
CRF EXPECTATIONS

1. Report to the CRF residence directly upon arrival in Oshawa and meet with Caseworker for Intake.
2. Meet with Caseworker on a regular basis (daily check-ins, and to review and/or modify established goals, and to discuss issues.
3. Submit a detailed inventory of personal belongings within the first week. Maximum combined value of belongings on site is \$1500.00, including electronic equipment such as TV, VCR, and DVD player. The CRF is not responsible for items not listed on resident's inventory of belongings.
4. Meet with Parole Officer upon arrival and comply with all items specified in case plan.
5. Attend, and participate in, "In-House" meetings, and programs, and social/recreational events as requested.
6. A graduated level system applies to curfews. Level one lasts a minimum of 1 month. Curfew is 21:00 hrs during the first level, 22:00 hrs at the second level, 23:00 hours at the third level and 23:59 hours at the fourth level. Residents at all levels must spend a minimum of 6 consecutive hours in-house during each 24 hour period.
7. A graduated level system applies to weekend passes. Passes are approved on a case-by-case basis as follows: one pass at the first level, two passes at the second level, three passes at the third level. All weekend passes at the fourth level. Passes must be approved five business days in advance.
8. Abide by all CRF rules and regulations including: abstaining from alcohol/non-prescribed drugs; storing all narcotic medications in the CRF office, signing in and out whenever entering or leaving the CRF, participating in fire drills and not possessing any item defined by CRF staff as a weapon, contraband or pornography.
9. Maintain cleanliness of rooms. Floors and furniture will be swept, washed and wiped down weekly and garbage bins will be emptied and taken to the outside garbage bin area. Not maintaining clean rooms may prevent residents from starting their weekend passes until the room is clean to the CRF standard. Report all maintenance concerns to CRF staff immediately.
10. Guests and other residents are not permitted in CRF Dorms.
11. Report to Durham Regional Police services on day of arrival.



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12. **Respect the rights and property of all others. Work through concerns with support from CRF staff. If there are concerns with CRF Staff discuss with CRF Coordinator. If there are concerns with CRF Coordinator, the CRF Program Director can mediate the situation to bring about a resolution.**
 13. **Staff will enter Dorms to confirm presence of residents hourly and will ONLY conduct random room searches if probable cause (evidence of contraband seen/reported).**
 14. **Residents have a duty to report behavior of other residents that is in violation of CRF rules and CSC conditions**

I agree to these terms and I am aware that failure to comply with the above expectations is a violation of my residency conditions and may result in the termination of my stay at the CRF.

Signature

Witness

Date



Community Residential Facility Level System

Cornerstone's CRF program operates a curfew system based on graduated levels. Each resident cannot pass from one level to the next unless he has fulfilled the requirements specific to each level. Each level represents a degree of freedom that a resident is allowed to have in the community. As a resident proves himself by fulfilling the criteria specific to each level, he is demonstrating that he is able to use his freedom to attain his goals. As a resident attains his goals he is actually progressing towards a higher degree of community integration. When a resident is unable to meet the criteria of a particular level, or he is demonstrating behavior that may require disciplinary measures of any degree, he will be unable to graduate to the next level. He may also move back down the level system as a result of House violations. All House violations will be discussed amongst the Case Management team who has the sole discretion of disciplinary consequences.

LEVEL I: CURFEW IS 21:00 HOURS (9:00 PM) FOR THE FIRST THIRTY DAYS

Overview of Level I:

With the exception of signing out for personal, work or education purposes, there will be designated times for you to do visual check-ins and phone check-ins for the first thirty days. The thirty days will allow you to acquaint yourself with the CRF staff, other house residents, and your Parole Officer. It is also a time where you will explore with your Case Manager who you are, what your intended plans are, and to discuss potential risk factors. It is also a period of time when you are planning to create a structured life in the community. Beginning the job search process and brainstorming ways to spend social and leisure time are the first steps. You will meet with your Case Manager daily or at least two or three times per week minimum.

LEVEL II: CURFEW IS INCREASED TO 2200 HOURS (10:00 PM)

Overview of Level II:

You are expected to have demonstrated a commitment to working towards your re-integration plan. There will be a minimum of 2 weeks between Level II and Level III.

LEVEL III: CURFEW IS INCREASED TO 2300 HOURS (11:00 PM)

Overview of Level III:

There will be a minimum of 2 weeks between Level III and Level IV. By this time you will be stabilized, comfortable with house routines, and demonstrating a commitment to developing a pro-social lifestyle free of criminal activity. Your focus at this level should be on developing the community supports which you will need to assist in your reintegration plan.



LEVEL IV: CURFEW IS INCREASED TO 2359 HOURS (11:59 PM).

Overview of Level IV:

At this level you will be successfully transitioning into the community and your plans are in place for your release from the House. You will be spending the majority of your time living and working in the community. Your focus at this level will be on continuing to work with your Case Manager to ensure that all necessary supports are in place and you are ready to move forward.

Community Residential Facility Weekend Pass Stages

Cornerstone Community Association

Cornerstone's CRF program operates a curfew system based on personal conduct. Each resident must fulfill the requirements specific to his Case Plan before earning his first weekend pass. Earning more weekend passes demonstrates a progression in freedom that a resident is allowed to have in the community. As a resident proves himself by fulfilling the CRF Team's expectations, he is demonstrating that he is able to handle increased responsibility and accountability.

As a resident attains his goals he is rewarded with a higher degree of community integration. When a resident is unable to meet expectations placed upon him or he is demonstrating behavior that may indicate a progression towards criminal conduct, he will not be granted additional weekend passes. He may also have his weekend passes reduced and/or taken away entirely because of unstable relationships, deteriorating behaviors, serious loss of motivation, or disciplinary measures.

Each resident will work with his Case Manager to create a Case Plan. The Case Plan will guide the resident in taking the appropriate steps to successfully achieve the requirements of obtaining weekend passes. You will have met with your Case Manager to complete a social history, identify goals, and discuss strengths and weaknesses. Your Case Plan will be completed within the first 30 days of arrival and will be updated monthly. Depending on the nature of the resident's, index offence they will meet with their Case Manager on a more regular basis (bi-weekly). There must also be an indication that you are motivated to achieve the goals as set out in the Case Plan before you can go for weekend passes, and for you to maintain such privileges.

YOUR FIRST EARNED WEEKEND PASS WILL TAKE PLACE WITHIN THE FIRST 30 DAYS OF YOUR ARRIVAL, AND SUCCESSFULLY MEET THE FOLLOWING CRITERIA:

- Meet with your Case Manager to complete a social history, identify goals, and discuss strengths and weaknesses
- Demonstrate a respectful attitude and behaviour toward CRF/Shelter staff and residents
- Demonstrate a willingness to meet and cooperate with the CRF team
- Adhere to all house rules as outlined in the CRF Expectations
- Maintain visual and/or phone contact at a level outlined by your CRF team

YOUR TWO EARNED WEEKEND PASSES WILL TAKE PLACE WITHIN 60 DAYS OF YOUR ARRIVAL, AND SUCCESSFULLY MEET THE FOLLOWING CRITERIA:

- Secured employment/educational program and/or approved alternative circumstance (volunteer work, rehabilitative programming, etc)
- Demonstrate ability to meet financial obligations; for example cellular phone bills, and vehicle expenses
- Meet all criteria as outlined since being admitted to CRF

YOUR THREE EARNED WEEKEND PASSES WILL TAKE PLACE WITHIN 90 DAYS OF YOUR ARRIVAL, AND SUCCESSFULLY MEET THE FOLLOWING CRITERIA:

- Maintain daily contact as required by the Case Manager
- Thoroughly review and where appropriate, revise your Case Plan to ensure that your focus is clearly directed on your transition to the community
- Demonstrate that you have made arrangements to provide for your financial obligations upon your release
- You must be either employed, upgrading your education, or occupied in a manner approved by CRF team
- Continue to have positive relationships in the house and within the community
- Demonstrate leadership around the House by supporting the integration of new residents
- Continue to meet all criteria as outlined since being admitted to CRF

YOUR EARNED ALL WEEKEND PASSES WILL TAKE PLACE AFTER 90 DAYS OF YOUR ARRIVAL.

Resident Signature

Date

Caseworker

Date

