



AGENCE SOCIALE SPÉCIALISÉE DE L'OUTAOUAIS INC. (ASSO)

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INTRODUCTION TO HOUSE RULES

Every society needs rules and regulations to ensure that it functions properly, and these are indispensable to its existence and survival. They exist in all public and private institutions (schools, hospitals, etc.), in companies and organizations. In short, they dictate what to do and what not to do, in other words, what is permitted as opposed to what is prohibited. The CRF, as an organization and in line with its mandate/mission, has adopted rules and regulations which, if breached, may result in the withdrawal or cancellation of certain privileges. Failure to comply with these rules may also result in the withdrawal of support, which in most cases means that the resident who does not comply, will be reincarcerated.

These rules must be respected throughout your stay at CRF. We also ask you to show utmost respect of all staff members and other residents. You should be on your best behaviour, always. We will help you if you agree to help yourself by fully respecting the conditions of your release and the CRF's rules and regulations.

General rules and regulations :

√ **Monthly residents' meeting**

Attendance at the residents' meeting is compulsory. A meeting may be convened when the need arises. All residents will be notified of the date and time ahead of time. It is important to notify your caseworker if you are unable to attend, otherwise sanctions will be applied.

√ **Workshops**

All workshops are part of the in-house program. Your participation is therefore **mandatory**. Refer to the sheet provided for this purpose, which will be posted no later than Friday on the residents' notice board (for the following week). It is important to inform your caseworker if you are unable to attend. He or she will examine the possibility of registering you for another workshop.

√ ***Dress code / Personal hygiene***

All residents must always dress appropriately. It is forbidden to wear clothing identifying alcoholic beverages or drugs, as well as any clothing bearing inappropriate messages (gang colours, inciting violence, sexism, or inappropriate language). It is forbidden to walk around bare-chested, barefoot or with just a towel around the waist.

Proper personal hygiene is also essential. We recommend that you shower daily and wash your clothes regularly. It's a question of mutual respect.

√ ***Preventing bed bugs***

When you arrive at the CRF, you must submit all your clothing (including those you are wearing when you arrive) for bed bug treatment.

√ ***Kitchen & dining area and dishes***

Meals must be eaten in the designated areas (dining room and picnic table). Food in NOT permitted in the bedrooms.

Cutlery and dishes will be assigned to residents upon arrival. It is the responsibility of all residents to return their clean dishes/cutlery to their rooms after meals. Dishes/cutlery found in the communal areas may be confiscated and pre-established sanctions will follow.

√ ***Loans between residents***

Loans between residents (of **money** or **personal items**) are not tolerated at the CRF. We are not to be held responsible for any losses incurred with personal loans.

√ ***Threats / aggressive behaviour/assaults /fights***

An immediate removal from the CRF will occur **in the event of any form of aggression, threats, verbal or physical** behaviour towards staff, field placement students, volunteers, or other residents. It is important to be polite to everyone, in both **word** and **deed**. No lack of civility will be accepted.

√ ***Innapropriate or abusive language***

Inappropriate or abusive language is not tolerated at the CRF.

√ ***Theft, Vandalism and graffiti***

It is essential that you respect the premises and the material at your disposal. It is forbidden to steal, break, damage or dispose of CRF equipment/material. Graffiti is a form of vandalism. Sanctions will apply.

√ ***Common area and daily chores***

Each resident will be assigned a daily chore to maintain the communal areas. These tasks are compulsory and are designed to keep the residence clean and welcoming. Chores are posted on the bulletin board.

P.S. Tasks may vary from one week to the next and the caseworker may ask a resident to carry out an additional task that is not his own, if he or she deems it necessary.

√ ***Leave and Travel Privileges :***

Residents reporting requirement

All residents MUST disclose their complete destinations and expected time of return to the facility. Your **whereabouts** must be **always known** and shared with the caseworker or the person on duty. It is your responsibility to disclose the time of departure, your destination (person visited, full address and telephone number) and the expected time of arrival will be noted. In the event of a change of destination, you must immediately contact the CRF and inform of the new destination. If you are not present at supper time (weekdays and weekends), you MUST report by telephone.

√ ***Telephone check***

Telephone checks may be carried out **at any time**. It is therefore important that you are at your declared destination address when you leave CRF. Staff members may complete random community checks, Monday through Sunday, to confirm a resident's sign out destination (This includes residents who are on weekend passes). Failure to do so could result in a loss of privileges or be considered a breach of your residency conditions.

√ **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 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.

√ **CRF daily schedules**

Federal residents Curfew/Lateness

Respecting the curfew is essential, no matter what your release status is: Day Parole, Full Parole, Statutory Release, UTA. The Correctional Services Canada duty officer (National Monitoring Centre) will be immediately contacted in the event of missing your allotted curfew.

From Sunday to Thursday, you must be at the centre before 23:00. On **weekends (Friday and Saturday evenings)** you must be at the centre before midnight (24:00).

For new CRF residents, you must return at the centre before 17h00 during the first seven (7) days.

The curfew also applies when you have weekend privileges. (Usually from Friday to Sunday).

N.B.: A curfew modified by a member of CRF staff is the one that will be applied.

√ **Mandatory Attendance**

All residents must be present daily at the residence for a minimum of six (6) consecutive hours.

√ **Wake-up time**

It is the responsibility of each resident to ensure their own awakening. During the week (Monday to Friday) all residents must be up at 08:00. No alarm clock is required on weekends, and we allow residents who work late, to sleep in the morning.

√ **Bedtime**

From Sunday to Thursday, residents are to return to their respective rooms before midnight. On weekends (Friday and Saturday evenings), bedtime is scheduled for no later than 03:00.

N.B. The Caseworker/Duty officer may modify the bedtime should a special circumstance arise.

√ **Attendance for meals**

Meals are prepared by a cook, except for breakfast. During the week (Monday to Friday), attendance at dinner is compulsory between 17:00 and 18:00. However, at the discretion of your caseworker, he may grant you a special leave privilege. For residents who finish work later, an hour's attendance at the CRF after work is required.

On weekends, you do not need to be present for supper. However, you must report by telephone between 17:00 and 18:00 and inform the staff of your absence for the evening meal.

√ **Meal schedule**

- Breakfast is available until 09:00.
- Lunch is served between 12:00 to 12:30.
- Dinner is served from 17:00 to 18:00 (weekdays).
- A snack is available between 20:30 and 21:30.

P.S. It is possible to accommodate residents who work later in the evening by keeping a plate for them if they so request.

√ **Take out delivery**

Deliveries are not permitted beyond 23:00.

√ **Internet**

Internet access is available for set periods and only in the communal lounge. Computers must be used for job search and information purposes. Illegal sites and sites of a sexual or violent nature are strictly forbidden in the residence.

√ **Television schedule**

- Two television sets are available in the residents' common rooms.
- The television set in the dining room may be used not later than 8:00 and from 18:00 until 23:00. The use of the television is left to the discretion of the person on duty.
- Televisions are permitted in bedrooms. However, the size of the television screen must not exceed 32 inches (82cm).
- Noise levels must be kept to a minimum. Curfew hours apply.

√ **Visitors**

The number of visitors is limited to two adults. When it comes to visit with children, refer to the *CRF's Children Visitor Policy*, provided for this purpose.

- From Monday to Friday, visits are from 18:00 to 21:00.
- On weekends, visits are from 13:00 to 17:00 and from 18:00 to 21:00.
- No visits allowed during supertime.

Visitors only have access to communal areas, including the **living room, dining room and outdoor grounds**. All visitors must identify themselves to the caseworker on duty and sign the guest registry. Minors are only permitted on the presence of a responsible adult. The person on duty may refuse a visitor access to the centre if he or she believes that the visitor poses a threat to security, is behaving in an unacceptable manner or is inappropriately dressed.

√ **CRF's Children Visitor Policy**

The purpose of this policy is to govern visits by residents' children (under the age of 18) to CRF. The aim is to ensure a safe and respectful environment for the CRF, while allowing quality time between residents and their children.

Children are allowed to visit during on Saturday and Sunday from 14:00 to 17:00.

Location of visits

Children's visits will take place exclusively in the CRF dining room. During these visiting periods, the dining room will be reserved solely for residents receiving visits from their children. Other residents will not have access to this area.

Booking procedure

Residents must reserve a time with their caseworker or the duty officer at least 24 hours in advance. Reservations will be processed on a first-come, first-served basis. Residents must provide proof of who the children are and are responsible for explaining the rules of conduct to their children and accompanying adult.

Rules of conduct

Children must be accompanied by a responsible adult throughout the visit. Parents must accompany their children to the bathroom and clean it, when necessary, after use.

Visitors must respect the CRF rules and behave in a respectful manner towards all residents and staff. Residents and their visitors are responsible for keeping the dining room clean and tidy after each visit.

√ ***Laundry hours***

Washing your clothes is permitted between 07:00 and 22:00. Soap sachets are available at the staff office. Residents are responsible for washing their clothes and bedding (weekly).

√ **Upkeep of the bedroom**

Rooms are allocated according to availability and there will be two (2) residents per bedroom. Residents are responsible for everything that happens in their room.

You may not invite other residents to your room, nor may you accept a resident's invitation to go to his room.

√ ***Request for a change of room***

Any request for a change of room for reasons of incompatibility with the roommate, must be made in writing and given to caseworker on duty. The

resident must justify his request for a change of room. A decision will be rendered as soon as possible.

√ ***Room maintenance***

Each resident is responsible for their property, the regular upkeep of his part of the room. Cleaning must be carried out regularly (at least once a week). The bed must be made every morning before departure.

Posters, frames, or photos on the walls of your room must be authorized by the Director of residential services or his representative. Only the use of authorized adhesive will be allowed so as not to damage the walls.

√ ***Security rounds and inspections***

Security rounds, inspections of all rooms of the house, will be carried out without prior notice. If we deem it necessary for the safety of staff and other residents, a summary exam of the person may be carried out.

Bedrooms will be inspected on a regular basis. The aim is twofold:

Ensuring a safe environment for all CRF residents and staff.
Confirm the cleanliness of rooms and premises.

If we find that you have not complied with CRF regulations, the Director of residential services or his representative will meet with you to correct the breach(s). Loss of privileges will apply.

√ ***Health care***

Medication, whether prescribed or not, must be given to a member of staff who will store it in a safe place. Medication must be taken in the office. It is the resident's responsibility to take the correct amount of medication, according to the dosage indicated. Residents can carry certain medication in case of an emergency.

For federal residents: Prescriptions are sent to pharmacies designated by CSC.

During weekends passes, the resident must bring enough medication to cover the period of absence.

Residents must obtain a Québec health insurance card.

√ **Access to and distribution of methadone or suboxone**

In the community, doses of methadone or suboxone are dispensed at a pharmacy or a community clinic. Residents must go to a clinic to obtain a prescription and then go to the designated place (pharmacy or clinic) every day to receive the prescribed dose. The CRF does not allow the “carry on”.

√ **Policy on the supervision and storage of medical marijuana/cannabis**

Residents who, for health reasons, want and/or need to use medical marijuana/cannabis must comply with the directives of the Correctional Service Canada (federal) and the *Ministère de la Sécurité publique* (provincial).

Residents must obtain their medical marijuana/cannabis from a Health Canada approved organization that holds a sales license. The “Société québécoise du cannabis” (SQDC) does not meet these criteria, as it only sells cannabis for recreational purposes.

The first step in this process is to obtain a medical prescription that meets the requirements of either correctional service.

Federal regulations :

- Your parole officer must first approve your prescription.
- A copy of your prescription (once approved by CSC) must be forwarded to CRF.
- You must submit all purchase receipts.
- You must agree to and comply with our policy on the use of marijuana/cannabis for medical purposes.

Provincial regulations :

- Only prescriptions issued by a Québec physician are accepted.
- If a resident has medical care in Ontario, special cases may be examined by the CQLC. Only a prescription from an Ontario physician will be accepted. Prescriptions issued by nurses will not be accepted.
- A copy of your prescription must be forwarded the CRF.
- You must submit all purchase receipts.
- You must agree to and comply with our policy on the use of marijuana/cannabis for medical purposes.

The second step in this process is for you to agree to comply with the CRF's regulations on the medical use of marijuana/cannabis.

- As a rule, medical marijuana/cannabis should be stored outside the CRF, either at home, at a friend's house, etc. If this is impossible, **only marijuana/cannabis in capsule form is accepted and must be stored in the secure cabinet provided for this purpose.**
- Considering the potential negative impact on certain residents (e.g. abstinent from drug or addicts), medical marijuana/cannabis users must not enter the residence with any apparent signs of intoxication. If these signs are unavoidable, they will have immediately retire to their room.
- It is your responsibility not to drive a motor vehicle while under the influence of marijuana/cannabis. **You will not be allowed to drive your vehicle for a minimum period of two hours after consumption.** Following this period, it will be your responsibility to determine whether you are fit to drive. It is important for everyone who uses medical marijuana/cannabis to be aware of the impact of their consumption, as it is illegal to drive while impaired.

√ ***Alcohol, drugs, and all forms of intoxicants***

The consumption and possession of drugs, alcohol and non-alcoholic beer are strictly prohibited at the CRF. This rule applies to all residents, even those who are not prohibited from consuming alcohol or marijuana/cannabis. They may be sanctioned for their actions. The Gatineau Police will be contacted if illegal substances are found on the property.

√ ***Pets***

Pets are not allowed inside the building or on the grounds of the CRF.

√ ***Restricted material: Weapons and illicit objects***

Weapons and illicit items such as alcohol, illicit drugs, firearms, weapons of any type or illegal property are strictly prohibited in the residence or outdoors. Tools, hunting knives and any other object with the potential to be used as a weapon are also banned.

√ ***In-house telephone use***

The residents' telephone must be used sparingly. We allow up to 15 minutes per call since there is only one telephone available to residents (**819-568-2015**). Telephone calls after midnight are not allowed, except for emergencies.

√ ***Cellular phones***

Cell phone use after midnight is not allowed, except for emergencies.

To ensure the confidentiality and anonymity of all residents, staff, visitors and volunteers, it is strictly forbidden to film or record inside the residence or outside on the grounds.

- Failure to comply with this rule may result in the confiscation and/or prohibition of a cellular phone on the CRF site.
- Upon admission, you must provide your telephone number.

√ ***Offices***

It is forbidden to enter the staff office without the presence of a staff member or without permission. Out of respect, we ask that you knock prior to entering an office.

√ ***Vehicle/Parking restrictions***

Residents must provide proof of insurance and a valid driver's license before being allowed to use a vehicle. Free parking is available. However, it is forbidden to park in the areas reserved for staff (signs to this effect), or you are at risk of being towed at your expense.

√ ***Smoking policy***

Smoking is not permitted inside the house. The use of marijuana/cannabis is prohibited in the residence and on the residence grounds. If a resident is caught smoking cigarettes/e-cigarettes in the residence and/or in his room, pre-established sanctions will follow.

The use of incense, scented candles or any other form of air freshener that could possibly camouflage an odour will not be tolerated in the residence. However, the use of perfume or aftershave lotion is allowed in moderation.

√ ***Weekend passes***

Weekend leave is a privilege. This privilege may be withdrawn if a resident does not respect his correctional plan or if he behaves inappropriately at CRF. A request for weekend pass must be completed and submitted to your caseworker before Tuesday evening. Any request submitted after this deadline will be denied.

A Community Assessment must be completed by your federal parole officer before you are granted a weekend pass to the residence of a named resource. The PO can deny the validity of your resource.

For provincial cases, the coordinator of residential services and/or clinical counsellor must assess the quality, availability, and willingness of the resource to receive/accommodate the resident, before allowing a visit or an overnight stay at the resource's home. Refer to the document entitled: Disclosure of Personal Information and Assessment form.

√ ***Weekend pass eligibility***

First month: One weekend after 21 days of residency

Second month: Two weekends

Third month: Three weekends

Fourth month: Four weekends

Before leaving for the weekend, the resident must carry out the household chores assigned to him, clean his room, and must have paid his rent (if applicable) and the residents' fund in accordance with the agreed frequency. Conduct within the house has been satisfactory and program expectations are being met.

√ ***Stolen or broken personal property***

The CRF is not responsible for any breakage or theft of residents' personal belongings. It is your responsibility to lock your bedroom door.

The CRF will not be held liable for any damages or property worth above \$1,000.00.

√ ***Personal effects of post-suspension residents***

Upon admission to CRF, the resident will be informed verbally and in writing of the procedures relating to personal effects, including those for storage, disposal and forwarding to next of kin or community contact. The CRF may dispose of residents' personal effects after;

- Six (6) months in the case of a suspension or being unlawfully at large

Upon arrival at the CRF, residents must identify a family member or resource to whom their personal belongings will be sent in any of the cases mentioned below.

Following a suspension, being unlawfully at large, revocation, prolonged illness or even death, the resident's personal effects will be retained and stored by the CRF until they are claimed by the resident or a pre-authorized person (see form ***authorization and taking possession of personal effects***). No other person will be allowed to take possession of the resident's personal belongings unless the resident has given written authorization to do so.

After 30 days, the resource may return the resident's personal belongings (still unlawfully at large) to the pre-authorized resource, unless the former resident advises otherwise.