



AN EXCERPT FROM THE EJHS PART-TIME TRAINING MANUAL

To be read at the beginning of your second shift:

Movement Log/Signing in and out: Review the residents' sign out destinations to ensure that they are signing out appropriately. For example, if a resident signs out to Safeway for 8hrs, this is unreasonable. Instead, he needs to be more specific by recording ***all*** anticipated destinations. To give you an idea, "Safeway, Blockbuster, the McDonald's in Oliver square" would be a more appropriate report.

If a resident signs out to "friend's place," this is also insufficient documentation. In addition to his friend's name, he should include their address and phone number.

Should a resident decide to change his destination after leaving on leisure, he is expected to contact the facility to advise staff about his location change. Staff must document all information as accurately as possible. The report should include: His destination changes, the phone number that he is calling from, the time of his call, and all the information that is required to account for his whereabouts until his expected time of return.

If a resident signs out to "John's house," please ensure that "John's" information is on his sign out sheet or listed in his House File. You can find a resident's list of approved destinations on their Reference Sheet.

Parole Definitions/Curfews: See Appendix C

SCHEDULE I: Violent (Armed robbery, murder, kidnapping) assault)

SCHEDULE II: Trafficking (Drug-related offenses)

NON-SCHEDULE: Driving offenses, fraud, petty crimes, break & enter, etc.

Statutory Release, Day Parole, and Full Parole (With Residency, True Voluntary, or Directed Voluntary): These residents must live at a specific location as a condition of their parole.

Except for voluntary residents, unless noted (i.e., Work to Leisure), all residents must be in attendance at the facility at 18:00hours. They can sign out again upon completion of the 18:00hrs round, but all residents must return for their 2200hrs curfew.

If a resident is not accounted for at the 18:00hrs or 22:00hrs round, the National Monitoring Centre must be contacted within 10 minutes of its completion.

Statutory Release with Residency: Residents with this status represent the highest degree of risk. It has been determined that they are likely to commit an offense causing severe harm or death before their WED (Warrant Expiry Date). Thus, staff must be incredibly attentive to these residents' activities.

NOTE: THESE CASES ARE CAREFULLY REVIEWED AND INDIVIDUALLY ASSESSED IN TERMS OF SUPERVISION STIPULATIONS.

Working Alone Policy: At the beginning of every shift, 101 Street Apartments must be informed about whether you are single or double staffed. In the Same way, Howard House should call Independence Apartments. These call ins are to be recorded on the Round Sheet.

Staff working alone must carry the house cell phone at all times. If you are working alone, you must contact 101 Street Apartments before every round and advise them that you are about to begin a round. After completing your rounds, you must contact them again to inform them that you are safe.

Familiarize yourself with the **Emergency Contact Numbers** located at the beginning of the Training Manual.

Visitors must sign into the Visitor Logbook if they are on Independence Apartment's property (Guests that are visiting in the parking lot are on the property).

ALL VISITORS MUST HAVE A GOVERNMENT ISSUED PHOTO ID, and any visitors under the influence of drugs or alcohol are NOT permitted to enter the facility.

An adult **MUST** accompany anyone under the age of 18. The adult **MUST** be the parent or legal guardian (with custodial rights) of the underage person or have a signed letter from the parent or legal guardian. For residents who have visitors under 18, visiting **MUST** take place in the family room. This rule may be amended on a case-by-case basis.

Visiting Hours

Monday- Thursday: 18:00hrs - 23:00hrs

Friday: 18:00hrs - midnight

Saturday & Holidays: 08:00hrs - midnight

Sundays: 08:00hrs - 23:00hrs

Bus Tickets are approved for job searches, employment (until they receive their first paycheck), and medical appointments (if the clinic or hospital is far away). Sometimes residents will make arrangements with their Caseworkers to receive bus tickets to get to their leisure activities, provided that they agree to replace them. You can find this information in the Running Records or the Logbook. If you issue bus tickets, make a note for the Caseworker to follow up with the resident regarding repayment. Also, update the Bus Ticket Sheet (located in the top drawer of station #1).

And remember, staff may call the On-Call at any time for assistance.

Trainer's Signature _____

Trainee's Signature _____