

# LANCASTER COUNTY PRISON

## INMATE HANDBOOK GENERAL RULES & RESPONSIBILITIES



625 East King Street  
Lancaster, PA 17602  
717-299-7800  
Cheryl Steberger, Warden

[co.lancaster.pa.us/153/prison](https://co.lancaster.pa.us/153/prison)

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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 to provide Care, Custody and Control.

**INMATES ARE REQUIRED TO OBEY ALL ORDERS OR DIRECTIVES ISSUED BY 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, phones or tablet which are available on all blocks. 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 or a tablet, 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

**If you are having thoughts of hurting yourself or others,**

**PLEASE NOTIFY ANY STAFF MEMBER IMMEDIATELY!**

**If you know an inmate that has shown signs of suicidal thoughts,**

**PLEASE NOTIFY ANY STAFF MEMBER IMMEDIATELY!**

**You can call the Suicide Hotline free from any housing area phone or tablet.**

**717-664-LIFE (5433)**

**Our goal is to provide you with the support and care that you need.**

**You may just save their life.**

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

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## **DEFINITIONS**

**COMMISSARY/STORE** A store allowing inmates the opportunity to purchase a variety of items. All commission profits are used for inmate welfare and/or beneficial improvements to the prison.

**CONTRABAND** Anything that is not authorized, not distributed, or not made available by the prison or through the commissary. Any authorized material that is being utilized for purposes other than that designated by the prison

**E-MESSAGING** An electronic means of communicating with family and friends.

**FINANCES** 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™.

**INDIGENT STATUS** is designated based on the following:

1. An account balance 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.

Upon designation of indigent status, the inmate may qualify for haircuts, legal packets and/or hygiene packets. To obtain approval, an inmate request may be submitted for either Legal and/or Commissary.

**IN-HOUSE MAIL** 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.

**INMATE TABLETS** Eligible Inmates will be authorized the use of an electronic tablet.

**INTERPRETATION SERVICES** Available to inmates upon request.

**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.

**LEGAL MAIL** 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.

**LIBRARY** Books and publications are available on the Community Tablets at no cost. Premium content is available for an additional cost on the rented tablets.

**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.

**MEALS** 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

### **PAROLE**

The conditional release of a prisoner after serving a portion of their sentence.

**PRISON RAPE ELIMINATION ACT (PREA)** signed into law in 2003, designed to eliminate sexual abuse and harassment in correctional facilities throughout the United States. Information on PREA is provided upon commitment.

**SEXUAL ASSAULT** 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; 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); When you sexually touch a staff member or force him or her to sexually touch you.

**VISITATION (Non-Contact)** Recognized by the prison as a value in sustaining family life and maintaining morale, visitation enables Inmates the opportunity to maintain ties to their families and the community.

## GENERAL RULES AND REGULATIONS

1. Inmates must respect all prison staff and all prison property.
2. Inmates must follow all verbal orders and directives from any prison staff; last direct order will be followed.
3. All inmates are subject to cell searches, pat searches, and strip searches.
4. Inmates may not enter a cell or other area not authorized/assigned to them.
5. Inmates must always secure their cell doors.
6. Inmates must immediately report to their assigned cell or room when a lock up directive is given and when a "code" situation is in effect.
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. Inmates will keep housing areas and their cells clean.
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. Inmates must be fully dressed and have shoes on when leaving their cell.
13. Sanitation prohibits inmates from storing food in their cells (except commissary items) or in dayrooms.
14. Possession of any forms of tobacco, drugs or paraphernalia will result in disciplinary action.
15. Inmates are not permitted to possess contraband at any time.
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, such as paper, that could pose a security or fire hazard.
18. All inmates will mark their personal items 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. Inmate may not engage employees in a profane, malicious, lewd, derogatory, disrespectful, or assaultive nature.
26. Inmates may not destroy county property or property of another inmate.
27. Inmates may not engage in fighting of any nature.
28. Inmates may not make sexual advances or engage in sexual activity with staff or other inmates.
29. Inmates may not gamble, trade, barter, or sell items.

Disciplinary action will be initiated for any violation of these rules.

## **COMMITMENT**

Individuals committed to the prison undergo reception, orientation and classification processes outlined below. 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, medical history, and requests for public defender. A thorough search will be conducted 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, 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 to determine if any current illness or health problems exist and 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.

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 available on either a kiosk or tablet.

Inmates will have the opportunity to make (1) one free phone call after completion of the intake process. 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 utilized to ensure their safety, the safety of other inmates and the security and other needs of the institution. The classification process uses an objective tool to assign inmates to either minimum, medium, or maximum security. The assigned classification level is scored based on an inmate's criminal history, current charges, institutional behavior,

and other relevant factors. This process must be completed prior to the inmate being moved to general population. Classification levels will dictate housing assignments and program eligibility.

Inmates will be reviewed by classification at regular intervals to review any changes in legal status, behavior, sentencing, etc. Should an inmate disagree with their classification level at any point during their incarceration, they must write a request to the Classification Department. Requests must indicate what they believe their appropriate classification is along with a reasoning to support their request. Classification will review the request and provide a response. If the inmate is dissatisfied with the response from Classification, they may submit a grievance to the Inmate Services Supervisor indicating why they disagree and their reasoning to support their claim.

### **HOUSING**

The prison utilizes numerous housing areas/units. These areas are designated to house inmates of specific classification levels as assigned by the Classification Department. Housing assignments are made by the prison, and personal requests by inmates will not be accepted. These assignments are made based on, but not limited to; an inmate classification levels, inmate physical needs, needs and safety of the institution, avoid contacts and program participation. Should an inmate believe they are housed incorrectly, they must submit a request to the Classification Department.

### **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. ID wristbands are not permitted to be removed, shared, altered, defaced, or damaged in any way.
3. You will be asked to show your ID for scanning when receiving medication.
4. You must show ID when receiving commissary. If you do not show your ID, you will not receive commissary.

5. If you lose, alter, or destroy your ID, there will be a replacement fee billed to your inmate account.
6. If you change your appearance (hair length/facial hair) you will be required to get a new ID and pay the replacement fee.
7. 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.
8. If there is a problem with your wristband report immediately to a staff member.
9. The Prison will replace any wristbands damaged through NORMAL wear and tear.
10. Upon release from the facility your wristband must be present on your wrist. The band will be inspected and removed by prison staff.
11. 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. When an inmate is committed, they must wait 30 days until their clothing can be washed unless the clothing is covered in feces, vomit, and/or urine. There will be no exceptions for blood. In addition, clothing will be laundered once per incarceration. 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 ensure 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: 9:00 am to 2:30 pm and 5:00 pm-9:00 pm. 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**

An inmate request for court clothing must be submitted and approved in advance by the Commitment Sergeant. Suit or dress may 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.

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 and provided the opportunity to shower daily.

**Shaving/Haircuts:** A barber service is available to provide haircuts and shaving. Any inmate requesting this service should submit a request via the Kiosk or tablet. The cost of the service will be deducted from the inmate's account. Inmates that qualify for indigent status may request the service. Inmates on disciplinary status may only access barber services for jury trials.

### **LAUNDRY EXCHANGE**

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.

If items need exchanged due to regular wear and tear, a request is to be submitted to the Supply Department via the Kiosk or tablet.

Any item of prison issue that is lost, stolen, or otherwise missing, must be reported to the Supply Department via the Kiosk or tablet.

Inmates will be charged for any item that is missing or intentionally damaged while incarcerated or at release.

Inmate's requests for laundry exchange will be processed in the order they are received.

### **INSTITUTION FEEDING PROCEDURE**

Provisions are made to allow special diets, based on verifiable medical diagnosis, and/or recognized religious mandates. (Medical diets are handled by a Medical Department directive. Religious diets are handled via Kiosk or tablet 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 guidelines 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 staircase 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 blockout 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 blockout 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 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 block, the floor control officer will open the cell doors for the inmates that are on block out that get medication. Once medication is completed 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 (i.e.: 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.

Urban yards are closed at 9 pm daily and subject to closing based on weather.

## **INMATE TABLETS**

Tablets are broken down into two categories:

1. **Personal Tablet** – All inmates are Issued a tablet upon intake for use at no charge. Standard content includes but is not limited to, Law library, educational, job search, inmate requests, grievances, access to mail, e-messaging, and photographs. Commissary orders can be made, as well as phone calls. All content downloaded will be digitally cleared at the end of the day.
2. **Personal Rented Tablet** – Additional content may be purchased for a fee of \$7.50 for the first day and the next 29 days are free. No refunds will be issued to include, when an inmate is released prior to the end of their 30 days, any action causing temporary or permanent loss of tablet privileges.

**Additional content** – Available on a rented tablet includes, but is not limited to, music, movies, games, books, etc., Fees for additional content are charged to the inmate's account. Additional content downloaded is for 30 days. No refunds will be issued for downloads. All 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.

**There is no expectation of privacy. Tablet content, including phone calls, e stamp, photographs, and e-messages, can be intercepted, recorded, monitored, or divulged at any time. There will be no refunds for outgoing e-messaging that has been identified as restricted.**

Inmate tablets will be available for use from approximately 7:30 am - 10:30 pm daily. Tablets will be charged via a charging cart between 10:30 pm and 7:30 am daily. Failure to return the inmate tablet will result in disciplinary action up to and including loss of tablet privileges.

- Tablets may be used in the dayroom. the inmate's cell or the urban yard.
- Tablets are not permitted to be taken off the housing unit or taken 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 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.

## **RULES OF BLOCK PHONE USE**

**TELEPHONE CONVERSATIONS ARE SUBJECT TO BE INTERCEPTED, MONITORED, RECORDED, AND/OR DIVULGED.**

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 not be responsible for unauthorized calls made on your account.
5. Phone messages for inmates will not be accepted by staff.
6. All calls made from Inmate phones are monitored and recorded.
7. The prison does not accept inmate requests to have attorney numbers listed in the phone system. Requests must be received in writing directly from the attorney.
8. All inmates 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.

9. It is a violation of the rules to make a 3-way call. Any inmate that is involved may lose telephone privileges.

### **BLOCK TELEPHONES**

Telephones for inmate use are located on 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).

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.

### **TELEVISION**

Television sets are in the day room section 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 (10:55 pm) to chow time on 12-8 shift (Approximately 6:00 am).

### **MAIL (Paper or Digital)**

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 properly identified as official legal correspondence between the inmate and their designated counsel. Legal 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 not permitted to be sent in directly to an inmate 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 or the entire incarceration.

### **INCOMING MAIL**

All written correspondence, excluding legal mail, must be sent to the inmate digitally and viewed on inmate electronic tablets or the kiosks located on the housing unit. Hard copy/paper correspondence will be addressed as follows:

Inmate Full Name and PBN Number  
C/O Securus Digital Mail Center  
Lancaster County  
PO Box 25985  
Tampa, FL 33622

Money orders are to be sent separately and directly to the Prison, attention "Inmate Accounts".

E-Messaging is done by the existing electronic system. (See below)

**There is NEVER AN EXPECTATION OF PRIVACY with inmate personal mail.**

### **LEGAL MAIL**

Privileged correspondence will be opened in the presence of the inmate and inspected by Prison staff.

Legal mail is sent directly to the prison and hand delivered to the inmate. The envelope is opened by Prison staff to prevent entrance of contraband. The inmate is required to acknowledge receipt of the

correspondence in writing. Record of delivery is maintained in the case management system. Envelopes will be taken off the block for destruction.

### **OUTGOING 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.

Mail is picked up daily (except weekends, 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**

May be viewed on either the block kiosk or tablet. They will not be printed. If a "virtual stamp" is attached to the incoming E-Message, the inmate is then able to respond. Only family and friends can start the message, an inmate can only respond.

### **FINANCES**

All inmates' funds are processed through the County Treasurer's office, with inmate accounts being maintained by Prison Administration.

An inmate may receive and disburse money from his individual account subject to the following:

1. 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.
2. 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.
  - e. To ensure the legitimacy of the request, written confirmation of the transaction will be obtained by the inmate account clerk or work release staff.

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. Inmates found attempting to use another inmate's account are subject to disciplinary action up to and including criminal charges

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 or tablet system on the housing unit.

### **BILLING**

All fees will be deducted, in full, from the inmate's account. The Inmate Account Clerk under the supervision of 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.

### **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

A probation or parole violation is considered a new incarceration and the processing fee will be charged.

Inmates will have access to medical services regardless of their ability to pay the \$35 fee.

**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, because 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.

**RESTITUTION FOR DAMAGES**

Inmates who have been found, because 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**

The prices of available items are established to ensure that the store can be self-supporting.

1. Commissary will be ordered through the telephone or Kiosk or tablet. 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 the pound sign (#)
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 your recent transactions
7. Commissary orders may also be placed on the tablet using the commissary app.
8. An inmate designated as indigent, see definitions, may obtain commissary items at no charge. Indigent kits include personal hygiene items, as well as writing necessities. Also available is an indigent legal kit containing letter pads and stamped envelopes. Indigent kits are only available one time

in a 30-day period. Available to the female population, at no charge, twice monthly, are sanitary napkins. These items and periodic available items at no charge are located under the "Indigent" column on the commissary menu.

9. All commissary items, regardless of the amount spent, must fit into the inmate's bin, and must be always stored in the bin or it will be considered excessive and removed without compensation.
10. 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.
11. If you are discharged from custody prior to store delivery, it is your responsibility to contact the commissary vendor at 717-390-7725 to arrange pick up of undelivered store goods within 14 days. Pick up is by appointment only. Refunds will not be issued if it is more than 14 days from release.
12. If you are moved after a store order was placed, delivery will occur on the new housing area's store day.
13. Any questions regarding commissary should be directed via inmate request to the Commissary.
14. Inmates must sign receipt before receiving store items and retain a copy to verify items received.
15. 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.
16. The Restrictive Housing Unit has its own store slip, only items from this slip are permitted.
17. 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. Not to exceed 90 days for a single offense.
18. Radios are no longer available for purchase, however, if you have one prior to being discontinued, you are authorized 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.

Commissary items and prices are subject to change.

#### **LAW LIBRARY**

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 and/or tablet 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.

E-stamps, 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 and tablet; any damage will result in disciplinary action. Inmates will be held financially responsible for any replacement costs for damaged equipment.

#### **CANINE UNIT (K-9)**

A highly trained handler and dog used to supplement security operations. The unit patrols the prison

perimeter as well the institution and is trained to detect drugs and contraband.

When K-9 is present, the inmate must move to the wall opposite of the K-9 unit. The inmate is prohibited from making eye contact with the dog or making any type of verbal or nonverbal gestures towards the dog.

If an assailant attacks the handler, the dog will automatically protect the handler; therefore, extreme caution must be used when K-9 is in your vicinity.

Disciplinary action and/or criminal charges will be initiated if the K-9 unit is agitated or harassed.

### **VISITATION**

The number of visitors an inmate may receive, and the length of the visits are limited by schedules, available space, and security requirements.

### **ALL COMMUNICATION IN THE NON-CONTACT VISITATION AREA IS SUBJECT TO RECORDING, INTERCEPTION, MONITORING AND/OR DIVULGENCE.**

### **FRIEND/FAMILY VISITATION**

- A. Each inmate is afforded the opportunity to compile a visitation list. The list is then forwarded to the Visitation Officer to create a visitation file. Inmates may request addition and/or deletion of visitors every thirty (30) days. This will be accomplished by the inmate's submission of an LCP Visitation Request to the Visitation Officer. The request must provide, the proposed visitor's name, address, and relationship to the inmate. Absent any of this information, no Visitation List modifications will be affected.
- B. All visitors must be 18 years of age, unless accompanied by a parent or legal guardian. Children under the age of 18 may visit when accompanied by a parent or legal guardian and **NEED NOT BE RELATED TO THE INMATE**. The parent or legal guardian of the child must present documentation of guardianship.
- C. At no time are children to be left unattended while on prison property.
- D. Only visitors listed on the inmate's Visitation List at the time of the visit will be allowed to visit.
- E. No more than two visitors (regardless of composition, e.g., one (1) adult/1 child or two (2) adults) may visit at one time.

- F. Visitation schedule and guidelines are available in the Prison lobby, inmate tablets, block kiosks and the prison's website, [Visitation Information | Lancaster County, PA - Official Website](#) .
- G. Visitation is conducted each day from 8:00 am - 10:00 am, 1:00 pm - 3:00 pm and 6:30 pm - 9:30 pm in one (1) hour increments. Visitation hours are subject to change to reflect the needs of the facility. Sign up for visitation will be conducted one (1) day prior to the scheduled visitation day for the housing unit as noted on the schedule.
- H. Absolutely no walk-in visitors will be permitted.
- I. To schedule a visit, the individual must call the Prison at 717-299-7800, option 1, between the hours of 8:00 am and 8:00 pm Sunday through Saturday.
- J. If two individuals wish to visit at the same time, one of the individuals must schedule both parties. Both parties must be scheduled and must be on the inmates approved visitation list. Visitation days and times will be based upon where the inmate is housed and is subject to change according to the needs of the facility.
- K. Approved visitors must produce proper identification that reflects their age and address. One form of photo identification from a government agency is required. (i.e., Driver's license, PA State ID card, passport, Military ID) Failure to produce proper identification at any visitation period may result in denial of the visitation privilege for that day should the visitor information not be currently on file and is at the discretion of the visitation officer.
- L. Any visitor using false or altered identification will be considered a security risk and accordingly, all future privileges will be forfeited. If religious beliefs result in a visitor not having photo identification, the Shift Commander should be contacted for review. In most cases, a non-picture ID and/or a piece of business mail that has the visitor's address may be accepted.
- M. LCP is a tobacco-free facility and accordingly, no tobacco or tobacco products are allowed inside the prison.
- N. Any visitor suspected of being under the influence of drugs or alcohol will not be permitted to visit.

- O. A supervisor must be notified if a visitor is turned away or denied their scheduled visit. Additionally, a notation is to be made on the inmates' visitor file.
- P. Visitors are not permitted to park in the Staff Parking Lots (except for the Handicap Accessible space for visitors displaying the appropriate placard and requiring access to the same). If a visitor is found to be parking in either lot, they will lose visitation privileges for a period of at least 30 days.
- Q. Lancaster County Prison is not responsible for personal property. Lockers are provided for general visitors to store personal property while visiting. Lockers are used at the visitor's own risk. Any property or monies lost within the facility will not be refunded.
- R. Visitors are required to clear the metal detector and/or scanner. Visitors will only be provided two (2) opportunities to clear the scanner. If the visitor is unable to clear the scanner within the two (2) allotted opportunities, the visitor will be denied entrance into visit. Therefore, visitors are requested to keep accessories to a minimum. Medical Alert ID necklaces or bracelets are always permitted. Religious garments/head coverings are subject to search in a private location.
- S. All visitors must be properly attired, and footwear is required. Visitors are asked to maintain a modest approach to their attire, ensuring what is commonly considered personal and private body areas remain concealed. Additionally, females must wear a bra. Proper attire will be monitored and addressed via visitation officers' discretion. Note: Visitors wearing shirts with alcohol or drug-related logos will not be allowed into the Visitation Room.
- T. To ensure that the visitation privilege is a pleasant experience for all, visitors, inmates, and staff are required to conduct themselves in a civil manner, including, but not limited to, not using profanity, being polite and courteous and respecting other visitors and staff. Failure to comply with these expectations will result in visitation denial, at a minimum. By separate administrative action and dependent upon the circumstances, the visitation privilege may be denied by the DWO or Designee for a period. If visitation is denied under these circumstances, the visitor will be responsible for requesting reinstatement of the visitation privilege.
- U. Victims of an inmate's crime or individuals with an ICC (Indirect Criminal Contempt) or PFA (Protection From Abuse) against an inmate are not eligible for visitation.
- V. Visitors will line up single file for processing into the Visitation Room. No more than one (1) visitor will position himself/herself at the Visitation Desk (CCII Lobby Area) at a time. The Visitation Officer will ensure that the visitor is approved prior to registering him/her. After registration of all visitors, the Visitation Officer will facilitate a security screening through the walk-through metal detector.  
  
If the visitor does not clear after two attempts, visitation will be denied. After a clean scan, visitors will be escorted to the Non-Contact Visitation Room. Exceptions will be given for individuals with medical devices or a valid medical card stating that they have a metal implant. Such visitors will be checked via the hand scanner.
- W. Routine inspections of the Lobby Area, Sallyport, and Visitation Areas will be conducted by Officers and/or K-9 Unit. These inspections are to be expected at any given time and at the discretion of staff. ANY VISITOR ATTEMPTING TO CONCEAL CONTRABAND OF ANY TYPE AND/OR ATTEMPT 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 DEFINED AS ANY ITEM NOT PERMITTED INCLUDING, BUT NOT LIMITED TO DRUGS, ALCOHOL, FIREARMS, TOBACCO, ETC.**  
  
**If charged and found guilty, the individual will be subject to a 2-year minimum prison sentence under Title 18, Section 5123 of Pa. Consolidated Statutes.**
- X. If a visitor departs the Visitation Room for any reason, the remainder of the visitation period will be canceled. The visitor will not be permitted back in the Visitation Room.
- Y. Visitors should arrive at the prison no more than 15 minutes to no less than 5 minutes prior to the scheduled visitation time. Visitors arriving less than 5 minutes prior to their scheduled visitation forfeit their visitation for the day.

**PROFESSIONAL VISITATION**

- A. Clergy visits are authorized at LCP, absent identifiable and quantifiable security risks. Clergy visits will be coordinated through the Chaplain's Office and after the inmate's request for a visit by his/her personal clergy.

The Chaplain will verify the requested Clergy member's credentials and place the visit on the Plan of the Day. Registration and identification requirements are identical to those articulated above for regular visitors.

- B. Attorneys must present their Bar Card, in addition to the previously described identification, to the CCII Control Center Officer prior to the Attorney/Client visit. Attorneys will also register their presence at LCP on the register located in the CCII Control Center.
- C. Other Professional Visitors (e.g., Probation/Parole Officers, legislators, members of the Judiciary, Consulate officials, etc.) are authorized to visit inmates at LCP. Display of a recognized official credential will meet the visitation identification requirements.

Professional visitors will register their presence at LCP with the CCII Control Center. Generally, Professional Visitors, other than Lancaster County Official Employees, will be scheduled in advance and as such, will be reflected in the Plan of the Day.

- D. County employed visitors, with a County ID Badge, who have completed security training and/or are familiar with the prison may walk un-escorted after being signed in and cleared by CCII Officer.
- E. Accommodations will be made for official visitors including clergy and attorneys, to provide for privacy of conversation as per the Official Visitation of Prisons Act (61 P.S. 1091-1095).

**SPECIAL VISITATION**

- A. An inmate that cannot have visitation on an ongoing basis with family members because of travel distance, work requirements, special commitments, etc., may be considered for a special visit. Reasons for the special visit must be detailed so a reasonable determination can be made for the request.
- B. The inmate or the family member can make the request. The frequency of the visits will be determined at the time of approval. Special visits

are approved on a case-by-case basis by the Shift Commander of the respective shift.

- C. Current housing, charges and current behavior will all be reviewed. Dates and times of special visit must not interfere with daily operations of the facility and are generally scheduled between 8:00 am-9:30 pm.
- D. Special Parent/Child visits can also be approved if they are coordinated through Children and Youth or the Family Advocate Program if requirements are met.

**MEDICAL/MENTAL HEALTH SERVICES**

**If you are having thoughts of hurting yourself or others,  
PLEASE NOTIFY ANY STAFF MEMBER IMMEDIATELY!**

**If you know an inmate showing signs of suicidal thoughts,  
PLEASE NOTIFY ANY STAFF MEMBER IMMEDIATELY!**

**Call the Suicide Hotline free from any housing unit or tablet.**

**717-664-LIFE (5433)**

**Our goal is to provide you with the support and care  
that you need. You may just save their life.**

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. 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 to receive prescribed medication.
- C. 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.

- D. 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.
- E. 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.
- F. Hygiene/Sanitation Each inmate is responsible for reporting any cases of contagious disease, body/head lice/parasites.
- G. 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.
- H. 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.
- I. 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.
- J. 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.

### **EDUCATION AND PROGRAM SERVICES**

The prison offers a multitude of programming opportunities such as education, reentry, work programs and community support services. These programs are important for improving the social and emotional health of inmates and promoting successful reentry into society upon release. Programming is available to all inmates, regardless of race, religion, national origin, gender, or disability. However, program eligibility may be limited based on inmate behavior and classification level. Participation in programming is strictly voluntary. Individuals may refuse programming at any time unless, although there are instances where program completion is mandated by a Judge as a condition of release. Inmate Services Specialists can assist inmates in accessing these services, or an inmate send an inquiry through the request system.

Programs (subject to change at any time)

- A. Education
- B. Individualized Tutoring
- C. Lancaster- Lebanon Intermediate Unit 13, HISET (High School Equivalency Testing)
- D. School District of Lancaster's Credit Recovery Program for High School Diploma (limited to inmates 21 years or younger)
- E. Drug and Alcohol
- F. Drug & Alcohol education classes, Alcoholics Anonymous, Narcotics Anonymous
- G. Rape & Sexual Abuse Counseling
- H. Domestic Violence Programming
- I. Parenting Classes
- J. Vivitrol program
- K. New Beginnings Reentry Program

### **INMATE TRUSTEE PROGRAM**

The Inmate Trustee Program (ITP) is designed to offer inmates the opportunity to work within the prison. An inmate's eligibility for programming is contingent upon, but not limited to a minimum-security classification, good institution behavior, no history or charges of escape, medical work clearance, and avoid contacts. Some work areas are only available to fully sentenced inmates. Trustee positions include the kitchen, supply, and in house cleaners.

Inmates may be placed in the program by the ITP Coordinator, Work Release staff, or the Classification Department. Trustee inmates will be reviewed periodically by the ITP Coordinator and job supervisors. Those who are successful in their evaluations may advance to higher trustee positions based on eligibility. Inmates may be removed from the program at any time based on behavior, job performance, or changes in legal status.

#### **WORK RELEASE**

Inmates who are fully sentenced and made eligible for the Work Release (WR) program by the sentencing judge will be considered for community employment if the following conditions are met:

- A. Be made eligible for program participation by the sentencing judge on each conviction
- B. Have no pending charges of any kind. This includes being on current bail, either monetary or unsecured in this county or another
- C. Have no prior convictions for escape or walking away from a prison program
- D. Have a record of good behavior to include current and past incarcerations
- E. Employment must be through legitimate, established companies
- F. Transportation arrangements must be approved by Work Release staff
- G. Wages must meet the minimum standard set by law and hours must be on a full-time basis
- H. There are separate guidelines for self-employment and for sub-contracting employment
- I. 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 work release eligible by the Lancaster County

courts, meet all prison requirements, and meet Work Release program guidelines.

#### **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 and safety of the prison.

Full-time chaplains and chaplain assistants are available to offer inmates support in religious or personal matters and to coordinate religious activities. Inmates desiring to meet with a chaplain should submit requests through the inmate request system. Inmates may also reach out to the chaplains if they wish to contact their personal, outside clergy.

**Religious Materials:** Bibles, daily devotional booklets and religious reading material are available through the Chaplain's office and the library. Requests for religious materials, such as religious texts or study guides from the outside, must be made through the Chaplain's office. These requests will be vetted and reviewed by the chaplains for approval. Religious texts that promote or advocate violence, criminal, or institutional misconduct, or create a danger within the prison are not permitted.

**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 designated areas on a weekly basis and facilitated by chaplains or approved clergy. Inmates are not permitted to hold religious gatherings outside of these events. Proper dress and behavior are required for prison church services. Normal social courtesies (saying hello, brief exchange of conversation) are permitted between inmates and civilian participants, but nothing can be transferred between any participants.

- a. Inmates on disciplinary status may not attend group functions in the Chapel, but they may receive clergy or chaplain visits upon request.

All questions/suggestions regarding religious matters are to be handled via inmate request system to the chaplain.

#### **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.

#### **PROBLEM SOLVING**

The first line of problem solving is consulting with the block officer and/or the block counselor.

The inmate request system is a multipurpose structure for inmates to communicate with prison officials and other select inter-county offices. Each inmate is encouraged to utilize the request system when seeking an answer or presenting a suggestion.

After seeking guidance from the block officer and/or counselor, the General-Purpose Request System is to be used for issues such, answers related to 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.

The prison population - male and female - is responsible for submitting their own requests through the Kiosk or tablet request system. The inmate request system must be used 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 required to comply with listed rules and regulations.

#### **INMATE GRIEVANCES**

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 or tablet. Grievances cannot be submitted for any situation regarding Misconducts or misconduct appeals.

#### **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 for copied documents.

#### **GOOD TIME**

Good time is a creation of the Lancaster County court system. Good time is NOT a right; it is a privilege based on good behavior. Good time can be accrued in increments of 5 days for every 30 days or one month of a sentence but not to exceed a maximum of 55 days. Good time will be subtracted from the calculated minimum release date to obtain the "good time" date.

Prior to the good time date, the inmate's prison behavioral record will be reviewed to determine whether it will be awarded. Good time is not eligible nor awarded on parole sentences.

### **PAROLE**

Individuals released on parole will be placed on community supervision through the Probation and Parole department. Parole is granted on the condition that the individual maintains acceptable behavior during incarceration and while in the community. Conditions of release are outlined by the controlling parole agency.

Inmate disciplinary records are reviewed prior to parole hearings which are done through the courts. 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.

Full time Pre-Parole staff are located within the Lancaster County prison to coordinate and handle all parole related matters. They facilitate the completion of parole plans and releases. Parole plans must be submitted to Pre-Parole approximately two weeks prior to the minimum release date. Pre-parole staff also coordinate Door-to-Door rehab placement. Questions regarding parole and door-to-door, such as placements and bed dates, should be sent to Pre-Parole via the inmate request system.

### **PREA**

All inmates have the right to be free from sexual abuse and sexual harassment. Inmates will receive a screening for PREA while housed in the intake unit. These screenings will be used to assist in determining housing assignment. Inmates will be reviewed after 30 days using the same screenings to ensure inmate safety. However, if at any point during your incarceration you feel unsafe or need to report an incident that occurred to you or another inmate, utilize the reporting options below.

A. **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 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 to preserve physical evidence. You can report sexual abuse in the following ways:

- a. Make a verbal report to any staff member (including chaplains and medical / mental health practitioners) or to a volunteer. Staff must accept reports made verbally, in writing, anonymously and by third parties.
- b. Submit an inmate request form to any department; however, there is a designated PREA request form.
- c. 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.
- d. Ask a family member or friend to make a report on your behalf by calling the PREA Hotline.

B. **Sexual Assault Counseling:** Individual sexual assault counseling is available through the Lancaster County YWCA. Request for services can be made through the inmate request system directly to the YWCA or through block specialists.

### **DISCIPLINE:**

Confinement is punishment. No additional punishment will occur unless the inmate violates LCP rules and regulations or the law. Rules are designed to prohibit behavior that can be shown to have a direct, adverse effect on inmates and the order of the facility. The disciplinary process and rules are designed to:

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

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. Sanctions shall be proportionate to the severity of the offense. Restitution may also apply.

When receiving a misconduct, inmates will be given a hearing notice at least 72 hours prior to the actual hearing. Inmates may request to waive the 72-hour period. Hearings will be run no later than 10 business days from the date of notice.

Any inmate found guilty of misconduct will be subject to monetary sanctions (fees) in addition to the disciplinary

sanction. \$10.00 for minor misconducts and/or \$15.00 for major misconducts.

Inmates on disciplinary status will be restricted from phone calls, commissary, visitation, and have limited access to personal property. Inmates may request to make a personal phone call once every 30 days pending good behavior and approval from the block supervisor.

**DISCIPLINE APPEAL PROCESS**

Inmates are 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 to the Deputy Warden of Operations outlining specific reasons for the appeal. The appeal process considers two main factors:

- A. Proportionality of the sanction to the offense
- B. Evidence presented in the misconduct

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.

The Supervisor and at least one officer will meet with the inmate where the inmate will be given an opportunity to refute the pending Informal Resolution.

If the inmate refuses to participate in the meeting, the Informal Resolution will progress to an official misconduct. The inmate may appeal the informal resolution utilizing the disciplinary appeals process outlined above.

Possible resolutions:

- A. Up to a 72-hour cell restriction
- B. Up to 30 days of specified privilege restrictions (telephone, commissary, visitation)
- C. Up to 30 days of work assignments without compensation

**If you are having thoughts of hurting yourself or others,  
PLEASE NOTIFY ANY STAFF MEMBER IMMEDIATELY!**

**If you know an inmate that has shown signs of suicidal thoughts,  
PLEASE NOTIFY ANY STAFF MEMBER IMMEDIATELY!**

**You can call the Suicide Hotline free from any housing area phone or tablet.**

**717-664-LIFE (5433)**

**Our goal is to provide you with the support and care that you need.  
You may just save their life.**

**IMPORTANT NUMBERS**

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

**SUSPENSION DURING EMERGENCY:** In an emergency or extended disruption of normal operations the Warden or the Warden's designee may suspend any provision or section of this handbook for a specified period of time.