adult men who have come into conflict with the law. The home provides residential care for adult males under provincial and federal jurisdiction, as well as community follow-up for provincial clients under active correctional measures.

The **C.R.C. Curé-Labelle Inc.** is a member of the Association des services de réhabilitation sociale du Québec (A.S.R.S.Q.), which brings together halfway houses and other services and organizations in the same field.

1.1 Philosophy

A stay at the **C.R.C. Curé-Labelle Inc.** means spending a certain amount of time in a specific release environment, under certain conditions. In this context, we aim to provide a base from which you can begin your social reintegration. Our philosophy of helping relationships is rooted in a climate of trust, honesty, openness and respect for self and others. Likewise, we expect you to honor all your commitments responsibly. This means we'll work together to help you achieve the holiday goals you've set for yourself. For example, creating and maintaining good relationships with the people around you, actively participating in the program(s) you've enrolled in, and acquiring work or training are certainly desirable goals.

In order to achieve the mission of **C.R.C. Curé-Labelle Inc.** all interventions by the C.R.C. team are inspired almost exclusively by a humanistic perspective, and are centered on the offender, providing him or her with the support, information, help and advice required by his or her situation, in a structured environment.

We believe in your potential for self-empowerment and in your ability to meet your needs through responsible, appropriate and law-abiding means.

Our approach is humanistic in the sense that it aims to help and encourage another human being to live better, for themselves and for those around them. We believe that by helping people to take the necessary steps to avoid problematic situations, they will be able to improve their quality of life, as well as that of their loved ones. The **C.R.C. Curé-Labelle Inc.** also aims to help people take responsibility for their actions, and make them aware of the consequences of their actions, including those resulting from their passage through the criminal justice system, both for themselves and for their loved ones.

By adopting an individualized approach, the **C.R.C. Curé-Labelle Inc. ensures that** all its interventions respect the individual, his or her choices and rights. Our attitude

towards people is one of listening, empathy and non-judgmental values. Mutual respect is also the basis of our intervention philosophy, which is guided and supported by a code of ethics.

Given the status of our clientele and the particular environment of our Community Residential Centre, we must support our intervention with certain forms of control and supervision. Consequently, a resident's stay at **C.R.C. Curé-Labelle Inc.** is governed by a set of rules designed to make him or her more responsible and to harmonize his or her life in the community.

Residents should never forget that the C.R.C. team is always there to support and assist them in their endeavours. What's more, if the resident encounters one or more particular difficulties, the C.R.C. team will be able to advise and/or refer him/her to a suitable outside resource.

1.2 Aims and objectives

- Meet our customers' needs by offering a range of adapted services in conjunction with our referral partners in the justice and public safety sectors (provincial and federal);
- To provide an alternative to incarceration;
- Make the community aware of the realities of our customers and ... involve society in achieving our mission;
- Pursue our actions in line with the Individualized Services Plan (I.S.P.);
- Providing adapted programs and services aimed at developing social skills to help people reintegrate into society.

1.3 Impartiality

The behavior of the **C.R.C. Curé-Labelle Inc.** team of professionals is governed by a code of ethics. Among other important obligations, members of our staff are prohibited from withholding or concealing information with the aim of harming or favouring one or more of the Centre's residents.

1.4 Confidentiality and request for access to file

All **C.R.C. Curé-Labelle Inc.** staff are bound by a confidentiality agreement. Residents' files are confidential and no information concerning their stay may be transmitted to an outside organization without their written authorization. Information received from referral organizations will be processed in accordance with the confidentiality of these organizations. A resident wishing to have access to his or her file must submit a written request to the referring department (S.C.C. or S.C.Q.).

1.5 Complaints policy

With a view to ensuring respect for fundamental rights in accordance with the provincial and federal Charters of Rights and Freedoms, any resident who feels dissatisfied with the quality and/or quantity of the services he or she receives, or who wishes to make a complaint about a particular aspect of his or her stay, may do so at any time.

Procedure

1. Verbally address your complaint to the staff member you feel is most likely to be able to deal with it.
2. If the resident is dissatisfied with the response received, he or she may submit a written complaint to the immediate superior of the caregiver or the person to whom the verbal complaint was addressed. The resident will receive a written response within seven (7) days.
3. If the resident considers that he or she has not received a satisfactory response, he or she submits the same complaint to the General Manager, stating his or her dissatisfaction with the response received. The General Manager will respond in writing within seven (7) days.
4. Ultimately, any resident can address his or her complaint to any outside authority likely to be able to help.

N.B. Under the terms of this policy, any action and/or decision taken by the Ministère de la Justice, the Ministère de la Sécurité publique, the Commission Québécoise des Libérations conditionnelles, the Services correctionnels du Québec, the Parole Board of Canada or Correctional Service Canada is not subject to a complaint to the C.R.C..

II- OUR PROGRAM

2.1 Admission

Your stay at **C.R.C. Curé-Labelle Inc.** is a period of transition, during which there is often a lot to do in a short space of time. That's why it's so important to take advantage of all the interventions and/or knowledge acquired in the hospital to ensure continuity of services during your stay with us.

The length of stays at **C.R.C. Curé-Labelle Inc.** varies from a few days to several months.

Your stay at the C.R.C. will take place in three (3) distinct stages: the first, called "Acclimatization", lasts approximately three (3) weeks. The second stage, called "Integration", lasts as long as you respect and achieve the objectives of your stay. Finally, the third and last stage of your stay, known as the "Exit Project", essentially consists of a period of maintaining your objectives, as well as preparing and updating your departure from the C.R.C. (Realistic Exit Project).

To be admitted to our home, each candidate must go through a selection process (file review and interview with a member of the C.R.C. clinical team assigned to the assessment). Once the assessment is complete, a decision is made by the Admissions Committee (General Manager, Assistant Director and member of the clinical team who carried out the assessment). This decision is immediately forwarded to the applicant's agent within a maximum of two (2) working days for provincial clients and five (5) working days for federal clients. When the future resident's situation so requires, the deadline may be shorter.

2.2 Eligibility criteria

Please remember that all individuals staying or wishing to stay at our C.R.C. must demonstrate that they are willing to take all the necessary steps to reintegrate into society. Consequently, the services of the **C.R.C. Curé-Labelle Inc.** are aimed at people who possess several of the following characteristics:

- An individual under provincial jurisdiction who can benefit from a "temporary absence", or a "temporary absence preparatory to parole", or a "conditional release", or "probation with supervision", or a "suspended sentence";
- An individual under federal jurisdiction who can benefit from "regular day parole", or "project day parole", or "5/2 day parole", or "full parole with accommodation in

a C.R.C.", or "statutory release (2/3)", or "statutory release with house arrest (2/3)", or "long-term supervision order with house arrest";

- An individual who is looking for ways out, wants to help himself and accepts help;
- An individual who recognizes his offence and has started to become aware of it;
- An individual who accepts the type of supervision offered by **C.R.C. Curé-Labelle Inc**;
- An individual who wishes to actively participate in the programs offered by the **C.R.C. Curé-Labelle Inc**;
- An individual who wishes to integrate or reintegrate into the job market and/or studies (except in certain special cases);
- An individual who can and wants to live in a group, while accepting and respecting the rules of C.R.C. life;
- An individual who considers his admission and eventual stay at the C.R.C. a privilege, not a right.

2.3 Welcome

Upon arrival, you will be greeted by a member of staff who will provide you with information on the general operation of the **C.R.C. Curé-Labelle Inc**.

As soon as a new resident arrives, he or she must change into the spare "jogging kit" clothes available in the bedding. The new resident changes in a bathroom, puts the clothes he was wearing in a bag and heads for the laundry room to wash all his clothes. He then goes to the shower room to shower and put on the same "jogging kit" while waiting for his own clothes to be washed and dried. When the resident gets his or her clean clothes back, he or she hands over his or her "jogging kit" (which will be washed by the night attendant and stored in the bedding) to the receptionist. The resident must sign the loan form when picking up and handing over the "jogging kit".

The duty counselor will work with you to complete any paperwork that needs to be done for your admission (documents: people attended, bedding, medication, etc.). At **C.R.C. Curé-Labelle Inc**, this first meeting is called the "welcome interview". You will immediately be informed of the rules of life at the C.R.C., the procedure for handling complaints, and a review of your living conditions. The staff member will take this opportunity to show you around and introduce you to the staff and residents present. You will be assigned a room and bed, and provided with appropriate bedding for the duration of your stay. A locker will be allocated to you at the entrance to the Centre.

You will receive a copy of this **Resident's Guide** and the **Resident's Contract** (see attached copy of contract). Residents are given a maximum of 24 hours to sign and hand over their contract to the caregiver on duty.

Within 24 hours, you will be paired with a C.R.C. clinical advisor (your C.R.C. manager) to ensure individualized follow-up throughout your stay. Together with your clinical advisor and your C.R.C. referral agent, you'll update your stay plan, tailored to your needs and abilities, and determine how to achieve your goals. Certain objectives relating to C.R.C. programs, your job search, your budget planning, your relationships with others and the specific conditions of your stay at the C.R.C. will be discussed during these initial contacts.

If your objectives are realistic, you should be able to achieve them, and if they are achieved, you should be able to leave the C.R.C. on the date scheduled at the beginning or during your stay. When you arrive at the **C.R.C. Curé-Labelle Inc.** during the first three (3) days of your stay, you must respect the conditions described below (the objective of certain limits for the first three (3) days is none other than to allow you to acclimatize quickly to your new environment):

- a) During the day or evening of your arrival, you will not have the opportunity to leave the C.R.C. (no outings);
- b) On the second and third days, you may leave the C.R.C. for a maximum of three (3) hours (unless otherwise agreed with your referring department, or unless you are working, or have obtained special authorization from the C.R.C. management). You'll need to agree with your clinical advisor exactly when you'll be able to take these three (3) hours out, and exactly where you'd like to go; your clinical advisor will then help you draw up your **first daily schedule**. You must submit your schedule for the following week by noon on Tuesday.

N.B. If your correctional or judicial status indicates a **condition of 24/24 at the C.R.C.** or a status of **"semi-parole with special condition to follow the community access program volunteer and/or work and/or studies"**, the conditions of the first three (3) days do not apply. A more specific schedule will be prepared for you.

2.4 Point to remember

Those who are incarcerated and/or facing certain difficulties are sometimes inclined to see the C.R.C. as an easy path offering help and freedom, without taking sufficient account of certain conditions and rules to be observed. In prison, these rules seem to be in order, but once you're free, they can quickly seem restrictive and difficult to accept.

It's important to think this through, to avoid any misunderstandings. We urge you to read carefully each point concerning the rules of life at the C.R.C.. We would also like to remind you that if you agree to come to **C.R.C. Curé-Labelle Inc.** you must accept the C.R.C.'s conditions and rules, and undertake to respect them throughout your stay.

2.5 Program

C.R.C. Curé-Labelle Inc. offers a specific, planned social reintegration program. The program is supervised to ensure that activities run smoothly. It is based on one or more theoretical models.

The following guidelines have been adopted:

- The program is recorded in writing and the document is made available to customers and the referral service;
- Responsibility for clinical supervision is entrusted to a clearly identified incumbent;
- The program is delivered by qualified and certified trainers;
- The **C.R.C. Curé-Labelle Inc.** must put in place mechanisms for annual program evaluation, and ongoing evaluation of residents, in order to determine changes and improvements observed between arrival and departure. In particular, the program must meet the identified needs of the offender;
- The program must be in continuity with the resident's previous interventions, ensure the protection of the public and take place within a reasonable timeframe.

2.6 Programs and services

In consultation with the user services (S.C.Q., C.Q.L.C., S.C.C., C.L.C.C. and Court), the **C.R.C. Curé-Labelle Inc.** has succeeded in developing a social reintegration approach based exclusively on an Individualized Services Plan. Through the basic rules necessary for group living and respect for the expectations of the user services, an individual approach is developed for each resident staying at the C.R.C..

Indeed, the **C.R.C. Curé-Labelle Inc.** firmly believes that it's only by responding to your difficulties and needs, and by providing you with the means and tools you need, that you can really get involved and succeed in your social reintegration.

As a result, the **C.R.C. Curé-Labelle Inc.** gives priority to individual and specific follow-up for each of its residents. The C.R.C. can therefore provide you with programs that are well adapted to your experience, your needs and your personal goals for change, regardless of your original living environment.

- Customized services
- Customized programs
- Personalized clinical follow-up

The professionals at **C.R.C. Curé-Labelle Inc.** are responsible for identifying all the services available in our community to meet the specific needs of our clientele. The C.R.C. has already developed an impressive directory of available resources for the Laurentians and Laval regions.

If your situation requires it, you can benefit from a number of programs and services, as well as referrals to resources that are truly appropriate to your needs:

a) Drug addiction

You'll have the opportunity to participate at your own pace in A.A. (Alcoholics Anonymous) and N.A. (Narcotics Anonymous) support groups in the community outside the C.R.C.;

In-house, you can take advantage of the specialized services offered by **the Relapse Prevention program**. This program consists of eight (8) workshops of two (2) hours each, followed by a one (1) hour individual meeting;

You can obtain a referral and possible follow-up at the Centre de Réadaptation en Dépendance des Laurentides (C.R.D.L.) .

b) Employment, job skills, job search

You can register and benefit from the specialized services of OPEX (Centre de Recherche d'Emploi Laval - Laurentides - Lanaudière), I.T.L. (Intégration Travail Laurentides) and Carrefour Jeunesse Emploi.

We would like to remind you that undeclared work is illegal and unacceptable. All jobs must be declared income. Therefore, residents who work must receive declared remuneration and be able to present their pay stubs or pay cheques. The C.R.C. reserves the right to carry out employment verifications by telephone or by visiting the workplace.

In addition, the **maximum number of hours allowed to work is 50 per week, in** order to help achieve the objectives set by the C.R.C..

When a resident loses his/her job, he/she must immediately notify his/her clinical advisor. It is the resident's responsibility to begin an intensive job search or to participate in employment assistance measures.

Residents who fail to conduct a serious job search risk losing certain privileges. As with all regulations, it is important that residents comply with this requirement if they wish to ensure our continued support and take full advantage of our programs and services in this regard.

c) Les Ateliers "Réal-Lise-Toi"

The "Réal-Lise-Toi" workshops are inspired by the Social Skills Development Program. It is offered at the C.R.C. by clinical staff. The program involves group discussions with residents on: men and the couple relationship, men and their place in the couple and, finally, men outside a couple or without a couple. Themes such as communication, identification of needs, personal responsibility, problem-solving, stress factors, respect for others, etc., are addressed during the facilitation of these groups at the C.R.C..

d) Impulsivity, Violence and Aggressivity

Internally, you can obtain specialized services from S.A.P.P.A.C.A. (Service d'aide pour personnes ayant des comportements agressants) through the **Program for Awareness, Responsibility and Aggression Management (P.S.R.G.A.)**. The program consists of three (3) workshops of two (2) hours each. This program is mandatory for all residents. Externally, some residents can also obtain therapeutic follow-up from the specialized organization ACCROC, located in Saint-Jérôme.

e) Sexual difficulties

Some residents may require individualized psychological follow-up, the cost of which may sometimes be covered by the referring organization. Some residents can obtain follow-up from the specialized organization C.E.T.A.S. (Centre d'évaluation et de traitement pour agresseurs sexuels) in Saint-Jérôme and/or C.I.D.S. (Centre d'intervention en délinquance sexuelle) in Laval.

f) HIV/AIDS

You can easily get involved and/or get help and excellent support from the Centre Sida-Amitié.

g) Income Security

If you are eligible, you can take part in various employment and/or study-related programs offered by local organizations available from the Ministère du Travail, de l'Emploi et de la Solidarité sociale.

h) Daily assistance

Benefit from the free or low-cost Comptoir d'entraide de Saint-Jérôme, where you can find clothing, furniture and other items.

i) Thematic workshops

C.R.C. Thematic Workshops are group meetings during which one or two members of the **C.R.C. Curé-Labelle Inc.** clinical team provide residents with information on an identified theme. The themes, chosen according to the interests of potential participants, are different at each meeting.

Using a dynamic, interactive approach, the speaker(s) and participants exchange views on the various aspects of the topic under discussion. 53 themes are included in the bank of thematic workshops. These include topics such as : Values, confidence, being yourself, winning or losing, handicaps and limits, money/always money, problem-solving, authority, goals and achievements, taking charge, influence, misconceptions, authenticity and masks, my reality and realities, a sense of responsibility, being included or excluded, sexual identity and role, changing the system, love, etc...

j) Opinion groups

Opinion groups at the **C.R.C. Curé-Labelle Inc.** are facilitated by one or two members of the Centre's clinical team. The facilitators invite participants to engage in constructive, positive discussion on current local, provincial or international issues.

The main objectives of these opinion groups are to share news and opinions with residents, while respecting each other's ideas.

k) Membership subgroups

Sub-groups are small groups of residents who report to the same clinical advisor. The clinical counsellor responsible for individual follow-up clarifies points of internal regulation, reframes certain follow-ups, and transmits the necessary general information on upcoming activities, the various services offered and the procedures to be followed at the **C.R.C. Curé-Labelle Inc.** Each meeting is divided into two (2) distinct parts: the first devoted to the above-mentioned topics, and the second during which the following two (2) important aspects are addressed exclusively and in turn: awareness of drug addiction and reflection on violence.

l) Loans

Residents who really need it, and who have no income, can be granted a loan from the Emergency Fund. This is a service possibility, not an obligation for the C.R.C. [The C.R.C. Curé-Labelle Inc.](#) reserves the right to refuse any request it deems inappropriate.

Loans are only available for: prescription drugs and compulsory transport.

As a general rule, the maximum loan amount is \$20.00.

The number of loans granted to a resident, as well as the terms of repayment, are under the exclusive jurisdiction of C.R.C. management. Residents wishing to obtain a loan must submit a written request clearly explaining the reasons for their request. The written request is submitted to the resident's clinical advisor, who forwards it to the Assistant Director for acceptance or refusal. The resident who obtains a loan must sign an "Acknowledgement of debt" in which he or she undertakes to comply strictly with the agreed repayment terms.

m) The cultural and sports program

You can take part in the many sporting and cultural activities, parties and group outings organized by the C.R.C. team. Residents have the opportunity to take part in cultural and sporting activities on a weekly basis. E.g.: Inter-CRC softball, softball, field hockey, soccer, soccer, karting, Olympiads, billiards, basketball, foosball, video games, professional sports matches (soccer, baseball, soccer, field hockey), mini-golf, bowling, sugar shack, cinema, Christmas, Halloween, etc...

These activities, some of which are compulsory, are designed to :

- Promote healthy lifestyle habits through sports activities;
- Encourage learning about new cultures and technological advances;
- Participate in special events in our region and community;
- Develop bonds of respect and a sense of belonging among residents and between residents and caregivers;
- Encourage exchanges with the residents and citizens of our community.

All these programs and services are offered to all residents wishing to take them and/or to those whose referring user service (S.C.Q., C.Q.L.C., S.C.C., C.L.C.C. and Court) considers that one or more of these programs and services is, or are, a condition of their coming to the **C.R.C. Curé-Labelle Inc.**

n) Transport and accompaniment

Any resident whose situation requires it (court order, precarious physical condition, emergency illness, and others at the discretion of C.R.C. management) may benefit from transportation assistance and/or accompaniment. **Importantly, you are responsible for paying the cost of ambulance transportation when necessary.**

III- LIVING ENVIRONMENT

3.1 Housing

The accommodation concept at **C.R.C. Curé-Labelle Inc.** includes a full range of services: 15 double- or triple-occupancy rooms, 6 individual washrooms and 2 rooms equipped with 4 individual "AquaMassage" showers and 4 sinks each; excellent food for three (3) meals a day and an evening snack; a balanced "lunch" option for workers; a residents' lounge with TV (4K, 75") with "Bell" terminal, Blu-ray/DVD player (weekends), side tables for reading and board games, several armchairs and couches, a games room with pool table, foosball table, 3 TVs (4K, 55") for video games, 5 gamers' chairs, 2 TVs (4K, 65") with "Bell" terminals and "Netflix" application, wireless headphones, laundry room with 4 washers, 4 dryers and 3 clothes racks, cafeteria with restaurant tables and chairs, other rooms for programs and meetings/meetings and a room for two (2) people with reduced mobility (including two hospital beds) with adjacent shower/toilet room.

You will also have at your disposal:

- First-aid kit;
- Sewing kit, ironing board and iron;
- Umbrellas;
- Board games, video games, films;
- Sports equipment (including 2 basketball hoops in summer);
- Arrival kit including: razors, shaving cream, toothbrush, toothpaste, soap, shampoo/revitalizer, deodorant (free on request), etc.

3.2 The immediate external environment (C.R.C. grounds)

C.R.C. residents may, of course, take advantage of the C.R.C.'s immediate environment, as long as this is scheduled in their timetable and with the prior, compulsory authorization of a member of staff (for certain activities, Management must have given its authorization in advance). However, you must occupy this environment in a way that respects community life and the environment. The outdoor curfew is in line with the safety standards the C.R.C. must meet. At all times, you must notify the person on duty if you wish to circulate or carry out any activity on C.R.C. grounds. You must also inform him when you leave and when you return. Two picnic tables, three park benches, two tables with four chairs each and two gazebos are at your disposal. In addition, two double electric charging points are available for free recharging of electric vehicles.

At all times, residents must report their comings and goings using the "Mobility Card" located at the residents' entrance.

IV- RULES OF LIVING

An enviable climate is more than desirable here. It's possible, of course, if everyone does their part. To create and maintain a warm atmosphere, everyone must respect others and the rules of life at the C.R.C.. Failure to respect the rules of life at the C.R.C. will automatically have repercussions on your stay, of course, but also on the group life of all the other residents.

4.1 Coming and going: The "Mobility File"

The comings and goings of all residents are controlled.

When you leave the C.R.C., whether for a simple outing, or to go to work or to an appointment, or even for your weekend "code", you **must** enter **the destination** (when you leave) and **the time** (both when you leave and when you return) on the "Mobility form".

If you are unable to provide us with full details of your trip in advance, you must explain the reasons, obtain authorization for the trip and contact us as soon as your activity (your outing) is completed. Don't forget: you must first discuss the matter with your clinical advisor or the receptionist on duty at the reception desk at the time you wish to go on the outing.

Each time you leave the C.R.C., you must notify the C.R.C. staff member of your departure address and telephone number. This rule must be observed at all times. In addition, once you have arrived at your destination, if you wish to go elsewhere, you must inform the staff, as it is essential that we be able to contact you at any time should the need arise.

In short: all travel must be approved in advance by your clinical advisor, i.e. it must be included in your daily schedule. Schedule changes are possible with the agreement of a clinical advisor only. **Changes are possible during the week but not on weekends, except for major reasons (e.g. illness, work, etc.).**

At all times, you must report your movements on the appropriate form, commonly known as the "Mobility Form", located at the residents' entrance (reception desk).

4.2 Personal contacts

You must always be sure to provide your caseworker with complete contact information (names, addresses, telephone numbers) for the people you wish to see during your stay at the C.R.C.. Your clinical advisor must record and keep up to date the contact details of these people on the contact form, so that the C.R.C. is able to reach you at all times when you are away from the C.R.C..

4.3 Visitors

You may receive visitors during the designated visiting periods, from 1:00 to 3:45 p.m. and from 7:00 to 9:45 p.m., every day, except on special evenings (please ask for details). **Visitors are only allowed in the designated community area (cafeteria).** Residents must always remember that visitors are their responsibility, and that they must respect the visiting schedule. No visitor is allowed to circulate alone inside or outside the C.R.C. (environment belonging to **C.R.C. Curé-Labelle Inc.**). **If your visitors find themselves elsewhere than in the designated area, they may be barred from subsequent visits or even expelled immediately.** **The only exception to this rule is that a resident and his or her visitor(s) may go to the outdoor picnic tables to smoke, but only for a maximum of 5 minutes.**

Visitors who are forbidden to have contact with a resident may not be admitted to the C.R.C. under any circumstances. Depending on their behavior, the C.R.C. reserves the right to deny access to certain visitors. When a resident receives visitors, the staff member in charge must ask for the name(s) of the visitor(s), record the information on the visitor form and view (see) photo identification (driver's license or health insurance card). **All visitors must leave their personal belongings at the reception desk (bags, saddlebags, cell phones, etc.) or in their vehicle.**

Visitors who are unable to show proof of identity (e.g. health insurance card or driver's license) will not be admitted to the C.R.C. for visits.

In addition, all minors will be subject to verification and will be required to provide written authorization from their parents or legal guardians.

All visitors, without exception, must park their cars in the parking area provided near the edge of the forest opposite the building. For reasons of safety and priority use in case of emergency, **no visitors' or carriers' cars will be allowed near the entrances or on the side of the building, even for very short waiting periods.**

Residents must inform any visitors **that speeding and/or erratic and/or discourteous driving will not be tolerated.** Visitors who fail to do so **will no longer be accepted for visits to the C.R.C..**

4.4 Departure and return times (days and evenings)

As a general rule, all residents may leave the C.R.C. as early as 09:00 a.m. and return by 17:00 p.m. (unless otherwise specified by the referring department or C.R.C. management). In the evening, all residents may leave the C.R.C. from 18:00, 7 days a week, and must return no later than 22:30 on weekdays (Sunday to Thursday) and no later than 01:00 on weekends (Friday and Saturday). When you have a weekend (or weekday) "code" at home or at another resource, you must respect the same entry and exit times as those of the C.R.C.: at all times, even at late hours, C.R.C. staff may carry out checks.

For 12-hour passes, you must report once between 11:00 a.m. and 2:00 p.m. and a second time between 4:00 p.m. and 7:00 p.m., except for those at work, volunteering or school. Please note that your resident's schedule takes precedence.

4.5 Weekend leave

As soon as you become eligible for weekend leave (codes), you must submit your request to your clinical advisor, in writing on the form provided, before noon on Tuesday. You must also submit your schedule for the following week before noon on Tuesday.

You'll then need to provide all the necessary contact details (locations, identities of people and telephone numbers). You can only obtain a weekend "code" where there is a landline telephone.

N.B. Cell phones are not accepted (except for federal residents who have obtained special authorization from their C.L.A.). You will also need to respect all the conditions listed on your "special weekend authorization". The C.R.C. will require you to "report" by telephone (or "in person" to the C.R.C., if your Residence Plan or situation so requires) at least once a day (for details, see your special authorization sheet and read all the conditions attached to it).

You must never forget to take possession of your special weekend authorization sheet before leaving the C.R.C. (without this authorization, you cannot leave the C.R.C.).

As a result, when you leave the C.R.C. for the weekend, you must meet the staff member on duty at the reception desk to receive your special weekend authorization form. Don't forget to record this trip on the "mobility form". If you leave for your "code" without written authorization, you will be formally obliged to return to the C.R.C. to collect it. When you leave for your weekend, you must have paid your pension (if you are a resident under provincial jurisdiction with an income) and your contribution to the Residents' Fund (all residents), otherwise your "code" may be

cancelled. In addition, residents will be responsible for requesting and bringing with them the amount of medication they will need to take during their absence.

IMPORTANT: Exit permissions and weekend permissions (codes) are privileges, not "acquired rights".

N.B. According to the Cadres administratifs des Services correctionnels du Québec et du Service correctionnel Canada relative à " l'octroi de congés pour la clientèle correctionnelle séjournant dans les ressources d'hébergement communautaires ", the resident can benefit from a weekly leave of 48 hours after a minimum stay of 3 weeks in the resource, therefore from the 4^e complete weekend.

For stage changes (from 1^{re} to 2^e and from 2^e to 3^e), the resident must submit a written request ("Stage change form") the week before.

Weekend permissions are granted as follows for residents under provincial jurisdiction:

1^{re} stage	<ul style="list-style-type: none">• No weekend "code", but possibility of 12-hour outings (Saturday and Sunday) from the 2^e full weekend (Friday, Saturday and Sunday) with maximum return at 22:30 on Friday, Saturday and Sunday. From the 3^e weekend, 12-hour outings (Saturday and Sunday) with maximum return at 01:00 on Friday and Saturday, and 22:30 on Sunday.
2^e stage	<ul style="list-style-type: none">• Possibility of "code" on all weekends from the 4^e full weekend (Friday, Saturday and Sunday) if there are no major exceptions.
3^e stage	<ul style="list-style-type: none">• Possibility of "code" every weekend. In addition, possibility of a one-night "code" during the week (or a dinner out) starting the week following his 4^e weekend "code" in a row without major derogation. (To be verified with the S.C.Q.).

Weekend furloughs are granted as follows for residents under federal jurisdiction:

1^{re} stage	<ul style="list-style-type: none">• No weekend "code", but possibility of 12-hour outings (Saturday and Sunday) from the 2^e full weekend (Friday, Saturday, Sunday) with maximum return at 22:30 on Friday, Saturday and Sunday. From the 3^e weekend, 12-hour outings (Saturday and Sunday) with maximum return at 01:00 on Friday and Saturday, and 22:30 on Sunday (to be checked with the S.C.C.).
2^e stage	<ul style="list-style-type: none">• Possibility of "code" from the 4^e full weekend (Friday, Saturday and Sunday) if no major derogation. Thereafter, possibility of 2 "codes" over 4 weekends (for the 2^e month), then 3 "codes" over 4 weekends (for the 3^e month) and, finally, possibility of "codes" every weekend (for the 4^e month and following months). (To be verified with the S.C.C.).
3^e stage	<ul style="list-style-type: none">• Possibility of "code" every weekend. In addition, possibility of an outdoor dinner during the week starting the week following its 4^e weekend "code" in a row without major derogation. (To be verified with the S.C.C.).

4.6 Wake-up times

You must be up at 08:00 and out of your room by 09:00 from Monday to Friday (unless otherwise authorized). On Saturdays and Sundays, you can get up no later than 11:00 and be out of your room by 12:00.

N.B. Unless authorized in advance, residents may not leave their rooms before 05:30.

It's possible to have someone "wake you up" in the morning. However, from your first income, you will be responsible for your alarm clock (purchase of an alarm clock).

4.7 Compulsory hours at C.R.C. Curé- Labelle Inc.

No departure before 09:00 a.m. except with special authorization for work, study, volunteer work or special appointments.

If you work during the day, evening or night, you must return immediately after work, unless you have special authorization and/or an agreement with your clinical advisor.

On weekdays and weekends, you may leave the C.R.C. at 6:00 p.m. after supper. You must always ensure one (1) hour's compulsory presence before any planned evening outings on weekdays and weekends.

However, you must be present for supper at 5:00 p.m. (or later for work reasons, and authorized in advance by your clinical advisor) except on weekends if you are entitled to your weekend "code", or a 12-hour outing, and/or if there has been prior agreement with your clinical advisor.

4.8 Cleanliness of indoor and outdoor common areas

All residents are expected to participate in household chores. According to a schedule drawn up at the beginning of the week, each resident will be assigned one or two daily chores for the upkeep of common areas.

If, for any reason (an acceptable one, of course), a resident is unable to perform his or her housework, he or she must find a replacement in consultation with the caregiver. No money or barter transactions are accepted.

The resident will be required to perform this household chore every day for one week, i.e. Monday to Friday inclusive. A new chore will be assigned each week. Housework must be done, according to the posted schedule, in the morning before you leave (maximum 09:00, except in exceptional circumstances) or after supper before 18:00 (the only exception is Thursdays before 18:30). Once a month, on a date determined by the Management, a complete washing of the shower rooms must be carried out by all residents present at the C.R.C..

It is the resident's duty to inform the attendant on duty when his or her housework is completed. Residents who have not been granted weekend leave are required to perform their assigned housework according to a special schedule for Friday evenings, Saturdays and Sundays.

We ask everyone to make a point of keeping the residence clean and tidy, including communal areas, and to behave in such a way that the group of residents enjoys a certain level of comfort and well-being.

4.9 Life at the C.R.C.

You are expected to behave respectfully and discreetly during your stay at the C.R.C.. This may seem trivial to some, but it is essential to the smooth running of the C.R.C.. During your stay at the Center, you are a full-fledged member of the community around you. That's why it's so important for everyone to help maintain the peace and good reputation of **C.R.C. Curé-Labelle Inc.**

4.10 Dress code

Clean and neat clothing is required at all times. Clothing identifying alcoholic beverages or drugs is forbidden, as is any clothing bearing messages deemed inappropriate (sexist, racist, violent, criminal groups, etc.) by C.R.C. staff. When moving around the residence and on the C.R.C. grounds, it is forbidden to walk around in a camisole, bare-chested, barefoot or with a towel around the waist. Boots may only be worn in the residents' entrance. You must wear shoes, sandals or slippers. It is also forbidden to walk around in underwear or robe without underwear or pajama pants underneath. **Please also note that no outer garments (boots, coats, jackets, windbreakers, "kangaroos", etc.) and/or backpacks and/or sports bags will be allowed in the CRC at any time (except in the residents' entrance and on the C.R.C. grounds). Residents are responsible for having the contents of any bags belonging to them checked by a receptionist each time they enter or leave their rooms, as well as when they arrive at the center with purchases.**

4.11 Speaker's office

It is forbidden to enter the care workers' offices without the presence of a member of staff and without their prior authorization. Residents are also required to respect the privacy (confidentiality) of their peers by not loitering near the reception desk at any time.

Only one resident at a time will be tolerated at the reception desk.

4.12 Room

Rooms are allocated according to availability and at the sole discretion of management. **Residents are responsible for their room, everything that happens in it and everything in it.** It is the resident's responsibility to maintain his or her room on a daily basis (making the bed, putting away clothes, etc.). Rooms are checked/inspected regularly by CRC staff. Bedding must be washed once a week between Sunday 09:00 and Friday 16:45. **If a resident has not washed his/her bedding by Friday 4.45pm, he/she will automatically be confined until he/she has washed and dried his/her bedding, and will not be allowed to code out or leave. Once he has washed and dried his bedding and brought his dry sheets to the attendant on duty, the latter will be able to deconfine him (in relation to this rule, of course).**

Every Thursday evening, from 5:30 to 6:30 p.m., residents must clean their rooms thoroughly. In short, rooms must be spotless at all times.

On the morning of the end of his/her stay, the discharged resident must return all bedding (sheets, pillow, towel) lent to him/her on arrival at the C.R.C..

Please note: Please note that CRC Curé-Labelle Inc. has a room for people with reduced mobility, including 2 hospital-quality beds and a connecting bathroom with shower, toilet and sink.

4.13 Radio, television set , electronic tablets, Mp3 and computer

It is forbidden to possess a television or a computer or an electronic tablet (IPAD) or an MP3 (which can take photos or which can connect to the Internet, for example: iPod) or a smart watch at the C.R.C.. For a laptop or tablet computer (without Internet connection), special permission may be granted to a resident who submits a written request (explaining the reasons for the request and releasing the C.R.C. from any damage, theft or vandalism) **solely for study or work purposes**, according to a schedule determined by the C.R.C. Management, and only in the room set aside for this purpose. The use of a radio or sound system is tolerated in rooms **only when used with headphones**. The only other two places where the use of a radio or sound system is accepted are the playroom and the C.R.C. outdoor grounds, but at a noise level deemed acceptable by the staff member on duty.

4.14 Encens and candles

It is forbidden to burn incense or use incense-scented paper. Lighting candles in bedrooms is also forbidden. Finally, no aerosol, "plug-in" or other form of scent is accepted at the C.R.C..

4.15 Posters

It is forbidden to display any material depicting pornography, nudity, eroticism, violence, as well as to possess any material inciting the consumption of drugs or alcohol, and/or any material likely to offend individuals and/or groups.

4.16 Smoking

Smoking is prohibited inside the C.R.C. at all times.

Residents may go outside to smoke from 05:30 a.m. to 10:30 p.m. from Sunday to Thursday, and until 01:00 a.m. on Friday and Saturday. However, on weekdays only, "one last cigarette" may be authorized by the caregiver on duty from Sunday to Thursday between 10:45pm and 11:00pm. The only place where smoking is permitted, rain or shine, is in the area reserved for the picnic tables. If necessary, you can use one of the umbrellas available at the entrance to the Centre.

4.17 Vandalism and graffiti

It is forbidden to break, damage or throw away C.R.C. equipment or to graffiti C.R.C. property. Any resident responsible for such acts will be required to reimburse any costs incurred for repair or replacement, and may be expelled from the C.R.C..

4.18 Lending between residents

The lending of objects (e.g. cell phones) and money between residents is prohibited. Thus, not only is the C.R.C. not responsible for any damage or loss incurred as a result of such transactions, but the residents involved may face consequences in accordance with internal regulations.

4.19 Pagers and cell phones (cell phones)

The use of pagers and cell phones is strictly prohibited inside the **C.R.C. Curé-Labelle Inc. facility**. These devices must be identified (your name on a sticker affixed to each of your devices) and left at the reception desk when you arrive at the C.R.C. and picked up again when you leave. At the Centre, you can make calls on your cell phone from the following locations: **the reception desk, the area reserved for picnic tables and the residents' entrance near the lockers.**

All residents who have been granted special permission to possess a cell phone and/or pager must hand in their device at the reception desk when they are present at the C.R.C.. Residents must inform staff of their cell phone and/or pager number.

Failure to comply with this rule will automatically result in consequences, up to and including confiscation of their device for the duration of their stay. Residents who fail to inform staff that they have a cell phone and/or pager will face severe consequences.

TABLE OF CONSEQUENCES

- 1- **1^{er} forgetting to hand in your device** = **warning**
(noted in the summary of exemptions)
- 2- **2^e forgetting to put back the device** = **day of confinement**
- 3- **3^e forget to hand over your** = **device forfeiture for the length of stay**
(regardless of length of stay)

We're counting on residents' cooperation in this area.

4.20 The telephone

You can make arrangements with the operator on duty to use the reception desk telephone (at no charge) for short calls only.

4.21 Messages

During your absence, staff will take note of any calls you receive. Your messages will be posted on the bulletin board at the reception desk. With the exception of calls from responsible organizations involved in the resident's follow-up, it is **the resident's responsibility to find out about personal calls received in his or her absence. Please note that the C.R.C. Curé-Labelle Inc. will not be held responsible for any inconvenience caused by the loss, error, non-transmission or poor transmission of personal messages.**

4.22 Buanderie

Residents have the opportunity to do their laundry at the C.R.C. every day. The schedule is as follows:

05 h 30	à	16 h 45	All residents
17 h 30	à	22 h 30	Putting workers first
22 h30	à	22 h 45	Effects recovery

N.B. Laundry detergent is supplied by C.R.C. .

4.23 Kitchen and cafeteria

Access to the kitchen is forbidden to residents unless authorized exclusively by a member of staff. However, as a common area, the cafeteria is accessible to all residents at all times.

Food is not permitted in rooms, on floors or in any other community room (lounge, games room, etc.). Beverages are permitted in the cafeteria, residents' lounge and therapy room only. Beverages are not permitted in the games room, residents' entrance, picnic tables or corridors. Residents must use the cafeteria when eating at the Center.

4.24 Meals

All meals are taken in the cafeteria (no food in the rooms).

Lunch is served between **05:30 and 08:30 Monday to Friday** (even on public holidays, unless otherwise indicated) and between **05:30 and 10:30 on Saturday and Sunday.**

During the week, supper at the C.R.C. is mandatory, unless you obtain authorization from your clinical advisor for serious reasons (work, therapy, etc.).

For lunch and supper, if you are present at the C.R.C. but do not eat, you must still go to the cafeteria to sign in so that the staff member can note your refusal to eat. You can then leave the cafeteria.

<u>Schedule:</u>	• lunch	05h30	à	08h30
	• dinner	12h00	à	13h00
	• dinner	17h00	à	18h00

N.B. For work or therapy reasons only, you may eat outside scheduled times (e.g. before 05:30 or after 18:00), provided you have specified this in your schedule, with the agreement of your clinical advisor.

Restaurant : You can have a meal "delivered" to the C.R.C. according to the following schedule and only according to this schedule.

19 h 00	à	21 h 30	Sunday to Thursday (delivery received)
19 h 00	à	22 h 30	Friday and Saturday (delivery received)

Outside these hours, meal deliveries will be refused by C.R.C. staff.

4.25 Displacement authorization

For most residents under provincial jurisdiction, you can travel within a fifty (50) kilometer radius of Saint-Jérôme. Beyond this limit, you must request a 50-km travel authorization from your clinical advisor.

Residents under provincial jurisdiction on "permission de sortir" (sentence of less than six months), suspended sentence or probation with follow-up do not have a delimited territory outside the province of Quebec. Residents on "permission de sortie préparatoire à la libération conditionnelle" (P.S.P.L.C.) or on "libération conditionnelle" (L.C.) must obtain a travel authorization certificate from their probation officer prior to their release (the distance authorized will be determined by your probation officer).

For residents under federal jurisdiction, the Service référent liaison officer can provide you with an authorization where a territory, delimited by administrative region, will be authorized for you if you so request.

It is forbidden to "hitchhike" to anywhere, or to carpool with another resident (except for activities organized by the C.R.C.).

4.26 Pension policy (pension costs)

The C.R.C. requires residents under provincial jurisdiction, who earn or receive income, to make a financial contribution in the form of a pension according to the following policy:

Residents under provincial jurisdiction who have an income (paid work, Employment Insurance, C.N.E.S.S.T., S.A.A.Q.) must pay a pension. This pension amounts to 25% of net salary (maximum \$70 per week or \$14 per day). Residents whose only income comes from the Ministère de la Solidarité Sociale (social assistance), or the Régime des rentes du Québec (R.R.Q.), or a pension fund (retired), or the Curatelle publique, are exempt from paying their pension.

N.B.: Residents may not leave in weekend code if they have not paid their boarding fees in full. An agreement may be authorized by management if a request has been made in advance by the resident concerned.

Upon arrival, residents under provincial jurisdiction must also pay \$10.00 for their bedding (this amount is non-refundable upon the resident's departure).

These various fees are not waived even if the resident is temporarily absent from the C.R.C. (outpatient therapy, hospitalization or other special absence).

N.B.: Please note that residents under federal jurisdiction do not have to pay any board and bedding charges, regardless of their source of income, except for the residents' contribution (see point 4.27).

4.27 Residents' contribution policy (Residents' Fund)

All residents are required to contribute to what we call the Residents' Fund. All residents, whether under provincial or federal jurisdiction, and without exception, must contribute financially to group activities by paying \$1.50 per day into the Residents' Fund, payable at the beginning of the month for provincial residents and every Thursday for federal residents.

This fund enables us to offer you a range of services. In fact, the Center uses this money to finance specific activities for residents, and in general, to improve group living conditions within the C.R.C. (e.g.: purchase of equipment).

Your contribution to the Residents' Fund is mandatory.

N. B.: Please note that any overpayment to the C.R.C. (in Pension Costs and/or the Residents' Fund) by the resident will be fully reimbursed upon departure.

4.28 Contracts

You must obtain **prior** authorization from your clinical counsellor and your probation officer or parole officer (A.L.C.) if you wish to enter into any form of financial commitment, such as buying a car, signing a lease, a financing plan, etc.

4.29 Meetings between residents

Residents are not allowed to socialize in bedrooms or bedroom corridors. Residents are only allowed to socialize in communal areas.

4.30 Inspections, checks and seizures of prohibited items

Inspections, verifications and seizures of prohibited items are intended to ensure a safe and risk-free environment for all C.R.C. residents and staff.

Inspections and audits are conducted when the C.R.C. has reasonable grounds to suspect that a resident has violated a condition of release and/or a C.R.C. regulation.

At Management's request, the operator may inspect the resident's personal belongings and those in his or her room. Following inspection and/or verification, the intervener may seize any prohibited object and/or evidence relating to the violation of a condition stipulated in the resident's correctional status or in a C.R.C. regulation. Any object seized will be turned over to the appropriate authorities and will not be returned to the resident concerned, even after the resident has left (end of stay).

LIST OF PROHIBITED ITEMS

Residents staying at the **C.R.C. Curé-Labelle Inc.** may not, during their stay, have in their possession and/or keep, even temporarily, the items listed below:

- alcohol and alcohol-containing products;
- firearms and/or replica firearms;
- pellet guns and/or any other kind of projectile;
- edged weapons (machined or home-made);
- weapons and/or compressed-air games, toy weapons;
- non-alcoholic beer or wine;
- energy drinks (e.g. Red Bull, Rock Star, Monster, etc.);
- video camera, still camera (digital or other), recorder;
- Indian cigarettes, cigars, cigarillos;
- scissors, pins, needles, syringes;
- video game consoles (except in the games room);
- nail clippers with small knife;
- darts, picks, sticks, chains, letter openers, penknives;
- drugs;
- bleach, fabric softener (e.g. Bounce);
- tattooing equipment;
- martial arts equipment;
- sports equipment;
- medication (to be handed in at the reception desk);
- personal furniture;
- no-rinse cleanser (Purell, Azuro, etc.);
- objects that can be used to consume or mask the consumption of alcohol or drugs (rolling papers, pipes, clear eyes, incense, etc.);
- computer, laptop, tablet, Mp3, smartwatch (see rule 4.13);
- work tools (to be handed in at the reception desk);
- perfume, aftershave lotion, eau de toilette, alcohol-based hair gel, aerosol deodorant or antiperspirant (with or without alcohol), alcohol-based shower gel, alcohol-based deodorant or antiperspirant (*may be authorized if no alcohol odor*), etc.;
- pepper spray;
- baby powder;
- wallet with chain;
- mouthwash with alcohol (Listerine, Scope, etc.);
- We also offer "smell-good" products in aerosol, "trendy" or other forms;
- clothing or posters that are erotic, violent or branded with alcoholic beverages and/or drugs, or carry messages deemed inappropriate (sexist, racist, etc.);

- cup/glass and container in ceramic/ceramic, glass or stainless steel;
- TV or mini TV, DVD player and portable DVD player;
- any dietary supplement for training programs containing stimulants and/or amino acids and/or proteins (creatine, glutamine, etc.);
- any other object considered unnecessary for the resident's stay by the staff.

4.31 Automobile

You will be allowed to drive a vehicle as long as your driver's license is in order, as well as your vehicle registration certificate and proof of vehicle insurance. We will need to make photocopies of these documents for your resident file at the reception desk. You must have no outstanding warrants and/or unpaid parking tickets. Your clinical advisor will give you authorization to drive a vehicle after verifying everything with C.R.C. management.

The **C.R.C. Curé-Labelle Inc.** has **40 parking spaces** reserved for the use of staff members, surveillance clients, residents and their visitors. **Please remember that, for obvious safety reasons, residents and their visitors must not park in front of the main entrance to the C.R.C. or on the sides of the building. Residents, their visitors and supervised guests must park on the furthest row from the building (wooded edge).**

4.32 Alcohol and drugs

You are not permitted to enter the C.R.C. in possession of, or under the influence of intoxicants of any kind (e.g.: Drug(s) - Alcohol - Non-prescription medication, other). Any association relating to the possession, and/or consumption, and/or trafficking of intoxicants is also forbidden both inside and outside the C.R.C.

C.R.C. Curé-Labelle Inc. policy on the use of cannabis

Please note that the use of cannabis is only authorized with a medical prescription. This medication must be prescribed by a health professional in capsule form and delivered directly to the C.R.C..

Failure to comply with these rules is grounds for termination of the stay.

4.33 Drugs

Any medication, whether or not prescribed by a doctor, must be handed in to the attendant on duty as soon as it comes into your possession. Under no circumstances may you have any medication in your possession during your stay. However, we may allow you to keep prescribed medication to be taken as needed, such as an asthma pump, nitro, epinephrine, etc., only and only if you make a written request and the Centre's management authorizes it in writing. You will have access to your medication according to your doctor's prescription and the required dosage. You must follow these instructions to the letter. You must also take your medication in the presence of an attendant at the reception desk only. If they are "tablets", you must take them with a glass of water (which you must bring to the reception desk). However, if you decide of your own free will to stop taking one or more medications during your stay at the C.R.C., you must, with the agreement of the C.R.C. Management, sign the "Release of Responsibility for Discontinuation of Medication" form.

Failure to comply with this rule may result in a disciplinary meeting.

N.B. Please note that due to federal regulations, methadone and suboxone cannot be stored at the Centre. Residents who need to take these medications will have to make daily visits to the pharmacy. Furthermore, the C.R.C. cannot supply any medication to its residents (e.g. acetaminophen, etc.). Residents who wish to have a Naloxone kit may do so in spray form only. Residents must inform C.R.C. and S.C.C. management in writing of where they wish to keep their Naloxone kit.

4.34 Battle(s) and threat(s)

No threats or violent gestures towards a staff member, volunteer, visitor or resident will be tolerated. Should you become involved in a fight and/or threaten a staff member, resident, visitor or volunteer, you must assume full responsibility.

Any incident related to this rule is grounds for immediate expulsion.

4.35 Revue(s) pornographique(s)

Pornographic magazines are only allowed in your room and must be stored in your closet. These magazines may not be circulated in the C.R.C. at any time.

4.36 Gambling

All forms of gambling are prohibited.

4.37 Playroom/service area

Please refer to the posted schedules for opening and closing times of service areas: residents' lounge, laundry, games room and cafeteria. All other areas are not accessible to you unless you have obtained permission from a member of staff.

4.38 Budget / Evidence required

As many of the offences are of an economic nature, it goes without saying that this aspect is of particular interest to us. The C.R.C. will help you learn to live within your means and plan a realistic budget based on your income. As a result, you should consider that your clinical advisor has a say in your finances. A resident with a special financial disclosure condition must provide proof of all income and expenses. It is therefore your responsibility to inform your clinical advisor of how you spend your income. C.R.C. management reserves the right to impose assistance on you if you are experiencing difficulties in managing your budget (e.g. ACEF, etc.). In addition, it is mandatory for all residents to hand in proofs and mail (e.g. letters from the government, pay stubs, etc.) concerning their social reintegration for photocopying. Photocopies will be given to the clinical advisor. Please note that personal mail (e.g. family, friends, etc.) is not subject to this procedure.

4.39 Sales/exchanges between residents

Even if not favored by the **C.R.C. Curé-Labelle Inc.** certain exchanges or sales between residents are accepted if they are made in due form in writing and addressed to the Management. Management approval is formally required for each resident concerned. However, it is understood that the C.R.C. will not be held responsible for any consequences or prejudice caused to the residents concerned in this respect.

4.40 Breakage or theft (s)

Should you be involved in any damage to individual and/or common property, or theft inside or outside the C.R.C., you will be held fully responsible (financially and/or criminally).

This is a reason for ending the stay.

4.41 Heating

To save energy, we ask you never to open your bedroom windows. If you feel the need to air your room, you must obtain the prior agreement of a member of staff before opening the windows.

4.42 The animals

For health and safety reasons, pets are not accepted at the C.R.C..

4.43 Personal effects

Personal effects left behind by a resident who has left the C.R.C. will be kept for a maximum period of six (6) months for residents under both federal and provincial jurisdiction. If they remain unclaimed after these respective periods, they will be distributed to residents in need or to organizations providing assistance to the destitute. If the resident is re-incarcerated, his or her personal belongings must be collected by a duly authorized person, as identified in the resident's contract signed at the beginning of his or her stay (attached).

IMPORTANT: It should be noted that all residents declared to be in unauthorized absence from the C.R.C. who wish to retrieve their belongings or mandate someone to do so must first "report" to the appropriate authorities. Personal effects can only be returned if the individual is no longer considered to be in unauthorized absence. In addition, residents with a balance owing to the C.R.C. will have to repay their "debt" before they can reclaim their personal belongings.

4.44 Room access times

You must respect the times set for access to your room. Please note that it is forbidden to be in a room that is not your own. Likewise, socializing in the corridors of the rooms is forbidden.

4.45 Locking room doors

The door to your room can only be locked by our staff if all occupants are in weekend code, in accordance with fire safety standards.

4.46 Attitude of involvement and collaboration

You must respect the reality of group life and make every effort to do so. In this respect, **non-involvement and/or a negative attitude, even of a passive or off-putting nature, will not be tolerated.** It is important that you demonstrate **excellent cooperation** and learn to adapt to the specific environment of group life in a transition center such as **C.R.C. Curé-Labelle Inc.** **Except for serious medical, work or therapy reasons, you must be present at all mandatory activities as a participant, organizer or spectator.**

This regulation is non-negotiable and applies to all residents.

Failure to comply with this rule is grounds for termination of the stay.

4.47 Detoxification outside the C.R.C.

If you are undergoing detoxification outside the C.R.C., you must continue to respect the rules and regulations in effect at the C.R.C. unless the C.R.C. Management releases you from this obligation in writing.

Failure to comply with this rule is grounds for termination of the stay.

4.48 Lunch for workers

If you work, you may be eligible for a lunch provided by the C.R.C.. To do so, please enter your name and choice of meat on the "Lunch Sandwich Control" sheet posted in the cafeteria. For further details, please contact the staff in charge.

V- TO SUM UP...

As you may have noticed, our visitor's guide gives you a good idea of what we offer and what we expect from you. In this sense, by agreeing to come and stay with us, you agree to abide by our accommodation guide and the rules and regulations of **C.R.C. Curé-Labelle Inc.** If there are any changes to one (1) or more of these rules, you will be informed well in advance.

We've tried to give you a realistic picture of **C.R.C. Curé-Labelle Inc.** and its programs and services. While there are many things to remember about **C.R.C. Curé-Labelle Inc.**, we can't overemphasize the importance you should attach to them, as you'll be dealing with all these elements during your time with us.

We are well aware that such a detailed description of regulations tends to project the image of a very strict organization. We reiterate, however, that these regulations are necessary to ensure the smooth operation of a community residential center such as ours, and to meet the contractual requirements that bind us to Correctional Services and all other referring agencies.

Yes, there are a lot of rules to follow, **but there are just as many advantages to living in a "halfway house".** The most important thing to remember is that both the rules and the benefits are designed to help residents adapt to life in society and assume their responsibilities, while at the same time protecting society.

We know from experience that motivated people adapt well to this living environment, and once they've accepted the prescribed rules, it's then possible for us to tackle the aspect that interests us most, namely the help we can give them in various ways. For them, the only thing left to do is to live their social reintegration to the full, without their temporary life in the "Transition House" becoming a constraint.

If you think our program might be right for you, simply let the person in charge of your file know. He or she will contact us to request a formal evaluation. We'll then be happy to discuss the matter with you and assess your eligibility as quickly as possible.

The team at C.R.C. Curé-Labelle Inc.

REGULATIONS

1. Keep the premises clean at all times;
2. Never leave for your weekend or weekday "code" without being in possession of your "special authorization" to leave and without having signed the "mobility form". Residents may be required to return to the C.R.C. to collect their "special authorization";
3. Dress appropriately;
4. Never smoke inside the C.R.C.;
5. Park your car only in the parking area designated for residents and visitors;
6. Access to the kitchen only with the permission of a member of staff;
7. Respect the hours indicated and the regulations governing the use of activity or service premises;
8. Carry out household chores appropriately and notify the caregiver once the task has been completed;
9. Meet between residents only in the community rooms and do not be in the presence of any resident(s) outside the C.R.C. during your stay;
10. Keep only personal effects authorized by C.R.C. staff in your room;
11. Notify the receptionist on duty when leaving and returning to the C.R.C., both for "codes" and for any other form of travel;
12. Get up at the right time in the morning and go to bed at the right time;
13. Meet its financial commitments to the C.R.C.;
14. Respect the territory defined by Correctional Services Canada or Services correctionnels du Québec. Obtain a "travel authorization" to go beyond this territory;
15. Do not participate in any gambling activities, which are prohibited at the C.R.C.;
16. Comply fully with the entry and exit times set out in your "Resident's Schedule";
17. Behave in such a way that the group of residents, or an individual resident, does not have to suffer because of our attitude;
18. Correctly record your comings and goings on the "Mobility sheet";
19. Immediately hand over any medication prescribed or not prescribed by a doctor to the staff on duty at the reception desk;
20. Never enter the C.R.C. in possession of or under the influence of any intoxicant, e.g. drugs, alcohol, non-prescription medication (non-prescription medication must have been authorized by management). Never be involved in any form of association relating to the possession and/or trafficking and/or consumption of intoxicants of any kind, whether inside or outside the C.R.C.; Never frequent drinking establishments, including bars and resto-bars;
21. Inform the receptionist before going upstairs or to your room;
22. Be present at the C.R.C. or at the location of your weekend "code" by 10:30 p.m. on weekdays and 01:00 a.m. on weekends (Friday and Saturday) (see conditions on your "special authorization");
23. After midnight (00:00) in a 24-hour period, spend a minimum of ten (10) consecutive hours at the C.R.C. or at the location of his "weekend leave" to be considered as having stayed there;
24. Never brawl (fight) and/or make threats (even veiled ones) towards a staff member, resident, visitor or volunteer;
25. Demonstrate an attitude of involvement, collaboration and respect with all staff members;
26. Never be involved in a breakdown of equipment belonging to the C.R.C. or another resident, and never be in a room or area to which you are not allowed access.

This is a summary list of C.R.C. Curé-Labelle Inc. regulations. You are also subject to the conditions imposed by your referring user department (S.C.Q. - C.Q.L.C. - S.C.C. - C.L.C.C. - Court).

CONSEQUENCES



Here are the possible consequences of one or more deviations from the regulations

- Warning
- Confinement (full day(s) or evening(s))
- Stage regression
- Loss of privileges (codes or other)
- End of code or exit, and immediate return to C.R.C.
- Clarification with management
- Disciplinary interview
- Review the stay and identify new objectives
- Volunteering and/or additional household chores
- Loss of privileges (internal/external activities, etc.)
- Pre-suspension interview with correctional officer in charge
- End of stay

**WE INVITE YOU TO REREAD THE LIST OF RULES AND REGULATIONS CAREFULLY.
CONSEQUENCES OF FAILURE TO COMPLY WITH C.R.C. REGULATIONS.**

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