



BERGEN COUNTY HOUSING, HEALTH AND HUMAN SERVICES CENTER

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**Policy and Procedures
For Shelter Guests under
Probation, Parole and Drug Court Supervision**

The Center is dedicated to working with individuals who are transitioning from correctional facilities who are in need of shelter and other services for successful community reintegration. In order for an individual to meet their goals it is essential that our systems work collaboratively to ensure that the individual is not re-incarcerated. Therefore, the Center Administration requires the following:

The supervising officer needs to give their contact information and provide any alerts or concerns regarding the individual to be sheltered.

Any conditions (including curfews, reporting requirements or mandatory programming/testing) must be reported to Center staff prior to admission. The individual will be expected to follow all conditions of their supervision in addition to House Rules at the Center. In the event that one is stricter (parole requires a 7pm curfew and we require a 10pm curfew) the individual is required to follow the more restrictive rule.

If the guest violates any of these conditions the supervising officer will notify the Center. Conversely, if the guest violates any house rules or requires medical or psychiatric treatment, the Center staff will immediately notify the supervising officer.

Please note that any violation, especially failure to report, may result in discharge from the shelter. Therefore, it is essential that communication be timely and mutual.

We look forward to working together and providing essential and effective services for these individuals in need.