



**Inmate Handbook
2009 Edition**

**Jeffrey A. Beard, Ph.D.
Secretary of Corrections**

The Mission of the Pennsylvania Department of Corrections is to protect the public by confining persons committed to our custody in safe, secure facilities, and to provide opportunities for inmates to acquire the skills and values necessary to become productive law-abiding citizens; while respecting the rights of crime victims.

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This handbook provides general information regarding Department of Corrections (DOC) policies and procedures. When DOC policies are changed you will be given notice of the change(s) and the most current policy will become effective, regardless of what information is in this handbook. You are to keep this handbook until you are released; if it is lost or destroyed, you may purchase a new one.

Procedures at each DOC facility are made available during reception and orientation. Additional information about programs or services is available in the Facility Handbook Supplement, or by sending a request slip to the staff member in charge of that program or service.

You are responsible for following all of the DOC's rules that directly affect you. When a rule change is made, you will be given a memo that outlines the change and/or a notice will be posted on the housing unit. All notices and signs prepared by DOC officials are considered policy and must be followed. Copies of policies and procedures that contain rules that directly affect you are available on the housing unit and in the facility library. The policies in the library may be checked out or copied like a library book.

I. Accounting

A. General

1. The facility inmate accounting office will maintain a personal account for all money you receive. This account is a non interest bearing account. You may choose to open a saving account with a bank in the community if you wish to earn interest.
2. You will be given a receipt for all money received (money orders, certified checks, electronic transfers, etc.) that is placed in your account. Cash and personal checks will not be accepted and will be returned to the sender.
3. Funds received through the mail are generally available after two working days. Funds are not always available for Commissary on the day they are placed on your account.
4. Money orders must be signed by the purchaser in the designated area in order to be processed.
5. Family members may send money to your account electronically. Please advise your family to review the "Inmate Accounts" link on the Department's website for more information.
6. If you have a job, or are approved to receive the General Labor Pool (GLP) allowance, the money you earn will be placed in your account after the payroll is approved. See **Section XIII. G.** of this handbook and **DCADM 816, "Inmate Compensation"** for more information on the GLP allowance.
7. You will be given a monthly statement showing all activity on your account, the money put into your account, the amount you spent, and the balance to date. Any

discrepancy must be immediately reported by request slip to the Inmate Accounting Office.

8. You may use money from your account to:
 - a. send money to immediate family members: your spouse, children, parents, grandparents, brothers, sisters, aunt, uncle, or a person with whom you made your home, or the caregiver of your children;
 - b. pay legal or attorney fees;
 - c. pay for commutation application, insurance premiums, education supplies, magazines, newspapers, books, religious articles, cable television fees, approved commissary items, and furlough expenses;
 - d. pay expenses for authorized education courses;
 - e. purchase U.S. Savings Bonds;
 - f. make deposits to outside savings accounts; and/or
 - g. donate to organizations or individuals other than immediate family (with approval of the Facility Manager).

9. You are not permitted to:
 - a. open or have a joint account with another inmate;
 - b. transfer or receive negotiable instruments, money, or items of monetary value to or from staff, other inmates or ex-offenders or their immediate families without prior approval of the Facility Manager;
 - c. purchase commercial advertising services; for the purpose of this provision, inmates are specifically prohibited from purchasing advertising services for pen pals;
 - d. transfer or receive negotiable instruments, money, or items of monetary value that were obtained illegally; and/or
 - e. request to stop payment on a check that was issued at your request.

10. You may be eligible for state issued stationery, writing instruments, postage and copying costs if you qualify as being indigent:
 - a. As defined in **DC-ADM 803, "Inmate Mail and Incoming Publications"** being indigent means that you had \$10.00 or less in your account for the previous 30 days. There is a difference between indigence that is self-caused and indigence that is caused despite your best efforts:
 - (1) self-caused indigence means you have refused to work, have deliberately depleted your account, or you are a long-term disciplinary custody case; and
 - (2) indigence that is not self-caused means that you are unable to work or have been in Administrative Custody for a reason other than your own behavior.
 - b. If you have funds in another account, which if deposited in your facility account, would bring your balance to more than \$10.00 you will not be considered indigent.
 - c. If you have not made a good faith effort to manage your money to be able to pay the necessary costs, you will not be considered indigent.

- d. You are responsible for requesting and proving your indigence by notifying the Business Manager in writing each month of your possible indigent status.
 - e. The Business Manager will notify you if you are considered indigent.
11. The following personal documents will be held by the facility Business Office until your release: birth certificate, Social Security Card, Drivers License, savings account identification (e.g., account identification card, check cashing, or debit card, etc.)
 12. Approximately 4 months prior to your scheduled release, the money needed to pay for release costs (e.g., bus ticket, train ticket, etc.) will be set aside in your account.

B. Collection of Inmate Debts (DC-ADM 005)

1. In accordance with **42 Pa. C.S. §9728**, the Department will collect money from your account if the court orders you to pay restitution, reparation, fees, costs, fines, and/or penalties associated with the criminal proceedings. The Department shall also collect court costs and filing fees as ordered by the court.
2. You may be assessed charges for damages to state property in accordance with **DC-ADM 801, "Inmate Discipline."**
3. Prior to your release to parole supervision or to a Community Corrections Center, the facility will provide a record of payments made, remaining account balances of any court ordered restitution, and/or other court related financial obligations to the Board of Probation and Parole or the Regional Office of Community Corrections.
4. Certain inmates are required to pay a fee to the Crime Victims Compensation Fund. The amount of the fee varies depending upon the date the crime was committed, and the amount specified in the Sentencing Order. Your counselor will advise you of the amount owed.
5. If you are released at the expiration of your maximum sentence, the business office will provide a record of payments and remaining account balances of any court ordered restitution or other court related financial obligations to the county collection agency designated by the court order.

C. Copying Charges

You may have documents copied, but you must pay for them. The cost for copies of information contained in your inmate file and your medical file is different. See the **DC-ADM 003, "Release of Information."**

D. Private Business

You are not permitted to incorporate or engage actively in a business or profession while under the supervision of the Department. If you engaged in a business or profession prior to your incarceration, you must assign authority for the operation of the business or profession to a person in the community. Even though you have turned over the

operation of a business or profession to another person, there may be an occasional need for a decision substantially affecting the assets or prospects of the business. The Facility Manager may, upon request from you, authorize a special visit for such extraordinary occasions. Conducting a business or profession, except as noted below, will subject you to a misconduct. There are exceptions:

1. if you are un-sentenced, you may continue to control your business or profession if it does not place undue burden on the facility;
2. if you are in a Work Release Program, you may engage in a private business or profession, as part of your Work Release Program, if it does not place undue burden on the facility; and
3. if you are transferred to a Community Corrections Center, you may engage in a private business or profession as part of your community-based program.

II. Daily Operations

A. Identification Cards

Each inmate is issued an Identification Card (I.D.). You must carry your I.D. card at all times, other than to/from the showers. You must show your I.D. card, and give your name and number to any employee who asks for it. You should keep your I.D. card in good condition; it is used for commissary and other activities. Lost, destroyed, or damaged I.D. cards must be replaced immediately; the cost will be charged to your account. You must obtain a new I.D. at your expense when there is a significant change in your physical appearance, weight gain/loss, growing/shaving facial hair, etc. The cost of the new I.D. card will be determined at the time you receive it.

B. Pass System

You must have a signed pass when you go from one part of the facility to another. The only exception is group movement such as meals, recreation, work lines, etc. You must use the shortest route to go from point to point without delay. If you do not use the shortest route, you may be issued a misconduct for being in an unauthorized area. A staff member must sign the pass at the beginning and end of the movement. You must show your pass and I.D. to any employee who asks for them.

C. Request Slips

A **DC-135A, Inmate's Request to Staff Member** is used to ask for information, interviews, or other things from staff members. This form is available on the housing unit. You must use a request slip to arrange a time to speak with staff concerning specific issues. The form has space for you to state the nature of your request. Be sure to write clearly and fill in all the sections at the top of the request slip. Any use of UCC references along with your signature could result in your correspondence or request slips being returned. In most cases, staff will respond to your request slip within five working days.

D. Searches of Inmates and Cells (DC-ADM 203)

1. Your cell may be searched as part of a general search, randomly selected, or as part of an investigation. During a cell search, precautions are taken to avoid damage to items in the cell. Any item that is contraband or evidence of a crime or misconduct will be confiscated. You will be given a confiscation slip for any item that is removed.
2. If you have excessive personal property in your cell, you may choose to have these items (excluding food items) destroyed or mailed to someone (you must pay the shipping cost). You are not permitted to ship items that are contraband.
3. Confiscated money will be deposited in the Inmate General Welfare Fund (IGWF).
4. Excessive state-issued items will be confiscated; you may be issued a misconduct if the items have been altered or are unusable. A confiscation slip will only be used for non-state issued items and for those that are the subject of a misconduct.
5. You may be present when your cell is searched unless: the ranking officer conducting the search determines that your presence would be a threat to staff or other inmates and/or the security of the facility; if the search is being conducted under emergency conditions; or if your presence will impair an ongoing investigation of criminal activity or violation of facility rules.
6. A random search of your cell may be conducted at any time but no later than one hour after the facility is locked up for the evening.
7. Before the search, an Officer will notify you that your cell has been randomly chosen and you will be given the option of remaining during the search. You will be asked to sign a form to show that you were present during the search or if you choose not to be present. If you refuse to sign the form, the officer will note your refusal on the record.
8. Your cell may be searched as part of an investigation when there is reasonable suspicion that you or your cellmate are concealing contraband, are involved in criminal activity, or involved in an activity that could threaten the security of the facility.
9. Your cell may be scanned by an electronic drug detection device or drug dogs for narcotics. This may be done without you being present.
10. Your cell will also be inspected for health, safety, and security reasons. A security inspection is conducted to check things such as doors, windows, bars, electrical fixtures, and plumbing. Your personal property will not be searched or disturbed during a security inspection except to the extent necessary to gain access to the things to be checked. Your presence is not required during a security inspection.
11. You may be searched at any time and in any area of the facility. Staff of either gender may conduct a pat search. Pat searches will be conducted in a professional manner. During a pat search, you must:

- a. remove all items from your pockets and place them on a suitable surface;
 - b. stand still with your feet apart and arms extended outward, palms upward; and
 - c. follow the directions given by the staff member conducting the search.
12. You may be strip searched, when necessary, for the security and safe operation of the facility. You will be strip searched:
- a. upon reception;
 - b. before and after every contact visit;
 - c. when leaving the facility grounds and upon your return;
 - d. following activities where you have the opportunity to mingle with outside groups, particularly where there are large numbers of people under minimal supervision;
 - e. periodically if you are permitted to move in and out of the gate areas;
 - f. when there is reason to believe that you are involved in an escape plot or in possession of contraband;
 - g. when you enter or leave any restricted area;
 - h. when you are admitted to, or discharged from, a Level 5 Housing Unit and/or;
 - i. before and after being transported outside the secure perimeter.
13. Strip searches will, whenever possible, be conducted in an area separate from other inmates for privacy and to limit embarrassment. Unless it is an emergency, a staff member of your gender will conduct the strip search. The staff person conducting the search will avoid touching you except as required to control you, if necessary.
14. Strip searches will be conducted in a professional manner. When you are strip searched, you must:
- a. remove all items from your pockets and place them on suitable surface;
 - b. remove all your clothing;
 - c. stand still with your feet apart and arms extended outward, palms up; and
 - d. follow the direction given by searching staff member.
15. A body cavity search may be conducted when there is reasonable belief that you are concealing contraband inside your body. A body cavity search may be authorized by the Facility Manager/designee when it has been determined that there is imminent danger to your health or to facility security or safety.

E. Facility Management

1. The Facility Manager is in charge of the security, programs, and activities of the facility.
2. There are at least two Deputy Superintendents at each DOC facility. The Deputy Superintendent for Facilities Management (DSFM) is in charge of Unit Management and facility security. The Deputy Superintendent for Centralized Services (DSCS) is responsible for medical and mental health care, Correctional Industries, education, activities, and food services

3. There is at least one Major at each facility. The Major supervises all facility Corrections Officers and the Unit Management Teams assigned to each housing unit. At facilities with two Majors, these responsibilities are shared between the Majors.
4. The Corrections Classification and Program Manager (CCPM) is responsible for inmate records, activities, volunteers, religious programs, inmate employment, and treatment programs.

F. Resolution of Problems

Problems on your housing unit should first be directed to a Corrections Officer on the Unit. If the Officer cannot resolve the issue, you should bring the problem to the attention of your Counselor or Unit Manager. If the issue is not resolved at that level, it should be brought to the attention of the Shift Commander, then the Major.

Your counselor is the first person to discuss treatment matters with. Your Counselor can also help you with program changes, pre-parole matters, and personal problems.

Problems with your work assignment should be directed to your work supervisor.

Problems with academic/vocational education should be directed to the School Principal.

G. Abuse Allegations (DC-ADM 001)

1. The Department does not permit any inmate to be subjected to abuse. All allegations of abuse are thoroughly investigated. Abuse includes:
 - a. the use of excessive force upon you;
 - b. an occurrence of an unwarranted life-threatening act against you;
 - c. a verbal or written threat to inflict physical injury directed toward you; and/or
 - d. sexual contact.
2. Excluded from being reported as abuse in this subsection are:
 - a. conditions of confinement;
 - b. claims of inadequate medical or intentionally denied medical care; and
 - c. harassment or nonperformance of duty by a staff member.
3. Allegations of abuse may concern:
 - a. persons who are employed by the Department;
 - b. inmates;
 - c. persons having business with or using the resources of the Department; and/or
 - d. persons attempting, establishing, or maintaining contact with inmates.
4. If you are a victim of abuse, you need to report the abuse:
 - a. report it verbally or in writing to any staff member;

- b. file a grievance (see **DC-ADM 804**, “**Inmate Grievance System;**”) and/or
 - c. report it in writing to the Office of Professional Responsibility at Central Office.
5. A third party may make reports of allegations of inmate abuse, verbally or in writing, to any staff member at the facility or at Central Office.
 6. If you make a false allegation, you may be issued a misconduct.
 7. For more information about abuse allegations, refer to **DC-ADM 001**, “**Inmate Abuse Allegation Monitoring.**”

H. Sexual Harassment of or Sexual Contact with Inmates (DC-ADM 008)

1. Sexual harassment of inmates is prohibited. Sexual Harassment is defined as sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature, sexually offensive comments or gestures or any physical contact that is of a sexual nature or sexually suggestive.
2. If you believe you have experienced sexual harassment by staff, inmates, visitors, contractors, or individuals/groups that have business with the Department, you must report it as soon as possible. You may report it to the Unit Manager and/or submit a grievance in accordance with **DC-ADM 804**. If you file a report, you must include the names of all parties involved; the specific details of the incident(s), date(s), time(s), or place(s) of alleged incidents; and witnesses, if any. The Unit Manager will initiate a review of the allegation and respond as soon as possible, but no later than 10 working days from receipt of information. You may not be retaliated against for reporting an incident of sexual harassment or for providing witness testimony.
3. If you sexually harass another person (inmate, employee, visitor, contractor, volunteer, etc.) you will be subject to a Class 1 misconduct in accordance with **DC-ADM 801**, and it may be a violation of law. For more information, refer to **DC-ADM 008**, “**Sexual Harassment of or Sexual Contact with Inmates.**”
4. Sexual contact with inmates is prohibited. Sexual contact refers to any sexual behavior directed towards an inmate; it includes, but is not limited to: rape; any acts or attempts to commit acts which involve sexual contact; sexual abuse or assault; the intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thighs, or buttocks. This does not refer to incidental physical contact that may occur during a search of an inmate’s person, in accordance with **DC-ADM 203**.
5. If you are the victim of sexual contact you should report it to a staff member as soon as possible. All inmates, staff, visitors, contractors, and volunteers have a duty to report an incident of sexual contact. Reports and allegations of sexual contact will be investigated confidentially, thoroughly and promptly in accordance with **DC-ADM 008**.
6. A toll-free Sexual Assault Reporting Line (1-866-823-6703) has been established for the general public and inmates (717-703-2702, to be used with the Facility Pin Number) to anonymously report a sexual assault to the Duty Officer at SCI-Camp Hill. A report received by the SCI-Camp Hill Duty Officer will be faxed to the Shift

Commander at the facility where the incident allegedly occurred (for investigation) and the Central Office Security Division.

I. Inmate Grievance System (DC-ADM 804)

1. The grievance procedure does not apply to issues covered under **DC-ADM 801, DC-ADM 802**, or any other policy which states that the **DC-ADM 804** does not apply.
2. For an emergency, you should speak to the nearest staff person as soon as possible.
3. You should first try to solve a problem by speaking with or writing to staff, using a **DC-135A, Inmate Request to Staff Member**.
4. A grievance must be submitted to the Facility Grievance Coordinator using the **DC-804, Part 1**. Forms are available on all housing units. Every grievance must be signed and dated. All copies, except the inmate's copy (GOLDENROD), shall be forwarded to the Grievance Coordinator. The PINK copy will be returned to you, acknowledging acceptance of the grievance.
5. You must file a grievance within 15 working days after the problem occurs. You must include a statement of the facts relevant to the claim. The text of your grievance must be legible, understandable, and presented in a courteous manner. The statement of facts must be typed or written on paper and shall not exceed two pages (one **DC-804, Part 1**, and one one-sided 8 ½" x 11" page). You must identify any person(s) who may have information that could be helpful in resolving the grievance. In **Section B** of the **DC-804, Part 1**, you must include information on attempts you have made to resolve the matter informally. If you desire compensation and/or other relief, you must request that compensation and/or relief in your initial grievance.
6. When filing a grievance or appeal, you must keep copies of the documents you submit. If you request copies of documents you submitted, you will be charged in accordance with **DC-ADM 003, "Release of Information."**
7. A grievance must be filed at the facility where the event occurred.
8. You may only file your own grievance. A group of inmates may not submit a grievance together. One inmate cannot file a grievance for another inmate or in regards to an issue of another inmate.
9. You should submit a different grievance for each different event unless it is necessary to combine the events to support the claim.
10. All grievances and appeals must be in good faith and for good cause. You will not be punished or otherwise sanctioned for good faith use of the grievance system.
11. You may be restricted if you misuse the grievance system or fabricate statements. If you file more than five frivolous grievances within a 30 day period, you may be limited to filing no more than one grievance each 15 working days. A grievance is frivolous when the allegations or the relief sought lack any arguable basis in fact.

12. At any point in the process, you may withdraw the grievance. You must do this in writing, sign it and date it. You may either write on the original grievance form, "I wish to withdraw this grievance," or you may send a **DC-135A** to the Facility Grievance Coordinator with the number of the grievance asking for it to be withdrawn.
13. You may request an extension for filing a grievance to the Facility Grievance Coordinator.
14. You will receive a response to your grievance. You must wait until you have a response from the Grievance Coordinator before you can appeal that response to the Facility Manager. You may only appeal issues that were raised in your initial grievance and/or initial review response, a decision ruling that the grievance was frivolous, or a grievance restriction.
15. If you wish to file an appeal, it must be done within 10 working days from the date of the response to your initial grievance. You may only file your grievance or appeal after these timeframes if you are on a temporary transfer from the facility where the grievance should have been filed, you were permanently transferred to another facility, you were on authorized temporary transfer (ATA) for an extended period, or there were delays with mail delivery.
16. An appeal to the Facility Manager must be clearly labeled as an appeal at the top of the first page and include the grievance number. It must identify what response you are appealing and why you are appealing. You may only appeal once. If your grievance was about personal property or a publication denial, you must state whether you will appeal the issue to the Secretary's Office of Inmate Grievances and Appeals so that the item can be held pending a final decision.
17. You must wait until you have received a response from the Facility Manager before you can appeal to the Secretary's Office of Inmate Grievances and Appeals. The appeal to final review must be filed within 15 working days from the date of the Facility Manager's decision. Appeals to the Secretary's Office of Inmate Grievances and Appeals must be addressed to:

Chief, Secretary's Office of Inmate Grievances and Appeals
PA Department of Corrections
2520 Lisburn Road, PO Box 598
Camp Hill, PA 17001-0598
18. You must include photocopies of the initial grievance, all responses and all appeals. You may receive a copy if you are indigent as **DC-ADM 803**. The Secretary's Office of Inmate Grievances and Appeals has 30 working days from the receipt of your appeal to respond. The documents you submit for final review will not be returned; these documents are retained as part of the official grievance record.

III. Inmate Services/Privileges

A. Alcohol and Other Drug Testing

You will be subject to random and/or planned alcohol and drug testing. If you test positive for alcohol and/or other drugs, you will be issued a misconduct and your visiting privileges will be restricted to “non-contact” visits for a certain period. Repeated positive tests will result in your contact visits being restricted permanently. For more information about visiting restrictions for positive alcohol and other drug tests, refer to the **DC-ADM 801**, and **DC-ADM 812**, “**Inmate Visiting Privileges**” policies.

B. Cable Television (DC-ADM 002)

1. You must agree to pay for the cable service and it is your responsibility to make sure that you have enough money in your account to pay your cable bill when it is due.
2. During an emergency, the cable company or the facility may turn off the cable system.
3. The use of the cable television system is a privilege. Misuse of the system or violation of the rules may lead to denial of this privilege as well as legal action against you.
4. For more information about cable television you should refer to the **DC-ADM 002**, “**Inmate Cable Television Service**” policy and to your Facility Handbook Supplement.

C. Cell Assignments

Upon initial reception into the DOC and after transfer to other facilities, you will be evaluated for your cell assignment. Cell assignments will be based on the staff’s evaluation of your previous behavior in a facility. Cell assignments will not be made based solely on race. It is your responsibility to inform the staff of any preferences you have about your cell assignment. A preference filed by you will be assessed by staff but not necessarily granted.

D. Classification System

The Department uses a standard classification system to determine your custody level and program code. Each level specifies the restrictions or freedoms that apply to you at that level. If you adjust poorly, you will be placed in higher security type housing. If you maintain proper behavior, you will generally be assigned to less restrictive housing.

E. Commutation

The Board of Pardons handles all applications for commutation of your sentence. Your Counselor can provide information about the application. You may write to the Pardons Case Specialist, Department of Corrections, P.O. Box 598, Camp Hill, PA 17001-0598.

F. Correctional Plan

Correctional planning begins when you enter the DOC. Since most inmates will eventually return to the community, correctional plans will focus on reentry into the community. Various counseling, psychological, and other types of treatment services are available. You must participate in your Correctional Plan, which outlines various areas you should address. Your counselor will meet with you at least once a year to review your Correctional Plan and advise you on recommended programs and services. Your Correctional Plan is used when considering you for custody level advances, special programs, and parole.

G. Education (Academic and Vocational)

1. If you are admitted to the Department on or after July 1, 2004, and do not have a verified General Education Development (GED), High School Diploma (HSD) or Commonwealth Secondary Education Diploma (CSD), you are considered a mandated GED student. Every inmate within three years of his/her minimum release date, who does not have a GED/HSD/CSD, will be designated as a mandated GED student. Once identified, you will be enrolled in an appropriate academic education program or placed on a waiting list.
2. All facilities have basic education programs and adult programs leading to the GED test for a high school equivalency diploma. School age inmates are able to enroll in a Commonwealth Secondary Education Diploma Program, which is provided at designated facilities. At most locations, there are post-secondary and college level programs available for continuing your education. You should discuss your educational needs and interests with education staff, and take advantage of available programs.
3. If you are 16 years old or younger, you are legally required to attend school. Previously identified special education students are governed by IDEA 2004 and will continue in school until June 30th following their 21st birthday.
4. Vocational programs are available at each facility. By evaluating your interests and abilities, it may be possible to plan a vocational program that could help you obtain and keep a job when you are released. You should discuss your needs and interests with education staff.
5. If you do not have a high school diploma or GED, you will be assigned to the education program. If no space is available, you will be placed on a waiting list. While you are on the waiting list, you may be assigned a job until space becomes available. When you are placed in school, you may lose the job you were assigned.
6. While you are waiting for school space to become available you will be paid in accordance with **DC-ADM 816, "Inmate Compensation."**
7. Inmates attending an academic or vocational class will be paid in accordance with **DC-ADM 816**. The total school hours and work hours combined must not exceed

eight hours multiplied by the number of workdays available in the pay period. You will not be paid for any hours over this total.

8. Students enrolled in a full-time vocational program that leads to a license or state and/or federal certification, such as apprenticeship students, barber students, etc., will be paid in accordance with **DC-ADM 816**.

H. Food Services (DC-ADM 610)

1. Three meals will be offered during each 24-hour period; there will be no more than 14 hours between the evening meal and breakfast. Two of the three meals will be hot meals.
2. The Department will not use food as a disciplinary measure.
3. You may be served a therapeutic diet if one has been ordered for you by the Medical Department or a Religious Diet if you have been approved for one. You must follow the rules of the diet program as they apply to you; abuse of the rules may result in your removal from the program.
4. All meals will be served to you in portioned sizes. You should check your food tray before you leave the serving line.
5. You are expected to follow these dining room rules:
 - a. meal lines should be orderly, NO line jumping is allowed;
 - b. you must be fully dressed in your state issued clothing;
 - c. you may not bring books, papers, or other items into the Dining Hall;
 - d. QUIET talking is permitted in the Dining Hall;
 - e. moving from table to table is NOT allowed;
 - f. you may exchange food items ONLY with other inmates seated at your table;
 - g. you may not take any food from the Dining Hall except for one ration of fresh fruit which must be consumed the day it is issued;
 - h. you must take one of each eating utensil (knife, fork, and spoon) at each meal even though you may not have a need for it. You must turn in one of each utensil (knife, fork, and spoon) when you leave;
 - i. you may not re-enter the meal line or Dining Hall once you have left;
 - j. no tobacco products may be used in the Dining Hall;
 - k. you may only go through the line once; and you are encouraged to eat all of the food you receive;
 - l. the inmates working on the serving line may not give your ration of any food item to another inmate; and
 - m. if the service line is equipped with a glass or other type of divider, do not touch the glass or knock on the divider.
6. All inmates who are assigned to work in Food Service shall adhere to **DC-ADM 610** regarding sanitation and hygiene during working hours. Inmates with a hair or beard length exemption are required to secure their hair and wear the appropriate headwear

and beard covering during working hours. All religious headgear must be kept clean and completely covered by a hair restraint approved for use in Food Service.

I. Grooming (DC-ADM 807)

1. Male Hairstyles

- a. your hair may not fall below the top of your shirt collar;
- b. if you have an Afro hairstyle, it can be no longer than four inches;
- c. you must keep your hair neat and clean;
- d. you may have a beard or goatee as long as it is no longer than three inches. If you have a mustache and/or sideburns, they must also be kept neat and clean; and
- e. specialty haircuts such as Mohawks, razor/clipper cut designs, etc., dyeing, coloring, or tinting of hair are prohibited.

2. Female Hairstyles

- a. you may have your hair styled in the beauty school as long as you keep it neat and clean; and
- b. you are not permitted to dye, color, or tint your hair; this may only be done by the certified training program for cosmetology in the facility beauty school.

3. Grooming Services

You are permitted to get a haircut once every 30 days. You are not permitted to cut or groom the hair or beard of another inmate except as part of the barber or cosmetology school program.

4. Hairpieces

You may have a hairpiece if it is necessary to present a normal appearance as a result of an accident, injury, or disease as verified by the physician.

J. Mail and Incoming Publications (DC-ADM 803)

1. You are permitted to send and receive mail. You may send up to 10 one-ounce letters per month at no cost to you. You may write to anyone except: victims of your crime, inmates, former inmates, parolees, probationers, co-defendants, Department staff, or persons who have informed the Department that they do not wish to receive mail from you. You may send mail by placing it in the collection boxes on your housing unit. You must attach a cash slip for the postage on the mail you send.
2. Incoming mail is processed by the Mailroom each weekday, Monday - Friday, except holidays, and distributed each day. Incoming and outgoing mail must include your committed name, DOC number and complete address, or it will be returned.
3. All mail containing certified checks or money orders must be identified with the sender's name and address. Personal checks and cash will not be accepted and will

be returned to the sender. A **Cash Transaction Receipt (DC-130B)** will be issued for all money orders or certified checks received through the mail.

4. All mail sent to you will be opened and checked for contraband. The Department may read mail sent to you if the Department has reason to believe it is being used to plan an escape or other illegal activity. For more information on the handling of legal mail, refer to **DC-ADM 803**.
5. Packaging considered unacceptable due to a security concern (i.e. tyvek, plastic, padded or cardboard envelopes or boxes) is not permitted. The items will be removed from the original packaging and placed in an envelope. Hard plastic or metal binding is not permitted and will be removed prior to being sent to you.
6. You are permitted to receive magazines and newspapers provided that the publisher sends them directly to you. If you are under the age of 18, you may not receive obscene explicit sexual materials. No inmate may receive obscene material or material that threatens the security of the facility such as information about making explosives, firebombs, weapons, escape devices, alcohol, poisons, or drugs. Publications that advocate overthrowing the government, which create a threat in a correctional setting, contain racially inflammatory material or advocate, assist or are evidence of criminal activity are not allowed. You may not receive maps or nude photographs.
7. E-Mail
 - a. For information on receiving e-mail, please advise your correspondents to review the "Inmate E-Mail" link on the Department's website. They will be directed to establish an account with the vendor listed for each facility.
 - b. All emails are subject to review for appropriate content. After review, the email will be printed on paper and delivered to the inmate.
 - c. Inmates do not have access to any outgoing email programs.
8. Detailed information about mail privileges appears in **DC-ADM 803**.

K. Outside Assignments (DC-ADM 805)

1. You must meet the criteria listed in Department policy **DC-ADM 805, "Application, Review, and Approval for Pre-Release Status, Placement in Outside Assignments"** to be eligible for an assignment outside the secure perimeter of the facility.
2. Your participation in an outside assignment, and/or Escorted Leave is voluntary. Your Counselor can advise you of the assignments available at your facility.
3. If you meet the eligibility criteria in **DC-ADM 805**, you may submit a **DC-135A** to your counselor requesting consideration for outside assignment approval.

L. Parole Services

1. In accordance with **18 Pa.C.S. §11.1101**, you must pay a fee to the Crime Victim's Compensation Fund prior to your release. You will not be released on parole until you make this payment. For more information you should speak with your Counselor.
2. Representatives of the Pennsylvania PBPP are located at each facility. Questions or concerns regarding parole should be directed to their attention via a **DC-135**. The names of the local representatives are listed in the Facility Handbook Supplement.

M. Pre-Release Transfers (DC-ADM 805)

1. You must meet the criteria listed in **DC-ADM 805** to be eligible for placement in a Community Corrections Center (CCC) or a Community Contract Facility (CCF).
2. You must submit an application to your Counselor to begin the application process for Pre-Release Programming. Generally the process may begin at 18 months prior to your minimum sentence date.
3. Your Counselor may assist in completing the application for a Pre-Release program.
4. Satisfying the eligibility criteria for Pre-Release does not mean you will automatically be permitted to enter a Pre-Release program.

N. Recreation and Activities

There are scheduled periods for general indoor recreation, and outdoors depending on the weather. Structured activities and sports programs are available at each facility. Information about these activities is posted on the housing unit bulletin boards, contained in the Facility Handbook Supplement, and/or the dedicated cable television system.

O. Religious Activities (DC-ADM 819)

1. General Information
 - a. Each facility provides an interfaith chapel for religious activities and storage of religious materials. Chaplains for various faiths hold regular religious services. Schedules of various religious services and observations will be posted on the bulletin boards and/or the dedicated cable television system.
 - b. All chapel activities will be under the supervision of a facility or contract Chaplain, and/or an authorized faith group leader or approved volunteer, and security personnel, if necessary.
 - c. All chapel activities are scheduled through the Facility Chaplaincy Program Director (FCPD) and conducted on a regularly scheduled basis, if permitted by the Facility Manager/designee. Where possible, the religious activities of all groups will be scheduled at times consistent with the religious beliefs of the group.

2. Religious Items

- a. Religious articles, headgear, and medallions may be ordered through the FCPD. The FCPD maintains a list of approved religious items, prices, and vendors from which specific religious items may be ordered. All religious articles in an inmate's possession shall be appropriately recorded on a **DC-153, Personal Property Inventory**. Inmates whose religious items are not on the current list of approved religious articles may submit a **DC-52, Inmate Religious Accommodation Request Form** to the FCPD for consideration.
- b. Homemade or other unauthorized items are not permitted.
- c. Special foods may be provided as required for the celebration of major religious holidays consistent with established Department policy. Otherwise, food preparation shall conform to **DC-ADM 610**.
- d. Incense and oils are permitted during religious services only. Any incense or oil found in your possession is considered contraband.

3. Religious literature is permitted in accordance with **DC-ADM 803**.

4. Accommodations for Religious Beliefs

- a. If you wish to request a Religious Accommodation, you must send a **DC-52** to the FCPD and clearly explain your sincerely held religious belief. It is beneficial to supply written information from an outside faith group, including any publications that support your stated request.
- b. You may request a religious exemption to the hair or beard length requirement (as detailed in **DC-ADM 807**) by submitting a **DC-52** to the FCPD.
- c. Violation of the terms of an accommodation will be reported to the CCPM and the Administrator of Religious and Volunteer Services. If the violations are verified, your accommodation may be revoked. You may also be issued a misconduct.

5. Religious Advisors

- a. You may choose one religious advisor to visit you. The facility must first verify that this individual is a bona fide religious leader. No relative, family member or facility volunteer is permitted to serve as religious advisor without the approval of both the FCPD and the Facility Manager.
- b. You may have individual visits with your religious advisor. These visits will be handled as outlined in **DC-ADM 812**.
- c. The religious advisor is not permitted to bring the formal book of faith (Bible, Quran, or equivalent) into the visiting room. Books of faith are available in the visiting room.

P. Specialized Treatment Programs

1. Many specialized treatment programs are available. Some programs have guidelines that must be met for you to qualify. Specialized programs may be available for: sex offenders, emotionally disturbed inmates, veterans with Post Traumatic Stress Disorder (PTSD), substance abusers, batterers, older inmates, etc.

2. Programs that are recommended for you will be listed on your Correctional Plan. Your program recommendations will be determined by treatment needs, offense-related history and reentry needs. You will be automatically added to the waiting list for programming on your Correctional Plan. Enrollment is based on several factors that include pre-release consideration, minimum sentence date and PBPP review date.

Q. Telephone Calls (DC-ADM 818)

Telephones are located in each housing unit. Each facility sets the procedures and the hours that the phones may be used. You will be limited to a specified amount of time. When your time is up, you must hang up the phone and let the next scheduled person use the phone.

1. The phones may only be used to place pre-paid or collect calls to persons listed on your **Inmate Telephone Authorization List (DC-8A)** and to telephone numbers in the North American Calling Plan. For more information, see **DC-ADM 818**.
2. The use of the telephone system is a privilege. Misuse or violations of the rules may lead to your phone privileges being reduced or denied. You could also be prosecuted if you commit a crime using the phone.
3. During emergency conditions, the telephone company may have to temporarily shut down the system. In emergency situations, the facility may limit telephone calls.
4. Custody Level 4 inmates are permitted a maximum of three 15-minute calling blocks of time per week. Custody Level 3 inmates are permitted a maximum of one 15-minute calling block every day. Custody Level 3Y, 2, and 1 inmates are permitted two 15-minute calling blocks of telephone time every day.
5. Multiple calls per time block are permitted. Facilities may limit calling frequency below the maximum if the number of inmate telephones available does not allow for sufficient calling blocks of time, and for other operational reasons.
6. You are not permitted to make calls to:
 - a. a victim of the crime for which you are incarcerated, unless requested in writing by the victim and approved by the Facility Manager;
 - b. inmates, former inmates, parolees, probationers, or co-defendants, without the written approval of the Facility Manager;
 - c. any employee/former employee of the Department, unless requested in writing by the employee/former employee and approved in writing by the Facility Manager;
 - d. a judge, criminal justice official, prosecutor or court administrator without his/her prior written approval;
 - e. a minor child, unless approved in writing by the child's parent or legal guardian;
 - f. a member of the public who requests in writing to have his/her telephone number blocked;
 - g. toll-free or emergency number (e.g., 800, 888, 911), with the exception of toll-free numbers for the Pennsylvania Relay Service for TTY/TTD equipment for the hearing impaired and the Sexual Assault Hotline;

- h. a local, county, state or federal correctional facility, or to an inmate housed there without the prior written approval of officials at both facilities;
 - i. three-way calling, call forwarding and calls through a call forwarding service using a local phone number; and
 - j. calls through multiple long-distance carriers.
- 7. You are permitted to place a call on the Automated Inmate Telephone System (AITS) within 72 hours of initial reception or recommitment as a parole violator. The call will be limited to 15 minutes.
- 8. You must make a list of approved telephone numbers as outlined in **DC-ADM 818**.
- 9. You may place calls when you receive a computer listing of the telephone numbers that have been entered into the AITS under your Inmate Personal Identification Number (IPIN).
- 10. The IPIN number is your confidential personal property. Loaning, borrowing, or theft of the IPIN is not allowed and will result in a misconduct for any inmates involved.
- 11. The Facility Manager/designee may authorize the use of the facility owned telephone system, for the following reasons:
 - a. serious illness, hospitalization or death of an immediate family member;
 - b. contact with an attorney regarding legal matters which, because of an immediate deadline, cannot be handled in person or by correspondence;
 - c. court ordered conversations with the court; and
 - d. extraordinary or unusual circumstances.
- 12. If the use of the facility owned telephone is approved for a call, you must use your pre-paid calls or sign a **DC-138, Cash Slip** for the charges for the call.
- 13. In accordance with **18 Pa. C.S. §5701**, all telephone calls are subject to interception, recording, monitoring, and disclosure except those placed to or from an attorney representing you and the Sexual Assault Reporting Line. Attorney telephone numbers must be verifiable and will not be subject to recording or monitoring.
- 14. Calls placed to cell phones, cordless phones, or phones of inferior quality may be automatically terminated due to static, adverse weather conditions or weak signals. If this occurs, there will be no reimbursement for the call set-up fee that is incurred when the number is re-dialed. Likewise, if someone at the called number picks up an extension phone, the call may be automatically terminated, and you will not be reimbursed for the call set-up fee that will be incurred when the number is re-dialed.
- 15. A call on the AITS will be initially announced to the called party as originating from a correctional facility and subject to monitoring and/or recording. Announcements may be made periodically during telephone conversations. There will be no reimbursement for the time consumed by these recorded announcements.

R. Transfers

1. Incentive Based Transfers

- a. The following criteria, at a minimum, will be used for processing an inmate for incentive based L-2 transfer:
 - (1) the transfer should be closer to your home region;
 - (2) if you are currently in a program that you need to complete, you will not be transferred until you complete the program;
 - (3) hardship transfers in their own right will not be approved; they must also meet the criteria for incentive transfers;
 - (4) you must be following your Correctional Plan;
 - (5) you must be a Custody Level 2;
 - (6) you must not be scheduled for Parole review in the next nine months;
 - (7) you must be free of Class I misconducts for two years and no more than one Class II misconduct in the past year;
 - (8) you must have complied with the **Sections VII.B. (DNA Collection)** and **VII.C. (Megan's Law Registration)**, if applicable;
 - (9) you must have served two years in the facility or fifty percent (50%) of the minimum sentence, whichever is less.
- b. if you are transferred away from your home region for disciplinary reasons you will not be eligible for an incentive based transfer for a minimum of five years.
- c. In addition to the above criteria, the following apply to inmates with a life sentence:
 - (1) a lifer who has served at least 10 years in the Department may be eligible for transfer to his/her home region or closer to home;
 - (2) must have a period of 10 years of overall positive adjustment; and
 - (3) may be a Custody Level 3.

2. Rescinding of Incentive Based Transfers

If you receive an incentive based transfer but fail to maintain the incentive based criteria, you will be transferred away from your home region.

IV. Organizations (DC-ADM 822)

The Facility Manager and the Secretary must approve all inmate organizations. Your Facility Handbook Supplement contains a list of those at your facility.

V. Legal Issues

A. Criminal Violations (DC-ADM 004)

1. If any act constituting a crime in Pennsylvania is committed against you by anyone, you may press charges against that individual(s). If such an act occurs, it is your duty

to notify the staff so that they may take appropriate action, including those listed in **DC-ADM 004, "Criminal Violations."**

2. Any act that constitutes a crime may also be handled as misconduct. Disciplinary action may be taken in addition to criminal prosecution. Refer to **DCADM 004**.
3. All laws of the Commonwealth of Pennsylvania apply to you while you are in the custody of the Department and criminal charges can be filed against you. There are other laws that directly relate to your conduct because of your conviction or incarceration. These include, but are not limited to:
 - a. Escape (**18 Pa.C.S. §5121**);
 - b. Weapon or Implements of Escape (**18 Pa.C.S. §5122**);
 - c. Contraband (**18 Pa.C.S. §5123**);
 - d. Assault by Prisoner (**18 Pa.C.S. §2703**);
 - e. Assault by Life Prisoner (**18 Pa.C.S. §2704**);
 - f. Bribery in Official or Political Matters (**18 Pa.C.S. §4701**);
 - g. Threats and Other Improper Influence in Official and Political Matters (**18 Pa.C.S. §4702**);
 - h. Riots (**18 Pa.C.S. §5501**);
 - i. Kidnapping (**18 Pa.C.S. §2901**);
 - j. Arson (**18 Pa.C.S. §3301**);
 - k. Criminal Mischief (**18 Pa.C.S. §3304**); and
 - l. Involuntary Deviate Sexual Intercourse (**18 Pa.C.S. §3123**).

B. DNA Collection

If you have been convicted of a felony, you are required to give a DNA sample. To find out if this applies to you, please consult your Counselor.

C. Megan's Law Registration

1. If you have been convicted of certain sexual offenses, you are required to register with the Pennsylvania State Police (PSP) upon your release. To find out if this applies to you, please consult your Counselor.
2. If you are already registered with the PSP, you must complete the required change of address worksheet each time you are transferred, as well as the reporting forms sent to you by the PSP. Your Counselor will help with this.

D. Legal Services (DC-ADM 007)

1. Each facility maintains a Law Library that makes legal reference materials available to all inmates. A list of the legal materials available in the library is outlined in **DC-ADM 007 "Access to Provided Legal Services."**

2. These legal reference materials will be supplemented or replaced according to the schedule established by the publisher and at the direction of the Librarian, based upon the facility's specific need.
3. You may request any legal material you believe to be valuable to you in seeking legal remedies.
4. The Facility Handbook Supplement includes the specific hours that the Law Library is open and rules about the Law Library.
5. Each facility provides on-site legal document photocopying services.
6. Most documents submitted to courts do not have to be notarized. If you must have legal documentation notarized, the Notary at the facility will provide the service without charge. A **DC-135A** should be used to request Notary Public Services.
7. If you are transferred out-of-state pursuant to an Interstate Corrections Compact and request Pennsylvania legal materials, your request will be referred to the librarian at your last Department facility. That facility will be responsible for copying the requested material and sending it to the librarian at the facility where you are confined. You will be responsible for any copying and postage charges.
8. If you are, or if you become indigent, you may be given a reasonable amount of paper, carbon paper, and a pen or the use of a pencil to prepare legal documents. Facility staff may ask questions concerning the work you are doing to determine what materials are necessary.
9. Advance Directive Declaration for Health Care (Living Will)
 - a. You will be asked if you wish to sign an Advance Directive Declaration (Living Will). This document will ensure that your wishes are followed if you become incompetent and in a terminally ill condition or in a state of permanent unconsciousness.
 - b. You may also choose to name someone (a surrogate) to make medical decisions for you if you become incompetent and in a terminal condition or in a state of permanent unconsciousness.
 - c. Staff will explain the declaration form in which you can decide specific forms of treatment that you do not wish to receive, and the surrogate provision where the person you have chosen may make these decisions on your behalf.

10. Request to Use Name Different From Commitment Name

You must use your committed name for all correspondence, grievances, appeals, etc. An inmate who has made a permanent legal change to his/her name that differs from his/her commitment name, must submit a request to the Facility Manager for permission to use the new name for limited purposes. This request must include the reason(s) why the inmate wishes to use the new name and must include the appropriate documentation to support this request.

E. Release of Information (DC-ADM 003)

1. You may request access to information maintained in your file by sending a **DC-135A** to the appropriate staff member. **DC-ADM 003** lists the information that is available and the appropriate staff member to ask.
2. Persons other than inmates may request access to inmate information by writing to the Superintendent's Assistant.
3. All requests for information must be accompanied by a **DC-108, Authorization for Release of Information Form**. You must sign the **DC-108** for the information to be released. The **DC-108** is available in the library.
4. You may not receive information about other inmates.
5. A request for Department information is made by sending a request slip to appropriate Central Office staff. A list of the available information, and the appropriate staff member, is contained in **DC-ADM 003**.
6. The **US Freedom of Information Act (5 USCS § 552)** is a federal statute that governs access to information maintained by federal agencies. Since the Department is not a federal agency, the Department is not subject to the Freedom of Information Act and it will not provide information pursuant to such requests.
7. The **Pennsylvania Right-to-Know Law (65 P.S. § 67.101 et seq.)** governs access to "public records" of the Department. Right-to-Know Law requests must be sent to the Department's Open Records Officer in accordance with the procedure contained in **DC ADM 003**. Requesters are responsible to pay for the cost of copies, postage and/or other applicable charges prior to accessing any records which have been granted pursuant to a Right-to-Know Law request.
8. All copying charges are contained in the **DC-ADM 003**.

F. Riots, Hostages, and Disruptive Behavior

1. You may not interfere with an employee in the performance of his/her duties. You may not, either alone or with others, try to escape, riot, or disrupt normal facility routine. You may not detain or hold any person as a hostage. If this happens, there will be no resolution until the facility is brought under control and hostages, if any, are released.
2. Any employee who is taken as a hostage loses his/her rank, identity, and authority as an official while being held as a hostage. Any orders or requests made by such hostage will not be recognized nor acted upon by other staff.
3. During a hostage situation there will be no change in policies of the Department. The standing orders and the duties of all employees not held hostage will remain unchanged. Taking hostages and making threats will not result in your demands being met or your release from custody.

4. There will be no amnesty given. Persons holding hostages will not be excused from prosecution.

G. Sentence Calculation Questions

If you have any questions regarding your sentence calculation, you should send a **DC-135A** to the Records Office at the facility. If the response does not answer your question or resolve the issue, you may use the grievance system as outlined in **DC-ADM 804**.

VI. Medical Services

A. Accommodations for Inmates with Disabilities (DC-ADM 006)

1. Qualified health-care personnel will give you a medical and mental health screening/appraisal within 14 days of your commitment.
2. The facility medical department, through qualified personnel or specialists will determine if you have a disability, unless previously diagnosed, determine the level of accommodation(s) you may need, and provide the appropriate medical treatment, as required by the condition.
3. In determining the type of auxiliary aid and/or service necessary, consideration will be given to your requests. This information will be recorded in your medical file.
4. In addition to the factors considered in making facility assignments, consideration may be given to facilities where the accommodations are provided.
5. If you are diagnosed as mentally and/or physically impaired you may be assigned to a Special Needs Unit, depending on the severity of the disability.

B. Medical Services (DC-ADM 820)

1. Explanation of the Medical Services Program
 - a. You will be advised of the medical services fees and payment procedures during your intake medical screening.
 - b. You will receive written notice of any changes in medical service fees and payment procedures within 60 days after the effective date of a regulation that modifies the fee for medical services and payment procedures.
 - c. At the time of service, medical staff will inform you whether a fee will be charged for the medical service. A fee will be assessed each time a medical service is provided to you, except when multiple services are performed at one visit, at the discretion of the health care professional.
 - d. If a fee is to be charged for the medical service, you will be required to sign an authorization form which describes the medical service provided, the amount that will be taken from your inmate account, and authorizes the Department to take the funds. The **DC-138A, Cash Slip**, will be used for this purpose.

- e. You will not be refused a medical service for financial reasons. If you lack sufficient funds to pay a medical service fee, funds will be taken from your account as soon as sufficient funds are deposited in your account. This will continue until the debt is paid.
- f. The Department may seek to recover any amount owed for medical services fees by you if you are released.
- g. You may be charged for the necessary medical services for your actions against another inmate.
- h. For more information on paying for medical services, and a list of services for which you will or will not be charged a fee, refer to **DC-ADM 820**.

2. Access to Medical Services

- a. The Facility Handbook Supplement contains Sick Call procedures that ensure you have regular access to the Medical Department.
- b. Each facility has procedures ensuring that emergency medical treatment is available at all times.

3. Private Medical Insurance

- a. If you have private medical insurance or VA health care benefits, you must pay for your own medical needs through the insurance.
- b. The insurance payment will be paid to the Commonwealth of Pennsylvania for deposit in the General Fund.

4. Dental Care Program

- a. Upon admission you will receive a dental screening. After you are screened or examined, a treatment plan will be written by the dentist and services will be scheduled according to the severity of the observed dental conditions.
- b. If you experience dental problems, you may access dental care by submitting a sick call request slip to the Dental Department. If you elect to use the dental sick call system, you will be charged a co-pay fee in accordance with **DC-ADM 820**.

VII. Property (DC-ADM 815)

A. Basic Issue

- 1. At the time of reception, specific personal Items listed in the **DC-ADM 815** may be retained after being examined and screened thoroughly for contraband. Items that you may not retain will be destroyed or sent to a person you designate. You will receive a copy of your property inventory list on a **DC-153** form for your records.
- 2. All items issued to you are for your personal use and may only be used by you. Any abuse or misuse of these items may result in a misconduct.

B. Cell Content Limit

1. While in general population, you are permitted storage space equal to four records center boxes. This space may be made up of four records center boxes or one footlocker and two record center boxes. In cells that have a built-in or freestanding storage cabinet, you are permitted to use that space and either two records center boxes or one footlocker.
2. While in General Population and/or DCC status, you are permitted to have the following items in your possession:
 - a. items listed on your **Personal Property Inventory (DC-153)**;
 - b. basic issue and state issued clothing items listed in **DC-ADM 815**;
 - c. commissary items and quantities indicated in **DC-ADM 815**;
 - d. outside purchase items and the quantities indicated in **DC-ADM 815**; and
 - e. only your own prescribed self-medication with current treatment dates. Expired medications will be returned to the Medical Department.
3. Exceptions will be made for items issued to you as part of a Department approved treatment, educational, or activities program.

C. Commissary

1. General Information
 - a. You may order commissary items on a weekly basis. Items such as toilet articles, snacks, etc., are available. There are also several items that may be ordered by outside purchase list through the business office.
 - b. You may receive commissary once each week and you will be permitted to spend the maximum dollar amount indicated in **DC-ADM 815**.
 - c. The commissary distribution schedule will be posted on the bulletin board in your housing unit. The schedule is subject to change during holidays, this information will be posted.
 - d. You must bring your ID card in order to receive your order.
 - e. In order to receive a new razor you must bring your intact used razor; exchange is one for one only.
 - f. Order changes and add-ons will not be permitted. Substitutions will not be made for out of stock items.
 - g. You should inspect your order for completeness before signing for the purchase. Discrepancies cannot be honored after you leave the commissary. Refunds are only given for damaged, missing, or incorrect items.

- h. Outside purchases, newspapers, smoking cessation patches, pre-paid telephone calls and approved organizational ticket purchases are not included in the maximum dollar amount limit. During the holiday period of Thanksgiving through the first week of the New Year, the weekly dollar amount that you may spend will be increased. Holiday food packages, from an approved vendor, are optional at each facility.
- i. Orders that arrive while you are on ATA will be held until you return. If you are transferred prior to receiving an order, the order will be shipped to your new facility.

2. Approved CI Catalog

A Central Commissary Committee is responsible for maintaining the approved CI Catalog. A current approved CI Catalog will be available on the housing units and in the library.

D. Contraband

1. You may not have any item in your possession, or under your control, that was not issued to you by the Department, purchased by you through the commissary, and/or otherwise approved for you by the facility.
2. If you become aware of contraband anywhere within the facility or on the grounds, you must report it immediately to a staff member.
3. Contraband includes, but is not limited to:
 - a. weapon, gun, firearm, or ammunition;
 - b. unauthorized explosive, corrosive, or flammable material;
 - c. unauthorized tool, or a tool not under the direct supervision of a staff member;
 - d. cash currency;
 - e. credit/charge card(s) or credit/charge card application forms;
 - f. item(s) not issued through approved channels;
 - g. stamps and pre-paid envelopes sent to the facility from the outside;
 - h. publication(s) that advocates and assists in filing bogus or fraudulent Uniform Commercial Code (UCC) liens;
 - i. forms that may be used in the fraudulent filing of UCC claims and/or publications that promote this practice;
 - j. fraudulent IRS tax returns and/or IRS or state income tax forms that may be used in the fraudulent filing of tax returns;
 - k. items not approved for mail delivery or not approved for a visitor to introduce;
 - l. pornographic materials or materials depicting nudity, in accordance with Department policy **DC-ADM 803, Inmate Mail and Incoming Publications;**
 - m. gang-related materials, literature, photographs, graffiti, etc.;
 - n. civilian clothing and/or non-authorized colored t-shirts;
 - o. property belonging to another inmate;
 - p. implement(s) of escape;
 - q. any item used to indicate gang affiliation;
 - r. personal items or valuables whose ownership cannot be determined;

- s. three dimensional art objects;
- t. personal property in excess of the allowable limits (items such as televisions, typewriters, radios, jewelry, etc., which are of value must be disposed of in accordance with established state guidelines and procedures);
- u. perishables (excessive amounts), intoxicating beverages, intoxicants, or materials used in fermentation;
- v. expired prescribed medications and non-prescribed medications, expired over-the-counter medications, and prescribed medication removed from its original packaging (blister pack) and not consumed immediately by the inmate;
- w. controlled substances as defined by the **Controlled Substance, Drug, Device and Cosmetics Act, 35 Pa. C.S.A. §780-101 (April 14, 1972, P.L. 233, no. 64) and drug paraphernalia;**
- x. bodily fluids and hazardous wastes;
- y. cell phones, wireless handheld data devices, cameras, DVD players, etc.;
- z. any article specifically prohibited by state or federal statute, Department policy, or regulation; and
- aa. any item that can reasonably be used to facilitate a crime or misconduct.

E. Outside Purchases

1. You are permitted to purchase certain approved items from approved vendors. Only items listed in **DC-ADM 815** may be purchased.
2. Items available in the commissary must be purchased from the commissary. Approved non-consumable items that are not stocked in the commissary may be approved for outside purchase.
3. Religious items are purchased in accordance with **DC-ADM 815** and **DC-ADM 819** and with the permission of the Facility Chaplain Program Director (FCPD).
4. All purchases must be approved before the item is received by the facility. You must submit a **DC-815A Outside Purchase Approval Form** to request an outside purchase. All requests for outside purchase must be reviewed by a designated facility official, who may approve or disapprove the request. Approval of the **DC-815A** is conditional. Final approval is made upon inspection when the item is received. You are limited to one outside purchase order per month.
5. You must have the funds to make an outside purchase in your personal account at the time of request. The funds needed for your purchase will be set-aside at the time the order is processed. Credit and layaway purchases are not permitted.
6. Return of items will be at your expense. Non-returnable items are considered contraband.
7. You must pay all costs associated with outside purchases including taxes, postage, and delivery charges. The facility may refuse to accept any outside purchase item for which postage or any other money is due or for which the request was not properly processed.

8. Only items shipped directly from a permitted vendor to the facility will be accepted and all packages must be addressed to you. The address on the package must contain your committed name, your Department number, and the complete address of the facility in which you are housed. The vendor or store name and return address must be clearly shown on the outside of the package. No handwritten labels, business cards, or store receipts will be accepted. Packages not meeting these requirements will be sent back to the vendor or store as undeliverable and without the facility assuming any responsibility for the package. The facility may decline to accept any package that is not properly addressed.
9. The only exceptions are packages containing personal clothing for parole. These packages must be clearly marked "Parole Clothes" and sent within 30 days of your release date.
10. All packages delivered to the facility will be opened and searched. If contraband is found, the package will be confiscated and it may be returned to the sender or held for evidence. Any money concealed in a package received by the facility is contraband and will be deposited in the IGWF. Promotional gifts received with an outside purchase, which are determined to be contraband, will be mailed home at your expense, or destroyed.
11. Each electronic device will be tested to ensure it works. After the device is tested and you accept it, it will be engraved to mark your name and number. This is to establish ownership during searches and/or if an item is reported stolen. All electronic devices will be searched for contraband and the tops of all screws used in the item will be painted in order to detect tampering.

F. Shipping of Personal Property

1. When you are transferred from one facility to another, you will make a personal inventory list and pack all your property in the presence of an officer. Both you and the officer will sign the **DC-153**.
2. No more than two record center boxes and a television box will be shipped with you. A footlocker may be used in place of the two record center boxes.
3. The sending facility will ship permitted excess written materials in remaining boxes by the least expensive common carrier available (U.S. Mail, UPS, etc.) to the receiving facility or to a person you designate at your expense, or the items will be destroyed.
4. If you are approved as indigent, only excess legal papers will be shipped and your account will be charged.
5. At the receiving facility, you will unpack and re-inventory the property in the presence of an officer. Both you and the officer must sign the **DC-153**.
6. In the case of Authorized Temporary Absence, such as going to court, that is expected to last more than one day, you will be given boxes in which to pack personal

property. It is your responsibility to make sure you pack any/all legal materials that you need for court.

7. All personal property will be packed prior to your release and placed in an orderly manner in your cell or stored as directed by the facility. You will be responsible for packing your own items and sealing the boxes with tape. When the boxes are sealed, you should make an appropriate mark of some type, including your full name and number, over the tape so that it can be determined whether the boxes have been opened. A Housing Unit Officer, or other staff member, will issue you a receipt for the number of boxes only, not what is in them. You will also sign the receipt and the boxes will remain at the facility. If you refuse to sign the appropriate forms, two employees will certify that the inventory is correct. The form will then be marked indicating that you refused to sign it.
8. In cases when you cannot be present during inventory procedures, the property officer and another employee will process the property and both will sign the form.
9. An inmate is not permitted to pack another inmate's property. However, a cellmate may be present to identify items in order to determine ownership of unmarked items.

G. State Issued Items

1. The clothing that you are issued must be worn to all work details and to all scheduled facility activities (e.g., school, religious activities, etc.). Sweat clothes (cocoa brown only), T-shirts, and thermal underwear (white only, with the exception of female inmates who are permitted to wear brown) may be worn under state issued clothing.
2. You may wear authorized clothing items (e.g., sweat clothes, T-shirts, shorts, etc.) during unit recreation, in cells, dormitories, in the yard, to the gym, or to other recreational activities for which sportswear is required.
3. If you are assigned to a special work area you will be provided special clothing or protective equipment (e.g., facemasks, gloves, protective helmet, goggles, fluorescent vest, etc.) as required.

VIII. Rules

A. Administrative Custody Procedures (DC-ADM 802)

1. Administrative Custody (AC) is a status of confinement that provides the highest level of security and control. If you are placed in this status, you will not have the same privileges as the inmates in general population. An AC inmate who is assigned to a Special Housing Unit (e.g., Special Management Unit (SMU), Secure Special Needs Unit (SSNU), etc.) will have privileges as defined within the Unit's Handbook and according to the program level the inmate has attained.
2. You may be transferred from general population to AC status by order of the Shift Commander for the following reasons:

- a. you are in danger from some person(s) in the facility and you cannot be protected by alternate measures;
 - b. you are a danger to some person(s) in the facility and the person(s) cannot be protected by alternate measures;
 - c. you are a danger to yourself;
 - d. you are suspected of being involved in or are suspected of being the instigator of a disturbance;
 - e. you pose an escape risk in a less secure status;
 - f. you have been charged with or are under investigation for a violation of facility rules and there is a need for increased control pending disposition of charges or completion of the investigation;
 - g. you have requested and been granted self-confinement;
 - h. you are being held temporarily for another authority and are not classified for the general population of the holding facility;
 - i. no records are available to determine your custody level and/or essential information to determine your housing and/or custody status is not available;
 - j. you have a detainer for a pending capital case, for which the prosecution is seeking the death penalty;
 - k. you are a phase 1 capital case; and/or
 - l. you have completed a DC sanction but one or more of the above reasons exist or general population bed space is not available.
3. Whenever practical, you will be given a written notice of the reasons for AC prior to placement, but in all cases within 24 hours after placement. This written notice shall be prepared on a misconduct from **DC-141, Part 1** by indicating "Other."
 4. If you are placed in AC status for a reason other than a pending misconduct charge, the PRC shall conduct a hearing not more than seven working days, excluding weekends and State holidays, after AC placement, and you will be given the reason for your placement. You may waive this hearing at any time prior to the hearing's completion. Any refusal to attend a hearing, if you are able to do so, is a waiver of the proceeding as is disruptive behavior during it. You may not appeal the results of a hearing you refuse to attend.
 5. You will be allowed to respond to the reasons for AC placement. You may tell your version verbally or submit it in writing. A committee member will write down a summary of any relevant verbal statement you make.
 6. You may appeal the decision concerning your initial confinement in AC status in accordance with Department policy **DC-ADM 802**. Your right to appeal terminates when you are released from AC status.
 7. If you are placed in AC status as pre-hearing confinement on a misconduct charge, no hearing will be held on the reasons(s) for confinement if a hearing on the misconduct charge is held within seven working days, excluding weekends and state holidays, and the misconduct charge is disposed of at the hearing. A request to continue the disciplinary hearing is an automatic waiver of the hearing on the reason(s) for pre-hearing confinement.

8. Absent the Facility Manager's written extension, confinement in AC status for investigative purposes will not exceed 15 calendar days, in accordance with policy **DC-ADM 802**.
9. The Facility Manager/designee or the PRC may release you from AC status to general population at any time during your AC confinement, unless you have been identified as restricted for release. If you have been identified as restricted for release from AC status, the Facility Manager/designee must request the approval of the Secretary/designee in order for you to be released.

B. General Rules

In addition to the rules mentioned below, there are specific rules for the facility. Those rules are in the **Facility Handbook Supplement**.

1. Staff members will give you directions and/or instructions when needed. All directions and/or instructions are considered orders and must be followed promptly. If you fail to do so, you may be issued a misconduct.
2. If you have received conflicting orders from different staff members, you must follow the last order given.
3. Things may happen that are not covered by specific rules. If this happens you should ask a staff member for help or direction.
4. Tampering with or destroying state property is not permitted.
5. You and other inmates may not congregate, hold any group meetings, or form any organizations without proper approval of the Facility Manager. The facility will make time and space available for approved meetings.
6. You may not possess or circulate any petitions or place any signs or posters anywhere in the facility.
7. Practicing martial arts such as judo, karate, or other arts of self-defense, and drilling or marching is not permitted.
8. You are expected to approach staff with respect and courtesy. Staff should be addressed by their title (Captain, Doctor, etc.) or by "Mister" and if their last name is known ("Mister Smith," etc.). For women, the appropriate Mrs., Ms., Miss., Ma'am, etc. should be used.
9. The Clean Indoor Air Act prohibits smoking inside public buildings. Proper receptacles for cigarette butts are located in various locations around each facility. If you are found smoking or using tobacco products in any building within the institution, a misconduct may be issued.

C. Housing Unit Rules

1. The operation of Housing Units varies from facility to facility. Follow the directions given to you by Housing Unit staff.
2. Beds must be made daily and your cell must be clean and orderly.
3. Sheets, a pillowcase, and a blanket are provided and must be used on your bed and not used for any other purpose. Towels are provided for showering and must not be used for any other purpose. Sheets and pillowcases will be changed on the day scheduled for your housing area.
4. Loud talking, whistling, singing, or any other form of noisy behavior is not allowed in the housing area. You may only talk in a low tone with the person in the cell on your immediate right or left or in adjacent bunks. Talking after lights out is not permitted.
5. Passing of items between cells is not permitted.
6. Changes to your cell or living area are not permitted without prior written approval of your Unit Manager.
7. Unless approved, nothing is to be affixed to the bars, vents, windows, beds/bunks, walls, or cell doors. Special areas within each cell or living area may be used for pictures and/or posters, as determined by the facility. Pictures and/or posters displaying nudity are prohibited.
8. You are responsible for the things in your cell or living area; you will be held accountable for any contraband found on your person, among your belongings, or in your cell or living area. Any contraband found in common areas will be considered yours, whether it belongs to you or not. You should check your cell or living area to make sure that no contraband is present. If you find contraband, you should immediately tell a staff member.
9. You are responsible for the personal property in your possession. The facility is not responsible for articles lost, stolen, or damaged, unless the accidental damage is the result of negligent staff actions.
10. You may not enter any cell other than your own, or to allow any other inmate to enter your cell unless he/she is assigned to the same cell.
11. You are responsible for the cleanliness of your cell or living area and you must keep the toilet, washbasin, and all other fixtures neat and clean at all times. If repairs to cell fixtures or equipment are needed, you must report it to a housing unit staff member.
12. Go directly to your cell/bunk when returning to the housing area unless instructed to do otherwise. Loitering on the housing unit is not allowed. When you enter your cell, you are responsible for closing the cell door.

13. You must be completely dressed when out of your cell or living area except for showers. Sweat clothes may be worn to the yard/gym and dayroom.
14. When the signal is given for a count, you must immediately stand by your cell door or bunk, with the light on, so you are clearly visible to the officer taking the count. You must remain silent during count. If it is necessary to take a recount, you must go through the same procedure. When count is completed, you will be notified by an announcement. Counts taken after evening lockup will be silent counts and, except for you being visible to staff, the above does not apply.
15. Earphones must be used with personal radio, televisions, and electronic musical instruments at all times unless otherwise approved by the facility. These items may not be carried from place to place while playing.
16. All trash must be put in the trashcans or containers provided.
17. No pets are allowed, except as permitted for the Prison Pup Program.
18. Shower facilities and clothing are provided for you, and you are expected to maintain acceptable personal hygiene, be neatly dressed, and conscious of your personal hygiene at all times. If personal cleanliness (failure on your part to keep clean) becomes a problem, staff members will notify you and you are required to correct the situation. If you refuse, you may be issued a misconduct.
19. Fire drills are conducted on a regular basis. When a drill is announced, exit the housing unit in a quiet, orderly manner as directed by staff.

D. Misconducts (DC-ADM 801)

1. If you break a Department or facility rule, you may be issued a misconduct. All rule violations are reported on a **DC-141, Misconduct Report, Part I**. The misconduct report is used to give you notice of the rule violations with which you have been charged and report the facts of the charges. The report will be used as evidence against you during the formal misconduct hearing or informal resolution meeting. A list of the misconduct charges can be found in this handbook.
2. You will be given a copy of the **DC-141** the same day as it is written. If you are not given a copy the same day the report is written, the Shift Commander/designee must determine why the report was not given to you and indicate the reason on the misconduct report.
3. If the misconduct charge is of a serious nature, the Shift Commander may place you in pre-hearing confinement in the Restricted Housing Unit until you have a hearing. If you are placed in pre-hearing confinement, the Facility Manager/designee will review your placement within 72 hours.
4. Misconducts are disposed of by either an informal resolution meeting with your Unit Manager or a formal hearing conducted by the Hearing Examiner. The misconduct

charges eligible for informal resolutions are Class I charges #'s 35 through 46, and all Class II charges.

5. For an informal resolution, the Unit Manager/designee and at least one other member of the Unit Management Team will meet with you for disposition of the charges within seven working days, excluding weekends and state holidays. The reporting staff member is not required to attend the meeting.
6. If you refuse to attend the informal resolution meeting, the Unit Manager will return the misconduct report to the Shift Commander and it will be forwarded to a Hearing Examiner for a formal hearing. If the misconduct report is handled formally, a Hearing Examiner will conduct the hearing.
7. You are expected to attend the misconduct hearing. If you refuse to attend, you will be asked to sign a waiver advising you that you have a right to a hearing but you may waive that right. If you refuse to attend the hearing or sign a waiver, two staff members who witness the refusal will sign the waiver from and the hearing will be held without your presence. The Hearing Examiner will determine guilt or innocence, and a sanction will be imposed if you are found guilty. You may not appeal the results of a hearing you refuse to attend.
8. If you become disruptive at the hearing or refuse to follow the instructions given by the Hearing Examiner, you will be removed and the hearing will be conducted without you being present.
9. In cases when it is apparent that you are unable to collect and present evidence effectively on your own behalf, assistance will be permitted. You must be unable to understand the English language or be unable to read or understand the charges and/or the evidence to have assistance.
10. If you are physically or mentally unable to participate in a hearing, the Hearing Examiner will postpone the hearing until you are able to participate. The decision to postpone a hearing for one of these reasons will be in writing and will be made at the time the hearing would have been held.
11. In misconducts involving financial loss or cost because of your behavior, the Hearing Examiner may impose costs against you for replacement or repair of items.
12. The Hearing Examiner may dismiss any misconduct charge without prejudice, to permit recharge without deciding if you are guilty or innocent.
13. If you are found guilty of an alcohol or drug-related misconduct, the Hearing Examiner will complete a **Drug-Related Misconduct Form** and give you a copy. This form will serve as your notice that you were found guilty of a misconduct for dealing, possessing, or using (including by urinalysis or refusal to submit to urinalysis) illegal drugs, un-prescribed drugs or controlled substances and that you will be prohibited from having contact visits for the period specified below.

- 1st offense – 180 days**
- 2nd offense – 360 days**
- 3rd offense – indefinitely**

- 14. If your contact visits are prohibited indefinitely because of drug related misconducts, you must wait three years and complete Alcohol and Other Drugs Treatment programming before you can ask the Facility Manager to permit contact visits again and they may not be reinstated unless approved by the Regional Deputy Secretary.
- 15. The Hearing Examiner may reduce the classification of any Class I misconduct (except charges #1 through #15) to a Class II misconduct. If you are found guilty of Class II misconduct charges, you may be subject to one or more sanctions except placement in disciplinary status and loss of pre-release status.

Misconduct Charges

Class I Charges (Formal Resolution Only)

1. Assault	24. Extortion or blackmail
2. Murder	25. Sexual Harassment
3. Rape	26. Any criminal violation of the Pennsylvania Crimes Code not set forth above (must be specified)
4. Arson	27. Tattooing, or other forms of self-mutilation
5. Riot	28. Indecent exposure
6. Escape	29. Engaging in, or encouraging unauthorized group activity
7. Robbery	30. Breaking restriction, quarantine or informal resolution sanction
8. Burglary	31. Gambling or conducting a gambling operation or possession of gambling paraphernalia
9. Kidnapping	32. Possession or circulation of a petition, which is a document signed by two or more persons requesting or demanding that something happen or not happen, without the authorization of the facility Manager
10. Unlawful Restraint	33. Using abusive, obscene, or inappropriate language to or about an employee
11. Aggravated Assault	34. Violating a condition of a pre-release program.
12. Voluntary Manslaughter	
13. Extortion by threat of violence	
14. Involuntary Deviate Sexual Intercourse	
15. Threatening an employee or His/her family with bodily harm	
16. Fighting	
17. Threatening another person	
18. Threatening, harassing, or Interfering with a Department K-9 or mounted patrol horse	
19. Engaging in sexual acts with Others or sodomy	
20. Wearing a disguise or mask	
21. Failure to report an arrest for any Violation of the Pennsylvania Crimes Code (Community Corrections Centers only)	
22. Possession or use of a Dangerous or controlled substance	
23. Possession or use of intoxicating beverages	

Class I Charges (Eligible for Informal Resolution)

- | | |
|---|---|
| <ul style="list-style-type: none"> 35. Refusing to obey an order 36. Possession of contraband including money, implements of escape, non-prescribed drugs (or drugs which are prescribed, but which the inmate is not authorized to possess), drug paraphernalia, poisons, intoxicants, materials used for fermentation, property of another, weapons or other items which in the hands of an inmate present a threat to the inmate, others or to the security of the facility. 37. Violation of visiting regulations 38. Destroying, altering, tampering With or damaging property | <ul style="list-style-type: none"> 39. Refusing to work, attend school or attend mandatory programs or encouraging others to do the same 40. Unauthorized use of the mail or telephone 41. Failure to stand count or interference with count 42. Lying to an employee 43. Presence in an unauthorized area 44. Loaning or borrowing property 45. Failure to report the presence of contraband 46. Theft of services (i.e., cable TV or other facility services) |
|---|---|

If you are charged under Section B. with possession of an item of contraband which is a weapon or an item which in your hands presents a threat to others or to the security of the facility, and the item also has a legitimate use in the area discovered, credible evidence that the item has been used only for the legitimate purpose may reduce the rule violation to a Class II. Possession of drugs (as determined by laboratory analysis), alcohol, poisons, and/or weapons are not eligible for informal resolution.

Class II Charges (Eligible for Informal Resolution)

- | | |
|--|--|
| <ul style="list-style-type: none"> 47. Body punching, or horseplay 48. Taking unauthorized food from the dining room or kitchen 49. Failure to report or unexcused absence from work, school, or mandatory programs 50. Smoking where prohibited | <ul style="list-style-type: none"> 51. Possession of any items not authorized for retention or receipt by the inmate not specifically enumerated as Class I contraband 52. Any violation of a rule or regulation in the Inmate Handbook not specified as a Class I misconduct charge |
|--|--|

Any attempt to commit any of the above listed charges is a misconduct of the same classification as the completed act.

Misconduct Procedures

- 1. Misconduct written by staff member.
- 2. Misconduct is given to the inmate on the day it is written.
- 3. **DC-141 Part II(A), Inmate Request for Representation and Witnesses** to be submitted by 9:00 am the day after the misconduct is served.
- 4. **DC-141 Part II(C), Hearing Supplement, Inmate Version, and Witness Statement** may be submitted at the misconduct hearing

Informal Resolution Meeting

- 1. Meeting is held within seven days of the misconduct being served.
- 2. Meeting is conducted by the Unit Manager/designee and at least one other Unit Management team member.
- 3. Assistance or witnesses are not permitted.

Informal Sanctions

1. No action;
2. Reprimand and/or warning;
3. Refer to Hearing Examiner for a formal misconduct hearing;
4. Up to seven days cell restriction;
5. Up to seven days loss of specific privileges (e.g., telephone, yard, day room, etc.);
6. One week loss of commissary; and/or
7. Assignment of additional work duties for which you will not be paid; and/or payment for damaged/destroyed state property, for which you agree to pay. If you do not agree, the matter will be forwarded for a formal hearing.

Formal Hearing

1. Hearing will be scheduled no less than 24 hours or no more than seven working days, excluding weekends and State holidays, after notice of the misconduct is served.
2. Conducted by a Hearing Examiner.
3. Assistance or witnesses permitted as approved by the Hearing Examiner.

Misconduct Sanctions

If found not guilty, this will be recorded in writing and you will be given a copy. No reason is required for a not guilty decision. Any record of the misconduct will be removed from your record and kept in a separate file until you are released or transferred. If you are found guilty the sanction indicated below may be imposed:

1. placement in the RHU for a period not to exceed 90 days per misconduct charge.
2. cell restriction for a period not to exceed 30 days per misconduct charge. Cell restriction is total confinement to general population cell, dorm area or cubicle, except for meals, showers, one formal religious service per week, commissary, law library and one 1-hour specified daily exercise period. Participation in programs, school, work is suspended;
3. loss or privileges for a prescribed period. Privileges lost must be specifically identified and shall, where possible, be related to the misconduct violation. Privileges include television, radio, telephone, and commissary for up to 180 days, visiting suspension or restriction for up to 60 days, yard and blackout;
4. loss of job assignment (mandatory for a guilty finding of misconduct charges #1 - #34);
5. assessment of costs as a result of your behavior;
6. reprimand, warning, counseling;
7. final disposition of confiscated contraband;
8. revocation of pre-release status and/or outside program codes; and/or
9. Limitation of commissary privileges to ten dollars a week for up to one year following a finding of guilt for a misconduct involving gambling.

Misconduct Appeal Process

Informal Charges

1. only in those cases that the sanction is disproportionate to the offense.
no appeals are permitted from a finding of not guilty.
2. of not guilty.

Formal Charges

1. the procedures were contrary to law, Department policies, or regulations;
2. the punishment is disproportionate to the offense; and/or
3. the findings of fact were insufficient to support the decision.
4. no appeals are permitted from a finding of not guilty.

First Level of Appeal – Program Review Committee (PRC)

1. The appeal to the PRC must be submitted with 15 calendar days of the informal meeting or misconduct hearing.
2. All appeals must be written on a **DC-141 Part 2E form** and must be signed.
3. Only one appeal to PRC is permitted for each misconduct report.
4. The PRC may:
 - a. reject any appeal that does not conform to the procedures outlined above;
 - b. uphold the Hearing Examiner’s or Unit Management Team’s decision;
 - c. uphold the finding of guilt, but modify the punishment;
 - d. vacate the decision and remand back to the Hearing Examiner for a rehearing;
 - e. vacate the decision and charge to permit recharge and rehearing; and
 - f. dismiss the charge and prohibit recharge.
5. A written statement of the PRC decision is given within seven working days.

Second Level of Appeal (Facility Manager)

1. The appeal to the Facility Manager must be submitted within seven calendar days of the receipt of the PRC’s decision.
2. All appeals must be in writing on a **DC-141, Part IIE**.
3. Only one appeal to the Facility Manager is permitted for each misconduct report.
4. A written statement of the Facility Manager’s decision will be given within seven working days of receipt of the appeal.

Final Appeal (Office of Chief Counsel)

1. You may appeal the decision of the Facility Manager within seven calendar days of the receipt of the Facility Manager’s decision.
2. All final appeals of misconducts shall be addressed to the Chief Hearing Examiner:

**Office of Chief Hearing Examiner
55 Utley Drive
Camp Hill, PA 17011-8028**
3. Appeals that are addressed to the Secretary, Chief Counsel, or to other Central Office Staff, are delivered to these individuals first, and then referred to the Office of the Chief Hearing Examiner. Improperly addressed appeals may cause a delay in the response at final appeal.
4. When appealing for final review of your misconduct you are responsible for providing the Chief Hearing Examiner’s Office with a brief statement relative to issues and any available paperwork or documentation relevant to the appeal. A proper appeal for final review should include photocopies of the Misconduct Report, Hearing Examiner’s Report, the Inmate Version and Witness forms (if applicable), Appeal to PRC, PRC Response, Appeal to the Facility Manager, and the Facility Manager’s response.
5. The Chief Hearing Examiner will review and respond to all misconduct appeals to final review within seven working days of receipt of all necessary records. The Chief Hearing Examiner will review the misconduct, the hearing report, all appeals, and the issue that was raised to final appeal.
6. Upon completion of final review, the Chief Hearing Examiner will respond directly to you in all cases where the position taken by the facility is upheld.

7. In all cases where the action of the Hearing Examiner, PRC or the Facility Manager is reversed or amended, or where a matter is remanded, the Chief Hearing Examiner's **Office** shall prepare a letter to you and a memo to the Facility Manager. The Chief Hearing Examiner will forward the letter and memo to the appropriate Regional Deputy Secretary for review and signature.

IX. Use of Force (DC-ADM 201)

1. Staff may not use force to punish you or for revenge. Staff may use force against you if they believe that they need to for one of these reasons:
 - a. to protect themselves or others;
 - b. to protect property from damage;
 - c. to prevent an escape;
 - d. to recapture an escapee (when in immediate pursuit);
 - e. to prevent a crime;
 - f. to make you comply with rules or orders when other methods of control are not working; and/or
 - g. to prevent you from harming yourself or others;
2. Staff must use the least amount of force he/she believes is needed for one of the above reasons. Staff must stop using force when it is no longer needed.
3. Staff may only use deadly force against you when he/she cannot control you with less force AND he/she needs to use deadly force for one of these reasons:
 - a. to prevent death or serious bodily harm to themselves or others;
 - b. to protect property from damage or destruction only if such damage or destruction could cause serious bodily harm to themselves or others; and/or
 - c. to prevent escape or while in immediate pursuit of an inmate who is escaping.
4. If force is used, it will be reported, documented, and reviewed. A planned use of force will be videotaped.

X. Visiting (DC-ADM 812)

A. Private Viewing/Deathbed Visits

1. If an immediate family member (spouse, children, parents, grandparents, brothers, sisters, aunts, uncles, or step-relative) with whom you had made your home passes away, or when his/her death is imminent, you may be eligible for permission to attend a private viewing or deathbed visit with the individual. If this situation occurs, you should talk to your counselor about requesting such a visit.
2. All costs, including transportation and Corrections Officer overtime, are the responsibility of the inmate or the inmate's family, and must be paid prior to the trip.

B. News Media Relations (DC-ADM 009)

1. If you wish to meet with a news media representative in person, you must request that the individual's name be on your approved visiting list in accordance with Department policy **DC-ADM 812**.
2. If you wish to talk with a news media representative on the telephone, you must request that the individual's name be added to your approved telephone list, in accordance with Department policy **DC-ADM 818**.
3. You may not be disciplined for participating in a media-related visit or telephone call.
4. The news media representative is permitted the same visiting and telephone access to inmates as the public. Therefore, no special arrangements will be made for the news media. All communications between you and the news media shall be conducted in accordance with Department policies **DC-ADM 812** and **DC-ADM 818**.
5. There are times when DOC staff will permit media access to programs and inmates in those programs. During those types of media access, inmates will be required to sign a waiver prior to speaking with the media.

C. Visiting Privileges (DC-ADM 812)**1. Approved Visitors List**

You will be asked to make a list of visitors during your initial classification period. Your authorized visitors list may contain up to 40 names. Changes to the approved list may be made using a **DC-312A, Supplementary Authorized Visitors** form. All visitors on your list are subject to approval. You must give all the information asked for on the **DC-311A, Authorized Visitors**, and the **DC-312A** forms for a visitor to be approved. You must give the visitor's name, address, date of birth, and relationship to you. If any of this information is not given, the visitor will not be approved. The Facility Manager may remove the name of any visitor from your list.

2. Visiting Rules

- a. While you are in general population, you are permitted to have visits in the general population visiting room during the approved visiting hours.
- b. Only attorneys and religious advisors on your approved visiting list can visit you during the first 10 days following commitment to the DCC.
- c. Visits will be available for at least one hour in duration and shall occur during regularly scheduled visiting hours. Longer periods may be permitted depending upon your custody level and available space.
- d. The number of visitors you may have at any one time may be limited based upon available space. If the visiting area is full, and more visits are to be conducted, visits will be ended on a "first in/first out" basis, if the visit has been at least one hour.

- e. If a minor child comes to visit you, a parent/legal guardian, County Children/Youth Services agency staff, or an adult approved by the parent/legal guardian must be with the child.
- f. Unless the Facility Manager/designee grants special permission, no person may be on more than one inmate's visiting list at any one facility except in cases where the person is part of the immediate family of more than one inmate. A visitor may be granted visiting privileges at more than one facility.
- g. Your visitor's privileges may be limited, suspended, or restricted (such as non-contact visits only or a restriction on visiting at more than one facility) if information becomes available suggesting that allowing the individual to visit poses a threat to the safety and security of any Department facility.
- h. When you have a visit, you must wear underwear and Department supplied clothes and shoes. If you report to the visiting changing area and you are not wearing underwear, (under shorts for males, under shorts and bra for females), your visit will be denied.

3. Visitor Identification and Registration

Your visitors must have proper identification when they come to visit you. If one of your visitors cannot produce proper identification he/she will not be able to visit you unless the Facility Manager/designee approves the visit. If one of your visitors uses false I.D., he/she will be suspended/banned from the facility for a period of time to be determined by the Facility Manager. Your visitors are required to sign in and out of the facility.

4. Inmate – Visitor Physical Contact

- a. You and your visitors may exchange a brief kiss and embrace only when meeting at the beginning of a visit and at the end of the visit when your visitors are leaving.
- b. If the Visiting Room Officer has concerns regarding your or your visitor's behavior, the Visiting Room Officer will direct you and your visitor to separate.
- c. You may only hold small children five years of age or less on your lap. The Visiting Room Officer will closely watch when you are holding a small child or when a small child is sitting on your lap. If the Officer has any concern regarding the size/age of a child, the amount of time you have held the child or let the child sit on your lap, or how you are handling the child, the Visiting Room Officer will intervene.
- d. If you break the visiting room rules you risk both your visiting privileges and those of the visitor. Serious or repeated violations of these rules may result in a misconduct and/or ban of contact visits.

5. Special Inquiries

- a. The Department will notify the parent or legal guardian of a minor child, including a child of yours, if you request to add the minor child to your **DC-311A**. The child's parent or legal guardian must indicate, in writing that he/she approves or objects to the minor visiting you. If no response is received, the request will be denied.
- b. If you are, or were previously convicted or adjudicated for an offense resulting from any physical or sexual abuse of a minor, it is required that the parent or legal

guardian of a minor child, including your child, be told of all charges that resulted from any physical or sexual abuse of a minor. This is also required for cases in which the initial charge(s) was reduced to a lesser charge if a review of the facts of the crime indicates that the offense did involve any physical or sexual abuse of a minor. The parent or legal guardian must indicate in writing that he/she is aware of the charges against you, that he/she approves or objects to the minor visiting you, and whether the minor was or was not your victim. If no response is received, the request for approval of the minor as a visitor will be denied.

- c. If you, as an adult or as a young adult offender, were ever convicted or adjudicated for a physical or sexual offense against a minor, you are prohibited from having a contact visit with any minor child. The Facility Manager may grant contact visits for you for special circumstances.

6. Religious Advisor

- a. Your Religious Advisor will not be counted against the total of 40 visitors you may have and visits of this type will not be counted as a regular visit. The length and number of visits for Religious Advisors may be limited depending upon available space.
- b. There may be no group meetings in the visiting room unless the Facility Manager grants special permission.

7. Attorneys

- a. Your Attorney will not be counted against the total of 40 visitors and visits of this type will not be counted as regular visits.
- b. The confidentiality of the attorney/client relationship will be honored. Personnel will not be stationed in such a manner as to be able to overhear normal conversation.
- c. Your attorney may allow persons, such as law students, paralegals, or investigators to visit you to act as his/her agent. Each person must present a written statement signed by the attorney on the firm's letterhead identifying each person as the attorney's agent and attesting that the visit is for the purpose of legal consultation. Attorneys and their agents are subject to the same rules as other visitors.
- d. You are not permitted to take any legal materials into or from the visiting room without the prior approval of the Facility Manager/designee. If approved, the legal materials will be inspected and accounted for both upon entering and exiting the Visiting Room by the staff assigned to that area.

8. Prohibited Visitors

- a. You may not have visits with the following people without approval from the Facility Manager:
 - (1) a former inmate of any correctional system;
 - (2) a person who is currently under parole or probation supervision;
 - (3) a current inmate in pre-release status;
 - (4) a Department employee;
 - (5) a former Department employee;

- (6) a currently active volunteer for the Department;
- (7) a current or former contract employee; or
- (8) a victim of the inmate.

- b. To ask for special permission you must send a request to your Counselor and list the visitor by name, relationship, and his/her status (current inmate, former inmate, parolee, employee, etc.).

9. Security

- a. If it is determined that a visit is or could be a threat to the security and orderly running of the facility, the visit may be terminated or denied.
- b. Separate areas will be provided where you will be searched and your state issued clothing and footwear exchanged for visiting room clothing and footwear. The reverse procedure will be followed after the visit. The facility will ensure that all visiting room clothing is washed before reissue and that all footwear is either laundered or a disinfectant spray used before reissue.
- c. You and your visitors are subject to search before, during, and after visiting. If you or any of your visitors refuse to be searched, you or your visitor will not be allowed any visits until approved by the Facility Manager.
- d. Each of your visitors, with the exception of those needing medically required ambulatory assistance devices (e.g., wheel chair, walkers, canes, crutches, etc.), is required to successfully pass through a metal detector as part of the visiting process. If a visitor uses an ambulatory device, he/she will be searched with a handheld metal detector. If he/she fails to pass through the metal detector, or fails the handheld search, the visit will be denied. The only exception is in the case of a metal implant. In this case, a doctor's certificate verifying the implant is required and the visitor will be scanned with a hand held metal detector.
- e. Your visitors will be permitted to take medically required ambulatory assistance devices (e.g., wheel chair, walkers, canes, crutches, etc.) into the visiting area. You are prohibited from handling any of these articles in the visiting area.
- f. Your visitors will be randomly selected for scanning by the Electronic Drug Detection Officers. Electronic Drug Detection scans may also be done based upon reasonable suspicion or other security information.
- g. If contraband is detected during the electronic drug detection scan, the visitor will be given the option of removing an article(s) of outer clothing believed to be contaminated and washing his/her hands. If the visitor opts to remove the article(s) of outer clothing believed to be contaminated and washes his/her hands, a second test will be performed. If the visitor chooses not to remove the clothing article(s) and wash his/her hands, the visitor shall be denied access to the facility. If the results of the second test are positive, the Facility Manager/designee may authorize a non-contact visit. The Facility Manager will be notified in writing of all contraband finds and denied visits.
- h. The Facility Manager will use the following guidelines when your visitor has tested positive with the Electronic Drug Detection Equipment or an air scan by the K9 Unit. If your visitor's visiting privileges are suspended indefinitely, he/she will have to wait three years before he/she can request permission to visit again.

1st offense, as outlined in subsection g. above.

2nd offense, visiting privileges may be suspended for 90 days.

3rd offense, (if within six months of visiting privileges being reinstated for the second offense), visiting privileges will be suspended for 180 days.

4th offense, (if within one year of visiting privileges being reinstated for the third offense), visiting privileges will be suspended for a minimum of one year. Reinstatement of visiting privileges requires written approval by the Facility Manager.

5th offense, (if within one year of visiting privileges being reinstated for the fourth offense), visiting privileges will be suspended indefinitely. Reinstatement of visiting privileges will require the written approval of the Regional Deputy Secretary or Secretary/designee.

- i. The Facility Manager may reduce the period of visiting suspension for the 2nd offense and may impose non-contact visits. Deviation from these guidelines for subsequent offenses requires the approval of the Regional Deputy Secretary. Any deviation from these guidelines that increases the period of visiting suspension requires the approval of the Regional Deputy Secretary.

10. Suspension, Termination, or Restriction of Visiting Privileges

- a. Your visits may be suspended, terminated, or restricted, to maintain the security or orderly running of the visiting room and/or the facility as a result of your behavior or the behavior of your visitors.
- b. The Hearing Examiner may impose a disciplinary sanction suspending or restricting your visiting privileges for a violation of the visiting room rules and regulation. All imposed sanctions shall be in accordance with Department policy **DC-ADM 801**.
- c. If you are found guilty of a misconduct for dealing, using (including by urinalysis or refusal to submit to urinalysis) or possessing illegal or non-prescribed drugs, you will be prohibited from having contact visits as follows:

1st offense – 180 days
2nd offense – 360 days
3rd offense – Indefinitely

Note: Your non-contact visits will commence on the date of the misconduct hearing, upon finding of guilt. See **DC-ADM 801**, **DC-ADM 812** for information about Drug Related Misconducts.

- d. Any visitor who attempts to bring or who brings drugs on the grounds of any Department facility will be permanently banned from visiting all Department

facilities and the matter shall be referred to the Pennsylvania State Police for prosecution.

- e. Except for drug use, restriction of visiting privileges will not be used as a disciplinary measure for unrelated facility rule infractions. However, your visiting privileges may be restricted as a result of changes in housing or custody level made as a result of unrelated infractions. If you violate any of the visiting room rules, you jeopardize both your visiting privileges and those of your visitor.

XI. Work Assignments (DC-ADM 816)

A. General

1. All medically cleared inmates must accept any task assigned to them regardless of the amount of compensation offered in return. You do not have a right to be assigned, or continue to work in any particular work assignment.
2. If you are able to work, you will be assigned to a job depending upon job availability. Your job will be assigned through the Corrections Employment Vocational Coordinator. Your interests are a factor in making assignments. Your abilities, qualifications, and the availability of space on the job are also considered. However, as stated in this handbook, if you test below the 8th grade competency level in reading, as measured by the TABE, you must enroll in the education program.
3. Failure to report to or refusal to work is regarded as a misconduct. Absence from your job location without prior knowledge and permission from a staff member is not allowed.
4. The job you desire may have a waiting list, or require special qualifications and your work assignment may be to an area that was not your first choice. This assignment, however, may be a steppingstone to other jobs in the future.
5. If you work irregular hours, you may be permitted recreational activity in designated areas at designated times.
6. You are expected to carry your share of the work, and to do any task assigned. You may be required by the crew supervisor to do any job relating to the general duties of the work crew. You may, at times, depending upon facility needs, be assigned tasks unrelated to your present job. You may not refuse to perform those tasks as assigned.
7. You may not leave your place of work without approval from the work supervisor and you must have a pass, properly signed, indicating where you are going and the time you left work.
8. Your job performance and conduct will be evaluated periodically and the evaluation will become part of your record.

B. Pay System

If you work, you will be paid for the hours you work according to the **DC-ADM 816, "Inmate Compensation."** Most jobs are paid on the hourly basis. The pay system has three classes of hourly pay based on the skill level required. Each class has four pay steps. You begin at the bottom step of the class and can be considered for increases based on your skill, interest, and on-the-job performance. Pay is calculated monthly and credited to your account. Some Correctional Industries jobs include a bonus based on quotas or profits.

C. Length of Work Day or Work Week

1. The standard workday consists of six hours, and the standard workweek consists of five days. You will only be paid for actual hours worked, as verified by the work supervisor. Hours of work will be figured from the time of arrival at, and departure from, the classroom or work site.
2. You will not be permitted to work more than five days a week or six hours per day under normal circumstances. In a department that functions seven days per week, where job changes are more frequent, you will be permitted to work more than five days per week without being eligible for overtime pay.
3. You may be granted a one-half hour break to visit the barber or beauty shop monthly and the Commissary weekly, if these opportunities are not available during your non-work hours.

D. Pay Rates

1. The pay rates for skilled classifications are listed in **DC-ADM 816**.
2. You will be assigned the starting step of the pay class that matches your work skill. If you are starting at the unskilled pay level of **Class 1, Step A**, you will be evaluated by the Work Supervisor in 60 days for advancement to the next skill level. The Work Supervisor will base your advancement on your performance. Advancement to the next higher class can only occur if there is an opening in that class.
3. If you participate in, or have completed, vocational training, you will not receive a reduction in pay rate if you are reassigned to an assignment that uses those skills.

E. Pay Changes

1. Pay raises and demotions will be at the discretion of the Work Supervisor based upon your performance as documented on the **DC- 48B, Inmate Progress Report**. You are not entitled to pay raises and they are not automatic. Raises may be awarded only in one-step increments and are based on your work performance. The first pay raise and later increases will not be granted until you complete two months of satisfactory performance. Pay raises are effective in the first full pay period of the month following the approval of the raise. Demotions may be effective immediately.

2. You may be removed from a work assignment by a Unit Management Team action or misconduct proceeding. If you are found guilty of a **Class 1, Category A** misconduct, as defined in the **DC-ADM 801**, you will be removed from your work assignment.
3. The Work Supervisor may temporarily suspend you pending Unit Management team review or misconduct proceedings.

F. Illness or Injury

1. If you suffer a job-related injury, as verified by the medical department, you are eligible to continue to be paid at the rate earned on the day prior to the injury. The Work Supervisor must complete an incident report documenting the injury and referencing the medical department's examination and determination of the injury. You will not be eligible for pay increases or bonuses during this time. The medical pay period shall not exceed 90 calendar days and each case will be reviewed every 30 days to determine if the medical pay should continue. After 90 days, you will be paid the Medical Allowance.
2. If you are unable to work as a result of self-inflicted injuries or injuries sustained as a result of a provoked assault or your carelessness, you will not be eligible to receive pay.
3. You will not be paid during times of illness or injury unless you get an excuse from work from the medical department. If a work assignment that you are able to perform becomes available, you may be assigned to that position and receive pay appropriate for that assignment. You must follow the advice of the medical staff and take all reasonable steps to improve your health during this time. Failure to do so may result in the stopping of your pay.
4. If you are unable to work for medical or mental health reasons, or you are confined to a Mental Health Unit (MHU), you are eligible for the General Labor Pool Allowance for a maximum of five days per week. If you are admitted to an MHU due to attempted suicide or self-inflicted injuries, you will be not eligible for the General Labor Pool Allowance. Following release by the medical or mental health department, and an evaluation by the Corrections Vocational Employment Coordinator, you may return to a previous job assignment.

G. General Labor Pool

1. If you do not have a work assignment, including education, through no fault of your own, or if you remain in the assessment unit or diagnostic classification center more than 60 calendar days, you will be placed in the General Labor Pool. While you are in the General Labor Pool, you will be eligible to receive the General Labor Pool Allowance as listed in policy **DC-ADM 816**, for a maximum of five days a week. You will be eligible to receive the General Labor Pool Allowance for six months, with the possibility of a three month extension granted by the Facility Manager, until you are given a work or school assignment. You must maintain a proper level of personal

hygiene, the cleanliness and orderliness of your living area, accept work assignments for the housing unit, accept any employment offered, and participate in recommended programs.

2. If you receive the General Labor Pool Allowance and do not maintain an acceptable level of personal hygiene, cleanliness of your living quarters or other areas assigned to you, or fail to participate in programming, the Unit Manager will assess whether you are to continue receiving the General Labor Pool Allowance. This assessment will include an interview with you and an evaluation by the medical and/or mental health department. The Unit Manager will tell you of the outcome of the assessment and instruct you on ways to improve your performance.
3. If, because of a verified medical or mental health condition, you cannot maintain an acceptable level of personal hygiene, clean your living quarters, or some other area assigned to you, or participate in programming, you may collect the Medical Allowance.

H. Assignment to Restricted Housing Unit (RHU)

If you are sent to the RHU, you will not be paid unless you are assigned a job in that unit. Exceptions to this may be approved by the PRC as outlined in the **DC-ADM 816**.

Notes
