

LANCASTER COUNTY PRISON

INMATE HANDBOOK

GENERAL RULES AND RESPONSIBILITIES

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Lancaster County Prison is a public institution detaining those individuals awaiting trial and confining individuals sentenced by the court. The prison administration institutes rules and regulations in order to provide Care, Custody and Control.

INMATES ARE REQUIRED TO OBEY AN ORDER OR DIRECTIVE ISSUED BY ANY PRISON STAFF

Should you receive two conflicting orders, you are responsible to carry out the last order given. Should you question an order, you are still required to follow it. Later, you may submit a request to the appropriate staff member via the inmate request system. The issue will be investigated, and a response given if warranted. Prison life is stressful, but you can reduce much of the stress by developing a positive and cooperative attitude.

REMEMBER-- YOU ARE RESPONSIBLE FOR YOUR OWN ACTIONS. THINK BEFORE YOU SPEAK OR ACT

Inmate general requests are submitted electronically through a kiosk that is available on all blocks through the phone system. The inmate request system is a problem-solving tool. Each inmate is encouraged to submit a request when seeking a response to a question, presenting an idea or voicing a concern. When submitting a **formal grievance**, the Grievance System must be used. Issues involving **medical care** must be submitted to the Medical Department. If an inmate does not have access to the kiosk other means will be provided.

All inmates are assigned a permanent booking number (PBN) that is a unique number assigned at the time of their first commitment. That same number will be used for every subsequent incarceration.

IMPORTANT NUMBERS

TIP LINE	#311
SUICIDE HOTLINE LINE	717-664-LIFE (5433)
PREA HOTLINE	1-844-429-5412
PRISON MAIN NUMBER	717-299-7800

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* Lancaster County Prison rules and regulations are subject to change without notice.

COMMITMENT

Individuals committed to the prison undergo reception, orientation and classification processes outlined below for your awareness. The staff will determine that each person committed has been committed by proper legal authority and authorized officials. The Commitment Officer will complete necessary forms to include, but not limited to personal history, visitation list, medical history and requests for public defender. An officer will conduct a thorough search to include a strip search, where merited, for weapons and contraband, as well as check for body vermin, cuts and bruises. This search will be conducted in a professional manner. The staff will fingerprint, photograph, video-image, and use other technical identifiers on each person committed. All personal property is turned in, exceptions being one wedding ring (plain band, no stones), eyeglasses, 5 acceptable photographs, addresses, business cards, etc. All recognized religious ornaments or medals will be reviewed by the Chaplain's Office and Security, and if suitable, it can be issued by the Chaplain's Office. An itemized inventory of all property will be made, and a receipt will be furnished to the inmate. The prison limits liability on personal property items stored at the prison. Reimbursement for property lost, stolen, or unaccounted shall not exceed \$25.00. It is the inmate's responsibility to arrange to send excess property or property of value OUT of the prison immediately by submitting a request. Excess property or personal property unclaimed for 30 days after discharge from custody will be considered abandoned and will be destroyed. The new commitment will be assigned a TID (Telephone ID number). A stamped post card also will be provided to the inmate for written communication. Medical personnel will perform a medical screening upon new commitments to determine if any current illness or health problems exist. Part of the screening process includes testing for contagious disease. This exam (and subsequent exams as necessary) may include the collection of biological specimens (blood, urine, stool, etc.) and X-rays. You will be asked to supply a complete medical history. It is to your advantage to be truthful and inform medical staff of any chronic illness, allergies or injuries. If you are withdrawing from drugs or alcohol request assistance! Information concerning your medical condition will be confidential. You will be requested to provide written authorization to the jail medical staff so that they can obtain medical information/history from those who have treated you in the past. If you are incarcerated continuously for an entire year you will be called to have an annual physical and an annual dental evaluation. If you refuse these free services, you will have to sign a refusal to consent to treatment form. A preliminary examination will be given to each new inmate shortly after commitment to the prison. This preliminary exam is mandatory, and refusal will result in restriction of privileges. Only legal calls and legal visits will be permitted in instances of refusal. Treatment Staff will also meet with you to obtain treatment information. This will be completed in the Intake Unit. Each commitment will shower and be able to make a telephone call upon admission to the Intake Unit. The inmate will be issued a hygiene kit {soap, comb, toothpaste, and toothbrush}. Footwear and underwear also will be issued. An orientation tape is also available {copies of both provided in English and Spanish} Information as to prison work programs, educational and vocational opportunities, and counseling programs are included in the handbook. This handbook must be returned upon release or the inmate will be assessed replacement cost. Inmates will have the opportunity to make (1) one free phone call upon commitment to the Prison. Once the Inmate has been entered into the computer and the TID is assigned, the inmate will be able to make the call. This free phone call is for Local and / or Long-Distance calls, but the duration is never longer than 15 minutes. If the inmate hangs up before the 15 minutes has elapsed, he will not be given any other opportunities for free calls. The Inmate shall be advised that an incorrectly dialed number is recognized by the inmate telephone system as a phone call, even though it may not have gone through and been completed. Therefore, the phone call has been made and no other attempt will be allowed. Only the Inmates' first call is free. Any subsequent calls will be billed as collect calls or debit calls.

CLASSIFICATION

The classification of inmates is undertaken to ensure their safety, the safety of other inmates and the security and other needs of the institution. ALL committed individuals will be assigned to the Intake Unit. After the medical intake and classification intake are completed, all inmates are classified by the Classification Committee. These steps must be completed prior to the inmate being moved to general population housing. Information used in this initial classification process includes but is not limited to the following: legal status, age, bail, detainers, charges in other counties, mental and physical condition, prior incarceration and behavior record, behavioral monitoring, requests for programming, and state parole violations. Classification action taken subsequent to the initial classification will utilize a continuing review including but not limited to: legal status, detainers, revisions in bail, charges in other counties, state parole violations, current behavior (misconducts, warning logs, staff/supervisory recommendations), as well as any other information deemed important or appropriate. This process will be utilized prior to enrollment in treatment or work programming

or change in housing area as discussed above. Each inmate is evaluated in terms of, but not limited to: personal, criminal, medical and social history. If an inmate feels their classification is incorrect, the inmate may submit an inmate request form questioning the decision. A reply describing the reasons of Classification's decision will be furnished to the inmate. If upon receiving this response the inmate remains unsatisfied, he or she may submit a request to the Inmate Services Supervisor to explain why the decision, in the inmate's opinion, should be changed. If again the inmate is dissatisfied, they may submit a grievance to the Deputy Warden of Inmate Services. The classification process is ongoing, and the importance of maintaining contact with the Classification Committee via the inmate request system is stressed. Once the initial classification procedures have been completed, the inmate will be assigned to one of the prison housing areas with assigned security levels.

HOUSING

The prison utilizes numerous housing divisions/areas. These areas are designated to house inmates of specific classification levels as assigned by the classification committee. Maximum Security Housing-Utilized for, but not limited to, serious offenses, state inmates and state parole violators, other county inmates, inmates with out-of-county detainers, inmates with conduct deficiencies, serious/consistent disciplinary problems and control problems. Medium Security Housing - Utilized for, but not limited to intermediate offenses, minimum security over-flow. Minimum Security Housing-Utilized for, but not limited to minor offenses, in-house workers, community services, outside community employment.

GENERAL RULES AND REGULATIONS

1. An inmate will respect all prison staff and all prison property.
2. All verbal orders and directives from any prison staff will be obeyed; last direct order will be followed.
3. An inmate is never permitted to enter a cell or room other than that assigned to him/her.
4. Opening of cell doors will occur at authorized times only. At all other times, the cell door will remain secured.
5. An inmate will not enter any unauthorized area without permission from a staff member.
6. An inmate will report immediately to his assigned cell or room when a lock up directive is given. During a "Code" situation, it is mandatory for each inmate to immediately secure in their assigned cell.
7. An inmate will not leave their assigned housing area unless so directed by a staff member.
8. An inmate will not barter, exchange, sell, give or receive materials or services at any time.
9. An inmate will not fight, inclusive of mutually combative fighting, or indulge in horseplay at any time.
10. An inmate will keep his housing area, cell, block, and dayroom clean always.
11. An inmate will not place pictures, posters, letters, papers or clothing on the wall, doors, lights, bunks, toilets, heating vent, window, mirror, or ceiling at any time.
12. An inmate must always be properly dressed. No inmate will enter the day room from his/her cell dressed only in his underwear or shirtless. Footwear will always be worn outside the inmates' cell.
13. Sanitation prohibits inmates from storing food in their cells (except commissary items), sitting on tables, or walking without footwear.
14. Possession of any forms of tobacco or tobacco paraphernalia will result in disciplinary action.
15. Inmates are not permitted to possess contraband at any time. (Contraband is, but not limited to, any item you were not lawfully permitted to keep upon your commitment, any item you cannot lawfully obtain through the prison or any item altered or changed from its original condition or purpose).
16. All inmates and property are subject to search at any time. (Legal papers will be examined by staff for contraband; however, they will not be read).
17. An inmate is not permitted to possess excess materials, (materials shall be found to be in excess if they create, in the opinion of staff, a security or fire hazard).
18. All inmates will mark their personal items in such a manner to permit verification of ownership in the event of theft or loss. The prison is in no way responsible for lost, damaged or stolen personal property.
19. During routine cell searches inmates will be pat searched by correctional staff before beginning the inspection process. The cell may be searched without the inmate present.
20. Cells and mattresses may be inspected at any time for graffiti, contraband, and neatness.
21. Mattresses are not permitted to be on the floor. Inmate is liable if any damage to mattress for any reason. Sanitation of the cell mattress is required by the Inmate Working Party when moving into or out of any cell.

22. Inmates will be on their bunk and have their cell light on for count. If light is not on- the individuals housed in the respective cell will lose block-out for that day.
23. Inmates are required to place all trash in their respective trashcan. Trashcan should be emptied at least three times per week. Flushing of trash, clothing or linens is prohibited.
24. Inmates are not permitted to yell from their cell window for any reason. When caught, the inmate shall receive misconduct, and be subject to suspension of visitation for 30 days for the first violation: 90 days for the second violation: and 180 days for the third violation.
25. During the following security count times (approximate and subject to change): 5:00 am, 3:10 pm and 11:00 pm. All inmates are required to be standing inside their cell, with their cell light on.
26. Disciplinary action will be initiated for any violation of these rules.

INMATE IDENTIFICATION

All inmates will be issued an identification (ID) wristband containing their name, photo, permanent booking number and a Radio Frequency Identification Device (RFID). This is the property of Lancaster County Prison. All inmates are responsible for the appropriate care and use of their ID upon issuance. The following guidelines must be followed by all inmates:

1. ID's must be always worn on the right wrist.
2. You are not permitted to share, alter, deface or damage the wristband in any way.
3. If any staff member asks for your ID you must show the wristband. If you refuse this directive, a misconduct will be issued.
4. You will be asked to show your ID for scanning when receiving medication.
5. You must show ID when receiving commissary. If you do not show your ID, you will not receive commissary.
6. If you lose, alter or destroy your ID, there will be a replacement fee billed to your inmate account.
7. If you change your appearance (hair length/facial hair) you will be required to get a new ID and pay the replacement fee.
8. If you use any of the information contained on another inmate's ID for unauthorized purposes, you will be issued a misconduct and are responsible for reimbursing the inmate or Prison for any monetary losses.
9. If there is a problem with your wristband report immediately to a staff member.
10. The Prison will replace any wristbands damaged through NORMAL wear and tear.
11. Upon release from the facility your wristband must be present on your wrist. The band will be inspected and removed by prison staff.
12. At any time, you may be directed to present your ID to staff for scanning with a hand-held device, if this directive is refused you will be immediately placed in the RHU with a misconduct being issued.

CLOTHING / PROPERTY EXCHANGE

Each inmate is required to have one set of civilian clothing and shoes stored for court purposes. If the Inmate is requesting to have his clothing laundered for any reason, an Inmate Request is to be submitted to the Supply Department. Clothing will be laundered once per incarceration only. If an inmate wants to have his clothing exchanged with other clothing from the outside, an inmate may exchange one set (ONE FOR ONE) to insure cleanliness. This may be done by submitting a Property Exchange Request seeking approval for someone to bring the clothing in for exchange. Clothing exchanges are conducted only on the weekends at the following times: 9:00am to 2:30pm and 5:00pm-9:00pm. Please note that visitation will not accept any items unless prior written approval is given. The approval is only active for a TEN-DAY PERIOD before it expires. Inmates who are being transported to SCI are authorized to send out all their clothing in their property box with applying the one for one exchange rule. This is only upon verification that the inmate has clothing purchased through commissary that can be worn during the transport. Any property that has value should be sent out of the facility. The maximum reimbursement for lost property is \$25. Any property that is valuable should be sent out of the facility. This can be done by submitting a Property Exchange Request. The request must include the name of the person that is permitted to pick up the property. Identification will be required.

COURT CLOTHES (suit or dress) can be brought in for any trial hearings. Please be aware that the Court considers minimum attire for males to be T-shirt and slacks, and for females a dress or two-piece clothing meeting at the waist. Belts and ties ARE permitted but will be sent to Court in a separate bag with the Deputy Sheriff to be accessed at Court.

A form does not need to be completed; however, court clothes can only be brought in one day before the trial and must be picked up the next day or at the end of the trial.

EXCESS PROPERTY

Upon release any excess property that remains must be removed from the facility. The released inmate has thirty days to have excess property picked up. The prison will have no responsibility over excess property and will not give reimbursement for anything that is lost or damaged. After 30 days from the time of release the excess property is destroyed with no reimbursement.

INMATE DRESS CODE

Each inmate will be issued clothing based on size along with an inventory list. The issue will be packed within a net bag. The bag is for personal laundry exchange and instructions will accompany issue. Each inmate is responsible to maintain and return all issued clothing in satisfactory condition. Inmates who fail to do so will be required to pay for the cost of all missing, damaged, destroyed or non-returned items as well as face disciplinary action. Supply will launder prison issued or store-bought underwear / t-shirts / shorts / socks / sweatshirts and sweatpants. Inmate must place clothing items in net bag / marked and turned in on laundry day. Linens and towels will be laundered by the prison. While in the block or day room areas each inmate will have on pants or athletic shorts, shirt, shower shoes or slip-on shoes. Inmates will wear a shirt (not a t-shirt), long pants and slip on shoes when leaving the block area. The shirts must be tucked into the pants. Headbands will not be permitted to be worn. Headbands are not head covers or caps. Caps or head covers are permitted in assigned cell only. Gym shorts will be permitted in the urban yard, housing areas, dayrooms and gym area. All clothing will be worn properly without modification. Pant legs are not permitted to be rolled up at any time.

PERSONAL HYGIENE

Showers: Inmates are encouraged to shower frequently as this is essential for hygienic living conditions.

Shaving/Haircuts: A barber service is available to provide haircuts and shaving. Any inmate requesting this service should submit a request via the kiosk. The cost of the service will be deducted from the inmate's account. Inmates that qualify as indigent may also request the service. Shavers may also be purchased through commissary.

LAUNDRY

Any item of prison issue that is lost, stolen, or otherwise missing, must be reported to the Supply Department via the Kiosk. Inmates will be charged for any item that is missing or intentionally damaged while incarcerated or at release. If items need exchanged due to regular wear and tear, a request is to be submitted to the Supply Department via the Kiosk. Inmates requests for laundry exchange will be processed in the order they are received. When laundry exchanges are completed inmates must be respectful and prompt when called for this service. Inmates who are slow to respond or do not appear in line must wait for the next laundry exchange.

INSTITUTION FEEDING PROCEDURE

All inmates are provided three well-balanced meals daily. The meals are selected from a menu schedule designed to meet recommended dietary allowances and caloric intake and are reviewed by a registered dietician on a regular basis. Provisions are made to allow special diets, based on verifiable medical problems and recognized religious mandates. (Medical handled by Medical department directive, Religious via kiosk request to the Chaplain for review and approval). No pork products are served in the prison. Meals are never used as a reward or disciplinary measure. Monthly inspections are conducted of the food service operation to ensure all standards are met. All meals are served in the housing area. Directives will be given by the housing officer and / or Control Center to stand by and prepare for feeding at 15 min, 10 min and 5 min. The inmates will exit their cells, leaving their cell doors open. The inmates from the first half of the tier will proceed down the left set of stairs to stop at bottom of staircase until the Block Officer directs inmates to receive chow. Auxiliary will position themselves on top tier while the Block Officer will remain in the dayroom directing traffic, stopping inmates at bottom of stair case until given all clear by the auxiliary to proceed with feeding, and then inmates will move up the right staircase returning to their cells. This process will repeat for the second half of the tier until complete. Bottom tier inmates: inmates will circle around to the left as you are facing the block from the officer's desk and form a line. The auxiliary officer will report to the last cell opened on the tier to ensure that all cells were opened and are empty; all inmates from those cells are to be given a chance to eat. The Block Officer will hold the

line until receiving a signal from the Auxiliary Officer that all inmates are accounted for. As the first inmate approaches the drink containers, one of the working party inmates will give them ice or milk if applicable and will fill their cup from the drink containers. Only one cup is allowed, and no other cups or bowls will be allowed to exit the cell for drinks. The inmate will then proceed to the meal cart where the second working party inmate will hand them a food tray. Once the tray is received, the inmate will proceed to his or her left in a circular pattern by walking behind the yellow lines and pillars in the dayroom until reaching their cell to secure. All Inmates will remain secured in their cell until the day room area has been reopened. The Restrictive Housing Unit will be fed in their respective cell. Approximately 15-30-min may be permitted for meals. Upon completion of each meal, ALL inmates will be afforded the opportunity to have their spork and drinking cup sterilized with a sterilization solution. The Inmate will be responsible for rinsing his / her own eating utensils, utilizing their sink / water to ensure all food particles are removed from the items to be sanitized.

BLOCK OUT/URBAN YARD

Inmates will be provided block out one tier at a time. Each day the one tier will have block out in the AM and then in the evening. The other tier will receive block out in the afternoon. The next day they will switch. During this time the inmate population, of the tier that is out, may have access to the block day room and common living areas and urban yard for recreational purposes. A visual inspection of each inmate's cell will be conducted prior to block-out. Inmate failing to meet the above cell requirements will remain secured in their respective cells until the inmate meets these requirements. Immediately after block out begins on the 2nd and 3rd floor all housing area Officers will walk the block and secure ALL cell doors once the inmates have exited their cells. All inmates will be required to be properly dressed while on block out. The securing of the cell doors shall occur approximately 5 minutes after blackout is announced. After 1 hour of block out the cell doors will be opened for a 5 minute "Break" period so the inmates can access their cells. The Block Officer will make an announcement via the PA system informing the block that the cells have been opened for a 5-minute time period. If an inmate requests to enter his / her cell before the 5-minute break period, the housing area officer will escort the inmate to their respective cell and the inmate will be secured inside the cell until the next time the cell door is re-opened. Once medications arrive on the floor the floor control officer will open the cell doors for the inmates that are on block out that get medication. Once medication is complete for the first tier the opposite tier is to be let out for medication. Once medication has been completed the tier that is on block out should resume block out with the block officer making sure all cell doors are secured. Block out will occur under the direct supervision of the POD Officer who will observe all activities and ensure inmate compliance with the rules. Fighting, arguing, horseplay and abuse of property will not be tolerated. Should an incident occur (IE: a fight, disturbance), the involved inmates will be ordered to stop, with all inmates directed to go to their assigned cells for lock up until the situation is evaluated and brought under control. There may be times that the pod officer will direct an inmate to secure to his/her cell for various reasons whether it be disciplinary or not this directive must be followed. If an inmate refuses to secure to his/her cell for any reason discipline will be issued.

INMATE TABLETS

Eligible Inmates will be afforded the opportunity to use tablets in each housing unit. Tablets are broken down into two categories:

Community Tablet- These tablets may be used by any inmate at no charge. Standard content will be available to include Law Library, job search, inmate requests and grievances, access to mail, e-messaging, and photographs. Commissary purchases can be made, as well as phone calls. Any content downloaded will be digitally cleared at the end of the day.

Rented Tablet – An inmate can rent a tablet by signing up for "Make It Mine". The fee is \$5.00+ tax for the first day the next 29 days are free. **No refunds are issued for rentals.** That includes when an inmate gets released prior to the end of their 30 days, misconducts causing temporary loss of tablet or permanent removal from tablet privileges.

Additional content, including music, movies, games, books, etc., are available on a rented tablet. Fees are charged to the inmate's account. The download is good for 30 days. **No refunds are issued for downloads.** Any content downloaded will be digitally cleared at the end of the month. Inmate tablets may be confiscated for any reason that relates to the safe operation of the facility. **Refunds will not be issued** to inmate's placed on a disciplinary status.

As with all communication, there is no expectation of privacy. Tablet content, including phone calls, digital mail, photographs and e-messages, can be intercepted, recorded, monitored or divulged at any time.

Inmate tablets will be available for use from 8:00AM- 10:30PM daily. Tablets will be charged via a charging cart on the housing unit between 10:30PM and 8:00AM every day. Any inmate who does not return the inmate tablet by 10:30PM will be subject to disciplinary action up to and including loss of tablet privileges.

All tablets must be used in the dayroom or the inmate's cell. Tablets are not permitted to be taken off the housing unit, into the urban yard, or to work assignments. Tablets may not be shared or borrowed. Any inmate that misuses or damages a tablet in any way may be held financially responsible for the replacement of the inmate tablet as well as any other applicable fees. Misuse of an inmate tablet may also result in discipline up to and including permanent loss of tablet privileges. Headphones must be used for any application that has sound. Headphones must be purchased from the current commissary vendor by the inmate.

BLOCK TELEPHONES

Telephones for inmate use are in each of the general population housing areas and may be used during Block Out periods. Collect calls and debit calls can be made from the telephones. Housing unit telephones are not able to receive incoming calls. Housing unit telephones are also used for ordering Commissary. You are responsible for the security of your Telephone ID (TID).

YOUR TELEPHONE CONVERSATION MAY BE INTERCEPTED, MONITORED, RECORDED, OR DIVULGED

The first time that you try to make a call, you will have to record the name you want to use so people will know who is calling. For every phone call after that, your name will always be announced as you have it recorded.

1. Pick up the telephone receiver, Select a Language—For English press #1 for Spanish press #2
2. Press #1 for a collect call or Press #2 for a Debit call. (To make a debit call you MUST have Debit time on your account. This can be done through a phone order or by friends and family placing money on your account.)
3. Enter your 6-digit Telephone ID passcode, Dial the phone number and area code.
4. When the called party answers the phone, the operator will advise them that the call is from the Lancaster County prison. If the called party does not accept the call, the call will be terminated.

RULES OF PHONE USE

1. Calls are to be limited to 15 minutes in length to afford all inmates the opportunity to use the phone. Automatic cut off via telephone computer occurs after 15 minutes.
2. Arguments over telephone use will not be tolerated and may result in the phone being turned off, in addition to any disciplinary action which will be deemed appropriate by staff.
3. The prison staff may use their discretion in determining abuse of phone privileges and will terminate a call if deemed necessary.
4. Never share your passcode. It is the inmate's responsibility to protect their Telephone passcode which will eliminate unauthorized access and use of money in your inmate account. The prison nor the phone company will be responsible for unauthorized calls made on your account.
5. If it is necessary for inmates on Level-5 classification to make calls of a legal nature, they must request permission via the request system, indicating the phone number and person to be called.
6. Phone messages for inmates will not be accepted by staff.
All calls made from Inmate phones are monitored and recorded. Any and all Attorneys telephone numbers should be turned into Prison Administration by the inmate, so those phone calls are not recorded once the number is verified.
7. All inmate's that require a TID number change could be charged \$ 2.00 each time the number is changed. The charge will be on a case by case basis.
8. It is a violation of the rules to make a 3-way call. Any inmate that is involved may lose telephone privileges.

TELEVISION

Television sets are in the day room sections of the various housing areas of the prison and will be available for viewing during certain hours during block out periods. Staff are solely responsible for operation of the television sets. Inmates shall not touch the televisions at any time. The staff will have sole discretion in determining program selection. Arguments over selection will not be tolerated and may result in suspension of TV privileges. If an inmate desires special consideration, such as viewing a major sporting event, he/she may submit a request to the Block Supervisor, at least two days prior to the program, so that an appropriate decision may be made. Video programming is also provided for both educational and entertainment purposes. The television will remain off from count time on 4-12 shift (2255 hrs.) to chow time on 12-8 shift (Approx.... 0600).

MAIL (Paper or Digital)

There is no limitation to the volume of mail that an inmate may send or receive. Inmate mail is not read or censored unless there is reason to believe that the inmate is either involved in illegal or suspicious activities or is in violation of the rules and regulations of the Lancaster County Prison. **All incoming and outgoing mail is subject to inspection, examination and review at any time. In accordance with Pennsylvania law, inmates have no expectation of privacy in their mail. The purpose of this notice is to advise inmates of such and to clarify that there is nothing in the policies or procedures of the Lancaster County Prison that would create an expectation of privacy.** The only exception is mail which is properly identified as official legal correspondence between the inmate and their designated counsel. This mail will be opened in front of the inmate and may then be checked for contraband. Envelopes will not be distributed to the inmates. Greeting cards are no longer permitted to be sent in directly to an inmate from family/friends, unless they are digital. Any attempt to circumvent incoming or outgoing mail regulations will result in disciplinary action that may include complete and total mail restriction either for a set period of time or the entire incarceration. This does not apply to legal mail. Outgoing mail must be labeled with the proper return address, inmate name and permanent booking number and sealed. The inmate will then place the envelope in the designated container located in assigned housing area. The mail is picked up daily prior to 8:00AM (except Saturdays, Sundays and Holidays) by prison staff. Court house correspondence -- mail sent to the Lancaster County Court House (District Attorney, Public Defender, Probation Officer, Common Pleas Judge, etc.) may be sent via the county delivery system requiring no postage.

E-Messages

Family and friends can send eMessages to inmates that are viewed on the block kiosk. They will not be printed. If a "virtual stamp" is attached to the incoming eMessage, the inmate is then able to respond. Only family and friends can start the message, an inmate can only respond.

Note Well:

**All eMessages can be intercepted, recorded, monitored or divulged at any time.
There is no expectation of privacy or confidentiality in eMessages sent or received.**

INCOMING MAIL

All incoming personal mail will be routed to an offsite processing center. There it is reviewed and scanned into digital format. Once cleared, the mail will be released to the inmate to view on the kiosk or the tablet. Original correspondence is securely destroyed. Money orders are to be sent separately and directly to the Prison, attention "Inmate Accounts". There is NEVER AN EXPECTATION OF PRIVACY with inmate personal mail.

Legal mail is to be sent directly to the prison and will be delivered to the inmate unopened to ensure confidentiality. The inmate is required to open the document in front of staff and sign the log to prove it was received. Envelopes will be taken off the block for destruction. Legal mail is correspondence to or from elected or appointed local, state, or federal officials or from a law office, on their official stationery. Only then is it considered privileged. Privileged correspondence will be opened and inspected by prison staff, in the presence of the inmate.

IN-HOUSE MAIL

In-house mail is written correspondence between two inmates who are both housed at Lancaster County Prison. There is NO in-house mail in the Lancaster County Prison. No exceptions.

PRISON TO PRISON MAIL

Prison-to-Prison mail, by definition, is written correspondence between an inmate at Lancaster County Prison and another inmate at another Prison/jail/detention facility. Prison-to-Prison mail is reserved for members of immediate family only, or two inmates sharing biological children. Immediate family is defined as mother or father, sister or brother, son or daughter. Aunts, uncles, cousins, nieces, nephews, grandparents, grandchildren, etc. are not considered immediate family and correspondence will not be authorized. Written documentation must be provided showing the family relationship prior to consideration for Prison-to-Prison mail. Written documentation is defined as birth certificates, marriage licenses, legal paperwork, or court documents only. Copies of the documentation will be kept in the inmate's file for the length of the incarceration. Original paperwork will be returned to the inmate. Note that a shared last name or a shared address does not count as documentation and approval will not be granted based on those items alone. Inmates who want to petition for approval must submit an inmate request and the appropriate documentation to the Prison Mail Room. Approval, if granted, will only be counted towards the current incarceration. Each time an inmate leaves and returns at a future time, the inmate will need to re-apply for approval as listed above. Prison-to-Prison mail is considered a privilege and will not be granted to inmates with a disciplinary history. Prison-to-Prison approval may be revoked at any time if the inmate fails to maintain a clean disciplinary history. Mail exchanged between two facilities will be read for content. Inmates are not permitted to discuss prison security issues or any matter that would be considered illegal. Staff may terminate correspondence based on violation of this rule. When correspondence is requested for an inmate at another correction facility, approval requirements must be met at both this facility and the other facility. The Prison-to-Prison mail authorization official will make the request to the other facility on behalf of the Lancaster County Prison inmate making the request. The inmate will be notified in writing regarding approval or disapproval. Prison-to-Prison mail may not be initiated until the approval has been obtained.

FINANCES

All inmates' funds are processed through the County Treasurer's office, with inmate accounts being maintained by Prison Administration. An inmate may receive funds by money order or certified check, no personal checks will be accepted. Cash or credit cards are accepted in the prison lobby through the Kiosk. Funds may also be placed on an inmate's account via JailATM.com. An inmate may receive and disburse money from his individual account subject to the following: An inmate may not transfer funds to another inmate's account; neither may family or friends of one inmate place money on the account of another inmate. This rule is designed to protect inmates and any attempt to circumvent the rule will be treated as a serious disciplinary matter. If an inmate desires to send money out of their account, a request must be submitted to Inmate Accounts with the following information: a) Amount of money to be transferred b) Name and address of recipient c) Reason for releasing money d) an addressed and stamped envelope to send the payment. Coin and currency are not permitted in the prison (except for Work Release). Inmates found to be in possession of coin/currency will have the money confiscated as contraband. At time of release the inmate will receive a debit card with all remaining funds on the account. These should be cashed out immediately to avoid fees. Inmates going to another institution will have a check in the amount of the remaining account balance sent to the institution they are being released to. Commissary account balances can be viewed via the kiosk system on the housing unit.

INMATE FINANCIAL RESPONSIBILITY

Processing Fee: A processing fee of \$35.00 will be imposed on every newly incarcerated or re-incarcerated inmate immediately upon commitment. An inmate shall not receive any financial privileges or be able to use commissary until that fee has been paid in full. If the inmate is found not guilty, the fee will be reimbursed. Inmates will have access to medical services regardless of their ability to pay the \$35 fee. For the purpose of this rule a probation or parole violation is considered a new incarceration and the processing fee will be charged.

Sick Call: Inmates will be charged a \$3.00 administrative fee for services by nursing staff and a \$5.00 fee to see a Nurse Practitioner (NP), Physician Assistant (PA), Doctor or Dentist. This fee is not in any way meant to dissuade inmates from obtaining health care for legitimate complaints but is meant to instill responsibility among inmates in the use of prison services.

Doctor's Call: Inmates referred to the Doctor or PA/NP by the nursing staff, after initial diagnosis at "sick call" will not be charged a fee to see the doctor. Inmates who are not referred to the doctor after initial screening by the nursing staff, but who demand to see the doctor will be charged a \$5.00 fee for this privilege, since the inmate's complaint will then have been medically determined not to require essential Medical/Dental care. If the doctor's subsequent examination determines that the inmate complaint was genuine and that he or she should have been referred at the initial screening, the \$5.00 fee will not be charged.

Exceptions for Essential Medical and Dental Services Rendered: There are no administrative fees for the following services: receiving screening, initial health assessment, Annual health assessment, annual dental screening, treatment for chronic illnesses, treatment for mental health services, emergency services, medication administered by the medical staff, assessments related to allegations of sexual abuse, medically ordered follow up care. Evaluation for and/or treatment provided, as a result of the inmate's pre-admission activities and/or alleged criminal activity, or activity in violation of Lancaster County Prison policy is a financially chargeable situation and will not constitute a medical emergency for billing purposes. Inmates will never be denied care, for essential medical, mental health or dental services, solely because the inmate cannot pay the required fees, or is indigent or without funds.

Indigent Inmates: An inmate can qualify for indigent haircuts, legal packets /hygiene packets if ALL the following is true:

1. The balance on his/her account is less than \$5.00 and has been for at least 30 consecutive days of incarceration.
2. No deposits have been made to the account in the past 30 days.
3. Commissary purchases totaling no more than \$5.00 combined within the past 30 days.

BILLING

All fees will be deducted, in full, from the inmate's account. The Business Manager will monitor accounts that carry debt and deduct monies from accounts as needed. Any debt at the time of release will be submitted to an outside agency for invoicing and/or collections. This includes the cost of any county issue that is not returned or is returned damaged. Court fines, costs and restitution may be deducted from an inmate's current account. Unpaid court costs will not go to collections; they remain the responsibility of the inmate at the time of release and collection will be enforced by Adult Probation and Parole.

RESTITUTION FOR DAMAGES

Inmates who have been found, as a result of Disciplinary Procedures, to have intentionally damaged or destroyed jail property will be responsible for restitution for any damage. The Disciplinary Hearing Board will complete a "Restitution Expense Form" which goes to Inmate Accounts for deduction from the inmate's account. The exception to this is cases of criminal mischief and larceny that involve criminal charges. In those cases, restitution will be paid through the Court, upon a plea of guilty. The cost of damages and repair expenses will be established by the Director of Facilities Management and the Director of Administration, at a cost equivalent to the repair and or replacement. Inmates will be financially responsible for all clothing and county issue. Any issue not returned at the time of release will be invoiced to the inmate. The administrative office, through inmate account deductions, makes payments of 20% of the inmate's account balance and monthly income for: Restitution, Reparation, Fees, Costs, Fines, and/or penalties associated with criminal proceedings, provided that the inmate has a balance that exceeds \$20.00. The administrative office will make deductions from an inmate's account for the purpose of obeying lawful orders to collect child support payments, as directed by court order. Inmates will no longer receive hard copy receipts when deposits are made onto their account. Account balances can be confirmed through the inmate phone system. If an inmate requests a print-out of their account, they will be charged a \$2.00 service fee.

COMMISSARY/STORE

A store is maintained for inmate use on a scheduled basis. Such items as toiletries, snacks and beverage mixes are available. The prices of these items are established to ensure that the store can be self-supporting as well as maintain a small margin of profit that is returned as a commission by the store vendor. All commission profits are used for inmate welfare and/or beneficial improvements to the prison. (recreation items, inmate services, etc.).

1. Commissary will be ordered through the telephone or kiosk. Select your language, then press #1 for a collect call. When prompted to enter the phone number, Dial 222 to order Commissary.
2. You will then hear silence and then music.
3. You will be asked to select a language again, then enter the Site Code: 5058#

4. Enter your Permanent Booking Number followed by #
5. Enter your 6-digit Telephone ID passcode.
6. You will then hear your account balance. You may hang up at this point or proceed to order Commissary.
 - a. Enter 1 to add to your order or create an order (\$100.00 limit per order, not including clothing items)
 - b. Enter 2 to listen to your order
 - c. Enter 3 to change your order
 - d. Enter 5 to list your debt
 - e. Enter 6 to order debit phone time
 - f. Enter 7 to hear a list of our recent transactions
7. An inmate having less than \$5.00 on his/her prison account for a period of at least 30 days may qualify for indigent status. An inmate may obtain certain health/sanitary items such as toothpaste, deodorant, shampoo, detergent and writing materials. These indigent kits can be ordered just as any other menu item (#9797) only those financially eligible for this item will be allowed to order.
8. All commissary items, regardless of the amount spent, must fit into the inmate's bin, and must be kept stored in the bin at all times or it will be considered excessive and removed without compensation.
9. If you are released prior to receipt of your commissary order you have 14 calendar days from your release date to pick up your order. Any orders that remain after that period will be donated to a local shelter, refunds will not be issued, and accounts will not be credited.
10. If discharged from custody prior to store delivery, it is the inmate's responsibility to contact the commissary vendor to arrange pick up of undelivered store goods within 14 days. Pick up is by appoint. only.717-390-7725 Refunds will not be issued if it is more than 14days from release.
11. If you are moved after a store order was placed, delivery will occur on the new housing area's store day.
12. Any questions regarding commissary should be directed via inmate request to the Commissary
13. Inmates must sign receipt before receiving store items and retain a copy to verify items received.
14. Inmates must bring missing or damaged items to the attention of the store delivery person before they leave the table at the time of store delivery. Refunds will not be issued after the inmate walks away.
This will be strictly enforced.
15. The Restrictive Housing Unit has its own store slip, only items from this slip are permitted.
16. Any inmate caught flushing (in their toilet), any wrapper from any commissary item, fruit peelings or any other items not meant to be flushed shall be subject to a misconduct which could result in, but not limited to, loss of commissary privilege or reduce purchase amounts for a set period of time. Not to exceed 90 days for a single offense.

Inmates in General Population on the main, second and third floor (or who are specially assigned and not on disciplinary status) will have the ability to purchase a battery-operated radio through commissary if funds are available. The item number and price are available on the menu. You must be here at least 30 days before you can order this item. If you order before your initial 30-day waiting period is over, your account will be credited, and you will not receive the item. You will then have to reorder after the 30-day period. More than one attempt to order prior to 30 day waiting period will put you on a "No order" restriction throughout your entire incarceration. Once you have ordered your item(s) the company representative will engrave the radio your PBN and will deliver the radio to you during normal store delivery. You will be notified upon receipt of the radio that you must have your radio with you when you are being released. You may not give the radio to another inmate. You must sign for and follow the rules and regulations. You will be permitted to order 2 AAA batteries through commissary. When the company representative delivers your new batteries, you must turn in the old batteries. This will be a one-for-one exchange. If the batteries are tampered with it will be considered a violation of the rules. If you have had any misconducts during this incarceration you are not eligible to purchase a radio. In the event you are moved to a restricted housing area or sent to another facility your radio will be confiscated, logged on an inventory sheet and placed in your property box in commitment and will not be returned during this incarceration. NOTE: Commissary items and prices are subject to change.

LIBRARY

Books and publications are available on the Community Tablets at no cost. Premium content is available on the rented tablets.

LAW LIBRARY

The prison provides a law library, so inmates have access to the courts. The prison acknowledges the right to prepare and file legal documents, legal action, and legal proceedings without censorship, interference or substantive review by prison staff. Each inmate who desires to utilize the law library for self-help purposes will be afforded the opportunity to do so on their housing unit via the kiosk system. COPIES - Legal materials can be photocopied by prison staff only if the inmate has no other representative to perform this task for them. Copy service is restricted to legal materials that pertain to the inmate's current incarceration. There is a \$3.00 administrative fee assessed for legal copy service. The fee is to be paid no matter how many pages are copied. In addition, pages 1 - 25 cost .25 cents per page. Pages 26 and up will require a .35 cent fee per page plus the \$3.00 fee. The total amount must be on the inmate's account to cover costs before the copy work will be performed. A request should be submitted to the blocks' inmate services specialist. One inmate may assist another inmate housed in the same unit, (without charge) if such assistance does not interfere with normal prison operations. Tablets, envelopes, etc. are available for purchase through the commissary. If an inmate is indigent, they may qualify to receive paper, envelope, postage, carbon paper and pen (free of charge), for the filing of legal documents by submitting a request to the Business Manager. This is for legal mail only. Any attempt to circumvent the system may lead to a misconduct. All legal materials requiring notary service (post-conviction forms) are made available to inmates via inmate request submitted to the Notary. The notary will not read the documents but will ascertain the nature of the material and witness the signature. Each inmate is responsible for the care of the kiosks; any damage will result in disciplinary action. Inmates will be held financially responsible for any replacement costs for damaged equipment.

VISITATION

The value of frequent visitation with family and friends in sustaining family life and maintaining morale is recognized by the prison. The number of visitors an inmate may receive, and the length of the visits are limited by schedules, available space and security requirements.

ALL FAMILY/FRIEND/VOLUNTEER VISITORS AND INMATES ARE TO BE AWARE THAT ALL COMMUNICATION IN THE NON-CONTACT VISITATION AREA IS SUBJECT TO RECORDING, INTERCEPTION, MONITORING AND DIVULGENCE. THIS APPLIES AT ALL TIMES.

RULES GOVERNING VISITS

- Approved Visitation List: A list of approved visitors shall be established during the initial orientation process and recorded on the inmate's visitation log (only those people listed will be admitted). The inmate is responsible to furnish the complete name, age, complete address and relationship of those listed. Changes or updates to this list may only be done every 30 days or more.
- Minors under the age of 18 may visit when accompanied by their parent or legal guardian. These minors MUST be the biological child(ren) of the inmate. No other minors are permitted to visit. A birth certificate is required and must name both parents of the child. For legal guardianship, a court order signed by a judge establishing paternity or guardianship may also be accepted.
- In the case of a spouse under the age of 18, prior verification of age and marriage will be required and approval from the Deputy Warden must be obtained in writing.
- Persons who have been incarcerated in Lancaster County Prison during the previous 6 months normally will be denied visitation approval. Exceptions may be granted for immediate family in extraordinary circumstances. It is the inmate's responsibility to notify staff that the visitor was previously incarcerated. If this notification is not made, the visitor will be denied.
- The name of a visitor may be removed for good cause; however, the inmate will be informed in writing of the decision and the reason such action was taken. The inmate shall have the opportunity to have such decision reviewed by the Administration by submitting inmate request form.
- No more than 2 persons, including children, may visit an inmate at one time.
- Inmates with SEX OFFENDER charges or convictions will be RESTRICTED FROM VISITING with any juveniles unless otherwise stipulated by the Court.
- Visitors must produce a current/valid government agency PHOTO identification that lists the visitor's NAME, AGE,

CURRENT ADDRESS of the person presenting the ID. A driver's license or state issued non-driver identification would meet those requirements. Parents/guardians escorting children/minors must show proof of relationship and the child's ID/age. Normally a birth certificate will suffice. Any visitor using false or altered ID will be considered a security risk and will result in a loss of future privileges.

- Visitors should arrive at the prison an hour prior to the scheduled visitation time so they can sign up. Cut off for sign up is 30 minutes prior to the actual visit. These times are strictly enforced.
- Inmates will receive 1 one-hour visit per week.
- Visitors must park on the street. No parking is permitted in the staff parking lots, the only exception being the handicap space, which requires the proper placard/plate. If a visitor is found to be parked or idling in the lot, it will result in the loss of visitation privileges for a period of at least 30 days. This applies to family/friends coming into the facility to place money in the kiosk.
- All visitors are subject to search - failure to comply will result in non-admittance.
- Any visitor caught yelling from the street / sidewalk / adjoining property / or Prison property, to any inmate in the Facility, shall have their visiting privilege suspended for 30 days for a first offense 90 days for a second offense and 180 days for a third offense.
- Individuals assumed to be under the influence of intoxicants, disorderly or improperly dressed, will be denied entrance and must leave the property immediately or be subject to defiant trespass.
- Any inmate violating visiting regulations is subject to restrictions or suspension of visitation privileges.
- Visitors are to place all belongings in the lockers located in the lobby. Nothing is permitted into the institution for visitation to include pocketbooks, jackets, cell phones, food, drink, tobacco products, smoking/vaping paraphernalia. Lockers are used at the visitor's risk. Any money lost will not be refunded. If property is left unattended, the Prison is not liable for any loss incurred.
- No jewelry is permitted into visitation except for a wedding band, engagement ring, class/military ring, mother's ring or medical alert necklace/bracelet. No exceptions for infants or adults with new piercings.
- Visitors are to line up single file. No more than one person in front of the desk at one time. After signing up, visitors should not congregate at the steps
- All visitors must be properly attired. Footwear is required. The following are not permitted: see through clothing, tank tops, females being braless, low cut shirts or shirts with spaghetti strings, miniskirts, short shorts, sleeveless shirts, tight fitting clothing, layers of clothing, hooded shirts, hats, boots above the knees. The appropriateness of clothing is at the discretion of the lobby officer.
- All visitors are required to conduct themselves in a civil manner and show respect to other visitors and staff. Profanity will not be tolerated. Failure to comply will result in being denied visitation or the visit being terminated with the visitor being instructed to depart the property and visitation privileges will be reviewed.
- A child in the company of a parent or legal guardian is always the responsibility of the parent or legal guardian to control. Failure to properly supervise and control a child may result in the visit being stopped and the visitor being requested to leave the property. Children may not be left unattended while on prison property nor supervised by another child.
- Visitors may be assigned a specific seat and, if so, will be required to observe the seating assignment or be subject to immediate termination of the visit.
- Any visitor attempting to conceal contraband of any type/ or attempting to introduce contraband of any type into the prison area and/or prison grounds will be subject to criminal charges and loss of all visitation privileges. Contraband is any item not permitted, including but not limited to; drugs, alcohol, firearms, tobacco, cellphones, etc. If charged/guilty you will be subject to a mandatory 2-year minimum prison sentence under Title 18 Section 5123 of Pa. Consolidated Statutes.
- The visit will take place under official observation and prison staff may interfere with the visit to maintain security, enforce prison rules or prevent infractions of visitation rules.
- Visitors are permitted to visit and converse only with the inmate they have signed in to visit. To attempt to speak with any other inmate other than the inmate they are visiting may result in an immediate termination of the visit and possible revocation of future visiting privileges.
- Any visitor found damaging or defacing prison property will be criminally charged and restitution will be required. Visitation privileges will be suspended pending a review by a Deputy Warden or Warden.

- All visitors are required to follow all directives and requests of the prison security staff while on prison property. Failure to do so may result in termination of visitation privileges and/or more serious consequences. This regulation is to be strictly observed as it exists for the orderly operation of the institution and the safety of all visitors and staff.
- All deposits for inmates must be by money order (mail in only), an online deposit (JailATM.com) or by using the lobby kiosk. The kiosk accepts cash and credit cards. Money orders may only be mailed in and must contain the inmate's name and PBN#. No personal checks or two-party checks will be accepted. There is a \$3.00 for cash deposits. Credit Card fees are as follows: \$20 deposit/\$3 fee; \$50 Deposit/\$5 fee; \$100 deposit/\$10 fee.
- After visitors sign in for visit, they will be required to be back in the lobby 10 minutes prior to their scheduled visitation time. If not, their visit will be cancelled for that day. The visitor will not be permitted to sign up for another visit that same day.
- If the visitor departs the visitation room for any reason the remainder of the visitation period will be cancelled. The visitor will not be permitted back into the visitation room.
- Religious garments/head covers will not be permitted without prior written approval by the Deputy Warden or Warden. If approved, garments will be searched prior to entering the visitation room to ensure it is free from contraband.
- No food, drinks or gum are permitted in the prison. A Plastic bottle, a pacifier and a small receiving blanket may be taken into the visitation room to comfort infants.
- Due to fire codes only twenty-five (25) visitors are permitted in the lobby at one time. All visitors shall be courteous to other visitors and staff. There will be no loud talking so staff may complete their job duties. Any infractions may result in the visitor being asked to leave the lobby area.
- Visitors must clear the metal detector before entering visitation. If someone does not clear on the first try they will be afforded a second chance. If they can't clear on the 2nd attempt visitation will be denied.
- ANY AND ALL Use of Cell phones, tablets, laptops or other electronic devices in the lobby will result in cancellation if visitation. This includes phone calls and texting. Turn it off and store it in a locker.
- If a visitor is not able to provide a photo ID card due to religious reasons a security supervisor is to be contacted to determine if the visit will be permitted or if additional information will be required prior to being admitted to visitation.
- Any individual attempting to visit, who has an ankle bracelet applied (house arrest or Scram), will not be permitted.

PROFESSIONAL VISITATION

Professional visitation is granted to individuals such as attorneys, probation officers, police officers, and clergy (approved through the Chaplain).

- A. Inmates and visitors are subject to all prison regulations and visitation rules.
- B. Professional visitors are not permitted to give inmates any material.
- C. All visitors must sign the prison register and produce identification. These persons must also wear a prison I.D. tag or Lancaster County issued ID.

SPECIAL VISITATION

An inmate who cannot have visitation on an ongoing basis with family members because of distance, work requirements, special commitments etc., may submit a request for consideration of a special visit to the Shift Commander who will be on duty when the visit will be taking place. Reasons for the special visit must be outlined in enough detail so a reasonable determination can be made on approving or disapproving the request.

MEDICAL/MENTAL HEALTH SERVICES

Medical Care Services (Including Emergency Care) are available 24 hours a day 7 days a week. Local hospitals will also be utilized when the medical staff deem it necessary.

Emergency Medical Care is available 24 hours a day.

- A. Routine Sick Call is held during designated times seven days a week, for treatment of minor or chronic illnesses. The inmate must submit a sick call request. Sick Call requests are reviewed by medical staff to determine the

order in which inmates will be seen. All requests submitted must state in detail specific medical problems/complaints.

- B. Medical Housing Unit: Housing in this area is determined by medical providers based upon severity of medical needs.
- C. All medication must be prescribed and/or approved by the prison doctor. Each inmate is responsible for reporting their medication to the nurse upon commitment in order to receive prescribed medication. Medication will be administered to the inmate one dose at a time; the substance will be consumed immediately in the presence of medical/security personnel with the open mouth checked to ensure compliance. Hoarding of medication is not permitted and violations will result in disciplinary action. Upon discharge you are entitled to receive a supply of health sustaining medications that you were taking while incarcerated. If this supply is not available at the time of discharge notify commitment staff prior to leaving the facility.
- D. Mental Health Services are provided by licensed psychiatrists, psychologists, psychiatric nurse practitioners and mental health case workers. They are here to provide mental health care, assess the risk of harm to self or others, and to provide short term counseling for coping skills and medication management.

If you are currently having thoughts of hurting yourself or others, PLEASE NOTIFY ANY STAFF MEMBER IMMEDIATELY! It is our goal to provide you with the support and care that you need. If you know an inmate that has shown signs of suicidal thoughts, PLEASE TELL ANY STAFF MEMBER IMMEDIATELY! You may just save their life.

**You can make a free call from any housing area phone to the Suicide Hotline at 717-664-5433.
(717-664-LIFE)**

- E. Hygiene/Sanitation Each inmate is responsible for reporting any cases of contagious disease, body/head lice/parasites.
- F. Detoxification from drugs and alcohol will be monitored by medical staff. We encourage all inmates to be forthcoming and honest with the medical staff about any addiction issues you may have.
- G. Cosmetic Treatment/Prosthetics including but not limited to skin care, eyeglasses, dentures, caps, braces and pre-existing medical conditions shall be the financial responsibility of the inmate. If medical help is sought in these cases an inmate may submit the request through the Medical Department. Cosmetic issues will not be treated while incarcerated unless deemed medically necessary by a health care provider.
- H. All treatment by medical personnel is based upon written protocols or direct orders from the licensed providers. All examinations, procedures and treatments are undertaken in accordance with informed consent standards. Consequently, if an inmate wishes to refuse recommended care, he/she must sign a "Refusal Form" releasing the prison from liability. However, if an inmate is deemed not able to render such a decision and poses a substantial threat to them self, other inmates, or staff, medical provider may then direct immediate treatment for the benefit of the inmate.
- I. Upon release: If you are prescribed medication and/or have medical questions for care, please inform the commitment staff prior to being released so medical can be contacted.

DENTAL SERVICES

Dental care is provided under the direction and supervision of a licensed dentist. Dental services are performed on a regular basis. Inmates requesting dental care must submit a sick call request.

RECREATION AND ACTIVITIES:

There are regularly scheduled periods for general recreation in the urban yard areas. There are also organized gym activities available. Inmates on disciplinary status will not be permitted to participate in normally scheduled gym activities until the completion of disciplinary status. Inmates housed in the intake unit will not be permitted gym

activities but will have access to the urban yard barring any medical restrictions. See schedule posted on your housing unit.

EDUCATION AND PROGRAM SERVICES

The prison provides educational and community support programs. These programs are important in improving the social and emotional health of inmates and facilitates adjustment to the community after release. Treatment Programming is available to all inmates, regardless of race, religion, national origin, gender or disability.

NOTE: All participation in programming is strictly voluntary and individuals may refuse programming at any time unless specifically court ordered by a Judge.

Education-- The education program through individualized instruction by professional educators provides the following programs.

- A. Individualized Tutoring
- B. Lancaster- Lebanon, Intermediate Unit 13, and HISET (High School Equivalency Testing)
- C. School District of Lancaster credit recovery High School Diploma Program 21 years or younger.
- D. The Re-Entry Specialist will make referrals to community organizations specializing in re-entry services for inmates returning to their communities.

Inmate Services Specialists assigned to your housing unit can assist you with special service such as:

- A. Alcoholics Anonymous
- B. Narcotics Anonymous
- C. Rape & Sexual Abuse Counseling
- D. Domestic Violence Programming
- E. Parenting Classes
- F. Vivitrol program
- G. Referrals to community organizations specializing in reentry services for inmates returning to their communities.

Any inmate desiring to participate in the prison program must submit an inmate request via the kiosk to the Inmate Services Specialist assigned to the housing area. They will forward the request to the appropriate program for review and approval/disapproval.

INTERPRETATION SERVICES:

Interpretation Services are available to inmates upon request.

RELIGIOUS ACTIVITIES:

All religions are accorded equal status and protection. Each inmate will be permitted to satisfy the needs of his/her religious life consistent with the orderly administration of the prison. A full-time Chaplain, as well as Chaplains Assistants, are available at the prison to offer counseling in religious or personal matters for the inmate and to coordinate religious activities. Inmates desiring to see the Chaplain should submit requests through the inmate request system on the kiosk.

Religious Counseling: Inmates requesting counseling, through an accredited Clergy or Lay Person active in community church affairs can be scheduled via inmate request, by the Chaplain. Such clergy or lay persons must submit credentials to the Chaplain in order to be placed on an approved clergy list held by the prison. It is the responsibility of the clergy person to make contact with the Chaplain for such visits.

Religious Materials: Bibles, daily devotional booklets and religious reading material are available through the Chaplain's office and the Library. Requests for religious materials should be made to the Chaplain. Additional religious material (Religious Text and or Study Guide ONLY) from the outside must be approved through the Chaplain. This includes the Bible / Quran / etc.

Religious Emblems: Religious Emblems will be confiscated upon entry of the facility and placed with the inmate's personal property. A request can be submitted to the Chaplain for the item to be reviewed for approval. If the item is approved by the Chaplain, it will be placed back in the inmate's possession.

Religious Diets: Religious diets, according to religious mandates, may be arranged by the Chaplain's Office through the inmate request system.

Church Services: Church services are held in a designated area on a weekly basis. The dress code is in effect and proper behavior is required. Normal social courtesies (saying hello, brief exchange of conversation) are permitted between inmates and civilian participants, but nothing is to be transferred between any inmate and any participant. Inmates confined to Classification or Restrictive Housing Unit status may not attend group functions in the Chapel but may receive Clergy or Chaplain visits by writing a request. Any questions/suggestions regarding religious matters are to be handled via inmate request to the Chaplain.

DISCIPLINE:

Confinement is punishment; No further punishment will occur unless the inmate violates the rules and regulations of the prison or violates the law. Prison rules are designed to prohibit observable behavior that can be shown to have a direct, adverse effect on an inmate or on good order in the facility. To expand, the objectives of prison discipline include:

- A. To achieve order, safety and security in the prison.
- B. To assist an inmate in achieving self-control.
- C. To provide staff with guidelines for judging the behavior of inmates.
- D. To achieve fairness in the administration of discipline.

It is important to realize that the prison rules intend to further the social reintegration of inmates rather than simply to maintain order in the facility. The rules will endeavor to specify the range of sanctions that can be imposed for violations. The sanctions are intended to be proportionate to the importance of the rule and or severity of the violation. By providing a written set of rules that indicates offenses and penalty ranges it ensures that all persons in the facility understand what behavior is prohibited and what penalties may be applied for violations.

NOTE: All inmates will be given a hearing notice 48 hours before having a hearing before the Internal Disciplinary Coordinator. Any inmate may request to have this 48-hour notice waived in order to have disciplinary hearings scheduled earlier. All hearings will be completed within 10 business days upon completion of the 48-hour notice. Any inmate who commits any infraction which jeopardizes the security of the prison, threatens the safety of the staff and/or other inmates, or is in violation of prison procedure and/or state law, is subject to prison disciplinary action and/or criminal action. **GENERAL DISCIPLINE** includes, but is not limited to the following:

- A. Contraband is not permitted. Contraband is defined as anything which is not authorized by the prison, which is not distributed by the prison, which is not made available through the commissary and/or any authorized materials which are being utilized for purposes other than that designated by the prison.
- B. Contact with employees in a malicious, lewd, derogatory, disrespectful or assaultive nature is prohibited.
- C. Destruction of county and/or other's property is prohibited. Discipline and restitution will result.
- D. Profanity is prohibited, with such directed toward any staff member resulting in disciplinary action.
- E. Fighting, sexual advances, etc., are not permitted, with disciplinary action and/or criminal action resulting. Assault of Staff with any Body Fluid will result in BOTH Disciplinary and Criminal actions.
- G. Gambling is prohibited. Inmates may not trade, barter, or sell articles to other inmates and/or staff members (nor make gifts).
- H. Violations of any rules and regulations of the Lancaster County Prison: Local, State, and Federal Laws.
- I. Any inmate caught yelling/talking out a window will receive a misconduct resulting in visitation privileges being suspended for 30 days-first offense. A 2nd violation will result in a 90-day loss of visitation, and so on.
- J. 3 written warnings, for minor infractions (same type of infraction), in a thirty-day period, will result in a Misconduct or Informal resolution being written and issued.

Any inmate found guilty of misconduct will be subject to monetary sanctions (fines) in addition to disciplinary sanctions stated in the Inmate Rules and regulations and past addendums: \$10.00 for minor misconducts and/or \$15.00 for major misconducts. As a reminder to the inmate population, the Records Lieutenant or his designee at his/her discretion can take away good time or give a setback to the inmate for violating the rules and regulations.

Restrictive Housing Unit (RHU) Discipline Placement onto the RHU is for MALE INMATES ONLY who meet, but are not limited to, the following criteria:

- A. Male inmates assigned to the RHU for non-disciplinary reasons who require closer supervision, control and protection than is typically available in General Population

- B. Male inmates assigned to the RHU who have demonstrated, through a pattern of escape, attempted escapes, or by displaying maladjusted or assaultive behavior, that they require a higher degree of structure. This includes inmates who are deemed to have serious behavioral problems and or high potential for repeating negative behavior.
- C. Male inmates assigned to the RHU via sanction imposed by Inmate Disciplinary Coordinator upon being found guilty of a misconduct and or Informal Resolution.
- D. Male inmates pending an investigation for actions that have violated either institutional rules and regulations and or criminal matters affecting the security and good order of the institution, or for those inmates whose presence in general population, constitutes a threat to the security and good order of the institution.
- E. ALL FEMALE INMATES who are placed on R.H.U. (Restrictive Housing Unit) status will be housed on the AD SEG Housing Unit and or segregated to cells designated for R.H.U. status inmates.

APPEAL PROCESS / DISCIPLINE

Time Limits: If no written appeal is submitted to the Deputy Warden of Operations within five days, then there is no review of the disposition. An inmate is advised of the right to appeal disposition at the time of the disciplinary hearing. The inmate must submit a request within five days of the hearing decision. Outline, in detail, the specific reasons for appeal consideration and forward any written witness statements that pertain to the disciplinary case under appeal. This appeal information is to be directed to the Deputy Warden of Operations for administrative review and disposition. The appeal process considers three factors: (1) was there substantial compliance with prison standards on inmate discipline; (2) Was the decision based on substantial evidence; (3) The Appeal should be directed to the Deputy Warden of Operations. If the inmate is not satisfied with the decision of the Deputy Warden of Operations, the inmate has five days to file an appeal to the Warden. The Wardens decision is final.

INFORMAL RESOLUTIONS

A minor rule violation may be reviewed and addressed through an informal resolution instead of a misconduct. All reports will be reviewed by a supervisor. While an officer may recommend that an informal resolution be sought, the final decision will be made by the supervisor. The Supervisor and at least one officer will meet with the inmate for disposition of the charges where the inmate will be given a chance to give his/her version of the incident. A copy of the informal resolution is given to the inmate after the meeting and a copy will be placed in the inmate’s behavior file. The inmate may appeal the informal resolution, only in those cases where the inmate believes the sanctions are too severe for the offense. The incident will then become a formal resolution. If the inmate refuses to attend the informal resolution meeting, the Supervisor shall forward to the Inmate Disciplinary Coordinator, so a Formal Resolution is run and the 48 hour – 10-day hearing limits begins. For the purpose of parole, pre-release, and for purposes of a setback, the informal resolutions are not considered as misconducts, and will not be used in determining the sanctions. All individuals found guilty of Informal Resolutions will be charged a \$10.00 fee. Possible resolutions:

- No action
- Reprimand or Warning
- Up to 3 days’ cell restriction
- Up to 14 days of specified privilege restrictions (telephone, commissary, visitation)
- Up to 14 days of additional work assignment duties for which the inmate will not be compensated
- Assess restitution for damaged/destroyed property with the inmate’s agreement for payment

PROBLEM SOLVING

The inmate request system is a multipurpose structure for inmates to communicate with prison officials and other select inter-county offices. The General-Purpose Request System is to be used for inmate problem solving; such as seeking answers related to their term of confinement, outlining problems existing within the prison environment, requesting a prison activity, or any other housekeeping concern that might arise. If a specific complaint is voiced regarding a staff member or prison condition, the inmate is encouraged to direct the complaint via the request system to the appropriate prison administrator for investigative follow up. Each inmate is encouraged to utilize the request system when seeking an answer or presenting a suggestion.

The prison population - male and female - is responsible for submitting their own requests through the kiosk's request system. The inmate request system must be used in an attempt to resolve issues with specific prison departments prior to initiating the grievance process. Adequate time (10 business days from receipt) must be allowed for staff to respond to the General-Purpose Request prior to submitting a grievance on an issue. If additional time is needed for research the inmate will be informed. These rules and regulations are subject to periodic amendment --notice of changes will be posted in inmate housing areas. Until changes can be properly posted, all inmates are to follow the last order given if conflict arises. All inmates and prison staff are responsible to comply with listed rules and regulations.

INMATE GREIVANCES

A grievance that is documented properly can be used as a tool to indicate problem areas. A grievance may be filed about the application of rules, policy, or procedure. Not the rule itself. Grievances may also be submitted regarding "conditions of confinement". A Grievance is the second step in the Problem-Solving Process. A general request is the first step. An Inmate Grievance shall be submitted via the kiosk. Grievances cannot be submitted for any situation regarding Misconducts or misconduct appeals.

CANINE UNIT (K-9)

The prison utilizes a canine team as a patrol/response unit on the prison perimeter and within the Institution under normal and crisis operational conditions, as well as detection for drugs and contraband. The canine dogs are highly trained to supplement security operations within the facility. If an assailant attacks the handler, the dog will automatically protect the handler. Disciplinary action and/or criminal charges will be initiated against any inmate who agitates or harasses the canine dog or handler by any means, form or action. Extreme caution must be observed when K-9 is in your vicinity.

RECORDS

The prison maintains records on every inmate who is committed to the institution. The prison records office maintains files of all pertinent information regarding an individual's charges, personal history intake information, length and computation of sentence, indicating minimum and maximum release dates, as well as all court-generated documentation forwarded to the prison. Records are also maintained for any misconducts issued, along with their disciplinary disposition, any unusual occurrences which have been documented by the staff, and other pertinent documentation. The information maintained in prison files is utilized by the Classification Committee, Administration, Parole Department and the Court in determining program eligibility, housing placement, parole review, etc. Maintenance and release of all records at the Lancaster County Prison occurs in accordance with the Criminal History Record Information Act. An administrative research fee of \$3.00 plus \$0.25 per page up to page 25; then \$.35 for paged 26 through last; is charged for all copies requested of the Records Department. Inmates should keep in mind that not all documents in an inmates file are available to be copied, and that they should be specific in their request of copied documents.

INMATE TRUSTEE PROGRAM

The Inmate Trustee Program (ITP) is a program designed to permit inmates the opportunity to work within the Prison. Candidates for the program must meet the following criteria: Charges not to exceed Aggravated Assault-Bail not to exceed \$45,000. No ESCAPE charges or State Parole, Good Behavior History- Past and Present, Good Personal Hygiene, must be Medically cleared to work by the Medical Department and have displayed positive behavior during any previous ITP placements. Some work areas require fully sentenced inmates. Information collected will be used to determine the appropriate work area for the candidate to be assigned (Kitchen/Supply)

- A. Inmates may be placed in the Inmate Trustee Program (ITP) by the Inmate Trustee Program Coordinator or the Classification Committee.
- B. Inmates can progress from initial placement into inside jobs and will be appropriately classified for housing assignment using the criteria discussed in the prison housing section of the rule book.
- C. Inmates who have been completely sentenced and made eligible for outside community employment by the sentencing judge and do not have community employment may be placed in trustee jobs.

- D. Individuals assigned to work as inside workers, upon sentencing and eligibility by the sentencing judge for outside employment may be considered for outside access jobs after review of the evaluation and work performance by the ITP Coordinator or the Classification Committee.
- E. All inmates placed in the Inmate Trustee Program, whether inside or outside access, will be evaluated on a continual basis by ITP Coordinator or the Block Supervisor.
- F. Inmates who are successful in their evaluations may advance in their eligibility for higher trustee positions. This will be affected by the ITP Coordinator, Work Release Administrator or Classification Committee.
- G. Inmates who are deemed unsuccessful will be removed and referred back to the Classification Department for housing assignment.

PAROLE

Parole is the status awarded to the resident released from prison after serving a portion of his/her sentence. This status is granted on the condition that the individual maintain acceptable behavior during the initial incarceration period, then in the community. Warning logs and misconducts are reviewed prior to parole hearings. Parole setbacks can and will be requested through the Pre-Parole staff, Records Staff or Prison Administration, for inmates charged with serious offenses or who show a pattern of negative behavior. Release on parole is conditional under prescribed guidelines set forth by the controlling agency whether it is state or county. At the Lancaster County Prison, fulltime Pre-Parole Staff are available to coordinate and handle all parole related matters. They are here to facilitate releases on parole, for which completion plans are devised. Should questions about parole plans arise, contact the institutional parole staff by using the standard inmate request. Parole plan information must be furnished approximately one and one-half weeks prior to the minimum release date within the last 30 days. Requests should also be submitted to the Pre-Parole Staff involving Rehab and Door to Door program issues and dates.

GOOD TIME

Good time is a creation of the Court of Common Pleas of Lancaster County. Good time is NOT a right, but a privilege based on good behavior. Good time can be accrued in increments of 5 days per 30 days/ one month of a sentence, but not to exceed a maximum of 55 days. Good time will be subtracted from the minimum calculated date to obtain the "good time" date. Good time is not eligible nor awarded on parole sentences. Prior to the good time date, the inmate's prison behavioral record will be reviewed and determined whether it will be awarded.

WORK RELEASE

Inmates who are fully sentenced and made eligible for the Work Release (WR) program by the sentencing authority, Common Pleas or Magisterial District Court, will be considered for community employment if these conditions are met:

- A. Be made eligible for program participation by the sentencing authority on each conviction.
- B. Have no pending charges of any kind. This includes being on current bail, either monetary or unsecured in this or any other County.
- C. Have no prior convictions for prison breach or escape.
- D. Have a good behavior record during incarceration to include behavior during previous incarcerations.
- E. Not every job can be approved. Employment must be by legitimate established companies. Transportation arrangements must be approved by the work release staff. Wages must meet at least the minimum standard set by law. Jobs should be of a full-time nature. The final decision to approve employment rests with the Work Release Administrator.
- F. There are separate guidelines for self-employment and for sub-contracting employment.
- G. Being sentenced and made eligible does not mean that an inmate will automatically be housed in the work release area.

Title 42 section 9813 c gives the final authority allowing an inmate to leave the county jail for any reason to the county jail officials. Exceptions may be made by the express order of the court.

COMMUNITY SERVICE

In conjunction with Work Release, The Lancaster County Prison's Community Service Program is designated to assist County agencies and non-profit organizations with special work assignments. All participants must be made eligible by the Court of Common Pleas in Lancaster County, meet all prison requirements, and meet the guidelines prescribed by

the Work Release program. Inmates who are assigned to Community Service are required to perform 30 days on the program before seeking employment as an out-mate.

PREA

PREA stands for the "Prison Rape Elimination Act" which was signed into law in 2003. PREA is designed to eliminate sexual abuse and harassment in correctional facilities throughout the United States. PREA applies to prisons, jails, juvenile facilities, immigration detention centers, lockups and community corrections facilities.

Sexual Assault is defined as:

1. When another inmate touches the sexual parts of your body without your consent, or when an inmate forces you to touch the sexual parts of his or her body.
2. When a staff member makes sexual advances or comments towards you, sexually touches you, or has sex with you. This does not include routine searches or touching during certain medical procedures.
3. When you sexually touch a staff member or force him or her to sexually touch you.

Inmate Reporting

If you are a victim of sexual assault or sexual harassment, make sure to report the incident immediately. Report the incident even if you do not have any evidence, or if time has passed since the assault took place. If the assault took place recently, do not use the bathroom, brush your teeth, shower, or change your clothing in order to preserve physical evidence. You can report sexual abuse in the following ways:

1. Make a verbal report to any staff member (including chaplains and medical / mental health practitioners) or to a volunteer. All Corrections Officers and Prison staff members must accept reports made verbally, in writing, anonymously and by third parties.
2. Complete an "General Purpose Request Form" and provide it to your Treatment Counselor or place it in the Inmate Request box.
3. Make a verbal report by calling the PREA Hotline (1-844-429-5412). This hotline is operated by the Department of Corrections and is not staffed by Lancaster County Prison employees.
4. Ask a family member or friend to make a report on your behalf by calling the PREA Hotline.

RESTRICTED HOUSING UNIT -- RULES AND REGULATIONS

It is the intent of Lancaster County Prison to maintain a Restrictive Housing Unit (RHU) as an area to house inmates who represent a threat to the security and good order of the Institution. RHU will consist of disciplinary inmates and non-disciplinary inmates who require a closer level of supervision, control and/or protection. The rules and regulations for RHU will be governed by standards of behavior, designed to promote a safe, secure, and humane environment for staff and inmates alike.

SUPERVISION OF INMATES: The nature and type of inmates assigned to the RHU necessitates that all staff maintain maximum control and supervision to provide required security within the unit. This is of extreme importance so that the safety of staff and inmates is maintained. All rules and regulations for general housing will be followed.

ADMISSION: Security Supervisors are authorized to remove an inmate from General Population to place them in the RHU. Whenever an inmate is removed from the General Population, he/she will be handcuffed, inclusive of a leather security belt. Inmates must be cleared by Medical and Mental Health prior to being escorted to the RHU. Each inmate admitted to RHU is to be strip searched in the shower area upon reception. Restricted items will be inventoried and placed in a magenta colored property tub, identified by the inmate's name and number and placed in the designated storage area. A yellow jumpsuit will be issued to all inmates. The inmate's cell is to be searched for contraband/serviceability and sanitation prior to admittance. All issue must be inventoried and documented an inventory sheet. Each inmate will be given an RHU Housing pamphlet that will provide information and orientation to this specialized unit.

RELEASE: The inmate's cell must be inspected for cleanliness and serviceability prior to release. The inmate will not be moved from the RHU until their cell is cleaned and the cleanliness and proper function of the cell is documented on a check sheet. The jumpsuit is returned, and the general population issue is supplied. All personal property is inventoried and returned. Any discrepancy in property is to be reported to the Block Supervisor immediately. All RHU inmates will

be strip searched prior to returning to General Population. The inmate's housing assignment will be determined by the classification committee.

CLEANING: A working party will be responsible for this area. Supplies will be distributed to RHU inmates through the wicket hole. All cells will be neat and clean at all times. Bunks will be made, and cells will be free of clutter. A visual inspection of each inmate's cell will be conducted prior to allowing block-out. Inmates failing to meet the requirements will remain secured in their cells until they are neat and clean.

PERSONAL HYGINE/BARBERING: Barber services may only be utilized by an inmate who is scheduled for Court proceedings. Inmates can request barber services through the inmate request system. Monies will be deducted from inmate's account prior to the service. Indigent inmates may receive these services once every 30 days. Nail clippers are also available to be used during assigned shower times. Inmates will be given the opportunity to shower 7 days/week. They are allotted approximately 10 minutes to shower. Disciplinary inmates must be handcuffed prior to coming out of his/her cell. The inmate will be escorted to the shower and the door will be secured once the inmate is inside the shower stall. Once secured, the inmate must place their hands through the aperture so that handcuffs can be removed. The inmate must remove all his/her clothing and hand them to the officer. After the inmate is finished with shower, the officer will hand the towel through the aperture. After drying off the towel must be returned to the officer. After dressing the inmate will be handcuffed, the shower door will be opened and the inmate will be returned to their cell. Non-disciplinary inmates will be permitted to shower during their block-out period without restraints.

PROPERTY RESTRICTIONS FOR DISCIPLINARY INMATES:

1 yellow jumpsuit
2 pair of socks
2 pair of underwear
1 t-shirt **
1 sweatshirt (weather permitting)
1 pair of shoes
1 pair of shower shoes (if the inmate currently has them)
1 mattress (Numbered with cell number which remains in the cell at all times)
1 sheet **
1 net bag
1 blanket (2 if weather permits)
1 towel **
1 prison issued bar of soap
1 packet of prison issued toothpaste
1 security toothbrush
1 comb
1 tablet
1 writing implement (pen OR pencil)
5 letters from friends/family—no photographs
1 bottle of Nitro if ordered by Medical staff
1 bottle of Saline Solution if required for contact lenses and ordered by Medical staff
Photographs are not permitted. Any mail containing photographs will be returned to sender.
Newspapers are not permitted. Any subscriptions should be suspended by the inmate's family. This can be done by contacting the newspaper's circulation department. If the inmate does not have the paper suspended, they will not be kept by the Mail Room. Newspapers will be disposed of with no reimbursement. Once the inmate is removed released from disciplinary status it is their responsibility to release the hold through the circulation department.

NON-DISCIPLINARY INMATES IN RHU MAY ALSO POSSESS:

In addition to above list, 5 photographs

** 2 of these property items are allowed for Non-disciplinary status

CELL INSPECTION - SEARCH PROCEDURES:

Any inmates in RHU must be secured in a shower stall and handcuffed behind the back while their cell is searched. Restraints must always remain on the inmate during the search.

EXERCISE SCHEDULE: All exercise periods will be conducted in the Urban Yard. Disciplinary inmates that want to participate will follow these guidelines: Each Inmate will be afforded the opportunity to attend exercise 7 days a week for one hour each day. If the inmate does not want to participate in exercise, it will be documented on the check sheet. All inmates will be handcuffed and pat-searched prior to departing cell. All inmates will remain quiet in route to and during yard out period. Each Inmate will be secured alone in an individual exercise unit. Once the door is secured, all restraints will be removed. The only items permitted to be taken out of the cell, other than the clothing the inmate is wearing, is a towel and soap. The inmate will be escorted to the shower area, where he will place his towel on the shower hook for his shower time. He will then be escorted to the yard. Exercise will be conducted for one hour. If the inmate participates in exercise, he will remain for the entire time unless removed for a disciplinary infraction. The inmate will not be permitted to request to leave until the time is up. There will be no talking/yelling to any other inmate or civilian. Upon completion of the yard period, all restraints will be re-applied prior to the yard doors being opened.

BOOKS: Any inmate in RHU (Disciplinary or non-disciplinary) may have one library book at a time in their cell.

TELEPHONE USAGE AND RULES: Disciplinary inmates may request a phone call after 30 days. Telephone usage will be limited to one call every 30 days if approved. Disciplinary TID (telephone identification numbers) will be disabled while the inmate is in RHU. Non-disciplinary inmates will be permitted phone usage each day, during their respective block-out period.

COMMISSARY/STORE: Disciplinary inmates housed in RHU will be limited to purchasing only those items necessary to correspond or to prepare personal legal documents. Any items which could present a safety or security hazard are restricted. Commissary will be ordered from a bubble sheet and not through the phone system. Non-disciplinary inmates are permitted to make purchases from a modified commissary menu. These items are never permitted to be passed, exchanged or bartered with any inmate on disciplinary status. If this occurs, the inmate that committed the infraction will receive a Misconduct and if found guilty will be switched to disciplinary status.

VISITATION

Inmates housed on a disciplinary status will not be permitted visitation.

Non-disciplinary inmates will be permitted visitation.

Every RHU inmate, regardless of custody status, may receive visits from legal counsel.

Every RHU inmate, regardless of custody status, may receive religious visits from in-house clergy only. The facilities' Chaplains are responsible for tending to each inmate's religious needs, provided that such services do not infringe upon the security precautions of the unit.

EDUCATIONAL OPPORTUNITIES: Schooling requirements for RHU inmates will be coordinated through the Education Department if necessary due to age requirements.