

LANCASTER COUNTY PRISON

INMATE HANDBOOK

GENERAL RULES AND RESPONSIBILITIES

625 East King Street
Lancaster, PA 17602
717-299-7800
co.lancaster.pa.us/153/prison

Revisions: 1997, 2001, 2007, 2012,
2014, 2106, 2017

NOTICE: Lancaster County Prison is a public institution detaining 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. Custody requires necessary security restrictions and Care which involves providing various services and programs.

It is important to remember that **YOU 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 a General Purpose Request Form. 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!**

USE OF GENERAL PURPOSE REQUEST FORM SYSTEM: All inmate request forms are sorted by their content and not by who they are addressed to. Inmate requests are forwarded to the prison staff member that is specifically responsible for the operation or problem in question. The inmate request system is a problem-solving tool. Each inmate is encouraged to use a request form when seeking a response to a question, presenting an idea or voicing a complaint. When submitting a formal grievance, a Grievance Form must be used. Issues involving medical care must be submitted on a medical form.

All inmates will now be assigned a permanent booking number (PBN) that is assigned at the time of their first commitment. That same number will be used for every subsequent incarceration. A different pin number will not be assigned.

IMPORTANT NUMBERS

TIP LINE	#311
SUICIDE HOTLINE LINE	717-664-LIFE (5433)
PREA HOTLINE	1-866-823-6703
PRISON MAIN NUMBER	717-299-7800

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**DO NOT WRITE IN THIS BOOK. IT MUST BE RETURNED UPON YOUR RELEASE
IN GOOD CONDITION OR YOU WILL BE CHARGED A \$5.00 FEE.**

*** 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 at this time 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, Iriscan and use other technical identifiers on each person committed.

All personal property is to be turned in, with the exception of one wedding ring (plain band, no stones), eye glasses, acceptable photographs, addresses, business cards, etc. Any recognized religious ornaments or medals which are smaller than the size of a 50 cent piece, provided such items do not constitute contraband. An itemized inventory of all property removed 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. Arrangements should be made to send property of value OUT of the prison immediately. 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 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 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.

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.

Each inmate will be issued a copy of the prison rules and regulations, 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

ALL committed individuals will be assigned to the Intake Unit for a maximum of 14 work days. After the Medical intake and Classification intake are completed, all inmates are classified prior to movement to any housing area by the Classification Committee.

Information used in this initial process includes but is not limited to the following: (Legal Status) (Age) (Bail) (Detainers) (Charges in other Counties) (Mental & Physical condition) (Prior Incarceration & Behavioral Record) (Behavioral Monitoring) (Requests for Programming) (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 or Reductions in Bail) (Charges in other Counties) (State Parole Violations) (Current Attitude) (Behavioral Review - utilizing 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.

The classification of inmates is undertaken to ensure their safety, the safety of other inmates and the security and other needs of the institution. Each inmate is evaluated in terms of, but not limited to personal, criminal, medical and social history. The amount of bail may not be used as the sole or controlling factor in classification decisions. If an inmate feels the Classification Committee decision is not appropriate, the inmate may file an inmate request form questioning the decision. A written reply describing the reasons will be furnished to the inmate. If upon receiving this response the inmate remains unsatisfied, he or she may submit a written request to meet with a member of the Classification Committee and to show cause why the decision in the inmate's opinion be changed. The entire committee may then review the decision.

The classification process is ongoing and the importance of maintaining contact with the Classification Committee via the inmate request form 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.

PRISON 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 and other County inmates. Conduct deficiencies, serious/consistent disciplinary problems, 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 into 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 at all times.
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 be properly dressed at all times. No inmate will enter the day room from his/her cell dressed only in his underwear or shirtless. Footwear will be worn at all times 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. Lancaster County Prison is a TOBACCO FREE institution. 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. Mattresses are not permitted to be on the floor. Inmate is liable if any damage to mattress for any reason. Disciplinary action will be initiated if violations are found
21. 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. Playboy/Penthouse etc. that contain any type of nudity or sexually explicit material are banned.

INMATE IDENTIFICATION

All inmates will be issued an identification (ID) wristband containing their name, photo and permanent booking number. 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 worn at all times 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 when receiving medication, signing out books from the library, etc.
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 and a misconduct violation will be issued.
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. Upon release from the facility your wristband must be present on your wrist. The band will be inspected and removed by prison staff.

CLOTHING AND DRESS CODE

1. 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 Form 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 DISCLAIMER FORM 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. Clothing exchanges are limited to once in a three-month period. Please note that visitation will not accept any items unless prior written approval is given using the PROPERTY DISCLAIMER FORM. This form is only active for a **TEN DAY PERIOD** before it becomes outdated. Please be aware that the court considers minimum attire for males to be a 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.
2. 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.

3. Supply will launder prison issued or store bought: underwear / t-shirts / shorts / socks / sweat shirts and sweat pants. Inmate must place clothing items in net bag / marked and turned in on laundry day. Linens and towels will be laundered by the prison.
4. While in the block or day room areas each inmate will have on pants or athletic shorts, shirt, shower shoes or slip-on shoes.
5. 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.
6. 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.
7. Gym shorts will be permitted in the urban yard, housing areas, dayrooms and gym area.
8. All clothing will be worn properly without modification.

PERSONAL HYGIENE/LAUNDRY

Showers	Frequent showering 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. 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 lost, stolen, or otherwise missing, must be reported by request via inmate request form. The inmate will be charged for said item before it is replaced. Any item that is miss-sized or in need of replacement, must be reported to the Supply Department.

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 request form 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 insure 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, on a daily basis, 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. The one day the top tier will have block out in the AM and then in the evening. The bottom tier will receive block out in the afternoon. The next day they will switch-the bottom tier will have block out in the AM and the evening and the top tier will have block out in the afternoon. 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.

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 block out is announced.

After 1 hour of block out has begun 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 insure 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.

BLOCK TELEPHONES

Telephones for inmate use are located 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. POD telephones are not able to receive incoming calls. POD 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.

To Make a Call:

1. Pick up the telephone receiver.
2. Select a Language—For English press #1 for Spanish press #2
3. 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.)
4. Enter your 6-digit Telephone ID passcode.

5. Dial the phone number and area code.
6. When the called party answers the phone, the operator will advise them that the call is from the Lancaster County prison.
7. 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 form system, indicating the phone number and person to be called.
6. Phone messages for inmates will not be accepted by staff.
7. 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.
8. 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.

TELEVISION

Television sets are located 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 as to viewing a particular major sporting event he may submit a request to the Shift Commander, 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.

MAIL

There is no limitation on 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 activities or is in violation of the rules and regulations of the Lancaster County Prison. All inmate mail: incoming mail, outgoing mail and Prison to Prison 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 protocols 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 his designated counsel.

IN-HOUSE / PRISON-TO-PRISON MAIL POLICY

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

Prison-to-Prison mail, by definition, is written correspondence between an inmate at the Lancaster County Prison and another inmate at another Prison/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-to-Prison mail authorization official. 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. The Security Supervisors have the right to terminate Prison-to-Prison mail at any time if the inmate fails to maintain a clean disciplinary history. Upon approval, each Prison-to-Prison mail will be assigned to a prison staff member who will read each letter for content. Inmates are not permitted to discuss prison security issues or any matter that would be considered illegal. The assigned staff member has the right to terminate correspondence based on violations 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 will not be initiated until the inmate has signed the Lancaster County Prison in-house mail authorization form, and the inmate has received an approved copy of that form with the assigned staff member reader listed.

OUTGOING MAIL

Outgoing mail must be labeled with the proper return address, inmate name and permanent booking number (i.e. 625 East King Street, Lancaster PA 17602) and sealed. The inmate will then place the envelope in the designated container located in assigned POD area. The mail is picked up daily prior to 8:00AM (except Sunday 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.

INCOMING MAIL

All incoming mail will be reviewed to determine if the addressee is still confined in the institution. Full name and inmate PBN number should be clearly marked on all in-coming mail for proper identification and sorting for delivery. The Mail Clerk will then remove the flap and stamp and inspect the envelope for money orders, contraband, etc. The mail is then sorted, separated and distributed to the various housing areas.

A return address must be included on incoming mail or it will be refused and forwarded to the dead letter office of the United States Post Office, unopened. There is NO EXPECTATION OF PRIVACY WITH INMATE MAIL.

All mail addressed to discharged inmates will be returned to sender. Any / All mail found containing contraband is returned to sender, but money orders are processed.

1. (LEGAL MAIL) Correspondence to or from elected or appointed local, state, or federal officials, as well as attorneys, on office/agency stationary is considered privileged. Privileged correspondence will be opened and inspected by prison staff, in the presence of the inmate.
2. Publishers Only Rule: (Effective 1 April 2014) an inmate may possess a limit of (2) two personal books and (2) two personal magazines (including subscriptions). Only legitimate newspapers, magazines, books and other publications that are pre-approved and mailed directly from an approved publisher or bookstore (not from family, friends, etc.) will be accepted. The only exception to this rule applies to Chaplain approved materials or soft-bound legal books or publications which are not available in the law library. All publications must be prepaid with proof of prepayment being provided prior to acceptance. There will be strict enforcement of NO Sexually Explicit Material. All books will be marked with the inmate name and number. Pages are not permitted to be torn out. Books cannot be shared or given away. If additional books are sent in there must be a one to one swap so no more than two are in the inmate's possession at one time. Any violation of this rule will result in this privilege being taken away for the remainder of the inmate's incarceration.
3. Photographs: Photos no larger than 5" by 7" that do not contain chemical processing on the back will be accepted through the mail. A total of 5 photos are permitted to be in the inmate's possession; all others will be placed in the inmate's personal property bag at commitment. Censorship of nude or provocative photographs will be enforced. This is to include computer generated photos.
4. Contraband: All contraband items received through the mail will be returned to sender with a notification form of contraband sent to the Inmate. The return log will be noted of the return.
5. Newspaper: Personal newspaper subscriptions are permitted. Out-of-town newspapers require proof of payment prior to acceptance. Local Lancaster Inc. newspaper publications will only be mailed by the publisher if pre-payment is made at the newspaper office. All newspapers must be mailed in through the post office, door step deliveries will not be accepted, but disposed of with no refund to inmate. Newspapers delivered to an inmate that is temporarily housed elsewhere, in restricted housing or released will not be held. It is the inmate's responsibility to have family or friend temporarily suspend delivery or cancel the account.

FINANCES

All inmates' funds are processed through the County Treasurer's office, with inmates current account maintained at the Prison Administration office. An inmate may receive funds either by money order or certified check -- no personal checks will be accepted. Cash or credit card is only accepted in the Kiosk in the Lobby. An inmate may receive and disburse money from his individual account subject to the following:

1. Money orders and certified checks will be accepted through the mail. Cash or credit cards will only be accepted in the Kiosk in the lobby.
2. An inmate will 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 designated to protect an inmate and any attempt to circumvent it will be treated as a serious disciplinary matter.
3. If an inmate desires to send money out a request must submit an inmate request form 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. A self-addressed pre-posted envelope.
4. Coin and currency are not permitted in the prison (with the exception of Work Release). Inmates found to be in possession of coin/currency will have the money confiscated as contraband and placed in the prison account.
5. Discharge: At time of discharge from prison the inmate will receive a debit card with all remaining funds on the account. These should be cashed immediately to avoid fees. Inmates going to another institution will have a check sent.

INMATE FINANCIAL RESPONSIBILITY

Processing Fee: A processing fee of \$35.00 will be imposed on every newly 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.

Other Fees:

1. **Fees for Medical/Dental Care**
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.
2. **Exceptions for Essential Medical and Dental Services Rendered**--Exceptions for the fee for services --The application of fees is determined by the medical department. There are no administrative fees for: 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.

Billing: All fees will be deducted in full from the respective inmate account. If necessary, the Director of Administration will monitor account balances that owe debt and deduct monies from accounts. All outstanding balances at the time of discharge will be submitted to an outside agency for invoicing and/or collections. 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 Damage: 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" and forward the completed form to the Inmate Accounts Desk in the Business Office, for deduction from the inmate's account. All

funds will be deducted until the expense is satisfied, in the same manner described in section 2, above for medical/dental fees. The cost of damages and repair expenses will be established by the Director of Maintenance 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 toilet article, snacks and candy 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. (Such as recreation items, etc.).

1. Store will be ordered through the telephone system. 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 some silence and then some music.
3. You'll 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
 - 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. 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.
9. 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 on the following days and times:
Mon 8:00-9:00AM Tues 11:00-11:30AM Wed 7:00-8:00AM Thurs by appointment call 717-390-7725 and leave message with phone number to be reached.
10. If you are moved to a different housing area after the store order was placed, delivery will occur on new housing area's store day, or ASAP.
11. Any questions or suggestions regarding commissary should be directed via inmate request form to the Commissary Manager.
12. Inmate must sign receipt before receiving store items and retain a copy to verify items received.
13. Inmate 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 if this is not followed.
14. The Restrictive Housing Unit has its own store slip, only items from this slip are permitted.
15. Any inmate caught flushing (in their toilet), any wrapper from any commissary item, fruit peelings or any other items, other than normal bodily function, shall be subject to a misconduct which could, 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 razor and/or battery operated radio through commissary if funds are available. The item number(s) and price(s) is available on the menu. You must be here at least 30 days before you are able to order these two items. If you order them 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 razor/radio your pin number and will deliver the razor/radio to you during normal store delivery. You will be notified upon receipt of the razor/radio that you must have your razor/radio with you when you are being released. You may not give these items to another inmate. You must sign for and follow the rules and regulations regarding these items. You will be permitted to order 2 AA batteries (razor) or 2 AAA batteries (radio) 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've had any misconducts during this incarceration you are not eligible to purchase a radio/razor. In the event you are moved to a restricted housing area or sent to another facility your razor/radio will be confiscated, logged on an inventory sheet and placed in your property box in commitment. Upon movement back to general population or return to this location, the razor/radio will be returned.

NOTE: Commissary items and prices are subject to change.

LIBRARY

Library will be conducted on the units during the 4 to 12 shift every week with the exception of the shutdown weeks that will happen once every six months. This shut down period will be conducted building wide for the collection of all library books to be returned to the prison library for inventory and inspection. Library will be conducted on the designated housing areas for the tier that is out on block out only. The lockdown tier will be conducted on the following day to offer library to everyone on the unit. There will be certain housing units that will be allowed to retain the library cart as these are special housing units as it is designated on the schedule. Each housing unit will have a separate library cart assigned to them, and at no time will these library carts be brought to another housing unit after it has entered the first housing unit. Only two books can be signed out to any inmate at any one time. Librarian will move the library cart into the counselor's office and will be available for 45 minutes. Inmate will need to show his/her wristband card to sign out any

library book as the librarian will need to document the book being signed out into the library tracking book. Inmate that do not return their library books at the end of the 2nd week of library will be reported to the supervisor overseeing library operations so notice can be sent to the inmate in question.

LAW LIBRARY

The prison provides a law library so an inmate will 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 library for self-help purposes must submit an inmate request form to the 12am-8am Supervisors for approved scheduling, prior to the request date, indicating scheduling. Law Library scheduling is normally based on the first come - first serve basis. Each inmate requesting will be permitted to spend a minimum of one hour daily in the law library, as space/scheduling demands or permits.

1. COPIES - Legal materials can be photocopied via the prison 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 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. From pages 1 thru 25- the cost will be .25 cents per page in addition to the \$3.00 fee. Any amount of pages over the initial 25 will require a .35 cent fee per page plus the \$3.00 fee. Full amount must be on your inmate account to cover costs before the copy work will be performed. A request should be submitted to the counselor.
2. One inmate may assist another inmate, housed in the same unit, (without charge) as long as such assistance does not interfere with normal prison operations. Inmates of different sexes or under different classifications are not permitted in the law library at the same time.
3. Legal pads, envelopes, etc. are available for purchase through the commissary. If an inmate is indigent, he may qualify to receive paper, envelope, postage, carbon paper and pen (free of charge), for the filing of legal documents by submitting a request form to the Director of Administration. This is for legal mail only. Any attempt to circumvent the system may lead to a misconduct. Carbon paper may be obtained free of cost by submitting a request form to the 12-8am Shift Supervisor. Three sheets of carbon paper will be supplied for a seven-day period; it will then be collected. Extension of use or replacement carbon paper must be directed to the 12-8am Shift Supervisor via request along with the used carbon paper.
4. All legal materials requiring notary service (post-conviction forms) are made available to inmates via inmate request form submitted to the Notary. Notary is provided at minimum 2 days per week. (The notary will not read the documents but will ascertain the nature of the material and witness the signature). An inmate must be ready when called for notary service.
5. Each inmate is responsible for the care of the computers; any damage will result in disciplinary action. Inmates will be held financially responsible for any replacement costs for damaged equipment.
6. Each inmate is allowed to bring with him/her, (5) five sheets of paper, and legal material that is relevant to the current case. NO PENS or PENCILS PERMITTED. ITEM WILL BE DISCARDED. Pencils will be located in C2 Cage for use while in Library.

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. Non-contact visitation notice: All communications in the non-contact visitation area are subject to recording, interception, monitoring and divulgence.

GENERAL RULES GOVERNING VISITS

- A. 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 basic list may contain a maximum of eight (8) names and 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 a parent or legal guardian, and need not be placed on the visitation list. These Minors need to be the biological child(ren) of the inmate. In the case of a spouse under the age of 18, prior verification of age and marriage will be required. 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). NOTE: 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.
- B. Inmates with SEX OFFENDER charges or convictions will be RESTRICTED FROM VISITING with any juveniles unless otherwise stipulated by the Court.
- C. Visitors must produce a current/valid government agency identification that lists the visitor's NAME, AGE, CURRENT ADDRESS, and PHOTOGRAPH 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 suffices.
- D. Children under the age of 18 must be the biological child of the Inmate. The Inmate's name MUST be on the Birth Certificate. No other minors are permitted visitation. If the Inmate is married, the step-children are also considered to be able to visit as long as the Marriage certificate is presented (the Birth Certificate must also be presented with the Spouse's name). However, not more than two (2) persons, including children, may visit at a time. A court order signed by a judge establishing paternity or guardianship may also be accepted.
- E. 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. Individuals found to be under the influence of intoxicants, disorderly or improperly dressed, will be denied entrance.
- F. The parent or guardian is responsible for the conduct of the child while on prison property and failure to exercise control may result in non-admittance, termination of the visit and or expulsion from prison property.
- G. Any inmate violating visiting regulations is subject to restrictions or suspension of visitation privileges.
- H. Visitors are to place all belongings in the lockers located in the lobby. POCKETBOOKS / JEWELRY / CELL PHONE USAGE / FOOD / DRINK /OR TOBACCO PRODUCTS ARE NOT ALLOWED INSIDE THE INSTITUTION. NOTHING is permitted within the prison. If property is left unattended, the Prison is not liable for any loss incurred.
- I, All visitors are subject to search - failure to comply will result in non-admittance.
- J. 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.
- K. Phones used in non-contact visitation are recorded and monitored.

SPECIFIC RULES GOVERNING CONTACT VISITS

- A. Contact Visitation All inmates will be permitted contact visits as a privilege, the only exceptions would include, but not be limited to:
1. Any inmate who pose a security risk or threaten the safety of staff or visitors. In these circumstances, non-contact visits may apply.
 2. Inmates housed in the Restrictive Housing Unit will not receive visitation.
 3. Inmates housed in the Intake Unit will not be permitted visit if housed on the Unit less than 14 business days.
 4. Any Inmate, on any type of disciplinary status, will not be permitted visitation until she/he is off the disciplinary status.
- B. Contact visitation will operate on the following basis:
1. Visitors will be required to submit to a visual search as well as an electronic search upon entry of the facility.
 2. Physical contact shall be permitted to the extent of embracing and kissing a visitor on arrival and departure, and holding a child.
 3. All prisoners and visitors will conduct themselves in a manner consistent with reasonable standards of public decency.
 4. The visit shall occur in an informal, open atmosphere where overcrowding is avoided.
 5. The visit will take place under official observation and prison staff may only interfere with the visit to maintain security, enforce prison rules, or prevent infractions of visitation rules. Visitors will be required to submit to a visual search as well as an electronic search upon entry of the facility.
 6. Inmates will wear prison issued scrubs only. All Inmates will be strip searched upon completion of visit. (Exception to scrubs is Work Release).
 7. During escorts to/from visitation and during the ENTIRE strip search process, inmates are restricted from talking. (NO TALKING RULE).
 8. Inmates will enter the visitation area after visitors are seated and exit the visitation prior to visitors leaving. Any Inmate, on any type of disciplinary status, will not be permitted visitation until S/He is off the disciplinary status.
 9. At no time are the chairs to be moved off the yellow tape lines. The inmates back is to be against the back of the chair at all times.

PROFESSIONAL VISITATION

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

- A. Inmate and visitor are subject to all prison regulations and visitation rules.
- B. The professional visitor is not to give the inmate 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 contact 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 sufficient detail so a reasonable determination can be made on approving or disapproving the request.

MEDICAL 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 form and place the form in the box with a cross located in the housing area. Sick Call Slips 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 solely 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 to the medication nurse upon incarceration, 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 of meds are 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 there to provide mental health care, assessment of your risk of harming self or others, 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 may need. **If you know of any other inmate that has expressed or exhibited signs of suicidal thoughts or ideation, 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 to the staff any cases of contagious disease, body/head lice, crabs, poor hygiene etc.
- 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, eye glasses, 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 Work Release residents who have community employment are financially responsible for medical consultation fees, education and outside treatment. If an employment-related injury occurs, an inmate must handle it through the employer's Workmen's Compensation coverage and notify medical department via request form.
- 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.

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 form and place it in the box (with a cross) on the housing area.

MENTAL HEALTH SERVICES

Mental Health Services are provided by licensed psychiatrists, psychologists, psychiatric nurse practitioners and mental health case workers. They are there to provide mental health care, assessment of your risk of harming self or others, short term counseling for coping skills and medication management. **If you are currently having thoughts of hurting yourself or others please NOTIFY SOMEONE IMMEDIATELY!** (Nurse, officer, counselor) It is our goal to provide you with the support and care that you may need. If you know of any other inmate that has expressed or exhibited signs of suicidal thoughts or ideation, PLEASE TELL SOMEONE IMMEDIATELY! You may just save their life. You can make a free call from any housing area phone to the **Suicide Hotline at 717-824-8568.**

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. See schedule posted on your housing unit.

EDUCATION AND PROGRAM SERVICES

The prison provides educational, vocational development and community support programs. These programs are important in improving the social and emotional health of inmates and facilitate 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.

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.
- 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 accessing special service such as:

- A. Alcoholics Anonymous
- B. Narcotics Anonymous
- C. Decision Making Skills
- D. Rape & Sexual Abuse Counseling
- E. Domestic Violence Programming
- F. Parenting Skills

Eligibility:

Any inmate desiring to participate in the prison program must file an inmate request with the Classification Committee. The Classification Committee, after reviewing the request, will provide the inmate with a written response concerning approval/disapproval.

COUNSELING SERVICES:

The prison staff includes specialists who can aid inmates with personal problems through supportive guidance and professional assistance. Inmates are advised that Lancaster County Prison, through its counseling services, has contact with many public and private agencies to whom an inmate may be referred. Participation in this program is voluntary. In addition, behavior charges, bail amount, avoid contacts, and other factors may prevent participation.

- A. An inmate will be provided with counseling services upon submission of a request slip to the appropriate staff member.
- B. A counselor will determine the extent of counseling and treatment to be provided initially and as a follow-up.
- C. Inmate Movement to and from program and counseling sessions- Approved inmates must be cleared in advance for any movement. This must be coordinated between the treatment staff supervising the session or program, and the security staff member supervising inmate movement. While at an activity the inmate must remain in the designated location, until given movement clearance by staff.

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, is 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 form.

Religious Counseling: Inmates requesting counseling, through an accredited Clergy or Lay Person active in community church affairs can be scheduled via inmate request form, 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 from the outside must be approved through the Chaplains Office / Publishers ONLY rule applies. Opportunities exist for both Religious Studies and Correspondence Courses. Maximum 5 Religious publications permitted per inmate. This includes 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 with the Chaplain via inmate request form.

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. Inmates may receive Clergy or Chaplain visits via inmate request form. Any questions/suggestions regarding religious matters are to be handled via inmate request form 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 and Investigative Assistant. 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 AREAS INCLUDE, but are 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 member (nor make gifts). Items may not be exchanged among inmates in different block area quarters. Disciplinary action will result.
- H. Violations of any rules and regulations of the Lancaster County Prison: Local, State, and Federal Laws.
- I. Any inmate caught yelling or talking out of a window will receive a misconduct that will result in visitation privileges being suspended for 30 days-first offense. A 2nd violation will result in a 90 day loss of visitation, etc..
- J. 3 written warnings, for minor infractions (same type of infraction), in a thirty day period, will result in a Misconduct 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 Disciplinary Hearings Officer at his discretion can take away good time or give a setback to the inmate for violating the rules and regulations.

Three Levels of Disciplinary Action:

Step 1: Involves the submission of a misconduct report by a staff member and hearing by the Internal Disciplinary Coordinator and Investigative Assistant, with disposition relating to dismissal of the matter, counseling, reprimand, prison program and detail restriction, assessment of damages, or change of cell. The inmate will receive written notice of the decision of the case within five working days of the inmate's appearance before the Internal Disciplinary Coordinator and Investigative Assistant, excluding weekends and holidays. The inmate has the right to appeal a Step II disciplinary action and if an appeal is granted the case will be heard by the Disciplinary Committee as a Step II case. Subject to the Disciplinary Board decision on the matter, all Step III sanctions will apply.

Step 2: Involves the submission of a misconduct report by staff member, with a recommendation for disciplinary board action by the Internal Disciplinary Coordinator and Investigative Assistant. A hearing of disciplinary board with disposition relating to dismissal of charge, reprimand, removal or suspension from prison program, assessment of damages, change of security status and quarters assignment, restriction, loss of good time, and /or Placement into the RHU.

Appeals Notice: Step II appeals are to be submitted to the Deputy Warden of Operations for scheduling before the disciplinary committee (Step III)

Please Note: The Disciplinary Committee will process the hearing as a new case, thus the disposition could be different or could be the same as that rendered at Step II. Step III appeals are to be directed to the Deputy Warden of Inmate Services office in writing within five days of the hearing result. The Prison and the District Attorney's office will share results of all inmates found guilty of misconducts. This will include minor and major infractions. An inmate's conduct while incarcerated will be communicated to the District Attorney's office for all pre-trial and sentenced inmates for possible prosecution and / or consideration during sentencing. If you are sentenced, and found guilty of misconducts in accordance with Inmate Rules and Regulations you can receive a setback and/or lose your good time.

Restrictive Housing Unit : Placement into the Restrictive Housing Unit is for ALL Male inmates that receive misconducts, request Protective Custody-verified and unverified, Inmates pending an administrative hearing for violation of institutional rules and regulations, Inmates

pending investigation for actions violate of either institutional rules and regulations or criminal matters affecting the security and good order of the institution, or for those inmates whose presence in the general population, constitute a threat to the security and good order of the institution. ALL Female inmates that are placed on a Restrictive Housing Status will be housed in C2 Annex.

Criminal Charges: Where inmates are alleged to have committed a crime, the inmate may be subject to BOTH criminal charges and prison disciplinary action. Criminal charges and prison discipline imposed concurrently for the same incident are NOT considered "double jeopardy".
Disciplinary and Behavioral Record - Effect on Good Time. County sentenced residents are eligible for good time credit whereby prison sentences may be reduced based upon good behavior. Only the Warden can award good time credit when you are reviewed for parole. You have no right to good time. Residents serving county parole violation or non-support sentences are not eligible for good time.
Appeal Process - Time Limits: If no written appeal is submitted to the Deputy Warden of Inmate Services within five days, then there is no review of the disposition. An inmate is advised of the right to appeal the Step III disposition at the time of the disciplinary hearing. The inmate must submit an inmate request form within three days of the Step III 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 Inmate Services for administrative review and final 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 Security.

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. 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 resident 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.

PROBLEM SOLVING

The inmate GENERAL PURPOSE REQUEST FORM is a multi-purpose form that allows the inmate to communicate with prison officials and other select inter-county criminal justice offices as listed on the form. The GENERAL PURPOSE REQUEST FORM 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 scheduling for 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 GENERAL PURPOSE REQUEST FORM to the appropriate Prison Administrator for investigative follow up. Each inmate is encouraged to utilize the GENERAL PURPOSE REQUEST FORM when seeking an answer or presenting a suggestion.

The prison population - male and female - is responsible to place GENERAL PURPOSE REQUEST FORMS in the box designated (in the assigned housing area). Requests are not to be given to staff members, except by inmates confined to commitment, hospital or separation areas. Prison staff will respond to each inmate request form directed to or referred to them.

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. The inmate request system, using the General Purpose Request Form, must be used in an attempt to resolve issues with specific prison departments prior to initiating the grievance process. Adequate time (10 days from receipt) must be allowed for staff to respond to the General Purpose Request Form prior to submitting a grievance on a particular issue.

INFORMAL RESOLUTIONS

A minor rule violation may be reviewed and addressed through an information resolution instead of a misconduct. All reports will be reviewed by a supervisor and while an officer may recommend that an information 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 within 7 working days where the inmate will be given a chance to give his/her version of the incident.

Possible resolutions:

- a. No action
- b. Reprimand or Warning
- c. Up to 3 days' cell restriction
- d. Up to 14 days of specified privileges, (telephone, commissary visitation)
- e. Assignment of additional work duties for which the inmate will not be compensated for, for up to 14 days
- f. Assess restitution for damaged/destroyed property with the inmate's agreement for payment
- g. Refer to the Disciplinary Coordinator for a Formal Resolution if additional information found during the Informal Resolution is more serious than indicated, or the inmate requests a formal resolution.
- h. The 24 hour to ten-day hearing time limit then begins
- i. A copy of the informal resolution is given to the inmate after the meeting
- j. A copy will be placed in the inmate's behavior file
- k. 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 become a formal resolution.
- l. 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 24 hour - Ten-day hearing limits begins.
- m. 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.
- n. All individuals found guilty of Informal Resolutions will be charged a 10.00 fee.

INMATE GREIVANCES: A grievance mechanism that is documented properly and reviewed on a regular basis can be used as a tool to indicate problem areas. A grievance may be filed about the application of rules policy or procedure, not necessarily the rule itself. Grievances may also be submitted regarding "conditions of confinement". A grievance form is the second step in the Problem-Solving Process. (the General Inmate Request form is the first step) An Inmate Grievance Form can be obtained by asking an officer for an Inmate Grievance Form. Grievances cannot be submitted for any situation regarding Misconducts or the subsequent appeal of Misconducts.

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 also are maintained of 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, the Administration, Parole Department and the Court in determining program eligibility, housing placement, parole review, etc.

Maintenance and dispensation of all records at the Lancaster County Prison occurs in accordance with the Criminal History Record Information Act. An Administrative Research fee of \$2.00 is required for all copies up to 25 pages in length. After the initial 25 pages, there is an additional fee of .20 cents per page. Sufficient funds must be accrued in the inmate account to cover all photocopy costs. This can be accomplished by writing a request to inmate accounts.

INMATE TRUSTEE PROGRAM

- 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 Classification Committee 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 their respective supervisors. This evaluation will be carried out by the ITP Coordinator or the Classification Committee.
- 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. Individuals who are successful in their evaluation may be referred to outside community employment placement by the Classification Committee, if all criteria are met.
- H. Inmates who are deemed unsuccessful will be removed and referred back to the Classification Department for housing assignment.

The Inmate Trustee Program 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 \$35,000. 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. Good Work History with the Inmate Trustee Program. ** 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/Maintenance)

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 thru the Pre Parole Officer 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 a fulltime Pre-Parole Officer is available to coordinate and handle all parole related matters. She/He is here to facilitate releases on parole, for which completion plans are devised. Should questions about parole plans arise contact the institutional parole officer by using the standard inmate request form. Parole plan information must be furnished approximately one and one-half weeks prior to the minimum release date within the last 30 days.

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 program by the sentencing authority, either the court of Common Pleas or a Magisterial District Court will be considered for community employment if the following 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 also 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

What is 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.

What is Sexual Assault?

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 (1-866-823-6703). 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 RULES AND REGULATIONS

It is the intent of Lancaster County Prison to maintain the RHU (Restrictive Housing Unit) as an area to house inmates who represent a threat to the Security and the good order of the Institution, in a safe, humane manner. The purpose of this handbook is to inform Restrictive Housing inmates of general rules and regulations which must be followed at all times. Conduct and attitude of Restrictive Housing Inmates will be continuously observed by staff. The Restrictive Housing Unit will be governed by standards of behavior designed to promote a safe, secure, and humane environment for staff and inmates.

HOUSING UNIT DEFINITIONS: Inmates should attempt to ultimately re-enter general population and participate in productive programming, which will eventually lead to release to the community. Inmates meeting any of the following criteria may be appropriate for RHU housing: Protective Custody (verified and unverified) Inmates pending an administrative hearing for violation of institutional rules and regulations. Inmates pending investigations for actions violation of either institutional rules and regulations or criminal matters affecting the security and good order of the institution.

Inmate(s)- whose presence in the general population-constitute a threat to the security and good order of the institution

SUPERVISION OF INMATES The nature and type of inmates assigned to the RHU necessitates that all staff maintain maximum control and supervision in order to provide required security within the unit. This is of extreme importance so that the safety of staff and inmates is maintained.

RHU GENERAL RULES AND REGULATIONS

1. **NO** horseplay at any time.
2. **NO** standing on tables or table tops at any time.
3. **NO** communicating to anyone (except staff) while in the law library.
4. All inmates will be properly dressed at all times/this means while using the telephones and walking to and from the showers and during exercise periods.
5. Jumpsuits will be worn at all times.
6. **NO** head covers or bandanas are to be worn on the head at any time inside or outside of cell. The only exception is a Kofi cap as specified by religious item section. (Homemade caps such as socks or t-shirts will be considered contraband and confiscated, with disciplinary action.)
7. At **NO** time will inmates disrespect a staff member.
8. Any group activity of banging/rattling doors or loud singing will result in lock down and loss of yard out for entire unit. If only one person or an identifiable group does the above, only that person or group loses yard out
9. Yelling, loud talking, whistling, singing or any other form of boisterous behavior is **NOT** permitted and may be subject to disciplinary action. (This includes in the halls during escorts or in the yard).
10. Rosaries approved by the chaplain will be kept in cells only. They are **NOT** to be worn as a necklace / bracelet. Any home-made rosaries will be considered contraband and confiscated.
11. All general L.C.P rules and regulations are still in effect.

CELL REQUIREMENTS

1. **NO** items on or hanging from the doors / lights / windows / etc. Items will be confiscated.
2. **NO** items are to be on the walls.
3. Blankets and or towels are **NOT** to be used as rugs.
4. **NO** items on windows or window ledges at any time.
5. Any graffiti will be cleaned as soon as possible and disciplinary action taken. Inmate who is responsible for graffiti will clean it up. If not possible; working party will clean it.
6. All cell cleaning will be conducted during morning cleaning.

ADMISSION AND RELEASE OF RESTRICTIVE HOUSING UNIT INMATES

ADMISSION: Security Supervisors are authorized to remove an inmate from General Population and place him in the RHU. Whenever an inmate is removed from the General Population, he will be handcuffed, inclusive of a leather security belt. Each inmate to be admitted to the RHU is to be strip searched in the shower area upon reception. Restricted items will be placed in a MAGENTA property tub, identified by name and number and placed in the designated storage area. A YELLOW jumpsuit will be issued to the inmate. The inmate's cell is to be searched for contraband / serviceability and cleanliness prior to being admitted. All issue is to be inventoried and documented on inventory sheet. Each inmate will sign an Intake form prior to securing in his respective cell. If the inmate is illiterate, the rules will be read to him by an RHU officer, and documented as such.

RELEASE: The inmate's cell is inspected for cleanliness and serviceability prior to release. The inmate will not be moved from current housing until the cell is cleaned and documented on check sheet. Jumpsuit is returned and the inmate is supplied with proper clothing and property stored in the RHU storage area. All RHU inmates will be strip searched prior to returning to general population. The inmate is then released to population as assigned by the classification committee. All issue is to be inventoried. Any issue not accounted for or returned unserviceable will result in a misconduct being issued and they will remain in the RHU.

CLEANING Working party will be let out at approx. 8am each day to do the general cleaning of the housing area. All cell cleaning will be conducted at this time. With the exception of Sundays or holidays all inmates will clean their cells. Cleaning materials will be handed to the inmate through the door opening. The officer will do a visual inspection of each cell at this time to check for compliance of RHU rules and regulations. Any refusal of this regulation will result in loss of the next scheduled exercise period. All cells will be neat and tidy, bunks will be made, cell will be free of clutter. When cell and general cleaning is complete, the working party will lock up in their assigned cells.

CLOTHING AND DRESS CODE All inmates housed in RHU will be properly dressed at all times, inclusive of, during exercise, to and from the showers and while using the telephones. Jump suits will be worn at all times when outside of the cell. Articles worn as identification or to signify any gang or group are **STRICTLY PROHIBITED**.

PROPERLY DRESSED CONSISTS OF:

1. Jumpsuit to be worn properly/snapped fully, with exception of top two buttons (**NOT** to be worn or tied around the waist).
2. Footwear

At **NO** time will an inmate roll his pant legs tight against his ankle, if said inmate's pants are too long he may cuff them loosely at the ankle. Pant legs are **NOT** to be tucked into the socks.

PERSONAL HYGIENE/LAUNDRY

BARBERING: Barbering Services: Haircut and shaving will be available once every 30 days by the traveling barber service. Finger nail clippers will be used during inmates assigned shower time only. Finger nail clippers will be attached to the wall by the shower.

SHOWER PROCEDURES Every inmate will be given the opportunity to shower Monday thru Friday. Inmates are allotted approximately 10 minutes to shower to allow all inmates an opportunity to shower. The Inmate will be handcuffed prior to coming out of his cell. The inmate will be escorted to the shower / and the door secured after the inmate is inside the shower stall. After the door is secured, the inmate will place his hands out of the opening and the officer will remove the handcuffs. The inmate will remove all his clothes and hand them through the opening in the door. After the inmate is finished with his shower, the officer will hand his towel through the opening. After the inmate is dried off, he will hand the towel back to the officer. The officer will then hand the inmate his clothes. After the inmate is dressed, he will place his hands back out through the opening so the officer may place handcuffs back onto his wrists. After the inmate is again in restraints, the officer may open the shower door and return the inmate to his cell.

LAUNDRY PROCEDURES Laundry and linen exchange will be conducted on Thursday at approximately 7:15am. Inmates are to be secured in their assigned cells for laundry and linen exchange. Items will be exchanged on a one-for-one basis. Dates and times are subject to change. Any discrepancy will be noted on the Inmate Accounting form.

MEALS/FEEDING PROCEDURES Three regular menu meals are furnished to all inmates who wish to eat, exception being special diets ordered by medical. Abuse or misuse of meal items or trays may result in special exceptions to the food items. The RHU officer will count the food trays and distribute the trays to the inmates. All inmates are to remain secured in their respective cells during feeding. Approximately 15-30 minutes will be permitted for meals. The respective officer will then collect all trays, milk cartons and juice containers. Inmates are allotted **ONE** tray. Inmates are **NOT** permitted to take, give, or exchange food with other inmates. No inmate will be involved in the handing out or collecting of food trays.

ITEM RESTRICTIONS DISCIPLINARY UNIT (PERMITTED)

CLOTHING: All clothing items will be prison issue only

1 yellow jumpsuit, 1 pr. Socks, 1 pr. underwear (prison issue briefs only), 1 t-shirt, 1 sweatshirt (weather permitting), 1 pr. Slip-on shoes
1 pr. Shower shoes (if the inmate currently has them)

BEDDING: 1 mattress (Numbered with cell number) (remains in cell at all times), 1 pillow, 1 pillow case, 1 sheet, 1 blanket (2 if weather permitted)

SANITARY ITEMS: 1 towel (prison issue only), 1 prison issued bar of soap, 1 packet of prison issued toothpaste, 1 short / small prison issued toothbrush, 1 comb

MEDICAL ITEMS: One small brown bottle with nitro pills as specified by medical, Saline solution if required for contact lenses

WRITING MATERIALS: 1 pad of paper, Up to 5 envelopes, 1 writing implements (pen or pencil)

PHOTOGRAPHS: NONE

MAIL: Legal mail, Regular mail (up to 5 letters)

NEWSPAPERS: NO publications (magazine or newspaper subscriptions must be suspended or they will be disposed of)

LIBRARY: 1 library book (to be exchanged on a one-for-one basis on library day)

RELIGIOUS MATERIALS: Personal bible, Holy Koran or other religious equivalent issued via the prison Chaplains office will be permitted. 1 kofi cap if religion requires (**NO** homemade caps ex. sock, t-shirt, sweatshirt). Maximum of 5 items permitted.

ITEM RESTRICTIONS DISCIPLINARY UNIT (NOT PERMITTED)

Any items in excess of the above listed items or any items **NOT** specifically listed in the permitted category.

CLOTHING: Anything **NOT** prison issue. Personal sneakers (This includes store bought sneakers) Head covers or bandanas (Kofi cap is only exception) and Shorts

SANITARY ITEMS: Brushes or hair picks

FOOD: Any canteen products **NOT** listed on commissary list. Food from chow (includes milk cartons and juice containers)

MEDICAL ITEMS: Any medication from medical will be taken or used immediately (includes lotion or cream). Excess lotion or cream will be disposed of. Exception being previous mentioned nitro pills approved by medical and saline solution if required for contact lenses.

WRITING MATERIALS: Colored pencils

PHOTOGRAPHS: NONE

Any violation of the above rules and regulations will result in possible disciplinary action. Excess items will be placed in inmate's personal property box and logged on inmate's personal property inventory sheet.

SHAKEDOWN PROCEDURES The inmate will be secured in one of the secure showers or yard units during shakedowns. (Or secured in an empty cell if one is available). Officer will then escort inmate back to cell to lock down upon completion of shakedown.

EXERCISE SCHEDULE All exercise periods will be conducted in the Urban Yard. All inmates that want to participate will follow the following 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 in an individual exercise unit. One inmate per exercise unit only. 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 not at the same yard period. There will be no talking / yelling to any civilians. Upon completion of the yard period, all restraints will be re-applied to each inmate prior to the yard doors being opened. Each inmate will then be escorted to the showers.

MAIL / NEWSPAPERS Inmates may have up to 5 letters and 5 envelopes in their assigned cells. Excess mail will be placed in inmate's personal property box. Outgoing mail will be placed in the designated container located in RHU. Mail is picked up daily prior to 8:00am (except Sunday) by prison staff. RHU will **NOT** receive newspapers. Personal subscriptions can be suspended through Lancaster Newspaper Circulation Department by family or friends. Any newspapers that do arrive will be disposed of.

TELEPHONE USAGE AND RULES Telephone privilege will be utilized by the request system. The inmate must submit a request to the 8-4 shift RHU Sergeant. Telephone usage will be limited to 1 call in a thirty-day period when approved. All TID numbers will be disabled while in the RHU. The TID number will be activated for the approved call and then disabled afterward.

MEDICATION All inmates are to be secured in their assigned cells. Only inmates who receive prescription medication will get meds. If an inmate needs medical attention, he is to submit a yellow medical request to the nurse during segregation rounds. All inmates receiving medication will be properly dressed when receiving meds. Non-compliance with these rules and regulations will result in disciplinary action.

COMMISSARY/STORE Items permitted will be limited to only those items necessary to maintain an adequate level of personal hygiene, as well as those items needed to correspond or prepare personal legal documents. Any items which could present a safety or security hazard are restricted. Commissary will be ordered from the RHU store slip only. Commissary will be conducted on Tuesdays. Dates and times subject to change without notice.

LIBRARY Library will be held on Saturdays on the 8am-4pm shift. The RHU officer will distribute books from the library cart. Each inmate will be allowed 1 book at a time. Books will be exchanged on a one for one basis.

VISITATION Any / All Inmates housed in the RHU will **NOT** be permitted visitation

RECREATION The RHU will not be permitted gym privileges.

EDUCATIONAL OPPORTUNITIES Designated juveniles will be given the opportunity to attend schooling Monday through Friday 11:30am-12:00pm in the Law Library. Schooling coordinated through the Vocational Evaluation Department.

RELIGIOUS ACTIVITIES Inmates housed in the RHU may have minister visits from prison Chaplain Staff only. Any Special requests must be approved through the Chaplains office and the Supervisors office

DISCIPLINE Any violation of general L.C.P. or RHU rules and regulations will result in possible disciplinary action. All rules and regulations listed in this rule book are subject to change without notice.

Any Inmate requesting to have items given to them from their property box will put a request into the 8-4 shift RHU Sergeant. This request must be in by Wednesday, any request turned in by Wednesday will be answered and property given to the Inmate on Sunday. If the request is not in on time, the inmate will wait until the next property day. There will be NO property given out on any day unless an emergency.