



The residence

- 1.1 Applies a policy insuring the respect for 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 Offer the residence and a program to the social reintegration within the framework of a day parole, full parole, directed full parole, statutory release, statutory release with residence condition;
- 1.4 Undertakes to respect the confidentiality of the information revealed by a resident to a member of the staff. This information will be shared between the staff members and parole officers (PO) to establish a plan of stay corresponding 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 Assume no responsibility as for the misled, lost or stolen personal belongings during the stay of the resident or after the departure of this one. An agreement can be however concluded with the direction of the CRF for the storage of small effects and/or items of reasonable value;

CONTRACT OF RESIDENCE

Statutory release,
Statutory release with residency
condition

BETWEEN

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

(Name of the resident)

The resident undertakes to respect the following rules:

- 2.1 No consumption, possession or selling drugs and/or alcohol and/or recreative cannabis (and derivative products) in the CRF.
- 2.2 No possession of firearm or any kind of weapons 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 charge to the resident.
- 2.4 No sexual relationships is allowed in the CRF.
- 2.5 Respect the special conditions listed on the certificate and all instructions given by the parole officer.
- 2.6 Respect arrival and departure schedule.
- 2.7 Complete the community chores assigned to you
- 2.8 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.

In this document:

THE RESIDENCE	1
THE RESIDENT	1
CRF INSTRUCTIONS	2
ANNEX 1	6
COMPLAINT FORM	

- 2.9 Submit to a urine test when requested by CSC.
- 2.10 When you leave your room, you must lock your door. This procedure aims to protect your personal belongings.
- 2.11 The policy of weekend codes recognized by the National Parole Board for the CRF Jeun'Aide is the following:
- | | |
|--|------------------|
| For the first month of place of residence: | One free-pass |
| For the second month of place of residence: | Two free-pass |
| For the third month of place of residence: | Three free-pass |
| From the fourth month of place of residence: | Free pass weekly |
- The pass can be extended by one night the weeks when there is a holiday.
- 2.12 This privilege of week-end codes is not an acquired right, it will apply in link with the clinical counselor, the resident and the parole officer for the CSC and will be granted to the merit. The active participation of the resident in its Correctional Plan will be considered and more particularly its implication concerning the employment, the studies or an official program of employment. The resident in research of employment must come back to the CRF on Friday between 03:00 pm and 04:00 pm to hand their attestation of researches made.
- 2.13 Each week, you will have to fill out a request to get your code. This request must be completed and give up at the front office before Thursday morning. No outing is allowed after 11:00 pm and before 7:00 am. To obtain a code, you must have a POSITIVE COMMUNITY ASSESSMENT COMPLETED. The staff of the CRF reserves the right to make verifications by telephone during the weekend code.
- 2.14 Respect the policy on the distribution of medication. All prescriptions for medication must be handed to the front desk. 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 rules of the CRF Jeun'Aide;
- 3.2 Disregard in the conditions of your program of conditional release.
- 3.3 Disregard in the current laws.
- 3.4 Any indication of disorganization.

DIRECTIVES OF THE CRF

MAINTENANCE OF YOUR ROOM:

It is of 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 tasks 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 of 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, 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 week, you have to hand your large plate to the front desk to complete your demand for your supper. If you do not do, no meal will be reserved. If you are present at the CRF during the day, this demand 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 for your general use such as: coffee, milk, refrigerator, etc.
- ◆ Make sure you keep the dining area clean after use.

SCHEDULE:

The hours of entrances and departures will be determined after consultation with your parole officer.

The requirements of the working schedule of a resident will be considered to determine his in and out schedule.

The resident will have to be present a weekly evening in CRF to do a consecutive 12 hours presence. This evening will be determined in agreement with his (her) clinical counselor.

VISITORS ADMITTANCE:

- ◆ Be on the list of visitors. The visitor should supply, when asked, an ID card (health card or driving licence).
- ◆ Register at the front office on arrival and departure. Indicate the date and the hour
- ◆ Indicate the name of the visited resident.
- ◆ Receive a maximum of 3 visitors at the same time.
- ◆ The visitors are authorized in:
 - The dining room
 - The living room
 - The back yard

They have to use the first floor bathroom near the dining room.

The visiting hours are as following:

In the week: (Monday to Friday)	6:30 pm to 10:00 pm
In the week for evening workers and students:	9:00 am to 11:00 am and 1:00 pm to 04:00 pm
On week-end:	1:30 pm to 10:30 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 and the video in the common area are permitted from Monday to Friday: 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 any time to make sure to not disturb others residents or 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 of television or sound system in your room is forbidden without the use of headphones.

Difficulties making respect the directives concerning the use of sound systems and television in rooms, sound systems and televisions will be forbidden.

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 :

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 reviews, CD, DVD and photos of a sexual or erotic nature found in your room will immediately be seized and will be given back to the resident at his departure.

KEY, BEDDING, ROOM:

A key of your room as well as the bedding will be supply to you at your admittance. At the end of your stay, please give back this key and bedding to the front office. 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 FORBIDEN 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 form of gambling 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. You need to mentioned the details of where you are going for the day.

WEEKLY ALLOWANCE:

During your stay at the CRF Jeun'Aide, you will receive a weekly allowance fixed to 43,96\$ a week at the rate of 6,28\$ a day. This one will be calculated from the number of days present in the CRF from Saturday until Friday. The allowance will be given to you on Thursday evenings by direct deposit.

NB: No allowance will be paid to whoever receives a salary or any other payment or indemnity.

IMPORTANT:

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

ACCESS TO THE PARK:

It is formally forbidden by the CSC to access to the park behind the CRF.

TRAINING ROOM IN THE BASEMENT:

You will find in the basement a gym at your disposal for personal training as well as a pool table. Opening hours: Monday to Thursday, 7:00 am to 09:30 pm ; Friday 7:00 am to 10:00 pm, Saturday and Sunday: 8:00 am to 10: 00 pm.

INDIVIDUAL SESSIONS:

The resident will have to meet his clinical counselor on a weekly basis.

Revised on Wednesday, August 3, 2022

APPENDIX 1

Politics to protect the 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 his 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 autonomous, responsible and honest.

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:

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

Formulaires disponibles au bureau d'accueil

Présentation de la plainte du résident
(Premier palier)

Unité opérationnelle ayant rédigé le rapport:

Completing operational unit:

Maison Jeun'Aide

Resident complaint presentation
(First level)

Renvoyé à: Responsable clinique

Referred to: Clinical director

Présentation de la plainte du résident
(Deuxième palier)

Unité opérationnelle ayant rédigé le rapport:

Completing operational unit:

Maison Jeun'Aide

Resident complaint presentation
(Second level)

Renvoyé à: Directeur général

Referred to: General director

Présentation de la plainte du résident
(Troisième palier)

Unité opérationnelle ayant rédigé le rapport:

Completing operational unit:

Bureau de libération conditionnelle

Resident complaint presentation
(Third level)

Renvoyé à: Ville-Marie

Referred to: 5151 rue de la Savane

Suite 200, Montréal, QC

H4P 1V1

CRF Maison JEUN'AIDE
4430, ST-JACQUES street
MONTRÉAL, QUÉBEC
H4C 1K2

(514) 932-4857
mja@maisonjeunaide.com

**TELEPHONE NUMBERS
AND ADDRESSES TO
KEEP**

1) Régie de l'assurance maladie :

Tel : 514-864-3411

425 Bl. de Maisonneuve 3rd floor, Place des Arts metro

2) Société de l'assurance automobile :

Tel : 514-873-7620

855 Bl. Henri-Bourassa, office 200, Sauvé metro

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

Tel : 514-644-4545

2050 Bleury 6th 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