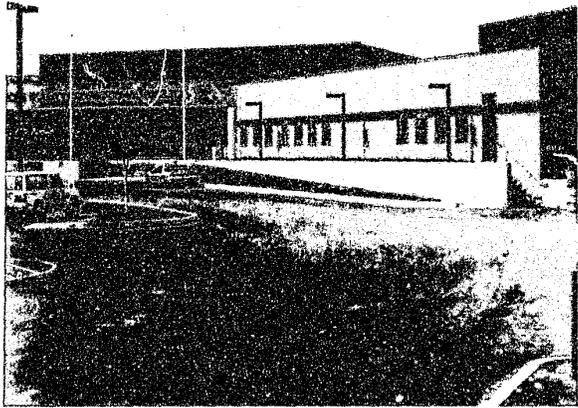


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INMATE HANDBOOK

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NCJRS

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BUCKS COUNTY
CORRECTIONAL FACILITY
Doylestown, Pennsylvania 18901

**U.S. Department of Justice
National Institute of Justice**

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TABLE OF CONTENTS

	PAGE
I. General Information and Policy Statement	
A. Preface	1
B. From the Director	1
C. History	2
1. Organizational Chart	3
II. Inmate Services	
1. Reception Procedures (First 24 Hours)	1-3
2. Inmate Rights and Privileges	3-4
Rights	3
Privileges	4
Responsibilities	4
3. Legal Representation	4-5
Bail	5
Notary Services	5
4. Counseling Services	6
5. Medical Services	6-7
Medication	7
Sick Call	7
6. Telephone Privileges	7
7. Drug and Alcohol Treatment Services	8
8. Mental Health Services	8
9. Visitation	9-11
Visiting Changes	9
Searches	10
Special Visits	10
Visiting Rules	10
Restricted Housing Unit Visiting	11
Mental Health Unit Visiting	11
10. Mail	12-13
Incoming Mail	12
Money	12
Packages	12
Outgoing Mail	13
Indigent Inmates	13
11. Commissary	13-14
Special Purchases	14
Restricted Housing Unit Commissary	14
12. Inmate Hygiene	15
Showers	15
Haircuts	15
Linen and Clothing Exchange	15
13. Recreation	16
14. Library Services	17-18
Law Library	17
Restricted Housing Unit Library	17
Services	18
15. Religious Activities	18-19

	PAGE
16. Educational Services	19
Tutors	19
17. Community Services	20
18. Grievance Procedures	21-22
19. Inmate Joint Participation Council	22
20. Rehabilitation Center	23
21. Classification Committee	24
How to Request Review	24
Eligibility Requirements	24
22. Release of Information	25
23. Release Procedure	26-27
Release Assistance	27
24. Records Office	27
County Parole	27
State Parole	27

III. Security Procedures and Regulations

1. Count Procedures	1
2. Disciplinary Regulations	1-12
Informal Actions	2-3
Formal Actions	4-7
Criminal Prosecution	7-8
Misconducts	8-12
3. Module Regulations	13-15
Restricted Housing Unit Regulations	15
4. Inmate Movement	16
5. Emergency Evacuations	16
6. Searches	17
7. Food Services	17-18

IV. Inmate Work Program

1. Inmate Jobs	1
2. Kitchen Workers	2
Kitchen Worker Regulations	2

1. GENERAL INFORMATION AND POLICY STATEMENT

A. PREFACE

This handbook has been developed as a guide for your benefit and guidance. The rules and regulations contained in this handbook do not cover all situations that may arise, but rather serves as a basic guideline. It will provide the basic information you will need to know while detained at the Bucks County Correctional Facility. These rules and regulations are subject to change. When changes are made, you will be properly notified. If you have any questions regarding the contents of this handbook, ask a staff person for assistance.

B FROM THE DIRECTOR

We are charged by law to be responsible for the safe-keeping, care, and custody of all inmates in the Bucks County Correctional Facility. Each inmate will be treated with fairness and respect and in return you are expected to obey the rules and regulations.

"Conduct yourself as an adult and
you will be treated as an adult."

You are expected to be governed by the basic rules of common sense and decency and have proper regard for other inmates, personnel, and property in this institution.

We hope you will make the most of your stay here and take advantage of the programs which are explained in this handbook.

C. HISTORY

In 1813 the original jail in Doylestown was completed at the approximate cost of \$38,000. Prior to this the county prison was located in Newtown.

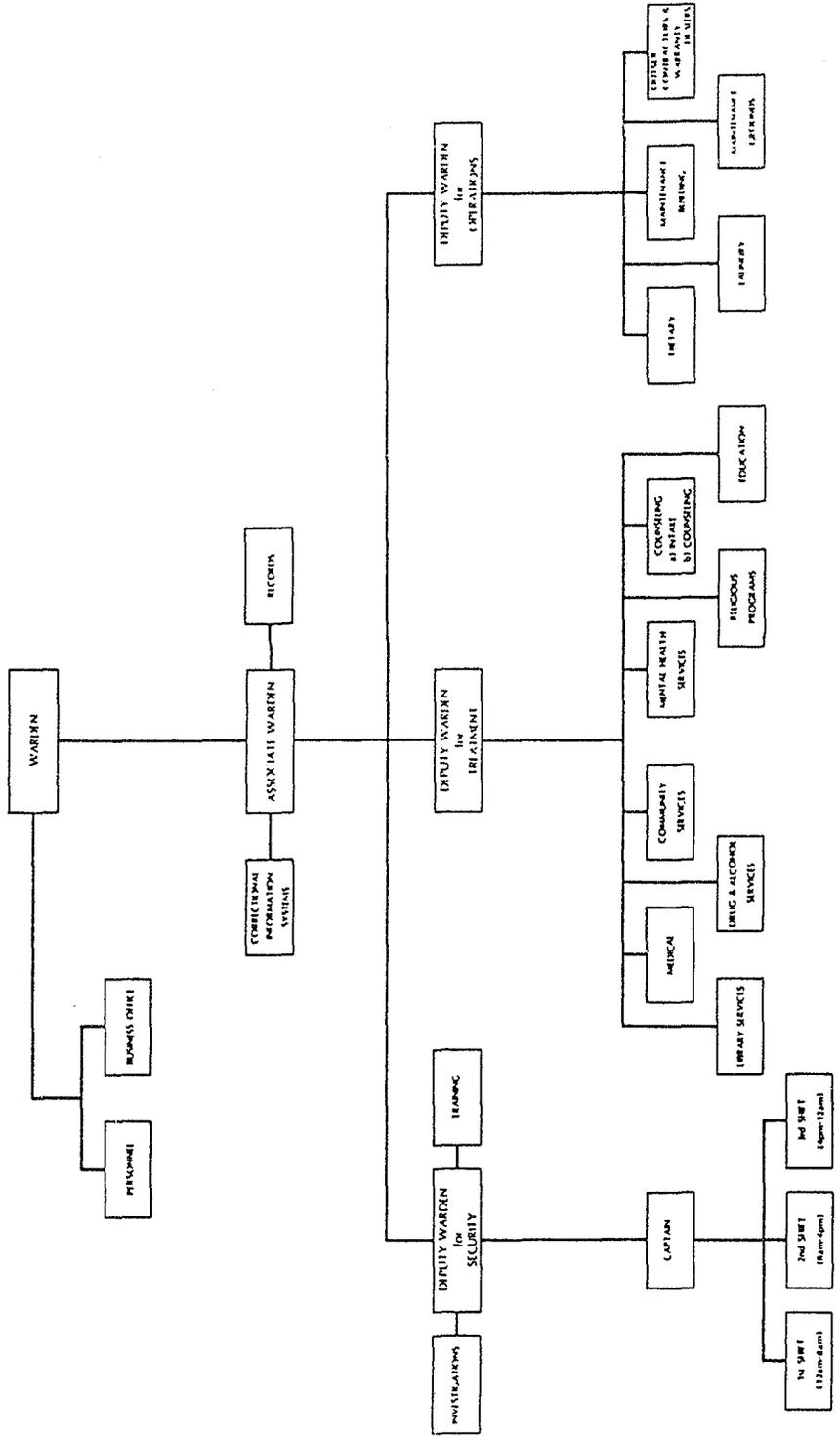
The jail erected in 1813 was used for 70 years until the grand jury in 1882 declared the building unfit, suggesting construction of a new building.

In 1885 the Bucks County Prison was completed with an adjacent stable at the cost of \$85,000. The physical structure has remained the same since 1885. The wall surrounding the prison was completed in the 1930's as part of the WPA.

In 1980 approval was given by the County Commissioners to build this new correctional facility to replace the old outdated Bucks County Prison.

The Bucks County Correctional Facility has a totally new concept of incarceration, modeled after successful federal correctional facilities. This new facility has ten modules or living units directly supervised by specially trained staff.

BUCKS COUNTY CORRECTIONAL FACILITY



II INMATE SERVICES

1. RECEPTION PROCEDURES

FIRST TWENTY-FOUR HOURS

When you arrive at the Bucks County Correctional Facility you will receive this handbook and be given the opportunity to make a collect phone call.

Your personal property and money will be turned over to the reception officer upon your arrival. These items will be kept safely for you during your stay. You are permitted to retain the following within reason:

- legal material
- religious material
- eyeglasses (prescription only)
- dentures
- prosthesis devices (as approved)
- ten (10) pictures (unframed)
- letters (personal)
- cigarettes/cigars (will be inspected)
- books (5)
- magazines (5)
- writing paper (one tablet and five envelopes)
- wedding band
- religious medal (less than half-dollar)
- chain (one attached to medal)

The money you came in with will be entered on an account card from which you may purchase items as described later in this handbook.

At some point you will be fingerprinted, photographed, and the reception officer will receive general information from you.

Clothing and other personal property will be stored, and you will be given a receipt listing those items.

Following your admission shower and search, you will be issued a health and comfort kit which consists of the following:

- soap
- washcloth
- toothbrush
- toothpaste
- cup
- pen
- letterhead/envelopes (3) /by a counselor

Your clothing issue will consist of:

- socks (2 pair)
- sneakers (1 pair)
- underwear (2)
- undershirts (2)
- trousers (2)
- jumper tops (2)
- jacket (1) (between Sept. 15 and April 30)
- gym shorts (1)

You will receive the following linen issue from your module officer:

- sheets (2)
- towel (1)
- pillow case (1)
- blanket (1)

YOU ARE GIVEN CLOTHING AND LINEN IN EXCELLENT CONDITION. YOU ARE RESPONSIBLE FOR THESE ITEMS. RESTITUTION WILL BE REQUIRED IF ANY CLOTHING OR LINEN IS DAMAGED, ABUSED, DESTROYED OR UNACCOUNTED FOR.

During your intake process you will be interviewed by a classification counselor. The interview will try to help you solve any significant problems you may have, both in the community and in the institution. The counselor will spend time receiving a short social history from you. The counselor will make a classification assessment based on your answers to these questions, and you will be given a housing assignment.

The counselor who interviews you will also make a custody decision. You will either be classified medium, maximum, or minimum. If you are classified maximum custody, your movement through the institution will be restricted.

After the counselor interview is complete, you will be given the opportunity to make additional phone calls, if necessary.

Additionally, at the time of the interview, the counselor will help you to become involved in treatment programs, if you wish to participate. Programs are explained later in this handbook.

You will be given an envelope and an information pamphlet to address to a close friend or family member. This pamphlet will contain general information about the operations of the institution.

At some point a visiting list will be taken. The counselor will ask you whom you would like on this list.

A public defender will be available in the intake housing unit during regular working hours, to interview inmates temporarily assigned to the intake housing unit and new admissions just entering the facility.

2. INMATE RIGHTS AND PRIVILEGES

RIGHTS

By definition a right is a policy that is in accord with a law and/or standard. As an inmate you have the right to:

1. Access to the courts;
2. Uncensored communication to governmental authorities;
3. Access to attorneys and their authorized representatives;
4. Access to reasonable legal materials;
5. Basic medical care;
6. Practice religion, subject to limitations necessary to maintain institutional order and security;
7. Receive or send mail, subject to limitations necessary to maintain institutional order and security;
8. Freedom from discrimination, based on race, religion, national origin, sex, physical handicap. This is commensurate with custody and behavior;
9. A written grievance procedure; and
10. Additionally, you have the right to expect treatment as a human being with respect, impartiality, and fairness, the right to be informed of the rules, procedures, and schedules concerning the operation of the facility; the right to health care including nutritious meals, proper bedding and clothes, clean laundry, opportunity to shower regularly, proper ventilation for warmth and fresh air, and a regular exercise program.

PRIVILEGES

Privileges are defined as a special advantage enjoyed by a person. There are many privileges granted and earned by inmates.

The privileges include:

1. Participation in treatment programs;
2. Commissary;
3. Some recreational activities; and
4. Regular use of the telephone.

Abuse of these privileges or institutional misbehavior will result in the loss of these privileges.

RESPONSIBILITIES

With these rights and privileges come certain responsibilities of all inmates.

These responsibilities are:

NO ESCAPE
NO CONTRABAND
NO DISORDER

Any of the above will result in institutional and/or criminal charges.

3. LEGAL REPRESENTATION

The Bucks County Correctional Facility is served by the Public Defender's Office. This office is located in the County Courthouse. Attorneys from the staff of the Public Defender's Office visit the prison on a daily basis. Attorneys of record have access to the prison and their clients twenty-four hours a day. They represent any man or woman who needs legal assistance regarding criminal matters and who cannot afford private counsel, and who meets eligibility requirements.

If you are pretrial or convicted, but unsentenced, you may be seen by a representative of the Public Defender's Office.

TO CONTACT THE PUBLIC DEFENDER'S OFFICE, send a written request through the Staff Box, use the sign-up sheet provided in each module, or make your request through your counselor. If it is an emergency, contact the module officer and ask that an immediate request be forwarded.

BAIL

Normally a person who has been committed from the office of a District Justice has had bail set. In order to make bail you usually need ten (10) percent of the amount set plus administrative costs. If your family or friends obtain the money, they can pay the money directly to the office of the District Justice who is responsible for your case. If it is after business hours or on the weekend, the bail must be paid to the District Justice on duty. This information can be obtained by contacting the Bucks County Radio Room at 348-3524.

If you have had your preliminary hearing and you wish to post bail, the money must be paid at the Clerk of Courts Office located in the Courthouse. If it is after regular business hours, the money can be paid directly at the prison.

There are several possible bail alternatives through the District Court and Common Pleas Court. Direct all inquiries regarding bail to the Public Defender's Office or your attorney.

NOTARY SERVICES

There is a notary service available at the prison for legal documents. See your counselor for more details.

4. COUNSELING SERVICES

Correctional Counselors are available each day to assist you. They are in the institution from 8:00 a.m. until midnight each evening. The counselors operate two sections. The first is intake interviewing and classification, and the second is inmate services. All new inmates will be seen by a classification counselor who will interview, classify, and give you a housing assignment. After that interview, the counselor assigned to the module where you are living will be your counselor. They will provide inmate services and assist you as needed. You should see your counselor at least once per week.

If you have an immediate need to see your counselor and he/she is not in the module at that time, contact your module officer for immediate referral to the counseling section.

5. MEDICAL SERVICES

During the reception procedure the officer will ask you several medical questions. Be honest when answering the questions so that you can get the best medical care.

While you are here you will receive a physical examination, and your medical history will be taken. The nurse will do a mandatory screening which will include:

- Medical history;
- T.B. test;
- Blood drawn for serology;
- Blood pressure and pulse; and
- Finger stick test for diabetes.

Screening is a mandatory State health requirement. You cannot refuse.

A nurse is available twenty-four hours per day, seven days per week. Physicians are scheduled several days per week to do physicals and handle more serious problems. Dental services are also available when needed.

MEDICATION

Your module officer will dispense aspirin, Tylenol, Maalox, cough syrup, throat spray, Ambesol, and salt for gargle as needed.

The nurse will deliver all other medications to each module four times daily. The time is posted in the module. You are expected to be ready to receive your medication when it arrives. You will be required to physically show the officer that you are taking your medication. If you are caught concealing medication, disciplinary action will be taken, and the physician will be notified.

SICK CALL

A sign-up sheet is available in each module to sign if you have a medical or dental problem. The nurse will see you first and refer you to either the doctor or dentist, if necessary. The sheet will be placed in each module once a day and picked up the next morning. If a medical emergency exists, see your module officer immediately.

6. TELEPHONE PRIVILEGES

Telephone calls are a privilege. Telephones are provided in each housing unit to permit reasonable and equitable access to all inmates. All calls are collect and are limited to ten (10) minutes each. Keeping your calls down to a reasonable number each day will enable your fellow inmates to use the telephone.

The phones may be used after clean-up and inspection. The phones will be secured during meals and lock-downs. Inmates will not receive incoming phone calls nor will messages be taken.

Emergency phone calls may be made through the counseling staff. An emergency is when there is a serious illness, hospitalization or death of a family member.

7. DRUG AND ALCOHOL TREATMENT SERVICES

Inmates with a drug and/or alcohol problem are offered the opportunity to participate in individual and group counseling sessions.

In cases where legal situations indicate that referrals to outside treatment programs are appropriate, this will be accomplished by the Drug and Alcohol Supervisor and/or your counselor.

In addition, there are Alcoholic Anonymous and Narcotic Anonymous meetings held weekly. Times and locations will be posted in your module.

TO CONTACT THE DRUG AND ALCOHOL TREATMENT SECTION, send a written request through the Staff Box, use the sign-up sheet provided in each module, or make your request through your counselor. If an emergency exists, contact your module officer for immediate referral.

8. MENTAL HEALTH SERVICES

A mental health treatment section, staffed by psychiatrists and psychologists is available to assist inmates who may require or request such treatment. The service is available to all inmates on a priority basis.

TO CONTACT THE MENTAL HEALTH SECTION, you may send a written request through the Staff Box, or use the sign-up sheet provided in each module, or make your request through your counselor. If an emergency exists, contact your module officer and ask that your request be forwarded.

9. VISITATION

The Bucks County Department of Corrections encourages you to maintain ties with your family and friends through regular visits. All inmates except those in the Restricted Housing Unit and the Mental Health Unit are permitted visitors during the regularly scheduled visiting times on each weekend. You are afforded four (4) hours of visiting each weekend--two (2) hours on Saturday and two (2) hours on Sunday. The visiting schedule alternates so that each person is afforded a morning and an afternoon visit each weekend.

Your visiting schedule will depend on the module in which you live. See the schedule posted in your module for visiting times.

Visitors must be approved by your counselor. When you are admitted, a visiting list will be requested of you by the classification counselor. All visitors must be on your visiting list, including children. There are no restrictions on who may visit except they cannot be ex-inmates and you cannot have a wife and girlfriend or a husband and boyfriend on the visiting list.

All adult visitors MUST show photo identification. It is your responsibility to notify your visitors of the visiting schedule. There is no limit to the number of visitors that may be on your list. However, only THREE (3) visitors, including children, may visit you on any given visiting day.

VISITING CHANGES

If you wish to add or delete a person from your visiting list, you should contact your counselor. Visiting changes will not be made after 2:00 p.m. on Friday.

All visitors who are between the ages of 16 and 18 years must have the permission of their parents or guardians to visit. If the parent or guardian is not present, a notarized affidavit must be presented at the time of the visit. All visitors under the age of 16 years must be accompanied by their parent or guardian.

SEARCHES

All inmates are subject to search at any time. All inmates will be pat searched when leaving their module before visiting. All inmates will be strip searched upon completion of their visiting.

All visitors will be subjected to a metal detector, and will be strip searched upon probable cause of carrying suspected contraband.

SPECIAL VISITS

If you have any special visiting requests, discuss them with your counselor. Your counselor will discuss your request with the Deputy Warden for Treatment for final approval or disapproval.

VISITING RULES

Nothing is permitted in the visiting room. Visitors are not permitted to bring anything to the inmates, and inmates are not allowed to bring anything to the visitors.

There will be no smoking allowed in the visiting room.

When visitors enter the institution on visiting day, they will be checked in at the lobby. All valuables (i.e., purses, wallets, cigarettes, etc.) will be placed in a locker before entering the visiting room. Visitors are encouraged to send money orders through the mail to speed entry to the visiting room.

Money will be accepted at the reception desk in the lobby before visiting. No money will be accepted by any staff member in the visiting room.

In order for court clothing to be exchanged on visiting day, a written request must be given to the reception officer one (1) week in advance. The written request form can be obtained from your module officer and, when properly filled out, returned to your module officer who will forward it to the reception officer. All clothing in personal property storage will be exchanged with court clothing on visiting days. In the case where an extended trial is taking place, weekday delivery of court clothing will be accepted with written approval of your counselor.

No contraband is permitted to enter the facility. Contraband is anything that is not issued by the Bucks County Correctional Facility, bought in the canteen, or approved by the security department. Pennsylvania Crime Code Title 18, Section 5123 specifies penalties of up to five (5) years' imprisonment for bringing or attempting to bring in unauthorized articles into the institution.

Inmates and visitors may kiss and embrace when meeting and departing and may sit side by side. No necking, petting or fondling will be tolerated.

Halter tops, tank tops, midriffs, tube tanks or short shorts will NOT be permitted. Revealing garments which do not sufficiently cover the private areas of the body will be cause for the denial of a visit. Visitors must wear shoes.

If visitors leave the visiting room for any reason, they cannot return.

Breaking any of the visiting rules or other institutional rules will result in the termination of the visit.

**RESTRICTED HOUSING UNIT VISITING
MENTAL HEALTH UNIT VISITING**

Visiting will be held for the Restricted Housing Unit and Mental Health Unit during the week. Each inmate will be assigned a visiting time when they enter the Restricted Housing Unit or Mental Health Unit. Visiting will be held in the secure visiting area and will last for one-half hour, each week.

Visitors must be on the approved visiting list and will be limited to two (2) visitors on any one visit. The same rules and regulations that apply for regular visiting will apply for secure visiting.

10. MAIL

INCOMING MAIL

There are no restrictions concerning the number of letters an inmate may send or receive. All incoming personal letters are inspected for restricted materials, contraband, and money prior to delivery. Contraband will be confiscated and held as evidence.

Incoming mail is not read or censored unless there is reasonable cause to believe they contain information which would jeopardize the security of the facility.

"Privileged mail" which includes mail coming in from your lawyer, Federal, State or local official, or staff members from these agencies will be opened in front of you and checked for contraband.

Incoming mail will be delivered to you during the morning hours Tuesday through Sunday.

MONEY

You are allowed to receive certified or cashier checks and money orders. Personal checks will not be accepted. The prison will not be responsible for cash sent through the mail. Incoming certified or cashier checks and money orders must be signed before being placed on your account. In addition, you shall receive a receipt for all money placed on your account.

PACKAGES

If a package is received in the mail for you, it will be returned to the sender unless it contains legal material and is marked clearly so on the package. If the package has no return address, you will have thirty (30) days to remove it from your personal property. At the end of this period it will be disposed of to charitable organizations.

OUTGOING MAIL

Stationery, stamps, and pens may be purchased at the Commissary. There is a mailbox in each housing unit where you may deposit your mail.

If you wish to send out money, your counselor can assist you to obtain a check for this purpose.

Outgoing mail may be opened if contraband is suspected.

INDIGENT INMATES

If you are without funds, the County will provide a limited amount of free postage and mail.

If indigent, you are eligible for a maximum of twelve (12) free letters each month. Envelopes and writing paper will be given to you by your counselor. You will be required to write your name on each envelope when you receive them.

If you are without funds and truly indigent, the County will provide free postage to mail legal documents to the courts or legal counsel.

Indigency is defined as any inmate who presently has no money on his account, has had no money on his account within the last seven (7) days, and has no prospects of receiving any money within the next several days.

11. COMMISSARY

The Commissary will be available for inmate purchases two days per week for each module. The Intake Housing Unit will be afforded commissary daily. A list of commissary items and their cost is available in your housing unit. To purchase commissary items, you will submit a list of desired items to your module officer. Providing you have sufficient funds in your account, your commissary order will be issued to you during regular commissary hours. **SHOULD YOU HAVE INSUFFICIENT FUNDS TO FILL THE ENTIRE ORDER, THE ENTIRE ORDER WILL BE REJECTED.** Should an item you order be out of stock, your account will not be charged for that item and the remainder of your order shall be filled. You will be permitted two (2) commissary order requests per week and each request will be limited to \$20.00 per order.

Your commissary will be delivered to your module in a clear sealed bag. Make sure that you have all the items before leaving the officer who delivers the items to you. At the time you receive your commissary you will be given a receipt for the amount spent.

SPECIAL PURCHASES

Items such as televisions and radios can be purchased through the commissary. A special request form is necessary. See your module officer for more details.

RESTRICTED HOUSING UNIT COMMISSARY

Commissary in the Restricted Housing Unit will be limited to health and comfort items and cigarettes. Health and comfort items will include:

- Toothpaste
- Toothbrush
- Deodorant
- Soap
- Comb
- Shampoo
- Stationery for correspondence
- Sweatshirt
- Shower shoes
- Sweatpants

You will only be permitted to purchase one (1) each of these items at a time.

Cigarettes will be limited to one (1) carton per commissary order.

12. INMATE HYGIENE

Rooms must be kept clean, orderly, and the bed made up when not in use. Cleaning supplies are available from the module officer. Nothing may be placed on the walls, ceiling, or door. Writing or defacing the room or its contents will result in disciplinary action and/or new criminal charges, and you will be required to pay for the damage. Windows or doors are never to be covered or obstructed in any way. Officers will inspect rooms daily and a thorough check of the room will be made whenever you are moved from one room to another.

SHOWERS

It is suggested that inmates use the showers daily for personal hygiene. Showers will be secured fifteen (15) minutes before lock-up. You must use the shower on the floor on which you live. Pants, shirt, and shoes must be worn to and from the shower.

HAIRCUTS

The barbershop is located between Modules A and B. Appropriate hair lengths are recommended. Haircuts are limited to one (1) every two (2) weeks.

IN ORDER TO OBTAIN A HAIRCUT you must receive a pass from your module officer. See posted schedule for days and times.

LINEN AND CLOTHING EXCHANGE

The exchange of linen and clothing will take place in the module by the module officer. Exchanges will take place on a one for one basis. All inmates MUST make exchanges at the prescribed times, NO EXCEPTIONS. See posted schedule for days and times.

SMOKING

Smoking is not permitted in the following areas:

- a. Multi-purpose Room
- b. Food and Preparation Room
- c. Food Warehouse
- d. Property Storage Room
- e. Main Warehouse Room
- f. Library and Reading Room
- g. Dispensary
- h. Education Room
- i. Inmate Dining Room

13. RECREATION

Recreational programs are provided as a positive means to expend energy in an acceptable manner.

A recreation schedule is posted in your module which contains a listing of Multi-Purpose Room (gym), and outdoor recreation, weather permitting. If inclement weather exists, the Recreation Yard may, under Pennsylvania and federal standards, be closed.

The care of sports equipment is the responsibility of each inmate. At the completion of each recreation period, all sports equipment will be returned to the proper location. Misuse or abuse of sports equipment will result in disciplinary action, and will result in having to pay restitution for destroyed equipment.

RESTITUTION WILL BE REQUIRED IF YOU ARE FOUND GUILTY OF DESTROYING COUNTY PROPERTY IN ANY WAY. RESTITUTION WILL BE DEDUCTED FROM YOUR ACCOUNT. IF YOU HAVE NO MONEY ON YOUR ACCOUNT, YOUR NAME AND AMOUNT OWED WILL BE ENTERED IN THE COUNTY COMPUTER FOR SUBTRACTION FROM ANY FUTURE ACCOUNTS.

Participation in the recreation program may be restricted for misconduct or security reasons.

Proper attire must be worn to the yard and gym. Proper attire will include:

- sneakers
- socks
- gym shorts/sweatpants (recommended)
- t-shirt or sweatshirt
- no other items of any kind may be taken to recreation.

DAYROOM ACTIVITIES

Table games are available from the module officer for use in the dayroom.

14. LIBRARY SERVICES

With the assistance of the Bucks County Free Library, a collection of books, newspapers, and magazines is maintained in the facility. The Library is open on a scheduled basis and professional library advice and service are available during these times. Library services will be available to all inmates except those temporarily prohibited due to disciplinary action.

While in the Library you must abide by all posted rules and regulations. Failure to do so will result in removal from the Library, and disciplinary action will be taken.

A book return bin is located at the Library area to return books when the Library is not open.

See posted schedule in your module for Library hours.

LAW LIBRARY

A law library is maintained at the facility. Anyone may utilize the services of the law library which includes the volumes in the law library. See the staff librarian for the correct procedure to obtain legal items that are not currently in the law library.

Legal materials, such as legal writing paper and typewriters, are available through the staff librarian for use in the Library only.

TO USE THE LAW LIBRARY, send a written request through the the Staff Box, use the sign-up sheet provided in each module, or make your request through your counselor. If it is an emergency, contact the module officer and ask that an immediate request be forwarded.

RESTRICTED HOUSING UNIT LIBRARY SERVICES

Law library services are available to inmates in the Restricted Housing Unit. Inmates must put a written request in to the librarian, through the module officer, stating the specific legal materials that are needed pertaining to their case.

RESTITUTION WILL BE REQUIRED IF YOU ARE FOUND GUILTY OF DESTROYING LIBRARY BOOKS IN ANY WAY. RESTITUTION WILL BE DEDUCTED FROM YOUR ACCOUNT. IF YOU HAVE NO MONEY IN YOUR ACCOUNT, YOUR NAME AND AMOUNT OWED WILL BE ENTERED IN THE COUNTY COMPUTER FOR SUBTRACTION FROM ANY FUTURE ACCOUNTS.

15. RELIGIOUS ACTIVITIES

A Chaplain is on staff and in the institution at regularly scheduled times. The office of the chaplain is located in the Educational Program Room.

The following programs are offered:

- a. Every Sunday religious services will be conducted by members of different churches in the community. These services are interdenominational and therefore open to all inmates. At the same time, religious services will be made available for every group and/or religious faith at the request of the inmates and at the availability of clergy of that faith to conduct these services. Such requests should be made to the Chaplain.
- b. Christian group counseling will take place at designated times. At these meetings there are discussions by church groups or individuals on religious and biblical topics or presentations of different religious programs.

The Chaplain is available to offer the following services to every inmate who requests assistance on an individual basis:

- a. Spiritual guidance and biblical instruction;
- b. Family counseling;
- c. Marriage counseling;
- d. Referrals to institutions and programs for drug and alcohol rehabilitation;
- e. Assistance for re-entry into the community upon release from the facility;
- f. Make contacts with clergymen to visit inmates from their parishes.

TO CONTACT THE CHAPLAIN, send a written request through the Staff Box, use the sign-up sheet provided in each module, or make your request through your counselor. If there is an emergency, contact the module officer and ask that an immediate request be forwarded.

16. EDUCATIONAL PROGRAMS

An Educational Program is available for all those who have not completed a high school education. For those who participate, the General Equivalency Diploma examination is available to earn a high school diploma (G.E.D.). We encourage all inmates who have not graduated from high school to participate. Referrals to the Education Department will be made through the module counselor.

Anyone in general population who wishes to attend school at the specified posted times will be permitted to leave their module and go to the Education Program Room for class.

TUTORS

If you want or need a personal tutor from the treatment staff and/or educational staff, you should contact the Community Services Section for assistance.

A tutor will help you with any significant educational problems, such as a reading or writing deficiency.

17. COMMUNITY SERVICES

The facility has an active volunteer program which provides programs and assistance to inmates.

Working through a program called the Bucks County Association for Corrections and Rehabilitation, local citizens are in the facility five days a week to help you in many ways. Some of their services are:

- a. arranging at your request for tutors, I.E., and religious counselors and also volunteer visitors;
- b. picking up and delivering authorized special purchases;
- c. offering classes in subjects such as arts and crafts when possible;
- d. arranging for special projects including entertainment and Christmas parties.
- e. assisting where possible with individual problems involving pre-release plans, family, etc.
- f. as a general rule, if there is some form of non-legal help you require which is not formally provided through another channel, contact the Community Service Section for assistance.

TO CONTACT COMMUNITY SERVICES, send a written request through the Staff Box, use the sign-up sheet provided in each module, and make your request through your counselor. If there is an emergency, contact your module officer and ask that an immediate request be forwarded.

18. GRIEVANCE PROCEDURE GENERAL GUIDELINES

The purpose of these guidelines is to describe the grievance procedure which permits inmates to have available to them a fair method of resolving grievances. It is an addition to, not a replacement for, existing informal channels of grievance resolutions such as the JPC (Joint Participation Council).

A grievance is a complaint about the substance or application of any written or unwritten policy, regulation, or rule of the Department of Corrections or lack of a policy, regulation, or rule, or a complaint about any behavior or action directed toward an inmate by staff or another inmate.

Existing informal channels must be exhausted before submitting a formal grievance.

The grievance procedure is not an appeal process for areas which currently have existing appeal mechanisms, e.g., disciplinaries, property claims, pretrial releases, decisions, and existing appeals to the Director.

There will be no reprisals against any inmate who files a grievance, however, abuse of the grievance mechanism will be cause for disciplinary action. Abuse will include deliberate falsification of information included in a grievance.

The grievance mechanism will consist of the Director or his designee. An inmate JPC (Joint Participation Council) member will participate in all grievance functions, except the final deliberation.

FIRST STEP

1. To file a formal grievance, an inmate must complete a grievance complaint form within six (6) days of the alleged occurrence. A complaint form can be obtained from your module counselor.
2. The Director or his designee will conduct a hearing within five (5) working days. The inmate, his advisor, and any other direct party to the grievance may present relevant information on their respective position. The Director or his designee will be the judge of the relevance of the evidence and materials offered.

3. The decision of the Director or his designee will be communicated to the grievant and any direct party in writing within seven (7) working days, with reasons stated.

SECOND STEP

1. Within forty-eight (48) hours after receipt of the written response to the grievant, the inmate or any direct party to the grievance may appeal the action of the grievance decision to the Director or his designee by filing an appeal form. The person who heard the original grievance will not hear the appeal. In addition, if the Director or his designee is a direct party to the grievance, another person will be selected by the Director to hear the grievance.
2. The person hearing the appeal will respond within five (5) working days from the time the appeal was received.

19. INMATE JOINT PARTICIPATION COUNCIL

This facility has a committee known as the Joint Participation Council (J.P.C.). It is made up of an inmate from each module recommended by the inmates to represent the entire body of the population. Also on this council are representatives from the Treatment, Security, and Community Services sections. This group meets on a regular basis to discuss problems concerning the institution; needed changes; ways to establish better communications between inmates and staff members; and to discuss and propose suggestions to the Director on how to make this a better and more comfortable place.

THIS COUNCIL REPRESENTS YOUR OPINIONS AND SUGGESTIONS TO THE INSTITUTION. HOWEVER, THE J.P.C. IS NOT A POLICY-MAKING GROUP, but it does discuss both the problems of the inmates and administration.

IF YOU WISH TO JOIN THE J.P.C., ask one of the current members to nominate you for this assignment. Your participation and input is important.

20. REHABILITATION CENTER

The Rehabilitation Center is a minimum security community correctional work release center operated by the County of Bucks and the residents who pay approximately 10% of the costs to run the institution through their room and board payments. This institution is operated in accordance with the Work Release Laws of the Commonwealth of Pennsylvania and the Bucks County Prison Board.

The overall purposes of the Rehabilitation Center can be summarized as follows:

- a. This structured community work release center is a major correctional alternative in the Bucks County criminal justice system for appropriate offenders;
- b. The institution affords various "opportunities" to the individual that would not otherwise be available in confinement, for example, work release, education release, furloughs, individual and group counseling, recreational activities, and less restricted visiting privileges;
- c. The Rehabilitation Center also provides the individual with a stable foundation from which he may leave the system better prepared to handle the responsibilities in the community. For example, he can obtain and work at a good job, locate appropriate housing, build savings, and more fully develop his social problem-solving skills.
- d. The Work Release Program enables the resident to pay restitution, court costs and fines, support payments, and other arrears. The resident will also be allotted sufficient funds for travel and canteen expenses during the week. Each resident who is employed on a full-time basis is required to pay a specified amount per week for room and board. The return into the employment sector indicates the resident's willingness to become a responsible, tax-paying member of the community.

21. CLASSIFICATION COMMITTEE

The Classification Committee is designed to interview inmates who are legally eligible for pre-release status or court ordered placement into a treatment program. The committee meets weekly and is composed of staff from the Treatment Section, Drug and Alcohol Section, Mental Health Services, Security Section, and a Work Release Program representative from the Rehabilitation Center.

If you are eligible to appear before the Classification Committee, you may be recommended for placement at our Rehabilitation Center (on work release if approved by your Judge) or placement into an inpatient drug/alcohol program (again, if your Judge approves).

Generally to be eligible to appear before the Classification Committee, you must be sentenced in Bucks County and have no outstanding detainers. Consideration is given if the detainer is a parole/probation violation.

HOW TO REQUEST REVIEW

If you feel you are eligible to appear before the Committee and have not yet appeared, you should see your module counselor. You may also write the Deputy Warden for Treatment to request that a review of your legal status be made for eligibility. Your written request should be placed in the STAFF BOX located at the entrance to the Inmate Dining Room.

ELIGIBILITY REQUIREMENTS

You must be sentenced to a county facility and be classified "minimum security" by the Department Classification Committee. Open detainers must be disposed of before you appear before the Classification Committee.

22. RELEASE OF INFORMATION

A consent form is available which complies with federal and state regulations. This "Release of Information Consent Form" is required by statute or regulation and a copy of this form is maintained in your case record.

This form is generally used to allow the Treatment Section to release certain information about you to outside agencies to aid in placement in outside programs.

Statutes govern the confidentiality and protection of information on inmates and these statutes also apply to persons who have been discharged. When statutorily required, judicial and correctional authorities involved with the case should be supplied information without a consent form.

23. RELEASE PROCEDURES

The facility is notified through various official methods regarding the discharge of inmates. No discharge is official until the actual discharge document or bail document has arrived and been processed through the Records Office. This may take several hours depending on where the release document is generated.

In the case of the sentenced inmate who is serving a sentence at this facility, release may be predicted upon parole or expiration of maximum sentence. Actual parole release takes place after the person has officially been instructed by the Adult Probation Department and the order to release upon parole has been received by the Records Office. The minimum date of release is not an automatic release date, but can be extended by the court to allow the completion and investigation of an appropriate parole plan.

When your release documents have been received and processed, your name will be called by the module officer. You will collect all your personal property and clothing and place it in the yellow bin. Your linen will be turned in to your module officer. All library books will be returned and a room check will take place by your module officer to ensure your room is in order.

After everything is in order in your module, you will be escorted to the reception area where you will turn in all of your county issued property and yellow storage bin. At this time you will receive your own personal clothing and you may be placed in the holding cell.

When your papers are ready for final processing, you will be called to the Records Office. You will receive your personal property and money from your account. If it is during regular working hours, you will receive all of your money in cash up to \$25.00. Any other balance you have will be in a check. If it is after regular hours and you have more than \$25.00 on your account, you will be given \$25.00 in cash and the remainder will either be mailed to you at the address of your choice or the check can be picked up at the Business Office the next business day. These regulations represent the official County policy of the Bucks County Controller's Office. NO EXCEPTIONS ARE PERMITTED.

RESTITUTION WILL BE REQUIRED IF YOU ARE FOUND GUILTY OF DESTROYING COUNTY PROPERTY. RESTITUTION WILL BE DEDUCTED FROM YOUR ACCOUNT. IF YOU HAVE NO MONEY, YOUR NAME AND AMOUNT OWED WILL BE ENTERED IN THE COUNTY COMPUTER FOR SUBTRACTION FROM ANY FUTURE ACCOUNTS.

RELEASE ASSISTANCE

Assistance is available if you are without funds to return home or if you need assistance in securing transportation or other discharge information. See your module counselor for assistance.

Additionally, if you have been incarcerated for a specific period of time and are due to be released from the facility to the community, you may be entitled to receive financial assistance. To be eligible for this assistance, you must meet ALL of the following criteria:

- a. be eligible for regular DPA funding;
- b. must have notified your counselor at least two (2) weeks prior to your release; and
- c. be institutionalized for at least thirty (30) days.

If you meet the above criteria and wish to apply for this pre-release assistance, you should contact your module counselor.

24. RECORDS OFFICE

The Records Office is where all official inmate records are kept. All official requests for records information, whether directed to your counselor or elsewhere, are verified through the Records Office.

The Records Office is able to provide the following services:

- a. Charge and bail information;
- b. Hearing dates;
- c. Notification of detainees;
- d. Notification of bail reduction;
- e. Parole applications; and
- f. Computation of "time".

Contact your counselor through the appropriate procedure. If the counselor cannot resolve the problem, they will refer it to the Records Office.

COUNTY PAROLE

If you are a sentenced inmate serving a county sentence, six (6) weeks prior to your minimum release date you should complete a parole application. See your counselor beforehand to make sure this is accomplished.

STATE PAROLE

If you are a sentenced inmate serving a state sentence at the Bucks County Correctional Facility, you will be interviewed by the state parole authorities. This will be approximately two (2) months prior to your minimum date. After these interviews, you should receive the determination from the State Board of Probation and Parole. It may take 6-8 weeks for results to be known.

If you have any problems regarding your state parole, see your counselor.

III SECURITY PROCEDURES AND REGULATIONS

1. COUNT PROCEDURES

Exact counts of the inmate population are made several times daily. Scheduled counts will be announced over the public address system, except during sleeping hours. Unscheduled counts are also made. Inmates will return to their assigned room, or remain in their work assignment area until the count is completed. Rooms will remain locked until the completion of the count.

Special counts may be called from time to time. Regular counts are subject to change during special events.

Delaying or interfering with a count is a major offense and will result in disciplinary action.

When a general lock-up is announced, ALL INMATES--NO EXCEPTIONS--will go directly to their rooms and remain there until the count is cleared.

2. DISCIPLINARY REGULATIONS

In order to regulate behavior and provide adequate protection to staff, the public and the inmate population, disciplinary procedures will be implemented in a manner consistent with applicable legal requirements and institutional rules and regulations.

Staff will report all violations of institutional rules. All violations will be reported by completing a misconduct report. Class 2 (Minor) infractions can be handled by informal disciplinary action and are less serious violations which generally do not endanger life, health, security and/or property. Class 1 (Major) infractions will be handled by the Conduct Evaluation Board and are more serious violations which generally endanger life, health, security and/or property.

Inmates who refuse to conform to institutional rules and regulations will be disciplined.

The purpose of disciplinary action is to achieve one or more of the following goals:

1. Make certain all institutional rules and regulations are being adhered to.
2. Maintain order.
3. Make inmates accountable for their behavior.

Each inmate will receive a copy of the Inmate Handbook. This handbook will contain all institutional rules. These rules will be posted in each module and revised when necessary.

Inmates will not be subjected to any form of punishment which would be deemed to be:

1. Cruel, corporal or unusual.
2. A lack of care which may injure or impair the health of the inmate.
3. A deprivation of clothing, bedding, normal hygiene implements, except when these items must be withheld to ensure the SAFETY AND SECURITY OF THE INMATE AND THE INSTITUTION.

The inmate's behavior will be controlled in an impartial and consistent manner by all staff.

Disciplinary actions will be taken at such times and in such measures and degrees as is necessary to regulate an inmate's behavior within acceptable limits.

Staff will complete all misconduct reports completely and accurately, before the end of the shift.

PROCEDURES

1. INFORMAL ACTIONS

Class 2 misconducts can be handled by the informal disciplinary process. The following procedure will be followed:

- A. Staff will initiate informal actions by completing a misconduct report and forwarding it to the Shift Supervisor. The Shift Supervisor will review the report and forward it to the Shift Commander. This action should be taken as soon as possible after the violation occurs, and must be completed before the end of the shift.

- B Informal actions can only be initiated if the inmate's infraction is a Class 2 misconduct, and the Shift Commander feels the misconduct is of a minor nature and can be handled informally.
- C If the inmate agrees to plead guilty, the misconduct will be handled informally.
- D. If B or C above cannot be agreed upon, the misconduct will be heard by the Conduct Evaluation Board.
- E. When the misconduct is handled informally, the inmate will be advised of the disciplinary action imposed.
- F. Disciplinary actions that could be taken informally will include:
 - 1. Reprimand or warning
 - 2. Extra work assignment (8 hours maximum)
 - 3. Room detention up to 24 hours
 - 4. Loss of privilege violated (not to exceed 3 days).
- G. When informal disciplinary action has been imposed, all copies of the misconduct report will be forwarded to the Captain for review.
- H. The Captain will forward all disciplinary report copies to their respective areas.
- I. When review of the action is completed, the Deputy Warden for Security will maintain the misconduct report records.
- J. No record or other information regarding this action will be placed in the inmate's folder.

The Shift Supervisor will review all misconduct reports to make certain they are filled out properly. Violations will be listed on the misconduct report correctly. If the misconduct report is not filled out correctly, it will be returned to the staff member initiating the report so that corrections can be made.

2. FORMAL ACTIONS

Class 1 misconducts and Class 2 misconducts not handled informally will be heard by the Conduct Evaluation Board (CEB). This Board will consist of:

1. Chairman (Captain or his designee)
2. Member of the treatment staff
3. Member of the security staff (i.e., support staff, correctional officers, etc.)
4. Representative of the Joint Participation Council (inmate)

The following procedure will be followed:

- A. All misconduct reports will be forwarded to the Shift Supervisor before the end of the shift on which the specific violation occurred.
- B. A copy of the misconduct report will be given to the inmate within 24 hours of the reported violation or at the completion of the investigation.
- C. The Shift Commander may initiate an investigation of any incident.
- D. If a serious infraction of institutional rules occurs, the Shift Commander may restrict the inmate to his/her room or may reassign to the Restricted Housing Unit for no more than 5 days. The Deputy Warden for Security will review each investigation every 5 days to determine if further restriction for investigative purposes is required. The Shift Commander will make every effort to complete his investigation during the first 5 days.
- E. If the Shift Commander feels an investigation is necessary, he will notify the Captain by forwarding a brief incident report. After the Shift Commander has completed his investigation, all reports (including the misconduct report) will be sent to the Captain.
- F. The inmate must have a copy of the misconduct report in his/her possession for 24 hours before any CEB can convene, unless the inmate chooses to waive this specific right. If this right is waived, the inmate will sign the appropriate area of the disciplinary hearing sheet.

- G. The Captain will ensure that a hearing is conducted within 120 hours of the violation or upon completion of the investigation of the violation.
- H. The Chairman of the Conduct Evaluation Board will ensure that the following provisions are met:
1. The inmate has the right to be present at the hearing, unless he/she waives that right in writing or through their behavior.
 2. The inmate may be excluded during the testimony of another inmate whose testimony must be given in confidence.
 3. The reasons for the inmate's absence or exclusion will be documented on the disciplinary hearing sheet by the Chairman of the Conduct Evaluation Board.
 4. The inmate may consult with a member of the Joint Participation Council prior to the hearing. Staff assistance is also available.
 5. At the hearing, if the violation involves possible criminal charges, the inmate will be advised of his/her legal rights (MIRANDA WARNINGS).
 6. The misconduct report will be read and the inmate will plead to the charge(s).
 7. Silence will be considered as a plea of not guilty.
 8. The inmate will be given an opportunity to make a statement.
 9. The inmate may present documentary evidence and call any person to the hearing who has relevant, but not redundant, information.

10. The Chairman of the Board will not allow a witness to be called if it severely jeopardizes the life or safety of persons or the security and order of the facility. Such reasons for denial will be stated in writing on the disciplinary hearing sheet by the Chairman.
11. The accused inmate will be given an opportunity to make any final comments. He/she will then be excused from the room.
12. The Joint Participation Council member will then be given an opportunity to make a statement and then be excused from the room.
13. The Board will deliberate in private and determine the guilt or innocence of the inmate based solely on the evidence and testimony presented at the hearing.
14. If the Board finds the inmate guilty of the violation, punishment appropriate for the violation will be imposed.
15. If the Board finds the inmate not guilty, the case will be dismissed.
16. If a not guilty verdict is reached, no permanent record of the misconduct will be placed in his/her master record.
17. The Chairman of the Board will recall the inmate and JPC representative and announce the decision of the Board to the inmate.
18. A written record will be made of the hearing and the inmate will receive a copy after it has been approved by the Director.
19. Before leaving the hearing, the inmate will be informed of his/her right to appeal the decision of the Board. The inmate will have two (2) days to file an appeal with the Director.

1. When writing his/her appeal to the Director, the inmate must meet the following guidelines:
 1. The appeal must be in writing and contain specific statements as to why it is felt that the decision was incorrect or the punishment inappropriate.
 2. After reviewing the case, the Director may: (a) order a re-hearing; (b) reverse the decision; (c) reduce the punishment imposed; or (d) affirm the decision of the Board.
 3. The appeal decision will be rendered within five (5) working days.

If the staff member(s) initiating the misconduct report desires to be informed of the disposition of the misconduct, he/she should request this information from the Captain.

The Shift Supervisor will review all misconduct reports to make certain they are filled out properly. Violations will be listed on the misconduct report correctly. If the misconduct report is not filled out correctly, it will be returned to the staff member initiating the report so that corrections can be made.

3. CRIMINAL PROSECUTION

When a possible criminal act is committed by an inmate, referral for possible criminal prosecution will be made to the Bucks County District Attorney's Office. The Captain or his designee will function as the liaison person with the District Attorney's Office in these matters.

Procedures for handling possible criminal acts are as follows:

- A. When reports are completed, they will be forwarded by the Shift Commander to the Captain. If the incident occurs during the evening shift and the Shift Commander has a question on how to proceed, the Staff Duty Officer will be called for further instructions.
- B. All possible evidence will be placed in evidence bags and signed for by ANY staff member handling it.

- C. Where an alleged assault occurs and it was not observed by staff, the complaining inmate must be afforded the opportunity to prefer charges if he/she wishes to do so.
- D. Medical treatment will be afforded to the complaining inmate. All medical decisions will be made by the nurse or doctor on duty.
- E. Color photographs will be taken of any marks, bruises, etc. if the Shift Commander deems it necessary.
- F. Where room damage occurs, the room will be left as is, the inmate will be reassigned to a different room, and the room that he/she was removed from will be locked until all investigations are completed. The same procedure would apply when a crime is committed in a room. This is done to preserve the crime scene and to ensure all evidence is not tampered with.

4. MISCONDUCTS

Institutional misconducts are separated into Class 1 and Class 2 misconducts. Class 1 misconducts are more serious violations which generally endanger life, health, security and/or property. Class 1 misconducts are automatically forwarded for the formal disciplinary process.

The following acts constitute violations of the Bucks County Correctional Facility Code of Conduct:

CLASS 1 MISCONDUCTS

- 1. HOMICIDE - The killing of a person by another.
- 2. ARSON - Purposely setting a fire.
- 3. ASSAULT - When one physically attacks or strikes another or takes an action to propel any object or substance at another.
- 4. SEXUAL MISCONDUCT - All unlawful sexual intercourse, unlawful sexual contact, and other unlawful behavior intended to result in sexual gratification or profit from sexual activity.
- 5. BRIBERY - When one offers, confers, or agrees to confer on any benefit in return for the recipient's decision, opinion, recommendation, vote or action.

6. CONTRABAND - When one makes, transfers or has in his/her possession:
 - A. A deadly weapon or dangerous instrument;
 - B. Any instrument or device for use in making, attempting or aiding an escape;
 - C. Currency exceeding ten dollars (\$10.00); or
 - D. Any item not authorized in the institution.
7. POSSESSION OF DRUGS, INTOXICATING SUBSTANCES OR PARAPHERNALIA - When one has in his/her possession any drug or intoxicating substance or possession of paraphernalia necessary to administer such substances shall constitute a violation.
8. ESCAPE - When one leaves a correctional institution without authorization, or leave the custody of any staff member without authorization.
9. ATTEMPTED ESCAPE - Climbing any part of any fence or wall, either inside or outside of the facility. (Any inmate attempting to climb any fence or wall in any area, for any reason, at any time, has been warned in this paragraph that such behavior will result in being charged with attempted escape.)
10. FIGHTING - Engaging in physical combat or in violent behavior toward another person(s).
11. INTOXICATION - When one is under the influence of alcohol or any intoxicating substance, or when the presence of these substances in the body is established through laboratory analysis or other detecting devices.
12. RIOT - The coming together of two or more persons who engage in violent and disruptive conduct, thereby causing or creating a serious imminent risk of causing injury to persons or property.
13. THREATS - One commits threats when:
 - A. He/she conveys the intent to commit any crime or inflict present or future harm or injury on another person or his property or family; or
 - B. Compels another to engage or not engage in an act by means of instilling a fear that, if the demand is not complied with, the person will inflict present or future harm or injury on another person or his property or his family.
14. INTERFERING WITH A STAFF MEMBER - When one interferes with, or obstructs any staff member who is engaged in the performance of his/her duties.

15. MISUSE AND/OR DESTRUCTION OF COUNTY PROPERTY - When one purposely damages, tampers with, alters, defaces or mutilates any article of County property.
16. KIDNAPPING - Taking hostage or holding any person against his/her will.
17. INTERFERING WITH THE COUNT - When one interferes or obstructs any staff member during the count procedures and/or interferes by not standing fast during count procedures.
18. EXTORTION, BLACKMAIL & PROTECTIONS - Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
19. ABUSIVE LANGUAGE TO STAFF - When one uses abusive or obscene language to mistreat, insult, or cause annoyance or threat to any staff member.
20. WEARING A DISGUISE OR MASK - When one alters his/her appearance and/or voice so differently as to be unrecognizable.
21. THEFT - When one takes, obtains, or withholds property of another without the owner's consent.
22. ADULTERATION OF ANY FOOD OR DRINK - When one alters or makes inferior or impure by adding a harmful or inferior substance.
23. MISUSE OF AUTHORIZED MEDICATION - When one attempts to palm and/or store medication.
24. DISOBEYING A DIRECT ORDER - When one fails to comply with a direct order given by a staff member.
25. UNAUTHORIZED ASSEMBLY - Inmates may not congregate in, or hold any group meeting without proper approval of the Director. Inmates may not form organizations without approval of the Director.
26. CIRCULATION OR POSSESSION OF PETITIONS - Possession or circulation of petitions are prohibited within the institution unless prior approval is given by the Director.
27. INSOLENCE - When one is boldly disrespectful and impudent.
28. CREATING A DISTURBANCE - When one creates a hazardous or offensive condition by an act which is not authorized and/or interferes with others while in an area where a large number of inmates are assembled.
29. GAMBLING AND POSSESSION OF PARAPHERNALIA - When one engages in or organizes wagers or games for personal gain, money or anything of value. Possession of the paraphernalia necessary to administer such games.

30. FILING OF GIVING FALSE INFORMATION - When one makes false written or oral statements to a staff member which he knows not to be true.
31. TAMPERING WITH LOCKING OR SAFETY DEVICES - When one damages, tampers with, manipulates or alters institutional locking or safety devices.
32. REFUSAL TO PROVIDE URINE SAMPLE OR SOBERMETER - When one refuses to provide a urine sample or take a Sobermeter test.
33. COUNTERFEITING/FORGERY - The unauthorized reproduction of any document or article of identification and/or money security or official paper.
34. REPEATED CLASS 2 MISCONDUCTS
35. Attempting to commit any of the above offenses; aiding another person to commit any of the above offenses; and making plans to commit any of the above offenses will be considered the same as a commission of the offense itself.

CLASS 2 MISCONDUCTS

1. CREATING A DISTURBANCE - When one creates a hazardous or offensive condition by an act which is not authorized and/or interferes with the orderly running of this institution.
2. SELF-MUTILATION/TATTOOING - When one attempts to inflict physical harm or bodily injury to himself, and/or attempts to tattoo themselves or another.
3. CONTRABAND - When one makes or transfers or has in his/her possession unauthorized items and/or currency up to the amount of Ten dollars (\$10.00).
4. UNAUTHORIZED USE OF TELEPHONE - When one uses the institutional telephones without authorization for any reason.
5. LOANING ANY PROPERTY FOR PROFIT - When one loans property or anything of value for profit or increased return. This includes all canteen items.
6. OUT OF PLACE IN THE INSTITUTION - When one is in an unauthorized area.
7. LYING TO A STAFF MEMBER - When one provides a false statement to a staff member.
8. TAKING UNAUTHORIZED FOOD FROM DINING ROOM, KITCHEN, OR OFFICERS DINING ROOM - Is not permitted.

9. FAILURE TO REPORT TO WORK OR UNEXCUSED ABSENCE FROM WORK (SENTENCED INMATES ONLY) - When one fails to report to work and/or is absent from an assigned location without prior permission.
10. SMOKING WHERE PROHIBITED - When one smokes in an unauthorized area.
11. INSULTING LANGUAGE - When one uses abusive or obscene language or makes an obscene gesture to cause annoyance or threat.
12. MALINGERING - When one fails to carry out instruction orders of assignment, including work assignments, in a reasonably expeditious manner.
13. SANITARY VIOLATIONS - When one urinates, defecates or spits in other than the facilities provided; refuses to shower regularly; or commits other acts hazardous to the health of the staff and inmates.
14. LITTERING - When one discards objects that are not disposed of in a proper trash container and/or cigarette butts, ashes, and matches not disposed of in ash trays or other designated containers.
15. BODY PUNCHING/HORSEPLAY - Is not permitted anywhere.
16. POSSESSION OF EXCESS ISSUE - When one has in their possession or room items that exceed the initial issue upon admission.
17. POSTING ITEMS TO WALLS, LIGHTS OR FIXTURES - When one fixes or posts items to any of the above areas.
18. UNAUTHORIZED USE OF MAIL - When one uses the U.S. mail to exchange contraband or to communicate a threat or inappropriate remark to another.
19. VIOLATION OF MODULE RULES - See Inmate Handbook rules and regulations.
20. VIOLATION OF INMATE HANDBOOK RULES - See Inmate Handbook rules and regulations.
21. VIOLATION OF VISITING RULES - See Visiting Rules.
22. Attempting to commit any of the above offenses; aiding another person to commit any of the above offenses; and making plans to commit any of the above offenses will be considered the same as a commission of the offense itself.

3. MODULE REGULATIONS

- a. All vents in rooms, hallways, sallyports and modules must remain uncovered in order to ensure proper air circulation throughout the facility.
- b. Doors, walls, windows and furniture will be free of tacks, nails, signs, posters, pictures, and other items taped or stuck on the walls, ceilings, etc.
- c. Writing on or defacing walls, doors, furniture, and other property is not permitted.
- d. Tampering with, blocking, or locking life support and/or fire control systems or devices is not permitted.
- e. You must be fully and properly clothed when outside of your room. This will include shirt, pants and tied sneakers. Gym shorts and/or sweatpants are to be worn only to and from recreation. Shower shoes cannot be worn outside of the module.
- f. You will be assigned to a specific room by the classification section. YOU WILL ONLY ENTER YOUR OWN ROOM. You may visit other inmates in the dayroom. Any request for a change in room assignment will be made to the counselor. Change in module assignment is allowed only by consideration of the full Classification Committee. UNDER NO CIRCUMSTANCES OR FOR ANY REASON MAY YOU ENTER THE ROOM OF ANOTHER INMATE WITHOUT THE APPROVAL OF A STAFF MEMBER.
- g. You must use the shower area on the floor in which you live. If you live on the first floor, you should only be on the second floor to see your module counselor.
- h. Only food items purchased in the Commissary will be permitted in rooms.
- i. Nude pictures, or pictures depicting sexual acts will not be publicly displayed.
- j. All property in rooms that are not on hooks or the desk provided will be placed in your assigned footlocker. Property not in provided storage areas will be subject to confiscation.

- k. Smokers will use provided containers only. Lighted smoking materials will not be placed on furniture or dropped onto any floors
- l. Nothing is to be thrown down onto the first floor from the second floor.
- m. All beds are to be made and the rooms straightened up, swept and mopped before module activities begin. Inmates working in other parts of the facility must make up their beds and straighten up their rooms before they leave the module.
- n. Disciplinary and/or civil action may be brought against you for damages to your room, furniture, recreation equipment, the module, or other areas of the facility.
- o. Laundry exchange for sheets, towels, pillow cases, and clothing will be accomplished per the laundry schedule and will be a ONE FOR ONE EXCHANGE as per initial issue.
- p. The volume and/or channel of the two televisions located in the dayroom will be changed only with the approval of the module officer. If an unresolvable dispute should arise over which program or channel will be watched, the module officer will turn the television off.
- q. Checkers, cards, games, etc. will be kept in each dayroom and can be checked out from the module officer.
- r. At all times the dayroom will be kept in a sanitary and orderly fashion as directed by the module officer. Failure to do so may result in temporary loss of dayroom privileges.
- s. You cannot leave your module unless you have a pass issued by the module officer, in mass movement to a specific activity, or are going to an assigned job.
- t. A five (5) minute grace period will be given for traveling time to your destination, and five (5) minutes returning to your assigned module.
- u. Each room is provided with a bed, sink, toilet, light, desk, and chair. Any problems with these items should be reported to the module officer.

RESTITUTION WILL BE REQUIRED IF YOU ARE FOUND GUILTY OF DESTROYING COUNTY PROPERTY IN ANY WAY. RESTITUTION WILL BE DEDUCTED FROM YOUR ACCOUNT. IF YOU HAVE NO MONEY, YOUR NAME AND THE AMOUNT OWED WILL BE ENTERED IN THE COUNTY COMPUTER FOR SUBTRACTION FROM ANY FUTURE ACCOUNTS.

RESTRICTED HOUSING UNIT REGULATIONS

Institutional misbehavior may result in you being placed in the RHU (Restricted Housing Unit). Females who are placed in the detention rooms because of misconduct will follow the same rules as those in the Restricted Housing Unit. If you are assigned to this unit, the following regulations will prevail:

- a. You will not be permitted to take your television or radio and your personal property will be limited to:
 - religious materials
 - legal materials
 - stationery for correspondence
- b. Commissary purchases will be limited to health and comfort items and cigarettes. Health and comfort items will include shampoo, comb, deodorant, soap, toothbrush, toothpaste, sweatshirt and shower shoes. Only one of these items will be permitted to be purchased at any given time. Cigarettes will be limited to one (1) carton per commissary purchase.
- c. You will not be permitted to participate in drug and alcohol counseling sessions, Community Service programs, religious activities, and education programs.
- d. Your visiting will be restricted to one-half (1/2) hour during the week in the secure visiting area.
- e. Your recreation will be limited to one (1) hour in the RHU yard, five (5) days per week.
- f. You will be limited to three (3) showers weekly.
- g. Your library privileges will be restricted to requesting specific law library items.
- h. Any time you are moved through the institution, you will be escorted in handcuffs by an officer.

4. INMATE MOVEMENT

Inmate movement will be governed by the following provisions in order to maximize programming capability without compromising security:

- a. No loitering during any movement.
- b. Proceed directly to destination.
- c. A five (5) minute grace period will be given in order to reach an assigned destination and return from an assigned destination.
- d. Passes must be issued to all inmates leaving their housing unit, except those going to work, escorted, or on mass movement.

Inmates are subject to disciplinary action for any unauthorized movement in the institution.

Inmates are subject to search at any time.

Pat searches of male inmates by female staff members is permitted by Pennsylvania State law. Refusing to be pat searched will result in disciplinary action.

5. EMERGENCY EVACUATIONS

During times of emergency, inmates are to follow the instructions of their module officer, work assignment supervisor, or other staff member. Primary and secondary evacuation routes are posted on the bulletin boards in each module. STUDY THEM CAREFULLY.

Fire drills are to be treated as if an actual fire exists. All module units and work areas will have posted evacuation procedures to follow in case of an emergency.

Failure to follow evacuation procedures and orders as given by the staff will result in disciplinary action and/or criminal prosecution.

6. SEARCHES

Any inmate in this facility may be pat searched or strip searched at any time by any staff member. Frequent, unannounced searches of inmates, inmates' living quarters, and other areas of the facility are conducted as often as necessary to ensure the safety and security of the facility. Searches are conducted to detect and prevent the introduction of contraband, to recover missing or stolen property, and to prevent escapes and other disturbances. Searches will be conducted in a manner which will avoid unnecessary force, embarrassment, or indignity to the inmate.

The United States Supreme Court has clearly stated in recent decisions that cell searches may be conducted without the presence of the inmate. These searches will be properly conducted with respect to your property and will be carried out on a random basis to help ensure institutional safety and security.

7. FOOD SERVICES

There are three (3) meals served daily in the dining room. All inmates will eat in the dining room except those inmates in administrative or disciplinary confinement, or those ordered by a member of the medical staff, or on disciplinary restriction.

Each meal will be announced by the module officer. Schedules are posted in your module. All inmates must be ready to go to the dining room when the doors are opened.

The following rules must be followed when in the inmate dining room:

- a. Smoking is not permitted in the dining room.
- b. Eating utensils will not leave the dining room.
- c. Food will not be taken from the dining room.
- d. After completing the meal, you must return your tray, spoon, cup, and bowl to the return window.
- e. Proper dress is required.
- f. Remain in an orderly line. No loud noise is permitted.
- g. While going through the serving line, do not reach into the food containers. Food will be served to you.
- h. Take only what you can eat and eat everything you take.

Inmates will go to the dining room by module and return in the same manner. Inmates will remain with their groups at all times while in the dining room. Sufficient time is allowed for inmates to finish their meals. If you do not wish to eat, do not come to the dining room. This is not a social event or recreation period.

Violation of any dining room rules will result in disciplinary action.

IV INMATE WORK PROGRAMS

1. INMATE JOBS/SKILLS

There are a limited number of jobs available for inmates. Upon your arrival, you will be interviewed by a classification counselor who will ask you questions concerning your past job experience. A work referral slip will be initiated for any inmate who desires to work.

The Deputy Warden in charge of the area in which you wish to have a job will make the decision on whether you will get the job.

YOU CAN REQUEST A JOB through your counselor or put a request in to one of the Deputy Wardens in the Staff Box located at the entrance to the Inmate Dining Room.

AVAILABLE JOBS

Write the Deputy Warden for Treatment if you wish to obtain a job in the following areas:

- Community Services
- Library
- Inmate Monitor

Write the Deputy Warden for Operations if you wish to obtain a job in the following areas:

- Kitchen
- Module
- Cleaning Crew
- Maintenance (including carpenter shop, electrical shop, plumber's helper)
- Warehouse
- Laundry

Write the Deputy Warden for Security if you wish to obtain a job in the following area:

- Outside Work Detail (must be classified minimum security).
- Commissary
- Athletic Equipment

2. KITCHEN WORKERS

Many of the inmate jobs in the institution will be that of kitchen workers. Kitchen workers will be housed in one module. There will be two (2), eight hour (8) shifts each day. The module officer will ensure that before you leave to work in the kitchen, you are neatly groomed, clean, and properly attired in clean kitchen whites.

When working in the kitchen area you will obey all the rules pertaining to working in the kitchen as determined by the kitchen officer.

Smoking is prohibited in all kitchen/food preparation, food storage, dietary office, and rest room areas.

KITCHEN WORKER REGULATIONS

1. Wear a clean, white uniform at all times.
2. Shave and bathe daily.
3. Fingernails must be clean and cut short.
4. Hair must be neatly trimmed. Beards are not recommended.
5. Wash hands thoroughly with soap and hot water after each trip to the rest room.
6. No smoking while serving food.
7. Hats or hairnets and gloves must be worn while preparing and serving food.