

# CENTRE COUNTY CORRECTIONAL FACILITY

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## Inmate Handbook

**Property of CCCF**

**\*\* Do not alter or destroy \*\***

**\$5.00 Restitution Fee for Damages**

## ***Introduction***

This handbook and the orientation video will provide you with an overview of Centre County Correctional Facility (CCCF) general rules, regulations, policies and procedures that you are required to follow while in our custody. When CCCF policies are changed, you will be given notice that outlines the change(s) will be posted on the housing unit. 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, altered, or destroyed, you will be charged a \$5.00 Restitution Fee.

The rules of the Centre County Correctional Facility are designed to facilitate constructive interaction among inmates and staff while providing order to manage the facility.

It is our responsibility to ensure that you are housed in an environment that is safe and clean, and that your daily needs are met while you are in our custody.

**All areas of the facility are subject to video/audio monitoring, recording, and divulging.**

While in custody at this facility, inmate(s) cannot choose at will the rules that they will abide by. When such rules are disregarded, you will be held accountable for your actions and will be subject to disciplinary action.

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# ***Inmate Services***

## **Counseling**

Each inmate will be assigned a counselor. The counselor will assist the inmate's transition into the correctional facility. This can be done through individual sessions and written request slips by the inmate. If deemed necessary and appropriate, the counselor will facilitate communication with outside agencies, service providers, and/or individuals. The counselors cannot advise inmates on legal matters. They will handle legal questions by referring inmates to their attorney. Counseling staff will also conduct various classes and programs throughout the facility. Counselors will refer inmates to appropriate programming.

## **Classification**

Classification is a mandatory assessment process in which the counseling staff determines special needs of the inmate. It is conducted in an interview format. We will examine employment and educational history, history of drug and alcohol abuse, and criminal history. This process is used to determine where the inmate will be housed and enrollment in appropriate programs. Refusal to participate in the classification process will result in disciplinary action.

Classification categories are as follows:

- Minimum
- Medium
- Maximum

Most un-sentenced inmates, as well as those with current detainers or significant criminal history, will score high in this process. The classifications scores are not permanent, and will be reviewed periodically. At different times, inmates can be re-classified to determine if there are adjustments that need to be made.

Any inmate wishing to appeal their classification level may write a request slip to the Director of Treatment for consideration.

Inmates may be able to modify their scores when reclassified based on:

- Resolution of criminal cases
- Change in sentence status
- Resolution of detainers
- Misconduct status and history
- Participation in facility programming

## ***PREA (Prison Rape Elimination Act)***

The Centre County Correctional Facility has zero tolerance toward all forms of sexual abuse and sexual harassment. During your incarceration, you will meet with a counselor for classification, complete a medical assessment, and view the Orientation and PREA educational videos. If you need to disclose or discuss any concerns regarding sexual victimization, these are opportunities to do so in a very private setting.

The following resources are available at any time during your incarceration. If you have been the victim of sexual abuse or sexual harassment here, or at any other institution, you should report it to one of the following:

- Counselor by completing a request form
- Medical employee
- Correctional Officer
- Volunteer Chaplains
- Shift Commander
- PREA Hotline (not available in RHU)
  - Enter PIN on inmate phone
  - Push Prompt #5
- In the RHU, by writing via US Postal Mail:
  - Centre County Women's Resource Center  
140 W. Nittany Ave  
State College, PA 16801

## ***Legal Representation***

For Centre County legal cases, the Office of the Public Defender serves the Centre County Correctional Facility. To request representation, you must submit a Public Defender Form and place it in the Request Box which is located in each housing unit. All other communication with the Public Defenders must be sent by US Postal Mail.

For inmates held from other jurisdictions by contract, you can request a Public Defender Application from your County by writing to Records or Counselor on an inmate request form. We will facilitate getting that information to the appropriate office. Other communication with your County's services must go by US Postal Mail.

## ***Notary Service***

Notary Services are available for legal documents. If more information is needed concerning this service, submit a written request to your counselor.

## ***Religious Services***

Religious Services are available in accordance with the sign-up sheets posted in each housing unit.

Inmates will be permitted to have in their possession one religious text, one set of Rosary or Prayer beads, Yarmulke/ Kufee, Prayer Rug, and a reasonable amount of religious literature.

You can only wear your Yarmulke/Kufee in you cell and during scheduled Prayer Group. The Yarmulke/Kufee must be carried from your cell to the location of the prayer group; you may not wear it in between. Prayer rugs may be used for prayer in your cell only.

Prayer beads may be worn outside the cell, but must be worn under your shirt. Those worn over the clothes will be considered contraband.

## ***Inmate Programs***

The Inmate Services Department offers a variety of educational, vocational, and counseling programs. Some are available to all inmates by sign-up sheet on the Housing Unit bulletin board. For other programs, you may request admission by using a request form. During Classification, your Counselor will make an Individual Service Plan with you regarding programs that you may find of benefit. Contact your assigned counselor for programs and services that are available.

Any inmate who signs up for programming will be required to attend all of the groups, classes, meetings etc. **The only way that an inmate is excused from the programming is by the medical department.** The inmate will have to complete a sick call slip and be seen by the medical department. **This will be a charged medical visit.** If the Medical department feels that the inmate is too ill to attend the programming, they will excuse the inmate from this programming. If the Medical Department feels that the inmate can participate in the programming, the inmate is required to attend. Failure to comply with this process can result in disciplinary action.

## **PRIDE**

### **Personal Responsibility, Intensive Drug/alcohol Education**

PRIDE is an in-house, community based drug/alcohol program for male inmates. The program provides a structured environment for inmates who are willing to take responsibility for their actions and make a conscious effort to learn healthier ways to live. It is designed to teach inmates to hold themselves accountable, develop a sense of self-worth and self-respect and increase their

awareness of how drugs/alcohol has negatively impacted their lives and the lives of those around them. PRIDE is a minimum of three months in length, with a weekly schedule of drug/alcohol and life skills education to prepare inmates for reentry into society.

## **Choices**

Choices is a weekly drug/alcohol education program for female inmates. Choices focuses on the issues surrounding women in recovery. It provides a structured and supportive environment to address and prioritize social, emotional, physical, family and legal issues. Choices provides women with the basic tools to face life with resiliency and self-sufficiency. Choices can be a crucial step in the long, but rewarding journey towards a life free of drugs and alcohol. Choices is a minimum of three months in length and woman actively participating will begin to identify sober, socially acceptable skills to ensure successful community re-integration.

## **Outpatient Drug and Alcohol Groups**

These groups will be offered to those inmates that are referred by the counseling department and/or recommended by the Courts. Inmates may request admission to the program by contacting a Counselor with a request slip. Inmates must meet prerequisite criteria to be eligible. These groups are held on a weekly basis.

## ***Medical***

### **Medical Services**

Medical care shall be routinely and consistently provided to all inmates regardless of their financial standing. At no time shall Medical Staff deny treatment of an inmate due to indigent status or unavailability of sufficient funds to pay for the service. All inmates will be charged a fee for medical care that is provided to them, where applicable.

### **Inmate Co-Pay for Medical Care**

To request to be seen by the Medical Staff, fill out a "Sick Call Request Form", and place both copies (white and yellow) in the "Medical Box" located in each housing unit. You will see the Nurse and be charged for each visit. If the Nurse determines that you need to see the Doctor/Dentist, s/he will refer you to the Doctor/Dentist. Requests to the Facility Mental Health/ Intellectual Disabilities counselor should also be placed in the "Medical Box".

Inmate request forms that are sent to medical that are deemed to be sick calls will be returned to the inmate who must submit the request on a sick call slip.

When you see the Nurse, you will be asked to sign an "Inmate Accounting Form" so that the visit can be recorded and deducted from your account. Refusal to sign will not stop the co-pay from being debited from your account. Questions regarding co-pay charges must be submitted to the Administrative Assistant on a request form.

There are certain exceptions that will not be charged co-pay for service:

1. Initial commitment, psychiatric, and/or emergency screening.
2. Initial treatment for chronic illness (i.e. diabetes, hypertension, asthma, or HIV related illnesses).
3. Follow-up treatments.
4. Emergency services, as determined by the Health Services Administrator or designee. All accidents may not qualify as emergencies.

Nurse/Doctor co-pay incurred during the immediate medical care of self-inflicted/induced emergencies (including engaging in a fight) shall be the financial responsibility of the inmate.

The co-pay schedule is as follows: (subject to change w/out notice)

Nurse Visit	-	\$5.00
Doctor Visit	-	\$7.00 (only if not medically referred)
Dentist Visit	-	\$7.00 (only if not medically referred)

If you place a Sick Call and refuse to go to medical, you are still responsible for the co-pay.

There will be no charge for prescription medication ordered by contracted facility Doctors.

When medication is called in your housing unit, you are required to line up in a single file line at least ten feet away from the medication cart. You will be called up to the medication cart one at a time. You must bring a cup of water with you. If anything other than water is in your cup, you will be instructed to dump it out and to return with water. The nurse will give you a cup containing your medication, which you must take with a drink of water and swallow. You will then take a second drink of water, swish it in your mouth, and swallow. You will then be asked to open your mouth so it can be checked by the nurse and officer. Failure to comply with the proper procedure may result in disciplinary action. If you do not wish to take prescribed medication, you must sign a refusal form during medication pass to indicate you refused.



If you are out of the unit during medication time, the unit officer will notify medical and you will receive your medication after you return to the unit.

No inmates will be allowed behind the nurse and medication cart during medication pass. For B1 and B2 housing unit, inmates will not be allowed in the Multi-purpose room during medication pass.

If at any time during the medication process you become disruptive or fail to comply with the Nurse's orders, disciplinary action will be taken.

If the medication line becomes disruptive, the Nurse will leave the housing unit. When order has been restored the Nurse will distribute only life-sustaining medications. These medications will include but not be limited to the following: seizure medication, insulin, heart medication etc.

## **Over the Counter Medication**

Information relative to over the counter medications available in the commissary is posted on the bulletin board in each housing unit.

You are permitted to have a total of twelve (12) pills/tablets in your possession that are currently available on commissary.

## ***Visits***

### **General Visits**

The visitation policy is designed to give all inmates the opportunity to visit with family, friends, legal representation, and community resources. Everyone is given the opportunity to be eligible for visitation. Guidelines that govern visitation include:

Check the schedule posted in your housing unit. All visits will be by appointment only and must be scheduled one day in advance. You are responsible for scheduling your visit.

Inmates are permitted one 1-hour visit per week plus one special visit per month during any week in the month. The week is defined as Sunday through Saturday. For the special visit, the inmate must submit a request slip to the Shift Commander with the date and time of the visit for approval. Inmates in the RHU will not receive the monthly special visit.

Inmates are permitted a maximum of 10 persons on their Visiting List. Additions or deletions to the list will be made by submitting a request to Visitation. (Persons under the age of 18 do not need to be on the list, and will not count toward the 10.)

Any visitor under 18 years of age must be accompanied by an adult.

You must list the visitor's name on the "Visitors Request Form". If your visitor fails to show for your scheduled visit, that will be counted as a visit.

Visitors must show a valid state photo ID, driver's license, or federal photo ID at each visit. **No exceptions to this rule.**

**Visitors must sign in and out of the facility with the lobby officer.**

All visitors are subject to search.

Visitors must be dressed appropriately. (No halter tops, half shirts and/or tube tops, see through blouses, miniskirts, etc.)

Any visitor suspected to be under the influence of drugs or alcohol will be denied visitation.

Visitors leaving the Visitors Room for any reason may not return.

Visitors are subject to the rules of this institution. Any violation of the rules may result in termination of a visit and suspension of future visitation privileges.

You may not share your visit with another inmate.

Inmates may only take legal documents to a visit. No food products, candy, writing instruments, etc. are permitted; these items will be confiscated as contraband, and destroyed. The visit will be terminated, and a misconduct issued.

Former inmates released from this facility are required to wait six months to visit unless written approval is obtained from the Warden.

Individuals under any type of court supervision, including probation/parole, pending charges, and bail, will not be permitted to visit unless written approval is obtained from the Warden.

Visiting privileges may be restricted or discontinued in the event of an emergency situation.

The peeling or scratching of the paint in the visitation room is prohibited and will result in disciplinary action. Disciplinary action may include loss of visitation privileges and restitution for damages. Visitors who are found to be peeling or scratching the paint in the visitation rooms will be prohibited from entering the facility for visitation.

Visitors who are found to be exposing any part of their body to any individual will be prohibited from entering the facility for visitation.

Visitors will be limited to one (1) adult and a maximum of two (2) children per visit. If two (2) adults are present, they may split the visit by one (1) half hour each.

## **Parenting Classes**

Parenting Classes will be offered periodically for inmates who have children (under the age of 18). The class is designed to aid parents in reunifying with their children, preparing for re-entry, and learning information and skills about parenting. When the class is offered, additional information on eligibility and how to apply is posted to each housing unit. As part of the program, the incarcerated parent is then eligible to receive contact visits with their child(ren).

## **Contact Visits**

Contact visits are permitted for those inmates who are receiving visits arranged through, and supervised by, Children and Youth Services (CYS).

An unclothed search of the inmate will be conducted before, and after, each contact visit. All visitors can be subject to a pat search and search of any belongings.

All inmates and visitors are expected to conduct themselves in a respectable manner. The inmate and visitor are to sit in a normal fashion. Inmates are permitted to hold and show affection with their children.

Conduct that is found to be unacceptable by a facility or CYS staff member, or offends or disrupts other adults or children will result in the visit being terminated and the inmate may be subject to disciplinary action.

All rules governing general visits are applicable to contact visits.

## **Religious/Spiritual Advisor**

Inmates will be provided the opportunity to meet with an Approved Religious/Spiritual Advisor on a one-on-one basis. Inmates must put a request form into their counselor to request a Religious/Spiritual visit. It is the responsibility of the inmate to contact the Religious/Spiritual Advisor to have them complete a Religious/Spiritual Advisor application.

Approved advisors will not count as one of the 10 approved regular visitors. CCCF inmates may only have one Religious/Spiritual advisor listed on their visitor list at any time.

Religious/Spiritual visits will take place in the housing unit visitation rooms. The visits will be one hour in length. Visits will be limited to one per week. The Religious/Spiritual visit will not count as a regular or special visit.

## ***Disciplinary Procedure***

Inmates are required to conduct themselves in an orderly manner. Any violation of the rules, regulations, policies and procedures of the facility will result in disciplinary action. In addition to these disciplinary procedures, any behavior that violates any local, state, or federal law may be referred to the appropriate authorities for prosecution.

1. There are nine (9) forms that are used from the time an inmate commits a disciplinary infraction to the end of the hearing procedure, concluding with the appeal process. The papers are in the order as they are used in the disciplinary and hearing procedures:
  - a. **Informal Resolution:** This is the Informal Resolution action form. The inmate signs acknowledging agreement, a copy is then provide to the inmate. **Note:** if inmate refuses to agree to set sanction, a Misconduct Report will be completed.
  - b. **Misconduct Report:** The reporting officer will utilize the Misconduct Report forms to document the actual incident, Misconduct Charges, and all of the inmate information.
  - c. **Investigation Report:** The Investigating Shift Commander will utilize the Investigation Report form to document his/her findings through the investigation that was conducted on such incident.
  - d. **Notification of Hearing & Inmate Request for Representation or Witness Form:** This form is given to each inmate to inform them of their rights and hearing date. The inmate will sign this form indicating that he/she has been notified of his/her rights. This form also provides the inmate a chance to request the presence of witnesses, or a staff representative at their hearing. If the inmate requests witnesses or a staff representative, they must complete their copy and submit to a Shift Commander.
  - e. **Disciplinary Hearing Report:** This form contains the inmate's plea to the present charges and the Disciplinary Hearing Committee's findings of guilty, not guilty, or dismissed charges. This form will also contain why the Disciplinary Hearing Committee found the inmate guilty or not guilty. In addition this report will include the decision on how many days the inmate will spend in the Restricted Housing Unit. The form will also contain information the inmate's eligibility date to be reclassified. The inmate is given a chance to either testify or remain silent during the hearing.

- f. **Misconduct Hearing Appeal:** This is the inmate misconduct appeal form used to appeal the Hearing Committee's decisions.
- g. **Program Review Committee Action Report:** This form will contain the verdict that will Sustain, Amend, or Exonerate the DHC's decision. The PRC will review all relevant information that was obtained through the initial investigation, DHC Facts, and any other new evidence that was brought forth to render a verdict
- h. **Program Review Committee Appeal:** The inmate will utilize this form to appeal the Program Review Committee decision to the Warden.
- i. **Warden Appeal Response:** This form will contain the Warden's decision that is binding of the appeal.

### ***Informal Resolution***

- A. The Shift Commander may handle reported misconduct infraction informally for minor transgressions that are reported.
- B. Minor transgressions are Moderate and Low category offenses.
- C. The Shift Commander shall investigate and then discuss the pending misconduct/alleged infraction with the Officer, and then with the inmate. If the inmate admits guilt to the infraction and agrees to the informal resolution sanctions, the reports will be part of the inmate's permanent file.
- D. The Shift Commander may assign the following sanctions for an informal resolution:
  - a. No action
  - b. Warning
  - c. Restricted to Housing Unit Cell
    - i. Will remain in their assign cell with cellmate if one is present.
    - ii. All meals will be consumed in their assign cell
    - iii. Will not be permitted to utilize the phone, the Recreation Area or attend programing or services.
    - iv. Not permitted to have conversation with other inmates at their cell door, may talk with their cellmate
    - v. May receive visits, which will be included as part of recreation time
    - vi. Will receive daily showers

- vii. Will receive one (1) hour Recreation time, which will include their shower time. The rest of the recreation time shall be utilized in the Dayroom with other inmates as long as it does not cause a disturbance.
- d. Up to fourteen (14) days loss of specific privileges such as:
  - i. Telephone
    - ❖ Inmate's phone calls will be placed on hold.
  - ii. Recreation
  - iii. Visits
    - ❖ Loss of Visits would be up to two (2) full weeks including the one extra visit per month upon Shift Commander's decision.
    - ❖ Loss of Contact Visits will need to be approved by Administration
  - iv. Commissary
    - ❖ Inmate's commissary may be taken, inventoried & stored and/or Commissary placed on hold upon Shift Commander's decision.
  - v. Programming/Services
    - ❖ Loss of programming or services, unless it is in a court order.
  - vi. Removed from Trustee/worker position
  - vii. Cost for repairs or replacement of a damaged item/structure.
    - ❖ The Shift Commander will complete the Informal Sanction of the Informal Resolution, have the inmate sign acknowledging agreement and then provide a copy to the inmate and the unit officers.
    - ❖ If the inmate does not agree or refuses to sign, a Misconduct Report will be completed by staff and the Shift Commander will follow the Misconduct section within this policy. All reports will be forward to the Disciplinary Hearing Committee for review.

## ***Highest Offense Category***

100. Murder or attempted murder.
101. Escape; Attempted escape, Possession of implements or conspiracy to escape.
102. Rioting; Conspiracy, solicitation or inciting to riot.
103. Carrying or possession of a weapon.
104. Assault; Attempting to cause or threatening bodily harm to staff, visitors or another Inmates.
105. Kidnapping; Taking hostage or holding any person against their will.
106. Arson; Starting or attempting to start a fire.
107. Possession of staff clothing, unauthorized personal clothing.
108. Possession or Knowledge of Hard Contraband: Any item which poses a serious threat to safety, security, or good order of the facility or protection of the public; and which ordinarily is not approved for possession by an inmate or for admission into the facility (any item is that inherently dangerous such as illegal drugs, tobacco products, alcoholic beverages, deadly weapons, dangerous instruments, explosives or any other article that could be used to endanger other persons or the preservation of order in the facility).
109. Possession, introduction, conspiracy, distribution, solicitation, or use of narcotics, narcotic paraphernalia or drugs not prescribed for the individual by the Medical Department.
110. Attempting/conspiracy to commit or committing any felony, misdemeanor or summary offense not otherwise specified.
111. Escape/walk off from unescorted activities open or unsecure facility, proceedings without violence (work release, furlough, or temporary release.)

## ***Highest Offense Category Sanctions***

- A. Initiate criminal proceedings
- B. Disciplinary Segregation (1 day up to 60 days)
- C. Monetary restitution, if funds are available
- D. Loss of privileges, (e.g., Telephone, Recreation, Visits, Commissary, etc.)
- E. Change of Housing or status

## ***High Offense Category***

200. Sabotage, damage, altering of any property or Security Devices or Equipment.
201. Engaging in any sexual act with another person.
202. Exposing one's genitalia, buttocks, or female breasts to another person and/or toward a facility camera.

203. Fighting, boxing, wrestling, sparring, and any other forms of physical encounters including horseplay, that causes or could cause injury to another person; except when part of an approved recreational or athletic activity.
204. Unauthorized possession and/or alteration of a razor.
205. Tattooing or self-mutilation.
206. Ethnic Intimidation or General Intimidation of an inmate by words, actions or behavior.
207. Bribery or attempting to bribe a staff member or visitor.
208. Threatening/conspiracy to adulterate or poison any food or drink.
209. Indifferent, deliberate action or attempt to expose others to bodily fluids or substances.
210. Flooding or attempting to flood an area.
211. Possession/consumption/making intoxicating beverages or Being Intoxicated.
212. Extortion, blackmail, demanding or receiving money or anything of value.
213. Using abusive or obscene language to a staff member or visitor.
214. Harassment of a staff member or visitor by words, actions or Behavior.
215. Misuse or improper use of the Law Library Equipment.
216. Encouraging, facilitating, or otherwise conspiring with others to commit any prohibited act.
217. Unauthorized assembly
218. Theft/Robbery
219. Repeated (four) Informal Resolution, Being found guilty of any combination of four or more moderate or low moderate offenses within 30 days.

### ***High Offense Category Sanctions***

- A. Initiate criminal proceedings
- B. Disciplinary Segregation (1 day up to 30 days)
- C. Monetary restitution, if funds are available
- D. Loss of privileges, (e.g., Telephone, Recreation, Visits, Commissary, etc.)
- E. Change housing or status
- F. Warning/Reprimand or Recommend Counseling (Referral to Medical or Mental Health).
- G. Remove from program and/or group activity
- H. Removed from Trustee/worker position
- I. Confiscate contraband or property



## J. Restrict to housing unit

### ***Moderate Offense Category***

- 300.** Destroying, damaging or altering facility property.
- 301.** Misuse or accumulation of authorized medication.
- 302.** Disrupting normal operations/creating a disturbance.
- 303.** Giving false information to a staff member.
- 304.** Making false reports or accusations against staff members.
- 305.** Passing items to/from inmates housed in the RHU, or designated lockup area.
- 306.** Refusing to provide a urine sample or otherwise cooperate in a drug test, a breathalyzer test or other test of alcohol consumption.
- 307.** False alarms to agencies of public safety (i.e. smoke detectors, pull boxes etc.).
- 308.** Counterfeiting, forging, or unauthorized reproduction of any document, article, identification, security, or official paper.
- 309.** Using equipment or machinery contrary to instructions or posted safety regulations.
- 310.** Signing, preparing, circulating, or soliciting support for prohibited group petitions.
- 311.** Refusing to obey the order of a staff member and/or delayed compliance of the order (may be categorized and charged as a greater or lesser offense, depending on the kind of disobedience: This includes refusal to be ready for medications and disrupting the medical department duties, continuing to fight when instructed to stop).
- 312.** Possession of, use, or conspiracy to use tobacco or tobacco products, lighters or matches.
- 313.** Refusing to participate in the classification process.
- 314.** Refusing to work.
- 315.** Refused to sign Informal Resolution Form.
- 316.** Insolence or being Disrespectful toward a staff member.
- 317.** Possession of an unauthorized facility uniforms.
- 318.** Harassment of an inmate by words, actions or Behavior.
- 319.** Possession of Nuisance Contraband: includes, but is not limited to, items that do not pose a direct and immediate threat to safety but have the potential to create dangerous or unsanitary conditions in the facility, such as excess papers that create a fire hazard, and food items that are spoiled or retained beyond the point of safe consumption. Any item

which could be represented, displayed, or drawn as gang graffiti or paraphernalia

### ***Moderate Offense Category Sanctions***

- A.** Initiate criminal proceedings
- B.** Disciplinary Segregation (1 day up to 15 days)
- C.** Monetary restitution, if funds are available
- D.** Loss of privileges, (e.g. Telephone, Recreation, Visits, Commissary, etc.)
- E.** Change housing or status
- F.** Warning/Reprimand or Recommend Counseling (Referral to Medical or Mental Health).
- G.** Remove from program and/or group activity
- H.** Removed from Trustee/worker position
- I.** Confiscate contraband or property
- J.** Restrict to housing unit
- K.** No Action taken

### ***Low Offense Category***

- 400.** Delaying or interfering with the inmate count.
- 401.** Unauthorized written or verbal communication with other inmates; either through the mail, or by other means within the facility.
- 402.** Unauthorized use of mail or telephone.
- 403.** Gambling or possession of gambling paraphernalia.
- 404.** Interfering with a staff member in the performance of their duties (The Offensive Level may vary).
- 405.** Violation of visiting rules.
- 406.** Possession of any unauthorized item, not specifically mentioned elsewhere.
- 407.** Violation of any rule contained in the Inmate Handbook or any properly posted regulation not specified here.
- 408.** Presence or entering into another cell/dorm room.
- 409.** Using abusive or obscene language, not directed toward a staff member or visitor.
- 410.** Being unsanitary or untidy/failure to keep yourself or your cell/dorm room in accordance with posted standards.
- 411.** Taking food or unauthorized food from the food cart or Kitchen to cell, dorm room, or housing unit.
- 412.** Failure to report to work or unauthorized absence from work.
- 413.** Possession, posting, or creating pornographic material.

- 414. Wearing a disguise or mask.
- 415. Littering or improper disposal of waste material.
- 416. Obstructing cell vents, windows or cell entrance.
- 417. Unnecessary running within the facility.
- 418. Loaning, borrowing and/or giving property, except legal material.

### ***Low Offense Category Sanctions***

- A. Loss of privileges, (e.g. -Telephone, Recreation, Visits, Commissary, etc.) Change housing or status
- B. Warning/Reprimand or Recommend Counseling (Referral to Medical or Mental Health).
- C. Remove from program and/or group activity
- D. Removed from Trustee/worker position
- E. Confiscate contraband or property
- F. Restrict to housing unit
- G. No Action taken

### **Pre-Hearing Confinement (Administrative Custody)**

- A. An inmate may be placed in Pre-Hearing Confinement (Administrative Custody) when he or she has been charged with, or is under investigation for a violation of facility rules and there is a need for increased control pending disposition of charges, protection of others and/or completion of the investigation;
- B. An inmate placed in Pre-Hearing Confinement due to an investigative/pre-disciplinary hearing status shall receive an Misconduct Report documenting the reason for the placement; or
- C. A copy of their Misconduct Report documenting the charges against the inmate along with other disciplinary paperwork listed in this procedure.
- D. Inmates may be placed in Pre-Hearing Confinement for Highest, High, and Moderate level charges.
- E. Inmates may be placed on Unit Restriction or remain in their current housing assignment for Low, Moderate and High level charges pending a hearing.
  - a. The inmate may only remain in their current housing assignment as long as the Shift Commander does not foresee any reasonable harm or conflict to any inmate or staff in the unit

- b. The inmate being charged with the infractions has no concerns for his/her safety.
- F. Property and privileges for inmates on Pre-Hearing housing shall be the same as general population, with exception to certain security concerns. Inmates who are charged with offenses of the “Highest” level of offense(s) must be evaluated by the Shift Commander to determine if their behavior/conduct is appropriate for such privileges.
- G. The following are privileges typically retained, with exception to compelling security concerns or otherwise directed by Shift Commander:
  - a. Inmates may retain all property, except regular writing utensils, and hygiene items. Hygiene and writing utensils will be issued by housing unit staff.
  - b. Inmates may not make telephone calls until a Hearing is held and a verdict is render guilty or not guilty.
  - c. Inmates may not have visits until a Hearing is held and a verdict is render guilty or not guilty.

## **Disciplinary Hearing Committee (DHC)**

- A. The DHC is a three (3)-person panel assigned by the Warden or designee to investigate and adjudicate moderate, high and highest-level infractions as defined in the disciplinary scale section of this procedure.
- B. The DHC shall consisting of a Hearing Examiner (Shift Commander), Treatment Staff (Counselor), and a Correctional Officer who are not the reporting staff member (the initial investigating Shift Commander or a witness or staff member directly involved in the inmate infraction reported).
  - a. Treatment Staff will record the information for the committee, on the Disciplinary Hearing Action Form.
- C. The hearing will be held within seven (7) days of the misconduct being written, excluding weekends and holidays.
  - a. The Hearing Examiner may choose to postpone or continue the hearing due to a need for further investigation, preparation of defense, illness and/or unavailability of the inmate.

- b. The hearing may be delayed due to the unacceptable behavior of the inmate to participate in a reasonable manner.
  - c. If the inmate refuses to attend the hearing, it will be held in his/her absence.
  - d. The seven (7) day period for inmates on Security Risk or Suicide Watch will not start until the inmate is returned to Disciplinary Custody.
- D. The hearing will be conducted as follows:
- a. Shall conduct hearings referred by the Shift Commander for charges of the Highest and High categories, and with some Moderate categories.
  - b. If relevant, call witnesses to testify
  - c. The inmate shall have the following rights during the DHC Hearing:
    - i. Remain silent at any stage of the disciplinary process.
  - d. The charge(s) and fact(s) in support of the charge will be read by the Hearing Examiner.
    - i. The Officer writing the misconduct may be present, at the discretion of the Hearing Examiner.
  - e. Listen to the pleadings by inmate and staff representative. The inmate will be permitted to admit or deny the charges and give his/her version which will be recorded by the Counselor.
  - f. The inmate may present information to support his/her version of the incident. The committee may question the Reporting Officer, the inmate and others as necessary.
  - g. When all evidence, reports, and testimony has been presented, the inmate will be removed from the Hearing Room.
  - h. Consider written reports, written statements by inmates, physical evidence, and oral testimony by inmates.
  - i. DHC will render a verdict of guilty, not guilty, or further investigation is needed, based on the preponderance of evidence.
  - j. DHC may dismiss any misconduct charge without prejudice, to permit recharge without determination of guilt or innocence; or dismiss with prejudice and do not allow a recharge. Recharges must occur within three (3) business days of being dismissed.

- k. DHC reaches a verdict, the inmate will be informed of the decision, and the evidence the decision was based on. At this time, the inmate will be informed of the action to be taken.
  - l. The Disciplinary Hearing Form must illustrate the following:
    - i. The inmate was advised of his or her rights.
    - ii. The evidence considered by the DHC.
    - iii. The subsequent findings.
    - iv. The decision and sanctions imposed, along with a brief explanation.
    - v. Eligibility Date for Reclassification.
    - vi. Signature of Hearing Examiner.
  - m. Hearing Examiner will forward the Disciplinary Hearing Form to the inmate for signature.
  - n. Once the inmate has signed the Disciplinary Hearing Report form, a copy will be delivered with a Misconduct Hearing Appeal form and inform the inmate of appeal rights.
  - o. Disciplinary Hearing Report will be part of the inmate's permanent file.
  - p. Dispositions of the disciplinary hearings will be reviewed by the Program Review Committee to assure conformity with Policy and Procedure.
- E. Due process, which includes:
- a. Attending the entire hearing (excluding committee deliberations).
  - b. Waiving the right to appear.
  - c. Having a DHC hearing within seven (7) days excluding holidays and weekends after the conclusion of the investigation.
  - d. If security considerations prevent inmate attendance, the committee must document the security considerations and, to the extent possible, facilitate the inmate's participation in the process via telephonic testimony, the submission of documents, written statements, or questions to be asked of witnesses.
  - e. Witnesses must be requested at the time the inmate completes the Notification of Hearing and Inmate Request for Representation or Witness Form.

- f. Present statements and evidence, including witness testimony, on his or her behalf.
- g. Appeal the committee's determination through the Misconduct Hearing Appeal.
- h. If the inmate refuses to attend the hearing, the DHC shall document the refusal and continue the hearing without the inmate.

### **Requesting Assistance before the DHC Hearing Committee**

- A. The inmate may request assistance by a Staff Member, the Warden, Deputy Warden(s), or Director of Treatment. They shall, upon the inmate's request, assign a staff representative to help prepare for the hearing.
- B. This help shall be provided for inmates who are:
  - a. Illiterate
  - b. Limited English-language skills inmates without means of collecting and presenting essential evidence.
- C. A staff representative must be a full-time employee.
- D. Because of the potential conflict of interest, the Warden or Deputy Warden(s), members of the DHC, initially involved in the case, eyewitnesses, the reporting officer and Investigating Shift Commander, and anyone else with a stake in the outcome shall not act as staff representative.
- E. The inmate may select his or her staff representative, barring staff is not the reporting staff member, the initial Investigating Shift Commander, or a witness or staff member directly involved in the inmate infraction reported.
  - a. DHC shall arrange for the presence of the staff representative selected by the inmate. If that staff member declines or is unavailable, the inmate may (hearings will not be postponed due to a specific staff member not being present for a hearing)
    - i. Select a different representative.
    - ii. Wait for the unavailable staff member to become available (during that same day).
    - iii. Proceed without a staff representative.
  - b. A staff member who declines to serve must state the reason.

- c. If several staff decline, the Deputy Warden (s) or Director of Treatment shall assign one.
- F. DHC shall allow the staff representative enough time to speak with the inmate.
  - a. The staff representative will help the inmate to understand the charges against them.
  - b. The hearing process that will occur.
  - c. Assist with answering any questions that the inmate may have or to ask the DHC.
  - d. The DHC may grant a request for extension of time if required for an adequate defense.
- G. DHC shall establish the reliability of information provided by a confidential source before considering it in the disciplinary proceedings.
- H. DHC may withhold the confidential source's identity from the staff representative. While the staff representative may not question its reliability (which is pre-established by the DHC).

## **Misconduct Hearing Appeal**

- A. The Misconduct Hearing Appeal Form must be filed within five (5) days of the decision. Inmates have the right to appeal decisions of the DHC to the Program Review Committee (PRC).
- B. An inmate may request assistance with writing and submitting their appeal, if they are unable to do-so on their own.
- C. PRC will schedule a hearing, which may be formal, or the committee may informally review the facts surrounding the hearing itself. The inmate will be excluded from the hearing at the discretion of the PRC.
- D. If necessary, PRC will interview the inmate(s).
- E. PRC will review all relevant information that was obtained through the initial investigation, DHC Facts, and any other new evidence that was brought forth.
- F. PRC will render a verdict within ten (10) days of the appeal excluding holidays and weekends, which the PRC may Sustain, Amend, or Exonerate the DHC's decision.
- G. DHC and the inmate will be informed of the decision and its rationale.



- H. The inmate shall receive a copy of the appeal response in writing and inform the inmate of appeal rights.
- I. A copy of the appeal response shall be part of the inmate's permanent file.

### **Program Review Committee Appeal**

- A. The Program Review Committee Appeal Form must be filed within five (5) days of the decision. Inmates have the right to appeal decisions of the PRC to the Warden.
- B. An inmate may request assistance with writing and submitting their appeal, if they are unable to do-so on their own.
- C. The inmate must maintain his/her same defense from his/her first appeal, unless there is new evidence that needs to be presented.
- D. The Warden will review all relevant information that was obtained through the initial investigation, DHC Facts, PRC, and any other new evidence that was brought forth.
- E. The Warden will render a decision within ten (10) days of the appeal, (excluding weekends and holidays), which the Warden may Sustain, Amend, or Exonerate the PRC's decision.
- F. The PRC and the inmate will be informed of the decision and its rationale.
- G. The inmate shall receive a copy of the Warden's Appeal Response and it will be part of the inmate's permanent file.

### **Postponement of Disciplinary Proceedings**

- A. Postponements and continuances may occur on a case-by-case basis.
- B. The following are examples of what may require a postponement or continuance
  - a. Escape
  - b. Physical or mental illness
  - c. Security concerns
  - d. Transfer
  - e. Release
  - f. Uncooperative inmate
  - g. Other reasons as determined by the DHC

- C. Inmates who commit an infraction, but are released from facility custody, may have their disciplinary hearing if they return to the facility within thirty (30) days of the alleged infraction.
- D. Inmates who are temporarily transferred to another facility or escape shall have their disciplinary hearing upon their return, no matter how long they were out of facility custody.

## **Type/Duration of Sanctions**

- A. Disciplinary action shall not be capricious or retaliatory nor based on race, religion, national origin, sex, sexual orientation, disability, or political beliefs.
- B. Any disciplinary sanction shall not violate an inmate's right to be free from cruel and unusual punishment.
- C. Sanctions shall be in accordance with the Misconduct Severity/Sanction Scale and may not be changed or expanded without the approval of the Warden or designee.
  - a. Sanctions may range from withholding of privileges to segregation. Time in segregation or the withholding of privileges after a hearing shall generally not exceed thirty (30) days per violation.
  - b. Time served in Administrative Custody or Pre-hearing Confinement pending the outcome of a Misconduct Hearing may be credited to the number of days spent in Disciplinary Custody (DC).
  - c. An inmate may be removed from segregation if the Health Services Administrator or designee, Medical Doctor, Psychiatrist, or Licensed Professional Mental Health Counselor determines that continued segregation is detrimental to the inmates physical and/or mental health and release back to a less restricted setting will not likely result in significant harm to others.
  - d. Program Review Committee (PRC) may recommend early release of an inmate from segregation based on positive behavior of the inmate, support from unit staff, and/or needs of the facility.
  - e. However, release may not occur until at least half of the sanction in Disciplinary Custody has been served; unless the

inmate meets the requirements as listed in letter 'c' above, or the Warden or designee has given written authorization for earlier release.

- f. An inmate may be placed in Administrative Custody (AC) if it is determined that he/she is a threat to the safety of others, and/or the security of the institution.
- g. An inmate may be designated a security risk by the Shift Commander, DHC, and/or PRC; as a result of additional assaultive/disruptive behavior while being housed in RHU.
- h. An inmate released from Disciplinary Custody may be placed into Administrative Custody should the committee feel that the inmate is a security risk. The inmate will be informed, in writing, of the decision by the appropriate entity.
- i. Any inmate that is currently on Disciplinary Custody or Administrative Custody status at the time of their release from the facility will be placed back in Disciplinary Custody or Administrative Custody if they are re-incarcerated within six (6) months.
- j. Upon completion of serving any sanctioned time in Disciplinary Custody for a misconduct, the inmate must remain 30-days misconduct free to be eligible for the following: Work Release, Community Reentry, and Educational Programs, Trustees, or Probation/Parole. This will be a case-by-case basis.

## **Loss of Earned Time/Parole Eligibility**

- A. Inmates who commit serious, violent, and/or significantly disrupt the orderly operation of the facility may have their earned time revoked by the Warden or Deputy Warden(s).
- B. DHC shall make recommendations for earned time removal when an inmate has demonstrated a pattern of violent behaviors, significant and repeated failure to follow facility rules and/or demonstrated a clear and present danger to the facility and community.
- C. Inmates may lose the following if one or more findings or admissions of guilt to Highest, High and Moderate offenses.
  - a. Loss of earned time accrued
  - b. Delay in parole (must be 30 days misconduct free to be eligible)
  - c. Delay in Community Reentry approval (minimum of 30 days)

- d. Delay in attending programming
  - e. Delay in acquiring inside trustee positions
  - f. Delay in a housing change to the C-Units (dormitory style)
- D. Earned Time revocation recommendations shall be made by the DHC to the Director of Treatment based on the severity of the offense, the frequency of infractions, and if the behaviors lead the DHC to believe the inmate presents a serious threat to the public, if released on their Earned Time date.
- E. The rationale for loss of Earned Time shall be documented in the inmate's records for the Court/Probation and Parole Department's viewing.
- F. The extension of parole eligibility is at the sole discretion of the paroling authority (Court). However, recommendations for extension of parole eligibility may be requested.

## **Program Review Committee**

### ***(Disciplinary/Administrative Custody Reviews)***

- A. Inmates placed on Pre-Hearing Confinement (Administrative Custody (AC) or Investigative Status) pending a hearing before the DHC or who are on Disciplinary Custody shall be seen by the Program Review Committee (PRC) within seven (7) days of being placed in such custody and then every fourteen (14) days afterwards until released from such custody.
- B. If a hearing is delayed (for example, continuing investigation), the DHC and PRC shall document why and that the delay was approved by the Warden or Designee. The record shall be maintained in the inmate's permanent file.
- C. Inmates placed in AC and/or DC shall receive written notice for that placement using a Misconduct Report procedure as listed within this policy. All documentation will be stored in the inmate's permanent file.
- D. PRC shall document their inmate contacts on the Program Review Committee 'Review' form.
- E. PRC will make decisions about continued confinement in the RHU, and will hear all appeals of misconducts.
  - a. Factors that may affect this determination, but not limited to:

- i. The inmate's actions and attitude since being placed in this custody.
  - ii. The seriousness of the initial misconduct.
  - iii. Recommendations of other staff members based on their observations of the inmate's actions and attitude.
  - iv. Whether or not the inmate is a threat to the safety of others, and/or the security of the institution.
- b. Each staff member participating in PRC rounds shall sign a master cover sheet documenting their attendance.
- c. Documentation will be stored in the inmate's permanent file.
- d. Any inmate that is on any type of segregation for more than thirty (30) days, the Deputy Warden of Administration or designee will review such inmate(s) status.
- e. Inmates placed on AC, DC, and/or PC (for protection, investigation, etc.) shall also be seen by the PRC committee within seven (7) days of being placed in such custody and then every fourteen (14) days afterwards until released from such custody.
- f. Inmates housed in Security Risk (psychiatric/medical/suicide) status will be reviewed by the PRC weekly.
- g. If determined that Medical or Mental Health Services are needed, a referral will be submitted by the PRC to the appropriate entity.

## **Disciplinary Custody**

A sanction of disciplinary confinement (DC), in the Restricted Housing Unit (RHU) includes the loss of privileges as prescribed by the policies governing the RHU. Counselors, criminal justice professionals, attorneys and clergy will be permitted to visit in designated areas.

## **Administrative Custody**

An inmate may be placed in administrative custody (AC) if it is determined that he/she is a threat to him/herself, the safety of others, and/or the security of the institution. Inmates housed in AC are subject to the same restrictions as those in DC.

An inmate may be placed in Administrative Custody, under Investigative Status, if there is an alleged violation of institutional rules or criminal activity.

## **General provisions**

If you are serving time in DC or AC at the time of your release from the facility, you will be placed back in DC or AC if you are re-incarcerated, within 6 months as stated earlier sections.

After completion of serving your sanctioned time in DC or being removed from AC, you must remain 30 days misconduct free to be eligible for the following: Work Release, Community Reentry, and Education Programs, Treatment Programs, or Probation/Parole.

## **Protective Custody (PC)**

You may request to be placed in PC for your own protection, and are subject to the following conditions:

1. You will initially be placed in Temporary Secure Protective Custody (TSPC) pending review.
2. Your classification will be reviewed within 7 days.
3. Some privileges are more limited while on Protective Custody. Individual considerations will be made during your review(s).

## **Inmates housed in the RHU:**

- Will be given a copy of the General Rules for RHU inmates upon transfer to the RHU. Additional details on daily routines and expectations will be outlined in these rules.
- Receive mail with the exception of photographs and magazines.
- Schedule visits in accordance with established policy. Inmates in the RHU do not receive a monthly special visit
- Shower three (3) times a week in accordance with the housing unit shower schedule.
- Receive one (1) hour of recreation per day from Monday through Friday. Recreation times will be schedule by the Housing Unit Officer. Inmates do not have the right to choose the time they go to recreation or inmates with whom they wish to recreate.
- Make one (1) phone call a week, this call will be made on Saturday or Sunday as scheduled per procedure. The week will run from Monday through Sunday for phone call purposes.
- Emergency phone calls will be sent to the Counselor by written request.
- Be permitted to use electronic legal research materials in accordance with the procedure outlined in the General Rules for RHU inmates.

- Purchase only those commissary items which are allowed for possession in the RHU.
- Will be reviewed by the Program Review Committee (PRC) once every thirty days of continuous confinement in the RHU.

## Property in the R.H.U.

Inmates housed in the RHU (DC, AC and PC), will be permitted to have in their possession the following items

County Issued Items	Personal Items	Commissary Items
1 ID Card	10 Personal letters (photos not permitted)	1 Sweat pants or thermal pants
1 Uniform	2 Books	1 Sweat shirt or thermal top
1 Inmate handbook	1 Yarmulke/Kufee	1 Pair of shorts
1 Laundry Loop	1 Prayer rug	Deodorant (1 open and 1 new)
1 Towel	1 Religious Text	Shampoo (1 open and 1 new)
1 Security Toothbrush	1 Rosary/Prayer Beads	Toothpaste (1 open and 1 new)
1 Pair of shower shoes	Medical Items (Must be approved in writing by the Med Dept)	Soap (1 open and 1 new)
1 Pair of shoes	Prosthetic Devices (Must be approved in writing by the Med Dept)	2 hair ties
1 Blanket	Legal Material (not more than 4 inches thick, unless approved by the Warden or his/her designee)	1 Soap dish
2 Sheets	Glasses/contact lenses and one case	2 Wash cloths
1 Security Pen	Dentures and one case	1 Comb
1 Security Toothbrush	Newspaper (no older than 48 hours from the facility dated stamp. (Any newspapers more than 48 hours older than this date must be disposed of in your housing unit trash can.)	1 Cup
3 Pairs of underwear		1 Tablet
3 T-shirts		10 Stamps
3 Pairs of Socks		10 Envelopes
1 Thermal Top		1 Box of Tampons (female only)
3 Bras (female only)		
3 New sanitary napkins/tampons (female only)		

1. Any of these items may be removed from the inmate's possession for security reasons. If an item is removed an incident report will be completed, stating the specific reason why the item was removed. The incident report will be submitted in the shift packet.
2. The PRC, the Warden or Deputy Warden(s) may approve additional items on a case-by-case basis. Special consideration may be afforded to Administrative Custody inmates.

# ***BMS***

## **Behavioral Management System**

BMS Behavioral Management System - A program designed to be primarily utilized with inmates who are either level C or D on the Mental Health stability code system. Other inmates may be eligible for placement in the BMS with the Warden's approval. The BMS is a step down program that makes attempts to move inmates from confinement in the RHU towards placement in general population. Inmates will work through the 4 steps of the program based on their individual behaviors. Each step will have allowable items that inmates may possess in their cell, or additional opportunities for recreation, telephone calls, and commissary. Inmates movement within the program will be monitored and movement up or down in the program levels will be based on the inmates overall adjustment. Inmates, who complete the steps of the BMS, will be eligible to be released into general population.

## ***Mail***

### **Incoming Mail**

Mail that does not have a complete address and return address will be returned to the post office. A complete address includes the sender's first and last name, street address, city, state, and zip code. No postage due or COD mail will be accepted.

Letters sent to inmates will be addressed as follows:

Inmate Name, Inmate Booking ID Number  
Centre County Correctional Facility  
700 Rishel Hill Road  
Bellefonte, PA 16823-1488

Letters will be opened and checked for contraband. Legal mail from public officials, courts, and attorneys will be opened in your presence.

Incoming mail containing any contraband will be returned to the sender.

When mail is refused, a receipt will be printed and given to the inmate stating who the mailing was from and the reason it was returned.

Mail that may be refused includes, but is not limited to, those that meet one or more of the following criteria:

- Contains crayon, marker, colored pencils, tape, stickers, glitter, string, ribbon, staples, magazines/newspaper clippings, laminated items, internet



printouts, photocopies, envelopes, stamps, or any other item not authorized for inmate possession

- Photos larger than 5 x 7, photos in excess of 10, Polaroids
- Battery-operated or large greeting cards
- Post cards
- Catalogs or pamphlets
- Cash, money order, or personal check enclosed
- Correspondence with any prohibited party, including correspondence directed through a third party
- Any piece of mail that does not have a full legible return name and address
- Any packages that are received without prior approval, not including publications
- All incoming magazines and newspapers must be from the publisher, and all incoming books must be new and from the publisher or bookstore. **Used publications are not permitted.** Books, newspapers, and magazines will be inspected on a case by case basis and if deemed inappropriate, will be refused and returned to sender
- Publications, newspapers, magazines, or photographs that may be refused including but are not limited to those that meet one or more of the following criteria:
  - It depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices
  - It depicts, encourages or describes methods of escape from correctional facilities or contains blue prints, drawings, or similar descriptions of any jail or prison
  - It depicts or describes the procedures for manufacturing drugs or for the brewing of alcohol
  - It depicts, displays, or is drawn to promote or represent gang graffiti, illicit activities, or recruit members
  - It is written in code
  - It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption
  - It encourages or instructs in the commission of criminal activity
  - It advocates violence of any kind or literature that promotes hatred towards any group

- Material, sexual or otherwise, which by its nature or content poses a threat to the security, good order, or discipline of the institution
- Facilitates a criminal activity

Publications that contain any of the above information will be refused and sent back to the publisher or bookstore. The inmate will be notified, in writing, the reason the publication is being refused.

All books belonging to an inmate, including religious texts, must be sent new from a publisher/bookstore. No books or texts will be accepted upon commitment, transfer from another institution, or from private individuals. All books and texts will be marked on the inside of the front cover or facing page with the inmate's first, middle, and last name.

Mail containing more than three (3) books shall be denied and returned (Inmate are only allowed to have no more than two (2) books and two (2) magazines or coloring/activity books in his/her possession and three (3) books in their property bin for a total of five (5) Books).

If you have or receive books that total more than five (5), the Visitation Officer will complete an **Excess Book Form**, and you will have three options for the excess books over five (5).

- Have the excess books placed in excess property/Intake for pick-up on the next scheduled visit.
- Send selected book(s) through the mail, which the postage will be paid from your account.
- May donate to the CCCF library.

If the excess books are not picked up through the next visit or within fourteen (14) days, and you do not want to pay for the postage, then the books will be forfeited to the CCCF Library

If you have books in your possession, you will be permitted to accept the new books and place current books in property as long as the total book count does not exceed five (5).

Inmates may not have more than two (2) books and (1) Religious Text in their possession at a time. Inmates are not to have in their possession newspapers that are more than two (2) days old from the date the newspaper was stamped as received.

Books and religious texts may not exceed the standard hardcover publication size of 7" x 10", and may be no more than 2.5" in thickness and/or weighing more than four (4) pounds. Coloring or Activity Books no larger than 9" x 12"

Any other books or religious publications not specified, or that exceeds the above limits, must be approved in writing by the Director of Treatment.

## **Inmate to Inmate Correspondence**

An inmate may not correspond with another currently incarcerated inmate, former inmates that were incarcerated at the Centre County Correctional Facility who have not been out more than 6 months after their last release date, parolees, probationers, or co-defendants, unless given prior approval from the Warden.

If an inmate wishes to correspond with an inmate at another facility, the inmate must submit a request form to the counselor with the inmate's name, inmate number, the relationship between them, and the name of the facility where the other inmate is located so that the counselor can verify all information is valid and it can be forwarded on to the Warden for approval.

## **Outgoing Mail**

All outgoing mail must be placed into the mailbox located in each housing unit by 10:00 pm each day.

All outgoing mail must be sealed in an envelope. No envelope that is sealed using toothpaste, labels, etc. will be sent out.

All mail being sent out will have the following return address:

Inmate Name, Inmate Booking ID Number  
Centre County Correctional Facility  
700 Rishel Hill Road  
Bellefonte, PA 16823-1488

Letters not having the appropriate return address will be returned to the inmate.

Correspondence to any outside agency except Centre County Probation/Parole must be sent through the U.S. Postal Service.

## ***Inmate Money***

### **Inmate Accounts**

All monies will be deposited into the Intake Kiosk at the time of commitment. A receipt for the amount will be given to you.

Upon your release, the Release Officer will issue you a debit card in the amount of any money you may have on your Commissary Account.

From the date of your commitment, you have ten days to send out monies you had in your possession at commitment for personal responsibilities (i.e. bills,

family needs, etc.). After the ten days no money will be sent out. No deposits to your account will be sent out

Inmates participating in the Work Release Program will be permitted to send out monies for personal responsibilities based on their pay schedule. Inmates may send a work release request for check form to accounting with a self-addressed stamped envelope.

Inmates are not permitted to transfer money into another inmates account.

## **Processing Fee**

A one-time per incarceration administrative fee of \$25.00 (cost subject to change without notice) will be deducted from all inmates' account upon commitment.

This fee is not applicable to those inmates being housed for Contracted Agencies. If you are being housed here from another County and have charges in Centre County, or have a detainer from another County, you will be charged the Processing Fee.

If the inmate is indigent at the time of commitment, the inmate's account will be debited for the amount due. The fee will be collected as money is deposited into the inmate's account.

## **Restitution**

Inmates who have abused or misused facility property will be responsible for restitution for any damage, including labor if applicable.

Any inmate who inflicts injury upon themselves, other inmates, staff members, or civilians while incarcerated, will be held financially responsible for all medical costs. Inmates will also be responsible for all loss of wages incurred.

Information concerning the collection procedure will be given at orientation.

## **Indigent**

An inmate is considered indigent if he/she has been continually without funds of at least \$5.00 for a total of seven (7) days. Once an inmate has been determined to be indigent, he/she will be eligible to receive necessary hygiene or writing/stationary items. These items may be requested once per week by request slip to the Shift Commander until they are no longer indigent.

## ***General Rules / Information***

The following rules stress consideration and respect for all staff, inmates and property. They are designed for the orderly and secure operation of the facility.

Each inmate will be responsible to have knowledge of, and comply with, all of the rules herein. All facility rule changes will be posted on the housing unit bulletin board. It is each inmate's responsibility to check the bulletin board for rule changes. Ignorance of any rule does not excuse you from non-compliance.

### **Request Forms**

If an inmate requires information from, or has a question of, any member of the facility staff, they may submit an "Inmate Request Form" to that person. Anonymous request forms will be discarded without consideration.

Requests containing obscene language or vulgar remarks will not be considered.

Requests forms are available from the Housing Unit Officer.

When the request form is completed, place it in the appropriate box provided for inmate requests in the housing unit.

### **General Rules**

Gang paraphernalia, drawings, writings, literature, photographs, graffiti, clothing, or any other item that the Warden or his designee determines to be gang related, will be treated as contraband and disciplinary action may be taken.

Inmates may only enter their own assigned cell/cube.

Inmates housed on the first floor are not permitted to be on the mezzanine level (2<sup>nd</sup> floor) unless they are going to or from visitation. Inmates housed on the mezzanine level are not permitted to congregate or loiter on this level.

Cell doors, walls, windows, light fixtures and ceilings will be kept free of signs, posters, pictures and other items. This is to include the lockers in the C1, C2, and C3 housing units.

All vents in cells, corridors, sally ports and housing units will remain unobstructed in order to ensure proper air circulation.

Writing on or defacing walls, doors, furniture and other property is not permitted, and will result in a misconduct and restitution.

Food passes will be operated by facility staff only. Any inmate opening a food pass except in the performance of their job as a unit worker, will be issued a misconduct.

Tampering with any locking device is not permitted and will result in the issuance of a misconduct.

You will shower daily and must be properly clothed going to and from the shower.

For health and security reasons finger nails must be kept trimmed and cannot extend past the tip of the finger.

Board games and puzzles will be provided in each housing unit. No puzzles, games, or pieces of them are permitted in cells/cubes.

Televisions are provided for your recreation. You will be permitted to cooperate in determining the channel setting on the TV. If a dispute arises, the Housing Unit Officer will resolve the issue. Officers will adjust the volume, change the channel or turn off the TV when deemed necessary.

The television will be turned off during meals, counts, lights out, and emergency events. Inmates will at no time have possession of the television remote control.

Practicing of martial arts such as judo, karate, or other methods of self-defense is prohibited.

Inmates may be subjected to a clothed or unclothed search at any time.

Searches of housing units will be performed on an unannounced and irregular basis. You, your belongings, and cell are subject to be searched at any time. Your presence during cell searches is not a legal requirement. You will be held accountable for any contraband or damage to facility property discovered during a search. When a search is conducted, you are required to cooperate with staff.

Inmates will approach all staff personnel with respect and courtesy. Staff personnel will be addressed by their title.

Any sexual behavior with yourself or another person, whether voluntary or involuntary, is prohibited. Any such conduct will be treated as a misconduct and/or violation of the law.

Sexually explicit behavior, whether written, graphic, or any form of communication is not permitted.

All movement outside of the housing unit will be in single file, in an orderly manner down the right side of the corridor.

Loud talking and/or yelling in the corridors are prohibited.

Inmate phones will be turned off during meals, lock down, count time or any emergency situation.

Radios will be played only with the earphones placed over the ears.

No feet are permitted to be on the furniture in the day area.

Cell doors are to be locked open or closed.

You are to check your assigned cell before moving in, and report any damage to the Housing Unit Officer. You will be responsible for any cell damages not reported.

Inmates will not approach the officer's work station without approval.

Body piercing jewelry (nose rings, ear rings etc.) will be removed by the medical department. Placing any item into a piercing hole is prohibited and will result in disciplinary action.

Obstructing the view into your cell is not permitted, and will result in disciplinary action.

Obstructing the view of either bunk is not permitted, and will result in disciplinary action.

Only toilet paper is permitted to be flushed in the toilets. Disposal containers for feminine hygiene products are available on the female housing units.

Feminine sanitary napkins and tampons are available to female inmates as needed by speaking to the housing unit officer to obtain.

No empty containers are permitted in cells. This is to include garbage bags or plastic commissary bags.

Inmates using the intercoms located at the doors and sliders throughout the facility will identify themselves and give their destination, at each door or slider (i.e. Inmate John Smith going to the kitchen). Non-compliance will result in passage being denied, and a misconduct being issued.

Talking from cell to cell during any lock up is not permitted, and will result in disciplinary action.

Ethnic or racial intimidation in any form, including words, actions, or behavior, will not be tolerated and will result in disciplinary action.

Inmates may only use one mattress, and mattresses may not be used for any other purpose.

## **Bed/Cell Cleanup**

Cells will be swept and mopped daily.

Cells will be kept clean and orderly at all times.

Beds will be made at all times, when not in use.

No clothing, or any other items, will be kept on beds.

Sheets and blankets will be tucked in with the blanket pulled all the way up to the head end of the mattress.

Shoes and storage boxes will be kept under the bottom bunk.

## **Cell Vents**

All cell vents will be cleaned once a month on the day that your blanket is exchanged. Inmates will be responsible for their own cells.

## **Mattress Cleaning**

All mattresses will be cleaned once a month on the day that your blanket is exchanged. Inmates will be responsible for their own mattress.

## **Tobacco Policy**

Centre County Correctional Facility is a tobacco free institution. Any inmate found to be in possession of tobacco products and/or accessories will be subject to disciplinary action and/or criminal prosecution. Inmates who leave the facility on a regular basis for Work Release, Community Reentry and Education Programs will be regularly and randomly tested for tobacco usage. Inmates inside the facility can be tested at any time. If nicotine is found in your system, disciplinary action will be taken.

## **Contraband**

Contraband is defined as any item not authorized to be in your possession, any item that has been altered or is being used for anything other than its intended purpose, or any item in excess of allowed amount. Any item determined by facility staff to be contraband will be confiscated and destroyed and may result in disciplinary action being taken against you.

Inmates may receive newspapers through the mail from the publisher. The subscriptions must be initiated and paid for by a friend or family member. The facility will not initiate or pay the subscriptions from the inmate's account. Newspapers will be date stamped and may only be kept for 48 hours.

Only hygiene items, radios, reading material, and pictures are permitted on the shelf, lockers, or table. These areas are to be maintained in an orderly fashion at all times.



# Items permitted in cells

## County Issued Items:

- 1 ID Card
  - 1 Uniform
  - 1 Inmate handbook
  - 1 Laundry Loop
  - 1 Towel
  - 1 Pair of shower shoes
  - 1 Pair of shoes
  - 1 Blanket
  - 2 Sheets
  - 3 Pairs of underwear
  - 3 T-shirts
  - 3 Pairs of Socks
  - 3 Bras (female only)
- At the time of your release, you will be responsible for returning all the county issued property to the Release Officer. You will be charged for any county property not returned or damaged.

## Personal Items:

- 2 books
- 1 magazine
- 1 Religious Text
- 1 Rosary/Prayer beads
- 1 Kufee
- 1 Prayer rug
- Newspapers no more than 48 hours old
- 10 Photographs not larger than 5 x 7 (No Polaroid's. Pictures printed on printer paper will be counted as a photograph and cannot be larger than 5x7)
- 10 Personal letters (greeting cards will be counted as a letter)
- Legal material (not more than 4 inches thick)
- Dentures and one case
- Glasses/contact lenses and one case
- 1 Wedding band (no stones or jewels)
- 1 Religious medal with chain no larger than a 1 ½ inches in diameter (no stones or jewels)
- Approved religious reading material (must be approved in writing)
- Approved medical items (approved in writing by the medical depart)
- Prosthetic devices (approved in writing by the medical depart)

## Commissary Items:

- 1 Pairs of shoes
- 1 Pair of sweatpants
- 1 Sweatshirt
- 1 Pair of gym shorts
- 1 Thermal top
- 1 Thermal bottom
- 1 Wash cloth
- 2 Commissary towels
- 1 Cup
- 1 Bowl
- 2 Spoons
- Hygiene items (1 open and 1 new)
- 1 Soap Dish
- 1 Radio
- 1 Pair of Headphones
- 12 Pills/tablets
- 2 Pens/Pencils
- 1 legal pad
- 1 Dictionary
- 1 Deck playing cards
- 1 Deck pinochle cards
- 2 Packs Kleenex
- 1 Chap Stick
- 6 Hair ties (female only)

Requests for additional religious items or materials will be made to the Director of Treatment, who will approve or deny in writing.

## Inmate Razors

Inmates in the general population housing units are permitted to shave between the hours of 8:00 am and 10:00 am only. The only exception shall be for unscheduled court/magistrate appearances, where the inmate did not receive notification until after the scheduled shaving time had expired.

Inmates with a work assignment or work release will be permitted to shave within 1 hour of going to or returning from work. If the inmate returns from work and attends a facility sponsored activity (i.e. AA/NA, GED, church etc.) they will be permitted to shave within 1 hour of returning from the activity. Inmates in the PRIDE program will be permitted to shave from 10:00 to 11:30 AM.

To receive a razor you must report to the Housing Unit Officer and turn in your ID card in exchange for a razor being issued to you. Immediately upon completion of shaving, you must turn the razor back in to the Officer and retrieve your ID card. Failure to turn in the razor or altering the razor in any way will result in disciplinary action. The razor must be returned to the housing unit officer in a reasonable amount of time (approx. 20 min).

Inmates will be permitted to shave their head, provided that the razor is not taken apart or altered in any way; the inmate shaves only his/her own head, and no patterns, designs, or unusual styles, such as Mohawks, are created.

Inmates will receive only one razor per day.

## **Haircuts**

Only the facility barber is authorized to cut hair. Inmates wishing to get a haircut by the facility barber may sign up with the housing unit officer.

The price of haircuts will be posted to all housing units. All inmates are required to pay for the haircut. There will be no refunds after you sign up for a haircut.

## **Inmate Identification (ID) Cards**

The ID card will be carried on your person at all times.

If your ID card is lost or destroyed, you are to notify your Housing Unit Officer immediately.

If your ID card is lost, destroyed, or altered in any way, you will be charged for its replacement.

You will not be permitted visits, commissary, recreation, law library, or attendance to any programs without having your ID card.

Your ID card will be presented to any employee or service provider upon request.

Your ID card will be turned in to the Release Officer at the time of your release. If you do not produce your ID card you will be charged.

## **Clothing**

Your personal belongings (clothing, jewelry, watch etc.) will be taken from you at the time of your commitment, and stored for a maximum of ten (10) days. Within that time frame, you must make arrangements to have your belongings picked up by a visitor or mailed at your expense.

Only one (1) set of clothing, cell phone, and a wallet will be stored in the facility. If court clothes are brought in, then all clothing in storage must be sent out. One (1) set of court clothes may consist of slacks, shirt, sports coat, dress, skirt, blouse, underwear, shoes, socks/stockings, belt, and tie.

Court clothes will be accepted with an approved written request for inmates to wear to a jury selection or jury trial only. When court clothes are accepted, the clothing in your property bin will be sent out to the person leaving the court clothes.

All other clothing must be provided by the facility or purchased from commissary. No other clothing will be accepted through visitation.

Inmates will be properly clothed when outside of cell or dorm room. The facility uniform includes socks and underwear (bras for females).

Trousers will be pulled up around the waist.

Pant legs cannot be pegged or rolled up.

You must wear clothing to sleep in.

Head/face coverings are not permitted at any time.

Facility clothing needing replacement due to normal wear will be replaced.

Inmates will wear uniform bottoms and uniform top or t-shirt when going to and from the shower.

## **Laundry**

All laundry will be washed in accordance with the established laundry schedule.

Clothing will be laundered three times a week, in accordance with the laundry schedule for the housing unit.

You are not permitted to wash laundry in your cell.

Blankets will be exchanged monthly. You are required to exchange your blanket on the scheduled day. If your blanket is torn or damaged you will be issued a misconduct for destroying county property.

Sheets will be exchanged weekly. You are required to exchange your sheets on the scheduled day. If your sheets are torn or damaged you will be issued a

misconduct for destroying county property. Sheets are only to be washed by the facility laundry and not in the housing units.

When exchanging blankets or sheets, all knots must be removed or you will be issued a misconduct.

Each person is permitted to have one blanket, two sheets, and one facility issued towel at a time. If you are found to have more than the allowed number in your possession disciplinary action will be taken.

## **Telephones**

Telephones are located in each housing unit. You can place either a collect call or a debit call. To place a debit call you must have sufficient funds in your Inmate account.

All calls are contingent upon acceptance of the charge or call by the recipient.

The length of calls is fifteen minutes. A warning notice is provided approximately three, two, and one minute before the call is disconnected.

Friends and family can call Inmate Telephone Inc. at 888-949-3303 to make billing arrangements.

Telephone usage will be regulated by the Housing Unit Officer.

The inmate telephones are active during the following hours: These times are approximate and all phones will be shut off during emergency situations.

8:00 a.m. – 11:30 a.m.

1:00 p.m. – 4:30 p.m.

6:00 p.m. – 9:00 p.m.

Telephone calls are recorded and monitored, and may be divulged.

Use of threatening, profane, or abusive language on the telephone will not be tolerated, and will result in disciplinary action.

Telephone use is a privilege, and may be suspended for violation of institutional rules (i.e. improper cleanliness of cell, general misconduct, or mistreatment of telephones).

Inmates are NOT permitted to use staff telephones.

No three way telephone connections are permitted.

Each inmate is assigned a Personal Identification Number (PIN). Giving your PIN to another inmate, or using another inmate's PIN is not permitted and will result in disciplinary action, including restriction from phone use and reimbursing the phone charges.

To place any phone calls from the facility on a GTL phone, the number called must be either globally allowed or on the inmate's individual Allowed Numbers list.

***Global Numbers:***

- Contact phone numbers provided by Bail Bondsmen registered in Centre County will be placed on the Global Allowed Numbers list so that they are accessible to all inmates.
- All attorney telephone numbers listed in the local calling area (Bellefonte, State College) will be placed on the Global Allowed Numbers list. If an inmate retains an attorney whose number has not already been added, the inmate will write a request slip to the Director of Treatment. The Director of Treatment will verify all requests. If the phone number can be verified as an attorney's, the Director of Treatment will add the phone number to the Global Allowed Numbers list with recording bypassed.

***Inmate's individual Allowed Numbers list***

- Inmates will be allowed to have up to 10 phone numbers on their Allowed Numbers List. Attorneys will not count toward the 10 number limits, and inmates will be instructed to follow the steps above to have the attorney added to the Global Allowed Number List.
- At the time of commitment, the inmate will be provided the Inmate Allowed Phone Numbers form. To make a commitment call, the inmate will need to provide at least one phone number, name, and the relationship of that person to the officers for entry into the phone system. If the inmate is prepared to complete the form at that time, he/she may do so.
- Inmate Allowed Phone Numbers forms will also be available on the housing unit. Inmates may submit additions to the list on this form by placing it in the request bin. Any numbers requested for addition after commitment will be reviewed and added nightly by the 11-7 Shift Commander.
- If the inmate is already at the maximum 10 numbers, inmate may select another obsolete number to remove to remain at 10 or less. Inmates will be allowed to remove obsolete phone numbers and request additions to their individual Allowed Numbers unless it becomes repetitive or abusive. If this happens, the inmate and Director of Treatment will be informed in writing that no further additions/deletions will be accepted. Once the notice is give, the inmate may request to the Director of Treatment for extenuating circumstances.

- When an Inmate Allowed Phone Numbers form is submitted, the information will be reviewed before entry into the phone system to ensure the facility has no legal documentation of a PFA or other court-ordered no-contact. If the phone number is denied, the reason will be listed on the form and a request slip sent to the inmate informing them of the reason.

## **Recreation**

Recreation times will be determined by the Housing Unit Officer.

Sports equipment will be provided. Misuse or abuse of sports equipment will result in disciplinary action.

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

A uniform shirt, sweatshirt, or t-shirt will be worn in the recreation areas at all times in addition to uniform slacks, sweatpants, or gym shorts.

Proper footwear must be worn for the recreation activity in which you are participating.

You are not permitted to wear shower shoes and participate in basketball, volleyball, handball, or any other recreational activity that requires running. This is for your own safety and anyone found to be participating without proper footwear will be subject to disciplinary action.

Radios are not permitted in the recreation area.

No food or beverages are permitted in the recreation areas.

## **Commissary**

Commissary is available for all inmates.

Commissary can be purchased via the Inmate Telephone System each week beginning at 5:00 P.M. on Friday and ending at 9:00 P.M. Sunday.

A list of commissary items, their cost, and the procedure for purchasing are posted in the housing units, and on the order form.

Inmates are permitted to purchase commissary items for their own personal use. Commissary may not be given, taken, loaned, or bartered with any other person.

Those items designated as Hygiene will be limited to a maximum of 2 (1 open and 1 new). Any items over this number will be considered contraband and will be confiscated.

## Commissary Delivery

1. The officer will announce the names. The inmate who is to receive commissary will come to the officer's desk.
2. The inmate must show their facility ID, and the officer will issue them their commissary. It is the inmate's responsibility to check the order for accuracy. If there is a discrepancy, the inmate will immediately inform the officer. The inmate will then sign the receipt and return it to the officer. Upon signing the receipt, all transactions are final.
3. RHU commissary will be distributed by the officer to the inmates in their cells.
4. If there is a monetary discrepancy, the Housing Unit Officer will note the discrepancy on the receipt and forward the receipt to the Shift Commander. The inmate will be given a copy of the receipt and should keep it until the discrepancy has been credited back to their account. Credits are processed the following Monday. (Excluding holidays)

## Legal Research

Equipment is available to provide you access to legal reference material.

A sign-up sheet is posted in each housing unit for legal reference access.

When an inmate wants to use the law library, they will ask the Housing Unit Officer to add them to the sign-up sheet. All sign-ups are to be done a day in advance.

You can sign-up for one allotted time slot per day.

If someone refuses their time slot or a time slot is vacant the Housing Unit Officer may send the next available inmate into the Law Library.

Only one inmate will be permitted in the multi-purpose room during a scheduled Law Library time.

No edible items will be taken to the Law Library.

The only paper permitted in the Law Library is the printer paper that is issued by the Housing Unit Officer or printer paper purchased off the commissary.

The supplied computers and printers are for legal work only. Use of a computer and printer for other than legal reference will result in disciplinary action, including but not limited to the loss of legal reference privileges.

Photocopying of legal documents for court related purposes will be permitted under the following guidelines:

1. An inmate requesting photocopies must do so by submitting a request form to their counselor.
2. Only legal materials will be copied (Books are not permitted to be copied. Copies of hand written documents from legal books will not be made, unless they relate to a specific part of the photocopied items).
3. Once the Counselor has approved the request, they will get the items from you and have them copied. No one will be permitted to come and make their own copies.
4. The number of copies will be limited to five per document. Additions will only be granted by the Director of Treatment.
5. A twenty five cent fee will be assessed for each page. This money will be deducted from your inmate account.

## Meals

Inmates will be fed in their respective housing units, in the day room, with the exception of those inmates subject to any form of individual lock down as well as during facility lockdown.

Even Days: The first floor will be fed first.

Odd Days: The second floor will be fed first.

All inmates will be afforded 15 minutes to eat after the last inmate is served.

You will remain in an orderly line while waiting to receive your meal.

No loud noise or loud talking is permitted.

No jumping of the line is permitted.

Each inmate must turn in their facility ID to the unit officer to receive a cup and spork.

Upon receiving your tray, you are required to sit at the dining tables.

Moving from table to table is not permitted.

Quiet talking is permitted during meals and only at the table at which you are seated.

Inmates may only trade food with the inmates sitting at their table. Inmates are not permitted to take extra food from the food cart. This includes the trustee. Each inmate receives one tray and one tray only. All extra trays will be returned to the kitchen.

When you are finished eating, you are to return your tray and all utensils to the food service cart and retrieve your facility ID from the unit officer.



Inmates will return to their cells after each meal, and remain there until the day area is cleaned.

Only the cups issued at the meal will be used during meals.

No food or drinks from the meal trays is permitted to be taken to the cells.

Occasionally the facility will offer special food sales. All food and drinks from these sales must be eaten in the dayroom. Nothing can be taken back to your cell. No food or drink items can be traded or given away. All items must be immediately consumed or thrown away. Any inmate who has ordered from a special food sale must be in the unit when the items are delivered to the housing unit. If the inmate is not in the housing unit the item will be returned to the kitchen and the inmate will not be refunded.

## **Anti-Pornography Policy**

No articles deemed to be pornographic shall be permitted within the facility. Pornography shall be defined as sexually explicit behavior whether it be written, graphic, any form of communication, or nudity. Nudity is defined as showing any male or female genitals and/or pubic area and/or female nipple. Exposure of any of the above areas through "see through" materials is considered nudity for the purpose of this definition.

## ***Security Procedures***

### **Count Procedures**

When count is announced, there will be absolutely no movement in the facility.

The 12:30 pm and 6:00 pm counts are standing counts. You are to stand facing the cell/cube door until counted. All C-unit inmates will remain in their cube for the duration of head count. Delaying, interfering, or failure to stand for count will result in disciplinary action.

### **Emergency Evacuation**

In the event of an emergency, you are required to follow the instructions of your Housing Unit Officer, work assignment supervisor, or any other staff member.

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

## ***Inmate Job Assignments***

The following is a step by step description of the sequence of activities necessary before obtaining a job assignment:

You must be medically cleared and be assigned to a general housing unit before you will be eligible for a job assignment within the facility.

Once assigned to a housing unit, you may inquire by making a verbal request to the housing unit officer about a unit worker position on that housing unit. It is the Unit Officers' discretion when, and if, to hire and/or fire the unit workers.

If you would desire a trustee position that is not on your housing unit, you must submit a request to the counselor. Upon receiving your request the counselor will check your institutional record, criminal history, and medical clearance, if necessary. If you clear all criteria required to obtain a job, your name will go onto a waiting list until a position becomes open. If the staff member research uncovers poor conduct in compliance with rules and regulations, he/she will deny your request for a job assignment. If you have any misconducts on your record, you will not be eligible for a job assignment for a minimum of 30 days. Your request will be placed on file until a job if one becomes available. When assigned a job, if you receive any informal resolution or misconduct during your employment, this may result in loss of job and change of housing. If you are assigned a job and decide you no longer wish to work, you must submit a request to the staff member and ask to be removed from your job. When the staff member finds a replacement you will be moved. If you are a sentenced inmate and refuse to work or quit a job assignment without approval, a misconduct will be issued.

## **Instructional Inside Assignments**

### **Kitchen    Maintenance    Hygiene    Laundry**

A job assignment is a privilege, and you are expected to conduct yourself in compliance with the rules and regulations at all times. You will be issued a copy of your job description that will detail your job assignment.

You will be trained by a staff member or an inmate assigned to work with you. You will be required to comply with all orders by any staff that supervises you. Any refusal to comply, or to complete the job assignment, will result in a misconduct.

Any inmate participating in a job assignment will be paid a wage determined by the Warden.

# ***Work Release, Community Re-Entry, and Education Program***

Inmates that meet the established criteria may seek or continue employment in the surrounding community. This enables an inmate to pay off fines and restitution, pay bills, or save money for their eventual release. The Warden has the final determination of who may leave the facility in order to participate.

In addition to Work Release with an outside employer, Inmates may be assigned to Outside Clearance jobs in the Community Re-entry and Education program. There are positions available with Facilities Management at the facility and county buildings and Centre Peace. These positions may be used as a first step into the program to build towards a Work Release position.

## **Summary of the Program Approval Process**

1. Be made eligible by the Court.
2. Be sentenced on all charges, with no active detainers or warrants.
3. Have a satisfactory prison adjustment, must be at least 30 days misconduct free from the date of release from any previous disciplinary charges.
4. Understand and sign the Community Re-Entry Rules, Regulations, Terms and Conditions prior to starting in a work program.
5. Be medically and psychiatrically approved.

This is a brief outline of some of the criteria needed to be approved for the facility's Program. This program is a privilege, not a right, and each application will be evaluated and the decision for acceptance into the program will be made on an individual basis. To request consideration, an inmate may submit a request slip to the Reentry Specialist.

## **Inmates may be prohibited from participating if they have any of the following:**

1. Sex offenses will be reviewed on a case-by-case basis.
2. Escape related behavior or conviction within the last 10-yrs.
3. Current felony assault related conviction; Misdemeanor assault charges will be review on a case-by-case basis.
4. Current domestic violence offenses will be reviewed on a case-by-case basis.

5. Other crimes or criteria as deemed inappropriate by the Warden that shows the inmate poses a risk to the community safety or poses a risk to the Facility.

## ***Furloughs***

### **Pre-Employment Furlough**

Designed to allow sentenced inmates an opportunity to obtain employment. Length of the furlough will be determined by the court.

### **Emergency Furlough**

Designed to address major problems that arise. Times will vary based on circumstances. Emergency furloughs are granted by the court. Requests for an emergency furlough are to be made by contacting a Counselor.

### **Funeral Furlough**

Must be made by family or friends by contacting the Centre County Probation and Parole Department.

#### **Inmates must**

- Sign furlough agreement form prior to leaving facility, and adhere to its provisions.
- Follow all facility rules and regulations while on a furlough.
- Be drug tested prior to and returning from a furlough

## ***Early Release Program***

The Early Release Program is to reward inmates of the Centre County Correctional Facility with an early release from their minimum sentence. During their period of incarceration, inmates will have the opportunity to demonstrate personal initiative and personal progress in rehabilitation programs.

The Early Release Program is a voluntary program. Requirements for entry are posted in each housing unit. Applications can be obtained by writing the counselor.

No inmate has the right to demand or require admission into the program. The Court has the authority to exclude any inmate from the program or deny the request for earned time approval.

## ***Grievance Procedure***

Most routine matters or questions can be handled by speaking with the housing unit officer, or by submitting a written request to the appropriate staff member on an Inmate Request Form. The appropriate staff member will answer your request. If you feel a significant complaint has not been resolved by this process, you may file a grievance.

Petitions, requests, or grievances from groups of inmates will not be considered, and will be filed without answer. You may file a request, or grievance only for yourself.

The repeated use of request or grievance forms for frivolous, unfounded, misdirected, or harassing communications to facility employees will not be tolerated. An inmate who engages in this behavior will first be warned in writing that his or her behavior must cease. Continuation of this behavior may result in all future communications, to any staff member, being processed and filed without response, and possible disciplinary charges.

All grievances will be made in writing on an "Inmate Grievance Form" and placed in the grievance box located in your housing unit. Both copies of the form will be submitted, and the yellow carbon copy will be returned to you with a response.

No inmate shall be disciplined for filing a legitimate grievance or otherwise pursuing a remedy in the grievance procedure. However, no immunity is afforded to any inmate from civil or criminal liability for any of their acts or statements.

The Grievance Officer will maintain a log of the grievances, issue a number, and have ten (10) business days, excluding weekends and holidays, to respond.

### **Grievable issues**

The grievance process may be used by any inmate, regardless of his/her classification or disciplinary status, and may be filed for any of the following reasons:

- To report an alleged violation of civil, or constitutional rights.
- To report an alleged violation of facility policy.
- To report an alleged criminal or prohibited act by a staff member.
- To report an alleged condition existing within the facility that creates unsafe or unsanitary living conditions.

- To dispute the assessment of a specific fee for service charge, including, but not limited to medical fees.

## **Non-Grievable issues**

A grievance may not be filed simply because you disagree with a staff members decision or instructions, it must meet the above criteria.

Non-Grievable issues include

- The amount of your bond.
- Any matters concerning your court case.
- Any matters concerning the facility disciplinary procedure. Concerns in reference to the disciplinary procedure must be addressed to the Program Review Committee.
- The use of obscene language, or vulgar remarks.
- Policies and Procedures of the facility.

## **Grievance Appeals**

If not satisfied with the answer from the Grievance Officer, you may appeal to the Deputy Warden in writing on an "Inmate Appeal Form" within five (5) days of receiving your response. Submit with the appeal the original grievance response. The original response will be returned to you with the Deputy Warden's response. The Deputy Warden may affirm or reverse the decision of the Grievance Officer.

If not satisfied with the answer from the Deputy Warden, you may appeal to the Warden in writing on a "Request for Warden Review" within five (5) days of receiving your response. Submit with the appeal the original grievance and Deputy Warden appeal responses. The original responses will be returned to you with the Deputy Warden's response. The Warden will have fifteen (15) business days, excluding weekends and holidays, to respond. The Warden may affirm or reverse the decision of the Deputy Warden. The Warden's decision will be binding.

  
\_\_\_\_\_  
Christopher A. Schell, Warden

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Michael Pipe, Chairman, Board of Prison Inspectors

  
\_\_\_\_\_  
Date