
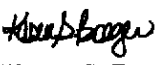




## NOTICE OF AWARD

State Of Missouri  
Office Of Administration  
Division Of Purchasing  
PO Box 809  
Jefferson City, MO 65102-0809  
<http://oa.mo.gov/purchasing>

SOLICITATION NUMBER RFPS30034901901947	CONTRACT TITLE Residential Facility Services
CONTRACT NUMBER CS191947001	CONTRACT PERIOD September 1, 2019 through June 30, 2020
REQUISITION/REQUEST NUMBER NR 931 YYY19078109	SAM II VENDOR NUMBER/MissouriBUYS SYSTEM ID 4317996270 1/ MB00093685
CONTRACTOR NAME AND ADDRESS Center for Women In Transition 7525 South Broadway St. Louis MO 63111-3409	STATE AGENCY'S NAME AND ADDRESS Missouri Department of Corrections Division of Probation and Parole Post Office Box 236 Jefferson City MO 65102
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:  The proposal submitted by Center for Women in Transition in response to Solicitation/Opportunity (OPP) No. RFPS30034901901947 is accepted for 32 female residential slots in the Eastern Region.	
BUYER Julie Kleffner	BUYER CONTACT INFORMATION Email: Julie.Kleffner@oa.mo.gov Phone: (573) 751-7656 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE 7-2-19
DIRECTOR OF PURCHASING  Karen S. Boeger	



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING (PURCHASING)  
REQUEST FOR BEST AND FINAL OFFER (BAFO)  
FOR REQUEST FOR PROPOSAL (RFP)

BAFO REQUEST NO.: 1  
SOLICITATION/OPPORTUNITY (OPP) NO.: RFPS30034901901947  
TITLE: Residential Facility Services - Statewide  
ISSUE DATE: 5/20/19

REQ NO.: NR 931 YYY19078109  
BUYER: Julie Kleffner  
PHONE NO.: (573) 751-7656  
E-MAIL: Julie.Kleffner@oa.mo.gov

BAFO RESPONSE SHOULD BE RETURNED BY: 5/31/19 AT 5:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Sealed BAFOs should be in Division of Purchasing office (301 W High Street, Room 630) by the return date and time.

RETURN BAFO RESPONSE TO: (U.S. Mail) PURCHASING PO BOX 809 JEFFERSON CITY MO 65102-0809 or (Courier Service) PURCHASING 301 WEST HIGH STREET, RM 630 JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through June 30, 2020

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Corrections  
Division of Probation and Parole  
Post Office Box 236  
Jefferson City MO 65102

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP addendums and by this and any previously issued BAFO requests. The vendor agrees that the language of the original RFP as modified by any previously issued RFP addendums and by this and any previously issued BAFO requests shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order from the Division of Purchasing or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the vendor and the State of Missouri.

SIGNATURE REQUIRED

VENDOR NAME	MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN)
Center for Women in Transition	93685
MAILING ADDRESS	
7716 South Broadway	
CITY, STATE, ZIP CODE	
St. Louis, MO 63111	
CONTACT PERSON	EMAIL ADDRESS
Laura Toledo	lauratoledo@cwitstl.org
PHONE NUMBER	FAX NUMBER
314-771-5207	314-771-0066
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)	
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
	5/20/19
PRINTED NAME	TITLE
Laura Toledo	Executive Director



Michael L. Parson  
Governor

Sarah H. Steelman  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Division of Purchasing  
301 West High Street, Room 630  
Post Office Box 809  
Jefferson City, Missouri 65102-0809  
(573) 751-2387 FAX: (573) 526-9815  
TTD: 800-735-2966 Voice: 800-735-2466  
<https://oa.mo.gov/purchasing>

Karen S. Boeger  
Director

May 20, 2019

Laura Toledo  
Center for Women in Transition  
7716 South Broadway  
St. Louis MO 63111

Dear Ms. Toledo:

In accordance with paragraph 3.2 of RFP30034901901947 – Residential Facility Services - Statewide, this letter shall constitute an official request by the State of Missouri to enter into competitive negotiations with Center for Women in Transition.

Included with this letter is a complete copy of the RFP, including revisions to the RFP as a result of this request for negotiations. The cover page of the attached RFP is the Best and Final Offer #001 form. This BAFO #1 form must be completed, signed by an authorized representative of your organization, and returned with your BAFO response. Signing the BAFO #1 form cover page confirms your understanding and agreement to comply with the provisions and requirements of the RFP as modified by the previously issued RFP amendments and by this request for a BAFO.

In your response to this Best and Final Offer, you may make any modification, addition, or deletion deemed necessary to your proposal. However, please be advised that it is not necessary for you to resubmit your entire proposal. Only the signed BAFO #1 form and any portions of your proposal that are being revised as a result of this request for a Best and Final Offer need be submitted. Your BAFO response is your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other change to pricing.

You are requested to respond to this request for a BAFO by submitting a written, sealed "Best and Final Offer" **BY 5:00 p.m. Central Time on May 31, 2019** to:

Attention: Julie Kleffner  
Division of Purchasing  
301 West High Street, Truman Building, Room 630  
Jefferson City, MO 65101

Laura Toledo  
May 20, 2019  
Page 2

The outside of the packet containing the BAFO response needs to state, "BAFO for RFPS30034901901947 on the lower left corner. Please provide a copy of the response in a Microsoft compatible format on a CD(s) or flash drive. Faxed or e-mailed responses are not acceptable.

You are reminded that pursuant to section 610.021, RSMo, proposal documents including any best and final offer documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFP, the evaluation, etc., to me, as the buyer of record. Neither you nor your agents may contact any other state employee regarding any of these matters during the negotiation and evaluation process. Inappropriate contacts or release of information about your proposal or BAFO are grounds for suspension and/or exclusion from specific procurements.

If you have any questions regarding this BAFO request, please contact me at (573) 751-7656 or e-mail me at Julie.Kleffner@oa.mo.gov. I sincerely appreciate your efforts in working with the State of Missouri to ensure a thorough evaluation of your proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Julie Kleffner", written over the word "Sincerely,".

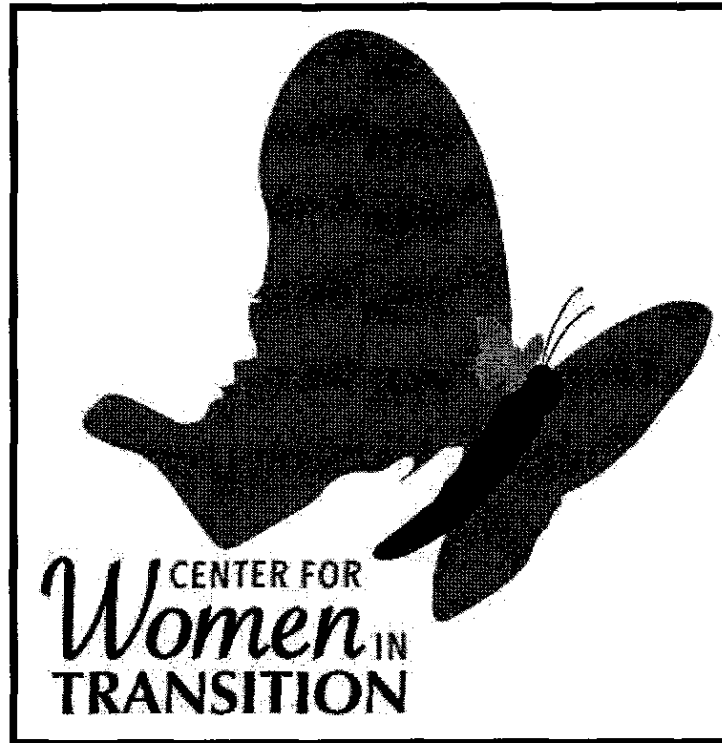
Julie Kleffner

c: Evaluation Team  
RFPS300349034901901947

Attachment: RFP including BAFO #1 form

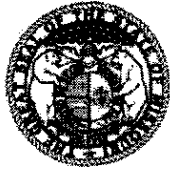
CENTER FOR WOMEN IN TRANSITION PROPOSAL

RESPONSE TO RFPS30034901901947



SUBMITTED BY:

Laura Toledo  
Center for Women in Transition  
7716 S. Broadway  
St. Louis MO 63111  
luratoledo@cwitstl.org  
314-771-5207 (tel)  
314-771-0066 (fax)



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING (PURCHASING)  
REQUEST FOR PROPOSAL (RFP)

ADDENDUM NO.: 02  
SOLICITATION/OPPORTUNITY (OPP) NO.: RFPS30034901901947  
TITLE: Residential Facility Services - Statewide  
ISSUE DATE: 4/23/19

REQ NO.: NR 931 YYY19078109  
BUYER: Julie Kleffner  
PHONE NO.: (573) 751-7656  
E-MAIL: Julie.Kleffner@oa.mo.gov

RETURN PROPOSAL NO LATER THAN: 4/29/19 AT 2:00 PM CENTRAL TIME (END DATE)

VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH [HTTPS://MISSOURIBUYS.MO.GOV](https://missouribuys.mo.gov) BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type Solicitation/OPP Number and End Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Purchasing office (301 W High Street, Room 630) by the return date and time.

RETURN PROPOSAL AND ADDENDUM(S) TO:

(U.S. Mail)  
PURCHASING  
PO BOX 809  
JEFFERSON CITY MO 65102-0809

or

(Courier Service)  
PURCHASING  
301 WEST HIGH STREET, ROOM 630  
JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through June 30, 2020

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Corrections  
Division of Probation and Parole  
Post Office Box 236  
Jefferson City MO 65102

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by this and any previously issued RFP addendums. The vendor should, as a matter of clarity and assurance, also sign and return all previously issued RFP addendum(s) and the original RFP document. The vendor agrees that the language of the original RFP as modified by this and any previously issued RFP addendums shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order from the Division of Purchasing or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the vendor and the State of Missouri. The vendor shall understand and agree that in order for their proposal to be considered for evaluation, they must be registered in MissouriBUYS. If not registered at time of proposal opening, the vendor must register in MissouriBUYS upon request by the state immediately after proposal opening.

SIGNATURE REQUIRED

VENDOR NAME		MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN)	
Center for Women in Transition, Inc.		93685	
MAILING ADDRESS			
7716 South Broadway			
CITY, STATE, ZIP CODE			
St. Louis, MO 63111			
CONTACT PERSON		EMAIL ADDRESS	
Laura Toledo, Executive Director		lauratoledo@cwitstl.org	
PHONE NUMBER		FAX NUMBER	
314-771-5207		314-771-0066	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)			
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE		DATE	
		4/24/19	
PRINTED NAME		TITLE	
Laura Toledo		Executive Director	



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING (PURCHASING) REQUEST FOR PROPOSAL (RFP)

REQ NO.: NR 931 YYY19078109  
BUYER: Julie Kleffner  
PHONE NO.: (573) 751-7656  
E-MAIL: Julie.Kleffner@oa.mo.gov

ADDENDUM NO.: 01  
SOLICITATION/OPPORTUNITY (OPP) NO.: RFPS30034901901947  
TITLE: Residential Facility Services - Statewide  
ISSUE DATE: 4/16/19

RETURN PROPOSAL NO LATER THAN: 4/29/19 AT 2:00 PM CENTRAL TIME (END DATE)

VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH  
[HTTPS://MISSOURIBUYS.MO.GOV](https://missouribuys.mo.gov) BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

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(U.S. Mail)  
PURCHASING  
PO BOX 809  
JEFFERSON CITY MO 65102-0809

(Courier Service)  
PURCHASING  
301 WEST HIGH STREET, ROOM 630  
JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through June 30, 2020

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Corrections  
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Post Office Box 236  
Jefferson City MO 65102

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VENDOR NAME		MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN)	
Center for Women in Transition, Inc.		93685	
MAILING ADDRESS			
7716 South Broadway			
CITY, STATE, ZIP CODE			
St. Louis, MO 63111			
CONTACT PERSON		EMAIL ADDRESS	
Laura Toledo, Executive Director		lauratoledo@cwitstl.org	
PHONE NUMBER		FAX NUMBER	
314-771-5207		314-771-0066	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)			
<input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Individual <input type="checkbox"/> State/Local Government		<input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE		DATE	
		4/24/19	
PRINTED NAME		TITLE	
Laura Toledo		Executive Director	



**EXHIBIT A**

**PRICING PAGES**

**1. Original Contract Period Price Per Residential Slot:** (*UNSPSC Code: 92101703 / 85122103*)

- 1.1 For each geographic region proposed and the gender of slots proposed, the vendor shall provide a firm, fixed price per residential slot (one bed for twenty-four (24) hours each day of the contract period which shall be reserved for the exclusive use of the state agency and which is actually utilized by client) for the original contract period in the following table(s) for providing residential facility services in accordance with the provisions and requirements of this RFP.
- 1.2 If proposing both male residential slots and female residential slots within a geographic region, the vendor's firm, fixed pricing shall not vary between gender.

**2. Renewal Option Years Price Per Residential Slot:**

- 2.1 For each geographic region proposed and the gender of slots proposed, the vendor must indicate in the following table(s) the maximum price per residential slot for the renewal option years.
- 2.2 If a maximum price per residential slot is not stated (e.g. left blank, page not returned, etc.), the state shall have the right to execute the option at the same firm, fixed price per residential slot stated for the original contract period.
- 2.3 The vendor shall not quote a maximum increase to the price per residential slots that exceeds the following:
  - 1) First Renewal Period - 5% of the firm, fixed price per residential slot for the original contract period;
  - 2) Second Renewal Period - 10% of the firm, fixed price per residential slot for the original contract period; and
  - 3) Third Renewal Period - 15% of the firm, fixed price per residential slot for the original contract period.
- 2.4 Vendors are cautioned that pricing shall remain the same for the renewal options unless the state agency is appropriated additional funds for this service in which case the prices shall be pursuant to the applicable renewal option clauses, paragraph 2.20.3, of this document.

**3. Proposed Number of Residential Slots:**

- 3.1 For each geographic region proposed, the vendor must quote the minimum number of male residential slots and/or female residential slots and the maximum number of male residential slots and/or female residential slots for which the firm, fixed price per residential slot is applicable.
- 3.2 The vendor shall not submit multiple prices ("sliding scale") within a range of residential slots. A sliding scale shall not be accepted.
- 3.3 The vendor shall not quote less than the minimum number of residential slots or more than the maximum number of residential slots identified in the following tables. In the event the vendor does not quote a minimum, it shall be deemed to mean the minimum identified in the following table shall apply. In the event the vendor does not quote a maximum, it should be deemed to mean the maximum number of residential slots identified in the following table shall apply.



**EXHIBIT A, continued**

<b>1. EASTERN REGION</b>	
<b>ORIGINAL CONTRACT PERIOD PRICE PER RESIDENTIAL SLOT</b>	
Firm, Fixed Price Per Residential Slot:	\$ <u>77.90</u> (Line item 1)
<b>RENEWAL OPTION YEARS PRICE PER RESIDENTIAL SLOT</b>	
First Renewal Period	
Maximum Price Per Residential Slot:	\$ <u>77.90</u> (Line item 2) <i>(not to exceed 5% of the firm, fixed price per residential slot for the original contract period)</i>
Second Renewal Period	
Maximum Price Per Residential Slot:	\$ <u>77.90</u> (Line item 3) <i>(not to exceed 10% of the firm, fixed price per residential slot for the original contract period)</i>
Third Renewal Period	
Maximum Price Per Residential Slot:	\$ <u>77.90</u> (Line item 4) <i>(not to exceed 15% of the firm, fixed price per residential slot for the original contract period)</i>
<b>PROPOSED NUMBER OF RESIDENTIAL SLOTS</b>	
<b>MALE RESIDENTIAL SLOTS:</b> If proposing male residential slots, the vendor shall complete the following:	
The prices quoted shall be applicable to a minimum of _____ <i>(must not quote less than 10)</i> male residential slots through a maximum of _____ <i>(must not quote more than 25)</i> male residential slots.	
<b>FEMALE RESIDENTIAL SLOTS:</b> If proposing female residential slots, the vendor shall complete the following:	
The prices quoted shall be applicable to a minimum of <u>30</u> <i>(must not quote less than 10)</i> female residential slots through a maximum of <u>32</u> <i>(must not quote more than 55)</i> female residential slots.	

# Technical Proposal

## EXHIBIT B

### PROPOSED METHODOLOGY AND APPROACH

Directions for Vendor:

1. The vendor should present a written plan for performing the requirements specified in Section 2, Contractual Requirements.
2. The Proposed Methodology and Approach should be no longer than 50 pages, including any exhibits related to the proposal. In the event the vendor is proposing more than one geographic region, the vendor may include up to five additional pages per geographic region.
3. Standard fonts, 11 point or above, should be used.

In presenting the Proposed Methodology and Approach, the vendor should discuss the following areas:

1. Length of Time for Program Implementation for Having an Operational Residential Facility - The vendor will indicate length of time required for program implementation, expressed as number of calendar days after state agency authorization to proceed with services, not to exceed 180 calendar days. In the event the vendor does not specify a number of calendar days, the state will assume 180 calendar days. The vendor should also complete Exhibit C, Implementation Plan or Readiness plan.

    0     Calendar Days

2. Residential Facility Requirements –

- 2.1 Describe how the residential facility(ies) will provide a clean, safe, and healthy environment. In addition, describe the pest and rodent control inspection and fumigation plan. Provide a copy of the most recent inspection.

The Center will comply with section 2.4.1 of the RFP.

The Center’s Schirmer House does and will continue to provide a clean, safe and healthy environment. The facility is in good repair, and includes proper screening for ventilation, with sufficient window coverings to assure the privacy of each client. All painted surfaces are in good condition and all areas and surfaces are kept free of undesirable odors. Chores for common areas are shared among the clients, and the Center’s Life Skills Specialist provides the clients with appropriate life skills training to help the clients keep their living space clean and tidy. The House Managers and the Facility Director routinely inspect the facility for any cleanliness or safety issues and ensure that any issues are promptly addressed. The Center has consistently passed its state agency site visits current and previous contracts for transitional housing at this facility. Any necessary repairs or maintenance are addressed promptly in order to maintain the desired environment.

The Center maintains an environment consistent with the principles of the Missouri Reentry Process. The Center recognizes that stable housing is one key component which impacts clients’ stability in the community and that all reentering citizens should receive training, education, and treatment to better prepare them for the community.

The Center will comply with section 2.4.2 of the RFP.

The Center has in place a pest and rodent control inspection and fumigation plan, including an agreement with the landlord to provide the necessary pest and rodent control at least every thirty days. The Center maintains a record of pest and rodent control inspections and service through its visitor log on which the provider signs and dates when service has been conducted onsite. This verification has been acceptable for previous site visits by the state agency. A copy of the most recent pest control inspection/service report is included with this proposal in the documentation section of this proposal in Document 1.

The Center will comply with section 2.7 of the RFP.

The Center for Women in Transition maintains and will continue to maintain procedures for meeting potential emergencies and disasters such as fires, natural disasters, and emergencies relating to the clients and personnel. These procedures are included in the Schirmer House Standard Operating Procedures included in the documentation section of this proposal in Document 2. All new personnel receive CPR and First Aid training as well as NARCAN (naloxone) training, and all personnel maintain current CPR and First Aid certifications.

The Center will continue to maintain and equip the facility's environment to ensure the health, safety and comfort of the clients. The Center will continue to ensure that the physical health and safety features of the environment conform to the requirements of the local, state, and federal authorities having jurisdiction. The transitional housing facility will continue to provide clients with reasonable protection against the danger of fire and smoke, carbon monoxide, injury attributable to the environment, electrical hazard, and the spread of disease and infection:

- The Center has and will continue to maintain all equipment and appliances in good operating order.
- The Center will provide carbon monoxide alarms that are digital 120V with battery backup. Use of the alarms must follow the manufacturer's recommendations and will provide for seventy (70) decibels at pillow level for each client.
- All emergency equipment will be fully equipped, operational, and have current inspections. The Center will have emergency equipment inspected on a quarterly basis, with the exclusion of fire extinguishers, which will be inspected not less than annually. The Center will keep a log of each inspection to include date of inspection, who completed the inspection, and any noted problems. Emergency equipment will be defined as including fire extinguishers, first aid kits including NARCAN (Naloxone), CPR kits, etc. Verification of inspection of the emergency equipment with the exclusion of the fire extinguishers will be kept on a separate log for review by state agency staff upon request.
- The Center will abide by and have proof of compliance with local, state and/or federal building, zoning, fire, safety and health codes for the current year prior to acceptance of any clients. The Center has worked with the various inspectors to assure inspections are current and has and will continue to maintain records of such. Such records will be available to the state agency at all times and upon request.
- The Center maintains and will continue to maintain Standard Operating Procedures, and operate in accordance with written plans and written procedures for meeting potential emergencies. To the extent not already covered, the Center will update its written policies and procedures to be in compliance with section 2.7.2 of the RFP within 30 days of notification of award, including but not limited to:

- 1) Active shooter;
- 2) Attempted suicide;
- 3) Bomb threats;
- 4) Carbon monoxide poisoning;
- 5) Collection and control of suspected illegal contraband;
- 6) Death;
- 7) Earthquakes;
- 8) Fires;

- 9) Flooding;
- 10) Hazardous material/chemical spill;
- 11) Hostage situation and riot disorder;
- 12) Medical emergency/overdose response; and
- 13) Tornados.

- The written plans and written procedures will include assignment of task and responsibility by job title, instructions for notification of authorities, use of emergency equipment, and specifications of escape routes and procedures during the event. The written plan will reference the type of warning device that will be used for emergency situations and the difference for fire disaster vs. natural emergency disaster. The Center will submit the written plans and procedures to the state agency for review annually upon contract renewal.
- Escape route plans for fire/fire drills as well as shelter routes for tornado/tornado drills are posted and are color identified, indicating direction of traffic flow and posted separately near exits and all movement points within the transitional housing facility. Further, the written plans specify the central meeting location following evacuations as well as the Center's personnel who will be responsible for assuring total transitional housing facility evacuation has occurred.
- During periods of high occupancy and to evaluate the effectiveness of written policies and written procedures for potential emergencies and disasters, the Center conducts, at a minimum, one (1) fire drill and one (1) tornado drill monthly. A record of the effectiveness of the fire drills and emergency drills has been and will continue to be recorded on the Monthly Fire/Tornado Drill (Attachment #6). Since it opened in April 2008, the Center's Schirmer House has conducted the required fire and tornado drills and has experience with assuring that the process runs smoothly and is recorded correctly.
- Additionally, an annual emergency drill for potential emergencies or disasters, other than the tornado drill and fire drill, will be conducted and documented in oversight meeting minutes. No drills will be conducted between the hours of midnight to 5:00 a.m. without advance written approval of the state agency.

2.2. Identify and provide evidence of active participation in the local reentry process or the proposed participation in the local reentry process.

The Center for Women in Transition is a 501(c)(3) non-profit organization that has been a provider of reentry services for women since its founding in 1997. The Center is committed to contributing to positive systemic change by partnering with all stakeholders who are involved in the reentry process in Missouri. The Center is engaged with various local, regional, and state-wide collaborative efforts, including the Re-Link collaborative in St. Louis City, the MacArthur Safety and Justice Challenge in St. Louis County, St. Louis Alliance for Reentry (STAR), the St. Louis City Continuum of Care for Homelessness, the Missouri Coalition of Recovery Support Providers, the St. Louis HIV Health and Planning Council, the Smart Sentencing Coalition, the Missouri Restorative Justice Coalition, the Community Liaison Board, Empower Missouri, and Criminal Justice Ministry Advocacy group.

The Center shares common objectives and principles with the Missouri Department of Corrections and the Missouri Reentry Process (MRP). Those objectives include utilization of evidence-based practices in order to reduce reincarceration, increase individual self-sufficiency and move offenders from the corrections system to the community as law-abiding, tax-paying citizens. Along with the practical support of basic needs assistance, the Center supports the cognitive and behavioral changes that are key to long-term success as a community member.

The Center is committed to maintaining a strong network of community partnerships. In accordance with the MRP principles, the Center believes that all individuals can be productive citizens and that reentry is a shared responsibility of the individual, their families, community agencies and the state. The Center's staff provides services that focus on eliminating barriers to successful reentry for its clients, as well as providing tools for

success onsite and through partners. Services include intensive case management in order to help each client identify, pursue and achieve her individual goals. Addressing substance abuse, mental health and/or medical issues are often critical needs, so case management also includes effective linkage to such related services from other providers in the community, including but not limited to (1) substance use treatment providers such as BASIC, New Beginnings, and Queen of Peace Center; and (2) health/mental health providers such as BJC Health Care, Provident, Professional Psychotherapy Services, Care and Counseling, Places for People, and Affinia Healthcare.

The Center recognizes that individuals should receive training, education and treatment to better prepare for reentry to the community and that employment that provides an adequate income is critical to the long-term stability of each individual. The Center staff assist clients with job readiness, resumes and applications, job search, and interviewing skills along with ongoing support to maintain continued employment after being hired. The Center routinely partners with other agencies in the community to connect its clients to vocational services and employment, including Vocational Rehabilitation, St. Patrick's Center, Employment Connection, and SLATE, including its BUD program.

Also, ongoing legal issues may create additional barriers to a successful transition, so the Center has developed multiple relationships in the community for providing free legal assistance, whether it be for criminal, civil, or family law matters. Most recently, the Center has established partnerships with Arch City Defenders and Father's Support Center for legal assistance.

In addition to the partners mentioned above, Center staff work with others in the community to enhance service delivery and benefit the reentry efforts of the women served. Also vital to the Center's successful work with female offenders are strong working relationships with government entities, including with the Missouri Department of Corrections, Division of Probation and Parole as well the federal probation office, St. Louis City & County jails and courts. Recently the Center entered into contract with the Missouri Department of Mental Health, Division of Behavioral Health to provide recovery support services.

Describe the following within the residential facility(ies):

2.3.1 Sleeping arrangements

The Center will comply with sections 2.4.3 of the RFP.

In the documentation section of this proposal in Document 3, the Center has provided the floor plan for the Schirmer House facility, which is located at 721-725 Schirmer Street in St. Louis City. The building is designed with twenty 2-bedroom apartments on two stories, all opening onto a center breezeway. Access to the facility from the street is limited to the south end of the breezeway. Sixteen of the twenty apartments may be utilized as residential units for clients with the remaining four units utilized as office space, computer lab, common area, and visiting room. The five units on the first floor, west side of the building are ADAAG accessible, including all of the offices, the common areas, the visiting room, the computer lab and two residential apartments (to accommodate up to four women). Security cameras are positioned at various locations throughout the facility with monitoring capabilities in the security office, which is the first apartment to the left from the street access.

Each residential apartment is fully furnished and is laid out in the same way with a living room, full kitchen, bathroom and two bedrooms. Two female clients reside in each apartment, each having their own separate, locking bedroom where they will sleep. Each bedroom measures at least 10 feet x 10 feet, allowing 100 square feet of contiguous floor space in the sleeping area.

Each bedroom door locks, so essentially the client's whole room is lockable storage for securing personal property with only that individual (not her roommate) having a key to her bedroom door. Except for two handicap accessible bedrooms with twin beds, each bedroom is furnished with a queen or double bed, and a dresser measuring at least 30 inches wide and having at least 2 drawers. Each bedroom also has a closet for the exclusive use of that client for hanging clothes. Closets widths are well above the minimum width

of 8 inches. Each bedroom is well ventilated with a heating/cooling system moving fresh air throughout the facility. Each bedroom also has openable, screened windows for additional ventilation.

The Center will comply with section 2.6 in the RFP.

The Center currently assigns clients to rooms based on Prison Rape Elimination Act (PREA) requirements and as set forth in the RFP, and will continue to do so. See section 3.4 of this response for full PREA protocols.

### 2.3.2 Furniture, furnishings and equipment

The Center will comply with section 2.4.4 of the RFP.

The living room in each apartment is furnished with living room furniture, such as sofa, loveseat, chair and tables, and a television. Most furniture, including beds and bed frames, was updated in summer of 2014, and some mattresses were replaced in 2018. The kitchens are fully functional with sink, stove, dishwasher and refrigerator and also are furnished with a kitchen table and two chairs for dining purposes. All apartments are amply furnished with durable furniture and equipment that is also comfortable, safe, and clean and in good repair.

In recent years, new carpeting was added in apartment 102, blinds were updated in many client apartments, the stair walkways were resurfaced, and washer and dryers were replaced. Additionally, outdoor furniture was added, cameras were added to the basement area for security, and the computer lab computers were upgraded in 2014 with new monitors installed in 2018.

The Schirmer House staff regularly inspects the apartments and furnishings to assure that they are acceptable and meet the requirements of the contract and, if a repair or replacement is needed, that such takes place promptly.

### 2.3.3 Toilets, washbasins, and showers/shower bays/baths

The Center will comply with section 2.4.5 of the RFP.

As described above, the clients at Schirmer House will reside in apartments, each of which has its own bathroom containing an operable toilet, operable washbasin, and a shower/tub. Two clients share the one bathroom in their apartment.

Clean, filled and operational hand soap dispensers will be located at every sink or provided to each individual client. Linens are provided to each client, including towels, but clean, filled and operational hand towel dispensers will be provided in each bathroom if linens are not available.

### 2.3.4 Laundry equipment

The Center will comply with sections 2.4.6 of the RFP.

The Center has and will continue to provide laundry equipment – a minimum of two washers and two dryers - for the exclusive use of its clients. The Center also has one washer and dryer that is ADAAG accessible. As noted above, washer and dryers were recently replaced with newer models.

### 2.3.5 Recreation

The Center will comply with section 2.4.7 of the RFP.

The Center promotes constructive use of recreational time, and will provide a variety of free recreational activities at the facility. The Center does and will continue to provide a minimum of three (3) different on-site recreational activities from the activities list in 2.4.7 of the RFP. The Center provides a common area with board games, a color television with VCR/DVD and cable, and a small library. The Center also provides access to exercise equipment. Finally, the Center also provides a separate television for each shared living area. All recreational materials are and will be provided free of charge and in a sufficient quantity to provide adequate recreation throughout all seasons.

The Center recognizes the importance of engaging in positive, productive recreational activities which promote the clients' creativity, sense of accomplishment, and recovery. For example, the Schirmer House has and will continue to grow a small library of books that clients can borrow. In addition, the Center seeks opportunities for clients to voluntarily participate in onsite activities, such as a craft class, the Perennial Recreate project, yoga, and other projects or groups as they become available. The Center has instituted a "client-of-the-month" program, which highlights the accomplishments of one client each month. This has been well-received, and similar incentive-driven programs will continue. The Center also encourages clients to participate in community activities and involvement, such as the St. Louis Public Library, YMCA, etc. The Center staff will post notices of community involvement opportunities in common areas of the facility and accommodate participation by an individual on her schedule whenever possible.

The Center will provide free access to one current daily newspaper per thirty clients or provide access to one computer per ten clients for job searches.

#### 2.3.6 Visiting area

The Center will comply with section 2.4.8 of the RFP.

The Center provides and will continue to provide a separate visiting area room in Schirmer House where visitation can occur without conflict with other group activities, recreation or programs. The visiting area is and will continue to be in a room other than restrooms, sun decks, porches, halls and staff offices. The common area may also be available for visitation, but it may be used for visiting only during non-scheduled activities.

#### 2.3.7 State agency office space

The Center will comply with section 2.4.10 of the RFP.

The Center currently and will continue to provide a separate furnished, functional, and lockable office for exclusive use of state agency representatives. At a minimum, the Center will provide an office within the transitional housing facility with an operational telephone, office furniture and lockable storage which will be accessed and utilized solely by the state agency representatives for day-to-day activities and supervising of clients while at the transitional housing facility.

### 2.4 Economic Impact to Missouri - the vendor should describe the economic advantages that will be realized as a result of the vendor performing the required services. The vendor should respond to the following:

#### 2.4.1 Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.

All services under the contract will be provided at the Schirmer House facility, which is located in St. Louis, Missouri. Employees will provide services related to the contract, including general management and oversight, facility management, security, and direct client services, including life skills education, job

development, case management, and CBT-based programming. The total number of full-time equivalent employees will be approximately thirteen.

2.4.2 Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations.

The Center for Women in Transition is a Missouri nonprofit corporation with all of its operations in the State of Missouri. The Center contributes economically to the state as an employer, a purchaser, and a social service provider to Missouri clients. The Center employs approximately 25 staff, most of whom reside and participate in the local economy in a wide variety of ways. While the Center for Women in Transition is a tax-exempt entity, the agency and its employees pay Missouri payroll tax.

Also, the Center works with approximately 150 women each year in Missouri on job readiness and job attainment. Most Center clients obtain employment while in the program. In fact, in our most recent reported employment statistics, 100% of Schirmer House clients who were eligible for employment were employed. When clients obtain employment, they become state-tax payers and consumers in Missouri. And as they maintain stable employment, their reliance on state public resources decreases or is eliminated, which is a further benefit to the state tax revenue base.

2.4.3 Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities; sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.

The Center's economic presence in Missouri includes operation of a central office and two residential facilities, all located in the Carondelet neighborhood in St. Louis City. The Center also provides case management and ongoing supports to clients living in the community. The Center employs 25 individuals and expends approximately \$1.5 million annually, almost entirely in the state of Missouri. The Center's services are provided primarily in St. Louis City, but Center clients originate from all over the state of Missouri, and the Center's impact extends well beyond St. Louis City boundaries.

The Center conducts business with numerous vendors located in the state, including landlords, suppliers, and service contractors. Whenever possible, preference is given to an in-state, local vendor. The Center uses locally-based companies for its accounting, audit, and payroll services, as well as for facilities security and maintenance, special events, and marketing services, among other services. All of the proposed activities of the Schirmer House transitional housing facility will take place in Missouri.

3. PREA Standards - Provide a copy of, or describe the plan, for developing a PREA standard operating procedure, to include the following:

The Center will comply with section 2.6 of the RFP.

The Center for Women in Transition developed extensive PREA procedures in 2015. Also in 2015, Center leadership (Jewell Donald, Facility Director, and Laura Toledo, Executive Director) participated in the Missouri Department of Corrections PREA Specialized Investigator Training. The Center's PREA procedures are included in a PREA SOP and the revised Client Manual. A copy of the Center's PREA SOP is attached in the documentation section of this proposal in Document 4.

3.1 Medical and mental health advocacy services and emergency treatment services at no cost to the victim;

The PREA procedures include MOU's with partners for medical and mental health advocacy services and emergency treatment services at no cost to the victim. Specifically, the Center has an MOU with the YWCA for sexual assault crisis intervention services, including access to the crisis hotline, advocacy services for forensic medical exams and investigatory interviews, and ongoing mental health services consistent with



the community level of care. All of these services will be provided free of charge. Also, the Center has an MOU with SLU Hospital for emergency treatment and SAFE/SANE evidence collection services at no cost to the victim. A copy of the YWCA and SLU MOU's are attached in the documentation section of this proposal in Document 5.

### 3.2 Procedure to prevent cross-gender strip searches, visual body searches, and pat down searches;

Schirmer House prohibits all types of cross-gender searches. Furthermore, male employees are not allowed to enter a client apartment if a client is present without another staff member present.

### 3.3 Training curriculum; and

All Center clients receive PREA training at intake, including information regarding prohibited conduct, their rights to be free from sexual abuse and sexual harassment, and reporting methods. The client training includes a video entitled "PREA: What You Need to Know" developed by Just Detention International and available from the PREA Resource Center. The Client Handbook also includes PREA-related information, and PREA incident reporting methods are posted in common areas around the facility. The case manager conducts an individualized PREA orientation as part of intake with all new clients, including providing clients with and explaining the "Schirmer House Client Guide to Sexual Misconduct/Abuse". A copy of the Schirmer House Client Guide to Sexual Misconduct/Abuse is attached in the documentation section of this proposal in Document 6.

All staff receive intensive PREA training upon hire based on an employee training curriculum entitled "PREA Employee Training", developed by the Moss Group, Inc. and available through the PREA Resource Center. The employee training modules include an overview of PREA, client rights and prohibited conduct, prevention, detection, response and reporting, professional boundaries, and effective and professional communication methods. All staff are screened at hire and annually for any prior conduct involving sexual harassment, and they receive annual PREA refresher training. Finally, all regular on-site contractors and volunteers receive PREA training in the form of the video that clients watch.

### 3.4 Description of PREA protocols.

The PREA procedures include incident reporting procedures and response protocols. Jewell Donald, the Schirmer House Facility Director, is the Schirmer House PREA Coordinator. The PREA sexual abuse protocol addresses safety of the reporting client, evidence preservation, incident reporting, and notifications. Ms. Donald and the Department of Corrections Designee of liaison are to be immediately notified if any event is reported, and other entities, including law enforcement, SLU, and the YWCA will be notified based on listed criteria.

The PREA procedures and processes are in full operation at Schirmer House, and the Center is currently operating in compliance with the requirements set forth in section 2.6 of the RFP. Schirmer House clients are assessed for risk of abuse or being a victim of sexual assault, neither, or both, upon arrival and again between 14-29 days after arrival, and are assigned to apartments based on the results of that assessment.

The Schirmer House maintains a zero tolerance policy for all forms of sexual misconduct, including sexual abuse and sexual harassment. Although the Center takes all precautions to prevent PREA incidents, it also maintains a physically and emotionally safe environment, free of retaliation, for client reporting. The Schirmer House and Department of Corrections staff have responded to numerous PREA-related reports since 2015. All reports were handled professionally and investigated in accordance with procedures. To date, there have been no substantiated reports of sexual abuse or harassment against clients by other clients or staff. The incidents reported and the findings are posted annually on the Center's website.

The Center successfully completed a PREA audit in 2015, and again in 2018. The PREA audit is extensive, covering 39 standards. In both the 2015 and 2018 audits, the Center was found to have exceeded standards on one standard and met the remaining 38 standards. The audit reports are posted on the Center's website.

4. Security Requirements - Describe the security policy, protocol, and process.

The Center will comply with section 2.7 and 2.8 of the RFP.

The Center understands the importance of having in place a clear and comprehensive security policy, protocol, and process to ensure the security of clients, staff members, and the community. The Schirmer House transitional housing facility will provide adequate security to assure that clients and the community feel comfortable with precautions taken to reduce risk and liability and to increase public acceptance and support. The Center will ensure the physical health and safety features of the environment conform to the requirements of local, state, and federal authorities having jurisdiction.

The Center will ensure that both the features and systems of the structure are designed to prevent unauthorized entries and exits. The security office is located at the main entry way to the facility, which facilitates monitoring of entries and exits. Also, the Center has security cameras installed in various locations throughout the facility, which are continuously monitored by the security personnel on duty.

The Center's security is adequate to comply with all PREA requirements as evidenced by its most recent PREA audit. The Center's current security camera features comply with PREA requirements, and it does not anticipate any other major changes to the security features and systems of the transitional housing facility, unless required by the state agency. The Center understands that if such changes are to be made, they require prior approval of the state agency.

The Center also agrees that it will comply with the minimum security personnel staffing requirements set forth in the RFP. The Center has demonstrated and will continue to demonstrate that it will operate in accordance with the security policy, protocol and process including in the Center's awarded proposal. (It should be noted that at the Schirmer House, security personnel are titled "House Managers" and will be referred to as such throughout this proposal.) The Center's House Managers will not be assigned or designated as personnel on any other contract within the same shift, with the exception of the Chief of Security (House Manager Supervisor). The Center will provide designated House Managers in housing areas in accordance with the minimum ratio outlined in 2.8.4 of the RFP. The Center recognizes that the House Manager Supervisor will not be included in the ratio.

The Center's surveillance cameras provide an electronic means of verifying the Center's House Managers' activity throughout the transitional housing facility at various key state agency approved locations. The Center does and will continue to calibrate the electronic equipment according to the manufacturer's specifications. The Center will keep copies of all surveillance data/records for a minimum of six (6) months. Any surveillance data/record relating to an incident will be kept until release is authorized by the state agency. The Center does and will continue to maintain a paper back-up system to be utilized in the event the electronic surveillance cameras are unavailable.

The Center will notify the state agency of any alleged or suspected security breach by no later than the next working day.

5. General Services Requirements -

5.1 Identify the plan for accountability of clients.

The Center will comply with section 2.9.1 of the RFP.

The Center currently and will continue to provide a plan for accountability of clients. Accountability is defined as knowledge of the clients' whereabouts and activities while scheduled out for pass or employment.

The Center has and will continue to abide by the policies and procedures of the state agency relating to absconders and the state agency command center. The Center will advise the state agency, and the client's Probation and Parole officer/supervisor as requested by the state agency, of any leave without authorization or any late return, if three (3) hours has elapsed from the noted absence or estimated time of return for *Dangerous Felons and Sex Offender clients (as identified by the state agency)* and twelve (12) hours for all other clients. The Center will complete the warrant checklist (Attachment #7) prior to contacting the state agency command center.

The Center has and will continue to advise the state agency of all entries, exits and violations on a daily basis at times determined by the state agency.

## 5.2 Provide a copy of the house rules/resident handbook.

The Center will comply with section 2.9.4 of the RFP.

The Center for Women in Transition has in place a Resident Handbook which defines in writing the rules regarding the conduct and discipline of Schirmer House clients. A copy of this handbook is included in the documentation section of this proposal in Document 7. *The house rules are published in the Center's Resident Handbook, which will be reviewed annually in concert with the state agency. The Handbook has and will continue to have a visible inception/revision date. The Center will also post house rules in activity areas. The Center will also assure that clients with a disability that inhibits their understanding of written house rules are provided with an alternative means of understanding them (e.g., verbal review).*

The description of house rules includes a list of infractions, their definitions, and potential sanctions. The house rules outline who will impose sanctions and the process to be followed by the Center to ensure the rules are enforced fairly and that discipline imposed is appropriate and impartial. In keeping with the Center's restorative principles of individual accountability and inclusive communication and decision-making, whenever feasible, the Center will involve the client in the discipline/sanction process. This participatory process also promotes the client's positive cognitive change and increased accountability.

The Center agrees and understands that the state agency will have review and approval authority of the house rules and any changes or modifications thereto, prior to issuance to the clients. The state agency will respond in writing within thirty (30) working days of receipt of the proposed rule changes. The Center will not impose house rules that conflict with the intent of the contract requirement nor impose sanctions that interfere with a client's work or job seeking. The Center's house rules have been and will continue to be developed to work in concert with the state agency, embracing the reentry process, and will assist in assuring the clients have optimal opportunities to reintegrate into society successfully.

The Schirmer House rules include a description of items clients are allowed to bring into the transitional housing facility. In accordance with the Center's written house rules governing the appropriateness of decorative display, clients are allowed to keep and display personal belongings and to add personal items to the decoration of their living area.

The house rules establish procedures to ensure that the use and location of noise producing equipment does not unduly interfere with the activities or rights of other clients. The house rules include the hours during which such items may be in operation. The Center has also established house rules specific to censored materials. Materials include, but are not necessarily limited to books, clothing and posters. Censored materials will include but not necessarily be limited to:

- Material that promotes violence, disorder or the violation of state or federal law;
- Material that is so racially inflammatory as to be reasonably likely to cause violence;
- Material that contains information that can be used to instill violence or hatred among the client clients;

- Material that contains information on the design, construction, use or purchasing of any item which could endanger others or security of the transitional housing facility;
- Material that portrays what appears to be illegal drugs or substances;
- Material that portrays or describes recipes or processes for brewing alcoholic beverages or manufacturing drugs;
- Material that encourages or instructs in the commission of criminal activity;
- Personal photographs which exhibit nudity; and
- Material that depicts, describes or encourages activities which may lead to the use of physical violence or group disruption

Clients will not be allowed to subscribe, purchase, receive or possess publications, videos, pictures or any other items, which promote violence, disorder or the violation of any state or federal law, or any pornographic material. With prior approval of the state agency, the Center may place limitations on the client's personal possessions. However, pursuant to house rules, clients will be allowed to provide their own personal electronics, books and magazines.

5.3 Identify the process for resolving complaints and grievances relating to the residential facility(ies).

The Center will comply with section 2.9.5 of the RFP.

The Center for Women in Transition strives to assure that every client's time in the program is positive and productive. The Center also recognizes that at times complaints or grievances may arise. The Center values the ability of an individual to effectively voice a complaint and seek to resolve issues in an acceptable, meaningful manner. This is a skill that would benefit the client in her successful reentry process. The Center has in place and will continue to make available to clients a complaint/grievance process.

The Center encourages clients to resolve their complaints informally whenever possible. The Center will have readily available a standardized complaint form (Attachment #8) for client use. The Center will also maintain a complaint log that identifies the client name, Department of Corrections (DOC) number, the complaint and the resolution.

The Center will address all complaints within five (5) calendar days. A copy will be submitted to the state agency and a copy placed in the client file. The Center will address complaints involving discrimination, sexual misconduct or threats of physical abuse within twenty four (24) hours. The Center will notify the state agency by telephone upon receiving the complaint and work in concert with the state agency to resolve the issue.

The Center will submit complaints against the state agency Probation and Parole officer to the state agency Probation and Parole officer's supervisor. The Center will refer complaints regarding parole board decisions to the state agency.

6. Client Services - Describe the following client services and provide documentation to substantiate services, if applicable (i.e. MOU, contract, etc):

6.1 Interpretive Services/Special Requirements

The Center will comply with section 2.10.1 of the RFP.

The Center will provide services that are accessible to all clients including those with special needs, such as but not limited to: sight impairment, hearing and speech impairment, language impairment, language barriers, physical barriers, or other limitations.

The Center has five units on the first floor, west side of the building are ADAAG accessible, including all of the offices, the common areas, the visiting room, the computer lab and two residential apartments (to

accommodate up to four women). The Center has access to the translation services offered by LAMP (Language Access Multicultural People) interpreters in 46 languages including American Sign Language.

## 6.2 Orientation

*The Center will comply with section 2.10.3 of the RFP.*

The Center currently and will continue to ensure that each new client, upon arrival, is welcomed and receives an orientation to the transitional housing facility, the rules and regulations, program expectations, healthcare, and financial procedures, and will advise the client of the name of the case manager and parole officer assigned to them on the day of their admission. The orientation will be conducted by a member of the Center's personnel at the Schirmer House.

*The Center will provide each new client with a full explanation of all disciplinary procedures and consequences, and will review the house rules specific to censored materials. The orientation will include showing new clients the locations of the laundry service, fire and emergency exit routes, assembly area, recreation area, equipment location and regulations and procedures governing such. All new clients will be provided with a welcome packet of a fifteen day supply of free basic toiletry items such as soap, toothpaste, razor, etc. New clients will also be provided with all meals for the first three days.*

*The Center will provide new clients with addresses of medical, dental, mental health, and emergency care facilities, and addresses for these facilities will also be posted in all common areas. The Center will advise clients that all medical care will be at their expense.*

*The Center will ensure all new clients sign a Disposition and Release of Personal Property and Money (Attachment #10) and a Release of Information (Attachment #11) during intake, and will provide documentation on the orientation checklist that such was completed. If the client refuses to sign the Release of Information, the Center will notify the state agency immediately or minimally within one (1) business day.*

*The Center will conduct an initial inventory of the new client's personal possessions at the time of orientation. The Center will advise the client that she is responsible for reporting any change in the personal inventory to the Center and that such change will be noted on the property inventory log (Attachment #12). The client and the Center's personnel who provided the orientation will sign a verification of completed orientation and acknowledgement of house rules. The Center will use the Intake Confirmation (Attachment #9) as the verification document and will maintain it in the client's file.*

## 6.3 Personal property

*The Center will comply with section 2.10.4 of the RFP.*

*The Center will keep personal property for a period of thirty (30) calendar days after a client leaves the facility, and may dispose of the property thereafter if it is not retrieved by the client or her designee identified on the Disposition and Release of Personal Property and Money form (Attachment #10). The Center will place any personal property left by a client in a secure location. There is locked storage available in the basement of the facility that may be used for this purpose.*

*The Center will make every attempt to locate designees listed on the client's Disposition and Release of Personal Property and Money form, documenting all attempts in the client file, within that thirty (30) calendar days. In the instances of discharge, absconders or clients failing to return to the transitional housing facility, decisions relating to the return of property will be made in concert with the state agency representative.*

The Center will permit clients to retain a cell phone and/or tablet; however, the possession of a cell phone and/or tablet will be subject to the rules and regulations of the residential facility.

#### 6.4 Linen and laundry services

The Center will comply with section 2.10.5 of the RFP.

The Center will provide clean linens in good repair to each new client upon arrival. Linens will consist of one (1) pillowcase, two (2) sheets, one (1) blanket, two (2) bath towels, and two (2) washcloths. All reissued linens will be cleaned by the Center staff prior to being given to clients.

The Center will also provide laundry equipment free of charge to all clients, and laundry supplies (soap and detergents) free of charge for those clients not yet employed or unemployable. At the discretion of the Center, the Center may require employed clients to purchase their own laundry supplies. The Center's staff will provide the education, when needed, to clients on how to use the laundry services.

The Center will maintain a written laundry schedule that ensures that each client's linens are washed on a weekly basis, and the Center will enforce the schedule. Laundry guidelines will be included in the Center's client handbook and posted in centrally located areas for the clients' review.

#### 6.5 Food service and menu. The vendor should specifically address the plan for meeting special dietary needs especially those related to medical needs, such as diabetes and taking psychotropic medicines during times other than mealtime.

The Center will comply with section 2.10.6 of the RFP.

The Center recognizes that good nutrition and eating habits support the successful reintegration of clients because they contribute to overall health and well-being. The Center will provide personnel, namely the Life Skills Specialist, and curriculum to assist clients with the necessary skills and techniques to develop menus and prepare nutritional meals within a budget. The Center has developed a partnership for the provision of nutrition education, which has been very popular with the clients. The Center will continue to develop its own curriculum and its partnerships to maximize its nutrition education.

The Center will provide all meals to new clients for the first three (3) calendar days of residence or until such time as the client has been provided an allowance to shop for food. The Center will support the maximization of each client's food allowance by reviewing and approving all menus, grocery lists and/or grocery receipts prepared by the client, and will spot check menus and grocery lists at least once every two (2) weeks. The life skills specialist will make available suggested menus, featured buys at the local grocery store and/or recipe ideas. Menu plans will include at least the minimum adult level of caloric intake and nutritional levels of the basic food groups as recommend by the United States Department of Agriculture. Clients will shop for groceries in accordance with the approved grocery list; however, the Center will have a system in place to pay for the groceries in accordance with Food Allowance Calculation Form and Food Allowance Chart (Attachment #13).

The Life Skills Specialist works one-on-one with clients who have special dietary needs, especially those with diabetes and taking psychotropic medicines during mealtimes to develop menus and shopping lists that factor in their unique dietary requirements. The Case Manager regularly checks in with clients, and make appropriate referrals when necessary if client needs additional support for managing health conditions. All clients will have access to needed medication such as insulin and psychotropic medication in compliance with 2.10.12 of the RFP.

#### 6.6 Food Preparation and Storage

The Center provides apartment-style housing with individual kitchens where meals are provided and prepared by clients for themselves. As part of the Life Skills curriculum, each client is taught proper food preparation and storage in compliance with 2.10.13 of the RFP. During daily apartment inspections and searches, House Managers check that all food is appropriately stored.

All food provided to newly arrived clients (within their first three calendar days) will be fresh, wholesome, and processed under sanitary conditions and stored in compliance with 2.10.7 of the RFP. The Center maintains a pantry for dry and canned goods, as well as refrigerator and freezer in which to appropriately and safely store food requiring refrigeration. All raw food has undergone inspection and all food products meet or exceed grade specification where Federal grades are applicable.

#### 6.7 Visitation

The Center will comply with section 2.10.8 of the RFP.

The Center understands that strengthening each client's personal support system is a key aspect of successful reintegration into her community. One method to promote the enhancement of those personal relationships for the clients is to provide for visitation opportunities at Schirmer House. The Center has in place a visitation room and visitation procedures that offer visitation opportunities for its clients.

The Center currently posts and will continue to post the visiting hours schedule in an area accessible to clients and visitors, which will include a minimum of six (6) hours per week. The schedule will be documented in the house rules. Visitation relating to sex offenders will be allowed in accordance with state agency policies and procedures made available upon contract award.

#### 6.8 Drug testing and breath analysis

The Center will comply with section 2.10.9 of the RFP.

The Center strives to maintain an environment at the Schirmer House which supports recovery and minimizes relapse. One part of that effort is for the Center to conduct drug testing (urine specimen) and breath analysis in accordance with the following:

The Center will conduct an intake urinalysis (UA) upon the client's arrival at the residential facility. Following the initial UA, each calendar month, the Center will conduct random drug testing equal in number to thirty percent (30%) of the contracted residential slots. The Center will also conduct drug testing on any client based on suspicion of use, late return from pass time (or, if applicable, employment), and at the request of the state agency. All initial drug tests will be performed at no cost to the client; however, if the client requests confirmation of a positive drug test result, the confirmation test will be at the client's expense.

The Center will maintain Drug Testing Logs (Attachment #14), which affirm that drug testing was completed as required. The date the drug test was taken, the date the results were received, and positive or negative results will be documented by the Center's Case Manager and placed in the client's file.

The Center will utilize a laboratory or on-site testing that will test for amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, opiates, and PCP. Each time a drug test is performed, an alteration test for masking and dilution must be conducted. The Center will also have procedures in place that addresses the collection, control, and testing of client urine specimens that ensure the confidentiality of the test results, meets or exceeds state agency standards and procedures, and be approved by the state agency's Chief of Drug Testing Services and state agency.

The Center also has capabilities for administering Portable Breath Tests (PBT) and documents the results of use for clients suspected of alcohol intake in the client's file. The PBTs are calibrated in accordance

with manufacturer specifications or at least one time per year, whichever is greater, and the Center documents verification of calibration.

The Center's personnel are appropriately trained to administer PBT on clients that are returning to the transitional housing facility at least once daily by entering the reading of the PBT on the sign in/sign out log. The Center does conduct, and will continue to conduct, breathalyzers on each client returning late from an authorized pass or returning late from an unauthorized exit (or, if applicable employment). The Center will document the reading of the PBT on the sign in/sign out log (Attachment #15).

The Center will conduct a second test for confirmation on positive PBT after waiting fifteen (15) minutes but no later than thirty (30) minutes. During this time the client should not be allowed to smoke or ingest anything by mouth.

#### 6.9 Sign-In and Sign-Out

The Center will comply with section 2.10.10 of the RFP.

The Center supports each client's activities aimed at successful reintegration into the community. The Center understands that many of those activities take the clients out of the facility. The Center, therefore, has established daily sign-in and sign-out procedures for all times the clients will be absent from the facility, including employment and job seeking, medical appointments, and other approved purposes (such as attending support groups, picking up clothing, obtaining identification, attending court, etc.). All exits and entries will be documented on a form (Attachment #15). All sign outs will be for a specified period of time. This sign out will not be for the purpose of recreation/visitation.

Under exceptional circumstances, clients may request permission for out of state travel and be granted such with prior approval by the state agency.

#### 6.10 Pass procedure

The Center will comply with section 2.10.11 of the RFP.

The Center recognizes that one aspect of successful reintegration relates to the positive, productive use of free time by the client. The Center has established free time and pass time procedures utilizing guidelines listed for clients within the program, and will continue to grant requests for passes in accordance with those guidelines. All requests for passes must be approved in advance by the state agency, and the Center will document all pass approvals on Attachment #16 of the RFP.

#### 6.11 Health care

The Center will comply with section 2.10.12 of the RFP.

The Center has and will continue to provide and maintain a listing of hospitals, clinics or physicians who can provide medical care and emergency services. This list will be maintained in the form of a resource binder and will be reviewed and updated on an ongoing basis or minimally on an annual basis. This binder is held in the common area and is available from 6am to 9:45pm each day. A list of urgent care facilities is also maintained in the front office, which is open 24 hours. Health care information, including location of the medical resource binder, urgent care list, as well as guidelines for storage and use of medications, will be included in the client handbook and posted in centrally located areas. While the Center will assist in locating providers, clients are responsible for all health care expenses.

In compliance with 2.10.12.b, clients who have prescriptions or over-the-counter medications will have access cubbies store in a state agency provided medicine cabinet that is visible by security camera at all



times and are only accessible by staff. The Center has located that cabinet in a secure environment in the security office, and only Center staff can provide access to the cabinet for the client. To ensure that medications are always accounted for, the Center has in place and will continue to utilize a system allowing the clients to access their individual medication(s). The Center will provide a paper log sheet/system for each client to record their medication administration. The log will include, at minimum, the information on Attachment #17. In the presence of the Center's personnel, clients will be responsible for all inventory and log entries, and the Center's personnel will verify the clients' log entries by initialing said entries. Specifically, staff will hand the client the bottle and a tracking sheet that documents number of pills in the bottle, the number of pills taken or packed up, the number remaining, and the date/time. Once the tracking sheet entry has been completed, both staff and client will sign. This will be repeated for each bottle of medicine.

The Center will review the log entries daily and notify the state agency by telephone, e-mail or fax if medications are not taken as prescribed within one (1) working day. If the medication is not taken as prescribed and could result in serious harm to self or others, the state agency will be notified within eight (8) hours. Written notification will be provided to the state agency of any client refusing or failing to take medication as prescribed. Notification will include a violation or incident report with the client name, number, date and time of the occurrence, and the name of the medication that the client refused or failed to take.

In compliance with 2.10.12.c, the Center will report client's critical illness or death to the state agency within one (1) hour.

#### 6.12 Life Skills

The Center will comply with section 2.10.13.a. of the RFP.

The Center's Life Skills Specialist (titled Life Skills Instructor in the RFP) will engage clients in a variety of activities to instruct and assist them with skills that would benefit them in community reentry. The Center's Life Skills curriculum includes groups that provide education in a variety of formats including but not limited to guest speakers, pamphlets, videos and sharing information in a group forum. The Life Skills Specialist will use a variety of self-developed curricula, curricula developed by third parties, guest educators, and presentations by other Center staff to ensure a wide range of high quality opportunities are available. The Life Skills Specialist has also created fun activities for improving life skills, such as a "best pantry" contest.

The Center will ensure that Life Skills topics minimally include the following:

- 1) Budget and finances;
- 2) Computer, internet, cellphone, and social media use;
- 3) Current issues concerning clients in the residential facility;
- 4) Diet and nutrition;
- 5) Interpersonal relationships;
- 6) Parenting support to include parenting classes, child support coordination and family court support;
- 7) Sanitization and cleaning;
- 8) Self-care and hygiene;
- 9) Sexual wellness;
- 10) Shopping;
- 11) Utilizing public transportation;
- 12) Food preparation and storage;
- 13) Meal planning; and
- 14) Recipe sharing and menus.

The Center does and will continue to provide a minimum of two (2) hours of life skills instruction per week for each client for the duration of the client's stay. If deemed necessary by the state agency and the Center's Life Skills Specialist, that position will provide one-on-one guidance and assistance for clients.

The Life Skills Specialist is and will be available at varying times to accommodate the work schedule of clients, including a minimum of one evening per month until 8:00 p.m. The state agency and the Center will mutually agree to the times and number of evenings required.

The Center will document participation in Life Skills instruction and include the participation documentation in the client's file. The Life Skills Specialist will document data and services in Outcome Tracker, the electronic database used by the Center (or other electronic database if the Center changes vendors), as well as in hard copy as directed.

#### 6.14 Cognitive Behavioral Therapy

The Center will comply with section 2.10.13.c of the RFP.

Trauma is one of the pathways to crime and recidivism that is unique to women. Evidence suggests that 90-95% of incarcerated women have experienced trauma, highlighting the importance of implementing effective and comprehensive trauma-informed services. To better understand the specific mental health needs of each client, the Center will utilize a gender-responsive assessment tool which includes scales such as parental stress and trauma to highlight areas of consideration for mental health service planning. After the establishment of the state agency's case management plan, the Center's behavioral health team will complete the assessment with each client. Outcomes from this assessment will be used to identify mental health needs that could increase risk of recidivism.

Cognitive Behavior Therapy (CBT) has been found to be effective in not only reducing recidivism within the justice population, but also reducing substance use, depression, violence and other problematic behaviors. Because of this, the Center has and will continue to use CBT interventions throughout programming. Group work will include weekly trauma-focused CBT (TF-CBT) groups utilizing the evidence-based "Beyond Trauma", a 12-session curriculum based on the principals of relational theory. It uses CBT techniques, mindfulness, expressive arts, and body-oriented exercises to treat trauma while also addressing the connection between trauma and addiction. This curriculum has been found to be effective with the female reentry population. The behavioral health team will also run weekly CBT groups utilizing the evidence-informed curriculum Moving On. The Moving On curriculum was shown to significantly reduce recidivism as measured by rearrests and reconvictions and is flexible and open-ended, thus allowing for new clients to begin immediately upon intake. The program focuses on encouraging personal responsibility and enhancing motivation to change; expanding connections and building healthy relationships; skill enhancement, development, and maintenance; and relaxation and stress management skills.

Through a long-standing collaborative partnership with the Institute of Peace and Justice, the Center will also offer the Solving Our Situations (SOS) program to clients. This 10-session CBT group curriculum is a highly interactive educational and support program that was originally developed and delivered in the Missouri Eastern Correctional Center. Each 90-minute session gives clients the opportunity to present real life problems for which the group works to identify assertive and appropriate problem solving strategies rather than aggressive, passive-aggressive, or passive strategies. Sessions also help clients learn to identify thinking errors (e.g. lying, minimizing, blaming, manipulating by using victim status, etc).

The above mentioned CBT groups will be offered weekly at the facility as well as at the Center's main office. These groups will be offered at different times and on different days to accommodate the varied schedule of the Center's clients. Based on individualized need, clients will also have access to weekly one-on-one CBT sessions with a member of the behavioral health team. Participation in all CBT services will be documented in the clients' files.

The Center will additionally utilize the mental health assessment to identify clients in need of more intensive individual trauma services, which will be provided onsite by a licensed counselor with extensive training in trauma treatment modalities including Eye Movement Desensitization and Reprocessing (EMDR) and TF-CBT. Services will include a comprehensive treatment plan related to PTSD and trauma symptom management through both group and individual care. The frequency of individual sessions will be dependent upon level of need.

Clients with other mental health concerns will be referred to appropriate providers within the community. Clients with low level mental health needs who are already engaged in Substance Use Disorder (SUD) treatment services with a community provider will be referred to Assisted Recovery Centers of America (ARCA). For low level mental health needs with no SUD, clients will be linked with Affinia Healthcare where primary care physicians can manage medication needs. For higher-level mental health needs, the behavioral health team will refer clients to either BJC Behavioral Health or Places for People where clients will receive access to medication and mental health case management services.

#### 6.16 Network of Service Providers

The Center for Women in Transition firmly adheres to the concept that women need support from a variety of sources to achieve successful reentry. The Center also recognizes that, while all Center services are focused on assisting female clients with reintegration, no single entity can possibly provide all the help that is needed to a client. The Center, therefore, has and will continue to develop partnerships with organizations and employers in the community that may assist clients.

The Center has built a rich blend of partnerships with a wide range of organizations that will aid clients with services and resources to address the array of problems or barriers the client may face. Those partnerships include communication between staff members regarding individual client's needs/progress and coordination of services providing an avenue for sharing of information, joint problem-solving and planning together. Such connections not only benefit each individual client but also help achieve the performance measures of the Center and the state agency.

The Center remains committed to maintaining the following collaborative relationships in the community to enhance service delivery and benefit the reentry efforts of the women served:

- Education/Employment – Since employment is a key aspect of successful reentry and an expectation for the clients in the Center's programs, staff interact regularly to link them to services provided by MERS Goodwill and Vocational Rehab, St. Patrick Center, SLATE (including BUD), and Employment Connection. The Center has partnered with Miken Technologies, who provides computer literacy instruction to clients, and is working on developing a partnership with LaunchCode to bring training and apprenticeship opportunities in coding to the Center's clients. In addition, the Center has built connections with several area employers who are willing to hire clients in the Center's programs including Clean-Tech, Express Employment, and Pisa Group. For those clients interested or in need of educational services, the Center refers clients to area GED programming and higher education as appropriate;
- Transportation Assistance –Ensuring that clients have access to transportation is a necessary step to increasing their ability to access employment and other needed services. The Center provides each client with bus passes, as needed, and also ensures that clients have been provided with contact information for Metro Transit which can assist clients with creating step-by-step directions to and from their destinations;
- Food and Clothing Assistance –The Center recognizes that inability to meet basic needs is often a barrier to clients' successfully transitioning into the community. While the Center is able to assist with meeting these needs by providing food cards and clothing from our donation closet, creating a sustainable plan for meeting these needs after discharge is crucial. Clients are provided with a

list of food pantries and information on the St. Louis Area Foodbank as well as lists of area clothing closets and secondhand stores;

- Family Services – Many women returning from incarceration face challenges related to family reunification, child support requirements, and family court stipulations. In addition to having a Family Reunification Specialist on staff to assist with child support coordination and family court support, the Center partners with Annie Malone Children and Family Forward to provide parenting classes and other assistance as appropriate;
- Personal Identification – Many clients come to the Center without forms of identification necessary for securing employment. The Center has established a working partnership with Criminal Justice Ministry, which assists clients with securing a birth certificate free of charge. The Center has also established a working partnership with St. Francis Xavier, which provides state ID vouchers, that eliminate the fees associated with securing an ID;
- Substance Use Treatment – One of the most prominent areas of need for the clients served by the Center is substance use treatment. The Center staff, therefore, is in frequent communication with personnel at treatment programs such as BASIC, New Beginnings, Preferred Family Healthcare, and Queen of Peace Center. Further, the Center partners with the AA/NA community and Let's Start for support groups and is currently working with the developer of SMART Recovery in an effort to bring SMART Recovery groups to the Center. The Center has also partnered with the Missouri Network Outreach Center to provide NARCAN education and supplies to all clients;
- Health/Mental Health Services – Many female clients need mental health and general medical services, so the Center works closely with providers of those services to improve access to care for clients, including BJC Health Care, Places for People, Provident, Professional Psychotherapy Services, Care and Counseling, Affinia Healthcare, Mercy Neighborhood Ministry, Family Care Health Centers in Carondelet and a number of mental health providers in private practice;
- Housing – Another component of successful reentry is adequate housing. The Center has connections to a number of landlords who are willing to rent to Center clients who are ready to home plan to the community. For clients who need alternative living arrangements, the Center works to connect clients to supportive housing providers such as Oxford House, the YWCA, and others. The Center also refers clients discharging from transitional living into the community to Home Sweet Home, an organization providing furniture and other home furnishings for just the \$60 cost for delivery;
- Universities – The Center is well-connected with the university community in the St. Louis area. Faculty and students from Washington University, St. Louis University, University of Missouri – St. Louis, Webster University, Fontbonne University, and Maryville University regularly serve as practicum students, interns, volunteers or presenters to enhance the reentry of female clients at the Center. Center staff have presented at classes at all of the above-named universities. The Center's mentoring and advocacy program as well as Project ReConnect have been the subject of university-level research through partnerships with Fontbonne, UM-St. Louis, Maryville and St. Louis University. St. Louis University is currently assisting with an independent evaluation of current programming;
- Community – The Center is also well-connected to the neighborhood where it is located. Center staff are actively involved in the neighborhood association, the Carondelet Community Betterment Federation. The Center also has active partnerships with local churches, such as St. Trinity Lutheran Church, which sends volunteer groups each summer and offers a year-round food pantry.
- Corrections, courts – Vital to the Center's successful work with female clients are strong working relationships with personnel of the Missouri Department of Corrections both within the

institutions and with the Division of Probation and Parole, as well the St. Louis City & County courts. The Center has engaged with federal probation officers as well. The Center is also a recipient of a Lutheran Foundation grant to Arch City Defenders, which provides some of the Center's clients with free legal services from Arch City Defenders' attorneys.

- Other social services – The St. Louis area is fortunate to have a wide variety of social services available to its community members. Center staff has established working partnerships with numerous social service providers in St. Louis, Besides allowing for access to needed resources, many of these partnerships have enhanced programming, as many entities like the Institute for Peace and Justice and the St. Louis Effort for AIDS, have facilitated groups or presentations to female clients at the Center;
- Collaborative Networks – The Center for Women in Transition demonstrates its commitment to contributing to positive systemic change by actively participating in a number of local and statewide collaborations. In addition to the St. Louis Alliance for Reentry (STAR) mentioned above, Center staff are in leadership roles in the St. Louis Continuum of Care for Homelessness, Empower Missouri, and the Community Liaison Board, and are active in a wide variety of community collaborations.

The Center will works in collaboration with the state agency to provide continuity of care resources related to the reentry process in accordance with the Missouri Reentry Process. Based upon the State Agency developed case management plan, the Center will work to utilize both its network of providers as well as the State Agency's referrals to link all clients with the services they need to successfully reenter the community.

#### 6.17 Job development and monitoring

The Center will comply with section 2.10.13.b of the RFP.

The Center recognizes that employment is critical to successful reentry for clients and is diligent in providing the necessary skills and support to help clients succeed in this area. The Center's Schirmer House clients have traditionally achieved very impressive employment numbers. Employment rates are routinely over 80% and at the end of March 2019, 100% of employable women were employed.

With specific exceptions from the State Agency, the Center expects participants in Center programs to seek, obtain, and maintain employment. To assist in that effort, the Center's Employment Specialist will conduct an initial assessment with all clients that includes a needs assessment focused on identifying potential barriers, education and literacy levels, employment history, and personal goals. The results of this needs assessment will then be used to help develop an individualized employment plan outlining the steps necessary to achieve employment. The Employment Specialist will then provide or link clients to job readiness training, which may include foundational employability skills as well as basic computer skills. Once clients are deemed ready to enter the workforce, the Employment Specialist will provide job search and placement assistance by helping clients develop interviewing and resume writing skills, facilitating online job searching through the Schirmer House computer lab, and/or connecting them to employment partners for paid employment. Arrangements for interviews, transportation, and suitable clothing will be provided. The Center has developed and will continue to expand partnerships with organizations and employers in the community that may assist the client with employment opportunities.

When a client becomes employed, the Center will provide employment case management and monitoring, which may include visits to the employment site. The Center will record job development and monitoring in the client's file.

The Center will encourage clients to obtain and maintain the best possible employment suitable to her individual needs and circumstances to ensure successful community reentry. The Center has developed and

will continue to expand partnerships with organizations and employers in the community that may assist the client with employment opportunities.

#### 6.18 Savings

The Center will comply with section 2.10.14 of the RFP.

All Schirmer House clients are required to save a minimum of 30% of their gross income in a savings account, and clients receiving social security benefits or who are self-employed are required to save a minimum of 30% of their income. The savings will be held in a Center bank account, and will be released by the Center to the client upon successful completion of programming unless the client is transferring to another transitional facility or is incarcerated. If the client transfers to another transitional facility or correctional facility, then the Center will release the savings to the receiving facility and the client.

The Center will aim to collect the savings from the client as soon as possible, preferably on the date the client is paid, but with the understanding that the client's work schedule and Center personnel schedules may impact this collection. The Center will prepare a receipt that will be signed by the client and the Center's staff. A copy of the receipt will be given to the client, and a copy will be retained by the Center.

Savings collections may be reduced or waived for any given pay period, with prior written approval from the state agency. In individual instances, the reduction or waiver, with justification using the Reduction/Waiver of Savings form (Attachment #18), will be signed by the state agency and must be included in the client's file. In instances where continued legal obligations such as child support are required, one (1) waiver may be completed which will remain in effect for the client's entire residency. The obligation will be clearly detailed on the waiver and will be signed by the state agency.

Regardless of the savings account balance, waivers or reductions of savings may occur to ensure the client has at least fifteen dollars (\$15) per week for transportation, clothing, shoes, etc., relating to employment. Withdrawals from savings may occur with prior approval of the state agency as attested by signature on a Request for Savings Withdrawal (Attachment #19).

Each client is responsible for reporting all earnings to the Center. The Center obtains verification for receipt of all income, from employment, Social Security Income, and/or Social Security Disability Insurance from the client and include such in the client's file. The Center maintains documentation in a state agency approved format that details income, savings deposits and withdrawals (if any) and dates of transactions.

The Center has instituted and will continue to implement procedures to collect mandatory savings which include actual-practice evidence of the bank reconciliation to the Center's individual ledger accounts of each client with documentation of all adjustments. This requirement will become a part of the state agency's financial audit.

7. Personnel Requirements - Submit a personnel plan for each proposed residential facility(ies). The personnel plan should list the various positions proposed, the number of personnel proposed for each of the position(s), and, if known, the name of each person. The personnel plan should provide each individual's qualifications for the position. The vendor should also provide job descriptions for each of the proposed positions.

The Center will comply with section 2.12 of the RFP.

The Center for Women in Transition has developed a personnel plan for Schirmer House that will ensure that all contract requirements are met and quality services are delivered. The staff assigned to the Schirmer House facility will include:

Position Title	Employee Name	% of position to contract
Residential Facility Director-FT	Donald, Jewellette (Jewell)	100%
House Manager Supervisor (Chief of Security)-FT	Hoskins, Barbara	75%
Executive Director (Chief Financial Officer)-FT	Toledo, Laura	15%
Director of Programs-FT	Foster, April	25%
Behavioral Health Specialist-FT	Striebel, Tracie	10%
Life Skills Specialist-FT	Henry, Paige	50%
Employment Specialist-FT	McKinney, Lori	60%
Case Manager/CBT Specialist-FT	Fieser, Sarah	100%
Schirmer House Manager-FT	Vacant-New position	100%
Schirmer House Manager-FT	Carruth, Debra	100%
Schirmer House Manager-FT	Moore-Lockett, Dawn	100%
Schirmer House Manager-FT	Lanier, Sparkle	100%
Schirmer House Manager-FT	Smith, Linda E	100%
Schirmer House Manager-FT	Vacant	100%
Schirmer House Manager-PT	Glasper, Atefa	100%
Schirmer House Manager-PT	Brooks, Jacqueline	100%
Schirmer House Manager-PT	Crawford, Pamela	100%
Schirmer House Manager-PT	Matkins, Sharron	100%
Schirmer House Manager-PT	Peterson, Chandra	100%
Schirmer House Manager-PT	Vacant	100%
Schirmer House Manager-PRN	Vacant	100%

Through its past performance, the Center for Women in Transition has demonstrated that the resources are in place to ensure completion of all contractual requirements on time and on target. For all employees dedicated less than 100% to the contract, their percentage of time allocated to the contract will be sufficient to fully complete the requirements of the contract to the State of Missouri.

The Leadership Team will consist of the Residential Facility Director, Jewell Donald, the Executive Director (Chief Financial Officer under the contract), Laura Toledo, and the House Manager Supervisor (Chief Security Officer under the contract), Barbara Hoskins. The Center will not employ drivers. The Leadership Team all have significant experience successfully managing previous Schirmer House contracts: Ms. Donald has worked at Schirmer House for over 8 years; Ms. Toledo has been the Executive Director for over 5 years and served as a board member for 7 years prior to becoming Executive Director, and Ms. Hoskins has worked at Schirmer House for nearly 10 years. Ms. Donald has a degree in Criminology from University of Missouri St. Louis. Ms. Toledo has a Juris Doctorate (JD) from Cornell University and has more than thirteen years' experience related to finance and accounting from her roles as a business litigation attorney, as well as 5.5 years managing the Center's finances. Job descriptions for all Leadership Team positions mentioned above are included in the documentation section of this proposal at Document Number 8.

The Working Team will consist of the Center's Director of Programs; the Life Skills Specialist; the Employment Specialist; the Case Manager/CBT Specialist; the Behavioral Health Specialist; and a team of House Managers who will fulfill the 24-hour security function. The Center's Director of Programs, April Foster, is a new employee who has 19 years of experience in developing, managing, and evaluating reentry programs and trauma interventions for justice-involved individuals. The Life Skills Specialist, Paige Henry, currently handles all life skills and employment programming at Schirmer House and the Employment Specialist, Lori McKinney, currently serves as the Center's Baker House case manager and

employment specialist. In addition to experience at the Center, both employees have prior experience in life skills and employment coaching.

The Schirmer House Case Manager/CBT Specialist, Sarah Fieser, currently serves as the dedicated Schirmer House case manager. Ms. Fieser is a Licensed Master of Social Work and has an extensive background in mental health case management. Under the proposed staffing plan, she will continue in her role as the Schirmer House Case Manager and will also lead CBT programming at Schirmer House. Also, the Behavioral Health Specialist, Tracie Striebel, will work with Ms. Fieser to ensure that all Schirmer Clients receive mental health services, including individual counseling, if needed, and may co-facilitate CBT-based programming. Ms. Striebel is a Licensed Professional Counselor with a specialization in rehabilitation counseling. Ms. Striebel is currently employed at the Center as the Life Skills and Trauma Specialist for the Barbara Baker House, but is shifting to be the Center's full-time Behavioral Health Specialist. In this role she will oversee mental health programming for the Center under supervision from the Director of Programs, and will also provide direct client services related to mental health, including individual counseling and group sessions related to mental and emotional wellness. The House Manager team consists of 13 employees dedicated to providing a 24-hour security function at the facility, including five employees with more than two years' experience at Schirmer House. Job descriptions for all Working Team positions mentioned above are included in the documentation section of this proposal at Document Number 9.

The Schirmer House will be supervised by the full-time Residential Facility Director, who will supervise the House Manager Supervisor (the Chief Security Officer under the contract), and the Case Manager/CBT Specialist. The Facility Director will be onsite at Schirmer House during the state agency hours of operation, plus or minus one hour and excluding state holidays and weekends, and will have general authority over administration and implementation of the contract requirements. The House Manager Supervisor in turn will manage the House Managers (Security Personnel under the contract), which will include 6 full-time House Managers, 6 part-time House Managers, and a PRN part-time House Manager. The House Manager Supervisor will supervise a small number of House Managers at the Center's other housing facility, the Barbara Baker House, but will maintain her office at Schirmer House and will act as the Facility Director's onsite designee.

The Facility Director reports to the Director of Programs, April Foster. April Foster will also directly supervise the Life Skills Specialist, the Employment Specialist, and the Behavioral Health Specialist, and will work closely with the Facility Director to ensure that all programming is in compliance with the contract. The Behavioral Health Specialist will provide general supervision and guidance over CBT programming and counseling services at Schirmer House, and may co-facilitate groups with the Case Manager/CBT Specialist. Management over all Center activities is provided by the Executive Director, Laura Toledo, including management and oversight of all financial matters. Ms. Toledo leads the development of the agency budget and approves accounting systems. The Center contracts with an accounting firm called Total Finance Solutions for bookkeeping, payroll, and financial services, and the Center's board of directors and board finance committee provide additional financial oversight.

Other Center staff who will support Schirmer House operations include the Development Director (Kellie Roberts), who procures and oversees supportive grant funding and reporting; the Advocacy Director (Barbara Baker), who provides court advocacy services if needed; the Community Engagement Specialist (currently vacant), who manages the mentoring program and other volunteer opportunities; and the Aftercare Case Manager and Family Reunification Specialist (Stefanie Moore), who assists women with family reunification and case management after leaving Center transitional housing facilities. A visual depiction of the Center's staffing and lines of authority is included in the Organizational Chart in the Documentation section of this proposal in Document 10.





**EXHIBIT D**

**TEAM QUALIFICATIONS – LEADERSHIP TEAM MEMBER BIOGRAPHIES**

<b>Name:</b>	<b>Jewellette Donald</b>
<b>Title:</b>	<b>Facility Director</b>
<b>Proposed project role:</b>	<b>Residential Facility Director</b>
<b>% of time committed to project:</b>	<b>100%</b>

**Education, certifications, and other distinctions:**

<b>Degree, certification, or other distinctions</b>	<b>Institution</b>	<b>Date</b>
<i>Bachelor of Science - Criminology</i>	<i>University of Missouri St. Louis</i>	<i>Aug 1994</i>
<i>Graduate Certificate – Urban Families &amp; Community Development</i>	<i>Washington University</i>	<i>Dec 1999</i>
<i>CPR and First Aid Certification</i>	<i>BJC Healthcare</i>	<i>Mar 2019</i>

**Employment history:**

<b>Organization</b>	<b>Role</b>	<b>Dates</b>
<i>Center for Women in Transition</i>	<i>Facility Director</i>	<i>2010-Present</i>
<i>Provident, Inc</i>	<i>Case Manager/Workforce Trainer – Program Manager</i>	<i>2005-2010</i>
<i>Division of Workforce Development</i>	<i>Workforce Development Specialist – Job Readiness Skill Trainer</i>	<i>2004-2005</i>
<i>Ichi-Ban and Associates</i>	<i>Private Security</i>	<i>2003-2007</i>
<i>ARCHES St. Louis Caring Communities</i>	<i>Site Manager</i>	<i>1995-2002</i>
<i>Missouri Division of Youth Service</i>	<i>Facility Manager, Aftercare Youth Specialist, and Group Leader</i>	<i>1978-1994</i>

**Specific experience relevant to project:**

<b>Topic</b>	<b>Years of experience</b>	<b>Brief description of relevant experience (e.g., specific projects; previous employment)</b>
<i>Security</i>	<i>20 years</i>	<i>Operations manager for private security company, monitoring facilities with Division of Youth Service &amp; Center for Women in Transition</i>
<i>Criminal Justice</i>	<i>20 years</i>	<i>Degree in criminal justice. Worked with North Woods Police Department, Division of Youth Service, and Center for Women in Transition</i>
<i>Case Management</i>	<i>15 years</i>	<i>Crisis intervention and counseling at Provident Inc, St. Louis Caring Communities – Arches, and Division of Youth Service</i>

**Other experience or background information:** Ms. Donald has 20 years of experience in security and criminal justice, and has successfully managed the operation of Schirmer House for 9 years. Ms. Donald is well versed in PREA requirements, participated in the Missouri Department of Corrections PREA Specialized Investigator Training, and helped to develop and implement the PREA training for the Center and MERS Goodwill. Ms. Donald has conducted all PREA trainings for the Center since 2015.

<b>Name:</b>	<b>Laura Toledo</b>
<b>Title:</b>	<b>Executive Director</b>
<b>Proposed project role:</b>	<b>Chief Financial Officer</b>
<b>% of time committed to project:</b>	<b>15%</b>

**Education, certifications, and other distinctions:**

<b>Degree, certification, or other distinctions</b>	<b>Institution</b>	<b>Date</b>
<i>JD and LL.M</i>	<i>Cornell University Law School</i>	<i>May 2001</i>
<i>B.A., Linguistics</i>	<i>University of Utah</i>	<i>Mar 1997</i>
<i>Certificate in Business Management for Non-profit Leaders</i>	<i>Washington University</i>	<i>Jul 2015</i>
<i>CPR and First Aid Certification</i>	<i>BJC Healthcare</i>	<i>Mar 2019</i>

**Employment history:**

<b>Organization</b>	<b>Role</b>	<b>Dates</b>
<i>Center for Women in Transition</i>	<i>Executive Director</i>	<i>Jul 2013-present</i>
<i>University of Missouri-St. Louis</i>	<i>Adjunct Instructor</i>	<i>Aug-Dec 2017</i>
<i>Lathrop and Gage</i>	<i>Of Counsel</i>	<i>Jul 2010-present</i>
<i>Husch Blackwell</i>	<i>Associate Attorney</i>	<i>Oct 2005-June 2010</i>
<i>Occupational Safety and Health Review Commission</i>	<i>Attorney Advisor</i>	<i>Jan-Oct 2005</i>
<i>United States Court of Appeals for the Eighth Circuit</i>	<i>Staff Attorney</i>	<i>Aug 2001-Dec 2004</i>

**Specific experience relevant to project:**

<b>Topic</b>	<b>Years of experience</b>	<b>Brief description of relevant experience (e.g., specific projects; previous employment)</b>
<i>Nonprofit management</i>	<i>13</i>	<i>Member of Center for Women in Transition Board of Directors, 2006-2013; Executive Director, 2013-present; adjunct instructor for Nonprofit Management and Leadership course in 2017; obtained certificate in Business Management for Non-Profit Leaders from Washington University in 2015.</i>
<i>Legal and compliance</i>	<i>14</i>	<i>Practiced in corporate litigation, bankruptcy, and creditor's rights from 2005-2013; has maintained continuing education and experience related to corporate risk and compliance matters</i>
<i>Financial Oversight</i>	<i>5.5</i>	<i>Has served in role of chief financial officer at Center for Women in Transition since July 2013, successfully managing agency budget, grants and contracts, annual audits, and 990 reporting to IRS.</i>

**Other experience or background information:** Ms. Toledo actively participates in numerous collaborations related to reentry services. She serves on the Professional Development Committee of STAR, on the board of the St. Louis City Continuum of Care for Homelessness, and on the Missouri Housing Trust Fund Advisory Committee. Ms. Toledo also serves on the BBB Charity Information Committee, which advises the local BBB on matters related to BBB accreditation of charities.

<b>Name:</b>	<b>Barbara Hoskins</b>
<b>Title:</b>	<b>House Manager Supervisor</b>
<b>Proposed project role:</b>	<b>Chief Security Officer</b>
<b>% of time committed to project:</b>	<b>75%</b>

**Education, certifications, and other distinctions:**

<b>Degree, certification, or other distinctions</b>	<b>Institution</b>	<b>Date</b>
<i>High School Diploma</i>	<i>Southern Illinois College</i>	<i>2006</i>
<i>Certificate in Microsoft Office Technology</i>	<i>Southern Illinois College</i>	<i>2008</i>
<i>Certificate in Human Services Technology</i>	<i>Southern Illinois College</i>	<i>2009</i>
<i>CPR and First Aid Certification</i>	<i>BJC Healthcare</i>	<i>Mar 2018</i>

**Employment history:**

<b>Organization</b>	<b>Role</b>	<b>Dates</b>
<i>Center for Women in Transition</i>	<i>House Manager Supervisor</i>	<i>Jul 2018-Present</i>
<i>Center for Women in Transition</i>	<i>House Manager</i>	<i>Dec 2009-Jul 2018</i>
<i>Innex Service Company</i>	<i>Supervisor</i>	<i>Apr 2000-Jun 2005</i>

**Specific experience relevant to project:**

<b>Topic</b>	<b>Years of experience</b>	<b>Brief description of relevant experience (e.g., specific projects; previous employment)</b>
<i>Security</i>	<i>10 years</i>	<i>Responsible for ensuring the safety and security of the clients residing at Center for Women in Transition – Schirmer House.</i>
<i>Criminal Justice</i>	<i>10 years</i>	<i>Worked with individuals under Department of Corrections supervision residing at Center for Women in Transition – Schirmer House.</i>
<i>Supervisory</i>	<i>5 years</i>	<i>Supervised previously incarcerated men from Prison while working at Innex Service Company</i>

**Other experience or background information:** Ms. Hoskins has CPR/First Aid certification and has undergone PREA and NARCAN training. She has received trauma informed care training, mental health training, and other trainings relevant to working with the population at Schirmer House. The Chief Security Officer training is compliant with RFP section 2.13 including but not limited to safety and security of the facility, crisis intervention, and de-escalation of volatile behavior. Ms. Hoskins has 10 years of experience working in the role of a security officer under the Center's current contract.

**EXHIBIT E**

**TEAM QUALIFICATIONS – WORKING TEAM MEMBER BIOGRAPHIES**

<b>Name:</b>	<b>Sarah Fieser</b>
<b>Title:</b>	<b>Case Manager</b>
<b>Proposed project role:</b>	<b>Case Manager/CBT Specialist</b>
<b>% of time committed to project:</b>	<b>100%</b>

**Education, certifications, and other distinctions:**

<b>Degree, certification, or other distinctions</b>	<b>Institution</b>	<b>Date</b>
<i>Licensed Master Social Worker (LMSW)</i>	<i>State of Missouri/ASWB</i>	<i>Apr 2014-present</i>
<i>Master’s Degree – Social Work (MSW)</i>	<i>University of Central Florida</i>	<i>2012</i>
<i>Bachelor of Arts Degree – Psychology (BA)</i>	<i>University of Missouri</i>	<i>2007</i>
<i>CPR and First Aid</i>	<i>BJC Healthcare</i>	<i>Mar 2018</i>

**Employment history:**

<b>Organization</b>	<b>Role</b>	<b>Dates</b>
<i>Center for Women in Transition</i>	<i>Case Manager</i>	<i>May 2016-present</i>
<i>Crider Health Center</i>	<i>Integrated Health Specialist – Community-Based</i>	<i>Apr 2015-Apr 2016</i>
<i>Crider Health Center</i>	<i>Community Support – Maintenance Level</i>	<i>Aug 2014-Mar 2015</i>
<i>The Scholarship Foundation</i>	<i>Student Advocate</i>	<i>May 2013-Apr 2014</i>
<i>The Sharing Center, INC.</i>	<i>Service Coordinator</i>	<i>Jul 2011-Apr 2013</i>
<i>Lakeside Behavioral Health</i>	<i>MSW Clinical Intern</i>	<i>Aug 2011-Aug 2012</i>

**Specific experience relevant to project:**

<b>Topic</b>	<b>Years of experience</b>	<b>Brief description of relevant experience (e.g., specific projects; previous employment)</b>
<i>Public Transportation</i>	<i>2</i>	<i>Crider Health Center: Class E license and provided transportation services for clients.</i>
<i>Criminal Justice</i>	<i>3</i>	<i>Center for Women in Transition: Providing women involved in the criminal justice system with intensive case management services</i>
<i>Other: Mental Health</i>	<i>4+</i>	<i>Multiple positions working in the field of mental health services at Lakeside Behavioral Health and Crider Health Center providing both case management and clinical services.</i>

**Other experience or background information:**

*Ms. Fieser has CPR/First Aid certification and has undergone PREA and NARCAN training. All personnel training is compliant with RFP section 2.13. Ms. Fieser has undergone training in a wide range of topics that have included substance use, mental health, suicide prevention, domestic violence, trauma, and sexual assault. Ms. Fieser has been acting in the role of case manager with an emphasis on mental health since 2014. Ms. Fieser has developed a comprehensive resource binder to help residents navigate the St. Louis region healthcare system.*

<b>Name:</b>	<b>Lori McKinney</b>
<b>Title:</b>	<b>Employment Specialist</b>
<b>Proposed project role:</b>	<b>Employment Specialist</b>
<b>% of time committed to project:</b>	<b>60%</b>

**Education, certifications, and other distinctions:**

<b>Degree, certification, or other distinctions</b>	<b>Institution</b>	<b>Date</b>
<i>Bachelors in Administration of Justice</i>	<i>Southern Illinois University Carbondale</i>	<i>1989</i>
<i>Masters in Human Resources Development</i>	<i>Webster University</i>	<i>In progress</i>
<i>CPR and First Aid Certification</i>	<i>BJC Healthcare</i>	<i>Mar 2018</i>

**Employment history:**

<b>Organization</b>	<b>Role</b>	<b>Dates</b>
<i>Center for Women in Transition</i>	<i>Case Manager</i>	<i>Aug 2017-Present</i>
<i>St. Louis County Jail</i>	<i>Case Manager</i>	<i>Aug 2016-Aug 2017</i>
<i>MERS Goodwill</i>	<i>Case Manager</i>	<i>Aug 2008-Nov 2015</i>
<i>Pinellas Co. Health Dept.</i>	<i>Economic Development Specialist</i>	<i>Feb 2003-Aug 2008</i>
<i>Big Brothers/Big Sisters</i>	<i>Case Manager</i>	<i>Feb 2001-Feb 2003</i>
<i>St. Louis Police Dept.</i>	<i>Police Officer</i>	<i>Aug 1990-Jan 1999</i>

**Specific experience relevant to project:**

<b>Topic</b>	<b>Years of experience</b>	<b>Brief description of relevant experience (e.g., specific projects; previous employment)</b>
<i>Employment Readiness and Training</i>	<i>16 years</i>	<i>Provide case management and employment support to clients of Center for Women in Transition and MERS Goodwill</i>
<i>Criminal Justice</i>	<i>24 years</i>	<i>Worked with the justice-involved population with Center for Women in Transition, MERS Goodwill, Pinellas County Health Dept., and St. Louis Police Dept.</i>

**Other experience or background information:** Ms. McKinney has CPR/First Aid certification and has undergone NARCAN training and Motivational Interviewing training. She has received additional trauma informed care training, including train-the-trainer training, mental health training, and other trainings relevant to her role.

<b>Name:</b>	<b>Paige Henry</b>
<b>Title:</b>	<b>Life Skills Specialist</b>
<b>Proposed project role:</b>	<b>Life Skills Specialist</b>
<b>% of time committed to project:</b>	<b>50%</b>

**Education, certifications, and other distinctions:**

<b>Degree, certification, or other distinctions</b>	<b>Institution</b>	<b>Date</b>
<i>B.A. in Psychology</i>	<i>Southern Illinois University, Carbondale</i>	<i>May 2017</i>
<i>CPR and First Aid Certification</i>	<i>BJC Healthcare</i>	<i>Mar 2019</i>

**Employment history:**

<b>Organization</b>	<b>Role</b>	<b>Dates</b>
<i>Center for Women in Transition</i>	<i>Employment/Life Skills Specialist</i>	<i>Aug 2018-current</i>
<i>Center for Women in Transition</i>	<i>House Manager</i>	<i>Jun 2018 – Aug 2018</i>
<i>Centerstone</i>	<i>Transitional Living Program Advisor</i>	<i>Mar 2018-May 2018</i>
<i>The Achieve Program</i>	<i>Academic Support; Case Manager</i>	<i>Sep 2015- Dec 2017</i>
<i>LiveWell Wellness Centers, LLC</i>	<i>Front Desk Receptionist</i>	<i>May 2011-Jul 2013</i>
<i>MEHC Real Estate Transaction &amp; Design</i>	<i>Virtual Administrative Assistant</i>	<i>June 2011-Aug 2011</i>

**Specific experience relevant to project:**

<b>Topic</b>	<b>Years of experience</b>	<b>Brief description of relevant experience (e.g., specific projects; previous employment)</b>
<i>Criminal Justice</i>	<i>1</i>	<i>Worked as a Transitional Living Program Advisor for Centerstone providing services for individuals 18-21 years of age transitioning out DCFS; Worked as a House Manager and works as Employment/Life Skills specialist at Center for Women in Transition providing services for women reentering the community after incarceration.</i>
<i>Research</i>	<i>1</i>	<i>Research Assistant for a research study: Examination of Risk and Resilience Factors Associated with Bullying and PTSD Symptoms.</i>
<i>Life Skills Instructor</i>	<i>1</i>	<i>Conduct weekly life skills classes at the Center for Women in Transition.</i>

**Other experience or background information:** Ms. Henry has CPR/First Aid certification and has undergone PREA and NARCAN training. All personnel training is compliant with RFP section 2.13. Ms. Henry has established relationships with community organizations and businesses who assist with the provision of life skills modules including computer skills, personal finance, and food and nutrition.

<b>Name:</b>	<b>Linda Smith</b>
<b>Title:</b>	<b>House Manager</b>
<b>Proposed project role:</b>	<b>Security Officer</b>
<b>% of time committed to project:</b>	<b>100%</b>

**Education, certifications, and other distinctions:**

<b>Degree, certification, or other distinctions</b>	<b>Institution</b>	<b>Date</b>
<i>High School Diploma</i>	<i>East St. Louis High School</i>	<i>1980</i>
<i>Business Admin Studies</i>	<i>Belleville Area College</i>	<i>1987</i>
<i>Secretarial Procedure Certificate</i>	<i>Vocational Training Center</i>	<i>1989</i>
<i>Associate in Applied Science</i>	<i>Southwest Illinois College</i>	<i>2015</i>
<i>CPR and First Aid</i>	<i>BJC Healthcare</i>	<i>Mar 2019</i>

**Employment history:**

<b>Organization</b>	<b>Role</b>	<b>Dates</b>
<i>Center for Women in Transition</i>	<i>House Manager</i>	<i>2013 - present</i>
<i>Corporate Transit of America</i>	<i>Courier</i>	<i>2009 - 2010</i>
<i>Worth Industries</i>	<i>Supervisor</i>	<i>2007 - 2009</i>
<i>Dismas House</i>	<i>Supervisor</i>	<i>2001 - 2004</i>

**Specific experience relevant to project:**

<b>Topic</b>	<b>Years of experience</b>	<b>Brief description of relevant experience (e.g., specific projects; previous employment)</b>
<i>Security</i>	<i>10 years</i>	<i>Responsible for ensuring the safety and security of the clients residing at Center for Women in Transition – Schirmer House.</i>
<i>Criminal Justice</i>	<i>10 years</i>	<i>Worked with individuals under Department of Corrections supervision residing at Center for Women in Transition – Schirmer House.</i>

**Other experience or background information:** Ms. Smith has CPR/First Aid certification and has undergone PREA and NARCAN training. She received additional trauma informed care training, mental health training, and other trainings related to her role. All house manager training is compliant with RFP section 2.13 including but not limited to safety and security of the facility, crisis intervention, and de-escalation of volatile behavior. Ms. Smith has 10 years of experience working in the role of a security officer under the Center’s current contract.



<b>Name:</b>	Jacqueline Brooks
<b>Title:</b>	House Manager
<b>Proposed project role:</b>	Security Officer
<b>% of time committed to project:</b>	100%

**Education, certifications, and other distinctions:**

<b>Degree, certification, or other distinctions</b>	<b>Institution</b>	<b>Date</b>
<i>Bachelor of Arts; Psychology</i>	<i>Columbia University</i>	<i>2012</i>
<i>Masters of Psychology</i>	<i>Capella University</i>	<i>2016</i>
<i>Phlebotomy Certification</i>	<i>National Healthcare Association</i>	<i>2015/2019</i>
<i>Medical Assistant Certification</i>	<i>National Healthcare Association</i>	<i>2019</i>
<i>CPR and First Aid</i>	<i>BJC Healthcare</i>	<i>Mar 2019</i>

**Employment history:**

<b>Organization</b>	<b>Role</b>	<b>Dates</b>
<i>Center for Women in Transition</i>	<i>House Manager</i>	<i>Dec 2018 - present</i>
<i>Bell-Brown Medical Institute</i>	<i>Regional Campus Director</i>	<i>2009 – 2010</i>
<i>Mid America Transplant</i>	<i>Family Support Specialist</i>	<i>2012 – 2017</i>

**Specific experience relevant to project:**

<b>Topic</b>	<b>Years of experience</b>	<b>Brief description of relevant experience (e.g., specific projects; previous employment)</b>
<i>Security</i>	<i>.5 years</i>	<i>Responsible for ensuring the safety and security of the clients residing at Center for Women in Transition – Schirmer House.</i>
<i>Healthcare</i>	<i>10 years</i>	<i>Worked as the Regional Campus Director of the Bell-Brown Medical Institute and as a family support specialist for Mid America Transplant.</i>
<i>Criminal Justice</i>	<i>.5 years</i>	<i>Worked with individuals under Department of Corrections supervision residing at Center for Women in Transition – Schirmer House.</i>

**Other experience or background information:** Ms. Brooks has CPR/First Aid certification and has undergone PREA and NARCAN training. Ms. Brooks has additional training in healthcare and has certification as a medical assistant. All house manager training is compliant with RFP section 2.13, including but not limited to safety and security of the facility, crisis intervention, and de-escalation of volatile behavior.

<b>Name:</b>	Debra Carruth
<b>Title:</b>	House Manager
<b>Proposed project role:</b>	Security Officer
<b>% of time committed to project:</b>	100%

**Education, certifications, and other distinctions:**

Degree, certification, or other distinctions	Institution	Date
<i>Secretarial Procedure Certificate</i>	<i>Capital City Jr. College</i>	<i>1985</i>
<i>CPR and First Aid</i>	<i>BJC Healthcare</i>	<i>Mar 2018</i>

**Employment history:**

Organization	Role	Dates
<i>Center for Women in Transition</i>	<i>House Manager</i>	<i>2013 - present</i>
<i>Paraquad</i>	<i>Home Health Care Aid</i>	<i>2017 - Present</i>

**Specific experience relevant to project:**

Topic	Years of experience	Brief description of relevant experience (e.g., specific projects; previous employment)
<i>Security</i>	<i>7 years</i>	<i>Responsible for ensuring the safety and security of the clients residing at Center for Women in Transition – Schirmer House.</i>
<i>Healthcare</i>	<i>3 years</i>	<i>Works as a home healthcare aid at Paraquad.</i>

**Other experience or background information:** *Ms. Carruth has CPR/First Aid certification and has undergone PREA and NARCAN training. All house managers receive additional trauma informed care training, mental health training, and other trainings as they become available. All house manager training is compliant with RFP section 2.13, including but not limited to safety and security of the facility, crisis intervention, and de-escalation of volatile behavior. Ms. Carruth has 7 years of experience working in the role of a security officer under the Center's current contract.*

**EXHIBIT F**  
**TECHNICAL PROPOSAL**  
**PAST PERFORMANCE**

Overall Relevant Vendor Experience (succinctly identify experience in each of the qualification areas identified below)	
Residential Services to justice involved populations, including those on active adult probation or parole supervision	N/A
Transitional Housing services to justice involved populations, including those on active adult probation or parole supervision	<p>Operation of Schirmer House transitional housing facility under contract with MODOC, 2007-present. Includes housing for 28-30 women under MODOC supervision in apartment-style facility with intensive supportive services onsite.</p> <p>Operation of Barbara Baker House transitional housing facility (previously Courtois House), 2005-present. Includes housing for 12 women under federal and state supervision, as well as women in jail diversion programs. Housing is apartment-style with intensive supportive services onsite.</p> <p>Acted as administrative agent for 2 phases of Project ReConnect, a program for men and women released from state prisons after Director's Discharge (12/12). Also provided transitional rent support and intensive case management for women in Project ReConnect.</p> <p>Provided transitional rent support and case management through the Center's Aftercare program for women exiting Schirmer House and Baker House to own apartment, 2014-2018. Rent support terminated in 2018 due to funding availability; case management continues.</p>

Submit a synopsis of any contracts that the vendor has lost, were cancelled or discontinued due to a breach of contract or the customer not otherwise being satisfied with the contractor's performance, if any.

The Center for Women in Transition has not lost, cancelled, or discontinued any contract due to the Center's breach of contract or customer dissatisfaction.

**EXHIBIT F**  
**TECHNICAL PROPOSAL**  
**PAST PERFORMANCE CONTINUED**

PAST PERFORMANCE EXAMPLE 1	
<b>Project Title</b>	<b>MacArthur Safety and Justice Challenge</b>
<b>Duration of the Project</b>	<b>5/1/2016 to present</b>
<b>Specific Information:</b>	<b>Contact</b>
	Organization Name: University of Missouri-St. Louis Contact Person Name: Beth Huebner, Professor Telephone Number: 314-516-5043 Email Address: huebnerb@umsl.edu
<p>In 2016, the MacArthur Foundation selected St. Louis County, Missouri as one of twenty sites for its Safety and Justice Challenge. The Foundation awarded the County \$2.25 million over two years to reduce the population of the County jail and reduce racial disparities. This funding was renewed in 2018. The Center for Women in Transition was selected as a sub-recipient of the grant as part of a community provider network. The Center agreed to devote half of its beds at Baker House toward these efforts. Over the past three years the Center has worked closely with jail staff and community partners to ensure a continuum of services to the women referred through the program.</p> <p>The Center was a natural partner in this project given its long history of working with women incarcerated in the County jail. Since the Center’s founding in 1997, its staff have worked with local jails and courts on efforts to divert women with non-violent charges to community programs as an alternative to incarceration. Since opening in 2005, approximately half the women living at the Baker House are there through a diversion program. The Safety and Justice Challenge offered an opportunity to work with a similar population in a more formalized relationship with the jail and community partners.</p> <p>The services provided at Baker House through the Safety and Justice Challenge are very similar to those offered at Schirmer House, including supervised apartment-style housing, case management, life skills education, employment assistance and tracking, and referrals to a wide variety of community resources, including substance use treatment and medical care. The Baker House residents also receive individual and group trauma counseling and mentors, services that the Center plans to expand across all programs.</p> <p>The County has used the following strategies to reduce the jail population: an expanded pretrial release program, a fast-track of people awaiting probation revocation hearings, and a review panel for long-stayers. As a result of these efforts, as of January 2019, 957 individuals had been released into the pretrial release program, 465 individuals awaiting revocation hearings were diverted to community-based treatment, and 106 long-stayers have been released from jail. To date, the Center has served fifty women referred through the MacArthur program, and the County jail has experienced more than a 14% reduction in its overall population. The Center is honored to have been a part of this collaboration and to have contributed to this achievement.</p>	

**EXHIBIT F**  
**TECHNICAL PROPOSAL**  
**PAST PERFORMANCE CONTINUED**

PAST PERFORMANCE EXAMPLE 2	
<b>Project Title</b>	<b>Project ReConnect 2014</b>
<b>Duration of the Project</b>	7/1/2014 to 12/31/2016
<b>Specific Information:</b>	<p><b>Contact</b> Organization Name: City of St. Louis Department of Human Services                  Contact Person Name: Valerie Russell, Deputy Director                  Telephone Number: 314-657-1651                  Email Address: DavisVa@stlouis-mo.gov</p>
<p>In July 2014, the Center entered into a contract with the City of St. Louis Department of Human Services to be the project administrator and service provider for women for a program called "Project ReConnect 2014." Following on a similar program called simply "Project ReConnect" that ended in 2011, Project ReConnect 2014 was a collaborative program that provided reentry services to individuals being released from state correctional facilities on director's discharge, and who would have no probation or parole supervision upon release. The goal of the program was to assist offenders residing within the City of St. Louis in obtaining employment, housing, physical and mental health services, and other services geared toward stabilization. The total funding for the project was \$1,275,278.</p> <p>The collaboration in both iterations of Project ReConnect was made up of the Center, Criminal Justice Ministry, Provident, and Employment Connection. The Center was the administrator of the project and handled all billing and reporting. The Center also provided housing and case management services for all female referrals. Criminal Justice Ministry and Provident divided housing and case management of the men, and Employment Connection provided employment assistance to all participants. Father's Support Center was available for legal assistance for program participants through a separate contract.</p> <p>The client services provided through Project ReConnect 2014 were similar to those provided at Schirmer House, including case management, employment assistance, and referrals to area resources. All basic needs were also addressed, but housing was based on a rent support model rather than a single-site congregate living model.</p> <p>Over the course of Project ReConnect 2014, 307 individuals were enrolled and 212 received services, including 33 women. The collaboration did not utilize any exclusion criteria other than contractual criteria (e.g., director's discharge within past 12 months and residing in City limits), so the numbers served reflects all of the individuals who were minimally eligible and sought services.</p> <p>The program showed strong results: the recidivism rate as of the final report date was less than 6%, over 80% obtained a source of income, approximately 70% maintained sobriety, and the majority had located permanent housing by the end of the funding period.</p>	

**EXHIBIT I**

**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,  
AND AFFIDAVIT OF WORK AUTHORIZATION**

**BUSINESS ENTITY CERTIFICATION:**

**The vendor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.**

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at <http://www.uscis.gov/e-verify>.
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing.

**Business entity**, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

**BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that N/A – See Box C (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if \_\_\_\_\_ (Company/Individual Name) is awarded a contract for the services requested herein under \_\_\_\_\_ (RFP Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, \_\_\_\_\_ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Division of Purchasing with all documentation required in Box B of this exhibit.

_____	_____
Authorized Representative’s Name (Please Print)	Authorized Representative’s Signature
_____	_____
Company Name (if applicable)	Date

**EXHIBIT I, continued**

***(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)***

**BOX B – CURRENT BUSINESS ENTITY STATUS**

I certify that N/A – See Box C (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

\_\_\_\_\_  
Authorized Business Entity Representative's  
Name (Please Print)

\_\_\_\_\_  
*Authorized Business Entity  
Representative's Signature*

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

As a business entity, the vendor must perform/provide each of the following. The vendor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: <http://www.uscis.gov/e-verify>; Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the vendor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the vendor's name and the MOU signature page completed and signed, at minimum, by the vendor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the vendor's name and company ID, then no additional pages of the MOU must be submitted;

AND

- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

**EXHIBIT I, continued**

**AFFIDAVIT OF WORK AUTHORIZATION: N/A – See Box C**

The vendor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)*

_____	_____
<i>Authorized Representative's Signature</i>	Printed Name
_____	_____
Title	Date
_____	_____
E-Mail Address	E-Verify Company ID Number

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)  
\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

_____	_____
<i>Signature of Notary</i>	<i>Date</i>



**EXHIBIT I, continued**

**(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)**

**BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS**

I certify that Center for Women in Transition (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the vendor's name and the MOU signature page completed and signed by the vendor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of Missouri State Agency or Public University\* to Which Previous E-Verify Documentation Submitted: Missouri Department of Corrections

(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: 10/31/18

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted: \_\_\_\_\_ (if known)

Laura Toledo  
Authorized Business Entity Representative's  
Name (Please Print)

  
Authorized Business Entity  
Representative's Signature

Center for Women in Transition  
Business Entity Name

04/24/19  
Date

lauratoledo@cwitstl.org  
E-Mail Address

187952  
E-Verify MOU Company ID Number

**FOR STATE OF MISSOURI USE ONLY**

Documentation Verification Completed By:

Julie Keffner  
Buyer

5-1-19  
Date

**EXHIBIT J**

**MISCELLANEOUS INFORMATION**

- Residential Facility Address** - Identify the address of the proposed residential facility(ies).

Address: 721-725 Schirmer St.  
St. Louis, MO 63111

- Daycare Facilities/Schools/Public Parks, and Swimming Pools** - Identify all daycare facilities or schools within 1000 feet, all public parks with playground equipment and public swimming pools within 500 feet of each proposed residential facility(ies).

None

- Multiple Contracts** - Submit documentation or evidence of possessing multiple contracts *with any governmental entity* which includes the contract number and whom the contract is with. If the personnel proposed are providing services for the existing contracts, identify by each individual the contract for which providing services and the percentage of personnel time for each contract for which assigned.

Below is a table detailing the current contracts the Center has in place with governmental entities, including the contract number and the percentage of proposed personnel time under contract. Documentation of these contracts is in in the Documentation section of this proposal in Documents 11 and 12.

<b>Agency</b>	<b>Contract Number</b>	<b>Personnel</b>
City of St. Louis: Affordable Housing Commission	Contract #41-19G	Employment Specialist – 10% Mental Health Team Lead – 10%
Department of Mental Health	Contract #SDA42018051	N/A

- Prompt Payment Discount** - The vendor should specify below (1) the percentage of discount applied to the total invoice if payment by the state agency is prompt and (2) the maximum number of calendar days invoice must be paid to be considered prompt.

N/A % discount if invoice is paid within maximum of N/A calendar days.

- Employee/Conflict of Interest – N/A**

Vendors who are elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor’s organization is currently an elected or appointed official or an employee of the State of Missouri or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the State of Missouri or any political subdivision thereof:	
If employee of the State of Missouri or political subdivision thereof, provide name of state agency or political subdivision where employed:	
Percentage of ownership interest in vendor’s organization held by elected or appointed official or employee of the State of Missouri or political subdivision thereof:	_____ %

**EXHIBIT J, continued**

6. **Outside United States** - If any products and/or services offered under this RFP are being manufactured or performed at sites outside the United States, the vendor MUST disclose such fact and provide details in the space below or on an attached page.

Are any of the vendor's proposed products and/or services being manufactured or performed at sites outside the United States?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, do the proposed products/services satisfy the conditions described in section 4, subparagraphs 1, 2, 3, and 4 of Executive Order 04-09? (see the following web link: <a href="http://s1.sos.mo.gov/CMSImages/Library/Reference/Orders/2004/eo04_009.pdf">http://s1.sos.mo.gov/CMSImages/Library/Reference/Orders/2004/eo04_009.pdf</a> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, mark the appropriate exemption below, and provide the requested details: <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Unique good or service.                         <ul style="list-style-type: none"> <li>• EXPLAIN: _____</li> </ul> </li> <li>2. <input type="checkbox"/> Foreign firm hired to market Missouri services/products to a foreign country.                         <ul style="list-style-type: none"> <li>• Identify foreign country: _____</li> </ul> </li> <li>3. <input type="checkbox"/> Economic cost factor exists                         <ul style="list-style-type: none"> <li>• EXPLAIN: _____</li> </ul> </li> <li>4. <input type="checkbox"/> Vendor/subcontractor maintains significant business presence in the United States and only performs trivial portion of contract work outside US.                         <ul style="list-style-type: none"> <li>• Identify maximum percentage of the overall value of the contract, for any contract period, attributed to the value of the products and/or services being manufactured or performed at sites outside the United States: ___%</li> <li>• Specify what contract work would be performed outside the United States: _____</li> </ul> </li> </ol>		

7. **Registration of Business Name (if applicable) with the Missouri Secretary of State** - The vendor should indicate the vendor's charter number and company name with the Missouri Secretary of State. Additionally, the vendor should provide proof of the vendor's good standing status with the Missouri Secretary of State. If the vendor is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

N/A  <i>Charter Number (if applicable)</i>	Center for Women in Transition, Inc.  <i>Company Name</i>
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	

**EXHIBIT J, continued**

8. **Proposed Subcontractors:** The vendor should identify any subcontractor(s) proposed to provide any of the services required herein.

<b>Proposed Subcontractor Name and Address</b>	<b>Service Proposed to be Provided by the Proposed Subcontractor</b>
<p>Institute for Peace and Justice                      475 E Lockwood Ave                      Webster Groves, MO 63119</p>	<p>Institute for Peace and Justice will provide Solving Our Situations (SOS) program to Schirmer House clients. This 10-session CBT group curriculum is a highly interactive educational and support program that was originally developed and delivered in the Missouri Eastern Correctional Center. Each 90-minute session gives clients the opportunity to present real life problems for which the group works to identify assertive and appropriate problem solving strategies rather than aggressive, passive-aggressive, or passive strategies. Sessions also help clients learn to identify thinking errors (e.g. lying, minimizing, blaming, manipulating by using victim status, etc). Written documentation of this partnership is contained in the documentation section of this proposal Document 14.</p>



JIMMIE M. EDWARDS  
DIRECTOR OF PUBLIC SAFETY

**City of St. Louis**  
**DEPARTMENT OF PUBLIC SAFETY**  
DIVISION OF BUILDING AND INSPECTION  
LYDA KREWSON  
MAYOR



FRANK OSWALD  
BUILDING COMMISSIONER

April 8, 2019

**CENTER FOR WOMEN IN  
TRANSITION-SHIRMER HOUSE**  
c/o JEWELL DONALD  
721 SCHIRMER ST  
ST LOUIS, MO. 63111

**RE: 721-25 SCHIRMER ST  
CB 3102**

Dear Ms. Donald,

The referenced parcels, **721-25 Schirmer**, in city block 3102, are located in the "**J**" **Industrial District**. Permitted uses in the "**J**" District include general and professional offices, retail stores, schools, hotels, parking facilities, wholesale businesses, manufacturing, and warehousing. Additionally, residential use is not permitted in the "**J**" District, *except where forty (40) percent or more of the frontage is occupied by dwellings.*

According to available records, construction on the building was completed in **1963**. As such, it meets the existing zoning code regulations of the City of Saint Louis. This is notwithstanding any improvements that may have been made without the proper permit from the City of Saint Louis Building Division.

In the event of fire or other disaster, the structures may be reconstructed under the existing zoning regulations for the City of Saint Louis.

You can obtain a copy of the *Zoning Ordinances of the City of Saint Louis* at the Registers Office in Room 118 of City Hall. The telephone number for that office is (314) 622-4145. The cost of the publication is \$13.40.

Information on permits is available in Room 425 of City Hall. The telephone number for that office is (314) 622-3313.

Page 2  
721-25 Schirmer  
CB 3102

This letter solely addresses structures and uses permitted by the Zoning Ordinance of the City of Saint Louis.

In certain areas of the City there have been Chapter 99 RSMO Development Plans, Chapter 100 RSMO Development Plans and Chapter 353 RSMO Development Plans adopted by the City of Saint Louis Board of Aldermen. Certain provisions of these development plans recommend more restrictive use standards than the Zoning Ordinance of the City.

Additional zoning information may be obtained in Room 400 of City Hall, or by calling (314) 622-3666.

Sincerely,



Mary Hart Burton  
Zoning Administrator

MHB/sab

Building Safety is NO Accident

St. Louis Pest Control  
10990 New Halls Ferry Rd. Ste. 337  
St. Louis, Mo. 63136  
314-575-4215

# Invoice

Date	Invoice #
3/26/2019	1080-09719

<b>Bill To</b>
Center for Women in Transition 725 Schirmer St. Louis, MO 63111

P.O. No.	Terms	Project
	Due on receipt	

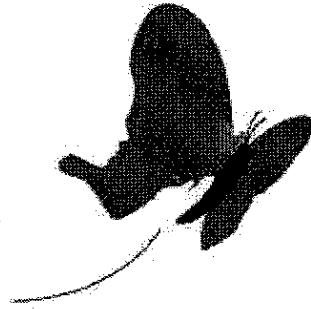
Quantity	Description	Rate	Amount
	Inspection and treatment for general pest control in all units for the entire facility. Checked Bedbug monitors.	90.00	90.00

Thank you for your business.

<b>Phone #</b>
314-575-4215

**Total** \$90.00

CENTER FOR  
*Women* IN  
TRANSITION



# Schirmer House

## Standard Operating Procedures (SOP)

Center for Women in Transition  
Schirmer House  
721 West Schirmer Street  
St. Louis, MO 63111

Updated: 03/15/19



## OVERVIEW

Welcome to Schirmer House! We are pleased that you have decided to join us as a staff member.

Schirmer House, a partnership between the Missouri Department of Corrections (MDOC) and the Center for Women in Transition (CWIT), has developed a unique place for women offenders in the St. Louis area to receive assistance while they work on transitioning back into the community.

Schirmer House is an apartment building in the South St. Louis community with a 24-hour dedicated and responsive staff. The Employment/Life Skills Specialist works directly with residents on resume building, interviewing strategies, creating a budget, meal planning, maintaining their apartment, and enrolling in vocational rehabilitation services. The Employment/Life Skills Specialist also provides life skills classes twice per week on a variety of topics. Guest presenters are also brought in on a regular basis to provide in-depth courses on various topics. The Case Manager helps each resident with accessing community resources including obtaining social security disability benefits, identification documents, medical and mental health services, insurance coverage, and safe permanent housing. The Case Manager also works with residents to create a Personal Development Plan and assists residents in reaching those goals. Additionally, a Probation/Parole Officer is assigned to Schirmer House as the Residential Facility Liaison Officer and is the supervising officer for all residents.

All of the residents at Schirmer must positive program by following their mandated court orders which could include attending substance abuse treatment, sex abuse counseling, anger management classes, parenting classes, or maintaining employment.

The mission of the Center for Women in Transition is to assist women in the criminal justice system make a successful transition to their families and communities through practicing and promoting restorative justice. One of our goals is to reduce recidivism.

The information provided in this manual is in compliance with our contract with the MDOC. The policies included in this manual must be followed at all times to allow the Center for Women in Transition to be in compliance with that contract. If you have questions after reading this manual, contact the Residential Facility Director, Jewell Donald at (314) 256-1472, or the Executive Director, Laura Toledo of the Center for Women in Transition at (314) 771-5207.

*Jewell Donald*

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## **HOUSE MANAGER (HM) EXPECTATIONS**

- Clock-in/out and timecard procedures:
  - Must clock-in/out at the beginning and end of each shift (no more than 5 minutes prior)
  - Clock-in/out in the Security Office (101) at Schirmer House **ONLY**; the phone app for the time card program should not be downloaded on personal cell phones **(violation of this rule could lead to immediate termination of employment)**
- Remain at Schirmer facility for the entire shift
- Monitor the facility by watching the cameras at all times
- Walk the Schirmer House grounds once per hour
- Only use the office phone for business purposes only as it should remain open as much as possible
- Do not talk on your personal cell phone when residents are present
- Keep the back gate locked at all times
- Make sure the basement gate is locked between the hours of 10pm and 6am daily
- Keep front window blinds open in the Security Office (101)
- Attend all continuing education sessions as scheduled
- You can have a visitor drop off items while you are working; however, you should not spend too much time visiting with them as you are leaving your coworker without assistance

## **SCHEDULING**

- House Manager Supervisor is responsible for all scheduling
- Work all shifts as scheduled
- Monthly schedules are located on the bulletin board in the Security Office (101)
- The three (3) shifts are: 8:00am-4:00pm, 4:00pm-12:00am, and 12:00am-8:00am
- HM's must arrive 5-10 minutes before the beginning of the shift to review the log book, staff notes, and discuss any pertinent information with the HM's ending their shift
- HM's may not leave the facility until relief has arrived for the next shift
- Call Off/Time Off Procedures:
  - If unable to work a regularly scheduled shift, HM's are to call at least three (3) hours in advance and are responsible for finding another staff member to cover their scheduled shift
  - When finding coverage, HM's will make every effort to cover the shift with a part-time staff member before full-time staff members are called.
  - If unable to work a scheduled shift last minute, send a group text message to all part-time employees and the HM Supervisor requesting someone to cover your shift. All part-time HM's are required to respond yes or no within 2 hours. If no part-time HM's are available then another group text message should be sent to all full-time employees and the HM Supervisor requesting someone to cover

your shift. All full-time HM's are required to respond yes or no within 2 hours. If no one is available to cover your shift then you must call the HM Supervisor.

- If HM's becomes ill or experiences an emergency while they are working their scheduled shift, call the House Manager Supervisor immediately.
- Requested time off should be requested as early as possible, at least two (2) weeks in advance. Although we try to accommodate people the best we can, sometimes it is not possible to grant time requested.
- Requests for time off must be completed in the online timecard system **AND** on the paper form and placed on the board so other HM's can sign up to cover it
- If a HM agrees to cover a coworker's shift, then that HM is now responsible for working those hours or finding a replacement if unable to do so.
- **IF a HM IS UNABLE TO FIND ANOTHER STAFF MEMBER TO COVER HIS/HER SCHEDULED SHIFT THAT STAFF MEMBER MUST WORK THE SHIFT AS SCHEDULED INCLUDING HOLIDAYS.**

### **SECURITY OFFICE (APARTMENT 101)**

- There should always be a HM in the office. In the event both HM's are required to leave the security office, the doors should be locked and the key is taken, with the last HM to leave.
- Smoking is not permitted inside the security office or any office or any apartment at any time.
- The security office door shall remain unlocked at all times.
- Residents are required to knock before entering.
- Residents are required to turn off or silence their cell phones while in the security office and are not permitted to be on their cell phone while in the office.
- Residents are only permitted to come in the security office for valid reasons (i.e. sign in/out, take medication, and meet with the Facility Director). Residents are not to be in the security office for lengthy periods of time or to socialize with staff.
- Only one resident is permitted in the security office at a time. HM's are to make every effort to expedite the sign in/out process to ensure all residents may return to their apartments in a timely manner.

### **HOUSE MANAGER (HM) CONDUCT**

- HM's must remain awake and alert at all times. When seated at a desk, HM's must remain in an upright position. No blankets or pillows are to be used by HM's in the security office. HM's are not to lay their head down on the desk and give the appearance of "sleeping." If HM's are found to be asleep, or give the appearance they are sleeping, they may be terminated. If HM's are working with someone who is sleeping on the job and do not report it, that HM may be held responsible as well.
- If HM's are working with another HM and witness that HM breaking rules or regulations, the HM **MUST REPORT** them to the House Manager Supervisor. Failure to do so may result in suspension or termination.

- HM's must act in a "professional" manner at all times (i.e. when interacting with residents, answering or making phone calls, or addressing anyone who comes onto the property).
- HM's shall value the human worth and dignity of all residents by respecting the individual, recognizing diversity, and treating all residents fairly.
- HM's shall not display favoritism of preferential treatment for individual residents or groups of residents.
- HM's shall not engage in any personal or business relationship with any resident under the state agency's jurisdiction, or a resident that has been a program participant within the last two years, or the resident's family. Center for Women in Transition has a zero tolerance policy for any sexual misconduct between employees and residents. This includes any physical sexual relationship or romantic relationship of any type, or sexual harassment. *There is no such thing as a consensual relationship between a CWIT employee and a resident.*
- HM's must inform the HM Supervisor immediately if HM's have previously known or been acquainted with any resident at the Schirmer House.
- HM's shall not use their official positions to secure or receive advantages, gifts, money, or favors from residents, their families, or associates.
- HM's shall not abuse residents verbally or physically.
- HM's shall recognize the resident's right to privacy and adhere to confidentiality rules.
- HM's must never receive or give any property (i.e. money, cigarettes, food, etc.) to or from any resident.
- HM's shall immediately report any observed acts of physical or sexual abuse between a resident and staff or between two residents or sexual harassment of a resident by any employee, to the House Manager Supervisor, the Facility Director, and/or the Executive Director. *Refer to the PREA SOP Book for details on reporting procedures.*
- Attire: Each HM is expected to present themselves in a professional manner at all times, this includes your dress attire as well. HM should not arrive to work in nighttime attire or club attire. HM should not wear any revealing clothing that would display their undergarments nor should a HM wear any clothing that may restrict them from being able to perform their job duties.
- HM should conduct themselves in a manner so that they can serve as role models of professional behavior and attire to the residents.

### **LOG BOOK**

- Only log information regarding the daily activities of residents, employers, doctors, appointments, etc.
- Do not log any information that is not relevant to Schirmer House
- The final entry for each shift should read "shift over"
- **ALL ENTRIES SHOULD BE WRITTEN IN A PROFESSIONAL MANNER** as these documents can be read by MDOC or subpoenaed for court proceedings
- *Notes regarding the weather are not needed*

- Personal topics should not be entered into the log book, this includes receiving compliments from residents
- During shift change, HM's are to communicate all important information to the next shift.
- Each HM is responsible for reading the log book back to their last shift worked.
- HM's should make a strong effort to write neatly and legibly and ensure all information is accurate.

### **STAFF TELEPHONE USAGE**

- The telephone in the Security Office (101) must be answered at all times.
- Residents are informed during orientation that they are not permitted to receive personal calls on this phone unless it is a true emergency (i.e. death in the family).
- Confidentiality prevents staff from releasing any personal information about residents and whether or not any person does or does not reside at Schirmer House. If someone calls and asks for a resident, staff should respond by saying "due to our confidentiality policy, I cannot release any information and cannot confirm or deny whether or not that person lives here." The HM should ask the caller if it's an emergency and if so what it is. The HM will not take messages for someone who just wants to talk to a resident. If a caller reports an emergency, the HM will attempt to locate the resident immediately and allow the person to speak with the resident.
- When potential employers call residents, the HM should take a message and attempt to locate the resident immediately and have the resident return the call. Residents should use the telephone in the common area.

### **TRAINING AND CONTINUING EDUCATION**

- HM's will receive training prior to beginning their regularly scheduled shifts including a review of the Center for Women in Transition manual, the Schirmer House Standard Operational Procedures (SOP), and training on the Prison Rape Elimination Act (PREA).
- HM's will also have the opportunity to attend Missouri of Department of Corrections trainings periodically. All staff must participate in 16 hours of cross training annually.

### **EMERGENCY PROCEDURES**

Staff members must complete incident reports for each situation listed below prior to leaving the Schirmer house at the end of their shift. Staff should call the Facility Director. The Residential Facility Director will take responsibility for and coordinate with MDOC if any residents are in need of temporary housing outside of the Schirmer House.

- Fire
  - Smoke/carbon monoxide detectors are in every apartment unit, and in the basement. Color-coded maps and escape route information is on the back of every apartment door. There are fire extinguishers in every kitchen. If there is a fire that cannot be controlled with a fire extinguisher, one staff member should call 911, take log book, emergency equipment box, and stand outside the

security door to direct residents to the designated meeting area across the street by the fence in front of the waste management company and the alley and wait for fire trucks to arrive.

- The second staff member is to evacuate all residents from their apartments and direct them to the meeting area (starting on the 2<sup>nd</sup> floor first). Once all apartments have been checked for occupants, both staff members will join the residents at the designated meeting area.
- Staff members will ensure all residents are accounted for by checking the Resident roster.
- Tornado
  - All residents and staff are to proceed to the basement toward the center and away from windows.
  - One staff member will evacuate the apartments, and the second staff member will stand at the bottom of the stairs and direct the residents to the safe area.
  - Staff members will ensure all residents are accounted for by checking the Resident roster.
- Earthquake
  - If an earthquake occurs, everyone should immediately get under the nearest piece of furniture that will provide overhead protection from falling objects. Try to stay away from electrical lines and overhead storage racks containing heavy objects.
  - Once the earthquake has stopped, one staff member is to evacuate all residents from their apartments and direct them to the designated meeting area. A second staff member will go to the designated meeting area and wait for the residents.
  - If necessary, a staff member should call 911 to report any injuries.
  - Staff members will ensure all residents are accounted for by checking the Resident roster.
- Resident in need of medical attention
  - If a situation arises that requires a resident to go to the emergency room, call 911 and notify the Facility Director.
  - The reasons for a hospital visit may include severe chest pain, severe shortness of breath or difficulty breathing, suspected poisoning, severe abdominal pain, uncontrolled bleeding, confusion or change in mental status, sudden fainting/dizziness/numbness/weakness, coughing or vomiting up blood, broken bone (puncturing skin), injury to head or neck, and extreme high fever.
  - Staff may sign out the resident if she is not able to sign out herself, and this must be added to the resident's schedule sheet.
  - Residents must be checked out by the EMTs and the decision is theirs if they want to go to the emergency room or they can decline medical attention.
  - If the client goes to the hospital via ambulance from Schirmer House, ask the EMTs what hospital they are taking her to.

- The resident must call the Security Office (101) when she arrives at the hospital and continue to check-in every hour until admitted or discharged. If admitted to the hospital, the client will call to check-in daily. These calls must be made from the hospital's phone not the client's cell phone.
- **Death/Suicide**
  - Do not disturb the body.
  - If any other residents are in the apartment, move them to another area outside the apartment.
  - Call 911 and notify the Facility Director.
  - The Facility Director will contact the Center for Women in Transition's Executive Director and MDOC.
- **Attempted Suicide**
  - As soon as staff members become aware of attempted suicide, one staff member should stay with the resident until an ambulance arrives and remove any other residents from the apartment.
  - The second staff member is to call 911 and notify the Facility Director.
  - The Residential Facility Director, and the Residential Facility Director will contact MDOC.
- **Physical Altercation**
  - If there is a physical altercation between residents, do not attempt to intervene. Staff members may take control of the situation by directing all residents not involved in the altercation to return to their apartments and use de-escalation techniques with the involved residents.
  - If necessary, call 911 and notify them of the situation. When the police arrive, a determination will be made as to whether or not to arrest the involved residents.
  - If a resident assaults a staff member, call 911 immediately.
  - Call to notify the Facility Director.
- **Crime or apparent crime on the property**
  - If staff members notice a crime or apparent crime is being committed on the facility property, do not attempt to handle the situation without police assistance.
  - Call 911 and ask that an officer come to the facility to assess the situation.
  - Call to notify the Facility Director.
- **Sexual Abuse and Sexual Harassment – Center for Women in Transition maintains a zero tolerance policy for sexual abuse and sexual harassment.**
  - All employees, contractors, visitors, volunteers must immediately report any knowledge, suspicion, or information regarding any incident of sexual abuse
  - If the HM learns that a resident is subject to a substantial risk of imminent sexual abuse, it must take immediate action to protect the resident
  - Separate the alleged victim and abuser
  - Place the alleged victim in a safe place
  - The HM must call to notify the Facility Director immediately.



## **EVACUATION PLAN**

Evacuation Plan should go into effect in the event of fire, earthquake, flooding, extended power outage, gas leak, carbon monoxide poisoning, or hazardous material/chemical spill.

- As one staff call 911 to alert authorities of the reason for evacuation the 2<sup>nd</sup> staff will begin to notify residents of evacuation.
- Staff will grab the log book, keys, and the emergency equipment box (first aid kit, weather radio, spotlight, 4 flashlights). As you leave, quickly check your area for anything suspicious or out of the ordinary, go to the designated meeting area and wait for the residents.
- At the same time, the second staff member will evacuate all residents from their apartment (in a calm manner) and direct them to the designated meeting area across Schirmer Street in front of the waste management company and the alley.
- Using the same exit route as a fire evacuation, this is located on the back of each apartment door. Staff will direct the residents to move across and down the street in front of the waste management company and the alley.
- Staff will ensure all residents are accounted for by looking at the resident roster.
- *Obey the emergency responders they will recommend a safe distance you should keep from the building.*
- Staff will contact the Facility Director immediately.
- BOMB THREAT
  - Whether you receive a call or a letter about a bomb, or a suspicious package is delivered, the first thing you need to remember is to remain calm. If you are on the phone with the perpetrator, try to get as much information from him/her as you can, so you can assist the police later. Grab a pen and paper to jot down anything the suspected terrorist says, and any background noises you hear. If the threat is received by mail, do not handle the package any more than is necessary, because the wrapping could contain vital clues or fingerprints of the perpetrator. If a suspicious package is received, quickly and without panic remove everyone from the room in which the package sits.
  - As soon as you hang up the phone, dial 911 to alert emergency personnel of the situation. If possible, do so from a ground-line phone because cell phones and other electronic devices might trigger an explosion.
  - A staff member should take to the designated meeting area the keys, the resident roster, emergency equipment box and anything else they will need to keep everyone safe.
  - If you have time, open windows and doors to dispel any blast force that might occur, As you leave, quickly check your area for anything suspicious or out of the ordinary and go to the designated meeting area to meet residents.
  - At the same time, the second staff member will start to evacuate all residents from their apartments (in a calm manner) and direct them to the designated meeting area. Using the same exit route as a fire, this is located on the back of each apartment door staff will direct the residents to move across and down the street in front of the waste management company and the alley.

- Staff will ensure all residents are accounted for by checking the resident roster.
- Obey the emergency responders they will recommend a safe distance you should keep from the building.
- Do not go to the parking lot or get into your car because nearby vehicles may contain bombs as well.
- Staff will contact the Facility Director immediately.

### **PROHIBITED ITEMS**

Below is a list of prohibited items. These items are not to be in any area of the apartments or on a resident's person at any time. If any of these items are found, residents will receive a violation. This list is not 100% inclusive but will help you determine what is considered contraband. If items are found in the living room, kitchen, hallway, or bathroom, a violation is to be written for each resident in the apartment.

- Drugs and alcohol including paraphernalia
- Synthetic urine
- Liquid bleach
- Liquid alcohol
- Mouthwash/cough syrup or medicine that contains alcohol/controlled substance
- Liquid nail polish remover (exception for polish remover with pads or sponge)
- Aerosol cans
- Sharp knives or scissors
- Medication of any kind (includes prescription and over the counter medication), unless it is documented on residents medication log sheets
- Candles or anything with an open flame including incense
- Cigarette butts
- Pornographic or sexually explicit materials. (Sexual toys, sex aids, sex dolls, sex creams, etc.)
- Hair dye (dying hair is not permitted on the Schirmer House grounds)
- Electronic cigarettes or any accessories
- Bluetooth speakers
- Electric blankets/heating pads (unless they present a doctor's note)

If staff finds drugs on the property (excluding alcohol) the police are to be called. A violation report is to be written for one or both residents in the apartment. Staff is also to call to notify the Facility Director and leave a message on the Probation & Parole Officer's voicemail if after hours. If alcohol or other prohibited items are found, the staff is to write a violation and incident report, place the alcohol or prohibited item(s) in a ziplock bag in the "room search box" in the kitchen of Security Office (101) at the bottom of the medication cart. Indicate the apartment number and/or resident's name on the ziplock bag.

## **ROOM SEARCHES**

- Each HM is required to complete an apartment inspection on each shift.
- Residents who are present during a room search should be asked to wait in the common area until the room search is complete. Residents are only allowed to take their cell phone and cigarettes with them when leaving the apartment.
- Staff must wear gloves while conducting the room searches and use the "room search box" located in the kitchen of the security office. A flashlight is also available for use in hard to see areas.
- The "room search box" is where staff will place any contraband items found in the apartment so other residents cannot see what is taken out of the apartment.
- Thorough searches include all rooms of the apartment, including under and behind furniture, inside food packaging, inside toilets, inside vents, all pockets of clothing, etc.
- Room search logs are to be completed each time a room search is conducted, even if no contraband is confiscated.
- HM's should not be talking on their cell phones in speaker phone mode while completing room searches.

## **NEW RESIDENT INTAKE PROCEDURES**

- New residents typically arrive during the week by noon, but there will always be exceptions and times when new residents arrive during the weekend or evening hours.
- Staff will always be aware ahead of time that a new resident is coming to the facility; however, there may be times when women arrive without our prior knowledge of an intake. If this situation occurs on any shift, contact the Facility Director immediately while the new intake waits in the Security Office (101).
- Residents are not to bring any of their property items inside the Security Office (101). All clothing must be taken down to the basement and the HM can search through those items there. All clothing items must be washed before the resident can take them to their apartment. HM's are to search all personal belongings for contraband, placing any contraband in the "room search box" in the Security Office (101).
- New intakes are to be given a breathalyzer and urinalysis test.
- The new resident should receive (1) an intake packet, (2) a PREA Handbook, and (3) a Schirmer House Handbook. HM's should advise the resident to complete the intake packet to the best of their ability prior to meeting with the Case Manager.
- If necessary, the staff is to complete medication forms as needed.
- New residents are to be given a tour of the facility, shown to their apartment and be given a key to their bedroom door.
- The new resident is to be given a food card and permitted to go to the grocery store as soon as possible after her arrival.
- The new resident is to receive any needed toiletries.

## **RESIDENT DISCHARGE PROCEDURES**

- HM's will always be aware ahead of time if residents are discharging. This typically happens during the week but may occur in the evenings or on weekends.
- Residents are to complete discharge paperwork, turn in their bedroom door key, and clean their apartments and linens prior to leaving the facility. Clean linens are to be placed back on the bed and the towel and washcloth on the bed.
- HM's are to search their belongings to ensure the resident is not taking Schirmer House property, including cleaning supplies, linens, or kitchen items such as pots and pans.
- HM's are to inspect the apartment for cleanliness prior to the resident leaving the facility, this includes making sure the bed and box spring both have the plastic bed covers in place.
- Resident should be given their DOC discharge letter.

## **COMMON AREA (APARTMENT 107)**

- Residents are permitted in the Common Area (107) from 6am to 9:45pm each day.
- HM's are to monitor the residents in the common area by walking into the common area periodically and watching the security cameras.
- Common Area (107) rules are posted on the back of the front door of 107.
- Residents are not to cook in the Common Area (107). There may be occasions for meals or events for all residents to participate in with staff where the kitchen in the Common Area (107) may be used.
- Residents are not permitted to use the bathroom in the Common Area (107) and it should remained locked at all times.
- It is the responsibility of each shift to ensure the residents leave the Common Area (107) in an orderly fashion.
- Before the residents leave the common area at 9:45pm, they should be instructed to straighten the common area: push chairs under the table and clean the table, put all games, books, newspapers, and/or magazines neatly on the bookshelf, turn off the television/DVD/VCR player and return all tapes back to the Security Office (101). Staff should also make sure that the thermostat is set to 73° and the Common Area (107) is clean and organized.

## **SCHIRMER HOUSE PROGRAMMING**

- Schirmer House residents are required to attend programming groups each week which may include the following:
  - Life Skills on Mondays @ 3pm-4pm and Fridays @ 10am-11am
    - All residents required to attend if they are on property unless excused by Employment/Life Skills Specialist

- NA meetings Tuesdays & Thursdays @ 7pm-8pm
  - Residents with substance use history (determined by PO) are required to attend if they are on property (see Treatment List maintained by Case Manager)
  - Prior to each meeting, HM's should walk to instructors down to the Common Area (107), allow each resident to sign the attendance sheet, compare the completed attendance sheet to the resident board in the Security Office (101) to make sure no residents are absent. If a resident who is required to attend is on property but not present in the NA meeting, HM's should check on that resident and remind them to attend the meeting.
  - The completed attendance sheets should be placed in the Case Manager's mailbox.
- Solving Our Situations (SOS) group Wednesdays @ 6pm-7:30pm for 8 weeks
  - HM's will receive a list of those residents who are required to attend. Residents who are not on that list may not attend the group.
  - The completed attendance sheets should be placed in the Case Manager's mailbox.
- Additional tasks that may be assigned to residents by the Schirmer House Team may include the following:
  - Job searching
    - May be required to complete a weekly employment search log
    - May be required to complete job searching in Schirmer House Computer Lab (109) for a specific period of time per day
    - These tasks are assigned to the resident by the Employment/Life Skills Specialist & PO
  - Apartment searching
    - After a resident has over \$800 in their savings they may be required to complete a weekly apartment search log
    - This task is assigned to the resident by the Case Manager & PO
- Residents also participate in setting goals and positive programming through the Schirmer House Program with the Schirmer House Team, consisting of the Director, Case Manager, Employment/Life Skills Specialist, House Manager Supervisor, and PO.

### **RESIDENT SCHEDULES AND SCHEDULE CHANGE FORMS**

- Residents are not permitted to leave the facility unless they have an approved schedule. Residents turn in schedule forms each Tuesday by 9pm for the following week for review and approval by the Schirmer House Team. Approved schedules are kept in the residents' files in the Security Office (101). All residents are required to sign-in/out on their schedules whenever they are leaving from or returning to Schirmer property. HM's are to record their breathalyzer reading and initial the schedule form each time a resident signs in.

- Residents are always required to return by their scheduled return time. If a resident is more than 15 minutes late, HM's should complete an infraction report. The residents may call to notify staff they are running late for various reasons, but the infraction report must still be completed. If the resident returns over an hour late, a violation should be written.
- Residents are not allowed to make any changes to their approved schedule but they may complete a schedule change form (add-on) if they need to adjust their weekly schedule. These changes may be in relation to work, treatment, doctor's appointments, job interviews, etc. The Case Manager and Employment/Life Skills Specialist review and verify these changes during the weekdays.
- After schedule change forms (add-ons) are reviewed and verified, the changes will be reflected on the weekly schedule forms, and the schedule change forms will be placed behind the schedule in the resident's Security Office file.
- If there is a change in a resident's work or treatment schedule during the evening, weekend or overnight shifts from what the resident already has on her approved schedule, the resident is to complete a schedule change form and turn it into the HM's.
- HM's (or residents) are not allowed to take a resident's folder outside the Security Office (101) for any reason.
- HM's are only permitted to add resident's work hours to their schedules in the evenings or weekends if the resident's supervisor call's them into work at the last minute and they will need to leave for work before a member of the Schirmer Team will be on property. (Example: A resident's supervisor calls in the evening for that resident to report to work at 9am the next morning for which they will need to depart at 7am and the Schirmer Team will not arrive until 8am the next morning.) HM's must initial any changes they make on the resident's schedule.

### **RESIDENT PASS PROCEDURES**

- Pass time can vary from 6 - 48 hours for residents according to many factors and if the resident is not on restriction. Pass forms are turned in each Tuesday by 9pm. Overnight passes will only be granted if the resident has an approved place to stay.
- Passes must be signed by both the PO and the Case Manager for them to be approved.
- Residents are only allowed to bring in property inventory items (i.e. clothing or other household items) that have been approved on their shopping list attached to their pass. If they bring back anything that has not been approved HM's should write an infraction.
- Residents should be allowed to update their Property Inventory in their folder when they return from their pass with new items.
- HM's should note if residents are going to stores on their pass but are not returning with any purchased items and notify the Case Manager.
- Residents may sign out later than the designated start time on their pass as long as there is sufficient time remaining. Residents cannot sign out later than 11pm or earlier than 6am to go on their pass. Residents may return early from their pass. Once a

resident has signed back in from their pass they cannot leave on that pass again even if there is more time left.

### **VISITING HOURS AND PROCEDURES**

- Residents are permitted to have visits on Saturdays and Sundays between the hours of 9am and 6pm for a maximum of 3 hours. Visitation forms are due each Tuesday by 9pm and are available in the security office. Residents are eligible for visits even if they are not eligible for passes.
- Residents with approved visits will have a form located in their Security Office file. Only those visitors on the visiting list are permitted in the facility. HM's MUST verify all visitors' identities by looking at proper identification (driver's license/state ID). Visitors who do not have the proper identification are not permitted to visit and must exit the facility.
- If at any time, the visit becomes disruptive or inappropriate, HM's are to terminate the visit. HM's are to write an incident report documenting the situation.
- The visiting room is the small bedroom in the rear of the Security Office (101) or the front room of the Facility Director's Office (102). If the Facility Director's Office (102) is being used, staff must be present during the duration of the visit.

### **ITEM DROP-OFF**

- Residents are permitted to have item(s) dropped off at the facility on Saturdays and Sundays from 12pm to 6pm.
- Residents must submit the individual's information on the "Item Drop Off" form for approval by the PO. If approved, this form will be signed and filed in the resident's Security Office file.
- Residents are to notify the HM's one hour prior to the drop-off.
- Drop-offs may include money, cigarettes, groceries, etc. All items must be searched for contraband. Contraband items must be documented on an incident report and kept in the Security Office (101) and labeled with the resident's name.
- HM's are to complete an incident report any time a person dropping off items becomes disruptive or inappropriate.
- Residents are NEVER to hug or touch the person dropping off items. The person dropping off the item(s) is only permitted to be in the Security Office (101).
- Residents must have a shopping list signed by the Case Manager for approval for items to be dropped off at Schirmer House.

### **RESIDENT PHONE PRIVILEGES**

- Residents are permitted to use the house phone in the Common Area (107) from 6am to 9:45pm each day.
- Residents are required to sign in and out when using the phone on the log sheet in the Security Office (101).

- Residents are permitted to use the phone in the Common Area (107) 3 times per day for 10 minutes each time. They must wait at least 30 minutes in between uses. HM's are to monitor the phone calls to ensure each resident is adhering to policy.
- Staff is to complete an infraction report any time a resident abuses the phone privilege. Failure to follow phone procedures will result in loss of privileges.

### **RESIDENT CELL PHONE & ELECTRONICS PRIVILEGES**

- Residents are permitted to have a cell phone during their stay at Schirmer House.
- A completed "Electronic Personal Property Rules & Regulations and Registration" form must be signed and in the resident's Security Office file.
- The current telephone number should be recorded in the resident's Security Office file. If a resident changes her number, she must provide the new telephone number to the HM and Case Manager for recording.
- Cell phones may be confiscated if they become disruptive during quiet hours or groups.
- Residents are not permitted to be in common areas on property and talk on their phone using speakerphone mode, video calling, or playing music aloud without using earbuds/headphones.
- Residents are only allowed to be in possession of one cell phone, one MP3 player, and one tablet. These items must be registered on the designated form located in the resident's security office file.
- If a resident has a laptop, this must remain in their apartment and cannot be used in any common areas on property.

### **RESIDENT SUPPLIES**

- Residents will receive supplies from the Employment/Life Skills Specialist on a weekly basis. Supplies are distributed every Thursday from 2pm-3pm. Residents should be encouraged to get their supplies from the Employment/Life Skills Specialist during this hour or make an accommodation with the Employment/Life Skills Specialist.
- Staff should not enter apartment 109 during non-business hours.

### **RESIDENT SAVINGS DEPOSITS**

- Residents who are working and receiving pay, or recipients of Social Security Supplemental Income or Disability, are required to submit money into their savings. Residents must submit 30% of their gross income amount via money orders.
- These submissions must be completed by every Wednesday morning before 8am.
- If residents have any questions about what the amount of their deposit (30%) should be, take their gross income amount on their paystub and multiply it by 0.3 (ex: \$175.25 x 0.3), or refer them to the Employment/Life Skills Specialist.
- Before they submit their money order, they must fill it out to "CWIT", write their name on it, and place Schirmer House's address on it. CWIT has multiple clients submitting funds and they must specify these items. After they fill out their money orders properly,



HM's need to give the resident their savings bag located in the front desk in the Security Office (101). They will need to put their money order and paystub in the bag. On the table where the mailboxes are located, there is a blue container in which the resident should place their completed savings bag.

- Staff should not accept the deposits from residents, they must place their deposit in the box on their own.

### **URINALYSIS (UA) TESTING PROCEDURES**

- Drug testing (UA) is an important part of the rehabilitation process. Schirmer staff is required to test 30% of the contracted beds or 9 residents per month. Staff will receive instruction on which residents to test from the Residential Facility Director. In addition, residents are to be tested for the following reasons: upon intake, if the breathalyzer (BA) is positive, arriving more than three (3) hours later than their approved schedule or pass, return from an unauthorized exit, odd behavior, returning to the facility in an unauthorized vehicle, or returning from a hospital stay or emergency room visit.
- When a resident is required to submit to a urinalysis, she must sit in view of the staff member until she can produce a urine sample. If she does not submit a urine sample within two hours of being notified, she is considered to have an automatic positive UA. The resident is still required to sit in full view of the staff until she can produce a urine sample.
- Staff must view the test mid-stream collection in an effort to deter the resident from tampering with the urinalysis. The resident must be observed by a qualified staff representative of the same sex. Residents will be tested throughout their entire stay at the Schirmer House to ensure compliance.

When you are administering a urinalysis, please adhere to the following procedures:

1. The collector should put on rubber gloves and retrieve an onsite plastic collection cup located in the closet of the bathroom.
2. The collector will require that the resident remove any bulky clothing, such as a coat or loose-fitting outer garments, in order to reduce the possibility of an attempt to alter or falsify the urine sample.
3. The collector will escort the resident to the collection area (bathroom).
4. If suspicious items are found on the resident, staff must confiscate them and write a violation or incident report but allow them to continue the urinalysis.
5. The collector will instruct the resident to pull their pants and underwear to their ankles, squat, cough, and start urinating then catch the urine in the stream with the urine sample bottle.
6. The urine sample bottle should never make contact with the vaginal area.
7. The resident is to use one hand to hold the cup and the other should be used to hold their blouse in the middle of their chest.
8. After the bottle has ½ or more of urine, the resident must hand over the bottle to the collector who then places the bottle on a flat surface and closes the lid.

9. The collector peels off the label on the urine cup to view the results.
10. Reading the test
  - a. All lines on the "C" (control) must show or the test is not valid.
  - b. A negative test will show lines next to all indicated drugs.
  - c. A positive test will not show lines next to the drugs the test has detected are present.
  - d. If needed, the collector can photocopy the results by placing the entire cup with the card face down on the copier.
11. If the test is "Invalid"
  - a. The collector should place the test cup with the urine into a bio-hazard bag and place into the small refrigerator
  - b. The collector then must document the results in the monthly UA log, in the resident's individual file and the individual drug test log form that is turned into the director.
12. If the test is "Positive"
  - a. If the resident disputes the results, she can have the sample sent to an outside lab for confirmation testing. Residents are only charged if the lab results also show a positive result. If the Schirmer UA was a false positive and the lab results are negative, the resident will not be charged.
  - b. If the resident refuses to send the UA to the lab, the test will be considered positive.
  - c. If the resident wants to contest the result and wants the sample to be sent to the lab, then proceed as follows:
    - i. In front of the resident, place a security seal over the lid of the test cup and have the resident and collector initial the seal.
    - ii. The collector will then fill out the Specimen Request form and attach it to the test cup.
    - iii. The collector will then place the test cup inside of the white Redwood Toxicology bag and seal the bag.
    - iv. The collector will then fold up a Redwood Toxicology cardboard box and place the sealed white bag inside of the box and seal the box shut with tape.
    - v. The collector will then write the return address on the top left corner of the white box and place it in the mail.
    - vi. The collector then must document the results in the monthly UA log, in the resident's individual file, and on the individual drug test log form that is then turned into the Facility Director.
13. If the result is "Negative"
  - a. The collector may discard the urine in the onsite test into the toilet and place the test cup in a biohazard bag. The collector can then remove their gloves and wash their hands.
  - b. The collector completes a urinalysis form which must be filled out correctly and completely; this includes the date, resident's name, collector's name, UA results,

prescribed medications, resident's declaration of substance use, and signatures from resident and collector. This form is to be placed in the Facility Director's mailbox.

- c. The collector may excuse the resident.
- d. The collector completes the urinalysis log sheet located in the log book on the HM's desk to include the date, resident's name, urinalysis results, and staff initials.
- e. The collector completes the urinalysis log sheet located in the resident's file to include the date, resident's name, urinalysis results, and staff initials.

### **BREATHALYZER PROCEDURES**

- All residents returning to the facility are to be given a breathalyzer (BA) test.
- Residents are given a "blow stick" upon intake and are expected to keep this with them during their stay at the Schirmer House.
- Documentation of the breath analysis is to be recorded on the resident's sign-in/out sheet.
- If the BA is positive, the result must also be documented on the resident's BA/UA log located in the resident's Security Office file. The resident is also then required to submit a UA.
- Positive results are to be documented on a violation form. If a resident refuses to test, this is also considered an automatic positive BA.
- If a resident is unable to sufficiently blow for the breathalyzer to produce a result, HM's should hold the breathalyzer for the resident, instruct the resident to blow, then push the small button on the back of the breathalyzer to obtain a result.

### **MEDICATION PROCEDURES**

All residents' medications are stored in the Security Office (101) and are taken under the observation of the HM's (exceptions are given in rare circumstances such as cases of *suppositories or rescue inhalers/medications*).

- Staff is NOT to dispense or handle medication(s) out of the bottles. Residents are required to handle their own medication.
- Medication log sheets are to be completed when residents turn in new medication(s) or a new sheet is needed. The top portion of the form is to be filled out completely and accurately.
- Scheduled times for residents to take their medication are to create an organized process for residents and their medication. Scheduled times are 5:15-6:30am, 1:00pm-2:00pm, and 8:30pm-9:30pm. If residents fail to come down to take their daily medication(s), HM's should write this on an incident report making sure to include the names of the medication(s) that was not taken. HM's should then check on the resident to verify their safety.

- If a resident has a medication that indicates it is to be taken as needed for specific symptoms or reasons (ex: migraine, nausea, pain, etc.), that resident may come to take the medication whenever that symptom or reason has occurred and does not have to wait until the designated medication times. If a resident has a medication that indicates it is to be taken as needed a certain number of times per day (ex: take 2 times daily as needed), that resident must take this medication during the designated medication times. They can also choose not to take this medication and no incident report needs to be written.
- Residents are to count each medication prior to taking their prescribed dose. HM's must observe the resident to ensure the count is correct and no extra medications are being taken by the resident. Each time the residents take the medication it must be properly documented on the medication log sheet(s).
- Residents must take their medication while in the Security Office (101) and are never permitted to leave the Security Office (101) with loose medication.
- If the count does not match the previous count, have the resident recount the medication. If an error is discovered, correct the error and initial the change. If an error is not discovered and the count is still off, the staff is to complete an incident report to be signed by the staff person and submitted to the Facility Director.
- Staff is required to supervise the process of each resident taking her medication. At no time is staff allowed to force a woman to take her medication. It is the resident's responsibility to come to the Security Office (101) during the scheduled time to take her medication, unless the medication is being packed up to take off Schirmer House property.
- If a resident is going to be out of the facility during the time she is to take her medication, she is permitted to take her medication with her. The resident should come to pack up medication at least 2 hours prior to her scheduled departure time. Please ensure the information is properly logged on the resident's medication log sheet. The medication the resident is taking out of the facility is to be placed in medication envelopes, with each medication having its own envelope. The outside of the envelope is to be documented with the name of the medication, dosage, directions for a prescription, and staff initials. These envelopes will be kept in the resident's Security Office file until they sign-out to leave the property.
- Staff is responsible for the accuracy of the medication records, including having residents count each medication each time they take the medication, the medication count, watching the residents to ensure they are taking only the recorded amount of pills. Staff's initials verify all information above is accurate.
- If a resident brings in a new prescription but has an old prescription of the same medication, be sure to complete the old bottle before starting a new one, **only if the dosage is the same**. Complete a medication log form and place the new prescription bottle in the locked cabinet of the kitchen until the existing bottle is empty.
- If a resident brings in a new prescription for a medication that is a new dose or has a different direction, this will immediately replace the previous prescription.

- **Never assume that when a resident brings in medication that the number of pills indicated on the bottle is the number of pills that are in the bottle. The new medication is to be counted upon completing a new medication log form.**

### **INCIDENTS, MAJOR VIOLATIONS, AND INFRACTIONS**

Schirmer House staff is required to document and report all incidents, violations, and infractions related to the residents. This includes: injuries, hospitalization, any emergency situation, failure and/or refusal to take medication, unauthorized leaves, leaving with an unauthorized person, contraband found on person and/or in their residence, positive breathalyzer (BA) result, positive urinalysis (UA), theft, arguments, physical altercations, and any violation of the law or Schirmer House rules.

- **Incident reports** are to be completed for any event that is not considered a house rules violation, such as injuries, falls, unauthorized visitors, emergencies, tornado drills, 911 calls, failure to take medications, etc.
- **Major violation and infraction reports** are to be completed for any event that violates house rules. Please complete the top portion of the report and make sure to include any relevant and necessary information regarding the situation. HM's should place the completed form in the Facility Director's mailbox. The Facility Director will interview the resident then confer with the Schirmer House Lead Team and PO to determine the consequences for the resident.
- It is very important that staff at Schirmer House document everything, even if it seems unimportant at the time. If any staff ever has questions or concerns, please contact the House Manager Supervisor.

### **WARRANT PROCESS**

- **New Residents coming from an institution**
  - If the resident does not arrive by midnight (12am) on the day they are scheduled, begin and complete the warrant checklist immediately.
- **New Residents coming from the field/MERS**
  - Only complete a warrant checklist if instructed to do so by the Probation/Parole Officer.
- **Current residents**
  - If the resident leaves the property without approval, call to notify the Facility Director and begin the warrant checklist.
  - If the resident fails to return as scheduled and is over 1 hour late, complete the following:
    - Check the board, weekly schedule, weekend pass to verify the resident's scheduled return time,
    - Physically search the resident's apartment,
    - Call the resident's cell phone,
    - If the client is still not able to be located, begin the warrant checklist and call to notify the Facility Director.

- Residents may be considered an absconder after 3 or 12 hours depending on their charges and supervision requirements. Residents may immediately be considered an absconder depending on the situation (ex: walking off Schirmer House property with their belongings).
- Warrant checklist must always be completed in a timely manner.
- The warrant checklist will continue until the resident arrives on property, regardless of whether or not they are in contact with HM's over the phone.
- Violations
  - HM's should write a violation for arriving later than scheduled return time if the resident arrives over an hour past their scheduled return time.
  - HM's should write a violation for absconding if a warrant has been issued.



Floor 1

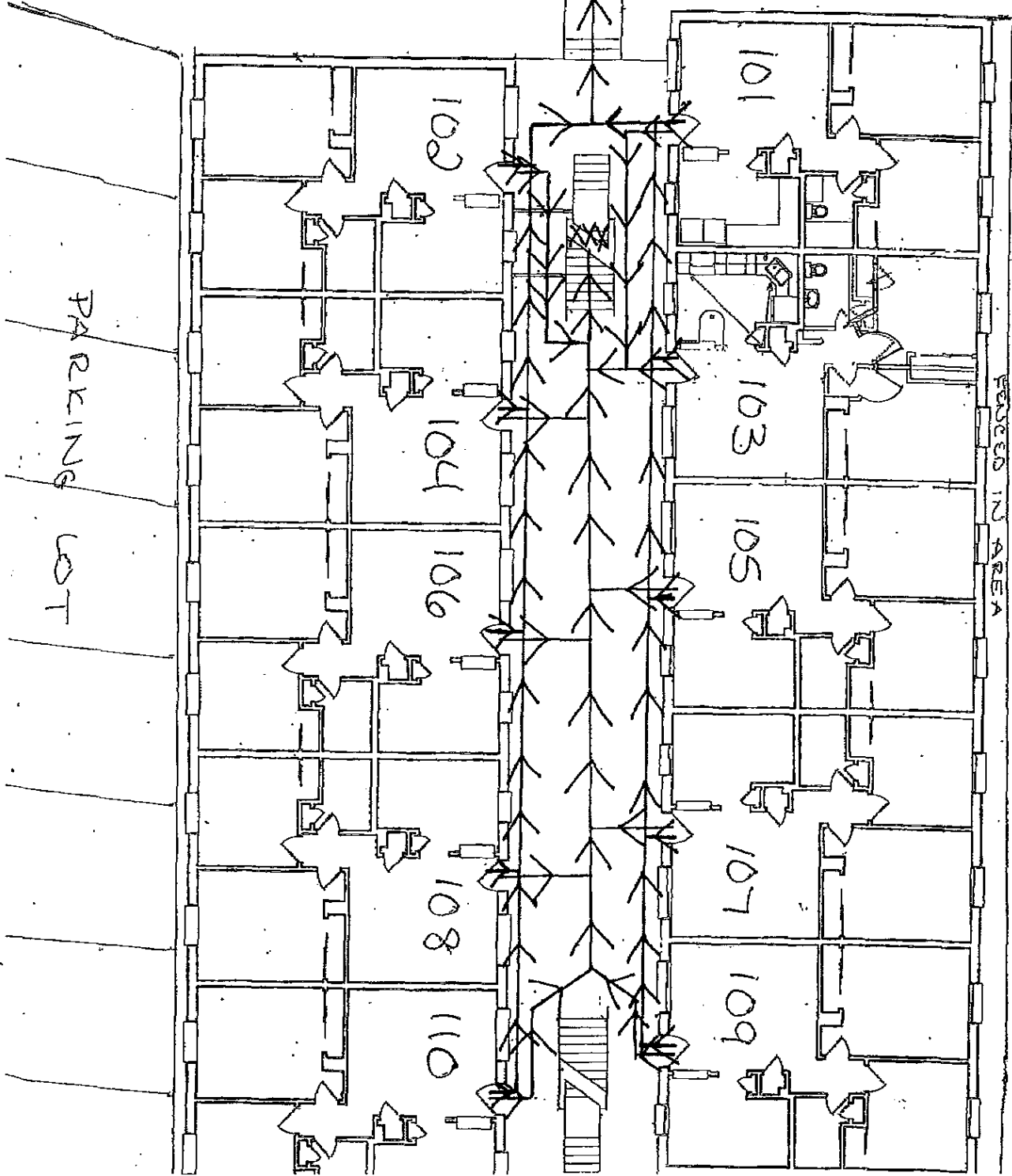
Fire  
 Tornado  
 Meeting Areas

XXXX

SCHIRMER ST.

RAILROAD TRACKS

PERMITS IN AREA



PARKING LOT



XXXX

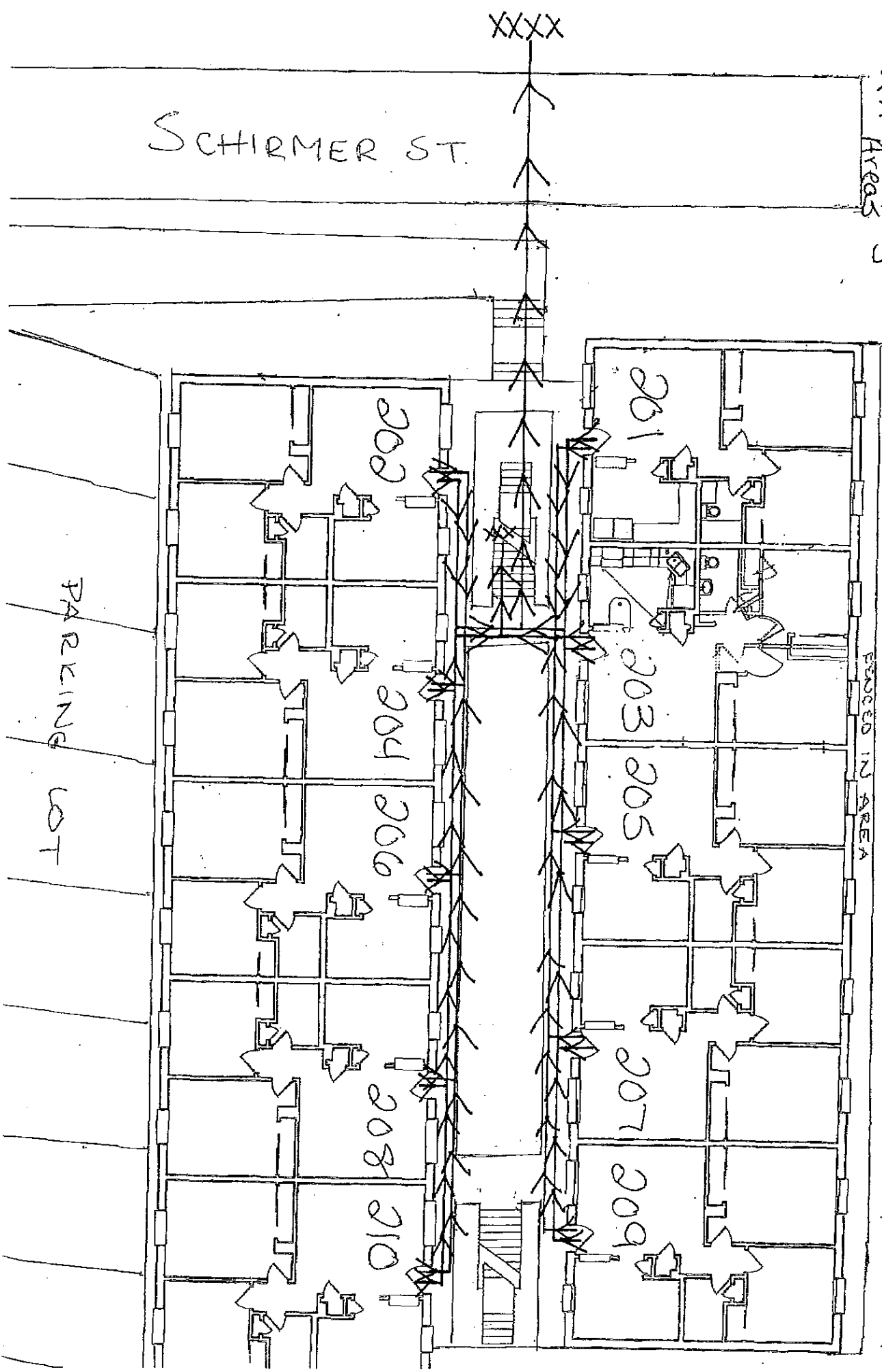
SCHIRMER ST.

- Fire
- Tornado
- XX Meeting Areas

RAILROAD TRACKS

FENCED IN AREA

PARKING LOT



CENTER FOR  
*Women* IN  
TRANSITION



# SCHIRMER HOUSE

## PREA

### STANDARD

### OPERATING

### PROCEDURES

Center for Women in Transition  
Schirmer House  
721 West Schirmer Street  
St. Louis, MO 63111

## **What is PREA?**

The *Prison Rape Elimination Act (PREA)* was enacted by the United States Congress in 2003 to address the problem of sexual abuse of people in the custody of U.S. correctional agencies. The act applies to all public and private institutions that house adult or juvenile offenders and is also relevant to community-based agencies like the Schirmer House transitional Facility. It addresses both inmate-on-inmate sexual abuse and staff sexual misconduct.

## **Purpose**

To ensure the prevention, detection, reporting, response, and retention of records relating to an incident of sexual abuse/harassment of any resident by a resident, contractor, volunteer, staff, or visitor within the Center for Women in Transition-Schirmer House.

## **Applicability**

Center for Women in Transition-Schirmer House, which is operated under contract with the Missouri Department of Corrections.

## **Policy**

Center for Women in Transition-Schirmer House ("Schirmer House" or the "Facility") maintains a zero-tolerance policy of sexual abuse and sexual harassment to promote a safe and humane environment, free from sexual violence and misconduct for residents. All employees, contractors, visitors, and volunteers must immediately report any knowledge, suspicion, or information regarding any incident of sexual abuse/harassment or staff sexual misconduct in the Facility. If the Facility learns that a resident is subject to a substantial risk of imminent sexual abuse, it must take immediate action to protect the resident. The Facility will investigate all matters of sexual abuse/harassment/staff sexual misconduct vigorously through Facility supervisory staff, Missouri Department of Corrections Division of Probation and Parole, and outside law enforcement, as appropriate depending on the incident.

- A. Residents, staff, contractors, volunteers, or any other individuals who have business at Schirmer House are subject to disciplinary action and/or criminal sanctions, including dismissal or termination, if determined to have engaged in sexual abuse/harassment/staff sexual misconduct of a resident. A violation of this policy may result in termination of employment at Schirmer House.
- B. Residents, staff, volunteers, contractors and others deemed necessary by administration must receive training on sexual abuse/harassment/staff sexual misconduct prevention, detection, and the Facility's response plan.
- C. The Facility maintains multiple ways for residents, staff and others to report allegations of sexual abuse/harassment/staff sexual misconduct perpetrated against a resident, whether it be by another resident, staff, a volunteer, or other person on the Schirmer House premises. A qualified interpreter will be provided for a resident who has a disability that impacts her ability to communicate (such as a hearing

- impairment). Residents who do not speak and understand English will be provided language interpretive services.
- D. At orientation, the case manager will train new residents on their rights to be free from sexual abuse and harassment under PREA
  - E. Any resident who alleges that she has been the victim of sexual abuse perpetrated by another resident, a staff member, or a contractor or volunteer at the Facility will be offered access to psychological services, medical services, and a sexual abuse advocate. In cases of sexual harassment or staff sexual misconduct, residents will access to psychological services and educational materials.
  - F. Schirmer House's PREA Coordinator is Jewell Donald. The PREA Coordinator will develop, implement and oversee Facility efforts to comply with PREA standards. The Facility's Organizational chart is attached as Exhibit C to these procedures.
  - G. The Facility follows the uniform policy and response plan as contained in this policy.
  - H. All staff training on PREA compliance is documented and retained in a central PREA Compliance File and in individual personnel files.

## **Definitions**

### **A. General Definitions**

Facility – Schirmer House transitional living Facility for female residents, operated by Center for Women in Transition (the “Agency”) under contract with Missouri Department of Corrections (“MDOC”).

Gender non-conforming – a person whose appearance or manner does not conform to traditional societal gender expectations.

Intersex – a person who's sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female.

Medical practitioner – a health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of his or her professional practice. A “qualified medical practitioner” refers to such a professional who has also successfully completed specialized training for treating sexual abuse victims.

Mental health practitioner – a mental health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of his or her professional practice. A “qualified mental health practitioner” refers to such a professional who has also successfully completed specialized training for treating sexual abuse victims.

Resident – any individual residing in Schirmer House

Pat-down search – a running of the hands over the clothed body of a resident by staff to determine whether the resident possesses contraband.

Staff/Employee – any individual employed by Center for Women in Transition to work at Schirmer House.

Strip search – a search that requires a resident to remove or arrange some or all clothing so as to permit a visual inspection of the resident's breasts, buttocks, or genitalia to determine whether the resident possesses contraband.

Substantiated allegation – an allegation that was investigated and determined to have occurred.

Transgender – a person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.

Unfounded allegation – an allegation that was investigated and determined not to have occurred.

Unsubstantiated allegation – an allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.

Volunteer – an individual who donates time and effort on a recurring basis to enhance the activities and programs of the Facility.

## **B. Definitions Related to Sexual Abuse**

Penetration Event means entry into the vagina, anus, and/or mouth, however slight, with a body part or object.

Sexual abuse includes—

1. Sexual abuse of a resident by another resident; and
2. Sexual abuse of a resident by a staff member, contractor, or volunteer.

Sexual abuse of a resident by another resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of a resident by a staff member, contractor, or volunteer includes any of the following acts, *with or without* the consent of the resident:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
4. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
6. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5) of this section;
7. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a resident, and
8. Voyeurism by a staff member, contractor, or volunteer.

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of a resident by staff for reasons unrelated to official duties, such as peering at a resident who is changing clothes in her room; requiring an inmate to expose her buttocks, genitals, or breasts outside of an approved strip search; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

Sexual harassment includes—

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one resident directed toward another; and
2. Repeated verbal comments or gestures of a sexual nature to a resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Staff sexual misconduct – the following acts when performed by a staff member, contractor, or volunteer when directed at a resident for the purpose of gratifying the sexual desire(s) of any person, encouraging a resident to engage in staff sexual misconduct:

1. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in this policy;
2. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a resident;
3. Voyeurism by a staff member, contractor, or volunteer;
4. Unwelcome sexual advances, or requests for sexual favors;
5. Dealing, offering, receiving, or giving favors or attention to an offender for purposes of grooming, bribing, or otherwise seeking to engage a resident in activities prohibited by policy;

6. Attempting to perform acts prohibited by this policy; and
7. Aiding or abetting another person to perform acts prohibited by this policy.

Sexual abuse advocate – an individual specifically trained to offer advocacy, support, crisis intervention, information, and referrals to a victim of sexual abuse.

Sexual assault forensic examination – a process performed by a sexual assault nurse examiner (SANE) during which the medical forensic history and evidence are obtained from the patient. The SANE must offer the patient information on sexually transmitted infections, other non-acute medical concerns, and assess the risk of pregnancy.

## **Procedures**

### **A. Prevention**

#### ***1. Staff Hiring and Promotion Decisions***

- a) Center for Women in Transition will not knowingly hire or promote anyone to work at Schirmer House who may have contact with residents, and will not enlist the services of any contractor who may have contact with residents, who—
  - i) Has engaged in sexual abuse in a prison, jail, lockup, community confinement Facility, juvenile Facility, or other institution (as defined in 42 U.S.C. § 1997);
  - ii) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
  - iii) Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a) (2) of this section.
- b) The Facility will consider any incidents of sexual harassment in determining whether to hire or promote anyone or to enlist the services of any contractor, who may have contact with residents.
- c) Before hiring new Employees who may have contact with residents, the Facility will:
  - i) Obtain clearance for employment from the Missouri Department Corrections Division of Probation and Parole based on the results of a criminal background records check for all security monitor staff;
  - ii) Obtain clearance for employment from the Missouri Department Corrections Division of Probation and Parole based on the results of a criminal background records check for all Schirmer House staff.
  - iii) Consistent with State, and local law, make its best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.
- d) The Facility will also perform a criminal background records check before enlisting the services of any contractor who may have contact with residents.

- e) The Facility will obtain annual background records check results on all Schirmer House staff from the Missouri Department of Corrections Division of Probation and Parole.
- f) The Facility will also ask all applicants and employees who may have contact with residents directly about previous misconduct described in paragraph a) of this section in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current employees. All Facility staff are held to the continuing affirmative duty to disclose any such misconduct.
- g) Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination.
- h) Unless prohibited by law, the Facility will provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work.

## **2. Supervision and Monitoring**

- a) The Facility will maintain the number of security staff as outlined in its program contracts with the Missouri Department of Corrections inside the Facility at all times. The number of security staff (House Managers) in the Facility at any time will never fall below one (2) per contract. A minimum of one female staff person will be on duty in the Facility at all times.
- b) In circumstances where the staffing plan cannot be complied with, the Facility will document and justify all deviations from the plan. Documentation will be stored in the PREA Compliance File.
- c) The Facility makes use of perpetual video monitoring throughout the Facility, with the exception of residents' individual apartments. Areas under video surveillance include the security office (apartment 101), common-area room (apartment 107), computer lab (apartment 109), courtyard, basement stairs, basement laundry areas, front yard, parking lot, backyard, and back and front stairs on the 2<sup>nd</sup> floor. The Facility saves all video footage for a minimum of six months.
- d) Whenever necessary, but no less frequently than once each year, the Facility will assess, determine, and document whether adjustments are needed to:
  - i) The staffing plan established pursuant to paragraph (a) of this section;
  - ii) Prevailing staffing patterns;
  - iii) The deployment of video monitoring systems; and
  - iv) The resources available to commit to ensuring adequate staffing levels.



### **3. Upgrades to Facility and Technology**

- a) When designing or acquiring any new Facility and in planning any substantial expansion or modification of the existing Facility, the Facility will consider the effect of the design, acquisition, expansion, or modification upon the Facility's ability to protect residents from sexual abuse.
  
- b) When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the Facility will consider how such technology may enhance the Facility's ability to protect residents from sexual abuse.

### **4. Limits to Cross-Gender Viewing and Searches**

- a) All residents assigned to Schirmer House should be treated as female, as the Facility serves female ex-offenders exclusively. If staff learns that a resident identifies as male or requests to be treated as male, the resident's placement and proper treatment while at the Facility will be discussed with MDOC.
  
- b) Male employees are not permitted to be alone in apartments or secluded areas with residents. Male employees are not permitted to make rounds alone but must be accompanied by a female employee on duty. Male employees are to knock and announce themselves before entering a resident's bedroom or restroom, and they are not permitted to enter a resident's bedroom or restroom unless a female employee has determined that no resident is present or in a state of undress. The female employee must remain with the male employee until he has exited the bedroom or restroom.
  
- c) Male employees are not permitted to perform, view, or be present during strip searches or visual body cavity searches of residents, except in exigent circumstances. Strip searches must be performed by two female employees in a private setting, after obtaining permission to conduct the search from the Facility Director or House Manager Supervisor.
  
- d) Male employees are not permitted to perform pat-down searches of residents. Pat-down searches must be performed by a female staff member. Cross-gender pat-down searches of residents are prohibited at all times.
  
- e) No staff member may search or physically examine a transgender or intersex resident for the sole purpose of determining the resident's genital status. If the resident's genital status is unknown, it may be determined during conversations with the resident, through consultation with the MDOC, or by reviewing medical records.

- f) The Facility will train all female House Managers on how to conduct pat-down searches, including searches of transgender and intersex residents, in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.
- g) Staff shall document all cross-gender strip searches, cross-gender visual body cavity searches, and cross-gender pat down searches of residents.

**5. Residents with Disabilities and Residents who are Limited English Proficient**

- a) The Facility will take appropriate steps to ensure that residents with disabilities (including, for example, residents who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities) have an equal opportunity to participate in or benefit from all aspects of the Facility's efforts to prevent, detect, and respond to sexual abuse and sexual harassment. Such steps include
  - i) For residents who are deaf or hard of hearing, providing access to an outside interpreter who is fluent in American Sign Language (ASL), who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary.
  - ii) The MDOC Division of Probation and Parole ("P&P") will determine whether a resident at Schirmer House requires interpretive/ translation services due to a physical impairment or language barrier. The MDOC will obtain and bear the financial responsibility for such services per program contract.
- b) The Facility will take reasonable steps to ensure meaningful access to all aspects of the Facility's efforts to prevent, detect, and respond to sexual abuse and sexual harassment to residents who are limited English proficient, including steps to provide outside interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary.
  - i) The MDOC Division of P&P will determine whether a resident at Schirmer House requires interpretive/ translation services due to a physical impairment or language barrier. The MDOC will obtain and bear the financial responsibility for such services per program contract.
  - ii) The Facility will not rely on resident interpreters, resident readers, or other types of residents assistants except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the resident safety, the performance of first -response duties.

**B. Responsive Planning**

**1. Evidence Protocol and Forensic Medical Examinations**

- a) The Facility will make its best efforts to obtain and maintain a Memorandum of Understanding (MOU) with Saint Louis University Hospital for access to a Sexual

Assault Forensic Examiner (SAFE) or Sexual Assault Nurse Examiner (SANE). The MOU will be stored in the Facility's PREA Compliance File and will provide for:

- i) Evidence collection and/or forensic medical examinations to all residents who are victims of sexual abuse inside the Facility or by Facility staff, where evidentiary or medically appropriate and without financial cost to the victim; and
  - ii) That the SAFE/SANE will follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions, based on the most recent edition of the U.S. Department of Justice's Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents," or similarly comprehensive and authoritative protocols developed after 2011.
- b) The Facility will also make its best efforts to obtain and maintain an MOU with a rape crisis center, which will make a victim advocate available to provide services to all residents who are victims of sexual abuse inside the Facility or by Facility staff. As requested by the victim, the victim advocate will accompany and support the victim through the forensic medical examination process and investigatory interviews and will provide emotional support, crisis intervention, information, and referrals. The MOU will be stored in the Facility's PREA Compliance File.

## **2. *Policies to Ensure Referrals of Allegations for Investigations***

- a) The Facility will ensure that a criminal investigation is completed for all allegations of sexual abuse and sexual harassment that involve potentially criminal behavior.
- b) The Facility will ensure that a medical forensic examination is completed for all allegations of sexual abuse that involve penetration within the previous 92 hours.
- c) The Facility will ensure an administrative investigation is completed for all allegations of sexual abuse and sexual harassment that do not involve potentially criminal behavior.

## **C. *Training and Education***

### **1. *Employee Training***

- a) The Facility will train all staff who may have contact with residents on:
  - i) Its zero-tolerance policy for sexual abuse and sexual harassment;

- ii) How to fulfill their responsibilities under Facility sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures;
  - iii) Residents' right to be free from sexual abuse and sexual harassment;
  - iv) The right of residents and employees to be free from retaliation for reporting sexual abuse and sexual harassment;
  - v) The dynamics of sexual abuse and sexual harassment in confinement;
  - vi) The common reactions of sexual abuse and sexual harassment victims;
  - vii) How to detect and respond to signs of threatened and actual sexual abuse;
  - viii) How to avoid inappropriate relationships with residents;
  - ix) How to communicate effectively and professionally with residents, including lesbian, gay, bisexual, transgender, intersex, or gender non-conforming residents; and
  - x) How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities.
- b) This training will be tailored to the gender of the residents at the Facility, which is all female.
- c) All new employees will receive PREA training before having any contact with clients.
- d) All current employees who have not received such training will be trained within one year of the effective date of the PREA standards per contract with DOC, and the Facility will provide each employee with refresher training every two years to ensure that all employees know and understand the Facility's current sexual abuse and sexual harassment policies and procedures. In years in which an employee does not receive refresher training, the Facility will provide cross-training that is relevant to sexual abuse and sexual harassment policies.
- e) The Facility will document through staff member signature that staff members understand the training they have received. Such documentation will be stored in the PREA Compliance File and in each employee's personnel file.

## **2. *Volunteer and Contractor Training***

- a) Prior to having resident contact, all volunteers, contractors, or any other individual who has direct resident contact will receive information regarding sexual abuse/harassment/staff sexual misconduct, the Facility's zero tolerance policy regarding sexual abuse and sexual harassment, information on how to report such incidents, and the potential consequences for engaging in prohibited conduct with a resident.

- b) Documentation confirming understanding of the material will be maintained in the Facility's PREA Compliance File.

### **3. Resident Education**

- a) During the intake/orientation process, new residents will receive information explaining the Facility's zero-tolerance policy regarding sexual abuse and sexual harassment, how to report incidents or suspicions of sexual abuse or sexual harassment, their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and regarding Facility policies and procedures for responding to such incidents.
- b) This information will be reviewed with the resident by the end of the next business day following the resident's arrival at the Facility.
- c) The Facility will take steps to ensure the provision of resident education in formats accessible to all residents, including residents who are limited English proficient, deaf, visually impaired, or otherwise disabled as well as residents who have limited reading skills, as described in section (A.5) above.
- d) The Facility will maintain documentation of resident participation in these education sessions in the resident's case management file. If the resident is a returning resident transferred from another facility and has received PREA education within the last year, the orientation information may be a refresher only.
- e) In addition to providing such education, the Facility will ensure that key information is continuously and readily available or visible to residents through posters and resident handbooks.

### **4. Specialized training: Investigations**

- a) The Facility will send staff to PREA Specialized Investigator Training facilitated by the Missouri Department of Corrections -Training Academy.
- b) The Specialized Investigated training shall include techniques for interviewing sexual abuse victims, sexual abuse evidence collection, and the criteria and evidence required to substantiate a case for administrative action or prosecution referral.
- c) Documentation will be maintained that the agency investigators have completed the required specialized training in conducting sexual abuse investigations.

- d) The Missouri Department of Corrections that investigates sexual abuse in confinement/community settings shall provide such training to its investigators who conduct such investigations.

#### **D. Screening for Risk of Sexual Victimization and Abusiveness**

##### **1. Screening for Risk of Victimization and Abusiveness**

- a) The MDOC P&P Officer ("P&P Officer") will assess all Schirmer House residents for risk of victimization and abusiveness, per MDOC's PREA policies and procedures. The P&P Officer will notify the Facility Director of the results of the screening no later than 72 hours after the resident is placed in the Facility.
- b) The P&P Officer will reassess each resident within 30 days following arrival at the Facility to determine if new information impacts the resident's classification, and again any time reassessment is warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the resident's risk of sexual victimization or abusiveness.
- c) Documentation and results of the intake screening and reassessment(s) will be stored in the resident's case management file in the Case Manager's office.
- d) In order to ensure that sensitive information is not exploited to the resident's detriment by staff or other residents, only the following individuals may access or view the intake screening and reassessment(s), only in the course of carrying out their official duties, and they may not share the answers to the questions therein with any other party:
  - 1) Schirmer House Case Manager;
  - 2) Facility Director;
  - 3) House Manager Supervisor;
  - 4) Employment/Life Skills Specialist;
  - 5) MDOC staff; and
  - 6) PREA auditors.

The results of the intake screening and reassessments may not be shared with the resident herself, with any other resident, or with any person other than those listed in section (d)(1)-(6) above.

- e) Residents may not be disciplined for refusing to answer, or not disclosing complete information in response to, questions asked.

##### **2. Use of Screening Information**

- a) The House Manager Supervisor will receive the screening results from the P&P Officer(s) assigned to the Facility. He will notify the Facility Director and Case

manager of the screening outcome, specifying whether the resident is at risk of being sexually abusive, at risk of being sexually victimized, both, or neither.

- b) Within one business day of notification of a resident's classification, the Facility Director and the House Manager Supervisor will use intake screening and any reassessment results to inform room assignments and keep separate those residents at high risk of being sexually victimized from those at high risk of being sexually abusive.
- c) A transgender or intersex resident's own views with respect to her own safety will be given serious consideration.
- d) The Facility will not place lesbian, gay, bisexual, transgender, or intersex residents in dedicated rooms solely on the basis of such identification or status unless such placement is in a dedicated room established in connection with a consent decree, legal settlement, or legal judgment for the purpose of protecting such residents.

## **E. Reporting**

### **1. Resident Reporting**

- a) Residents are given multiple internal ways to privately report sexual abuse and sexual harassment, retaliation by other residents or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents. Residents may make these reports by
  - i) Placing a grievance in the locked grievance box in apartment 107 (which is checked once every business day);
  - ii) Placing a note in the Facility Director's or Case Manager's mailbox;
  - iii) Making a written or verbal report to any Schirmer employee;
  - iv) Making a report to the Executive Director in-person or by mail, e-mail, or phone.
- b) Residents may report sexual abuse, sexual harassment, or staff sexual misconduct to an entity that is not part of the Facility, allowing the resident to remain anonymous upon request. The outside entity's phone number is located in each program's resident handbook and is posted in the common areas of the Facility.
- c) Residents are not required to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.
- d) Staff must accept all reports of sexual harassment, misconduct, abuse, or likelihood of abuse; whether the reports are made verbally, in writing, anonymously, or from third parties, and shall promptly document any verbal reports.

- e) Staff may not prevent, hinder, or dissuade any resident or staff person from reporting sexual abuse, sexual harassment, and/or staff sexual misconduct. Staff may not tamper with any written report of sexual abuse, sexual harassment, and/or staff sexual misconduct.
- f) Staff must take all reports of sexual abuse, sexual harassment, and/or staff sexual misconduct seriously without regard to their opinion as to whether a particular report is substantiated.
- g) There is no time limit on when a resident may submit a grievance regarding an allegation of sexual abuse. However, this does not affect the Agency's ability to defend against a lawsuit filed by a resident on the ground that the applicable statute of limitations has expired

## **2. Resident Access to Outside Confidential Support Services**

- a) The facility shall provide residents' access to outside victim advocates for emotional support services related to sexual abuse by giving residents mailing addresses and telephone numbers, including toll-free hotline numbers of victim advocacy or rape crisis organizations.
  - i) Staff must allow residents to call victim advocacy or rape crisis organizations
  - ii) from the monitor station phone or common area phone at any time of day or night;
  - iii) Staff are to allow a representative(s) from a victim advocacy or rape crisis organization to meet with residents on-site in as confidential a manner as possible, such as in the facility's visitors room, or other empty and/or private area of the building; and
  - iv) Case Management staff are to permit clients to sign-out of the facility to meet with a representative from a victim advocacy or rape crisis organization if said appointment can be verified with the organization.
- b) The facility will maintain, or attempt to enter into, an MOU understanding or other agreement with a community service provider that is able to provide residents with confidential emotional support services related to sexual abuse. The facility will maintain copies of agreements or documentation showing attempts to enter into such agreements.



### **3. Staff and Agency Reporting**

- a) All Facility staff must immediately report any knowledge, suspicion, or information regarding
  - i) an incident of sexual abuse, sexual harassment, or staff sexual misconduct that occurred in the Facility or outside the Facility if involving a staff member;
  - ii) retaliation against residents or staff who reported such an incident; and
  - iii) any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.
- b) Reports may be made in person or in writing to the Facility Director or Executive Director.
- c) In the event an allegation is made against the Facility Director, all reports and allegations will be referred to the Executive Director.
- d) Staff may privately report sexual abuse, sexual harassment, or staff sexual misconduct related to a resident by placing a note in the Facility Director's mailbox, placing a note in the locked grievance box, or contacting the Executive Director. The Facility Director, Case manager, or the House Manager Supervisor must check the locked grievance box each business day.
- e) Apart from reporting to designated supervisors, staff may not reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment, investigation, and other security and management decisions.

### **4. Third-Party Reporting**

Schirmer House will accept third-party reports of sexual abuse and sexual harassment of residents. Information on how to report sexual abuse and sexual harassment on behalf of a resident is located on the Center for Women in Transition website at ([www.cwitstl.org](http://www.cwitstl.org)).

Third parties, including fellow residents, family members, attorneys, and outside advocates, shall be permitted to assist residents in filing requests for an investigation relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of residents.

- a) If a third party files such a request on behalf of a resident, the Facility Director will require as a condition of processing the request that the alleged victim agree to have the request filed on her behalf, and will also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process. If the resident declines to have the request processed on her behalf, the Facility Director shall document the resident's decision.

- b) Emergency grievances that a resident may be subject to a substantial risk of imminent sexual abuse may be reported by any reasonable means, including placing a grievance in the locked grievance box or making a written or verbal report to a Schirmer House staff member.

**5. Reporting to Other Confinement Facilities**

- a) Upon receiving an allegation that a resident was sexually abused while confined at another Facility, the Facility Director will notify the MDOC.
- b) Such notification shall be provided as soon as possible, but no later than 72 hours after receiving the allegation.
- c) The Facility Director shall document that it has provided such notification.
- d) The MDOC facility head or agency office that receives such notification shall ensure that the allegation is investigated in accordance with these standards.

**F. Official Response Following a Resident, Staff or Third Party Report**

**1. First Responder Duties in Event of Report of a Penetration Event—92 Hours or Less**

These coordinated response procedures apply whenever there is a report that a resident was the victim of a Penetration Event, either by a staff member, another resident, or anyone else on the Facility grounds, within the preceding 92 hours.

- a) The first employee to respond to the report shall:
  - i) Separate the alleged victim and abuser.
  - ii) Ensure that the alleged victim is in a safe place.
  - iii) Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence.
  - iv) Request that the alleged victim not do anything that could result in the destruction of physical evidence, including washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating until she has been seen by a medical investigator.
  - v) Ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.
  - vi) Immediately notify the Facility Director of the incident.
  - vii) If the Facility Director is not immediately available, call 911 for law enforcement response, and request an ambulance if medical attention will be necessary. Request transport to SLU Hospital, where SAFE/SANE examination may be conducted.
  - viii) If the Facility Director is not immediately available, contact the Women's Resource Center at the YWCA, 314-531-RAPE (7273), and requests an emergency assessment and dispatch of a victim's advocate.

- b) The Facility Director will immediately telephone the following, utilizing the PREA Allegation Notification Penetration/Non-Penetration Event Checklist:
  - i) Law enforcement (911)
  - ii) Medical Investigator (direct law enforcement/ambulance to take the victim to SLU Hospital, and notify SLU of the need for SAFE/SANE nurse)
  - iii) Mental Health/Victim's Advocate (Notify the Women's Resource Center at the YWCA, 314-531-RAPE (7273), of the event and request an emergency assessment and dispatch of a victim's advocate)
  - iv) CAO/MDOC Designee of the liaison
  - v) The Facility Director must note if the victim refuses to submit to a forensic examination or refuses assistance from a victim's advocate, and attach this to the PREA Allegation Notification Penetration/Non-Penetration Event Checklist form, which is attached as Exhibit A to these procedures.
  - vi) Within 24 hours of the reported event, the Facility Director must complete the PREA Allegation Notification Penetration/Non-Penetration Event Checklist form and e-mail it to the MDOC Designee of Liaison.
- c) The resident shall be informed of the reporting protocol as follows:
  - i) Victims are offered a sexual assault/forensic evidence collection examination regardless of their decision to participate in the criminal justice system. This is performed by a Sexual Assault Nurse Examiner (SANE) or other qualified medical provider at a Hospital Emergency Department. As far as law enforcement is concerned, no crime has occurred and there is no investigation until the victim chooses to make a full report and initiates law enforcement investigation.
  - ii) If the victim elects not to report the crime to law enforcement, following the completion of the medico-legal exam, the SANE nurse will turn over the sealed forensic evidence collection kit and all physical evidence to the law enforcement agency with jurisdiction without providing any personal identifying information on the victim.
  - iii) Forensic medical examinations will be provided free of charge to the victim.
- d) The victim will be provided with unimpeded access to emergency and crisis intervention services, including, if necessary, a referral for a mental health evaluation or treatment.
- e) If a resident reports that a sexual assault/abuse took place at another facility or institution, the Facility Director shall notify the head of the facility or appropriate office of the agency where the alleged abuse occurred (in the event the institution is a MDOC institution, the Facility Director will notify the

**MDOC Designee of the liaison. Notification should happen as soon as possible, but no later than 72 hours after it was reported. Such notification shall be documented.**

- f) Staff shall take all allegations of sexual abuse, harassment or misconduct seriously, recognizing the trauma to the victim, and staff shall be sensitive at all times to the needs and emotions of the victim.
- g) Confidentiality and resident privacy shall be maintained at all times, with only those who have a direct “need to know” having access to the personal information and details of the victim and alleged perpetrator.

**2. *First Responder Duties in Event of Report of Penetration Events—over 92 Hours and Non-Penetration Events***

These coordinated response procedures apply whenever there is a report that a resident was the victim of a Penetration Event that occurred more than 92 hours prior to the report; a report of non-consensual touching between residents, voyeurism, or other non-penetration sexual acts; requests for sexual acts between a staff and a resident; or any form of sexual harassment.

- a) The first employee to respond to the report shall:
  - i) Ensure that the alleged victim is safe.
- b) Immediately notify the Facility Director of the incident.
- c) The Facility Director will immediately telephone the following, utilizing the PREA Allegation Notification Penetration/Non-Penetration Event Checklist:
  - i) Law enforcement, if a criminal activity should be reported
  - ii) Mental Health/Victim’s Advocate (Notify the Women’s Resource Center at the YWCA, 314-531-RAPE (7273), of the event and request an emergency assessment and dispatch of a victim’s advocate)
  - iii) CAO/MDOC Designee of the liaison
  - iv) Within 24 hours of the reported event, the Facility Director must complete the PREA Allegation Notification Penetration/Non-Penetration Event Checklist form and e-mail it to CAO/MDOC Designee of the liaison.

**3. *Emergency Grievance Alleging Substantial Risk of Imminent Sexual Abuse.***

- a) After receiving an emergency grievance alleging a resident is subject to a substantial risk of imminent sexual abuse, the Facility Director will immediately notify the MDOC by telephone of the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse), and will work in concert with the MDOC to resolve the issue.

- b) The Facility Director shall provide an initial response within 48 hours, and shall issue a final decision within 5 calendar days. The initial response and final Facility decision shall document the Facility's determination whether the resident is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.
- c) Upon learning that a resident is subject to a substantial risk of imminent sexual abuse, the Facility Director will take immediate action to protect the resident. This may include, but is not limited to:
  - ii) Moving the resident to a different room;
  - iii) Moving the potential aggressor to a different room;
  - iv) Altering the potential victim and/or the potential aggressor's schedules; and
  - v) Placing the potential victim on watch, meaning security staff will make visual contact with the resident a minimum of every 30 minutes to substantially limit the opportunity for sexual abuse.

#### 6. *Coordinated Response*

Schirmer House will respond to incidents of sexual abuse, harassment, or misconduct through a coordinated plan involving staff first responders, law enforcement, medical and mental health practitioners, the MDOC, and Facility leadership.

- a) **First responders.** Upon receiving a report of sexual abuse, sexual harassment, or staff sexual misconduct, staff first responders are responsible for taking immediate actions to ensure the safety of the alleged victim, notifying the Facility Director, and notifying law enforcement and medical personnel, as described in detail in section (2) above.
- b) **Facility Director/PREA Coordinator.** The Facility Director must meet with a resident who is an alleged victim concerning any report involving sexual abuse, harassment, or misconduct within twenty-four (24) hours of receiving the report. The Facility Director will monitor the individual who made the report and the alleged victim for 90 days or longer if needed for protection against retaliation.
- c) **MDOC.** The Facility Director will notify the MDOC Designee of the liaison, immediately upon receiving the report.

#### 7. *Protection Against Retaliation*

- a) For at least 90 days following a report of sexual abuse or sexual harassment, the facility's PREA Coordinator (Facility Director) will be responsible for monitoring the conduct and treatment of the resident(s) or staff that made the report, and

the resident(s) who suffered the sexual abuse. This is to determine any possible retaliation by residents or staff towards these individuals.

- b) Things to monitor (as applicable) include resident incident reports, attendance/participation in required programming, periodic status checks of the residents, and treatment of reporting staff members by co-workers and supervisors.
- c) The monitoring shall cease if the allegations are determined to be unfounded.
- d) The monitoring shall continue for longer than 90 days if the initial monitoring indicates a continuing need.
- e) If any possible retaliation is determined by the PREA Coordinator, this must be reported immediately to the MDOC, Designee of the liaison.
- f) The MDOC parole officer will initiate face-to-face status checks with all victims, reporters, and witnesses to inquire whether there has been any retaliation or suspected retaliation. The parole officer will conduct further face-to-face status checks with victims and reporters at least once per month for 90 days. All status checks will be documented on the Assessment/Retaliation Status Checklist.
- g) The Facility will take such steps as are necessary to protect residents or staff who report sexual misconduct, including making housing changes or transfers for resident victims or abusers, removal of alleged staff or resident abusers from contact with victims, and emotional support services for residents or staff who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

If any other individual who cooperates with an investigation expresses a fear of retaliation, the Facility takes appropriate measures to protect that individual against retaliation.

## ***G. Investigations***

### ***1. Criminal and Administrative Agency Investigations***

- a) The Facility shall not conduct criminal or medical investigations but shall rely on law enforcement and medical experts.
- b) The Facility shall conduct an administrative investigation of all allegations of sexual abuse and sexual harassment promptly, thoroughly, and objectively, including third-party and anonymous reports.

- c) When the quality of evidence appears to support a criminal prosecution, the Facility shall notify the MDOC, and the MDOC shall conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.
- d) The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as resident or staff. No agency shall require a resident who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.
- e) The MDOC shall issue a *final decision on the merits of any portion of a grievance or report alleging sexual abuse* within 90 days of the initial filing of the grievance or report. The MDOC may claim an extension of time to respond, for up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The MDOC shall notify the resident in writing of any such extension and provide a date by which a decision will be made.
- f) The Facility Director will provide the individual filing a grievance with a copy of the original grievance and a written and oral response that explains the resolution of the matter, the reasons for the resolution, and any rights to appeal.
- g) The Facility may discipline a resident for filing a grievance related to alleged sexual abuse only where the results of the investigation demonstrate that the resident filed the grievance in bad faith.
- h) All staff members involved with a grievance shall keep all information concerning the grievance confidential, except to the extent required to comply with mandatory reporting responsibilities.
- i) All administrative investigations:
  - i) Shall include an effort to determine whether staff actions or failures to act contributed to the abuse; and
  - ii) Shall be documented in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings.

- j) Criminal investigations shall be documented in a written report that contains a thorough description of physical, testimonial, and documentary evidence and attaches copies of all documentary evidence where feasible.
- k) Substantiated allegations of conduct that appears to be criminal shall be referred for prosecution.
- l) The Facility shall retain all written investigation reports for as long as the alleged abuser resides in or is employed by the Facility, plus five years.
- m) The departure of the alleged abuser or victim from the employment or control of the Facility or Agency shall not provide a basis for terminating an investigation.
- n) The MDOC shall also conduct its investigations pursuant to the above requirements.
- o) When outside agencies investigate sexual abuse, the Facility shall cooperate with outside investigators and shall endeavor to remain informed about the progress of the investigation.

## **2. *Evidentiary Standard for Administrative Investigations***

The Facility and MDOC shall impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

## **3. *Debriefing***

Within thirty days of completion of any investigation where the report was deemed substantiated, the CAO/MDOC Designee of liaison, and mental health staff will conduct a debriefing to review the conditions leading to the report, the response process, and any corrective action taken as a result of the incident. The debriefing team will complete the PREA Sexual Abuse Debriefing form, attached as Exhibit B to these procedures, and distribute it to MDOC PREA Coordinator.

## **4. *Reporting to Residents***

- a) Following an investigation and debriefing into a resident's allegation, the Facility Director shall inform the resident as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded. The report shall be kept in the Facility's PREA compliance file, but shall not be placed in the resident's file.



- b) If the Facility did not conduct the investigation(s), it shall request the relevant information from the investigative agency in order to inform the resident.
- c) Following a resident's allegation that a staff member has committed sexual abuse against the resident, the Facility Director shall subsequently inform the resident (unless the Facility has determined that the allegation is *unfounded*) *whenever*:
  - i) The staff member is no longer employed at the Facility;
  - ii) The Agency learns that the staff member has been indicted on a charge related to sexual abuse within the Facility, or
  - iii) The Agency learns that the staff member has been convicted on a charge related to sexual abuse within the Facility.
- d) Following a resident's allegation that he or she has been sexually abused by another resident, the Facility Director shall subsequently inform the alleged victim *whenever*:
  - i) The Agency learns that the alleged abuser has been indicted on a charge related to sexual abuse within the Facility; or
  - ii) The Agency learns that the alleged abuser has been convicted on a charge related to sexual abuse within the Facility.
- d) All such notifications or attempted notifications shall be documented.
- f) The obligation to report under this section shall terminate if the resident is *discharged from the Facility*.

## ***H. Discipline***

### ***1. Disciplinary Sanctions for Staff***

- a) Staff shall be subject to disciplinary sanctions up to and including *termination for violating Center for Women in Transition's sexual abuse or sexual harassment policies*.
- b) Termination shall be the presumptive disciplinary sanction for employees who have engaged in sexual abuse.
- c) Disciplinary sanctions for violations of Agency policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories.

- d) All terminations for violations of Agency sexual abuse or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to any relevant licensing bodies.

## **2. *Corrective Action for Contractors and Volunteers***

- a) Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with residents and shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing bodies.
- b) The Facility shall take appropriate remedial measures, and shall consider whether to prohibit further contact with residents, in the case of any other violation of Agency sexual abuse or sexual harassment policies by a contractor or volunteer.

## **3. *Disciplinary Sanctions for Residents***

- a) Residents shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the resident engaged in resident-on-resident sexual abuse or following a criminal finding of guilt for resident-on-resident sexual abuse.
- b) Sanctions shall be commensurate with the nature and circumstances of the abuse committed, the resident's disciplinary history, and the sanctions imposed for comparable offenses by other residents with similar histories.
- c) The disciplinary process shall consider whether a resident's mental disabilities or mental illness contributed to his or her behavior when determining what type of sanction, if any, should be imposed.
- d) The Facility may refer the offending resident to therapy, counseling, or other interventions designed to address and correct underlying reasons or motivations for the abuse, and may require the offending resident to participate in such interventions as a condition of programming.
- e) The Facility may discipline a resident for sexual contact with staff only upon a finding that the staff member did not consent to such contact.
- f) For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

## **I. Medical and Mental Care**

### **1. Access to Emergency Medical and Mental Health Services**

- a) Resident victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment and crisis intervention services, the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment.
  
- b) Until a resident is transported to the designated medical treatment site and/or until the designated crisis intervention service responds, from the time a report of recent abuse is made security staff first responders
  - i) Shall take preliminary steps to protect the victim pursuant to section F.1, a and b above;
  - ii) Shall immediately notify the appropriate medical and mental health practitioners unless said practitioners are notified by law enforcement while on the scene; and
  - iii) Document which party contacted the appropriate and designated medical and mental health practitioners and at what time contact was made
  
- c) Resident victims of sexual abuse, while incarcerated, shall be offered timely information about and timely access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate, and by the designated medical care provider.
  
- d) Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

### **2. Ongoing Medical and Mental Health Care for Sexual Abuse Victims and Abusers**

- a) The facility shall refer all residents who have been victimized by sexual abuse in any prison, jail, lockup, or juvenile facility for medical and mental health evaluation and, as appropriate, treatment, which
  - i) Shall include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities, or their release from custody; and
  - ii) That is consistent with the community level of care.
  
- b) Resident victims of sexually abusive vaginal penetration while in the facility, or while signed out of the facility if the perpetrator is a staff person, shall be offered pregnancy tests.

- c) If pregnancy results from conduct specified in paragraph b) of this section, such victims shall receive timely and comprehensive information about and timely access to all lawful pregnancy-related medical services.
- d) Resident victims of sexual abuse while in the facility, or while signed out of the facility if the perpetrator is a staff person, shall be offered tests for sexually transmitted infections as medically appropriate via the designated medical care provider.
- e) Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.
- f) The facility shall attempt to refer all known resident-on-resident abusers for a mental health evaluation within 60 days of learning of such abuse history and refer said residents to treatment when deemed appropriate by mental health practitioners.

## ***J. Data Collection and Review***

### ***1. Sexual Abuse Incident Reviews***

- a) The Facility shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated unless the allegation has been determined to be unfounded.
- b) Such review shall ordinarily occur within 30 days of the conclusion of the investigation.
- c) The review team shall include upper-level management officials, with input from line supervisors, investigators, and medical or mental health practitioners.
- d) The review team shall:
  - i) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
  - ii) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the Facility;
  - iii) Examine the area in the Facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
  - iv) Assess the adequacy of staffing levels in that area during different shifts;
  - v) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; and

- vi) Prepare a report of its findings, including but not necessarily limited to determinations made pursuant to paragraphs (d)(i) through (d)(v) of this section, and any recommendations for improvement, and submit such report to the Facility head and PREA compliance manager.
- e) The Facility shall implement the recommendations for improvement, or shall document its reasons for not doing so.

## **2. Data Collection**

- a) The Facility shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions, and shall aggregate the incident-based sexual abuse data at least annually.
- b) The incident-based data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice.
- c) Upon request, the Facility shall provide all such data from the previous calendar year to the Department of Justice no later than June 30.

## **3. Data Review for Corrective Action**

- a) The Facility shall review data collected and aggregated pursuant to section (I.) in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including:
  - i) Identifying problem areas;
  - ii) Taking corrective action on an ongoing basis; and
  - iii) Preparing an annual report of its findings and corrective actions.
- b) Such report shall include a comparison of the current year's data and corrective actions with those from prior years and shall provide an assessment of the Facility's progress in addressing sexual abuse.
- c) The Facility's report shall be approved by the PREA Coordinator and the Executive Director and made readily available to the public through its website.
- d) The Facility shall remove all personal identifier information from public reports, and may redact specific material from the reports when publication would present a clear and specific threat to the safety and security of the Facility but must indicate the nature of the material redacted.

## **4. Data Storage and Destruction**

The Facility shall ensure that data collected are securely retained for at least 10 years after the date of the initial collection unless Federal, State, or local law requires otherwise.

## **K. Audits**

The Agency shall conduct audits pursuant to 28 C.F.R. §§ 115.401 through 115.405.

- a) During the three-year period starting on January 1, 2015, and during each three year period thereafter, the Center for Women in Transition shall ensure that the Facility is audited at least once.
- b) The Agency shall select a qualified auditor certified by the Department of Justice. No audit may be conducted by an auditor who has received financial compensation from the Agency being audited (except for compensation received for conducting prior PREA audits) within the three years prior to the Agency's retention of the auditor. The Center for Women in Transition shall not employ, contract with, or otherwise financially compensate the auditor for three years subsequent to the Agency's retention of the auditor, within the exception of contracting for subsequent PREA audit.
- c) The Facility will demonstrate compliance with all relevant PREA standards in the audit.
- d) The auditor shall review all relevant Facility and Agency-wide policies, procedures, reports, internal and external audits, and accreditations for the Facility.
- e) The auditor shall have access to, and shall observe, all areas of the audited Facility.
- f) The auditor shall be permitted to request and receive copies of any relevant documents (including electronically stored information), and a sampling of any available videotapes and other electronically available data.
- g) The auditor shall retain and preserve all documentation (including, e.g., videotapes and interview notes) relied upon in making audit determinations. Such documentation shall be provided to the Department of Justice upon request.
- h) The auditor shall interview a representative sample of residents, staff, supervisors, and administrators, and may attempt to communicate with a community-based or victim advocate who may have insight into relevant conditions in the Facility.
- i) Residents shall be permitted to send confidential information or correspondence to the auditor in the same manner as if they were communicating with legal counsel.
- j) The Center for Women in Transition shall ensure that the auditor's final report is published on the Agency's website, or is otherwise made readily available to the public.

# Center for Women in Transition

## Schirmer House

### Acknowledgment of PREA SOP

I acknowledge that I have received a copy of the PREA Standard Operating Procedures for the Center for Women in Transition's Schirmer House, that I have carefully reviewed the procedures, and that I am responsible for being familiar with its contents and I acknowledge that I will report any findings of sexual abuse or sexual harassment immediately.

I understand that I am expected to abide by the policies and procedures contained in the PREA SOP's or which may come into existence in the future.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Supervisor

\_\_\_\_\_  
Date

***Place the original of Acknowledgement in the employee personnel file.***

***A copy must be kept in the facility PREA file.***



**Exhibit A**

***PREA Allegation Notification Penetration/Non-Penetration Event Checklist Form***

## **SCHIRMER HOUSE**

### **PREA ALLEGATIONS PROTOCOL**

The Missouri Department of Corrections and the Center for Women in Transition (Schirmer House) maintain a zero-tolerance policy in regards to offender sexual abuse and harassment. We are all mandated reporters and will be held liable if we fail to make a report.

#### II. PREA – PRISON RAPE ELIMINATION

Protocol – Set of rules and procedures controlling an activity.

III. If a resident report allegations that they have been sexually abused staff should keep this offender safe while notifying the Facility Director.

- Keep resident in the security office.
- Make every attempt to preserve evidence
- Immediately write an incident report on what you observed and everything the resident has informed you of

IV. *Staff should not:*

- Move, touch, or alter the evidence in any way
- Discuss any facts of the incident with anyone (Except those directly involved in the response or investigation of the incident)

Person To Be Notified	Penetration 92 hours or less	Penetration Over 92 hours		
Jewell Donald Facility Director	Immediate	Immediate		
Law Enforcement	immediate	Immediate when appropriate		
Emergency Medical Site: St. Louis University Hospital (SLU) ER 3635 Vista Ave, St. Louis, Mo 63110 (314) 577-8000	Immediate	Only with Penetration	Immediate Physical Abuse/No penetration	
Women's Resource Center YWCA, 314-531-RAPE	Immediate	Next business		
MDOC Designee of liaison	Immediate	Next business		

Monitor for Retaliation	90 Days following report			
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**Exhibit B**

***PREA Sexual Abuse Debriefing Form***

## **Exhibit C**

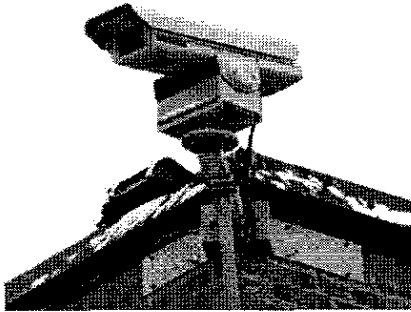
### ***Organizational Chart***

## **Appendix**

1. Camera Upgrade Schematic
2. Apartment Check SOP
3. *Visitor and Volunteer Procedure*
4. New Hire/Promotion Compliance Form
5. PREA Employee Annual Review Compliance Form
6. PREA Zero-Tolerance Acknowledgement for Employees
7. PREA Zero-Tolerance Acknowledgement for Volunteers/Contractors
8. PREA Medical Treatment Refusal Form
9. PREA Mental Health Treatment Refusal Form
10. Resident Guide to Sexual Misconduct/Abuse
11. PREA Training Curriculum
12. Cross-Gender Viewing & Searches

## Center for Women in Transition

### SCHIRMER HOUSE



## Camera Views

### Camera:

1. Front walk and Schirmer St.
2. Front stairs, outside of office 101 and 102
3. Back parking lot
4. 2<sup>nd</sup> floor, outside of apartment 201, 202, 203, and 205
5. Over medication counter
6. Common area
7. Computer lab
8. 2<sup>nd</sup> floor, outside of 207, 208, 209, and 210
9. Courtyard
10. Back stairs and walkway
11. Backyard garden beds
12. Backyard/other half
13. Basement stairs
14. Basement Odd side
15. Basement Even side

## Schirmer House Daily Apartment Check Procedures

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Effective:

### I. Purpose

The purpose of the Daily Apartment Check is to ensure the safety of all residents and staff, check for apartment cleanliness and to make sure there are not any maintenance issues.

### II. Definitions

*Daily Apartment Check* is when staff (typically House Managers) go into every apartment and check on the residents' wellbeing, apartments cleanliness and the overall condition of the apartment, and to search for contraband.

### III. Procedure

#### A. Daily Apartment Check

1. Apartment checks must be conducted by a female employee. If a male employee is conducting the search, he must be accompanied by a female employee.
2. Knock on the apartment door and announce your presence
3. *Speak with residents regarding any general problems they may be having*
4. Speak with residents regarding any maintenance issues the apartment may be having
5. Check for cleanliness and overall condition of the apartment
6. Document the findings on the Daily Apartment Check Sheet located on the back of the apartment's front door
7. If contraband is found, take the contraband to the security office and keep it in a secure place for delivery to the Facility Director
8. Document in the Daily Log Activity Book when all Daily Apartment Checks are conducted, any contraband found, and if any male staff member enters an apartment

# DAILY APARTMENT CHECK

Apartment Number \_\_\_\_\_ Resident Names \_\_\_\_\_

DATE	Time Checked	(Check) Presence Announced	Remarks	Staff Signature



Visitors and Volunteers Procedure

Effective:

---

I. Examples of Visitors include maintenance and repair persons, pest control, lawn care, approved resident visitors, board members, etc.

II. Examples of Volunteers include counselors, case managers, and support group leaders from outside agencies; arts and crafts class leaders; and life skills and employment instructors.

III. Procedure

- A. All visitors and volunteers that come on to Schirmer House premises must sign in at the Security Office, located in Apartment 101.
- B. Staff are to welcome the visitors/volunteers and ask them the purpose of their visit.
- C. If a visitor states he/she is visiting a resident, security office staff must confirm that the visitor has been approved to visit, and must check the visitor's I.D. and escort them to the visiting area behind the security office.
- D. Staff will remain with the resident and visitor if the visit is in the common area, located in Apartment 107
- E. If a visitor is performing work on the premises, the security staff must check the area to ensure that no residents are present before allowing work to proceed. A staff member must remain with the visitor at all times until the work is complete and the visitor signs out and leaves the premises.
- F. All other visitors must be escorted by staff at all times while on the premises.
- G. A staff member must escort volunteers to their meeting location after they sign in at the security office. Security office personnel should monitor volunteer activities through the surveillance camera system, but need not be physically present with the volunteers at all times.

**H. PREA Compliance.** One-time visitors who are accompanied at all times by staff are not required to receive PREA training before entering the premises. Repeat visitors (e.g., maintenance staff) who are accompanied at all times by staff must read and sign the “PREA Zero-Tolerance Acknowledgement” for Volunteers and Contractors. The acknowledgment will be placed in the PREA Compliance File, and the acknowledgment must be updated once every two years. Volunteers or visitors who have regular, direct contact with residents must view a PREA training video and sign the “PREA Zero-Tolerance Acknowledgment” for Volunteers and Contractors. The acknowledgment will be placed in the PREA Compliance File and must be updated once every two years.

**ALL VISITORS & VOLUNTEERS MUST SIGN IN/OUT AND BE ESCORTED WHILE AT SCHIRMER HOUSE**

**Appendix 4: New Hire/Promotion Compliance Form**

**SCHIRMER HOUSE  
PREA New Hire/Promotion Compliance Form**

\_\_\_\_\_ (print applicant's name), as an applicant for employment or volunteer with Schirmer House, which may include responsibilities as a direct contact staff with the Center for Women in Transition/Schirmer House, I certify that I meet the requirements for employment, in that:

A. In accordance with the Prison Rape Elimination Act (PREA) (115.317), we are unable to employ or utilize as a volunteer individuals who have (1) engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other Institution (as defined in 42 U.S. C. 1997); (2) been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or (3) been civilly or administratively adjudicated to have engaged in the activity described in (1-3) of this section.

1. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997)?

- a) Yes
- b) No

2. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?

- a) Yes
- b) No

3. Have you been civilly or administratively adjudicated to have engaged in the activity described in questions one and two above?

- a) Yes
- b) No

B. Schirmer House will consider any incidents of sexual harassment in a prison, jail, lockup, community confinement facility, juvenile facility, or other Institution (as defined in 42 U.S. C. 1997) in determining whether to hire or promote anyone who may have contact with Schirmer House residents

I have read the above carefully and certify that the information is true and correct. I understand that it is my responsibility to obtain clarification on anything contained in this form that I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from consideration as an employee or volunteer and, if I am hired or being utilized as a volunteer, may be grounds for termination at a later date.

\_\_\_\_\_  
Applicant Signature and Date

\_\_\_\_\_  
Witness Signature and Date

**Appendix 5: PREA Employee Annual Review Compliance Form**

**SCHIRMER HOUSE**

**PREA Employee Annual Review Compliance Form**

\_\_\_\_\_ (print employee's name), as an employee or volunteer with Center for Women in Transition-Schirmer House, which may include responsibilities as a direct contact staff at Schirmer House, I certify that I meet the requirements for employment, in that:

A. In accordance with the Prison Rape Elimination Act (PREA) (115.317), Center for Women in Transition is unable to employ or utilize as a volunteer individuals who have (1) engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other Institution (as defined in 42 U.S. C. 1997); (2) been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or (3) been civilly or administratively adjudicated to have engaged in the activity described in (1-3) of this section.

1. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution?

- a) Yes
- b) No

2. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?

- a) Yes
- b) No

3. Have you been civilly or administratively adjudicated to have engaged in the activity described in questions one and two above?

- a) Yes
- b) No

B. Center for Women in Transition-Schirmer House will consider any incidents of sexual harassment in a prison, jail, lockup, community confinement facility, juvenile facility, or other Institution (as defined in 42 U.S. C. 1997) in determining whether to continue to employ or promote anyone who may have contact with Schirmer House residents.

I have read the above carefully and certify that the information is true and correct. I understand that it is my responsibility to obtain clarification on anything contained in this form that I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may be grounds for termination at a later date.

\_\_\_\_\_  
Applicant Signature and Date

\_\_\_\_\_  
Witness Signature and Date

**Appendix 6: PREA Zero-Tolerance Acknowledgement for Employees**

**Center for Women in Transition**

**SCHIRMER HOUSE**

**PREA Zero-Tolerance Acknowledgement**

The Center for Women in Transition has a **ZERO-TOLERANCE** policy regarding sexual abuse and sexual harassment within its residential programs/ facility.

The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all residents and employees, volunteers, and contractors.

You have an obligation to maintain clear boundaries with residents and to maintain an ethical relationship with objectivity and professionalism. You must not allow the development of a personal, unduly familiar, emotional, or sexual relationship to occur with any resident. Any sexual contact between a resident and an employee, volunteer, or contractor is sexual abuse.

All forms of sexual contact and sexual harassment between residents and between residents and employees, volunteers or contractors are prohibited by Center for Women in Transition policies and may be against Missouri and Federal law. Therefore, as an employee of the Center, if you are aware of any such incidents, you have a duty to report them to your supervisor or the Executive Director immediately.

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*I acknowledge that I understand the Center for Women in Transition's position on zero-tolerance of sexual abuse and sexual harassment, and I acknowledge that I will report any findings of sexual abuse or sexual harassment immediately.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Staff Signature and Title

\_\_\_\_\_  
Date

***Place the original copy in the employee personnel file.***

***A copy must be kept in the facility PREA file.***

**Center for Women in Transition**

**SCHIRMER HOUSE**

**PREA Zero-Tolerance Acknowledgement**

The Center for Women in Transition has a **ZERO-TOLERANCE** policy regarding sexual abuse and sexual harassment within its residential programs/Schirmer House facility.

The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all residents and employees, volunteers, and contractors.

You have an obligation to maintain clear boundaries with residents and to maintain an ethical relationship with objectivity and professionalism. You must not allow the development of a personal, unduly familiar, emotional, or sexual relationship to occur with any resident. Any sexual contact between a resident and an employee, volunteer, or contractor is sexual abuse.

All forms of sexual contact and sexual harassment between residents and between residents and employees, volunteers or contractors are prohibited by Center for Women in Transition policies and may be against Missouri and Federal law. If you are aware of any such incidents, you must report any incidents immediately to a Schirmer staff member or the Executive Director.

---

*I acknowledge that I understand the Center for Women in Transition's position on zero-tolerance of sexual abuse and sexual harassment, and I acknowledge that I will report any findings of sexual abuse or sexual harassment immediately.*

*(Regular Volunteers/Contractors):*

\_\_\_\_\_ *I acknowledge that I have received PREA training*

\_\_\_\_\_  
Volunteer/Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer/Contractor Name Printed

\_\_\_\_\_  
Staff Signature and Title

\_\_\_\_\_  
Date

***A copy must be kept in the facility PREA file.***

**CENTER FOR WOMEN IN TRANSITION  
SCHIRMER HOUSE**

**PREA Medical Treatment Refusal Form**

Name (Print) \_\_\_\_\_ Register/ DOC # \_\_\_\_\_

I, \_\_\_\_\_, understand that I have a right to receive medical services upon alleging that I have been the victim of a sexual assault, including a physical examination by a Sexual Assault Nurse Examiner (SANE) to collect evidence in support of my allegation, testing for the HIV virus or other sexually transmitted diseases, and a pregnancy test if appropriate.

I understand that if the sexual assault occurred in the Schirmer House facility, or by a facility staff person outside of the facility while I am a resident of the facility, the services will be free of charge.

I understand that I may still receive mental health services including referral to a sexual assault crisis center or advocacy agency.

I understand that I may change my mind about my refusal and may request medical services relating to this allegation in the future, thereby rescinding this refusal, but that this refusal will remain in effect until I do so.

By signing below, I acknowledge that I understand the above information and hereby release Center for Women in Transition/Schirmer House and its employees and/or agents from any and all liability for any harm, illness, or other adverse consequence(s), including death, which may result directly or indirectly from this refusal.

_____	_____
Resident Signature	Date
_____	_____
Witness Signature/ Title	Date
_____	_____
2 <sup>nd</sup> Witness Signature/ Title (required if resident refuses to sign)	Date

**CENTER FOR WOMEN IN TRANSITION  
SCHIRMER HOUSE**

**PREA Mental Health Treatment Refusal Form**

Name (Print) \_\_\_\_\_ Register/ DOC # \_\_\_\_\_

I, \_\_\_\_\_, understand that I have a right to receive mental health services including referral to a sexual assault crisis center or advocacy agency upon alleging that I have been the victim of a sexual assault.

I understand that if the sexual assault occurred in the Schirmer House facility, or by a facility staff person outside of the facility while I am a resident of the facility, the services will be free of charge.

I understand that I am refusing mental health services at this time. I understand that I may change my mind about my refusal and may request mental health services relating to this allegation in the future, thereby rescinding this refusal, but that this refusal will remain in effect until I do so.

By signing below, I acknowledge that I understand the above information and hereby release Center for Women in Transition/Schirmer House and its employees and/or agents from any and all liability for any harm, illness, or other adverse consequence(s), including death, which may result directly or indirectly from this refusal.

_____	_____
Resident Signature	Date
_____	_____
Witness Signature/ Title	Date
_____	_____
2 <sup>nd</sup> Witness Signature/ Title (required if resident refuses to sign)	Date



## **SCHIRMER HOUSE**

### **Resident Guide to Sexual Misconduct/ Abuse**

SCHIRMER House has a **ZERO-TOLERANCE** policy regarding sexual abuse and sexual harassment within its residential programs/ facility. In accordance with the Prison Rape Elimination Act (PREA), Schirmer House is committed to ensuring a safe and humane environment for all residents, where residents have the right to be free from sexual misconduct/ abuse. The purpose of this guide is to ensure residents are aware of the safeguards that exist for their protection. **Any resident who is the victim, or is aware of an incident, of sexual misconduct/abuse should report the incident to staff or investigators immediately.** All reports will be investigated thoroughly and with respect to the resident's safety, dignity, and privacy, without fear of retaliation.

#### **Definitions**

Sexual abuse includes—

3. Sexual abuse of a resident by another resident; and
4. Sexual abuse of a resident by a staff member, contractor, or volunteer.

Sexual abuse of a resident by another resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

5. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
6. Contact between the mouth and the penis, vulva, or anus;
7. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
8. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of a resident by a staff member, contractor, or volunteer includes any of the following acts, **with or without** the consent of the resident:

9. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
10. Contact between the mouth and the penis, vulva, or anus;
11. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
12. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
13. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official

- duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
14. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5) of this section;
  15. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a resident, and
  16. Voyeurism by a staff member, contractor, or volunteer.

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of a resident by staff for reasons unrelated to official duties, such as peering at a resident who is changing clothes in her room; requiring an resident to expose her buttocks, genitals, or breasts outside of an approved strip search; or taking images of all or part of an residents naked body or of an inmate performing bodily functions.

Sexual harassment includes—

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one resident directed toward another; and
2. Repeated verbal comments or gestures of a sexual nature to a resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Staff sexual misconduct – the following acts when performed by a staff member, contractor, or volunteer when directed at a resident for the purpose of gratifying the sexual desire(s) of any person, encouraging a resident to engage in staff sexual misconduct:

8. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in this guide;
9. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a resident;
10. Voyeurism by a staff member, contractor, or volunteer;
11. Unwelcome sexual advances, or requests for sexual favors;
12. Dealing, offering, receiving, or giving favors or attention to an offender for purposes of grooming, bribing, or otherwise seeking to engage a resident in activities prohibited by policy;
13. Attempting to perform acts prohibited by this policy; and
14. Aiding or abetting another person to perform acts prohibited by this policy.

**Your Rights**

No one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation. Sexual acts or sexual contact between any staff person and any resident, even if the resident consents, initiates, or pursues, are always prohibited.

### **What to do if You've Been Sexually Assaulted**

- **Get to a safe place**
- **Even if you want to clean up immediately after the assault, it is important to save any evidence**
- **Don't use the bathroom, brush your teeth, shower, change your clothes, or eat.**
- **Save sheets and any clothing that was involved in the incident.**
- **Report the sexual assault**
- **Once the sexual abuse is reported, an investigation will begin.**

### **Reporting Sexual Misconduct/Abuse**

Sexual misconduct/abuse must be reported before action can be taken. Do not rely on anyone else to report misconduct/abuse- when it is experienced or seen report it immediately. There are several ways you may make a confidential report, and you are encouraged to use the reporting method with which you are most comfortable.

- Notify any Schirmer House staff member. It is part of their job to report any allegation, ensure the resident's safety, and maintain confidentiality.
- Notify your program Director in person, in writing, or by telephone:
- Notify your probation or parole officer.
- Placing a grievance in the locked grievance box in apartment 107 (which is checked once every business day);
- Placing a note in the Facility Director's or Case Manager's mailbox;
- Making a written or verbal report to any Schirmer employee;
- Making a report to the Executive Director in-person or by mail, e-mail, or phone.  
Laura Toledo  
7525 S. Broadway  
St. Louis, Mo 63111  
314.771.5207  
e-mail [lauratoledo@cwitstl.org](mailto:lauratoledo@cwitstl.org)
- Contact the Missouri Department of Corrections PREA hotline at 573.526.7000
- E-mail [DOC.PREA@doc.mo.gov](mailto:DOC.PREA@doc.mo.gov)
- Write to: PREA Unit, Missouri Department of Corrections, 2728 Plaza Drive, Jefferson City, MO 65109
- Contact police directly.

## **Services and Protection for Victims of Sexual Assault**

Any resident who alleges that she has been sexually assaulted will be offered immediate protection and will be referred for a medical examination and a support/advocacy agency.

Do not shower, brush teeth, or wash clothes or underclothing. This could wash away hair or other bodily fluids, which are critical evidence. Also, save anything that touched the perpetrator (e.g., a condom, tissue or a towel, or anything that she/he left behind. You will be checked for the presence of physical evidence which supports your allegation. A medical professional will perform a pelvic and/or rectal examination to obtain samples of or document the existence of physical evidence such as hair, body fluids, tears, or abrasions which remain after the assault. The examination will be conducted at a local medical facility in a private and professional manner. We also encourage you to seek medical help if you have been sexually assaulted or had sexual relations with others, to determine if you have been exposed to the HIV virus or other sexually transmitted diseases. You also have the option to obtain a pregnancy test when appropriate.

All medical services resulting from sexual abuse/assault occurring in our facility, or by a facility staff person outside of the facility while you are a resident of the facility, will be free of charge for the victim. In these cases, residents will be referred for medical services to the Sexual Assault Nurse Examiner (SANE) department at St. Louis University (SLU) Hospital, 3635 Vista Ave, St. Louis, 314-577-8777.

If you have been the victim of an assault by a staff person, resident(s), or other individual, you may seek crisis support, victim advocacy, and counseling. If you are the victim of sexual abuse/assault, a crisis support/victim advocacy agency will be contacted for you; however, you may contact a 24-Hour Crisis Hotline (314-531-RAPE (7273)) at any time. These services are available at the YWCA St. Louis Regional Sexual Assault Center, 3820 W. Pine, St. Louis, MO 63108, 314-726-6665.

You have the right to refuse any medical or mental health services offered to you.

## **The Investigation Process**

Schirmer House will take seriously and review all allegations of sexual misconduct/abuse. Allegations will be investigated by Schirmer House unless the allegation is of a criminal nature, in which case the allegation will be referred to local law enforcement. The investigation may also include staff from the appropriate corrections contracting body (e.g., State of Missouri Department of Corrections). The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

Keep in mind a thorough review and/or investigation takes time. Information must clearly *support or refute any allegation with evidence*, information gathered from witnesses and documentation. After the review or investigation is finished, one of the following decisions will be reached:

- There is sufficient evidence to conclude the allegation is true.
- There is insufficient evidence to conclude the allegation is or is not true.
- There is enough evidence to prove the allegation is not true. Residents who make a report or allegation in good faith will not be disciplined in any way. However, if it is determined that a resident knowingly made a false allegation of sexual assault, the appropriate corrections contracting body will be notified and may take steps to notify the court or Board of Probation and Parole or take other disciplinary steps.
- There is not enough evidence to prove the allegation is true, but there is evidence to prove another law, policy, or rule was violated.

When an allegation is proven to be true, a staff member or a resident who sexually abuses or assaults a resident may be disciplined up to and including removal from employment with Center for Women in Transition/ Schirmer House and/or prosecution.

### **Avoiding Sexual Assault**

Here are some things you can do to protect yourself against sexual assault:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another resident to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you do not want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the Schirmer House.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

**Remember:**

***Sexual assault is a serious crime.*** All reported incidents of sexual assault will be investigated. If you are a victim of such an assault, **REPORT IT IMMEDIATELY.** You **will be protected** from the assailant.

Staff or residents who engage in sexual abuse or assault of residents **will be investigated** by law enforcement authorities and if found guilty will be subject to a full range of criminal and administrative sanctions.

Any sexual act between inmates and staff (even when no objection is raised) is **ALWAYS illegal.**

**It is NEVER appropriate for a staff member to make sexual advances, comments or to engage in sexual contact with a resident. Even if the resident wants to be involved with the staff member, the staff member is not allowed to respond. It is not appropriate for a resident to approach a staff member sexually.**

*A copy will be given to residents at orientation*

**SCHIRMER HOUSE PRISON RAPE ELIMINATION ACT (PREA)  
ORIENTATION INFORMATION**

Center for Women in Transition has a zero-tolerance policy towards sexual assault, sexual misconduct, and sexual harassment by residents or staff. This includes any sexual act, touching, comments, or gestures. You have the right to be free from sexual abuse and sexual harassment in this facility, and to be free from retaliation for reporting any incidents.

If you are a victim of sexual assault, sexual misconduct, or sexual harassment, you can report it in one of the following ways:

- Notify any Schirmer staff member
- Notify the Schirmer House PREA Coordinator, Jewell Donald
- Tell your parole officer
- File a Grievance in the Grievance box
- Contact the Executive Director, Laura Toledo, at 7525 South Broadway, St. Louis MO 63111, by phone at 314-771-5207, or by e-mail at [lauratoledo@cwitstl.org](mailto:lauratoledo@cwitstl.org)
- Contact the Missouri Department of Corrections PREA hotline at 573-526-9003, or in writing at PREA Unit, Missouri Department of Corrections, 2728 Plaza Drive, Jefferson City, MO 65109, or by e-mail at [DOC.PREA@doc.mo.gov](mailto:DOC.PREA@doc.mo.gov)
- Report it directly to the police

All reports will be investigated. If you are in need of rape crisis counseling, please notify staff so that they can assist you. If you want to receive confidential counseling, you can contact the following agency:

YWCA St. Louis Regional Sexual Assault Center  
To make an appointment: 314-726-6665  
24-Hour Crisis Hotline at 314-531-RAPE (7273)

If you need this information explained to you in a different language or format, please notify staff.

I have been provided with an orientation and written information regarding policies and procedures for reporting sexual assault, sexual misconduct, and sexual harassment and how to access crisis counseling.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature and Title

\_\_\_\_\_  
Date

Center for Women in Transition

SCHIRMER HOUSE  
PREA EMPLOYEE TRAINING

PREA Employee Training curriculum was developed by The Moss Group, INC, as part of a contract deliverable for the National PREA Resource Center (PRC), a cooperative agreement between the National Council on Crime and Delinquency (NCCD) and the Bureau of Justice Assistance (BJA). The Prison Rape Elimination Act (PREA) standards as the basis for the curriculum's content and development, with the goal of the PREA Employee Training curriculum being to satisfy specific PREA standard requirements.

**Objectives:**

Unit 1: The Prison Rape Elimination Act: Overview of the Law and Your Role

Unit 2: Inmates' Rights to be Free From Sexual Abuse and Sexual Harassment and Inmates' Rights to be Free From Retaliation for Reporting

Unit 3.1: Prevention and Detection of Sexual Abuse and Sexual Harassment

Unit 3.2: Response and Reporting of Sexual Abuse and Sexual Harassment

Unit 4: Professional Boundaries Professional Boundary Scenarios

Unit 5: Effective and Professional Communication With Inmates

Word Match Worksheet

Word Match Answer Key

Myths and Misconceptions Question Cards

Staff/Inmate Communication Scenario Cards



Center for Women in Transition

SCHIRMER HOUSE

PREA Resident Training

**PREA: What You Need to Know; Inmate Education**

**Authors:** Just Detention International, The PREA Resource Center

This guide is a supplement to the closed captioned video, *PREA: What You Need to Know*. Its purpose is to help corrections officials conduct educational screenings of the video for inmates in their custody.

The core goal of *PREA: What You Need to Know* is to teach inmates about their right to be free from sexual abuse and sexual harassment. The video gives an overview of corrections policies to prevent and respond to this abuse, covering how inmates can safely report abuse, the types of victim services available to inmates following an incident of sexual abuse, and what it means for a facility to have a “zero-tolerance” policy.

## Center for Women in Transition

### SCHIRMER HOUSE

#### PREA Regular Volunteer/Visitor/Contractor Training

(to be used as training for Schirmer House volunteers, visitors, or contractors who have regular contact with residents and are not escorted by Schirmer Staff at all times)

#### **PREA: What You Need to Know; Inmate Education**

**Authors:** Just Detention International, The PREA Resource Center

This guide is a supplement to the closed captioned video, *PREA: What You Need to Know*. Its purpose is to help corrections officials conduct educational screenings of the video for inmates in their custody.

The core goal of *PREA: What You Need to Know* is to teach inmates about their right to be free from sexual abuse and sexual harassment. The video gives an overview of corrections policies to prevent and respond to this abuse, covering how inmates can safely report abuse, the types of victim services available to inmates following an incident of sexual abuse, and what it means for a facility to have a “zero-tolerance” policy.

Center for Women in Transition  
Schirmer House

CROSS-GENDER VIEWING & SEARCHES

PREA Procedures:

- a) Cross-gender strip searches are strictly prohibited.
  - (1) No staff members are permitted to perform, view, or be present during strip searches or visual body cavity searches of a resident who is of a different gender than that staff person.
  - (2) Strip searches must be performed by two staff members in a private setting, with the approval of the Director or House Manager Supervisor.
  - (3) In the case of an identified intersex or transgender resident, the resident may designate, in writing, the sex of the staff member they prefer to perform the strip search. No staff member of the sex not designated may be present during the strip search or visual body cavity search of said resident. The written documentation will be maintained in the resident's case management file and in the PREA Manual located in the Security Office for staff to reference prior to initiating a search.
- b) Cross-gender pat-down searches are strictly prohibited.
  - (1) No staff members are permitted to perform pat-down searches or visual body cavity searches of a resident who is of a different gender than that staff person.
  - (2) Pat-down searches must be performed by a female staff member in accordance with the procedures of the corresponding program.
  - (3) In the case of an identified intersex or transgender resident, the resident may designate, in writing, the sex of the staff member they prefer to perform the pat-down search. The written documentation will be maintained in the

resident's case management file and in the PREA Manual located in the Security Office for staff to reference prior to initiating a search.

c) No staff member may search or physically examine a transgender or intersex resident for the sole purpose of determining the resident's genital status. If the resident's genital status is unknown, it may be determined during conversations with the resident or by reviewing medical records.

#### Pat-Down Searches:

Pat-Down Searches may be conducted as deemed necessary and do not require advanced approval from the Facility Director.

##### a. Justification for Conducting Pat-Down Searches

A monitor may perform a pat-down search of the outer garments of a client if there is reasonable suspicion the client may possess contraband on their person.

Following are some criteria that may establish justification for performing a pat-down search. This list is not all-inclusive:

- 1) Prior knowledge of the client's propensity to carry contraband.
- 2) The appearance and demeanor of the client.
- 3) Visual indications which suggest that the client is carrying contraband.
- 4) Receiving information from Probation and Parole, the treatment provider, other clients, and/or other sources indicating the client is in possession of contraband.

##### b. Procedures for Performing a Pat-Down Search

When reasonable suspicion exists to perform a pat-down search, it should be performed with due caution, restraint, and sensitivity. Under these circumstances, pat-down searches must be conducted in the following manner:

- 1) Pat-down searches may only be conducted by female monitors and a second female staff member must be present.
- 2) Pat down searches should be performed with the client in a standing position.

- 3) The client's feet should be spread apart with their arms stretched out to their sides, horizontal to the floor.
- 4) Place your feet in a T-stance for stability.
- 5) Your touch should be firm enough to feel solid contact with the client's body, but not abrasive.
- 6) Beginning at the top of the client's torso, pat your hands down both sides of her body. With your palms together, use the edge of your hands to gently press down on the middle of the chest area. Follow the bra line, patting with the backs of your hands. Pat your hands down the center of the client's chest, back, sides and arms. Be sure to cover all parts of the body, including armpits, the nape of the neck, and the waistband.
- 7) Repeat the patting procedure on the client's legs, feet, and abdomen. Do not forget the back of the knees and the shoes. You may ask the client to remove their shoes to be searched separately.
- 8) Only externally feel the outer clothing of the client. A house manager may not place her hands in pockets or inside the client's clothing.
- 9) If an item is felt on the client that may be contraband, ask the client to remove the item. If the client fails to do so, the pat down search will become a strip search. (See Strip Search procedure below).
- 10) If contraband is discovered upon search, the contraband is to be confiscated and a violation report or Infraction is to be written. If a weapon or drugs are discovered, the monitor is to call 911 and the Director.
- 11) If a client refuses to submit to a pat-down search. They must remain in view of a monitor at all times. The Director should be called for further direction.

#### Strip Searches:

Strip Searches may only be initiated with the permission of the Director or House Manager Supervisor. Only female staff may perform or be present during a strip search. A search of a transgender or intersex offender for the sole purpose of determining the offender's genital status is prohibited.

- a. Justification for Conducting Strip Searches

A house manager may perform a strip search of a client if there is reasonable suspicion the client may possess a **weapon or drugs** on their person and/or

if a pat-down search indicates a client is concealing contraband the client fails to produce said contraband. Following are some criteria that may establish justification for performing a strip search. This list is not all-inclusive:

- 1) Prior knowledge of the client's propensity to carry weapons or drugs.
- 2) Visual indications which suggest that the client is carrying a weapon or drugs.
- 3) Receiving information from Probation and Parole, the treatment provider, other clients, and/or other sources indicating the client is in possession of a weapon or drugs.

b. Procedures for Performing a Strip Search

When reasonable suspicion exists to perform a strip search, the house manager will contact either the House Manager Supervisor or Facility Director for approval. The strip search must be performed in a professional and dignified manner with respect and with consideration for the dignity and feelings of the client. Staff members are not to make degrading, insulting, or harassing remarks while conducting strip searches. Under these circumstances, strip searches must be conducted in the following manner:

- 1) Female house managers only are to conduct strip searches and two must be present. Both house managers must wear gloves throughout the search.
- 2) Strip searches are to be conducted in private in the staff restroom unless extenuating circumstances exist to where the search must be conducted in the client restroom; however, no other clients may be present to where they can observe the strip search. Only staff directly involved in a search may be present while the search is being conducted.
- 3) Give the client verbal instructions to remove all clothing, including any head coverings and accessories. Have the client shake out the hair on their heads to verify nothing is concealed.
- 4) The house manager must search the client by visual observation of the body and conduct a complete search of the clothing to include pockets, the wire of the bra, inside the shoes, etc. The house manager must never touch the client during the strip search other than the hair on her head if necessary to verify no items are concealed.
- 5) Give the client verbal instruction to open their mouth for the house manager to view inside.

- 6) The client may be asked to raise their feet for the house manager to see underneath.
- 7) Give the client verbal instruction to turn for the house manager to fully observe their person.
- 8) Following the strip search, the house manager will complete an incident report. The incident report must include the facts indicating reasonable suspicion for the search, the name and title of the individual who approved the search, when (date and time) and where the search was conducted, the names of the house manager conducting the search, and an inventory of any contraband found during the search.
- 9) If contraband is discovered upon search, the contraband is to be confiscated and a violation report or Infraction is to be written. If a weapon or drugs are discovered, the house manager must call 911 and the Director.
- 10) If a client refuses to submit to a strip search, they must remain in view of a house manager at all times. The Facility Director should be called for further direction.

**MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING ("Agreement")** is made and entered into as of the later of February 15, 2016, or the execution of the Agreement by both parties (the "Effective Date") between SSM-SLUH, Inc., a Missouri nonprofit corporation, d/b/a SSM Health Saint Louis University Hospital ("Hospital") and Center for Women in Transition, Inc., a Missouri nonprofit corporation ("CWIT").

**RECITALS:**

- A. *The parties hereto desire to enter into this Agreement governing the provision of medical examinations to victims of sexual abuse who reside at CWIT's transitional living facility called "Schirmer House" ("Schirmer House residents").*
- B. *The parties understand that CWIT must ensure that all Schirmer House residents who report that they are victims of sexual abuse receive timely, unimpeded access to emergency medical treatment and crisis intervention services. CWIT will not provide treatment itself, but will refer victims to Hospital for treatment. The nature and scope of the medical treatment shall be determined by trained medical practitioners according to their professional judgment. Such services include access to forensic medical examinations whether on-site or at an outside facility, without financial cost, where evidentiarily or medically appropriate.*
- C. *The parties further understand that forensic medical examinations must be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) whenever possible. However, if SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners.*

**NOW, THEREFORE,** to facilitate the continuity of care and the timely provision of critical medical services to victims of sexual assault, the parties hereto agree as follows:

**AGREEMENT:**

- 1. *In the event a Schirmer House resident reports an incident of sexual abuse involving penetration (sexual activity involving entry into the vagina, anus, and/or mouth, however slight, with a body part or object), which occurred within 120 hours or less of the report, CWIT will make available to the resident an emergency medical investigation at Hospital.*
- 2. *Hospital will offer medical and mental health evaluation and, as appropriate, treatment to all Schirmer House residents who have been the victim of a sexual penetration event within 120 hours or less of the reported event. The evaluation and treatment of such victims shall include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care following their*



transfer to, or placement in, other facilities, or their discharge from the Schirmer House.

3. Hospital shall provide such victims with medical and mental health services consistent with the community level of care.
4. Hospital will provide 24-hour, 365-day local availability of a highly trained SANE to collect forensic evidence and perform a sexual assault examination for any Schirmer House resident referred to the Hospital.
5. Hospital will allow a victim advocate in the examination room, including but not limited to a SART (Sexual Assault Response Team) volunteer if requested by the patient only.
6. Hospital will provide sexual assault forensic examinations free of charge to CWIT or the Schirmer House resident for any services covered under Sexual Assault Forensic Examination (SAFE) Program.
7. Hospital shall offer victims of sexually abusive vaginal penetration pregnancy tests, and if pregnancy results, such victims shall receive timely and comprehensive information about and timely access to all lawful pregnancy-related medical services. Also, victims of sexual abuse shall be offered tests for sexually transmitted infections as medically appropriate.
8. Both facilities shall comply with all applicable federal and state laws, rules and regulations, including, without limitation, those laws and regulations governing the maintenance of medical records and confidentiality of patient information, including applicable provisions and regulations of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Prison Rape Elimination Act ("PREA"), as well as with all standards promulgated by any relevant accrediting agency.
9. The parties shall each be responsible for their own acts and omissions in the performance of their duties hereunder, and the acts and omissions of their own employees and agents. Each party agrees to indemnify and hold harmless the other party, its directors, officers, affiliates, employees and agents from and against any and all claims, costs, expenses (including reasonable attorney fees), actions and/or liabilities which may be asserted against any one or more of them, arising out of any acts or omissions of its directors, officers, employees and agents.

At all times during the term of this Agreement, each party shall procure and maintain commercial general liability insurance covering itself and its employees and agents providing services pursuant to the Agreement on an occurrence basis in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) annual aggregate of all claims. Each party shall also maintain professional liability insurance coverage on an occurrence

basis for its employees and agents providing services hereunder with minimum limits of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate.

In the event a party procures insurance coverage which is not on an occurrence basis, that party shall at all times, including without limitation, after the expiration or termination of this Agreement for any reason, maintain professional liability insurance coverage for any liability directly or indirectly resulting from the provision of services pursuant to this Agreement by the party or the party's employees or agents, or acts or omissions of the party or the party's employees or agents, occurring in whole or in part during the term of this Agreement (hereinafter "continuing coverage"). A party may procure such continuing coverage by obtaining subsequent policies which have a retroactive date of coverage equal to the Effective Date of this Agreement, by obtaining an extended reporting endorsement applicable to the insurance coverage maintained by that party during the term of this Agreement, or by such other methods as agreed to by the parties.

10. The term of this Agreement ("Term"), shall be three (3) years commencing on the Effective Date. In the event the parties fail to appropriately document an extension, the term of this Agreement shall be deemed to be automatically extended on a day to day basis until terminated by either party upon thirty (30) days prior written notice, if the termination is without cause, or if the termination is not without cause, then as provided by the applicable time frame set forth in the Agreement.
11. Either party may terminate this Agreement without cause upon 30 days' written notice to the other party. Either party may terminate this Agreement upon breach by the other party of any material provision of this Agreement, provided such breach continues for five days after receipt by the breaching party of written notice of such breach from the non-breaching party. This Agreement may be terminated immediately upon the occurrence of any of the following events: (i) either facility closes or discontinues operation to such an extent that patient care cannot be carried out adequately; (ii) either facility loses its license, is convicted of a criminal offense related to health care, or is listed by a federal or state agency as being debarred, excluded or otherwise ineligible for federal or state program participation.
12. CWIT represents and warrants to Hospital that CWIT and its owners, employees, agents and any subcontractors (collectively "Personnel") are not: (i) listed on the System for Award Management website ("sam.gov") with an active exclusion; or (ii) suspended or excluded from participation in any federal health care programs, as defined under 42.U.S.C. § 1320a-7b(f), any form of state Medicaid program, and are not listed on the Office of the Inspector General's website ("oig.hhs.gov") (collectively, "Government Payor Programs"). CWIT also represents and warrants that to the best of its knowledge there are no pending or threatened

governmental investigations that may lead to suspension or exclusion of CWIT or Personnel from Government Payor Programs or may be cause for listing on sam.gov or oig.hhs.gov (collectively, an "Investigation"). CWIT shall notify Hospital of the commencement of any Investigation or suspension or exclusion from Government Payor Programs within three (3) business days of CWIT's first learning of it. Hospital shall have the right to immediately terminate this Agreement upon learning of any such Investigation, suspension or exclusion. Hospital shall be timely kept apprised by CWIT of the status of any such Investigation. CWIT shall indemnify, defend, and hold Hospital harmless from any claims, liabilities, fines, and expenses (including reasonable attorneys' fees) incurred as a result of CWIT's breach of this paragraph.

13. Hospital is an equal opportunity employer. As part of its affirmative action policies and obligations, Hospital is subject to and will comply with the provisions governing federal contractors as set forth in 41 CFR 60-1.4(a), 41 CFR 60-741.5(a) and 41 CFR 60-250.5(a), and these regulations are hereby incorporated into this contract by reference.
14. In the event, and only in the event, that Section 952 of P.L. 96-499 (42 U.S.C. Section 1395x(v)(1)) is applicable to this Agreement, CWIT agrees as follows:
  - (a) until the expiration of four (4) years after the furnishing of such Services pursuant to this Agreement, CWIT shall make available, upon written request of the Secretary of the U.S. Department of Health and Human Services or upon request of the Comptroller General of the United States, or any of his/her duly authorized representatives, this Agreement, and books, documents and records of CWIT that are necessary to certify the nature of the duties of this Agreement; and
  - (b) if CWIT performs its Services hereunder through a subcontract with a related organization, with a value or cost of Ten Thousand Dollars (\$10,000.00) or more over a twelve-month period, then any such subcontract shall contain a clause to the effect that until the expiration of four (4) years after the furnishing of such Services pursuant to such subcontract, the related organization shall make available, upon written request of the Secretary of the U.S. Department of Health and Human Services or upon request of the Comptroller General of the United States, or any of his/her duly authorized representatives, the subcontract, and books, documents and records of such organization that are necessary to verify, the nature and extent of the cost of Services provided pursuant to such subcontract.
15. This Agreement may be signed in one or more counterparts including via facsimile or email, or by electronic signature in accordance with Missouri law, all of which shall be considered one and the same agreement, binding on all parties hereto, notwithstanding that both parties are not signatories to the same counterpart. A signed facsimile or photocopy of this Agreement shall be binding on the parties to this Agreement.

[Remainder of Page Intentionally Left Blank -- Signature Page to Follow]

Center for Women in Transition

By: *Laura Toledo*  
Name: *Laura Toledo*  
Title: *Executive Director*  
Address: *7525 S. Broadway*  
*St Louis MO 63111*  
Date: *2/5/16*

SSM-SLUH, Inc. d/b/a SSM Health Saint Louis  
University Hospital

By: *Kate Becker*  
Name: *Kate Becker*  
Title: *President, SSM Health Saint Louis*  
*University Hospital*  
Address: *3660 Vista Avenue*  
*St. Louis, MO 63110*  
Date: *Feb 17, 2016*

## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("Agreement") is made and entered into as of the later of June 24, 2015, or the execution of the Agreement by both parties (the "Effective Date") between the YWCA Metro St. Louis ("the YWCA") and Center for Women in Transition, Inc. ("CWIT").

### RECITALS:

- A. The parties hereto desire to enter into this Agreement to assure a unified effort between the parties to provide confidential emotional support services related to sexual abuse as required by PREA (Prison Rape Elimination Act) standards 115.253, 115.282, and 115.283.
- B. CWIT operates a transitional living facility called "Schirmer House" under contract with the Missouri Department of Corrections.
- C. The YWCA's Women's Resource Center assists victims of sexual assault through its Sexual Assault Response Team (SART). This team works collaboratively with St. Louis City and County police officers, area hospitals, the prosecuting attorney's office and as well as with other victim service agencies.
- D. CWIT must ensure that all Schirmer House residents who report that they have been victims of sexual abuse have timely, unimpeded access to emergency medical treatment and crisis intervention services. CWIT will not provide crisis intervention services itself, but will refer victims to the YWCA, which shall determine the nature and scope of mental health services according to its professional judgment.

NOW, THEREFORE, to facilitate the continuity of care and the timely provision of critical counseling and advocacy services to victims of sexual assault, the parties hereto agree as follows:

### AGREEMENT:

1. Schirmer House will make involvement of the YWCA's Women's Resource Center a component of the standard response to a report of sexual violence by giving Schirmer House residents contact information for access to the YWCA crisis hotline for emotional support services related to sexual abuse.
2. If a Schirmer House resident reports an incident of sexual abuse, Schirmer House staff will contact the YWCA's Women's Resource Center to request that SART volunteers and staff accompany and support the resident through the forensic medical examination process and investigatory interviews.

3. The YWCA will make available SART volunteers and staff to provide confidential support, information and resources to any Schirmer House resident who is a victim of sexual abuse, at any St. Louis metro area hospital emergency room, 24-hours a day, seven days a week.
4. The YWCA will also offer follow up confidential support and services to Schirmer House residents who are victims of sexual abuse in accordance with the YWCA's standard screening process, including supporting them through the investigative process, which may include accompanying them, and when necessary, continuing care following their transfer to, or placement in, other facilities, or their discharge from Schirmer House. The YWCA will make available to Schirmer House residents free transportation by taxi to the YWCA's Women's Resource Center for follow up care, such as counseling.
5. The YWCA's Women's Resource Center will provide such victims with mental health services consistent with the community level of care.
6. The YWCA will make available counseling services in the event Schirmer House residents who have a history of sexual abuse experience a traumatic response to Prison Rape Elimination Act (PREA) education and orientation.
7. The YWCA will provide its services free of charge to CWIT or the Schirmer House resident, and shall maintain confidentiality as required by state and federal laws for rape crisis center personnel.
8. CWIT will work with the YWCA to set up any requested crisis counseling sessions. Sessions will be provided at the YWCA's Women's Resource Center, which has meeting areas where sufficient confidentiality can be maintained. The YWCA can provide free, grant-funded transportation by taxi to the Women's Resource Center. CWIT will further facilitate any follow-up or ongoing counseling as requested by the YWCA and the resident, without regard to the status of any PREA investigation.
9. Both facilities shall comply with all applicable federal and state laws, rules and regulations, including, without limitation, those laws and regulations governing the maintenance of medical records and confidentiality of patient information, including applicable provisions and regulations of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Prison Rape Elimination Act ("PREA"), as well as with all standards promulgated by any relevant accrediting agency.
10. The parties shall each be responsible for their own acts and omissions in the performance of their duties hereunder, and the acts and omissions of their own employees and agents. In addition, each party shall maintain, throughout the term of this Agreement, comprehensive general and professional liability insurance and

property damage insurance coverage in amounts reasonably acceptable to the other party, and shall provide evidence of such coverage upon request.

11. The term of this Agreement ("Term"), shall be one (1) year commencing on the Effective Date. At the end of the Term and any Term Extension (as defined herein), the Term shall be automatically extended for additional terms of one (1) year each (a "Term Extension"), unless either party provides the other with written notice of termination as provided herein. As used herein, "Term" shall mean the period of time beginning on the Effective Date and ending on the last day of either the Term or the last Term Extension, as applicable.
12. Either party may terminate this Agreement without cause upon 30 days' written notice to the other party. Either party may terminate this Agreement upon breach by the other party of any material provision of this Agreement, provided such breach continues for five days after receipt by the breaching party of written notice of such breach from the non-breaching party. This Agreement may be terminated immediately upon the occurrence of any of the following events: (i) either facility closes or discontinues operation to such an extent that patient care cannot be carried out adequately; (ii) either facility loses its license, is convicted of a criminal offense related to health care, or is listed by a federal or state agency as being debarred, excluded or otherwise ineligible for federal or state program participation.

The individuals executing this Agreement on behalf of each party warrant that he/she is authorized to execute the Agreement on behalf of their respective agencies and that the agency will be bound by the terms and conditions herein.

YWCA METRO ST. LOUIS

By: 

Name: Adrian E. Bracy

Title: CEO

Date: 6-24-15

Address: 3820 W. Pine Blvd  
St. Louis, mo. 63108

CENTER FOR WOMEN IN TRANSITION

By: 

Name: Laura Toledo

Title: Executive Director

Date: 6-24-15

Address: 7525 S. Broadway  
St Louis, MO 63111

# SCHIRMER HOUSE

## Resident Guide to Sexual Misconduct/Abuse

SCHIRMER House has a **ZERO-TOLERANCE** policy regarding sexual abuse and sexual harassment within its residential programs/facility. In accordance with the Prison Rape Elimination Act (PREA), Schirmer House is committed to ensuring a safe and humane environment for all residents, where residents have the right to be free from sexual misconduct/abuse. The purpose of this guide is to ensure residents are aware of the safeguards that exist for their protection. **Any resident who is the victim, or is aware of an incident, of sexual misconduct/abuse should report the incident to staff or investigators immediately.** All reports will be investigated thoroughly and with respect to the resident's safety, dignity, and privacy, without fear of retaliation.

## Definitions

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### Sexual abuse includes—

1. Sexual abuse of a resident by another resident; and
2. Sexual abuse of a resident by a staff member, contractor, or volunteer.

Sexual abuse of a resident by another resident includes any of the following acts if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of a resident by a staff member, contractor, or volunteer includes any of the following acts **with or without** the consent of the resident:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
4. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;



6. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5) of this section;
7. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a resident, and
8. Voyeurism by a staff member, contractor, or volunteer.

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of a resident by staff for reasons unrelated to official duties, such as peering at a resident who is changing clothes in her room; requiring a resident to expose her buttocks, genitals, or breasts outside of an approved strip search; or taking images of all or part of a resident's naked body or of an inmate performing bodily functions.

Sexual harassment includes—

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one resident directed toward another; and
2. Repeated verbal comments or gestures of a sexual nature to a resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Staff sexual misconduct includes any of the following acts when performed by a staff member, contractor, or volunteer when directed at a resident for the purpose of gratifying the sexual desire(s) of any person and/or encouraging a resident to engage in staff sexual misconduct:

1. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in this guide;
2. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a resident;
3. Voyeurism by a staff member, contractor, or volunteer;
4. Unwelcome sexual advances, or requests for sexual favors;
5. Dealing, offering, receiving, or giving favors or attention to an offender for purposes of grooming, bribing, or otherwise seeking to engage a resident in activities prohibited by policy;
6. Attempting to perform acts prohibited by this policy; and
7. Aiding or abetting another person to perform acts prohibited by this policy.

## Your Rights

No one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation. Sexual acts or sexual contact between any staff person and a resident, even if the resident consents, initiates, or pursues, are always prohibited.

## What to do if You've Been Sexually Assaulted

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- Get to a safe place.
- Even if you want to clean up immediately after the assault, it is important to save any evidence.
- Don't use the bathroom, brush your teeth, shower, change your clothes, or eat.
- Save sheets and any clothing that was involved in the incident.
- Report the sexual assault.
- Once the sexual abuse is reported an investigation will begin.

## Reporting Sexual Misconduct/Abuse

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Sexual misconduct/abuse must be reported before action can be taken. Do not rely on anyone else to report misconduct/abuse – when it is experienced or seen, report it immediately. There are several ways you may make a confidential report and you are encouraged to use the reporting method with which you are most comfortable.

- Notify any Schirmer House staff member. It is part of their job to report any allegation, ensure the resident's safety, and maintain confidentiality.
- Notify the Schirmer House PREA Coordinator, Jewell Donald.
- Notify your probation or parole officer.
- Place a grievance in the locked grievance box in apartment 107 (which is checked once every business day).
- Contact the Executive Director, Laura Toledo, in person at 7525 South Broadway, St. Louis, MO 63111, by phone at (314) 771-5207, or by email at [lauratoledo@cwitstl.org](mailto:lauratoledo@cwitstl.org)
- Report it directly to the police – 911

All reports will be investigated. If you want to receive confidential counseling, you can contact the following agencies:

### **Medical Services** (forensic examination, HIV/STD testing, pregnancy testing):

SANE (Sexual Assault Nurse Examiner) Department  
SLU Hospital  
3635 Vista Avenue St. Louis, MO 63110  
(314) 577-8777

### **Mental Health Services** (sexual assault counseling, crisis support, victim advocacy):

YWCA St. Louis Regional Sexual Assault Center  
3820 West Pine Boulevard St. Louis, MO 63108  
To make an appointment: (314) 726-6665  
24-Hour Crisis Hotline: (314) 531-RAPE (7273)

## Services and Protection for Victims of Sexual Assault

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Any resident who alleges that she has been sexually assaulted will be offered immediate protection and will be referred for a medical examination and other services through a support/advocacy agency.

Do not shower, brush teeth, or wash clothes or underclothing. This could wash away hair or other bodily fluids which are critical evidence. Also, save anything that touched the perpetrator (e.g., a condom, tissue or towel, or anything that she/he left behind). You will be checked for the presence of physical evidence which supports your allegation. A medical professional will perform a pelvic and/or rectal examination to obtain samples of or document the existence of physical evidence such as hair, body fluids, tears, and/or abrasions which remain after the assault. The examination will be conducted at a local medical facility in a private and professional manner. We also encourage you to seek medical help if you have been sexually assaulted or had sexual relations with others to determine if you have been exposed to the HIV virus or other sexually transmitted diseases. You also have the option to obtain a pregnancy test when appropriate.

All medical services resulting from sexual abuse/assault occurring in our facility, or by a facility staff person outside of the facility while you are a resident of the facility, will be free of charge for the victim. In these cases, residents will be referred for medical services to the Sexual Assault Nurse Examiner (SANE) department at St. Louis University (SLU) Hospital at 3635 Vista Avenue St. Louis, MO 63110 (314) 577-8777.

If you have been the victim of an assault by a staff person, resident(s), or another individual, you may seek crisis support, victim advocacy, and counseling. If you are the victim of sexual abuse/assault a crisis support/victim advocacy agency will be contacted for you; however, you may contact a 24-Hour Crisis Hotline at (314) 531-RAPE (7273) at any time. These services are available through the YWCA St. Louis Regional Sexual Assault Center at 3820 West Pine Boulevard St. Louis, MO 63108 (314) 726-6665.

You have the right to refuse any medical or mental health services offered to you.

## The Investigation Process

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Schirmer House will take seriously and review all allegations of sexual misconduct/abuse. Allegations will be investigated by Schirmer House unless the allegation is of a criminal nature, in which case the allegation will be referred to local law enforcement. The investigation may also include staff from the appropriate corrections contracting body (e.g., State of Missouri Department of Corrections). The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement during the investigation. If criminal charges are brought you may be asked to testify during the criminal proceedings.

Keep in mind a thorough review and/or investigation takes time. Information must clearly support or refute any allegation with evidence and information gathered from witnesses and documentation. After the review or investigation is finished one of the following decisions will be reached:

- There is sufficient evidence to conclude the allegation is true.
- There is insufficient evidence to conclude the allegation is or is not true.
- There is enough evidence to prove the allegation is not true. Residents who make a report or allegation in good faith will not be disciplined in any way; however, if it is determined that a resident

knowingly made a false allegation of sexual assault the appropriate corrections contracting body will be notified and may take steps to notify the court or Board of Probation and Parole or take other disciplinary steps.

- There is not enough evidence to prove the allegation is true but there is evidence to prove another law, policy, or rule was violated.

When an allegation is proven to be true a staff member or a resident who sexually abuses or assaults a resident may be disciplined up to and including removal from employment with Center for Women in Transition/Schirmer House and/or prosecution.

## Avoiding Sexual Assault

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Here are some things you can do to protect yourself against sexual assault:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another resident to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol as these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you do not want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the Schirmer House.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety report your concerns to the staff.

### Remember:

***Sexual assault is a serious crime.*** All reported incidents of sexual assault will be investigated. If you are a victim of such an assault, **REPORT IT IMMEDIATELY.** You **will be protected** from the assailant.

Staff or residents who engage in sexual abuse or assault of residents **will be investigated** by law enforcement authorities and if found guilty will be subject to a full range of criminal and administrative sanctions.

Any sexual act between inmates and staff (even when no objection is raised) is **ALWAYS illegal.**

**It is NEVER appropriate for a staff member to make sexual advances, comments or to engage in sexual contact with a resident. Even if the resident wants to be involved with the staff member, the staff member is not allowed to respond. It is not appropriate for a resident to approach a staff member sexually.**

# SCHIRMER HOUSE PRISON RAPE ELIMINATION ACT (PREA)

## ORIENTATION INFORMATION

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Center for Women in Transition has a zero tolerance policy towards sexual assault, sexual misconduct, and sexual harassment by residents or staff. This includes any sexual act, touching, comments, or gestures. You have the right to be free from sexual abuse and sexual harassment in this facility and to be free from retaliation for reporting any incidents.

If you are a victim of sexual assault, sexual misconduct, or sexual harassment you can report it in one of the following ways:

- Notify any Schirmer House staff member. It is part of their job to report any allegation, ensure the resident's safety, and maintain confidentiality.
- Notify the Schirmer House PREA Coordinator, Jewell Donald.
- Notify your probation or parole officer.
- Place a grievance in the locked grievance box in apartment 107 (which is checked once every business day).
- Contact the Executive Director, Laura Toledo, in person at 7525 South Broadway, St. Louis, MO 63111, by phone at (314) 771-5207, or by email at [lauratoledo@cwitstl.org](mailto:lauratoledo@cwitstl.org)
- Report it directly to the police – 911

All reports will be investigated. If you are in need of rape crisis counseling, please notify staff so that they can assist you. If you want to receive confidential counseling, you can contact the following agency:

YWCA St. Louis Regional Sexual Assault Center  
3820 West Pine Boulevard St. Louis, MO 63108  
To make an appointment: (314) 726-6665  
24-Hour Crisis Hotline: (314) 531-RAPE (7273)

If you need this information explained to you in a different language or format, please notify staff.

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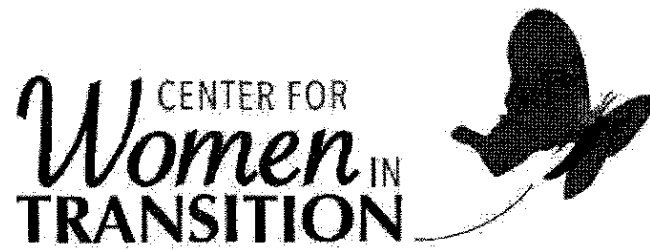
I have been provided with an orientation and written information regarding policies and procedures for reporting sexual assault, sexual misconduct, and sexual harassment and how to access crisis counseling.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature and Title

\_\_\_\_\_  
Date



# **SCHIRMER HOUSE RESIDENT HAND BOOK**

*Center for Women in Transition*  
*Schirmer House*  
721 W Schirmer  
St. Louis, MO 63111



Welcome!

I want to welcome you to Schirmer House, provided for you by the Missouri Department of Corrections and the Center for Women in Transition. This is a very unique opportunity, and I hope you take full advantage of all we have to offer. We will provide you with tools to live an independent life while also providing structure to help you succeed. If you have questions during your stay, there are several staff available to assist you including the Case Manager, Employment and Life Skills Specialist, Probation/Parole Officer, House Managers, and myself.

You are a guest at Schirmer House, and it is a privilege to be here, not a right. You are expected to comply with the policies and procedures of the House. We will provide a safe, structured, and positive environment to assist you with your transition back into the community. You will go through an orientation that will allow you to become familiar with the staff and the rules of the House. Be sure to read your Handbook carefully as you will be held accountable for following all rules and regulations. At Schirmer House you are responsible for yourself. Take care of yourself and treat yourself and others with respect. Our goal is for you to leave here with the tools you need to lead a successful, positive life. If all of us work hard, we will reach and exceed our goal. Remember, that your choices here will affect your progress in your probation and /or parole supervision

We are excited to provide this unique opportunity to you and others and hope your stay here is positive!

Sincerely,

*Jewell Donald*

Jewell Donald  
Residential Facility Director  
Center for Women in Transition

## **Schirmer House Staff**

### **Jewell Donald – Residential Facility Director**

Ms. Jewell is responsible for the overseeing the operations, programming and staffing at Schirmer House. If you have any questions or concerns feel free to come to apartment 102 to speak to her.

### **Sarah Fieser – Case Manager**

The case manager will be meeting with you within two working days of your arrival and at various times during your residency at the Schirmer House. She approves your weekly schedules, adjusts your schedule when needed, works with you to help you meet your goals, and complete your case management plan.

### **Paige Henry – Employment/Life Skills Specialist**

The Employment/Life Skills Specialist will coordinate various functions for you - supplies, your savings and work schedules. The Employment/Life Skills Specialist will also assist you with resume building and employment searches. The Employment/Life Skills Specialist will meet with you individually to check your progress and provide further assistance. The Employment/Life Skills Specialist will also teach various groups during the week that you are expected to attend.

### **Barbara Hoskins – House Manager Supervisor**

Barbara works with and supervises all house managers. She is available to answer questions you may have regarding your stay at Schirmer.

### **Megan Bethea – Probation/Parole Officer**

Megan will meet with you in accordance with your supervision level to discuss your case management plan and answer any questions you may have about your supervision. She also will approve your schedules, passes and monitor any special conditions to which you may be required to adhere.

### **House Managers**

House Managers are on site 24 hours per day and are responsible for monitoring the Schirmer House.

### **Communication**

If you need to get in touch with any of the above staff members and they are not at the facility, you may leave a note for them in their mailboxes located in the security office (apartment 101).



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## **Schirmer House Orientation**

The Schirmer House Case Manager will conduct an orientation with each resident within two business days following intake. The Case Manager will review all rules, expectations, emergency procedures, and the Prison Rape Elimination Act (PREA) for the facility. Upon intake, you will receive a copy of the Resident Handbook. The Employment/Life Skills Specialist will also conduct an orientation with you to assess your needs, skills, abilities, desires and plans for employment and/or education. Please use this orientation with your Case Manager and Employment/Life Skills Specialist to communicate any questions or special needs you may have.

## **Prison Rape Elimination Act (PREA)**

Schirmer House operates in compliance with the Prison Rape Elimination Act (PREA). The intent of PREA is to ensure you a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment from other residents and employees, volunteers, and contractors. Schirmer House has zero tolerance toward all forms of sexual abuse, sexual harassment, and staff sexual misconduct. Resident-on-resident and staff-on-resident sexual abuse, sexual harassment, sexual misconduct, and/or sexual relationships of any type will not be tolerated. Residents should be free from fear of sexual assault or harassment from other residents, facility staff, and any other person on the premises. If a report of sexual assault, sexual harassment, or staff sexual misconduct related to a resident is made, it will be investigated thoroughly and with respect to the resident's safety, dignity, and privacy, without fear of retaliation. **YOU WILL BE GIVEN A PREA HANDBOOK GUIDE UPON INTAKE.**

## General Conduct

- At Schirmer, you will be treated with respect by the staff and staff will expect the same from you.
- You are not to use verbally offensive or abusive language. Such language is not permitted on Schirmer grounds.
- Aggressive behavior or the threat of aggressive behavior will **NOT** be tolerated. This includes:
  - Yelling at a staff member or resident
  - Standing in the face of any staff member or resident in a confrontational manner
  - Using profanity toward any staff member or resident
  - Failure to remove yourself from a situation where others are engaging in any of the above listed behaviors
  - Failure to remove yourself from any Schirmer setting when asked by a staff member
  - Engaging in gang related activities or gestures
- Inappropriate relationships will **NOT** be tolerated. This includes:
  - Making sexual comments toward staff or other residents
  - Having sexual or romantic relationships with other residents or staff
  - You are not permitted to have sexual contact of any kind
- You may not borrow, loan, or share any items including money.
- **You may not purchase any items for or from any resident or staff member.**
- You are not permitted to cross the railroad tracks except at roads or designated crosswalks.
- Appropriate dress and behavior is expected of all residents at all times. This includes:
  - Maintaining appropriate hygiene
  - Wearing shoes when outside of your apartment
  - Being fully clothed while in common areas of apartment and in bathroom/bedroom when the door is open
  - House shoes, footie's, pajamas, and robes are to be worn only in apartments
  - Wearing bras and underwear at all times outside your apartment
  - No see through dresses unless it is worn with a slip
  - No see through tops unless worn with a camisole or tank top underneath
  - No short shorts, daisy dukes or skirts that reveal your underwear or buttocks
  - No skirts/dresses above mid-thigh
  - No low cut tops or blouses that expose your cleavage or breasts
  - No low riding pants that exposes your underwear or buttocks when standing or sitting
  - No sagging of your pants that allows your underwear or buttocks to be seen
  - Indecent exposure will not be permitted at the Schirmer House

Definition of **indecent exposure** as defined in Webster's Dictionary:

*The intentional exposure of one's body private parts in a manner that gives offense against accepted or prescribed behavior.*

**Failure to adhere to the general conduct guidelines will result in a loss of privileges.**

## Program Requirements and Expectations (Positive Programming)

A variety of programs will be offered at the Schirmer House to assist you. You are expected to participate in the programming at Schirmer House. If you do not meet program requirements you will be in violation of Schirmer House rules and subject to loss of privileges. General guidelines for program requirements and expectations are as follows:

- Meet with the Case Manager as needed to work toward goals and case management plan.
- Meet with the Probation/Parole Officer as directed.
- Meet with Employment/Life Skills Specialist to establish work, savings schedules, and budgets.
- If employable, actively participate in job searching with the Employment/Life Skills Specialist.
- Remain drug/alcohol/substance abuse free.
- If on grounds, attend all Life Skills sessions and complete all assignments.
- If required, you must attend weekly SOS and NA meetings.
- If required, you must attend all treatment and classes per your PO.
- Complete weekly chores (including turning in the completed clean up duty sheet by the deadline) and maintain the cleanliness of your apartment.
- Complete and submit weekly action plans, schedules, pass requests, visitation requests, grocery lists, job search logs, and apartment search logs, every Tuesday by 9:00pm.
- If employed or receiving SSI/SSD, you must submit your paystubs and 30% savings of gross income within 2 business days of receiving your paycheck.
- Take all medication as prescribed by your physician.
- Adhere to all house rules and curfews.
- If required, attend all recovery treatment, school, and other programs as scheduled.
- Adhere to your weekly action plan.
- Not allowed to enter other residents' room and/or apartment.

## Emergency Procedures

Escape routes and emergency directions are located on the back of every office and apartment door. We are required to complete one fire drill and one tornado drill every month.

- Fire
  - Notify staff immediately if you see or smell fire or smoke.
  - Find the shortest way out of the facility that is not blocked by fire (emergency exit maps are posted on the backside of the front door of all apartments and offices).
  - Close your apartment door as you exit.
  - Meet across Schirmer Street by the fence of the neighboring recycling business and stay at this meeting area until directed to leave by a staff member.
- Storm/Tornado
  - Upon hearing warning sirens, go to the basement.
  - Follow directions given by the staff member at the bottom of the basement stairs.
  - Stay in the basement as directed, away from windows, until directed to leave by a staff member.

## Prohibited Items

Your safety is our priority at Schirmer. Below is a list of prohibited items. These items are not to be in any area of the apartment or on your person. This list is not 100% inclusive, but will help you determine what is considered to be contraband.

- Pornographic or sexually explicit material, this includes digital material on cell phones (ex: toys, magazines, videos, pictures, etc.)
- Any drugs, alcohol, and/or paraphernalia
- Synthetic Drugs of any kind (ex: K2, Spice, Molly, Krokodil, Bath Salts, etc.)
- Vapor cigarettes
- Rolling papers
- Loose tobacco
- Liquid rubbing alcohol
- Liquid nail polish remover
- Synthetic urine
- Mouthwash or medicine that contains alcohol
- Aerosol cans
- Weapons or tools of any kind (ex: locks, scissors, screwdrivers, metal nail files, etc.)
- Medication of any kind (includes prescription and over the counter medication)
- Candles or incense
- Hair dye (dying hair is not permitted on the Schirmer House grounds)
- Epsom salts
- Hand sanitizer
- Extension cords
- Hair clippers/shears
- EBT cards

Please note that Schirmer House prohibits any mind stimulating substances that may be harmful to the individual or community.

## Personal Belongings

A House Manager will search your belongings for contraband when you move in and you will complete a personal inventory form. If your inventory changes during your stay, you will need to discuss this with the case manager. All personal property items you want to bring into the facility during your stay must receive prior approval before they arrive on property. If personal property items are brought to Schirmer without permission they will be discarded. After you bring in any clothing items, there will be a 4 week waiting period before you will be approved to bring in clothing items again. Your belongings will be searched again when you move out. You need to designate a person to pick up your personal belongings should you leave the facility before completing the program. This designated person will have 30 days to pick up your personal property. After 30 days, your property will either be recycled or discarded. You are responsible for your own personal belongings.

**RESIDENTS ARE ALLOWED THE FOLLOWING PERSONAL BELONGINGS:**

- 14 Pair of pants, 14 shirts, 4 skirts, 4 dresses (including work clothes/uniforms)
- 3 sets of pajamas, 1 robe
- 8 pairs of shoes (including flip flops)
- 4 purses/bags
- 5 outerwear items (coats, jackets, hoodies, etc.)
- 5 hats
- 1 cell phone, 1 tablet, 1 MP3 player
- 1 alarm clock/clock radio
- 1 small television, 1 DVD player
- 1 hair drier, 1 flat iron, 1 curling iron
- 2 sets of bedding, 2 sets of towels
- Personal care items

**The Center for Women in Transition (Schirmer House) is not responsible for lost, stolen, damaged, loaned, or borrowed items.**

## **Apartments**

You will be sharing an apartment with a roommate. You will have your own bedroom and share the rest of the living space (living room, kitchen, and bathroom). It is important to make a consistent effort to keep your apartment clean and neat. This will help create a living space that feels more like home. You will receive orientation and training on how to properly clean your apartment. Schirmer House staff will inspect each apartment for cleanliness. If you do not keep your apartment clean, you will be in violation of house rules and subject to consequences. You will be responsible for your apartment and bedroom keys. If replacement keys are needed, you will be charged \$1.50 per key.

Schirmer staff is permitted to enter your apartment, including your bedroom, at any time. The following guidelines must be followed to avoid violations and consequences:

- **Smoking is not permitted inside your apartment.**
- Apartments must be clean and tidy at all times.
- Do not rearrange furniture without permission.
- Do not put holes in the walls for any reason.
- No food is allowed in bedrooms.
- You are not permitted to be in your roommate's bedroom.
- You are not permitted to be in any apartment other than your own, including the doorway of other apartments.
- If windows are open, heat/air conditioner must be off.
- All trash must be taken out to the dumpster. **Residents must check with security office to get permission before taking trash to the dumpster.**
- Quiet hours are from 10:00pm to 6:00am each day. During these hours, you are expected to remain in your apartment. Please be mindful of your roommate and neighbors. Keep televisions and/or radios to a low volume and keep voices at a low volume when talking on the phone.
- Sleeping is only permitted in your bedroom.
- Residents are required to be fully clothed while in common areas of the apartment and while in the bathroom/bedroom when the door is open.

**Failure to adhere to these guidelines will result in a loss of privileges.**

## Clean up Duties

Clean up duties will be assigned every Monday. The duty will last for one week. You will be required to complete your clean up duty a minimum 5 of the 7 days that you are responsible for it. Every day that you complete your duty you must have a staff person sign off that you completed it for that day. You must turn your sheet into the House Manager Supervisor's mailbox every Monday by 8:00am. Failure to complete your duties or turn in your sheet will result in being assigned duties for another week along with potential loss of privileges.

## Curfew

- If you are on Schirmer grounds curfew is 10:00pm.
- If you are on pass the latest return time is 11:00pm.

## Common Area Rules

The common area is the living room area of apartment 107. You are permitted to spend time in the common area from 6:00am to 9:45pm each day. Below is a list of rules you must follow while in the common area. Spending time in the common area is a privilege. Any violation of these rules may result in a violation and restriction from the common area.

- The first person to arrive in the common area will determine which television show to watch.
- DVDs/VCR tapes are available for you to check out in the security office (apartment 101).
- Games and books are located in the common area for your entertainment.
- Any food items/drinks in the refrigerator or cabinets and use of the stove or microwave are strictly prohibited.
- Only on special occasions may food be shared or provided in the common area.
- You are expected to clean up after yourself before you leave the common area.

## Laundry/Linen/Ironing

Washers and dryers are located in the basement. You are permitted to do laundry from 6:00am to 9:45pm daily. Exceptions may be made for those who work late at night or early in the morning. An ironing board and iron are also located in the laundry area. The Center for Women in Transition is not responsible for loss or damage to property due to the use of the washers, dryers, or iron. Here are some rules to follow when using the washers and dryers:

- **Residents must sign in/out at the security office (apartment 101) before going to the basement.**
- Residents must show their laundry to a House Manager prior to going to the basement.
- Residents must stay in laundry area unless supervised by staff (STORAGE AREA IS OFF LIMITS).
- Sheets, blankets, and towels must be washed once per week.
- Shoes are not to be washed or dried in the washers or dryers.
- Be considerate of others and do not leave your laundry in the machine.
- Items left unattended for a long period of time in the laundry area are subject to confiscation.
- Residents must wash a full load of clothes at a time.
- Residents may only use one washer and one dryer at a time.
- Residents are not permitted to travel beyond the painted barrier.

## Supplies

Upon intake at Schirmer House you will be issued two sheets, one pillowcase, one blanket, two bath towels, and two washcloths. In addition, apartments are fully furnished and kitchens are stocked with pots, pans, plates, and silverware. Each month you may be eligible to receive various supplies for yourself and your apartment. You are eligible to receive supplies if your monthly income is less than \$450 per month. Please see the Employment/Life Skills Specialist if you fall into that category. Supplies include items such as toilet paper, paper towels, shampoo, soap, toothbrushes, toothpaste, cleaning supplies, laundry detergent, etc. The supplies are distributed on Thursday and Friday of each week between 2pm and 3pm and are expected to last until the following week. It is your responsibility to get your supplies at distribution time unless prior arrangements are made with the Employment/Life Skills Specialist.

## Food/Groceries

You will receive a food card based on your income which will be reflected on your budget. You must meet with the Employment/Life Skills Specialist every month to review and adjust your budget in order to determine your food card allowance for the month. Food cards will be distributed upon intake and on the 1<sup>st</sup> and 15<sup>th</sup> of each month. The food cards will be available after 4pm during the week and anytime on Saturday or Sunday. Each time you receive a food card you will be allowed a 2 hour time limit on your first store visit. Each following store visit you will be allowed 1 hour to grocery shop. It is recommended that you put the grocery store on your schedule at least once per week. If you run out of food and need to have the store added to your schedule you will receive an infraction. The Employment/Life Skills Specialist will assist you in making a grocery list to assure you are purchasing food that is nutritional and well balanced.

When making purchases using the food card provided by Schirmer House you must:

- submit a receipt to the security office (apartment 101) upon your arrival from the store
- show a receipt for all other store purchases using your own income
- limit your spending on snack food to \$10 for the card you receive on the 1<sup>st</sup> and \$5 for the card you receive on the 15<sup>th</sup>
- **WISE** food choices that will last at least 2 weeks until you receive your next food card
- **ONLY** purchase food items and beverages (non-alcoholic) with the food card
- **NOT** purchase medications, toiletries, household items, or prohibited items with the food card

**You are not eligible to receive SNAP benefits (food stamps) while residing at the Schirmer House.**

## Employment and Savings

The computer lab will be available for you to use Monday through Friday during varying times. The purpose of the computer lab is for you to be able to access your email and pursue employment and housing opportunities online. Instant messaging, Facebook/MySpace, music downloads, YouTube, and other similar websites are not permitted.

Please refer to lab hours posted on the front door of apartment 109. Should you need assistance in the computer lab, the Employment/Life Skills Specialist will be available to meet with you on a one-on-one basis. It is your responsibility to schedule a time to meet with Employment/Life Skills Specialist.



Each resident is required to seek employment within 6 weeks of her arrival at Schirmer unless she is deemed physically unable to work by a doctor. If a disability application is pending, you must provide written documentation from a doctor stating that you are unable to work. When you become job ready, you must have a social security card, state identification, birth certificate, and resume available to make an adequate job application. Once employed, your employer will need to complete an employment verification form. The Employment/Life Skills Specialist may call periodically to verify continued employment or weekly schedules. In the absence of the Employment/Life Skills Specialist, Schirmer House staff may call to verify employment changes. If a resident is fired or laid off from a job, she must notify the Employment/Life Skills Specialist and Probation/Parole Officer **within 24 hours**.

All residents either employed or receiving Social Security are required to save 30% of their gross (before taxes) income. Once you receive your paycheck you must submit a copy of your paycheck stub along with your savings in the form of a money order payable to the Center for Women in Transition. Paystubs and savings must be submitted within two business days. These documents are to be submitted in a plastic baggie that will be labeled with the resident's name. These baggies will be available at the resident's request from the House Managers.

All residents are expected to transfer any savings from the discharging DOC residential facility to their savings account at the receiving DOC residential facility (ex: from MERS to Center for Women in Transition/Schirmer House). Failure to comply with the savings program requirement will result in loss of privileges. The money that you deposit into savings will be returned to you upon your transition from Schirmer House. If you need to withdraw from your savings you must have prior approval from your Probation/Parole Officer.

## **Job searching**

All Schirmer House residents are required to seek employment unless you are receiving disability benefits or have a pending disability application AND a doctor's note stating you are unable to work due to your disability. Each job seeker is required to complete a weekly job search log to be completed on the appropriate form and submitted with the weekly schedule. The job search entries will be for the prior week. All lines on the job search log must be filled with different job leads for the form to be considered complete. Failure to include this form will result in loss of pass time.

All job searches in the community must be planned and coordinated. You need to know that an employer is hiring before you list them as a job destination. The employer's name and location must be included on the schedule or schedule change form. All job search destinations must be approved by the Employment/Life Skills Specialist. Proof of each employer visited is required at the time you return from your job search and placed in the Employment/Life Skills Specialist's mailbox. Examples include a business card from a manager/supervisor, application, or brochure with name of business (ask individual to put the manager name and number on it for you). If required to complete a weekly job search log, time must be spent job searching in the Schirmer computer lab.

**Proper attire is required for job search/interview. This includes the following:**

- A suit with a jacket and skirt or slacks; or slacks/khakis with a button up blouse
- Shoes with conservative heel
- If you wear nail polish, use clear or a conservative color and
- Keep your makeup simple and natural (it should not be too noticeable)
- One set of small earrings only

## Life Skills

Life Skills classes are held each Monday at 3pm and Friday at 10am. Each resident is required to attend the classes and is expected to fully participate and complete all assignments. Promptness is required of each resident. Cell phones, radios, head covers, and food are not allowed in class. Residents that do not comply with class rules or who become rude and disruptive will be asked to leave which will result in a loss of privileges.

## Medication/Medical Care/Sick Procedures

Procedures for medical appointments:

- **Residents should schedule all medical appointments ahead of time and place them on your weekly schedule.**
- Medical care and medications are the financial responsibility of the resident. (See Case Manager for assistance in finding resources if you are unable to pay for needed care/medication.)
- **Documentation must be provided to verify any hospital, doctor, or clinic visit.**

**Medication will be available at the following times:**

5:15am to 6:30am

1:00pm to 2:00pm

8:30pm to 9:30pm

**It is your responsibility to make every effort to come to take your medication(s) at these times.**

Procedures for medications (prescription and over-the counter):

- All medication must be turned into staff immediately following receipt/purchase.
- Medication should **NEVER** be taken prior to submitting it to staff.
- Medication is **NEVER** to be shared with anyone else.
- **No medication is to be kept in residents' apartments. Rare exceptions may be made by Schirmer House staff (e.g. rescue inhalers, creams/ointments, suppositories).**
- Medication should be taken during medication times unless otherwise specified on the medication bottle or per prescription directions. Over-the-counter medication must be taken as the manufacturer recommends and may require additional approvals by Schirmer House staff or resident's medical provider.
- Over-the-counter medications that contain alcohol or any controlled substance are **NOT** allowed on Schirmer House property.
- Medication logs should be filled out completely after taking each medication.
- Residents must count the number of pills in each bottle before taking medications in front of a staff member. Periodically it may be necessary for the resident to count the pills before and after taking the medication.
- You are responsible for all refills prior to running out of medication.
- If you are going to be away from the facility during medication time you are responsible to schedule a time with a House Manager at least two hours prior to leaving to prepare your medications.

**Failure to adhere to the medication procedures will result in a loss of privileges.**

In the event of an emergency the House Manager will call 911. Residents going to the Emergency Room must call when they arrive at the hospital, **every hour** while there, and again when exiting the hospital. Residents admitted to the hospital must call **every hour** unless otherwise directed by Schirmer House staff. All calls must be from a hospital phone. A Prescription Medication Advisory Form must be

completed by a medical professional when you are seen for treatment at the Emergency Room or admitted to the hospital. This is to provide documentation of medications received while off Schirmer House property. These forms are available in the common room area (apartment 107) and security office (apartment 101). It is the resident's responsibility to remember to take the form with them. Resident must turn this form into the House Manager upon return along with any discharge paperwork. **Failure to make all required calls and/or failure to return with discharge paperwork will result in a major violation.**

## Urinalysis and Breathalyzers

You will be randomly tested for drug and alcohol use.

- You must have your blow stick on you every time you return to Schirmer.
- You have 15 minutes to perform a breathalyzer test before it is considered an automatic positive.
- Drug and alcohol use is prohibited.
- If you refuse any urinalysis or do not submit to testing within two hours you will be considered to have a positive result.
- If you have a medical issue that doesn't allow you to take either test, you must have a doctor statement.
- If you test positive for drugs or alcohol, you will lose privileges.
- If the urinalysis is positive:
  - The collector must check with the client to see if they are willing to pay for the urine sample to be sent to the lab for confirmation.
  - If the client refuses to pay for the urine to be sent to the lab, the test will be considered positive.
  - If the client is willing to pay for urine sample to be sent to the lab then the staff will proceed to place test cup in a Redwood Toxicology bag and place in mail. Client will only be charged if the urinalysis is confirmed as positive by the lab.

## Sign in/Out

You must sign in and out of the facility in the security office (apartment 101).

- You are only permitted to leave if your schedule is approved.
- You must leave and return at your approved time.
- If you are going to be late, call the facility and specify your reason and when you expect to return. If you are at the clinic, hospital, treatment, etc. you must use their telephone to call the facility to say you are going to be late.
- If you leave your destination early, you must return immediately to the Schirmer House.
- When you sign-out to a particular destination you must go directly to that destination. You may **NOT** go to any other destination. You may not make any stops on the way to or from the approved destination, even if it is on the same route as your destination. You are expected to be at your approved destination otherwise you are considered out of bounds.

**Failure to comply with the sign in/out procedures will result in a loss of privileges.**

## Weekly Schedules

Schedules, pass requests, church requests, visitation requests, weekly programming action plans, job search logs, and apartment search logs are to be turned in every **Tuesday by 9 pm in the security office (apartment 101)**.

- If you do not turn in a schedule you will not be permitted to leave the Schirmer House.
- Schedule changes will only be granted for change in treatment, work, or medical appointments.
- Medical appointments should be scheduled ahead of time and placed on weekly schedules.
- Medical appointments should be scheduled outside of treatment and life skills sessions if possible.
- You will be able to job search in the community after you have planned and coordinated your job search with the Employment/Life Skills Specialist.
- You are required to schedule grocery shopping twice a week, preferably every three days.
- All destinations must be specified (ex: Schnucks, New Beginnings, PPS, Grace Hill, BJC, etc.).
- All schedules must be completed in black ink and must be legible.

## Schedule Change Forms (Add-ons)

We understand schedules change unexpectedly. Please submit add-ons as follows:

- Case Manager should receive add-ons for treatment, doctor appointments, court, counseling, and apartment searches.
- Employment/Life Skills Specialist should receive add-ons for all job related activities and school.
- Add-ons should be submitted immediately upon learning of the change, no later than 24-hours prior, and placed in the appropriate mailbox.
- Regularly scheduled destinations/appointments are not eligible to be submitted using a schedule change form.

## Passes

Pass forms are to be filled out and turned into the appropriate mailbox **no later than Tuesday by 9:00pm**. Pass time is earned on an individual basis ranging from 6 to 48 hours. Qualification for pass time will depend on the client's status and positive programming. The Center for Women in Transition does not provide transportation for pass time.

### PASS REQUIREMENTS/GUIDELINES:

- Only one pass may be taken per day.
- Only two passes may be taken per weekend.
- Passes can be taken in the following increments: 6, 12, 24, or 48 hours.
- Passes can be taken on Fridays beginning at 11am and ending at 11pm on the day you are returning to Schirmer.
- Passes can be taken on Saturdays and Sundays at 6am and ending at 11pm on the day you are returning to Schirmer.
- All overnight passes must be 24 or 48 hours long (6 or 12 hours passes will be denied for overnight stays).
- You cannot sign out on a pass after 11pm or before 6am.
- You can return earlier than your scheduled pass return time; however, that pass will be completed and you cannot sign out again on that pass.
- You must sign out and depart from Schirmer for all passes (not leaving from one destination to go directly on pass).

**PASS REQUIREMENTS/GUIDELINES (continued):**

- You must return to Schirmer at the completion of your pass hours to sign in from your pass prior to going to any other destinations (even if they are on your schedule).
- Pass Request forms must be fully completed, legible, and accurate or it will be denied.
- Pass time should not be placed on your schedule; you must use the pass request forms.
- Pass locations are approved on an individual basis and generally are not approved for hotels or motels.
- If you receive restriction, your pass level will return to Base Level. After your restriction time is completed, you will be able to move back up the pass levels each week.
- All passes must be reviewed and approved by your Case Manager and Probation/Parole Officer.
- Special circumstances regarding pass hours needs to be discussed with your Probation/Parole Officer.
- Passes may be denied if there is a safety concern regarding a client's medical or mental health

Schirmer House Pass Procedure				
Level	Pass Hours	Treatment	Employment/SSI/Disability	Programming
Base	0	<ul style="list-style-type: none"> <li>• New Arrival/Orientation Week</li> </ul>	<ul style="list-style-type: none"> <li>• Not employed</li> <li>• Not receiving SSI/Disability</li> <li>• Has not provided doctor's note verifying inability to work</li> </ul>	<ul style="list-style-type: none"> <li>• Not following program directives as determined by Probation/Parole Officer and Case Manager</li> <li>• Currently on restriction from major violation or infraction</li> </ul>
Bronze	6	<ul style="list-style-type: none"> <li>• Level 1 treatment or not yet assessed (but assessment has been scheduled)</li> </ul>	<ul style="list-style-type: none"> <li>• Not employed</li> <li>• Not receiving SSI/Disability</li> <li>• Has not provided doctor's note verifying inability to work</li> </ul>	<ul style="list-style-type: none"> <li>• No violations or infractions for at least 1 week</li> <li>• Not following program directives as determined by Probation/Parole Officer and Case Manager</li> </ul>
Silver	12	<ul style="list-style-type: none"> <li>• No treatment required</li> <li>• Level 2 or 3 treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Not employed</li> <li>• Not receiving SSI/Disability</li> <li>• Has not provided doctor's note verifying inability to work</li> </ul>	<ul style="list-style-type: none"> <li>• No violations or infractions for at least 2 weeks</li> <li>• Participating in required programming</li> </ul>
Gold	24	<ul style="list-style-type: none"> <li>• No treatment required</li> <li>• Level 2 or 3 treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Employed and working at least 20 hour/week or in Level 2 and working at least 8 hours/week</li> <li>• Receiving SSI/Disability</li> <li>• Verified application for SSI and has provided doctor's note proving inability to work</li> </ul>	<ul style="list-style-type: none"> <li>• No violations or infractions for at least 3 weeks</li> <li>• Compliant with program requirements</li> <li>• Medication compliant</li> <li>• Some exceptions at Probation/Parole Officer and Case Manager's discretion based on programming</li> </ul>
Diamond	48	<ul style="list-style-type: none"> <li>• No treatment required</li> <li>• Level 2 treatment for at least 4 weeks</li> <li>• Level 3 treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Employed and working at least 35 hours/week or in Level 2 and working at least 20 hours/week</li> <li>• Receiving SSI/Disability</li> <li>• Applied for SSI/Disability and provided doctor's note</li> </ul>	<ul style="list-style-type: none"> <li>• No violations or infractions for at least one month</li> <li>• Pays savings regularly</li> <li>• Medication compliant</li> <li>• Meets case management goals</li> </ul>

## Visitation

Visiting request forms are located in the security office (apartment 101). Visiting request forms must be turned in to the appropriate mailbox in the security office no later than Tuesday by 9:00pm. Visitations may be denied while on restriction per Probation/Parole Officer's discretion.

- Visiting hours are limited to 3 hours each day.
- Visiting hours are on Saturdays and Sundays from 9:00am to 6:00pm.
- There is a limit to how many visitors at a time and prior approval will be given by your Probation/Parole Officer.
- Visitors over the age of 15 must show picture identification upon arrival. If visitors do not have identification they will not be allowed to remain on the premises.
- Visitors must appear in acceptable dress and conduct themselves in an acceptable manner. Visitors dressed inappropriately will be denied entry.
- Visitors are only permitted to visit with the resident they have signed in to visit.
- Residents must conduct themselves appropriately during the visit. The use of sexual language, sexual contact, or abusive or foul language by either the resident or the visitor will not be tolerated.
- The visiting rooms are in the security office (apartment 101), the Residential Facility Director's office (apartment 102), and the common area (apartment 107).
- Visitors are not allowed inside resident apartments.
- Residents must cleanup behind their guest.
- All visits will be monitored by Schirmer House staff and will require that staff is present during the visit.
- Schirmer House staff may terminate the visit at any time if the visit becomes disruptive or inappropriate.
- Visitors are only allowed to smoke outside the security office (apartment 101).
- Residents are not permitted to smoke with visitors.
- Official visits (e.g. DFS visits) do not require a completed visiting request form; however, staff should be notified at least 1 hour before the visitors arrive on property.
- If a minor is visiting a resident, an adult visitor must be present during the visit as well.

## Association

Residents cannot associate with any convicted felon outside the confines of this facility. Exceptions are made with permission from your Probation/Parole Officer.

## Item Drop-Off

You are allowed to have items dropped-off for you. Item drop-off dates and times are restricted to Saturdays and Sundays between 12pm and 6pm. Item drop-off request forms are located in the security office (apartment 101).

- Item drop-off request forms should be completed only once for each person delivering items.
- The form must be approved before items can be delivered.
- All forms must be approved by your Probation/Parole Officer before any items may be dropped off.
- House managers should be informed at least one hour prior drop-off.
- All drop-off items will be inspected by staff.
- Residents are not to visit with the individual dropping off items.
- Residents on restriction cannot have items dropped off.
- All personal property items being dropped off must be preapproved by Case Manager.

## Driver Pick Up/Drop Off

Residents may have family or friends pick them up or drop them off in a vehicle from Schirmer grounds with prior approval.

- Driver Pick Up/Drop Off request forms should be completed *only once* for each person picking you up or dropping you off.
- The form must be approved by your Probation/Parole Officer prior to the person(s) picking you up or dropping you off.
- Once the form is approved by your Probation/Parole Officer it will be good for the duration of your stay at Schirmer.
- If someone not approved by your Probation/Parole Officer picks you up or drops you off it may result in a loss of privileges.
- Residents receiving a ride must be picked-up/dropped-off in front of Schirmer House.

## Support Meetings

If required by your PO, you must attend NA meetings on property. These meetings are on Tuesdays and Thursdays at 7pm. You are encouraged to attend outside NA meetings on your weekend passes. If required by the Facility Director, you must attend an 8 week session of SOS classes. These classes are on Wednesdays at 6pm.

**Failure to attend meetings/classes that are required while you are on Schirmer House property will result in a loss of privileges.**

## Mail

Residents are responsible for purchasing their own envelopes and postage. Mail is picked up and dropped off by the US Postal Service in the security office (apartment 101). All mail must be inspected by staff before residents can receive it. Mail that contains explicit material or encourages illegal activity will be turned over to the Probation/Parole Officer. Any and all packages that are to be delivered to Schirmer House must have prior approval from the Facility Director or Case Manager. **Residents are not allowed to receive mail from jails, prisons, or anyone being supervised or in custody of DOC unless approved by the Probation/Parole Officer.**

## Telephone Privileges

You may use the telephone in the common area (apartment 107) between the hours of 6:00am and 9:45pm.

- You may make 3 personal calls per day and each phone call is to last no longer than 10 minutes.
- There must be a 30 minute interval between each call.
- You are not permitted to release personal information about other residents.
- Phone calls will be terminated if you become rude, disruptive or inappropriate.
- Staff will not take messages for you unless it is an emergency, work related, treatment or medical related situation.
- Long distance phone calls are allowed in the security office (apartment 101) twice a week (10 minutes each) upon approval from the House Managers on duty. Each of these calls will count as 1 of your 3 permitted calls for the day.
- You must sign in/out in the security office (apartment 101) for any calls you make.

## Electronic Personal Property

Residents are allowed to have personal electronics with them during their stay at Schirmer House, after signing a rules acknowledgement, to include the following, unless disallowed by court order or PO: 1 cell phone, 1 tablet not to exceed 9" x 12" in size, and 1 MP3 player.

- Schirmer House is not responsible for any lost, damaged, or stolen personal electronic devices.
- Registry of items is only for identification of found items and positive identification of devices during investigations.
- All electronic devices must be registered with Schirmer House staff.
- Resident registration will include phone number and phone type.
- Resident registration of cell phones is a substantial part of offender accountability and periodic random checks will be conducted of residents to ensure that staff have a current working phone number.
- Residents without a registered cell phone may have passes withheld until they properly register a phone number for accountability.
- Possession of a cell phone at Schirmer is a **privilege** not a right.
- Rules for use of electronic personal property:
  - Pornographic material is not allowed to be stored on electronic devices.
  - Any electronic communication or activity that appears to involve illegal activity by the resident is strictly prohibited.
  - Video recordings, voice recordings, and photographs of staff, other residents, or Schirmer property are strictly prohibited.
  - Any device in violation of Schirmer House rules may be confiscated. Schirmer House staff may search devices during investigations of possible rules violations.
  - All phone calls must be made in handheld mode or with the use of headphones.
  - Playing any media from a device requires the use of headphones.
  - Bluetooth speakers are strictly prohibited.
  - No sharing, bartering, or trading of cell phones is permitted.

## Smoking Privileges

- Smoking is a **privilege** not a right.
- If a resident does not positively program, receives violations and/or infractions, or is under restriction; smoking privileges may be revoked and the resident's cigarettes will be confiscated for a designated period of time assigned by the Facility Director and/or the Probation/Parole Officer.
- The smoking area is located in the rear of the courtyard at the last two picnic tables.
- Smoking is allowed between the hours of 6:00am and 10:00pm.
- Smoking anywhere outside of the smoking area is strictly prohibited.
- Evidence of smoking in an apartment will result in a loss of privileges for both residents.
- There shall be no smoking in the smoking area during any group meeting.
- When smoking, you are required to use the ashtrays for ashes and putting out your cigarettes.
- Do not use the ground, walls, plants, or picnic tables to put out your cigarette.
- You are not allowed to trade, give, or share cigarettes with other residents.
- Do not take any cigarettes out of the ashtray.
- If the smoking area becomes unsightly, no smoking will be permitted by any residents until the area is cleaned.



## Transportation

- The Schirmer House program does not provide transportation as part of programming.
- We may have bus tickets available if a resident has a true need for transportation and cannot purchase transportation on her own.
- Residents are required to see their Case Manager for bus tickets related to medical, therapy, or benefits one day in advance of appointment.
- Residents are required to see the Employment/Life Skills Specialist for bus tickets related to employment or school one day in advance of appointment.
- In the absence of the Case Manager and Employment/Life Skills Specialist, residents should see House Managers for bus tickets.
- Residents are to see the House Managers to get bus tickets for treatment.
- Residents that have their own income or other resources are not eligible to receive transportation assistance from Schirmer House.
- If using a transportation service (Uber, Lyft, etc.), resident is required to show documentation (i.e. receipt) to the House Manager after arriving or before leaving Schirmer House.
- Residents receiving a ride, from either an individual or a company, must be picked-up/dropped-off in front of Schirmer House.
- If you will be using any transportation other than the public bus system, you are required to notify staff in advance and your travel time will be adjusted accordingly.

## Driving Privileges

- Any resident who is permitted to drive by the Probation/Parole Officer must possess a valid *driver's license, legal registration, and car insurance.*
- To obtain permission you must complete an Authorization to Operate a Motor Vehicle Form located in the security office (apartment 101).
- Motor vehicles are not allowed on Schirmer property without complete paperwork and *authorization.*
- Staff has the right to search your vehicle when deemed necessary.
- *Residents are required to turn in car keys to staff immediately upon arrival.*
- Residents are required to keep their vehicle clean at all times.
- *Residents are not allowed to give other residents or staff a ride in their vehicles.*

## In House Infractions

If staff writes an infraction report you will meet with the Residential Facility Director to discuss the incident. In the event the Director is unavailable, your Case Manager may be appointed to meet with you regarding the incident. You will be given an opportunity to respond to the infraction. The Director or Case Manager will then forward the infraction, along with your response, to your Probation/Parole Officer. Anyone receiving an in-house infraction can be placed on restriction. Sanctions will be imposed depending upon the number of in-house infractions received.

Below is a list of activities that may result in an infraction report. This list is to help you know what activities are not allowed at Schirmer but is not 100% inclusive.

- Failure to complete designated chores within allotted time frame
- Failure to submit weekly schedule and weekly action plan on time
- Leaving electrical appliances unattended
- Inappropriate attire
- Outside of apartment after 10pm or before 6am
- Failure to attend work or treatment as scheduled without authorized excuse
- Unkempt bedroom and/or apartment
- Food in bedroom (excludes water)
- Arriving later than scheduled return time by less than one hour
- Receiving or borrowing items from another resident
- Failure to attend groups on property as scheduled
- Failure to have your blow stick upon your return to the facility
- Running the heat or A/C while the windows are open or having the thermostat set to anything other than 73°
- Failure to adhere to any program requirements

## Major Violations and Restrictions

If you receive a major violation the Residential Facility Director will meet with you to discuss the incident. In the event the Director is unavailable, your Case Manager may be appointed to meet with you regarding the incident. You will be given an opportunity to respond to the violation at that time. The Residential Facility Director or Case Manager will then forward the violation and your response to your Probation/Parole Officer.

**Anyone receiving a major violation will be placed on restriction or total restriction.** You will be allowed to go to work, treatment, medical appointments, and court/legal appointments while on restriction or total restriction. If you receive another major violation while you are on restriction, the restriction will be extended an additional week and so on. The Director and Probation/Parole Officer have the authority to increase the length of restriction based on the severity of the violation.

**Restrictions consist of:**

- NO PASS TIME
- VISITATIONS MAY BE DENIED PER PROBATION/PAROLE OFFICER'S DISCRETION
- NO RECEIVING ITEMS/FOOD THAT ARE DROPPED OFF
- NO LEAVING FACILITY FOR JOB SEARCH UNLESS ALREADY SCHEDULED WITH EMPLOYMENT/LIFE SKILLS SPECIALIST
- NO LEAVING FACILITY FOR APARTMENT SEARCH UNLESS ALREADY SCHEDULED WITH CASE MANAGER
- POSSIBLE CONFISCATION OF CELL PHONE AND/OR CIGARETTES

Below is a list of behaviors that constitute major violations for which you may receive 1 week or more of restriction. This list is not 100% inclusive but is designed to help you determine what activities are strictly forbidden at Schirmer House. These restrictions may vary depending on individual charges.

- Refusal to allow your personal belongings, packages, purse, or cell phone to be searched
- Refusal to take a drug test or breathalyzer (AUTOMATIC POSITIVE)
- Testing positive on a urinalysis or breathalyzer (2 weeks restriction)
- Failure to submit a urinalysis in the required 2 hour time frame
- Cheek, cuff, and/or tamper with medication
- Operating a motor vehicle without prior permission
- Failure to submit 30% of gross income for savings in given time frame
- Misuse of food card provided by Schirmer
- Possession of contraband (See Prohibited Items section)
- Entering a bedroom you are not assigned
- Disassembly of smoke alarms
- Refusing to go to work or quitting a job without permission
- Receiving a ride from an individual who has not been approved
- Arriving later than scheduled return time by over an hour

**Total Restriction consists of:**

- REMAINING IN APARTMENT AT ALL TIMES
- NO PASS TIME
- NO SMOKE BREAKS AND CONFISCATION OF CIGARETTES
- NO VISITATION
- NO RECEIVING ITEMS/FOOD THAT ARE DROPPED OFF
- POSSIBLE CONFISCATION OF CELL PHONE

Below is a list of behaviors that constitute major violations for which you may receive 1 week or more of total restriction. This list is not 100% inclusive but is designed to help you determine what activities are strictly forbidden at Schirmer House. These restrictions may vary depending on individual charges.

- Fighting, including pushing and shoving another resident or staff
- Threats of violence against another resident or staff
- Sexual misconduct
- Forcible misconduct (using force or threats of force to obtain compliance from another)
- Engaging in sexual activity on property, whether forced or consensual
- Possession of firearms or any weapon defined as lethal or deadly by law
- Vandalism, theft, or destruction of property; either Schirmer, staff, or other residents' property
- Tampering with video cameras or equipment
- Violation of the law/being arrested
- Possession of alcohol or illicit drugs on property

- Smoking in your apartment/bedroom
- Absconding or unauthorized leave from the facility/failure to return
- Out of bounds
- Multiple positive urinalysis or breathalyzer readings
- Receiving 2 or more major violations that result in basic restriction can become a total restriction

## **Possible Arrest and Termination from Program**

**If you commit any of the following acts while a resident at Schirmer House, police may be called immediately and staff will recommend you be arrested and terminated from the program. The state of Missouri will make the final decision regarding your removal.**

- Possession of alcohol or drugs in the facility
- Fighting (including pushing and/or shoving clients or staff)
- Sexual misconduct/forcible misconduct (using force or threats to obtain compliance from another)
- Possession of firearms or any weapon defined as lethal or deadly by law
- Termination from substance or sex offender treatment
- Theft/stealing from staff, resident, or Schirmer House
- Destruction of property
- Tampering with video cameras or equipment

## **Grievance Procedures**

If you have a complaint or grievance and would like to complete a grievance form you can obtain a copy of the form in the common area (apartment 107). You can submit the completed grievance form in the grievance box in the common area. The Residential Facility Director will then meet with the resident within 48 hours to discuss the grievance and determine a solution. If you are unsatisfied with the outcome of the grievance, it will be processed and forwarded to the Probation/Parole Officer Supervisor. Within five working days of receipt of the grievance, the Probation/Parole Officer Supervisor will meet with you in an attempt to resolve the complaint/grievance.

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# SCHIRMER HOUSE

## Resident Handbook Verification

I acknowledge receiving a copy of Schirmer House Resident Handbook. I have read and fully understand the contents of the Schirmer House Resident Handbook.

My initials and signature below verify that I understand the following:

	Client Initials
Emergency Procedures	
Program Expectations	
Grievance Procedures	
Medical Procedures <ul style="list-style-type: none"><li>▪ Responsibility for expenses</li><li>▪ Standards on medications</li></ul>	
Pass/Free Time Procedures	
Visitation Policy/Procedures	
Savings	
Prohibited Items	
Electronic Personal Property	
I have participated in a tour of the facility that was conducted by a staff person.	

Resident Name: \_\_\_\_\_

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CENTER FOR WOMEN IN TRANSITION, INC.**

Job Title: Residential Facility Director  
Reports to: Director of Programs  
FLSA Status: Exempt

**GENERAL SUMMARY:** The Residential Facility Director administers the operations, programs and staffing of the Schirmer House residential facility in accordance with Center for Women in Transition and Missouri Department of Corrections expectations and goals. This position reports to the Executive Director has three direct reports – the Case Manager, House Manager Supervisor, and the Employment/Life Skills Instructor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Builds, manages and motivates a strong professional staff which is highly focused on delivering client-centered services.
2. Assures adequate supervision of resident activities as well as delivery of program services by all facility staff.
3. Ensures compliance with program rules by residents, documents their activities as necessary to ensure accountability, and follows up as necessary to increase compliance.
4. Facilitates collaboration between Center and MDOC staff members and promotes coordination of services between the two entities.
5. Coordinates all resident admissions and discharges and communicates as necessary with MDOC regarding admissions and discharges.
6. Maintains a safe and supportive atmosphere through staff supervision and training, implementation of adequate protocols and maintenance/surveillance of the facility.
7. Responsible for investigating and resolving all resident grievances.
8. Ensures that facility is complying with the terms of the Schirmer contract and communicates contract issues to Executive Director.
9. Maintains a clean and sober environment by assuring the delivery of drug/alcohol testing and ensuring that all related documentation is maintained.
10. Accountable for all service documentation, periodic reporting, incidents, log maintenance, sign-in sheets, client files, etc., as well as preparation for site visits.
11. Responsible for conducting continuing education program for staff.

**PRISON RAPE ELIMINATION ACT (PREA) COORDINATOR DUTIES:**

1. Reviews and analyzes Schirmer House policies and procedures to assure PREA compliance; develops and maintains agency MOU's for investigations and victim services
2. Coordinates with outside entities, such as victim advocates, SANE's, medical and mental health providers, investigating agencies or bodies, prosecutors, and others as needed to ensure PREA compliance
3. Works with Executive Director, DOC, and Schirmer House team to ensure that any needed revisions to policies and procedures are made in a timely manner

4. Ensures provision of adequate education and training for staff, inmates, contractors and volunteers
5. Develops PREA compliance files and maintains documentation required by PREA standards
6. Conducts review of investigations into allegation of sexual abuse and sexual harassment of inmates
7. *Monitors facility compliance with PREA standards*
8. Facilitates data submission to USDOJ and facilitates annual data review
9. Schedules and oversees any PREA audits on-site in the facility; maintains close contact with Executive Director concerning progress and needs to assure PREA compliance
10. Models the behavior and integrity that demonstrates agency's commitment to zero-tolerance

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Education: Graduation from a four-year accredited college or university program with a major in business administration, criminal justice administration, social work, psychology, sociology, counseling or a closely related field is required.
2. Must have at least two years' experience of paid work, study, internship, or volunteering, of working with people in the criminal justice system, with women with addictions, and/or with people with low incomes.
3. Must have experience and skill with supervising people in a manner that promotes teamwork, staff development, and delivery of high quality services.
4. Must demonstrate the ability to administer the operations, staffing and programs of a residential facility under state contract.
5. Must demonstrate the ability to communicate and interact in a professional, collaborative manner with diverse people.
6. Must be able to communicate effectively in writing and accurately and timely complete necessary documentation and reports.
7. Must have good communication skills, conflict management skills, and be able to set and maintain personal and professional boundaries.
8. Must pass background check, drug testing, and other state requirements to meet clients in prison.
9. Must possess experience with service providers in the City of St. Louis and awareness of community resources related to the re-entry process.
10. Must have ability to research, analyze and use information effectively.
11. Must be proficient with computers, including proficiency in Microsoft Word, Excel, Access, e-mail systems, Internet, and other database systems.



**WORKING CONDITIONS:**

1. Ability to drive and travel, valid driver's license and current vehicle insurance coverage required.
2. Ability to tolerate long periods of sitting.
3. Physical stamina to do some walking and to climb stairs; ability to do moderate pushing, pulling, kneeling, stooping, bending, and lifting.
4. Ability to demonstrate good finger/hand dexterity for typing, sorting, filing, etc.
5. Ability to work and under stress.

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute a contract of employment.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

**CENTER FOR WOMEN IN TRANSITION, INC.**

Job Title: House Manager Supervisor  
Reports to: Residential Facility Director  
FLSA Status: Non-Exempt

**GENERAL SUMMARY:** The House Manager Supervisor is responsible for supporting a trauma-informed environment while maintaining the safety and security of the facilities. The Supervisor will perform the regular duties of the House Manager position (#1-7 below), and is responsible for recruiting and supervising all House Managers, developing & maintaining monthly schedules and shift coverage and assisting with continuing education delivery. This position reports to the Residential Facility Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintains a safe facility by:
  - a. Building supportive and professional relationships with each resident.
  - b. Supervising resident activities, entries, and exits.
  - c. Monitoring video surveillance equipment.
  - d. Walking the perimeter of the facility during shifts.
  - e. Monitoring residents and guests on the premises.
  - f. Conducting appropriate facility and room searches as needed in accordance with applicable guidelines.
  - g. Reporting situations of concern to the on-call supervisor and or emergency personnel when needed.
2. Monitors, secures, and logs resident medications.
3. Documents incidents, violations by residents and other activity as required in accordance with applicable guidelines.
4. Conducts drug and alcohol testing and record keeping as required in accordance with applicable guidelines.
5. Documents residents' belongings upon move-in and move out.
6. Answers the telephone in the security office.
7. Attends regular staff meetings, supervisory and/or team meetings.  
\*\*\*
8. Recruits employees for open house manager positions; works with resident facility director to conduct interviews and make hiring recommendations.
9. Orients and trains house managers.
10. Ensures coverage of facility 24/7 – overtime may be required to ensure.
11. Conducts periodic safety drills.
12. Develops and maintains monthly schedules and shift coverage, including:

- a. Approving all change in shift requests.
  - b. Reviewing and approving all house manager time off requests.
  - c. Reviewing and approving biweekly timecards.
13. Assists residential facility director in scheduling, planning and delivering continuing education for house managers as well as documenting all training records for house manager staff.
  14. Supervises house managers, meeting individually as needed for training and staff development, disciplinary action and/or to conduct performance reviews.
  15. Meets/communicates regularly with the residential facility director regarding all aspects of this position.
  16. Serves as the communication liaison between the residential facility director and house managers.
  17. Handles maintenance needs at facility, including scheduling lawn care and pest control.
  18. Maintains the keys for the facility.
  19. Acts as Narcan Coordinator for the facility, ensuring all residents and staff receive regular training and supply of Narcan/Naloxone.
  20. Performs other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Education: High school diploma/GED required; bachelor's degree preferred.
2. Minimum of two years of work experience required, with staff supervision and management experience highly preferred. Demonstrated understanding of human resources processes, rules, and regulations highly preferred.
3. Previous experience in supervised residential setting, and experience working with female ex-offenders, women with addictions, and/or other at-risk populations strongly preferred.
4. Previous training in trauma informed care, motivational interviewing, mental health first aid, and conflict resolution preferred. Must have an understanding of trauma and the impacts of trauma on adults.
5. Must demonstrate respectful and effective communication skills with people from a variety of backgrounds and ability to interact in a positive, respectful manner with others, especially residents and co-workers. Must have a caring, compassionate, and patient demeanor.

6. Must demonstrate ability to supervise staff and interact with residents in professional, calm, and fair manner. Willing to contribute to a collaborative work environment, and know how to bring out the best in others.
7. Must have good problem solving and conflict management skills and the ability to set and maintain healthy interpersonal boundaries.
8. Must be able to work a flexible schedule, including ability to cover shifts in a 24/7 operations environment, be able to integrate multiple responsibilities, and be able adapt to a variety of work situations.
9. Must be organized and demonstrate ability to follow through with details.
10. Must have basic computer, word processing and email usage skills.
11. Must be able to work effectively both independently as well as in partnership with fellow staff members, other professionals, program participants and the community.
12. Must pass background check and drug testing.

**WORKING CONDITIONS:**

1. Ability to drive, valid driver's license, and current insurance required.
2. Ability to tolerate long periods of sitting.
3. Ability to stand for long periods of time.
4. Physical stamina to do some walking and to climb stairs; ability to do moderate pushing, pulling, kneeling, stooping, bending, and lifting.
5. Ability to demonstrate good finger/hand dexterity for typing, sorting, filing, etc.
6. Ability to work and under stress.

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute a contract of employment.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **CENTER FOR WOMEN IN TRANSITION, INC.**

Job Title: Executive Director  
Reports to: Board of Directors  
FLSA Status: Exempt

**GENERAL SUMMARY:** Oversees all agency operations, initiates and implements strategic and financial planning for the organization, and works with and reports to the Board of Directors, providing for a sustainable organization to carry out the agency's mission.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Secures the resources necessary to fulfill Center for Women in Transition's Mission and to implement the organization's goals and objectives.
  - a. Oversees the Development Director in implementing all major fundraising activities.
  - b. Works with the Development Director and Development Committee to prepare a yearly Development Plan that comports with the yearly Board approved budget and the current strategic plan.
  - c. Directs planning, prioritization, implementation, and evaluation of the Development Plan.
  - d. Cultivates new and current major donors.
  - e. Oversees grant applications and grant-tracking.
2. Maintains and enhances the organization's positive reputation in the community.
  - a. Projects a positive image of the Center for Women in Transition to the community and seeks community support through marketing materials, publications, special events, the organization's website and social media pages, and public speaking engagements.
  - b. Oversees appropriate staff in the development and distribution of public relations materials to enhance the image of the organization.
  - c. Seeks opportunities to promote the organization's image through the media and speaking engagements.
  - d. Cultivates financial and community support from individuals, corporations, organizations, foundations and governmental entities.
3. Cultivates financial and community support from individuals, corporations, organizations, foundations, and governmental entities.
  - a. Works with Development Director to cultivate existing individual and corporate donors and to grow donor base.
  - b. Oversees recruitment, cultivation, and acknowledgement of agency volunteers.
  - c. Works with Development Director and other staff to identify and apply for new sources of governmental and private grant revenue.
  - d. Maintains contact with current supporters (major donors, volunteers, grantors, and community organizations) to cultivate relationships.
  - e. Initiates opportunities to enhance program offerings and community collaboration.

- f. Develops advisory board of high-profile supporters to benefit the organization. Work with Board to identify and recruit potential members and keep members informed of relevant information.
4. Builds, manages, and motivates a strong professional staff which is highly focused on the Center for Women in Transition's Mission.
  - a. Responsible for hiring, developing, managing and evaluating staff.
  - b. Maintains Personnel Policies Manual and other relevant policies and ensures that policies are updated as needed with Board oversight and approval.
  - c. Evaluates the performance of employees through annual evaluations.
  - d. Maintains up-to-date employee files.
  - e. Acts as the staff liaison and spokesperson to the Board.
  - f. Provides professional development opportunities.
5. Manages all operations, including facilities operations and maintenance, staff oversight, program development, and program implementation.
  - a. Works to ensure the preservation and enhancement of the organization's facilities and oversees maintenance and improvements of facilities.
  - b. Provides for the repair and updating of equipment as needed to insure that the Center is able to promote its Mission, achieve its goals and objectives, and provide a healthy work environment.
  - c. Ensures that information technology, including computers, printers and other hardware, the network, and software, are adequate to provide efficiency of operations.
6. Oversees agency finances and compliance with all city, state and federal regulations; grantor standards/policies; contract obligations.
  - a. Oversees accounting practices and procedures and maintains compliance with all FASB and IRS regulations and standards, grantor policies and practices, and Board financial policies.
  - b. Oversees and confirms the Center is in compliance with all contractual obligations in any and all contracts entered into by the Center.
  - c. Prepares and presents to the Board for approval a multi-year finance plan.
  - d. Prepares annual operating and capital improvement budget for review by Treasurer and Finance Committee and for final approval by the Board of Directors.
  - e. Prepares and distributes monthly financial reports to the Treasurer and the Finance Committee; distributes financial reports to the full Board of Directors prior to Board meeting, and in months when the Board is not meeting, to the Executive Committee.
  - f. Deposits all monies, transfers funds, and makes investments as per financial policies.
  - g. Coordinates with a certified public accountant for ongoing accounting procedures and an annual year-end audit.
  - h. Alerts the Executive Committee to any untoward expenditures and/or revenue shortfalls.
7. Works with the Board to assure quality governance, risk prevention/control and strategic planning.

- a. Works with the Board President and Executive Committee to prepare agendas and relevant information for meetings of the Executive Committee and Board of Directors.
- b. Provides relevant information to the Board and Executive Committee when they are not in session.
- c. Attends and participates in Board meetings as a non-voting member.
- d. Attends and participates in appropriate committee meetings.
- e. Works with the Board to cultivate, recruit, and train new Board members.
- f. Manages operations, policies, programs and facilities to provide for appropriate risk prevention/management to minimize risk to staff, Board, participants and the public, and to avoid the possibility of litigation.
- g. Maintains adequate insurance coverage policies for liability and Directors & Officers Liability coverage.
- h. Manages all internal incidents by properly documenting incidents, making appropriate reports and conducting such follow-up as is necessary.
- i. Ensures that the Center has obtained appropriate permits and licenses and that they are kept current, including Charitable Solicitation Permit, business license, and others as required by city, county, state and federal laws.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Education: Bachelor's degree from an accredited four-year college required, Masters degree preferred. Equivalent combination of education/experience will be considered.
2. A minimum of five years in a non-profit management role required.
3. Demonstrated ability to administer a non-profit organization.
4. Ability to relate to a wide variety of people in a gracious and friendly manner.
5. Ability to be flexible and integrate multiple responsibilities.
6. Ability to work with others, as well as independently.
7. Ability to communicate and interact in a professional manner.
8. Experience and skill in public presentations.
9. Experience and skill in development.
10. Ability to research, analyze and use information.
11. Ability to read and understand a financial statement.
12. Ability to work a flexible schedule.
13. Computer proficiency in Microsoft Word, Excel, Access, Quick Books, Internet and other database systems preferred.

**WORKING CONDITIONS:**

1. Ability to drive, valid driver's license and current insurance coverage.

2. Ability to demonstrate the physical stamina to do some walking; moderate pushing, pulling, kneeling, stooping, bending, and lifting.
3. Flexibility to work some evenings and weekends.
4. Ability to tolerate long periods of sitting.
5. Ability to work under stress.

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. This job description does *not* constitute a contract of employment.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Program Area Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



**CENTER FOR WOMEN IN TRANSITION, INC.**

Job Title: Case Manager/Cognitive Behavioral Therapy Specialist  
Reports to: Residential Facility Director  
FLSA Status: Non-Exempt

**GENERAL SUMMARY:** The Case Manager/CBT Specialist position is responsible for assisting clients in the Schirmer House facility with achieving the goals on their individual case management plans. The Case Manager/CBT Specialist works closely with the MDOC parole officer, the Employment Specialist, the Life Skills Specialist, and the Behavioral Health Specialist to assure successful delivery of services. The Case Manager/CBT Specialist maintains connections with community service providers and links clients to those resources and is responsible for facilitating CBT groups on-site.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Completes intake packet and release of information forms with each new client.
2. Oversees the implementation of the case management plan, as established by the parole officer.
3. Monitors client participation and progress with community referrals by establishing and maintaining regular communication with community partners.
4. Interacts with clients individually and in groups to offer them supportive assistance and programming. Coordinates services with other staff members.
5. Participates in staff meetings and other meetings to monitor and promote clients' success in the program.
6. Works with the behavioral health team to identify and meet clients' needs for individual and group CBT services.
7. Facilitates Cognitive Behavioral Therapy groups.
8. Attends weekly meetings with Department of Correction staff to discuss clients' progress.
9. Records, documents, and tracks each client's activities and progress towards goals. Reviews and/or completes other paperwork as needed.
10. Participates in trainings and staff development opportunities.
11. Performs other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Education: Graduation from a four-year accredited college or university program required with a major in administration of justice, social work, counseling, criminal justice, or closely related field.
2. Must have experience working with people in the criminal justice system, women with addictions, and/or women with low incomes.
3. Must be responsible, flexible, with good problem-solving and conflict-management skills.
4. Must demonstrate a caring, compassionate and patient demeanor, as well as the ability to set and maintain healthy interpersonal boundaries.
5. Must have strong ability to communicate effectively with a variety of people and work collaboratively with others within the facility and in the community.
6. Must be accurate and timely in completion of reporting and documentation.
7. Must have experience with building and developing partnerships.
8. Must have good communication skills and be able to set and maintain boundaries.
9. Must have basic computer knowledge, including proficiency with Microsoft Word and Excel.

**WORKING CONDITIONS:**

1. Valid driver's license with ability to drive and travel.
2. Ability to tolerate extended periods of sitting and standing.
3. Ability to lift, push or pull objects weighing 15 pounds and to walk up and down stairs.
4. Ability to tolerate short periods of extreme temperature.
5. Ability to work and under stress.

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute a contract of employment.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Program Area Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## CENTER FOR WOMEN IN TRANSITION, INC.

Job Title: Employment Specialist  
Reports to: Director of Programs  
FLSA Status: Non-exempt

**GENERAL SUMMARY:** The Employment Specialist is primarily responsible for assisting Center for Women in Transition clients as they enhance their employment opportunities by providing individual and group instruction, supportive activities, and by connecting clients to community resources. This position is also part of the Schirmer House and Baker House case management teams and works with the teams to ensure successful delivery of services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Conducts an initial needs assessment upon intake for each client entering client programs focused on education and literacy levels, employment history, barriers to employment, and personal goals.
2. Develops an individualized employment plan with each client.
3. Provides and/or links clients to job readiness training including foundational employment skills and basic computer skills.
4. Refers clients to GED classes or other educational and job training programs, as appropriate.
5. Develops classes and programs to enhance the skills and capacities of clients.
6. Assists clients with developing interviewing and resume writing skills.
7. Assists clients in the computer lab to create resumes and to perform on-line job searches, complete on-line applications as well as paper applications.
8. Identifies and establishes relationships with community, educational and employment organizations that will facilitate job attainment for clients.
9. Assists clients in job searches and job readiness by developing partnerships with employment services and employers in the community who are willing to hire individuals with a criminal record.
10. Arranges for job interviews, transportation, and suitable clothing.
11. Coordinate savings for clients with income based on goals and objects identified for each client.
12. Provides employment case management and monitoring, including visits to employment sites.
13. Tracks client progress on goals and completes documentation and paperwork as needed.
14. Participates in trainings and staff development opportunities.
15. Performs such other duties as may be assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Education: Bachelor's degree in social work, counseling, criminal justice administration, sociology, psychology, or closely related field preferred. For those without a bachelor's degree, state-approved related experience may be substituted on a year-to-year basis for a maximum of two years.
2. Must be willing to obtain VIC training.
3. Must have experience working with people in the criminal justice system, women with addictions, and/or women with low incomes.
4. Must demonstrate ability to teach women with low income and educational background and those with addictive behaviors.
5. Must be able to accurately complete necessary documentation.
6. Must show willingness to work in residential facility for women reentering society from jail/prison.
7. Must have basic computer knowledge, including proficiency with Microsoft Word and Excel, and sufficient internet proficiency to aid the clients in accessing online resources.
8. Must have experience building and maintaining relationships and partnerships; reentry related experience preferred.
9. Must be able to communicate effectively with others in a manner that creates harmony and promotes the cooperation of others.
10. Must have a responsible and flexible attitude; good problem solving and conflict management skills; a caring, compassionate, and patient demeanor; and the ability to set and maintain healthy interpersonal boundaries.

**WORKING CONDITIONS:**

1. Ability to drive, valid driver's license, and safe driving record.
2. Ability to demonstrate good finger/hand dexterity for typing, sorting, filing etc.
3. Ability to demonstrate the physical stamina to do some walking and stair climbing; moderate pushing, pulling, kneeling, stooping, bending, and lifting.
4. Ability to work under stress.
5. Flexibility to work some evenings and weekends.

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute a contract of employment.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**CENTER FOR WOMEN IN TRANSITION, INC.**

Job Title: Life Skills Specialist  
Reports to: Director of Programs  
FLSA Status: Non-exempt

**GENERAL SUMMARY:** The Life Skills Specialist is primarily responsible for assisting Center for Women in Transition clients as they enhance their life skills by providing individual and group instruction and supportive activities and by connecting clients to community resources. This position also works with the Schirmer House and Baker House case management teams to ensure successful delivery of services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

16. Conducts Life Skills Assessments upon intake for each client entering the facility.
17. Identifies and works with community resources and institutions to provide quality Life Skills classes for all clients.
18. Identifies and establishes relationships with community organizations that will facilitate skills and resource attainment for clients.
19. Conducts or coordinates a minimum of 2 hours of life skills group discussions/classes per week to each client at Schirmer House and Baker House, which address reentry issues including:
  - a. Budgeting and finance
  - b. Computer, internet, cell phone, and social media use
  - c. Current issues concerning clients in the transitional facility
  - d. Diet and nutrition
  - e. Interpersonal relationships
  - f. Parenting support
  - g. Sanitation and cleaning
  - h. Self-care and hygiene
  - i. Sexual wellness
  - j. Shopping
  - k. Utilizing public transportation
  - l. Food preparation and storage
  - m. Meal planning
  - n. Recipe sharing and menus
20. Coordinate monthly supplies for all clients based on income level.
21. Coordinate monthly food allowances based on clients' monthly income.
22. Works with the case management team in researching and maintaining resource materials and referring clients to resources.
23. Tracks client progress on goals and completes documentation and paperwork as needed.
24. Participates in trainings and staff development opportunities.
25. Performs such other duties as may be assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

11. Education: Bachelor's degree in social work, counseling, criminal justice administration, sociology, psychology, or closely related field preferred. For those without a bachelor's degree, related experience may be substituted on a year-to-year basis for a maximum of two years.
12. Must be willing to obtain VIC training.
13. Must have experience working with people in the criminal justice system, women with addictions, and/or women with low incomes.
14. Must demonstrate ability to teach women with low income and educational background and those with addictive behaviors.
15. Must be able to accurately complete necessary documentation.
16. Must show willingness to work in client facility for women reentering society from jail/prison.
17. Must have basic computer knowledge, including proficiency with Microsoft Word and Excel, and sufficient internet proficiency to aid the clients in accessing online resources.
18. Must have experience building and maintaining relationships and partnerships; re-entry related experience preferred.
19. Must be able to communicate effectively with others in a manner that creates harmony and promotes the cooperation of others.
20. Must have a responsible and flexible attitude; good problem solving and conflict management skills; a caring, compassionate, and patient demeanor; and the ability to set and maintain healthy interpersonal boundaries.

**WORKING CONDITIONS:**

6. Ability to drive, valid driver's license, and safe driving record.
7. Ability to demonstrate good finger/hand dexterity for typing, sorting, filing etc.
8. Ability to demonstrate the physical stamina to do some walking and stair climbing; moderate pushing, pulling, kneeling, stooping, bending, and lifting.
9. Ability to work under stress.
10. Ability to work some evenings and weekends.

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute a contract of employment.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**CENTER FOR WOMEN IN TRANSITION, INC.**

Job Title: House Manager  
Reports to: House Manager Supervisor  
FLSA Status: Non-Exempt

**GENERAL SUMMARY:** Supports the Schirmer House team in the capacity of an onsite presence during evening, overnight and weekend hours. Responsible for providing a safe and secure residential environment.

**Essential Duties and Responsibilities:**

1. Maintains a safe facility by:
  - a. Supervising resident activities, entries, and exits.
  - b. Monitoring video surveillance equipment.
  - c. Walking the perimeter of the facility during shifts.
  - d. Monitoring residents and guests on the premises.
  - e. Conducting appropriate facility and room searches as needed in accordance with applicable guidelines.
  - f. Reporting situations of concern to the on-call supervisor and or emergency personnel when needed.
2. Monitors, secures, and logs resident medications.
3. Documents incidents, violations by residents and other activity as required in accordance with applicable guidelines.
4. Conducts drug and alcohol testing and record keeping as required in accordance with applicable guidelines.
5. Answers the telephone in the security office.
6. Documents residents' belongings upon move-in and move out.
7. Attends periodic house manager meetings and/or team meetings.
8. Performs other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Education: High school diploma or GED and two years of work experience, including military or self-employment, required; previous experience in security setting and experience working with offenders and/or at-risk population preferred.
2. Must have good communication skills, conflict management skills, and be able to set and maintain boundaries.
3. Must be reliable, punctual, and able to document/log information timely and accurately.
4. Must be willing to work with a diverse group of people respectfully and nonjudgmentally.
5. Must pass background check and drug testing.

**WORKING CONDITIONS:**

1. Ability to stand for long periods of time.
2. Ability to tolerate long periods of sitting.
3. Ability to demonstrate the physical stamina to do some walking and to climb stairs; ability to do moderate pushing, pulling, kneeling, stooping, bending, and lifting.
4. Ability to demonstrate good finger/hand dexterity for typing, sorting, filing, etc.
5. Ability to work and under stress.

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute a contract of employment.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



## **CENTER FOR WOMEN IN TRANSITION, INC.**

Job Title: Behavioral Health Specialist  
Reports to: Director of Programs  
FLSA Status: Exempt

**GENERAL SUMMARY:** The Behavioral Health Specialist will conduct trauma assessments and provide one-on-one and group trauma therapy to Center for Women in Transition clients, including women living in the Center's transitional housing and throughout the community. The Behavioral Health Specialist will also lead the development of mental health services across the agency and will link clients to appropriate community providers to address psychiatric needs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Conducts comprehensive trauma assessments upon client arrival to assess trauma/therapy needs.
2. Creates individualized treatment plans related to PTSD/Trauma symptom management.
3. Facilitates group discussions/classes with clients that address reentry issues such trauma and interpersonal and family relationships.
4. Works with the Case Manager/CBT Specialist to identify and meet clients' needs for individual and group CBT services.
5. Makes referrals to community resources appropriate to address individual client mental health needs and goals.
6. Participate in case management meetings to provide updates related to mental health-related goals.
7. Tracks client's progress and information on treatment.
8. Participates in trainings and staff development opportunities.
9. Performs such other duties as may be assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Education with a Master's Degree in social work, counseling, or closely related field strongly required; licensure preferred.
2. Training and experience in trauma informed care and rehabilitative trauma/PTSD counseling services.
3. Experience with motivational interviewing.
4. Training and experience with crisis management.

5. Experience working with people in the criminal justice system, women with addictions, and/or women with low incomes.
6. Demonstrated ability to teach women with low income and educational background and those with addictive behaviors.
7. Ability to accurately complete necessary documentation in paper file and electronically.
8. Willingness to work in residential facility for women reentering society from jail/prison.
9. Must have basic computer knowledge, including proficiency with Microsoft Word and Excel, and sufficient internet proficiency to aid the clients in accessing online resources.
10. Must have experience building and maintaining relationships and partnerships; re-entry related experience preferred.
11. Must be able to communicate effectively with others in a manner that creates harmony and promotes the cooperation of others.
12. Must have a responsible and flexible attitude; good problem solving and conflict management skills; a caring, compassionate, and patient demeanor; and the ability to set and maintain healthy interpersonal boundaries.

**WORKING CONDITIONS:**

1. Ability to drive, valid driver's license, and safe driving record.
2. Ability to work some evenings and weekends.
3. Ability to demonstrate good finger/hand dexterity for typing, sorting, filing etc.
4. Ability to demonstrate the physical stamina to do some walking and stair climbing; moderate pushing, pulling, kneeling, stooping, bending, and lifting.
5. Ability to work under stress.

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute a contract of employment.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## CENTER FOR WOMEN IN TRANSITION, INC.

Job Title: Director of Programs  
Reports to: Executive Director  
FLSA Status: Exempt

**GENERAL SUMMARY:** The Director of Programs is responsible for development, oversight, and management of all Center for Women in Transition programs. This person is primarily responsible for developing consistent, gender-responsive and evidence-based programming for the agency as a whole, leading implementation of services across programs, monitoring program fidelity on an ongoing basis, and monitoring program outcomes for continuous program improvement. This position reports directly to the Executive Director, supervises 2-3 direct reports and approximately 20 indirect reports, and supervises all programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Program Development
  - a. Building on existing services and research, works with staff leadership to develop consistent program services to be offered across all programs, including intake and assessment, case management, employment services, life skills education, mentoring, restorative justice programming, and others. Will ensure that all programming aligns with agency values and with best practices for serving women in the criminal justice system.
  - b. Ensures that all staff receive consistent onboarding training on program curriculum and service delivery expectations.
  - c. Develops policies and procedures, forms, and tools to guide program services and implementation.
  - d. Ensures that program policies and procedures, forms, and tools are updated or created as necessary to comply with changes in service delivery, changes in the law, or other circumstances.
  - e. Works with staff leadership and Development Director to develop outcome metrics to be tracked, evaluated, and reported upon.
  - f. Ensures that case management software is sufficient to meet client and outcome tracking needs.
  - g. Works with outside resources (academics, students, consultants) as necessary and appropriate. This may include supervising practicum students.
2. Program Implementation and Oversight
  - a. Leads program directors and other staff on implementing program services and making adjustments to services as needed. Works closely with program directors on implementation strategy.

- b. Monitors program implementation to ensure that services are provided consistently, in a trauma-informed manner, and in accordance with all internal, regulatory, and funder requirements.
  - c. Ensures that files and electronic information is correct and complete, compliant with agency and external requirements, and maintained in a confidential manner. This may include staff observation, file reviews, and reviews of data entered into case management software.
  - d. Identifies areas of risk to agency, staff, and clients in program service delivery, and works with leadership and others on appropriate responses to mitigate risk.
3. Program Evaluation
- a. Evaluates program successes and areas for improvement on an ongoing basis; develops necessary adjustments to programming.
  - b. Evaluates grant funding needs for delivery of services; works cooperatively with Executive Director, Development Director, and accounting department to obtain and track grant funds and to ensure grant compliance.
  - c. Consistently monitors and researches current trends in reentry services and major program areas; brings new developments to staff leadership for review and discussion; develops program adjustments as necessary and appropriate in line with best practices.
4. Staff management
- a. Manages and motivates program directors, and assists them in implementing services within their staff.
  - b. Assists in building strong staff relationships and shared understanding of agency mission and goals.
  - c. Leads change in services and programming.
  - d. Organizes periodic ongoing staff trainings and professional development opportunities.
  - e. Recruits employees for open program positions; works with appropriate staff to conduct interviews and make hiring recommendations.
  - f. Performs performance evaluations of direct reports and ensures that all indirect reports receive performance evaluations; addresses performance issues as necessary.
5. Outreach and Community Involvement
- a. Represents Center for Women in Transition in the community, including on committees and coalitions related to the work of the agency, in speaking opportunities, and in other forms of community engagement.
  - b. Participate as a staff representative on board committees as assigned.
  - c. Participates in other activities as assigned by Executive Director, including attending meetings of the board of directors periodically.
6. Other: Performs such other duties and responsibilities as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE, SKILL, AND ABILITIES REQUIRED:**

1. Education: Master's degree in Social Work or similar field from an accredited college required.
2. Demonstrated success in developing program models, implementing change, and developing and evaluating program outcomes is required. Experience in organizational change management is key.
3. Experience in managing diverse teams and program budgets required.
4. Minimum five years' experience in nonprofit program leadership preferred.
5. Direct experience with people in the criminal justice system, with women with histories of substance abuse, and with people with low income is preferred.
6. Previous training and practical experience in trauma informed care, motivational interviewing, mental health first aid, and conflict resolution strongly preferred. Must have an understanding of trauma and the impacts of trauma on adults.
7. Must be able to form and maintain positive relationships with people of diverse backgrounds.
8. Must be willing to increase knowledge base by attending workshops and staying current on best practices in the field.
9. Must be proficient in Microsoft Word and Excel, be experienced in using case management software platforms, and have strong e-mail usage skills.
10. Demonstrated understanding of restorative justice principles and practices; experience with restorative justice practices preferred.
11. Must have excellent communication skills and ability to lead others, including ability to communicate effectively with staff, board of directors, clients, and key government stakeholders such as the Missouri Department of Corrections.
12. High level of expertise in respectful communication, inclusive decision making, and other restorative processes is required.
13. Must be able to set and maintain appropriate boundaries with staff, clients and volunteers.
14. Must be able to work a flexible schedule, integrate multiple responsibilities, and adapt to a variety of work settings.
15. Must be highly organized and able to timely meet designated objectives of the program and organization.
16. Ability to work effectively both independently as well as in partnership with fellow staff members, board members, other professionals, program participants and the community.
17. Position subject to background check and drug testing.

**WORKING CONDITIONS:**

1. Ability to drive, valid driver's license and current insurance coverage.

2. Ability to demonstrate the physical stamina to do some walking; moderate pushing, pulling, kneeling, stooping, bending, and lifting.
3. Flexibility to work some evenings and weekends.
4. Ability to tolerate long periods of sitting.

**SIGNATURES:**

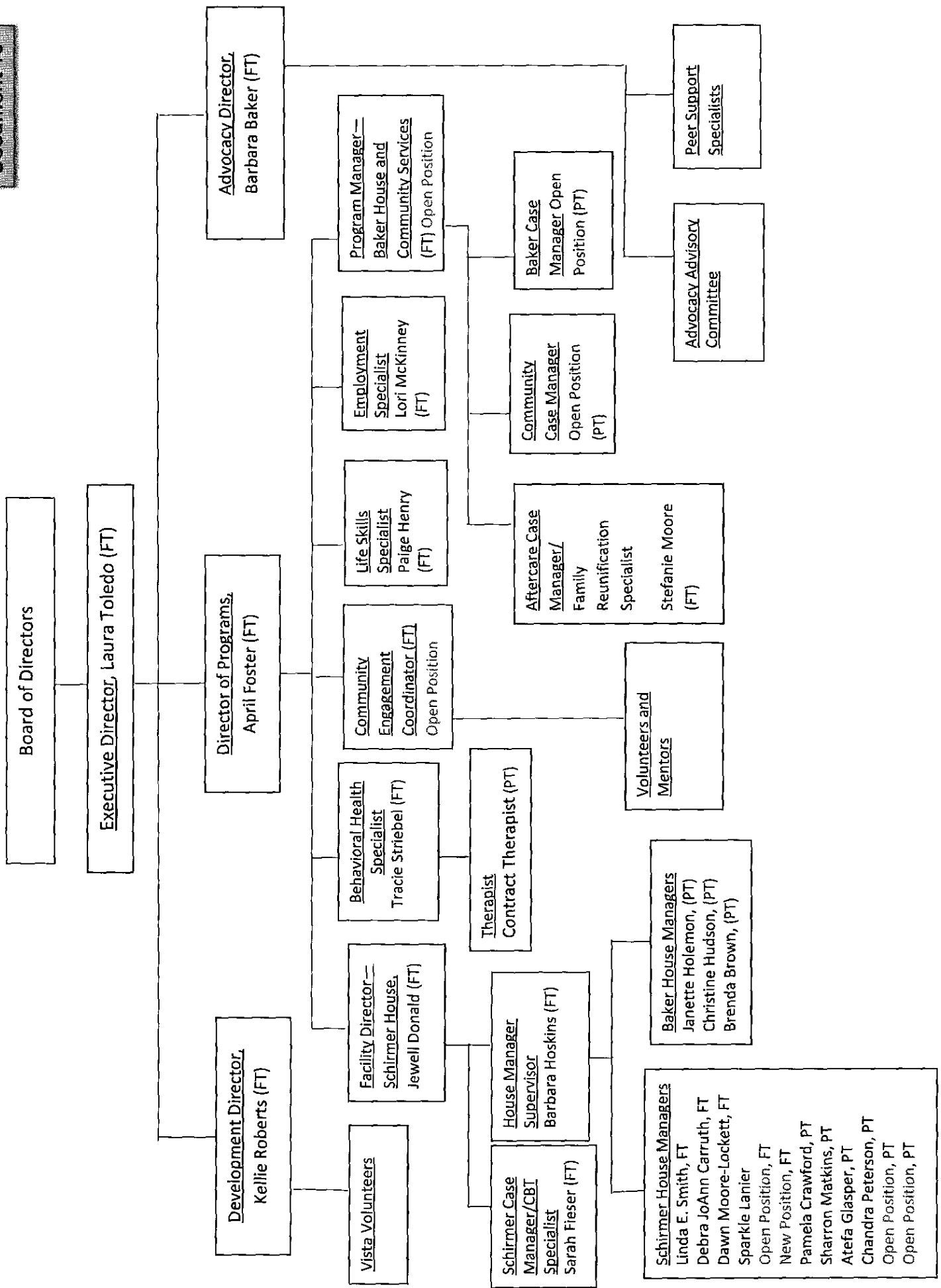
The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute a contract of employment.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_





**AFFORDABLE HOUSING  
COMMISSION**  
City of St. Louis

Lyda Krewson  
*Mayor*

January 9, 2019

Ms. Kellie Roberts  
Center for Women in Transition  
7525 S. Broadway  
St. Louis, MO 63111

**RE: Affordable Housing Trust Fund Application  
#41-19G Mentoring and Advocacy**

Dear Ms. Roberts:

I am writing to acknowledge receipt of your proposal for funding of the above-referenced project through the City of St. Louis Affordable Housing Trust Fund. The Commission voted to award funding for the project in the amount of \$36,000, subject to the following conditions:

- Your submission of a Contractual Agreement and final budget for the project, satisfactory in form and substance to the Affordable Housing Commission. **The Contractual Agreement and budget will be due to the Commission staff no later than January 25, 2019.**
- Your submission of documentation satisfactory in form and substance to the Commission that all other funding required for the completion of the project is secured.
- If your agency has a current contract for the same service, that agreement must be officially completed and closed out before the new contract will begin.
- This award should be considered a one-time grant and is not a commitment of continuous funding.

The following stipulations were also a factor in your award:

**One hundred percent (100%) of award to benefit clients earning at or below 20% of the Area Median Income**

Paula Turner, Account Clerk II will email an electronic version of the Contractual Agreement. After completing the budget pages of the Contractual Agreement you must return the document to Sherrell Jacobs-Yancy at [JacobsS@stlouis-mo.gov](mailto:JacobsS@stlouis-mo.gov) no later than **Friday**,



**January 25, 2019.** After the budget is satisfactory you will be called in to sign, and it will be sent for vetting.

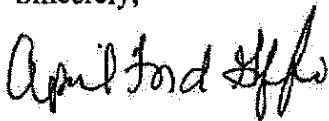
You should not anticipate receipt of these funds or begin expenditures against this award until all of the conditions have been met and the Commission staff has determined that any documentation presented is acceptable. A disbursement schedule, with payments made no more frequently than once (1) every month beginning no earlier than 45 days after submission of your budget. Services and/or activities to be paid with grant funds should not commence before execution of a contract.

The Commission reserves the right to reduce the amount of the award if funding available from other sources together with the funding amount awarded by the Commission, exceeds the amount necessary to carry out the purpose of the funding request as stated in your application. The Commission also reserves the right to withdraw the award if all of the above-referenced conditions are not met.

We look forward to working with you on this project. Please feel free to contact Affordable Housing Commission staff if you have any questions.

Thank you for your interest in partnering with the Affordable Housing Commission to provide affordable housing services to the residents of the City of St. Louis.

Sincerely,

A handwritten signature in black ink that reads "April Ford Griffin". The signature is written in a cursive, flowing style.

April Ford Griffin  
Executive Director

AFG: sj



Missouri Department of Mental Health  
Division of Administrative Services  
Invitation for Bid (IFB)

IFB #: SDA42018002  
Title: Recovery Support Services

Issue Date: June 15, 2018  
Bid Closing: 2:00 PM (CST), December 31, 2018

Return Bid (by e-mail) to: [DMH.Contracts@dnh.gov](mailto:DMH.Contracts@dnh.gov)

Return Bid (by mail) to:  
Department of Mental Health  
Purchasing and General Services  
1706 E. Elm St/P.O. Box 687  
Jefferson City, Missouri 65102

Contact Information

Buyer: David Thompson, Procurement Officer II  
Telephone: (573) 526-5751  
E-Mail: [David.Thompson@dnh.mo.gov](mailto:David.Thompson@dnh.mo.gov)

Services to be purchased by Missouri Department of Mental Health, Division of Behavioral Health.

The bidder hereby agrees to provide the services and/or items, at the prices specified, pursuant to the requirements of this document and further agrees that when this document is countersigned by an authorized official of the Missouri Department of Mental Health, a binding contract, as defined herein, shall exist between the bidder and the Department of Mental Health.

The bidder further agrees that in order to be eligible for a contract award, they must be registered in MissouriBUYS (<https://missouribuys.mo.gov>). If not registered at time of bid submission, the bidder must register in MissouriBUYS prior to a contract award.

Center for Women in Transition  
Legal Name of Bidder

Authorized Signature for the Bidder

12/18/2018  
Date

7525 South Broadway  
Bidder Address

St. Louis, Missouri 63111  
City, State, Zip

43-1799627  
Bidder Taxpayer ID#

Laura Toledo  
Contact Person

[ltoledo@cwitstl.org](mailto:ltoledo@cwitstl.org)  
Contact Person E-Mail Address

(314) 771-5207  
Contact Person Phone #

**Notice of Award Section (State Use Only):**  
This bid is accepted by the Department of Mental Health as follows:  
In it's entirety. The contract number shall be SDA42018051.  
  
Authorized Signature for the Department of Mental Health  
Date: 12/26/18

# STATE OF MISSOURI



**John R. Ashcroft**  
**Secretary of State**

**CORPORATION DIVISION**  
**CERTIFICATE OF GOOD STANDING**

I, JOHN R. ASHCROFT, Secretary of State of the State of Missouri, do hereby certify that the records in my office and in my care and custody reveal that

***CENTER FOR WOMEN IN TRANSITION, INC.***  
***N00060482***

was created under the laws of this State on the 11th day of January, 1999, and is in good standing, having fully complied with all requirements of this office.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this 23rd day of April, 2019.

  
Secretary of State





# The Institute for Peace and Justice

475 E. Lockwood • St. Louis, MO 63119

Office: (314) 918-2630 • Fax: (314) 918-2643

E-mail: [peaceandjusticeinstitute@gmail.com](mailto:peaceandjusticeinstitute@gmail.com) • Website: [peaceandjusticeinstitute.org](http://peaceandjusticeinstitute.org)

April 26, 2019

#### Board of Directors

John Wright Jr., Chair  
 Crystal Diaz-Granados  
 Nicole Fordson  
 Jerald Jackson  
 Kathleen McGinnis  
 Gary "Dee Dee" James  
 Juli Niemann  
 Seth Tauchman  
 Maria Thorpes

To Whomever It May Concern,

We have been working with CWIT for almost 14 years. The work we do is a program called SOS (Solving Our Situations). It is a ten-session class for the women in CWIT, especially those at the Baker House, as well as at Schirmer House. In these classes the women learn and practice skills in positive problem-solving--learning and reinforcing ways to solve problems by being assertive, rather than aggressive, passive or passive-aggressive. They also work on setting goals for themselves, which they report on each week in the classes.

#### Advisory Board

Chuck Alphin  
 Marsha Cann  
 Maria Chappelle-Nadal  
 Peggy Deloney Wilson  
 Veriean Nicks

Someone from our staff works with a co-facilitator in conducting these classes. The co-facilitators are women who have finished the classes and have shown the ability to lead the classes for others. All of the co-facilitators are CWIT graduates.

#### IPJ Programs

Advocacy  
 Educating for Peace and Justice  
 Mentoring Program  
 Parenting for Peace and Justice  
 "Peace Pieces"  
 Pre-Schoolers/Peace  
 Racial Justice  
 "SOS" Program  
 "We Have Something To Give"  
 Young Artists for Justice and  
 Peace-40 Corners

For this program, CWIT compensates the Institute \$500 for every two sessions of classes—approximately \$2,000/year.

#### Workshop Consultants

Tina Grimes  
 Gary Ingram  
 Joe Jackson  
 Tonya Rogers  
 Tracey Stanton

The evaluations done at the end of each ten-week class are consistently positive, and we continue to value our partnership with CWIT in this work.

Respectfully,

Kathy McGinnis  
 Executive Director

#### Staff/Consultants

Lillie Kelley  
 Kathleen McGinnis  
 Thomas McGinnis

# **Cost Data From MissouriBUYS**

Line Item Number	Quote Name	Item Name	Item Description	Intentional No Bid	Pricing Type	Bid/Unit	Item Unit	Response Comments
Center for Women in Transition								
Total Bid Amount - 78								
1	Center for Women in Transition Response to RFPS30034901901 947	Eastern Region	Firm, Fixed Price Per Residential Slot Original Contract Period	N	\$ Amount	77.900000	each	
2	Center for Women in Transition Response to RFPS30034901901 947	North Central Region	Firm, Fixed Price Per Residential Slot Original Contract Period	Y	\$ Amount		each	
3	Center for Women in Transition Response to RFPS30034901901 947	Northeast Region	Firm, Fixed Price Per Residential Slot Original Contract Period	Y	\$ Amount		each	
4	Center for Women in Transition Response to RFPS30034901901 947	Southeast Region	Firm, Fixed Price Per Residential Slot Original Contract Period	Y	\$ Amount		each	
5	Center for Women in Transition Response to RFPS30034901901 947	Southwest Region	Firm, Fixed Price Per Residential Slot Original Contract Period	Y	\$ Amount		each	
6	Center for Women in Transition Response to RFPS30034901901 947	Western Region	Firm, Fixed Price Per Residential Slot Original Contract Period	Y	\$ Amount		each	

Add'l Item [1] Field Name	Add'l Item [1] Response	Add'l Item [2] Field Name	Add'l Item [2] Response	Add'l Item [3] Field Name	Add'l Item [3] Response	Add'l Item [4] Field Name	Add'l Item [4] Response	Add'l Item [5] Field Name	Add'l Item [5] Response
Maximum Price	77.90	Maximum Price	77.90	Maximum Price	77.90	Proposed Number of Residential Slots	0	Proposed Number of Residential Slots	30-32
Maximum Price		Maximum Price		Maximum Price		Proposed Number of Residential Slots		Proposed Number of Residential Slots	
Maximum Price		Maximum Price		Maximum Price		Proposed Number of Residential Slots		Proposed Number of Residential Slots	
Maximum Price		Maximum Price		Maximum Price		Proposed Number of Residential Slots		Proposed Number of Residential Slots	
Maximum Price		Maximum Price		Maximum Price		Proposed Number of Residential Slots		Proposed Number of Residential Slots	
Maximum Price		Maximum Price		Maximum Price		Proposed Number of Residential Slots		Proposed Number of Residential Slots	