



## The residence

- 1.1 Applies a policy insuring the respect of the fundamental rights of its clientele (see Appendix 1);
- 1.2 Respects the laws of the Correctional Service of Canada (CSC) and any related laws;
- 1.3 Offers the residence and a program for social reintegration within the framework of a community access, volunteering and/or study and/or work;
- 1.4 Agrees to respect the confidentiality of the information revealed by a resident to a staff member. This information will be shared between the staff members and parole officers (PO) to establish an action plan that corresponds to the needs of the resident;
- 1.5 CRF will not provide you copies of documents from the Correctional Service without their consent.
- 1.6 Assumes no responsibility for misplaced, lost, or stolen personal belongings during the stay of the resident or after their departure. An agreement can, however, be made with the CRF direction for the storage of small effects and/or items of reasonable value;

### CONTRACT OF RESIDENCE

Regular day parole

Community access program

Volunteering, study or work

BETWEEN  
C.R.C. JEUN'AIDE  
4430, rue ST-JACQUES  
MONTRÉAL, QUÉBEC  
H4C 1K2

Below named the residence

AND

\_\_\_\_\_  
(Name of the resident)

## The resident agrees to respect the following rules :

- 2.1 No consumption, possession or selling of drugs and/or alcohol in the CRF.
- 2.2 No possession of a firearm or any kind of weapon inside the CRF
- 2.3 No act of violence against yourself or another person or property will be tolerated. If necessary, all damages will be charged to the resident.
- 2.4 No sexual relationships are allowed in the CRF.
- 2.5 Respect the special conditions listed on the certificate and all instructions given by the parole officer.
- 2.6 As required, participate in the discussion groups offered at the CRF.
- 2.7 Respect arrival and departure schedule.
- 2.8 Complete the community chores assigned to you.
- 2.9 Collaborate during the inspections of your personal effects. Take note that inspections of your personal effects and your room are possible at any time by staff members. The inspections of rooms are always done by two staff members, at a time. A note, signed by the staff members responsible for completion the inspection will be left in your room. All illegal material will be seized and the Ville-Marie Area Parole Office of the CSC will be informed. The disposal of these objects will be done in accordance with the instructions received from the CSC.
- 2.10 Submit to a urine test when requested by CSC.
- 2.11 When you leave your room, you must lock your door. This procedure aims to protect your personal belongings.

### In this document:

<b>The residence</b>	<b>1</b>
<b>The resident agrees to respect the following rules</b>	<b>1</b>
<b>RULES OF THE C.R.C.</b>	<b>3</b>
<b>APPENDIX 1</b>	<b>6</b>
<b>COMPLAINT FORMS</b>	
<b>APPENDIX 2</b>	<b>7</b>
<b>APPENDIX 3</b>	<b>8</b>

- 2.12 The policy for granting community access hours, as defined in the internal program, is based on the merit of the resident. The maximum allowed is 96 hours per month. These hours include the outing privileges as voted by the PBC. Thus, each week, you will be given a community access request and/or exit privilege request sheet which must be completed and handed over by the following Thursday morning at the latest. This policy is not a vested right. It will apply in conjunction with the Counsellor, Resident and the parole officer for CSC, as applicable. **NO OUTING IS ALLOWED FROM 11:00 PM TO 07:00 AM.** The maximum return time to the CRF is 1h AM. CRF staff reserve the right to make checks with resources throughout this outing.
- 2.13 You can benefit from a medical follow-up at the Metro-Medic medical clinic located at 1538 Sherbrooke Ouest ( 514-932-2122 ) and/or at the CLSC St-Henri, located at 3822 Notre-Dame west ( 514-933-7541) and/or your own family doctor.
- 2.14 Respect the policy on the distribution of medication. Residents are allowed to keep with them their emergency medication. However, they must inform us of where to access such medication if an emergency were to occur. In addition, the resident agrees to take the medication in the presence of a staff member in any case where a special condition is ordered by the PBC or in the case of a court order. During weekend outings, the resident is responsible for taking their medication before departure. The resident is encouraged to take the amount of medication necessary in relation to the duration of his outing.

Methadone and suboxone: A service agreement between the local pharmacy and CSC is established prior to the resident's release from the penitentiary. The intake of this medication occur directly at the pharmacy. Exceptions must be approved in advance.

## Reasons for suspension:

- 3.1 Disregard of the rules of the CRC Jeun'Aide.
- 3.2 Disregard of the conditions of your community project program.
- 3.3 Disregard of the current laws.
- 3.4 Any other indication of disorganization.

**DURING FREE TIME, IT IS FORBIDDEN FOR THE RESIDENT TO LEAVE THE CRF  
AT ANY TIME WITHOUT PERMISSION.**

## MAINTENANCE OF YOUR ROOM :

It is your responsibility to keep your room clean.

## COMMUNITY CHORES :

It is your responsibility to verify the list of the community chores posted on the board near the front office. Your chore must be completed according to the schedule.

## FOOD SERVICE :

Jeun'Aide offers a food service which corresponds to standards of nutrition, adapted to the preferences of the majority.

The residents subjected to religious diets will be granted an additional allowance for this purpose.

The residents, on presentation of a prescription for a specific diet, will also be offered some of the necessary foods. Allergies must be proved by a medical certificate.

A rigorous discipline must be applied to avoid any wastefulness or abuse of offered food service.

At the time of your admission, you will receive 3 plates, 1 bowl, 1 glass, 1 cup and 4 utensils and the necessary items to wash your dishes which you will have to return at the end of your stay. In the case of a lost item, \$1.00 will be required for its replacement.

- 
- During the weekdays you have to hand your large plate to the front desk to complete your request for a supper. If you do not do so, no meal will be reserved. If you are present at the CRF during the day, this request for a meal must be made before 09:00 am. During the weekend, you must complete the appropriate form (code sheet).
- Cooking is forbidden after 9:30 pm.
- No frying is permitted.
- The access to the kitchen is forbidden.
- The dining room is at your complete disposal: coffee, milk, refrigerator, etc.
- Make sure you keep the dining area clean after use.

## VISITORS ADMITTANCE

1. Be on the list of visitors.
2. The visitor should supply, when asked, an ID card (health card or driver's licence).
3. Register at the front desk on arrival and departure.
4. Indicate the date and the hour
5. Indicate the name of the visited resident.

Receive a maximum of 3 visitors at the same moment.

The visitors are authorized in:

- The dining room
- The living room
- The back yard
- The conference room, if need be.

They have to use the first floor bathroom.

The visiting hours are as following :

In the week : (Monday to Thursday) 6:30 pm to 10:00 pm

In the week for Study project and evening workers 9:00 am to 11:00 am and 01:00 pm to 04:00 pm

Friday: 6:30 pm to 10:30 pm. Saturday: 1:30 pm to 10:30 pm Sunday: 1:30 pm to 10:00 pm.

Minors (under 18 years old) must be accompanied by an adult other than the resident.

**Visitors cannot access the room of a resident.**

#### **TELEVISION IN THE LIVING ROOM:**

The use of the television in the common area is permitted from Monday to Friday from 4:00 pm to 10:00 pm. Saturday and Sunday from 7:00 am to 10:00 pm. The regular broadcasts on television are prioritized. The volume of the television must be reasonable at all time to make sure to not disturb other residents or the neighbourhood.

#### **PERSONAL TELEVISIONS :**

One television is allowed in your room. The size of the television must not exceed 20 inches. For rooms with double occupation, an agreement should be taken with your roommate for mutual respect. Listening to the television or sound system in your room is forbidden without the use of headphones.

If difficulties arise in respecting the rules regarding the use of sound systems and television in rooms, these items will be confiscated.

#### **CELLULAR:**

The use of the cell phone is authorized at the CRF in accordance with our internal policy. The resident wishing to possess a cellular must accept the terms and everything will be duly recorded on file. The CRF has 4 public telephones.

#### **COMPUTERS :**

Residents are allowed to use their personal computers at the CRF. However, internet access must be approved with the management team. If applicable, the costs will be of the resident's responsibility. Residents can benefit from a computer station. They must reserve access at the front office.

#### **CLOTHING AND PERSONAL EFFECTS :**

Adequate dress code is required within the CRF, being shirtless is prohibited at all times. Any distinctive sign, brand or color indicating membership in a criminal or illegal group is not authorized. In addition, it is prohibited to wear any clothing or possess any items that may encourage residents to violate the conditions or the regulations of the CRF (for example: shirt/Cap with logos of brand of beer, tobacco, drugs, plant of cannabis and vulgar photos).

#### **PORNOGRAPHY :**

Any form of pornography is forbidden. All pornographic material such as magazines, CDs, DVDs and photos of a sexual or erotic nature found in your room will immediately be seized and given back to the resident at his departure.

#### **KEY, BEDDING, ROOM :**

A key to your room as well as the bedding will be supplied to you at your admittance. At the end of your stay, please give back this key and bedding to the reception. If you lose your key, a \$5.00 amount will be required for a new one.

A resident can't have access to a room other than his own. Loitering is forbidden.

**IT IS STRICTLY FORBIDDEN TO SMOKE IN THE CRF AND ON ITS PROPERTY** We consider the following as violations 1) The act of smoking inside the CRF; 2) The ownership of an ashtray or any other packaging used for the same purpose in your room. The consequences of a violation will be disciplinary measures. The CRF is a smoke-free place subject to the current provincial laws. It is not possible to smoke on its property.

**THE USE OF INCENSE AND CANDLES IS ALSO FORBIDDEN.**

**CURFEW :**

The residents have to be in their rooms by 11:30 pm from Sunday until Thursday and by midnight on Friday and Saturday.

**CARD GAMES :**

All forms of gambling on games are forbidden in the CRF. The game of Poker is strictly forbidden.

**FRONT ENTRANCE AND SIDEWALK :**

It is forbidden to stand in the entrance in front of the CRF at any time.

**ARRIVAL AND DEPARTURE HOURS :**

Do not forget to sign the document at the front desk at the time of any departure or arrival at the CRF.

**TRAVEL TIME:**

A travelling time is established for every destination. No stop is authorized during this travel time without the prior authorization of the parole officer.

**TRANSPORT COSTS FOR THE COMMUNITY ACCESS PROGRAM :**

The transportation costs are paid by the CSC. If you lose your bus pass, you will assume the costs of personal transport.

**LUNCH :**

You will have to bring a lunch from the CRF.

**WEEKLY ALLOWANCE :**

SEE APPENDIX 2

**OUTINGS OUTSIDE OF THE COMMUNITY ACCESS PROGRAM HOURS :**

When you reintegrate the CRF, you cannot leave unless you participate in a group activity.

It is formally forbidden by the CSC to access the back park.

**GROUP OUTINGS :**

You can participate in the group activities offered by the CRF. You must respect the guidelines indicated in APPENDIX 3.

#### **TRAINING ROOM IN THE BASEMENT:**

You will find in the basement a training room at your disposal for personal training as well as a pool table. Opening hours: Monday to Thursday, 5:00 am to 09:30 pm ; Friday 5:00 am to 10:00 pm, Saturday and Sunday: 8:00 am to 10: 00 pm.

#### **INDIVIDUAL SESSIONS:**

The resident will have to meet with his counsellor on a weekly basis.

#### **SPECIAL PERMISSION :**

The resident will need to complete a permission request with the necessary information so that it can be processed by the clinical team. The permission request form can be found at the front office.

## **APPENDIX 1**

#### **Policy to protect fundamental rights**

The CRF Jeun'Aide, a non-profit corporation, registered as a charity organism, believes in the dignity, the respect and the value of every human being.

In accordance with its mission, the organism assures the respect for the just autonomy of every individual who underwent a judicial condemnation for a criminal act by offering a relation of help centred on the development of one to act autonomously, responsibly and honestly.

The organism commits by its programs and of its activities that all beneficiaries will:

- receive professional quality services;
- be treated with respect and justice;
- be respected in their integrity with regard to their fundamental rights.

#### **Procedures relative to the deposit and to the treatment of the complaints**

Every resident that has motive to believe that the “Policy to protect the fundamental rights” is disrespected is strongly encouraged to report it to the direction.

You should write the complaint by following these procedures:

1. Complete in writing the complaint form which will be submitted to the clinical director;
2. The clinical director will submit the complaint to the general director if it was not resolved.
3. If you are not satisfied with the answer, you can file your complaint to the CSC.

Formulaires disponibles au bureau d'accueil

Présentation de la plainte du résident  
(Premier palier)

Resident complaint presentation  
(First level)

Unité opérationnelle ayant rédigé le rapport:  
Completing operational unit:  
Maison Jeun'Aide

Renvoyé à: **Responsable clinique**  
Referred to: **Clinical director**

Présentation de la plainte du résident  
(Deuxième palier)

Resident complaint presentation  
(Second level)

Unité opérationnelle ayant rédigé le rapport:  
Completing operational unit:  
Maison Jeun'Aide

Renvoyé à: **Directeur général**  
Referred to: **General director**

Présentation de la plainte du résident  
(Troisième palier)

Resident complaint presentation  
(Third level)

Unité opérationnelle ayant rédigé le rapport:  
Completing operational unit:  
Bureau de libération conditionnelle

Renvoyé à: **Ville-Marie**  
Referred to: **5151 rue de la Savane**  
**Suite 200, Montréal, QC**  
**H4P 1V1**

## APPENDIX 2

### STANDARDS AND SERVICES OF THE ACCOUNTING DEPARTMENT

#### WEEKLY ALLOWANCE:

During your stay at the CRF Jeun'Aide, you will receive a weekly allowance fixed to 43,96\$. This allowance will be calculated from the number of days present at the CRC from Saturday until Friday. The allowance will be given to you on Thursday evenings by direct deposit. From this allowance must be deducted any sum received from external sources such as employment incomes, pensions, compensations of the CSST or the SAAQ, etc.

#### TRANSPORTATION COSTS:

As for the traveling costs, a bus pass (local or regional according to your needs), will be handed to you for the first day of every month. If your arrival to the CRF is after the first of the month, a weekly bus pass or tickets will be provided to you until the first of the next month. You are responsible for this card or tickets. In case of loss, you should yourself assume the costs of personal transport.

NB: No transport costs will be paid to whoever receives gross incomes of more than \$200.00 a week

#### SCHOOL EXPENSES:

School expenses will be submitted to your parole officer for approval.

#### GYM

(residents in community access program only)

The expenses of registration are assumed by the CRF. Take note that this privilege is not an acquired right and can be abolished at any time.



**MEDICATION:**

All prescriptions for medication must be handed in, without exception, to the front office. The staff will order the medication from the pharmacy. The expenses of prescriptions are covered by the CSC except the ones that are available off the shelf; in this case you must assume the costs. (Other exceptions may apply).

**IMPORTANT :**

The CRF will not, under any circumstance, advance money to a resident.

## **APPENDIX 3**

### **RULES FOR THE STRUCTURED ACTIVITIES FOR THE RESIDENTS IN COMMUNITY ACCESS PROGRAM**

A minimum of three participants is required for any activity during the week. See front desk for details. The only exception concerns AA, NA, CA meetings given that these are a part of the reintegration program. During the weekends, the number of participants required is in accordance with the number of residents present at the CRF.

It is the responsibility of the resident to register minimally one hour before any activities ( gym, meeting, walk ) at the front desk.

During all outings, the residents should form a homogeneous group, so that the employee present is able to have a good visual contact with all participants during the route.

As soon as the group exits the CRF, no resident is authorized to join in last minute.

No stop is allowed on route.

Be sure to pay attention to the special condition of non-association during the activities it applies for you. It is not because a employee is with you that you can disregard it.

#### **Gym**

It is the responsibility of every resident to be seen during their training. Be sure that the employee can see you at any time.

#### **Structured activity:**

The route of the walk must be determined by all the participants before the departure of the CRF and in accordance with places accepted by the CSC.

AA/NA Meeting: Held once a week according to the organization's schedule.

To propose a new activity, you must make your suggestion in writing. A certain time is necessary for the study of the proposal by the responsible concerned and to survey the idea with other residents.

The CRF can forbid the access to the activities if the resident does not respect the various rules.

C.R.C. JEUN'AIDE  
4430, rue ST-JACQUES  
MONTRÉAL, QUÉBEC  
H4C 1K2  
  
(514) 932-4857  
mja@maisonjeunaide.com

TELEPHONES NUMBERS  
AND ADDRESSES TO KEEP

**1) Régie de l'assurance maladie :**

Tel : 514-864-3411

425 Bl. de Maisonneuve 3<sup>rd</sup> floor, Place des Arts metro

**2) Société de l'assurance automobile :**

Tel : 514-873-7620

855 Bl. Henri-Bourassa, office 200

**3) Direction de l'état Civil (birth certificate) :**

Tel : 514-644-4545

2050 Bleury 6<sup>th</sup> floor, Place des Arts metro

North-West exit, corner of Président Kennedy

**4) Assurance sociale :**

Tel : 1-800-808-6352

**5) Centre local d'emploi :**

Tel : 514-864-6646

1055 gal, Verdun metro