Cornerstone

133 Simcoe Street South
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CORNERSTONE COMMUNITY RESIDENTIAL FACILITY (CRF) INFORMATION PACKAGE

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Building Hope, Home and Community

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Contact Information

Cornerstone Community Residential Facility (CRF)

133 Simcoe Street South
Oshawa, Ontario
L1H 4G8

CRF Phone Number:

905-579-9323

CRF Staff Office Hours:

Monday to Thursday: 8:00am-10:00pm
Friday: 8:00am-4:00pm

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CORNERSTONE COMMUNITY RESIDENTIAL (CRF) FACILITY:

Cornerstone Community Residential Facility (CRF) provides accommodations and community reintegration services to adult males who are eligible for parole release and referred by Correctional Services Canada (CSC). We can accommodate the following types of releases:

- Day Parole
- Full Parole with Residency
- Statutory Release with Residency
- Long Term Supervision Order with Residency
- Escorted Temporary Absences
- Unescorted Temporary Absences

The CRF consists of dorm style shared accommodations and is located in the downtown core of Oshawa. It is close to public transit, a hospital, educational institutions, and recreational facilities. As an organization, our goal is to provide the broadest range of internal and external support options available for federal offenders reintegrating back into their communities.

In addition to operating the CRF, other services at Cornerstone include an Emergency Shelter for men (on a first come basis), Transitional Housing (for men requiring extra assistance while living independently) and permanent geared to income apartments (individual and shared units). There is a large dining room on the main floor where staff-prepared meals are served. CRF residents share the same dining area with the emergency shelter. CRF residency also includes the following special features:

- Free YMCA membership
- Individual television cable lines
- Internet
- Laundry facilities
- Assistance with securing housing upon release
- Parking (only available for residents upon submitting verification of vehicle ownership, a valid driver's license, and appropriate insurance coverage)

TREATMENT FACILITIES:

Substance abuse treatment and support are available through a number of local organizations. These include the Pinewood Centre of Lakeridge Health Corporation, which provides individual counseling, group therapy sessions, and crisis support. Several local AA and NA groups are available daytime, evenings, and weekends. In addition, the CRF works with both the Durham Mental Health Association and the Canadian Mental Health Association to assist offenders dealing with mental health concerns to experience a smooth transition to community living after their warrant expiry date.

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CORNERSTONE'S COMMITMENT TO ITS CSC PARTNERS – Durham Parole Office (DPO) and Parole Board of Canada (PBC):

Cornerstone believes that introducing responsive strategies to address each individual's level of risk, individual needs, and protective factors, is an important component that will direct the course for a successful community reintegration plan. We acknowledge that crime is always a part of a larger picture that includes a man's history and the social, economic, and cultural factors that create the context of his life. Therefore, in thinking about case management for federal offenders, Cornerstone's CRF believes that in order to implement best practices, a multi-dimensional perspective and intervention strategy is required. Cornerstone's CRF team is committed to best-practices and successful outcomes by providing the following services to support DPO and CSC's mandate:

- Monitoring PBC parole conditions with DPO to ensure supervision and appointments are adhered to, including:
  - Meetings with parole officers
  - Financial accountability tracking (receipts and bank statements copied for parole officers).
  - Completing spot checks when signed out of the CRF.
  - Routine check-ins with Durham Regional Police.
  - External treatment centre meetings.

HOW TO APPLY:

1) Talk to your Institutional Parole Officer about applying.
2) Your Parole Officer will need to request a Community Assessment (CA) from the Durham Parole Office.
3) When we receive the CA, our Community Assessment Team (CAT) will review your file.
4) When a decision is made, your Parole Officer will be notified and will inform you of the outcome.
5) Continue to stay in contact with the CRF by mail or phone to keep us up to date with changes or new information in your case.

CRITERIA WE LOOK FOR:

- Connection to Durham Region. (Why are you applying here?)
- Positive institutional behaviour.
- Detailed release plan.
- Successful program completion if available.
- Demonstrated motivation.

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CRF EXPECTATIONS

1. **Report to the CRF residence directly upon arrival in Oshawa and meet with CRF staff for an intake. Meet with the Parole Officer at the scheduled time for a CSC intake. Report to Durham Regional Police services within 24 hours of arrival.**

2. **Meet with CRF staff on a bi-weekly basis at minimum (daily check-ins as needed, reviewing and/or modifying established goals, discussing issues, etc.). CRF staff to create a Resident Action Plan (RAP) within the first 30 days of arrival. This will outline the goals of the residency at the CRF and will be assessed for compliance on a monthly basis.**

3. **The CRF is a 24-hour staffed service. However, CRF staff are typically available Monday to Thursday 08:00 to 22:00 and Friday 08:00 to 16:00. CRF on-call is also available 24/7 and will be utilized by CCA staff when CRF staff are not in the office. The on-call number will only be utilized in emergency situations.**

4. **Daily Living Allowance (DLA) will be provided on a case-by-case basis and determined by the CMT upon arrival. Those that are eligible will receive $4.10/day. This will be provided every 7 days, for a total of $28.70/week. Eligibility includes but is not limited to being unemployed and/or lacking financial support from the community, etc.**

5. **Submit a detailed inventory of personal belongings within the first week. Maximum combined value of belongings on site is $1500.00 including electronics. The maximum permitted TV size is 32". <u>The CRF is not responsible for items not listed on the resident's inventory of belongings</u>.**

6. **A graduation level system applies to curfews. Depending on the resident's type of release, their curfews will be implemented as follows:**

Day Parole:	Statutory Release / LTSO:
Level One: 2100	Level One: 1900
Level Two: 2200	Level Two: 2000
Level Three: 2300	Level Three: 2100
Level Four: 2359	Level Four: 2200
	Level Five: 2300
	Level Six: 2359

Level one lasts a minimum of 1 month. Curfews are <u>earned privileges</u> and will not be increased without discussion with the CMT. Please note curfews can be modified at any time by the CMT including implementing an earlier curfew as a consequence. Residents at all levels must spend a minimum of <u>6 consecutive hours in-house</u> during a 24-hour period.

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7. **A graduation 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 by the CMT on the Tuesday prior to the weekend pass at the latest.**

8. **Complete all mandatory call-ins during designated call-in times. These times are noted as the following for all residents unless otherwise specified:**
   - **11:00-13:00 & 17:00-19:00 daily**
   - **08:00-11:00 & 21:00-23:59 if on overnight leave**

9. **Location changes must be completed for all major destination locations if a resident is going to be at a single location for over an hour. Included destinations for the above location changes are work, home, leisure activities in excess of an hour, employment agencies, etc. If a CRF Resident has been at an unreported location for over an hour, they are to contact the CRF to report their updated location immediately. CRF residents do not need to complete location changes for quick stops while on-route to their final destination (i.e., stops for coffee/gas/food while on your way to work/home/CRF).**

10. **Abide by all CRF rules and regulations. These include abstaining from alcohol and non-prescribed drugs and properly storing all medications in the CRF office. CRF residents are not to be under the influence of alcohol or non-prescribed drugs while at the CRF. CRF residents cannot possess any item defined by CRF staff as contraband. Contraband items include, but are not limited to:**
    - **Pornography**
    - **Power tools (to be kept in the CRF office if for work purposes)**
    - **Alcohol / drug paraphernalia**
    - **Weapons (knives, firearms, etc.)**

11. **CRF residents may go out to the parking lot for a smoke break for 10-minute intervals each hour after their individual curfews. Residents will sign-out to the parking lot on the smoke 'sign out' sheet at the intake desk. When the CRF resident returns, they must sign in on the same sheet. CRF residents may not sign out for a smoke break between 11:30pm and 12:30am. After that time, it is again once per hour for 10 minutes at a time.**

12. **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 earning various CRF privileges such as an increased curfew or weekend pass until the room is clean to the CRF standard. Report all maintenance concerns to CRF staff immediately.**

13. **Other CRF residents, shelter residents, and transitional tenants are not permitted in CRF dorms. Visitors are not permitted on property except to pick up or drop off a CRF resident.**

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14. **Respect the rights and property of all others. Work through concerns with support from CRF staff and if needed the CRF Program Director can mediate the situation to bring about a resolution. All staff, guests, tenants, residents, and visitors must be treated respectfully and in a courteous manner. Any racial, homophobic, antisemitic, sexual, or otherwise inappropriate comments or behaviours will not be tolerated.**

15. **Staff will enter CRF dorms on a frequent basis to confirm the presence of residents. Random room searches will be conducted by CRF staff. Room searches will also be conducted if there is probable cause.**

16. **CRF staff will discuss resident concerns with the CMT and may withdraw support of a resident at any time. Grounds for non-voluntary termination from the CRF include the following:**
    - **Engaging in criminal activity.**
    - **Violating any condition(s) of Parole.**
    - **Violating any special condition(s) or instructions issued by the Parole Officer.**
    - **Threatening staff, other residents, or any other individual.**
    - **Presenting in a manner consistent with substance use where an abstain condition exists.**
    - **Leaving the CRF without authorization or whereabouts are unknown.**
    - **Deteriorating behaviour or behaving in a manner which would suggest that there is a significant increase in the probability of violating any of the above.**

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Community Residential Facility Curfew Level System – DAY PAROLE

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 (CMT) 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 and/or 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:

There will be a minimum of 30 days between Level II and Level III. You are expected to have demonstrated a commitment to working towards your re-integration plan. 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.

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

Overview of Level III:

There will be a minimum of 30 days between Level III and Level IV. Earning this level requires that you have a structured routine, which includes activities such as gainful employment, educational upgrading, volunteering, etc.

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.

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Community Residential Facility Curfew Level System – SRR & LTSO

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 (CMT) who has the sole discretion of disciplinary consequences. Please note visual checks-in will also be required on all SR and LTSO cases until otherwise determined by the case management team.

LEVEL I: CURFEW IS 19:00 HOURS (7:00 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 and/or 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 2000 HOURS (8:00 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 30 days between Level II and Level III.

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LEVEL III: CURFEW IS INCREASED TO 2100 HOURS (9:00 PM)

Overview of Level III:

There will be a minimum of 30 days between Level III and Level IV. By this time, you will have begun to stabilize in the community and are developing a pro-social lifestyle. Your focus at this level should be on establishing roots in the community.

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

Overview of Level IV:

There will be a minimum of 30 days between Level IV and Level V. By this time, you will be stabilized, comfortable with house routines, and demonstrating a commitment to 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 V: CURFEW IS INCREASED TO 2300 HOURS (11:00 PM)

Overview of Level V:

There will be a minimum of 30 days between Level V and Level VI. Earning this level requires that you have a structured routine, which includes activities such as gainful employment, educational upgrading, volunteering, etc.

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

Overview of Level VI:

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.

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Community Residential Facility Weekend Pass Stages

Cornerstone's CRF program operates a staged level 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.

LEVEL I: ONE EARNED WEEKEND PASS

You must successfully meet the following criteria:

- The first weekend pass can be earned once residents complete their first thirty days.
- 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.

LEVEL II: TWO ADDITIONAL WEEKEND PASSES WITHIN THE FIRST SIXTY DAYS

You must successfully meet the following criteria:

- Residents can graduate to this stage after their first sixty days.
- Secured employment/educational program and/or approved alternative circumstance (volunteer work, rehabilitative programming, etc.).

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- Demonstrate ability to meet financial obligations: for example, cellular phone bills, and vehicle expenses.
- Meet all criteria as outlined since being admitted to the CRF.

LEVEL III: THREE ADDITIONAL WEEKEND PASSES

You must successfully meet the following criteria:

- Residents can graduate to this stage after their first ninety days.
- Maintain frequent 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 the 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.

LEVEL IV: EARNED CONTINUOUS WEEKEND PASSES

At this stage, you will have earned ongoing, continuous weekend passes.