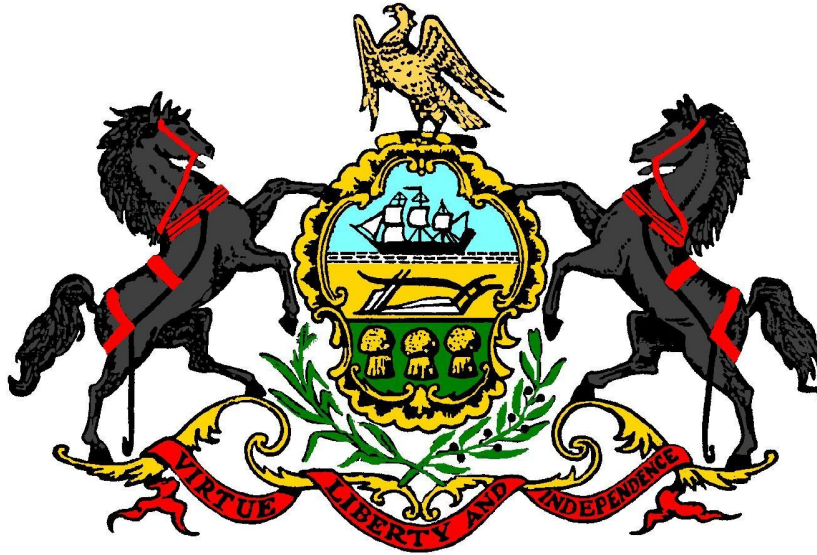


ERIE COUNTY PRISON



Department of Corrections
1618 Ash Street
Erie, Pennsylvania 16503-2168

INMATE HANDBOOK

Revision 2018

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NOTE: Policies are subject to change and will be updated via the kiosk or posting.

MISSION STATEMENT

The Erie County Department of Corrections is committed in our responsibility to the community, our staff and the inmate population. In keeping with this philosophy, we recognize our obligation to:

- Protect the community through the provision of incarceration for both sentenced and pre-adjudicated individuals.
- Protect the staff and inmates by providing and maintaining a safe, secure and humane environment.
- Comply with all applicable federal, state and local statutes.
- Protect the Constitutional rights of all.
- Provide the opportunity for inmates to prepare themselves for reintegration into the community through appropriate educational and treatment programs.
- Serve the community in a professional and fiscally sound manner.
- View our staff as our greatest resource and empower them in an open and responsive working environment that enhances progressive ideas and action.
- Maintain standard policy and procedures that promote consistency, open communication and integrity for the efficient and effective operation of the prison.

INTRODUCTION

This handbook was prepared so that you will know what is expected of you during your incarceration at the Erie County Prison. The prison is operated in order to provide a safe and secure environment for you and staff.

You are expected to follow and obey the regulations contained in this handbook and always follow the directions of prison staff. When you are given an order, you are required to comply promptly and properly. If you feel the order is unjust, you must still obey the order when given. You may then make a formal complaint in writing at a later time. Additionally, if you are given two conflicting orders, you must always obey the last order given.

The rules and regulations contained in this handbook do not cover all situations that may arise. These rules and regulations are subject to change. When changes occur, notice will be provided through written communications. Updated written communication will be placed on the Pod Kiosk. No handbook can address every situation that may arise. Issues not covered by this handbook or by written rule, directive or order will be decided based upon the spirit of existing rule or policy, institutional security, for safety or of other correctional interests.

The Erie County Prison is a smoke free institution.

You will be required to sign a receipt acknowledging that you have received a copy of the Inmate Handbook, understand it, and have been given the opportunity to ask questions regarding it during the inmate orientation process.

I. RECEPTION

ADMISSION

Upon entering the prison you will be expected to:

- Identify yourself.
- Truthfully answer any and all questions posed by staff that include but are not limited to: date of birth, race, gender, social security number, birth place, name and address of person to be contacted in the event of an emergency, etc.
- Answer a series of questions to help staff determine a “risk assessment”.
- Supply booking officers with all of your clothing, money and valuables; you will be given a receipt for all articles turned over to staff.
- Cooperate when given a medical assessment.
- Cooperate when you are photographed, when a personal history is compiled and if you are fingerprinted.
- Accept the issuance of prison clothing, and other prison issued property.
- You will be permitted to keep one (1) change of clothing in storage at the prison and items in excess must be sent out of the prison (See Disposition of Personal Property).

ASSESSMENT/ORIENTATION

After you have completed the admission process, you will be temporarily placed in a holding area and then assigned a cell in the assessment/classification unit. Females are housed in separate housing areas. While housed in temporary holding, you will have access to a toll free telephone for bail arrangements, to notify family, attorney, relatives, etc. of your location.

You are expected to cooperate with medical and correctional staff during your interviews. Information will help determine your medical condition, your needs, classification level and housing assignment.

You will be issued and expected to read this handbook and keep it in your possession until your discharge/release. You will be required to return your handbook in good condition and if it is defaced, lost or destroyed; you will be required to pay a fee for the replacement cost. Your conduct while in the prison will be reported to your judge and/or parole authorities.

The orientation program is designed to help familiarize you with the programs, services and rules/regulations of the prison. Everyone will be provided with a handbook with information about the regulations. A video orientation film is also available. If you cannot read or do not understand a specific rule, etc., this is the time to ask staff and the information will be conveyed to you orally.

PRE-TRIAL RELEASE

You are responsible for securing your own pretrial release (if available) and you will have access to a telephone for bail arrangements. Family may also work with the bail bond agencies which are listed in the phone book.

II. GENERAL OPERATIONS

DISCHARGE

When you are discharged, all of your personal and prison property is to be removed from your cell. Prison property will be returned and inspected for any damages. If any items are damaged, you will be charged for those items. You will be issued all personal property that had been held for you at the prison. You will be required to sign a receipt acknowledging that you have received your property.

Your financial accounts will be reviewed and after all of your financial obligations to the prison have been met; your account will be cleared. A preloaded debit card may be received at the time of discharge or a check for the balance will be mailed to you approximately one (1) week following discharge. If you are being transported from this facility to another, a check will be sent to the facility of destination.

All returned checks and unclaimed funds will be placed in an escheats account.

Claims for reimbursement from this fund must be made to the County of Erie, and if substantiated, the funds will be released to you.

RECREATION AND EXERCISE

General population & minimum security inmates have access to exercise opportunities that include; exercise equipment, physical exercise outside the cell and outdoors this will be as scheduled and weather permitting. The housing unit officer, based on the number of people utilizing recreation areas, weather conditions, including temperature and precipitation, etc, will control the availability. Board games and special recreational functions may be provided.

- Prison uniforms are not permitted to be worn for playing basketball.
- Jackets may be worn for outside gym but are not to be sat or laid upon.
- Jackets must be worn on the torso.
- No food or drink is permitted in the outdoor gym area.
- The outside gym door must remain locked at all times.
- The indoor exercise station is intended to be stationary, and does not move; your body weight provides the resistance.
- Stairs, railings, windowsills, plumbing chases and “I-beams” tables, chairs and benches may not be used for exercise.
- All exercise and recreation will occur at the “indoor and/or outdoor” recreation areas only.
- Indoor prison gym may be used based on pod overall behavior and appearance. (See Pod Exercise/Recreation Schedule and “Big Gym” Schedule for Pods on the Kiosk).
- A minimum of 10 people must sign up for the indoor gym at scheduled times. Only inmates in general population and minimum will be granted access to the indoor prison gym.

LAUNDRY

Laundry service for bedding, blankets, towels and uniforms are mandatory. Your laundry is turned over during the appropriate scheduled days/shifts. (See Laundry Schedule on the Kiosk).

You are not permitted to hang/attach laundry in your cell or anywhere else in the housing unit except the hook/desk railings in your cell.

Bedding (sheets, pillowcases and “bed sacks”) must not be tied in knots and are to be presented for collection on the scheduled days.

You are required to have your name and ID number on every article of clothing received including clothing items purchased through commissary. Prison issued uniform and/or clothing items bought through commissary will be tagged for you or marked in permanent marker prior to your receipt. Any unmarked items will be considered contraband and will be confiscated.

VISITATION

The Visiting Schedule (Frequency and Duration of Visits)

Inmate Visiting

- Visiting Days of Operation
 - A-Pod Friday
 - B-Pod Saturday
 - C-Pod Sunday
 - D-Pod Monday
 - F-Pod Tuesday
 - G-Pod Wednesday
 - J-Pod Thursday
 - E-#1 Tuesday
 - E-#2 Tuesday
 - A-RHU Friday
- Visiting Hours of Operation
 - 7:30am-8:00am (Administrative Segregation-Protective Custody/Medical on Housing Unit’s visiting day, by appointment)
 - 8:00am-11:00am
 - 12:30pm-2:00pm
 - 6:00pm-9:30pm
 - Tuesday: 7:30am-8:30am-E-#1
 - Tuesday: 8:30am-9:30am-E-#2
 - Tuesday: 9:30am-10:30am-RHU Special visits (by appointment)
 - 10:30am-11:00am-FF Pod special Visits (by appointment)
 - Friday: 8:00am-9:00am-A-RHU
- Visiting Time Limits
 - AA, BB, CC, DD, GG, and JJ-Pods: One day weekly per scheduled visiting day with three (3) individual time slots of

twenty (20) minutes each. A maximum of sixty (60) minutes in duration.

- F – Pod: One day weekly per scheduled visiting day with two (2) individual time slots of twenty (20) minutes each. A maximum of forty (40) minutes in duration.
 - Restrictive Housing/Segregation/Special Housing: One day weekly per scheduled visiting day with one (1) individual time slot of thirty (30) minutes. (Does not include authorized minors/children under the age of 18).
1. A mother/father, grandparent or legal guardian may have no more than two (2) minors accompany them.
 - Mother/father, grandparent or legal guardian may count as one (1) visit
 - Minors count as one (1) visit
 2. An inmate is permitted no more than three (3) individual visitors. (Exception: mother/father and two minors).
 3. Inmates may use the available times slots in any combination, but any multiple visits must be taken consecutively.
 - Inmates that have a visitor/s for more than one 20 minute time slot will remain in the visiting room until the completion of their scheduled visits
 4. Family visitors will be allowed to visit only one inmate at a time.

The visitation program is restricted by the security requirements of the prison, not to discourage relationships. You will be given the opportunity to be eligible for visitation. The program guidelines for visitation are as follows:

- Inmates must fill out an Inmate Visitor Request form and return it to their pod counselor. All requested information, including full name, address, phone number and relationship must be provided.
- A maximum of ten (10) names will be accepted (not including authorized minors/children under the age of 18).
- Individuals under any form of correctional supervision including probation or parole will not be authorized to visit.
- Registered or listed victims of the holding crime/charges will not be allowed to visit.
- Names can only be added or removed by request via kiosk to your counselor.
- Visitation will be held in the phone visiting area.
- The visiting schedule is available to the community through the prison's telephone system, visitor brochure, and www.eriecountypa.gov/prison web address.
- You are permitted to have a maximum of sixty (60) minutes visiting weekly, with three (3) individual time slots of twenty (20) minutes each.
- You are responsible for specifying the amount of time a visit will last with each visitor per each visit.
- You may use your individual time slots in any combination; e.g. to visit one person one time, two times, three times or use the time slots for three different persons, etc. but all multiple visits must be taken consecutively.

- All visitors must be over the age of eighteen (18).
- Children (no more than two minors) between two (2) and eighteen (18) years of age will count as one individual time slot and must be accompanied by their parent, grandparent, or legal guardian during visits. Proof of parentage or guardianship must be presented.
- Children under the age of two years will not be counted as one individual time slot and must be accompanied by their parent or guardian.
- If your spouse is under the age of eighteen, he/she may be approved if proof of age and marriage is provided.
- Your mother and father will count as one individual time slot.
- No more than three individuals may visit you at any one time.
- The “visiting list” leaves the housing unit at least one hour prior to your scheduled visiting day and no changes may be made after this period of time. An exception would be inmates that had recently been reclassified or committed.
- Your name must be accurate, complete and legibly printed on the first line/space available on the visiting list.
- Your visitors’ names must be accurate, complete and legibly printed on the next three lines/spaces available on the visiting list.
- You are not permitted to visit with children with whom your parental rights have been terminated or who are considered the victim of your crime.
- You are not permitted to visit with persons who are believed by substantial evidence to have a potentially detrimental effect on you or who constitutes a threat to the security of the prison.
- All visitors are required to register in the lobby and must present valid photo identification. The only acceptable forms of photo identification include a valid driver’s license from any state, PA State I.D. card, military I.D. card or Commonwealth of PA Non-driver I.D. card. Photo identification beyond expiration dates will not be accepted.
- Falsifying information or identity of a visitor is prohibited.
- All visitors are responsible for their own transportation. Visitors may contact EMTA Erie Yellow Cab, Uber, etc. for rates and schedules.
- There is a dress code for visitors: Halter tops, tube tops, “short shorts”, micro-mini skirts, fishnet, stockings, see-through blouses or other provocative garments are prohibited. All blouses, shirts and tops must extend to or beyond the belt line.
- Visits are to be conducted in an orderly and quiet manner.
- Visitors are subject to search at all times when they are on prison property.
- All children must be properly supervised and remain with their adult sponsor at all times.
- Violations of any visiting regulation or the failure to follow the directions of staff may result in the termination of a visit and suspension of future visiting privileges with a particular visitor.
- Visiting privileges may be restricted or discontinued during extraordinary circumstances.
- Visiting from representatives of government agencies, spiritual/religious advisors, attorney, etc. are not considered visitation and do not affect your regularly scheduled visits.
- If you request a spiritual/religious advisor visit, you must submit a request slip to the Inmate Service Coordinator stating; your spiritual religious advisor’s full name, the name of his/her church, the church address and telephone number. (The spiritual/religious advisor must not be a relative and is required to submit proof of his/her church position and legitimacy. A thorough background check will be completed before clearance is granted for your visit).

INDIGENT INMATES

If you have less than one (1) dollar in your account and have received no funds in a two-week period, you are considered “indigent” and eligible to receive certain necessities.

You may apply for indigent supplies by completing an indigent commissary order via the kiosk. The order must be submitted in accordance with commissary request procedures. (See Commissary).

Items issued will include such items as: 6 envelopes, 4 stamps, writing paper; pencil, soap/shampoo toothbrush/toothpaste, and deodorant. If eligible, these packets will be issued every 14 days.

If you are sentenced to Erie County Prison and indigent, you must accept an institutional job assignment if and when offered to you. If you decline this assignment, you will no longer be eligible for indigent supplies.

MAIL

Access to mail is permitted with those restrictions necessary for security or the good order of the prison. Mail will be inspected for contraband prior to distribution to you and before being forwarded to the U.S. Postal Service.

When you are discharged or transferred, your mail will be marked “Returned To Sender” and returned to the postal service.

Correspondence of any nature that is considered unacceptable by prison staff will be returned to sender or confiscated.

Inmate to Inmate mail is permissible in the Erie County Prison with approval of an assigned Captain. Approval may be requested by completing a request via the kiosk to “mailroom” listing the relationship and the reason for correspondence AND providing proof of marriage, parentage or blood relationship. Inmate to Inmate correspondence between co-conspirators is prohibited. All authorized mail is subject to being read by security staff and must be submitted in an unsealed envelope.

Incoming Mail

Incoming Mail should be addressed to:

(YOUR NAME)
HOUSING UNIT
ERIE COUNTY PRISON
1618 ASH STREET
ERIE, PA. 16503-2168

“Legal Mail” will be opened and inspected for contraband in your presence. You will be required to sign a receipt indicating that you received this correspondence. Mail that comes from Departments in the Courthouse regarding legal proceedings may not be sealed.

See Financial Transaction Section in this handbook for restrictions of money being sent in the mail.

The prison will not accept COD or postage due mail.

All incoming mail must be labeled with your name and a return address (This is to provide for proof of ownership, contraband, etc.).

Outgoing Mail

Outgoing mail must be addressed with your name and Erie County Prison printed legibly on the return address (Commissary provides pre-printed return address envelopes).

No other markings or notations may be made on the envelope of outgoing mail, or it will be returned to you.

If you wish to send registered mail or certified mail, you will be responsible for the cost of any postage.

Outgoing mail that is returned for any reason will be searched for security reasons and postage will be removed.

If you are indigent (see II Indigent Inmates, III Commissary, and IV Financial Responsibility/Billing Services) you will be provided with material for written and legal correspondence in accord with the indigent policy. This includes the sending of legal mail if you supply proof that the mail must be sent by a court imposed date. However, if you have no funds and accept these services, the negative account balance this creates will be rectified when you receive money in your account (75% of monies received will be deducted until the debt is paid).

If you need to send correspondence to offices in the Erie County Courthouse, e.g. Public Defender, Clerk of Courts, Probation Department, Common Pleas Judges, District Attorney, Domestic Relations office, etc., you may use the “In-House” delivery system with no postage required. (Services offered Monday through Friday).

Your mail will be collected daily and forwarded for delivery.

Restricted Correspondence/Limitations

The Warden will, at the request of a parent/guardian of a minor, terminate your correspondence to that address. Correspondence may be restricted because of security concerns or failure to comply with mail rules and regulations.

The Warden will review requests, made by the Deputy Warden of Security, for restrictions of your mail privileges, and upon reaching a decision, notify you if a restriction is to take place.

Magazines, newspapers, periodicals, books, must be mailed to you directly from the publisher or they will be returned to sender at your cost. (See ECP Publishers List on the Kiosk).

Magazines, newspapers, periodicals, books and letters may be restricted and/or limited if the correspondence/material:

- Is a security concern.
- Contains instructions for the manufacture of explosives, drugs or other unlawful substances or devices.
- Deals with escape, disappearing, etc.
- Advocates violence, in general or within the prison.
- Advocates racial, religious or national hatred.
- Is contrary to legitimate penology interests.
- Contains sexually explicit material or photographs.
- Contains stickers, postage stamps or pre-paid stamped envelopes.
- Contains musical devices, metal objects, hard substances, food or any other item which is not in pictorial form.
- Contains anything that would have to be destroyed to be properly screened.
- Contains oversized objects (i.e. larger than 15 by 12 inches).
- Contains third party correspondence.
- Contains anything deemed unacceptable by the officer-in-charge.
- Contains more than the allowable items permitted in your possession/cell (See Allowable Items, Issued or Purchased for General Population inmates on the Kiosk).

****All such items will either be confiscated or “returned to sender” (They will not be placed in your property at the prison).***

Censored Mail

Your correspondence will be censored when it is approved for delivery to another inmate housed here or at another institution and when there is reasonable suspicion of:

- Plans for criminal activity
- Plans for violation of prison rule(s)
- Threats of prison security or activity

The Warden will issue authorization to censor your mail for reasonable suspicion. You will be notified, unless this censorship is part of a criminal investigation by law enforcement authorities.

III. SERVICES

FOOD SERVICE

You will be provided three meals at regular times daily with food of nutritional value. It will be your responsibility to make sure you are available for all meals at the time they are announced on your pod. Once announced you will have the opportunity to have at least 20 minutes of dining time for each meal. Meal schedule is as follows:

1. Breakfast: 4:30 to 5:30 AM

2. Lunch: 11:00 AM to 12:00 PM
3. Dinner: 4:30 to 5:30 PM

All meals will be required to be eaten in the dayroom of your housing unit, unless you are housed in an administrative lock-down or a restricted housing unit. Your prison issued eating and drinking utensils must be cleaned daily by the inmate and will be sanitized on a weekly basis by the kitchen staff. This is MANDATORY.

Meals

- Housing unit officers will be responsible to “set-up” and supervise all meal services.
- Upon being let out for meals, come out of your cell with your beverage cup and eating utensil as soon as your gate is opened.
- Approach the line single file, one direction only.
- You will take one (1) meal tray and napkin.
- Beverages will be placed in your individual prison issued cup only.
- Milk, when offered will be placed in provided tumblers.
- Cups are to be used for intended purpose only.
- You are not to pass in line or between tables.
- You are not to pass your food or beverage to another.
- You are not to pass supplemental foods, i.e. diets, bagged lunches, etc. to another.
- You are to fill each assigned table in succession, no saving seats, moving from one table to another, etc.
- You will only be authorized one trip through the meal line; there will be no extras.
- Quiet conversation only will be permitted during mealtime.
- After everyone has been served, you will be held accountable to return your tray to the area designated, not in the garbage.
- You are not permitted to take any food back to your cell to include diet/snack bags.
- You will return all uneaten food, and dispose of waste materials, paper, etc., in the garbage container provided (insure that the garbage bag is secured tightly to the garbage can).
- You will proceed directly back to your cell and “lock-up”.
- After everyone has “locked-up”, assigned workers will clean tables, floors, etc.
- When the housing unit is cleaned to the satisfaction of the housing unit officer, normal operations/activities will resume.
- Your prison issued eating and drinking utensils must be cleaned daily and sanitized weekly as directed. This is a mandatory process.
- Religious/special diets may be provided for inmates whose religious beliefs require the adherence to religious dietary laws. Inmates should submit a request for review/consideration to the Inmate Services Coordinator and may be required to provide supporting evidence/specific information so that a facility chaplain and/or the Inmate Services Coordinator can appropriately review and decide upon the request. Commissary restrictions will apply. Any violation of meal procedure will result in loss of this diet.
- Medical and/or therapeutic diets will be provided if prescribed by the Medical Department. Inmates who believe they have a medical/therapeutic dietary need should submit a request to the medical department for review/consideration. Any violation of meal procedure may result in loss of this diet.

COMMISSARY

The commissary offers supplemental supplies (grooming items, snack, clothing, comfort items etc.) for your purchase. There are limitations on your purchases. Further restriction or denial of commissary may occur depending upon classification and housing assignment.

The schedule for commissary is:

- Pods A, C, and D: Tuesday and Thursday commissary delivery
- Pods B, F, G, and J: Wednesday and Friday commissary delivery
- EE (RHU): Thursday commissary delivery

There are no exceptions to this schedule. A weekly limit on purchases is enforced. Funds for commissary purchases must be available on your account the day your commissary form is collected from your housing unit. The amount of purchase will be deducted from your account.

A product order sheet shall be provided to the inmates with commissary items and prices shown clearly. This list will also be kept updated with item and price changes.

Inmates not present during commissary delivery because of authorized absence will have commissary left in the pod with the officer to deliver when they return, or the commissary will be brought back by the commissary clerk/s. If released, inmates will have two days to pick up their items. No refunds will be issued.

Prior to each housing unit's commissary day, any inmate wanting to order commissary will complete an order on the kiosk. Your order will be rejected if your account has insufficient funds, or if you order an excessive amount of commissary items. If you refuse to accept your commissary after you had already ordered it, it will still be deducted from your account.

Commissary items are delivered in clear plastic bags allowing visual inspection of the contents. The inmate must check his/her commissary order in the presence of the clerk and note any discrepancies immediately.

- Every item is counted when given to the inmate and you must verify the contents before opening the bag.
- The inmate must sign off on the receipt, acknowledging the items they received matches their order.
- If something is missing the clerk will write the discrepancy on the receipt and either issue a credit to the inmate or inform the inmate the item/s will be replaced if it is available in stock.
- RHU commissary slips must be signed by the inmate and returned to the commissary clerk immediately after RHU commissary is delivered by the officer.

After all commissary orders are handed out/delivered on a pod, commissary questions will be answered by the clerks. In order to claim an error or a defective product, the portion of the bag containing the product items must be opened in the presence of a commissary clerk. You need to have the commissary clerk verify with their signature on the order form, that there was an error. Corrections for errors will be made on the next commissary date.

The commissary retains the right to back order any clothing item ordered that is not in stock. If an item is back ordered, it may take a reasonable period of time for delivery. No refunds will be credited to your account, unless you are discharged.

If you are indigent, you can receive an indigent package from the commissary by placing an order on the kiosk. If you receive indigent commissary, the prison will deduct a portion of any received money from your account to reimburse the commissary account.

Inmates will be permitted to spend seventy-five dollars (\$75.00) per commissary transaction (two times per week, inclusive of the purchase of athletic footwear, clothing and/or Walkman radios). Inmates are allowed to purchase one hundred dollars (\$100.00) in phone time two times per week which is not counted against the seventy-five dollar commissary spending limitation. Inmates in any form of segregation status will be afforded commissary services (see commissary order list specific to items authorized for segregation inmates).

- Disciplinary segregation will be limited to \$10.00 weekly.
- Non-disciplinary administrative segregation will be limited to \$20.00 weekly.

All sales are final. Inmates released prior to receiving their commissary order have two (2) business days to claim their order from the contracted commissary employee(s). A family member can obtain these items with permission.

HEALTH CARE

During your first forty-eight (48) hours of confinement, you will receive a health assessment to determine your health care needs. The process will include an interview, observations, various tests, etc., in order to obtain a certain medical classification. It is to your advantage to be truthful and inform medical staff of any chronic illness, allergies, medications, prior surgeries, etc. If you are withdrawing from drugs or have an alcohol problem, request assistance.

All information concerning your medical status will be considered confidential.

You may be requested to authorize, in writing, the prison medical department to obtain medical information from hospitals, doctors, etc., who have treated you in the past.

If you require medical, dental or eye care, you may request these services by filling out a medical request form on the Kiosk. These services are provided according to a treatment plan that in the doctor's judgment is necessary.

Sick Call

If you want to be seen by the medical staff, you should fill out a medical request via the Kiosk. On the request, you must provide the reason for seeking medical assistance. Do not submit more than one form for the same problem, unless the same problem re-occurs after the doctor has treated you.

All medical emergency situations must be brought to the immediate attention of either your housing unit officer or the nearest available staff member.

Medications

If you are taking medications when you are committed to the prison, the medications may be discontinued until the medical department can verify the prescription, and the prison physician can review it. Upon review, the prison physician will determine the pharmacological treatment plan that in his/her judgment is necessary for your medical condition(s).

You are required to consume prescription medication in the presence of medical/security personnel. It is your responsibility to make yourself available when “med pass” has been announced. You will be required to take your medication with water, after swallowing the medication you will be required to open your mouth for inspection. (Medical staff will examine your mouth and cup to insure compliance). Failure to comply with this procedure may result in disciplinary action and discontinuing of your medication. A qualified mental health provider will only dispense psychotropic medications after an assessment.

The medical department will maintain a supply of over-the-counter drugs and issue appropriate quantities to you, if deemed necessary for treatment.

When the nurse arrives for “med pass”, you are to follow the orders of the housing unit officer.

Medication may be requested prior to your discharge. The prison doctor will evaluate your medical history and the need for continuing medication after discharge. If you are aware of an upcoming discharge date; submit a medical request form requesting medication.

SUICIDE PREVENTION

The Erie County Prison staff takes every suicide attempt seriously. The loss of any inmate to suicide is one too many. It is important to notify staff if you are having feelings of hopelessness and helplessness, feelings of guilt, crying more often than normal, feelings of depression or an increase in depression, or actually feel suicidal, please notify staff. If your cellmate is experiencing similar symptoms or feelings it is important that you take action and notify staff. Most people would, because they would want someone to help them, if the tables were turned. Signs to watch for in a cellmate or other inmate include: giving away property, having a difficult time sleeping, saying that no one cares about them, feeling hopeless, feeling helpless, believing that people are trying to harm them, feeling sad or depressed for days or weeks, hearing voices when no one is around, and loss of appetite. The more of these signs that are present the higher the likelihood that a person is thinking about suicide. If you notice these signs in your cellmate, it is ok to ask them if they are thinking of suicide and to let a staff member know if the person is having difficulty. The prison has Mental Health staff to help you deal with any of these presenting issues especially related to feelings of suicide.

LIBRARY AND LAW LIBRARY PROCEDURE

Library location, hours of operation, law library procedures, and law library schedules as described below must be followed in order to be granted access to these services.

To enable you to exercise your rights of access to the courts, you shall be permitted access to legal resources available in the Law Library. The law library contains legal research materials, statutory and case law, available for your use. A listing of available legal resources is available in the law library. Inmates classified or housed in maximum security, segregation or the restricted housing units will not be permitted access to the law library itself but will be granted access to available legal resources in their cells through a legal resources order form.

While in general population housing units, the law library is available for your use according to the established schedule. You will be given the opportunity to go to the law library weekly for 90 minutes (See Erie County Prison Program on the Kiosk):

- Monday 8:00 AM to 9:30 AM Pods D & J
- Mondays 9:30 AM to 11:00 AM Pods B, C, & G
- Mondays 1:00 PM to 2:30 PM Pod A
- While you are housed in a restrictive housing unit or maximum security, you may be given access to the law library by way of a “delivery system”. Law library requests will be ordered on Sunday and delivered for up to 90 minutes of use in your cell on Thursdays between 8:15 and 11:00 AM.

You are responsible for returning all borrowed material (legal and recreational reading resources) and for keeping all materials in good order and in your possession only. If you write in or otherwise deface or damage any library or law library materials, you will receive a misconduct and be required to reimburse the prison for any damages.

Bibles are available by making a request to library books on the kiosk.

LEGAL ASSISTANCE AND MATERIALS

The only individuals who are entitled to collect a fee from you for legal services are licensed practicing attorneys or legal service agencies. Many are listed in the telephone directory. It is a rule violation for you to pay or accept payment from another inmate for legal advice or assistance. It is a rule violation to give anything to another inmate including your legal work.

If you believe you are unable to afford a private attorney, you may be eligible for services of a public defender. You may request to see an investigator from this office. They will be responsible to interview you to determine if you are eligible for assistance. You may access the Public Defenders office in writing through the in-house mail process; a letter may be placed in a sealed envelope and will be processed by Prison staff with the normal mail. A stamp is not required.

If you are committed on a hold for ICE, the Prison allows access to legal resources relating to immigration law and detainee rights and there are resources in the Law Library specific to this purpose. There is also an ICE Detainee Handbook available on the kiosk

For preparation of legal correspondence, paper and other miscellaneous materials may be purchased through the commissary.

HOW TO OBTAIN A COPY CARD FOR LEGAL MATERIALS

To make legal copies (including legal letters and/or legal correspondence of any kind), copy materials available in the law library, and/or to print legal materials; you must have a copy card.

If you have funds, you may purchase a “copy card” for photocopier services available in the law library. To obtain a “Copy Card” send a request via kiosk to Inmate Accounts for processing. The request must contain the amount you want to purchase.

The money clerk reviews requests for copier cards daily. The amount, \$4.00 per card, will be deducted from your account and a receipt will be issued. Copy cards will be issued to the inmates by the following morning. To purchase a copy card, please write to inmate accounts at least three days prior to your scheduled law library day. A copy card will not be brought into the law library for you.

Indigent inmates will make a request to have “legal” materials copied by sending a request via kiosk to the inmate accounts.

If approved for indigent legal copying, this request will be turned over to Inmate Service Coordinator for processing. After the money clerk is aware of the amount used; money clerk will debit the indigent’s inmate’s account in anticipation of future funds and when money is received, 75% of all in-coming funds regardless of source will be used to credit the negative balance until paid in full. Copies will only be approved if the inmate, who is indigent, is representing him/herself in a case they are currently incarcerated for.

Copies will only be made on inmate scheduled law library day.

Copy cards and cash values placed on the copy cards are the inmate’s responsibility and there will be no refunds for lost, missing, altered or damaged cards.

For reimbursement/closing of account: No refunds will be given for any unused copies at the time of discharge.

NOTARY

Certain legal documents need to be notarized. The prison offers the service of a Notary Public. These services are applicable to all laws. Reasonable access (generally weekly) will be afforded during the day shift Monday through Friday. The Notary Public will meet with you and if deemed appropriate, the documents shall be notarized and returned to you. Handwritten, self-made documents will not be notarized and decisions of the notary are final. The Notary Public has the final say as to whether an item will be notarized or not.

HAIR CARE

Haircut services and restrictions are determined to be in the same category as inmate commissary items for which you are legitimately charged. The cost of a haircut (currently \$10 but subject to change) will be deducted from your account and the money must be in your account and remain there from the time of request. Haircuts will be scheduled as to priority. Barber services will provide haircuts and beard/face trimming (also currently \$10 and subject to change) only and no

other services will be provided, i.e. shampoos, permanents, coloring, etc. Those requesting a haircut and beard/face will be charged for both services. Once you have requested a haircut, but wish to cancel, you must do so via kiosk to Inmate Accounts not less than 2 days prior to the scheduled day of your haircut, otherwise you will be charged.

It is the discretion of the barber to refuse to cut your hair due to poor hygiene, being uncooperative or displaying improper conduct at the time of the haircut. Refunds will not be issued. Indigent inmates (see Financial Responsibility/Billing Services) will be afforded barber service as to priority but the negative account will be rectified when you receive money in your account (75% will be deducted until the debt is paid). Haircut Request Sheets will generally be available on the pods on Thursday and collected on Friday, unless informed otherwise. Full name, pod, race, and purpose to include court date must be included and must be printed legibly otherwise priority will be determined by trustee status and then on a first come first serve basis as qualified. Female inmates and inmates in segregation must request a haircut by submitting a request slip via kiosk to Inmate Accounts specifying purpose/priority. Haircuts will generally be scheduled for Sunday starting at 7:00 AM and lasting until finished, approximately 10:00 AM (see barber schedule on Haircut Request Sheet). If you have a complaint about the manner in which your hair was cut, it must be made immediately with the barber. No refunds will be issued for any reason once the haircut is received.

MARRIAGES

The Clerk of Courts of Erie County has enacted a policy to refuse to issue marriage license to incarcerated persons. There is no provision for marriages to take place in the Erie County Prison.

However, in the case of an immigration detainee request to marry; a detainee, or his/her legal representative may submit a request for permission to marry to the facility administrator of Field Office Director in writing. All immigration detainee requests must specifically address whether the detainee is legally eligible to be married in Pennsylvania and the formal request must be accompanied by the intended spouse's written affirmation of intent to marry the detainee. The facility administrator shall notify and consult with the respective Assistant Field Agent Office Director, who shall use the ICE/DRO Guidelines to approve or deny the request.

IV. FINANCES

FINANCIAL TRANSACTIONS

The prison maintains a financial account for you and is primarily intended for internal use. Deductions from your account will only be authorized to provide for routine commissary purchases, restitution for damages, co-payment for medical, photocopies, haircuts, etc. Funds from your account to be sent outside the prison will be processed as to their "legitimacy".

You may receive funds through the mail. Funds received in the mail must be in the form of a money order only and will be limited to five hundred (500) dollars (subject to change). Personal checks, government checks, payroll checks and cash will not be accepted. They will be considered contraband and "Return To Sender". The prison will not be held responsible. You must sign a Power of Attorney form upon commitment, authorizing the prison to immediately

deposit all checks, money orders and cash into your inmate account. If you refuse to sign a Power of Attorney form, all money transactions, phone access and commissary functions will be suspended.

You may receive funds (cash and cash advanced by credit card) from friends and/or relatives delivered to the lobby/visiting entrance by use of the jail kiosk cash machines daily during posted lobby hours (standard fees apply). Family/friends may also use the internet to deposit funds through the provided vendor (information posted on website and pod kiosk). There is a link to this website on the Erie County Prison page of the County website www.eriecountypa.gov. Cash received and accepted must be in the exact amount, no change provided, with a limit of five hundred dollars (See Kiosk for further information).

Financial transactions of any kind between inmates or between inmates and staff are prohibited.

FINANCIAL RESPONSIBILITY/BILLING SERVICES

You are required to assume responsibility for a number of financial fees during your stay. The payment system is specifically designed so that it does not impose an undue hardship upon you.

All new fees will be deducted in full when possible, from your account. If necessary, a negative balance will be applied to your account. If fees are a result of a past incarceration these fees, as well, will be deducted from your account. The conditions for collection of money when a negative balance exists are:

- Seventy-five (75) percent of all incoming funds from your account, regardless of source, will be applied to your negative balance and the remainder will be credited to your account for personal use. **This will continue until all negative balances are satisfied.**
- At discharge, all available funds from your account will be applied toward any negative balance prior to issuing you a debit card/discharge check.
- Negative balances remaining after discharge will be maintained on your permanent record.
- If at any time you are recommitted to the prison, any past negative balances will be applied to your current account.
- Debt from the Work Release Center will be collected at 90%.

CO-PAYMENT FOR MEDICAL SERVICES

You will be required to pay for some medical services as determined by the administrator of the medical department. (See Kiosk for more information).

There is no charge for the medical services listed below:

- Admission physical screening (If you are not referred to the doctor as a result of screening by the nursing staff, but you request to see the doctor anyway, you will be charged a fee for this service)
- Dental screening
- Mental health screening
- Medical emergencies (Not all accidents qualify as emergencies, e.g. twisted ankle from activities in the recreation yard is not an emergency and is a fee situation, treatment required as a result of activity in violation of prison policy is a fee situation, etc.)

You are required to sign a “Charge Sheet” form for payable medical services. If you refuse to sign the form, the medical staff will initial the form and any appropriate fee will be deducted from your account.

You will never be refused medical treatment because you lack funds!

If you intentionally injure yourself or any other person while in prison, you will not only be charged with a criminal offense, but held financially responsible as well.

COUNTY PROPERTY

You will be responsible for making full restitution for any property, which you damage, lose or destroy. This restitution is in addition to any disciplinary or criminal charges lodged against you.

All property issued to you by prison staff must be returned at the time of your discharge. You will be held financially responsible for any items that are lost, missing or damaged.

V. PROGRAMS

ELIGIBILITY

Eligibility for programs is dependent upon your classification and programming needs. Usually, if you are housed in general population, you are eligible for most programs. If you are assigned to maximum or restrictive housing, your program access is limited to those programs that take place on the housing unit.

All inmate programs are coordinated through the programming department. There are a variety of education and treatment program services. It is important to note that you must participate in any treatment program recommended for you in order to be eligible for work release. Your participation (or refusal to participate) in recommended programs will also be reported to judges and/or parole authorities.

Primary treatment services include case management, crisis counseling, individual counseling, and drug and alcohol classes. You may contact your assigned counselor directly by making a request via the kiosk, regarding information or specific counseling recommendations you may have. You must put your counselor’s name in the subject line or the request will be closed.

Additional information about Programs, eligibility, and the Erie County Prison Program Schedule is posted on the kiosk under Announcements. You should review this information before submitting a request slip to your counselor. Frivolous or unfounded requests, communications, complaints, grievances, etc., constitutes disruption and is not the type of behavior that would warrant a favorable recommendation for program placement and/or parole and may result in the issuance of a misconduct. Likewise, you may not knock on a counseling staff member’s office window to get their attention to discuss programming.

EDUCATION

There are a variety of educational programs available to you. They include, but are not limited to:

- GED/ABE (General Educational Development/Adult Basic Education) This course provides you with instruction, practice, and review to prepare for the GED test and/or reading and math instruction if you are working below the GED level.
- HIGH SCHOOL – This is a public education classroom that will enable you to earn credits toward a regular high school diploma. These classes are for qualified individuals under the age of twenty-two without a high school diploma or GED

RELIGION

Bibles are available for your use by making a request via the kiosk (library books).

Religious programs are available to accommodate the beliefs of most major faith groups. Religious programming includes formal worship services, religious study groups and special events. At the time of commitment, you must declare a religious belief or non-belief. The Inmate Service Coordinator and volunteer chaplain coordinate religious activities.

Participation in religious services and programs is strictly voluntary. Just as you have the right to practice religion, with those restrictions necessary to maintain institutional security and order; you also have a right not to be subjected to any religious activity against your wishes.

The volunteer Chaplain/s, religious/spiritual advisors, and groups will involve themselves in matters that directly relate to the religious portion of your life while confined. They will not become directly involved in sentence computations, liaisons with staff members nor personal reference to the courts.

If a religious leader of your faith is not represented through institutional volunteers, the Inmate Services Coordinator and Chaplain may assist you in contacting such person. Approved pastor/spiritual advisors must supply appropriate credentials as well as be cleared by institutional security.

Consistent with the security needs and orderly administration of the prison, ECDOC will provide for the accommodation of certain religious practices or activities (including possession of religious objects, or honoring of special foods/diets/fasts etc.). Special diets are provided for inmates whose religious beliefs require the adherence to religious dietary laws when approved by a religious/spiritual leader (chaplain) as arranged by the Inmate Services Coordinator. A request for a religious accommodation shall be made and reviewed as follows:

- Each request for accommodation must be individually submitted to the Inmate Services Coordinator, giving a detailed description of the requested accommodation.
- The request must include written information from your outside faith group, including direct references to the religion's basic tenets or beliefs, and publications that describe the goals, beliefs, and practices of the group.

- The Inmate Services Coordinator and an approved religious/spiritual leader (chaplain) shall review each request for religious accommodation within 30 days of receipt and forward a recommendation to the Warden.
- The Warden will, within 15 days of receiving the recommendation, approve/disapprove the request and notify the Inmate Services Coordinator of the decision.
- The Inmate Services Coordinator will inform the requestor of the outcome of the request within 10 working days from the date the determination of the Warden is received.
- If informed that the request will not be accommodated, the requestor may choose to file a grievance in accordance with the Grievance Policy.
- If, once granted an accommodation, the requestor is found not to comply with the accommodation or the reasons for the accommodation, the accommodation may be revoked by the Inmate Services Coordinator with written reason for the termination given to the requestor.

INSTITUTIONAL JOBS

Work assignments are made after considering your classification, physical ability, adjustment records, prior employment, skills, training, length of incarceration, and the needs of the prison. Many job assignments are paid and have a specific rate of pay.

Participation in treatment programs while you are employed is encouraged. **Sentenced inmates must accept job assignments.** By accepting a job, you agree to perform all tasks assigned to you, and to follow all directions of staff, or be sanctioned accordingly.

The intent of the work assignment is to provide an opportunity to develop good work habits and attitudes that can be applied to jobs upon release. Inmates with disabilities are not precluded from participation.

Inmates are allowed to volunteer for work assignments and are encouraged to discuss their strengths and interests with institutional staff. The workday will be similar to the workday in the community, and your performance will be regularly evaluated and recorded. If you are in a designated job assignment long enough you will receive written recognition of competencies you acquire.

WORKER SAFETY

Inmate working conditions comply with applicable work safety laws and conditions. You will be provided appropriate clothing, supplies and tools for any work assignment. You will receive direction on the proper use of any equipment or tools used during any work assignment. This training will be documented and you will be required to follow all instructions.

You may be dismissed from a job for a variety of reasons to include:

- Refusal or inability to perform a job assignment
- Failure to cooperate with staff
- Verbal abuse of other individuals
- Violation of job rules, regulations or instructions/poor work performance
- Medical disqualifications

If you are cited with a misconduct, you will be replaced on your job assignment until the disciplinary hearing officer makes final disposition of your case. You may be suspended from your job pending the disposition of your case.

It must be mentioned that if you are placed in a job assignment, and perform up to expectations, your inmate adjustment summary will reflect that information when presented to the courts.

WORK RELEASE

The work release program provides an opportunity for you to become employed and establish relationships with family.

The staff assigned to the Community Corrections Center will assist you in obtaining employment and make efforts to obtain community cooperation and support needed for your success; however, you are expected to contact potential employers and secure employment on your own. The work release staff must approve all potential employers, jobs and transportation arrangements.

In order to be considered for the work release program, you must meet all the selection criteria. Additionally, your eligibility for work release is further restricted dependent upon your offense type and status. The general guidelines for work release eligibility are available from your assigned correctional counselor.

If you are determined to be eligible for this program, you will be required to sign an “agreement”. Your signature indicates you have read and understand the operational procedures of the program and will abide by all the rules and regulations of the program. You may be removed from the program at any time for violating this agreement or any program rule/regulation. The system for evaluating your compliance and effectiveness in the program are described in more detail in the Community Corrections Center hand book. Assignment to the work release program is not a right, rather a privilege. Once all of the general guidelines for work release eligibility have been satisfied, you must receive approval from your sentencing judge.

While in the work release program, you will be responsible to pay a housing fee to the prison and any other mandatory deductions for cost, fines, support, etc.

You are encouraged to responsibly prepare for eventual release into the community and staff will monitor your performance and behavior while in the program.

D&A Treatment

If you are in need of an assessment only, this would need to be completed by the Erie County Office of D&A. If you have private insurance, then Stairways D&A will complete the assessment. **No assessments will be completed unless there is a request to do so by probation or the Courts.** If you have a court ordered assessment, inform your pod counselor of your need for an assessment and what, if any, insurance you have to complete the referral process for an assessment.

The D&A vendor provides a D&A treatment program at the ECP. This is considered an outpatient Level of Care and is not a replacement for any type of treatment in the community. To participate you need to contact the D&A Vendor via the kiosk. A therapist will then discuss the program and process to begin treatment at the ECP.

AA and NA Meetings are provided as follows:

AA for Males- Mondays 615-730 pm.

AA for Females- Wednesdays 615-730 pm.

NA- Thursdays 615-715 (rotating males/females every other week). These dates and times are subject to change depending on availability of space and a provider.

RECOMMENDATIONS TO THE COURTS/PAROLE AUTHORITIES

In all cases where parole is to be considered, State and County Adult Probation and Parole Departments may consult with the Erie County Prison Treatment Department, who may provide relevant information considered in the parole decision.

Considerations must be given to at least the following factors:

- The nature of the offense.
- Prison performance, to include misconducts.
- Suitability of a parole plan.
- The completion of special programming, including but not limited to drug/alcohol treatment and other appropriate services.
- Special circumstances of the inmate.
- The impact of the victim, and input.
- The level of risk posed to the community.

Prison staff members and volunteers are not permitted to provide recommendations on your behalf to court authorities. The prison's "treatment department" with the approval of the Warden, Director of Support Services, or a Deputy Warden is the only staff approved to process these recommendations.

VI. CLASSIFICATION

GENERAL INFORMATION

The Classification System is a process applied equally to all inmates that combines legal elements and behavioral characteristics to determine institutional placement, the provision of services and eligibility for programming. The formal process will determine the needs and requirements for those who confinement has been ordered. It will also be used for assigning

inmates to housing units and programs according to individual needs and ECDOC's existing resources.

- Minimum Security: least restrictive classification level, eligible for normal programming and outside programming as designated by the sentencing court and programming/treatment staff. May be eligible for trusty, work release, or other status.
- General Security: Higher level supervision than minimum and eligible for normal, inside jail, programming.
- Maximum Security: Higher supervision level than general with restricted program eligibility. Inmates in this classification are considered the most predatory; with current violent felony crimes, escape history or propensity, or whose institutional behavior has indicated a need for segregation.
- RHU/Restricted: Housing unit that requires constant security supervision with limited out of cell access. Housing in this unit is based primarily on institutional misconduct(s). Program eligibility will be in-cell only.
- Administrative Segregation: an inmate custody level designated to separate inmates with "special need" requirements from inmates in general population. Special supervision and housing will take place with programming and services determined by security and custody status in addition to the reason for placement. Placement in this custody level will generally be based on medical, mental health, protective or security concerns.

METHODS FOR CLASSIFICATION

The formal classification process starts at admission and is used for managing and separating inmates and managing the facility based upon our mission, classification goals, and inmate custody and program needs. The process uses verifiable and documented data about inmates. The classification system is used to separate inmates into groups that reduce the probability of assault and disruptive behavior. At a minimum, the classification system evaluates the following:

- Mental and emotional stability
- Escape history
- History of assaultive behavior
- Medical status
- Age
- Need to keep separate

The Evaluative Classification procedure is completed whenever possible within seventy-two (72) hours after your commitment and prior to the assignment to longer term housing by the classification unit. The classification officer conducts the following:

- A personal interview with you
- A review of your incarceration history
- A review of your criminal history
- Assessments to determine the degree of "at risk" behavior according to the following categories based on available information including that which is compiled during the booking process:

- Reports from law enforcement agencies
- Assessment of current charges
- Observed medical or mental health problems including suicide potential
- Previous institutional behavioral problems
- Adjudication status
- Program participation
- Need for protective custody
- Sexual assault potential
- Propensity for aggressive behavior
- Recommendations of other support staff including medical and MH professionals

You are not classified to a more secure custody level than your potential risk factor warrants.

Based on a review of all available information, during the “evaluative classification”, the staff member performing the classification determines your initial classification status. In some cases, generally involving medical, mental health or behavioral problems, you can be placed into administrative segregation.

The housing unit assignments include the following security classification levels with the conditions and restrictions applicable to each:

- Minimum: Least restrictive classification level, double bunking, eligible for normal dayroom access, programming, and outside programming. May be eligible for trusty, work release, or other status.
- General Population: Double bunking, normal dayroom access and privileges, and has not been assessed as being “at risk”.
- Maximum: Restricted dayroom access and limited privileges based on nature of criminal charge(s), institutional behavior, security concerns and presenting behavior.
- Administrative Segregation: If an inmate is designated this; he or she should generally be celled singly, unless otherwise indicated, and in the most observable cells.
- Special Segregation: Restricted dayroom access and limited privileges based on mental health, suicide, medical or protective custody needs. May require single cell, based on recommendations from mental health, medical, or shift OIC and should be in the most observable cells.
- RHU/Restricted: Housing unit that requires constant security supervision with limited out of cell access. Housing in this unit is based primarily on institutional misconduct(s). Program eligibility will be in-cell only.

RECLASSIFICATION

A process that reviews your security and custody level based on various reasons i.e., institutional behavior, changes in legal status, request by legal authorities, your requests, etc. A review and change in your classification status may occur at any time and may result in a new housing assignment. Reclassification can occur upon a review, according to the following:

- As a result of institutional behavior, consideration for reclassification will occur upon the inmate's transfer from a restrictive segregation cell.
- At the request of the inmate including a statement indicating the reason(s) for the request. The request will be sent to the Inmate Review Committee for consideration.
- At the request of legal authorities, including but not limited to, ECDOC staff, court officials, program providers, and law enforcement agents.
- Based on staff observed behaviors.
- As a result of a change in an inmate's legal status.

The review of an inmate's classification status will be conducted by the Inmate Review Committee. The Inmate Review Committee is a multi-disciplinary team of staff members who meet on a regular basis to review the status of inmate housing in the facility. An inmate may request that an administrative review be held when the inmate's classification results in significant restrictions arising from the change in classification status. The inmate's request must be in writing to the Deputy Warden of Safety and Security, or completed on the kiosk and addressed to the Inmate Review Committee.

CLASSIFICATION APPEAL PROCESS

If you feel you have a reason to appeal a classification decision, you may submit a request via the kiosk to the Inmate Review Committee for consideration. Appeals must include a summary of the areas of concern. All decisions will be documented and forwarded to the inmate, specifying the reasons for the decision. All actions and decisions of the Inmate Review Committee are subject to review and revision by the Warden.

CLASSIFICATION OVERRIDE

At the time of classification, the classification officer, the shift officer-in-charge or a higher level command, can override the classification result by written justification.

SEGREGATION/RESTRICTIVE HOUSING

Segregation/Restrictive Housing: Is the term used to describe the confinement of an inmate to individual housing that is separate from the general population, i.e. restrictive housing units/RHU, medical observation cells, isolation rooms/cells or other areas so designated for this purpose. There are two forms of segregation: Administrative and Disciplinary.

Administrative Segregation: A designed place used for housing inmates who require a higher degree of protective care and custodial management. It is not necessarily a punitive status, but is designed to provide stringent custodial control and surveillance over those inmates who cannot be housed in general population.

Categories of Administrative Segregation:

- Pre-Disciplinary- Awaiting a Disciplinary Hearing.
- Medical – Segregation for those whose physical health requires close monitoring.
- Mental Health – Segregation for those whose mental health requires close monitoring.

- Protective Custody – Segregation for protection from another inmate or group of inmates (You may request consideration of this status or be placed into it by staff).
- Security – Segregation for those who present a risk of escape, to control an inmate's behavior or to safeguard the inmate or others.

Assignment to administrative segregation occurs by written approval processed through the Deputy Warden of Security, Inmate Review Committee, classification officer, medical or mental health department or hearing committee. Similarly, release from segregation can occur upon recommendation of the Inmate Review Committee. When immediate segregation is needed, the officer-in-charge may issue a verbal order. The inmate review committee (IRC) reviews the classification status of each inmate in Administrative Segregation, and Disciplinary Segregation on a weekly basis.

If you are placed in administrative segregation, you are expected to abide by all the rules and policies of the prison. In addition, some or all of the following restrictions or limitations may be placed upon you:

- Your use of clothing, mattress, blankets and pillow may be restricted when deprivation is necessary as a result of your behavior or condition.
- Showers will be offered daily, but are required three times each week (Monday, Wednesday and Friday), unless otherwise directed.
- Meals will be the standard ration from the daily menu. If you use food, utensils or other meal related items to disrupt prison operations, you may be served formulated meals (food loaf), which is nutritionally equivalent to the meals served other inmates.
- Medical, laundry and other services will be provided on the housing unit or in your cell when required by circumstances.
- Visitation privileges will be permitted except when ordered by the Warden/Deputy Warden of Security.
- Limitations on commissary items may be imposed upon you for medical or security reasons.
- Case management services, religious counseling, etc., may be provided as approved by the officer-in-charge.
- You may participate with "in-cell" educational programming, leisure and legal library services via a delivery system.
- You may have access to use of collect call telephones, but may be limited by certain hours in accord with staff availability, etc.
- Outdoor exercise/recreation will be provided, controlled by the housing unit officer and may be denied by the warden/deputy warden of security for medical, mental health, environmental or security reasons (Monday through Friday).
- Inmates in pre-disciplinary administrative segregation will not be permitted the use of telephones.

Disciplinary Segregation: A designated place used for housing inmates who require a higher degree of behavior control because they have been found guilty of committing a serious rule violation(s); or for those who continue to pose a threat to self, others, or prison security; or for those who continue to be involved in misconducts while in restrictive housing.

Categories of Disciplinary Segregation:

- Restrictive Housing – Segregation for those who have been ordered into segregation for rule violation(s).
- Special Housing – Segregation for those who continue to pose a threat to self, others or prison security; or who continue to be involved in misconducts while in restrictive housing.

During your stay at the prison, you are expected to follow all rules, regulations, orders, postings and directions of staff. It is important that you familiarize yourself with all rules, etc. because your housing unit officer, a supervisor or the disciplinary hearing officer, may discipline you. In any case, the resulting sanction may include segregation.

If you are placed into disciplinary segregation you will continue to be expected to abide by all the rules and policies of the prison. In addition, some or all of the following restrictions or limitations may be placed upon you:

- Your use of clothing, mattress, blankets and pillow may be restricted by order when the deprivation is necessary as a result of your behavior or condition.
- Showers will be offered daily, but are required three times each week (Monday, Wednesday and Friday), unless otherwise directed.
- Meals will be standard ration from the daily menu. If you use food, utensils or other meal related items to disrupt prison operations; you may be served formulated meals (food loaf), which is nutritionally equivalent to the meals served other inmates.
- Medical, laundry and other services will be provided on the housing unit, or in your cell when required by circumstances.
- Visitation privileges will be permitted except when ordered by the warden/deputy warden of security.
- You will not be permitted use of telephones. Limited telephone privileges consisting of telephone calls related specifically to access to the judicial process (telephone/video conferencing as arranged by the court through your counselor) and family emergencies as determined by the facility administrator/designee are allowed.
- Commissary privileges will be permitted but they are limited to a restricted list of items.
- There is a specific amount of allowable items that you may possess or keep in your possession/cell. A list is available in the housing unit.
- Counseling, religious and other services may be provided on the housing unit.
- Library and legal library materials are available to you on loan from the library (See Library Book and Law Library List and request forms). To request a law book, etc., you need to complete a library request form addressed to the Inmate Services Coordinator. This may also be completed via the kiosk. You will be liable for the replacement cost of any library materials that are lost, stolen, damaged or destroyed while checked out to you.
- Outdoor exercise/ recreation will be out of cell, outdoors, no less than one hour, five times each week controlled by the housing unit officer and may be denied by the warden/deputy warden of security for medical, mental health, environmental or security reasons (Monday through Friday).

VII. SECURITY AND CONTROL

ISOLATION ROOM

You may be placed in an Isolation Room without mechanical restraints, when your behavior does not constitute actual or threatened violence of harm to yourself or others but consists of a repeated failure to obey orders from correctional officers; verbal harassment of correctional officers or other prisoners; disrespectful language or other language which creates a risk of a disturbance; or other disruptive conduct that does not pose an immediate risk of physical violence but which does pose a serious risk to the prison's security and good order.

RESTRAINT CHAIR or 4/5 POINT RESTRAINTS

You may be placed in a Restraint Chair when you engage in conduct that involves actual physical violence towards yourself or others, or towards County property, or make direct threats of violence or otherwise indicate that you intend to engage in immediate violence of the same nature.

VIII. RULES AND REGULATIONS

HOUSING UNIT REGULATIONS

Housing units are to be maintained in a safe, secure and clean condition at all times. All rules listed below and those posted on the Kiosk are to be obeyed:

ISSUED AND ALLOWABLE PROPERTY

There is a specific amount of allowable items, whether authorized for issue or purchase, which you may keep in your possession. (See Allowable Items on the Kiosk).

- The prison issues clothing, bedding, footwear, rulebook and a storage bin.
- You will also receive a “starter kit” containing toothbrush, toothpaste, soap/shampoo, etc.
- All of your clothing (issued and clothing purchased thru commissary) may not be marked or altered in any way by you.
- All of your issued items must remain in your possession during your period of confinement.
- You may not sell, trade, give or transfer personal possessions, commissary items or county property which were issued, sold or given to you, to any other inmate.
- You will be held accountable for the return of all prison issued property in the same condition as received during admission; except for undergarments, socks and starter kit supplies.
- You will be charged for any damage, loss or destruction of issued property.
- Clothing items purchase thru commissary will not be issued to you until it has been tagged with your name. You must have your name tag on all issued and purchased clothing. Name tags may not be removed or altered.

Although inmate property will be protected, the ECDOC will not be responsible for commissary items purchased. If you are moved for disciplinary reasons, you have no right to compensation for any missing, lost or misplaced commissary/items not present at the time of “Receipt for Property” inventory that is completed at the time of move.

DISPOSITION OF PERSONAL PROPERTY

Items of personal property that are permitted in the prison will be returned to you.

Items of personal property that are not allowed inside the prison will be inventoried and placed in the property room; e.g. clothing, keys, wallets, jewelry, etc. You will be given a receipt for all articles turned over to staff. You and a staff member will verify the accuracy of the receipts and acknowledge this fact with your signature. You will be permitted to keep only one (1) change of personal clothing in storage at the prison. This personal clothing will be kept in storage until the time of your eventual discharge/parole. Items in excess of these amounts must be sent out of the prison.

- You will be afforded the opportunity to remove the “sealed” excessive personal property by completing a request via kiosk, filling out a form provided by your counselor and arranging for pickup by someone you identify (this includes authorization to donate it to a charity, the prison, or authorizing its destruction). You will be required to remove your excessive personal property, accumulated during your incarceration, i.e. books, on a weekly basis (See Allowable Items List on Kiosk). If after (15) days the items are not picked up a new form will need to be completed.
- If you have no visitors in the area to release your property to or if you are being transferred to another institution; you may opt to have your property boxed and mailed to an address of your choice (You will be responsible for any cost of mailing/shipping).
- Excessive or accumulated personal property not sent out of the prison by you, or which remains unclaimed after thirty (30) days will be considered abandoned property and disposed of by prison staff.

SEARCHES

You, your cell and your belongings are subject to a full search at any time. This may include the dismantling of items in your possession or areas controlled by you. It may also include a full body search, requiring you to completely disrobe. Your presence during cell searches is not a legal requirement. You will be held accountable for any contraband, or damage to prison property, discovered when a search is made. You are responsible to cooperate with staff during the procedure.

Internal examination, body cavity search, is conducted only by authorized medical personnel. You may be detained, under observation, until arrangements can be made for such a search.

CELL INSPECTION

It is strongly suggested that you inspect your cell upon entering and report any damage immediately to the correctional officer because you will be held responsible for the condition and contents of your cell. You will be charged, according to a replacement rate, for any and all damage to your cell, furniture, fixtures, etc., within. If you are double celled, you and your cellmate will be held equally responsible. Cleanliness and orderliness of cells includes:

- You are assigned a specific cell by staff. You may only enter your own cell (Except in an emergency situation).
- Your cell will be locked at all times.

- Your cell intercom is only for response to the housing unit officer when requested, during move time, or in an emergency situation.
 - All vents in your cell and housing unit must remain uncovered and clean.
 - Tampering with any lock, locking device or control is prohibited.
 - Beds are to be made each day and cells cleaned before activities begin. Your bed will remain made throughout the day. If you wish to use your bed, you must remake it each time you vacate it (See Instructions for Bed Making on the Kiosk).
 - Mattress, pillow and blanket must be on your bunk.
 - You are not permitted to sleep on the floor or desk, only the bunk provided.
 - Storage bins must be under bunks (You are not permitted to stand or sit on storage bin).
 - Nothing is to be on the floor; except footwear and storage bin.
 - Property must be neatly organized and neatly displayed.
 - Cell floor and immediate floor area in front of your assigned cell is your responsibility and will be swept and mopped.
 - Doors, walls, ceilings, windows and furniture are to be free of signs, posters or other hangings (Items may not be wedged into the shelf, desk, mirror, etc.).
 - Walls, furnishings, other prison surfaces, etc., are not written upon or defaced in any manner.
 - Light fixtures, bars, stainless steel toilet, sink, etc. are to be kept clean.
 - No contraband in cell (See Contraband and Unauthorized Items on the Kiosk).
- Specific directions for making requests can be found under “Announcements” on the kiosk.

COMMON AREA INSPECTION

All inmates will be required to perform various cleaning duties throughout the day on a rotating basis. Failure to keep these and other areas in a sanitary condition may result in temporary loss of various privileges for you or a group of others. For those areas marked supervised below, you must have permission from staff prior to cleaning/entering. These areas include:

- Pantry; surfaces, equipment, floors, etc. (supervised).
- Interview/treatment room; floors, windows, etc. (supervised).
- Janitor closet; surfaces, floors, orderly and stocked with the proper amount of cleaning supplies (supervised).
- Sallyport; floors, walls, windows/doors (supervised).
- Empty cells; toilet, sink, floor, walls, bars, etc.
- Outdoor exercise /recreation area; floors, walls, windows, etc.
- Dayroom; floors, surfaces, walls, tables, stairs, railings, windows, phones-disinfect, and other equipment.

COUNT TIMES AND PROCEDURES

- Official Count Times are at: 5:00 AM, 7:00 AM, 11:00 AM, 3:00 PM, 6:00 PM, 10:00 PM and 11:00 PM.
- During a count ordered by your housing unit officer, you will be required to cease all of your activities.
- If not in your assigned cell, you will go there and lock yourself in.
- The housing unit officer must visually identify you.
- You must remain quiet during all counts.

- You must remain in your cell until notified by the housing unit officer.
- Violations of these requirements will be considered a severe rule violation.

DAYROOM RULES

- You must obey any order of any staff member.
- Loud talking, shouting, whistling, singing or any other form of boisterous behavior is prohibited.
- Various games will be available for your use in the dayroom (Games are to be played so as not to create excessive noise for others in the dayroom. No card slapping and no bystanders standing around game tables).
- No paper/plastic wrappers are to be placed in drains or in doors, no liquid waste will be placed in garbage cans, cleaning rags are not to be torn in pieces.
- You are required to pick up after yourself.
- You must remain inside the “red line” in the housing unit and only cross it upon approval from the housing unit officer.
- You are not to congregate around the officer’s desk for any reason. If the officer is at the desk, you should approach her/him one at a time.
- You are not allowed to call out to the pod counselor, knock on the counselor’s door or window, or to sit and stare at the counselor in order to get their attention. You must use the request slip system.
- You are not to throw any items in the housing unit.
- You are not to loiter, sit on stairs or tabletops.
- You are not permitted to stand by or look out of windows.
- You are not permitted to approach prison administrators or other visitors, unless they request to see you; do not ask housing unit officers to see them, all requests must be in written form only.
- Cell lights are to be turned off at 12:00 midnight.
- **You do not have the right to see a supervisor on demand.**

DRESS CODE

You must always be fully and properly clothed (See Inmate Dress Code on the Kiosk). Prison issued inmate uniforms are mandatory on weekends and holidays. The term prison issued “uniform” consists of both a “shirt and pants” or a “jumpsuit” type dress. If you are authorized to leave your housing unit by the officer, e.g. visiting, programming, etc., you must be clothed in either type of prison issued uniform dress, to include socks, and shoes. Inmates will be fully dressed in prison issued uniform at all times, to include any and all dayroom activity; medication pass; commissary pass; laundry pass; and/or authorized activity outside the pod such as visiting, attorney/client visit, school, or any other program, etc. The only exceptions to this policy are as follows: cleaning of the pod or cell; recreation/exercise when specifically playing basketball/volleyball or using the exercise bars or other activity deemed to be destructive to prison issued uniform; and traveling to/from the shower.

- Nothing may be worn over the prison issued uniform, sweatpants or sweatshirts.
- All buttons on your uniform are to be buttoned while out of your cell.
- Collars are to be folded down.

- Pant legs cannot be “pegged”, although you are allowed to evenly roll up both pant legs (to ankle length) if they are too long.
- Walking on pant legs or any other abuse of prison issued uniform or property is prohibited and if any damage is done, you will be required to pay for repair or replacement cost.
- Pants (including sweatpants) must be worn on the waist, no sagging, no underwear is to be showing and hands are to stay out of pants.
- Prison issued or any other commissary purchased clothing may not be altered in any way; e.g. sleeves torn, cuffs or necks removed, coloring, markings of any kind, etc. Items altered will be considered contraband, will be removed from inmate’s possession and discarded.
- Jumpsuit type uniforms must be worn in their entirety. No jumpsuit will be worn on the waist.
- Name tags must not be removed or altered from any prison issued property or clothing items purchased thru commissary.
- Nothing may be worn on the head or attached to your hair; except approved religious headwear in your cell (Hair rollers for females, may be worn in your cell only).
- Sweat suits and long sleeved underwear may not be worn off the pod (Exception: GED and HS Education programs).

RAZOR AND CLIPPER USE

- No personal razors/clippers of any kind will be accepted or permitted for inmate use within the prison.
- Times and procedures for obtaining disposable razors and clippers have been established to allow most detainees/inmates who will be attending court the opportunity to shave daily.
- Inmates in disciplinary segregation/special housing will be afforded the opportunity to shave/use clippers during their assigned shower time, at least three (3) times per week.
- Inmates in housing units A through J (excluding disciplinary segregation/special housing) will be given the opportunity to shave and use clippers seven (7) days per week.
- Issuing razors and/or clippers shall follow night head count (approximately 11:15 PM).
- The officer will announce “shave time” over the loud speaker and state: “If you wish to shave or use clippers push your intercom now”.
- Inmates will be required to be awake, push their intercom button and respond by requesting to use a razor and/or clippers.
- After approximately fifteen (15) minutes, the officer will go cell to cell to pick up the razor and/or clipper from those inmates that received them.
- First shift kitchen trustees are afforded the opportunity to shave at 2:00 AM instead of the normal time due to scheduling differences. The same issuance and collection procedures apply.
- All razors and/or clippers shall be returned to the issuing Officer whole and intact by placing them on the cell hatch and waiting for the Officer to pick it up. Any abuse, misuse, or destruction of a razor and/or clippers will result in a major misconduct.
- If a razor or clipper is damaged in any way while using it, you must contact an Officer immediately.

TELEPHONE USE

- You will receive a pin number at booking.
- You are responsible for the security of the telephone pin number given to you at booking.

- There are no refunds for stolen pin numbers and if you cannot secure your pin number, you should not purchase phone time.
- You must enter your assigned Pin number for all telephone calls.
- You will be required to register your voice during booking. Failure to do so will result in your phone privileges being revoked.
- You will be required to record your voice; stating your name (on the first call).
- There will be a fee charged to you if you request a pin change.
- Telephone calls are collect unless phone time is purchased through commissary. Inmates are allowed to purchase one hundred dollars (\$100.00) in phone time, two (2) times per week which is not counted against the seventy dollar commissary spending limit. (Commissary phone time can only be purchased in \$10.00 increments).
- Five minute free calls are only authorized in A/R holding areas upon initial booking.
- Sufficient numbers of inmate phones are in all pods, on both tiers, to help ensure availability when demand might be high.
- Additionally, because of potential for high demand, you may not make two telephone calls consecutively, unless the other telephones in the housing unit are not being used.
- Telephones are available during dayroom free time only and are generally made available to you after a satisfactory report on housing unit inspections.
- Telephone times are: 8:00 PM to 11:00 AM, 12:30 PM to 4:30 PM, and 6:00 PM to 10:00 PM.
- Telephone access is restricted if you are in some forms of segregation.
- Limitations and restrictions may be placed on telephone communication including denial of telephone usage when in the discretion of the Warden/designee, the restrictions are necessary to maintain the safety and security of the prison.
- All inmate telephone calls are a privilege. Inmate telephone calls may also be curtailed or rescinded for administrative or disciplinary reasons by the Hearing Examiner or Warden/designee.
- An inmate is prohibited from initiating calls to the following:
 1. An inmate.
 2. An employee or former employee (including contractors, paid and unpaid volunteers) of the department unless requested in writing by the employee/former employee and approved in writing by the Warden/designee.
 3. A judge, criminal justice official, prosecutor or court administrator without his/her prior written approval.
 4. A minor unless approved in writing by a parent or legal guardian.
 5. A victim of the crime for which you are incarcerated unless requested in writing by the victim and approved by the Warden/designee.
 6. A member of the public who requests in writing to have his/her telephone number call blocked.
 7. All toll-free and emergency numbers (800, 888, 911) with the exception of toll-free numbers for the Pennsylvania Relay Service (711, speech to speech etc.) and PA PREA Hotline (See kiosk).
 8. Three-way calling, call forwarding, and calls through a call forwarding service using a local number or having an individual on the other line hold another phone together for the call.

9. Placing a call through a multiple long-distance carrier.
 10. Placing a call to a local, county, state, or federal correctional facility, a Community Corrections Center, or to an inmate housed there without the prior written approval of officials at both facilities.
- A telephone number that the facility has reason to believe is being used to violate Department Policy or regulations will be call blocked.
 - Calls placed to cell phones, or phones of inferior quality, may be automatically terminated due to static, adverse weather conditions, weak signals, or activation of the call waiting feature. If this occurs, there will be no reimbursement for the call set-up fee that is incurred when the number is redialed. Likewise, if someone at the called number picks up an extension phone or the call waiting feature has been activated, the call may be automatically terminated, and you will not be reimbursed for the call set-up fee that will be incurred when the number is redialed.
 - You must refrain from using loud, threatening, profane or abusive language.
 - Telephone calls are subject to inspection, recording, monitoring and disclosure except those placed for a registered attorney representing you.
 - No calls for information only.
 - No calls to pay telephones, overseas, or 800/900 area codes.
 - No calling cards, credit cards or third party calls.
 - No incoming calls.
 - No conference calls.
 - The sharing of telephone calls is not permitted and only one inmate per telephone.
 - You must stand while talking on the telephone.
 - Upon completion of your telephone call, you must hang-up the receiver; you are not permitted to “hand-off” the phone to another individual.
 - Staff telephones (or any office or other telephone not specifically designated for an inmate) are not authorized for your use. However, the Warden/designee may authorize the use of a staff telephone for:
 1. Serious illness, hospitalization or death of an immediate family member.
 2. Contact with a court/attorney regarding a court imposed, urgent legal matter when the court/attorney will not accept a collect call and you have no funds available for a prepaid call. This legal matter must have an immediate verifiable deadline that supports it cannot be handled in person or via correspondence.
 3. An extraordinary or unusual circumstance.
 - Any inmate requesting use of a staff phone must establish that an actual emergency exists. The staff member authorizing the call must verify the emergency prior to placing the call and document the circumstances. In addition, all staff authorized telephone use will be directly monitored by the staff member providing the privilege. If the inmate does not agree to have this phone call monitored and controlled by staff, you will not be granted the privilege of placing a telephone call on the staff phone system.
 - Handicap accessible telephones are available upon needed request (TDD).
 - Violation of telephone privileges may result in a misconduct. Individuals may be required to terminate phone calls during times of emergency, pod maintenance issues etc.

TELEVISION USE

- Televisions will be maintained at a reasonable volume level and will be controlled entirely by the housing unit officer.
- Televisions will not be authorized during counts, meals, etc.
- If more than one television is provided in your housing unit, they will show different programming; except when prison sponsored programming is shown.
- Chairs for seating are provided for television viewing only and are not permitted to be placed at tables.
- Only one chair is authorized per person.
- You are not permitted to place your feet on another chair or on the picnic tables.
- All four legs of the chair must remain in contact with the flooring.
- You are not permitted to sit on the dayroom floor; chairs or picnic table seats are provided for this purpose.

NEWSPAPER AND WALKMANS

If your housing unit receives a newspaper, it will remain in the dayroom and never be authorized in individual cells (This is not applicable to restrictive housing units).

- You must sign for the newspaper distribution with the housing unit officer.
- There will be a twenty (20) minute per inmate time limit on the newspaper; thirty (30) minutes for the Sunday edition.
- You must not deface or destroy the newspaper.
- You must return the newspaper within the allotted time to the housing unit officer who will redistribute it accordingly (You are not to pass the newspaper on to another inmate).
- Newspapers will be discarded/recycled accordingly.
- Walkman radios may be purchased through the commissary (This is not applicable to maximum security or restrictive housing units).
- Walkman's are permitted in your cells only.
- Headphones must be worn on your head/ears and the sound level low enough to enable you to hear officer's orders, alarms and other necessary directives.

Tablet Rules

A. Inmate Access

- 1.) Only inmates that are in general population or minimum security will be allowed access to tablets.
- 2.) Family members or friends of the inmate have to pay a monthly rental fee for the tablets.
- 3.) All distribution and collection of tablets will be handled by a designee of the Warden.

B. Limitations and restrictions

- 1.) Any misuse of the tablet will result in a loss of privilege with no refund.
- 2.) Inmates are not permitted to loan or borrow tablets from other inmates.
- 3.) Tablets may be used in the dayroom only for applications that do not have sound and only by the inmate who it is rented for. Any application that contains sound or using the tablet for phone calls will only be permitted in cell.

- 4.) Headphones will be used for any application where sound is involved.
- 5.) Tablets are not permitted to be taken to inmate work assignments.
- 6.) Tablets will be turned in to the housing unit officer no later than 9:00 pm every night for recharging. Inmates will not be permitted to keep the tablets past this time regardless of the charge remaining on the battery. Tablets will be available for re-issue the following morning during the first move time.
- 7.) Charging carts will be utilized by each pod and one will be moved into the pantry for charging and storage.
- 8.) Electronic tablets may also be used as a telephone. The policy and procedure governing the AUTOMATED INMATE TELEPHONE SYSTEM (See policy 410-04) shall also apply when using the electronic tablet as a telephone.
- 9.) Electronic tablets are permitted to be used as a telephone only while in the inmate's assigned cell. Using the telephone function outside of the inmate's assigned cell may result in loss of this privilege and may result in the issuance of a misconduct report.
- 10.) Any inmate who receives a major misconduct will have their rented tablet returned to the vendor with no refund.
- 11.) Any inmate who receives a minor misconduct or informal resolution will have their tablet privileges suspended while serving discipline. The tablet will be stored on the charging cart.
- 12.) Inmates on any type of administrative segregation will not be afforded the privilege of renting a tablet unless approved by the Warden. If one is already rented, it will be returned to the vendor with no refund.
- 13.) Inmates may keep tablets during lockdown periods until prescribed turn in (see #6), however the phone application may be turned off.

**** Tablets will not be authorized for use during count/meal times and may be turned off during emergencies. ****

**** Family and friends can get more information by calling 1-800-844-6591 or go to www.SecurusTablet.com. ****

MOVEMENT

- You may not leave the housing unit unless approved by your housing unit officer.
- When it is necessary for you to leave the housing unit, you will be escorted by staff. **You may not push any intercom buttons other than in your cell.**
- You are to keep to the right side of the corridors and travel in a quiet and orderly manner with no loitering, conversation or stopping during any movement.
- When you are in a group, you will walk in a single file line and will stay in front of the escorting officer at all times.
- You may be searched when leaving or entering your housing unit.
- "Move time" is five (5) minutes on the hour, every hour with no exceptions. Move times may be altered by officer for safety and security reasons.
- Your cell gate must be closed at all times other than during "move time".

IX. DISCIPLINARY PROCEDURE

The inmate disciplinary system is designed to maintain control, protect staff and inmates and promote socially desirable behavior. This is accomplished through the enforcement of the rules of conduct, application of established consequences for misconduct, and hearing procedures that include due process requirements. Standard rules of conduct include, but are not limited to, the schedule of misconducts, housing unit regulations and written or posted orders. The three levels of disciplinary enforcement are:

- Housing unit action sanctions.
- Informal resolutions.
- Disciplinary hearings before the disciplinary hearing officer.
- Disciplinary hearing procedures may be resolved through the grievance process.

SCHEDULE OF MISCONDUCTS

The following is a list of acts which are prohibited in the prison and which are the basis for misconducts. Sanctions applied in disciplinary actions are related to the severity of the offense. An attempt to commit any violation of rules, regulations, orders, etc., will be considered to be and cited as an actual violation thereof:

CLASS I OFFENSES

These offenses are severe violations that may require a disciplinary hearing prior to imposition of sanctions or be informally resolved (where specifically permitted). When referred to the hearing officer, any sanctions up to and including thirty (30) days segregation may be imposed for each incident. When resolved through the informal resolution process, sanctions not to exceed thirteen (13) days segregation may be imposed.

Class I Offenses that require a disciplinary hearing prior to imposition of sanctions include:

- 100 Arson
- 101 Bribery, to include giving or offering any staff member a bribe or anything of value.
- 102 Conspiracies, encouraging, facilitating or conspiring with others to commit any prohibited act.
- 103 Controlled Substance Abuse, using, possessing, manufacturing or being under the influence of alcohol, drugs or narcotics, volatile substances, or any other controlled substance.
- 104 Escape, attempting to escape, or planning to escape including failure to return from an approved community activity in a timely manner.
- 105 Extortion, demanding or receiving money or anything of value in return for protection, to avoid bodily harm or under threat of informing.
- 106 Kidnapping, taking hostage or holding another against their will.
- 107 Rioting/Inciting To Riot, to include encouraging other to riot.
- 108 Theft, to include receipt of stolen property.
- 109 Self - Mutilation, done for manipulative purpose rather than as a result of established mental illness.
- 110 Program Rule Violation, failure to conform to signed program agreements for work release, etc.

- 111 Tobacco Usage, use of tobacco and tobacco products is prohibited at all times, by inmates, in all areas of the prison and while participating in any prison program
- 112 Assault or fighting.
- 113 Sexual misconduct, to include, but not limited to kissing, fondling, exhibitionism or performance of any sexual act.
- 114 Restricted area, being in an unauthorized location.
- 115 Any violation of the Penal Code.

Class I Offenses that may require a disciplinary hearing prior to imposition of sanctions or be informally resolved include:

- 120 Tattooing/Tattoo Removal, receiving, performing or assisting in tattooing or tattoo removal.
- 121 Count, interference with or failure to be present for population counts.
- 122 Refusal Of Orders, or refusal to comply with the directions of staff.
- 123 Contraband, any item or article possessed by individuals or found on prison property, which is declared illegal or not specifically approved for staff or inmate possession; OR an approved item or article not being used as intended; OR altered from its original condition; OR in excess amounts; OR items belonging to another found in your possession.
- 124 Threats, threatening others with bodily harm or other reprisals.
- 125 Destroying, defacing, damaging property.
- 126 Failure to provide specimens for drug or medical testing.
- 127 Interfering with the duties of a staff member or volunteer.
- 128 OTHER PROVISIONS, violation of any rule or provision enumerated elsewhere in this handbook or of written/posted or verbal orders/regulations/notices not specifically enumerated in this misconduct section.

CLASS II OFFENSES

These offenses are violations that may require a disciplinary hearing prior to imposition of sanctions, or be informally resolved, or be handled by housing unit action. When referred to the hearing officer, any of the sanctions, up to and including a maximum of twenty (20) days segregation, may be imposed. When resolved through an informal resolution, sanctions not to exceed seven (7) days of segregation may be imposed. When handled by housing unit action, sanctions up to eight (8) hours confinement may be imposed.

Class II Offenses that may require a disciplinary hearing prior to imposition of sanctions or be informally resolved include:

- 201 Work Violation, refusal of a sentenced inmate to accept a job assignment.
- 202 "Transfer", of property from one inmate to another (include selling, lending, etc.).
- 203 Sexual Harassment, includes, but is not limited to; unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal or physical conduct of a sexual nature that is intimidating, hostile or offensive.
- 204 Uncooperativeness, including but not limited to failure to comply with the admission/orientation process for classification/movement.

Class II Offenses that may require a disciplinary hearing prior to imposition of sanctions, or be informally resolved, or be handled by housing unit action include:

- 250 Excessive noise or horseplay.
- 251 Abusiveness, profane, obscene, or otherwise demeaning speech, gestures, correspondence or actions.
- 252 Disturbance, speech actions that interfere with, interrupt or cause the disruption of normal prison routine, proceedings or order.
- 253 Harassment by words, words, gestures or actions intended to annoy or alarm another person, or by communication to submit a request, complaint, etc., in writing or verbally to more than one employee regarding the same issue; to the same employee, repeatedly, regarding the same issue; or to any employee without mentioning that the issue has already been answered by another employee when that is the case.
- 254 Misrepresentation, lying or otherwise misrepresenting the facts.
- 255 Housing Unit Rule Violations, repeated or flagrant failure to obey housing unit rules.

CLASS III OFFENSES

These offenses are violations that may require a disciplinary hearing prior to imposition of sanctions, or be informally resolved, or be handled by housing unit action.

When referred to the hearing officer, any of the sanctions up to and including ten (10) days segregation may be imposed. When resolved through an informal resolution, sanctions not to exceed three (3) days segregation may be imposed. When handled by housing unit action, sanctions up to eight (8) hours confinement may be imposed.

- 300 Cell Inspection, failure to comply with standards for the maintenance of a living area.
- 301 Littering, depositing trash, etc., in a place other than the appropriate containers
- 302 Safety, failure to follow written/posted or verbally ordered safety regulations or standards or to injure or place others in jeopardy of injury
- 303 Unsanitary Hygiene, failure to follow standard personal cleanliness and sanitation, including one's cell
- 304 Housing Unit Rule Violation, failure to comply with any of the housing unit regulations listed in this handbook or written/posted in the housing unit or Kiosk

HOUSING UNIT ACTION

Housing unit action is defined as an officer's application of logical consequences for non-severe, undesired behaviors where verbal action alone is not sufficient. Housing unit action can involve the removal of related privileges for violation of a housing unit rule. (Example: the loss of dayroom time for loud or disruptive behavior in the dayroom; loss of phone privileges for arguments over phone use, etc.) The housing unit officer enforces housing unit action sanctions. Housing unit sanctions applied by the housing unit officer include:

- Counseling.
- A written warning or reprimand.
- Loss of privileges (up to two (2) days) A sanction involving a loss of privileges may include loss of dayroom time, phone use, commissary, yard time, etc. (but not exercise/ recreation itself).

- Confinement to your cell (up to eight (8) hours).

At the time of the incident, your housing unit officer will provide you with a statement (ticket) of the rule you have violated and the consequences that will be applied. Housing unit actions are not reported to probation/parole authority.

INFORMAL RESOLUTIONS

When a disciplinary matter cannot be resolved through housing unit action, you will receive a misconduct citation.

It is the joint responsibility of the citing officer and a supervisor to determine whether you will be offered the option of an informal resolution, and if ordered, what sanctions will be applied. An informal resolution may result in the:

- Loss of privileges (up to thirteen (13) days for Class I, up to seven (7) days for Class II and up to three (3) days for Class III).
- Disciplinary confinement (up to thirteen (13) days for Class I, up to seven (7) days for Class II and up to three (3) days for Class III misconducts).
- Restitution for damaged prison property (if you request to forego a formal disciplinary hearing and complete a request to release your funds for the damages).

You need not be informed which sanctions will be imposed prior to deciding whether to accept the informal resolution. If you accept an informal resolution, you must sign a statement that will indicate you have waived your right to a disciplinary hearing. If you refuse an offer of an informal resolution, the original charge will be submitted to the disciplinary hearing officer, with a notation that an informal resolution was offered.

When a misconduct is informally resolved, you may be kept in your housing unit or moved to a more restricted housing unit. You will be allotted (1) hour at night to take a shower, use the kiosk, use the pod gym for rec and clean your cell. This allotted time may be shortened or cancelled at any time.

MISCONDUCT CITATIONS

When a disciplinary matter cannot be resolved through other means, a staff member will cite you with “misconduct”. You will receive a copy of the misconduct report within twenty-four hours of a violation being brought to the attention of staff, or upon completion of an investigation. Staff will acknowledge your receipt of the citation/misconduct.

The prohibited acts listed in the schedule of misconducts are graded into three general classes based on the severity of the offense: Class I, II and III. Each offense is identified by an offense number and descriptive label and is listed under the highest class that can be charged for that offense.

An offense which is not listed in the schedule of misconducts is cited as a Class I offense, #132 “OTHER PROVISIONS”.

A sanction involving a loss of privileges may include loss of commissary, phone, yard time, indoor recreation, etc. (but not exercise/recreation itself).

DISCIPLINARY HEARINGS

In some disciplinary situations, you may be provided a hearing before a disciplinary hearing officer. The disciplinary hearing officer is a member of the prison staff who has had no direct involvement in the incident that is to be reviewed. When a formal misconduct citation is filed against you, you will be moved to a disciplinary segregation area and placed into pre-disciplinary administrative segregation. When a misconduct citation is referred to the disciplinary hearing officer, the below listed guidelines will be applied:

- You will be informed of the offense(s) in writing.
- You will have an opportunity to present a defense.
- The hearing will be held before a disciplinary hearing officer, who is impartial.
- At the hearing, you have the right to remain silent.
- Unless you become disruptive, you may be present during the proceedings, excluding only another inmate's confidential testimony and the disciplinary hearing officer's deliberation process, which follows the taking of all evidence.
- You may admit, deny or otherwise explain the incident for which you are cited.
- You may be present during the findings, unless you become disruptive.
- Findings shall be expressed in writing based on the information presented and findings of guilt shall state the reasons and sanctions imposed.
- You may request witnesses on your behalf; the reasons for denying such a request are stated in writing (** You may call witnesses, however due to security concerns, they may be limited, and will be interviewed without you being present*).
- A staff member or agency representative will be appointed to assist when it is apparent that an inmate is not capable of collecting and presenting evidence on his or her own behalf.

DISCIPLINARY SANCTIONS AND SENTENCING

The disciplinary hearing officer has the authority to determine whether or not you are guilty of the cited offense(s) based on the evidence. This means that the disciplinary hearing officer finds some evidence to support the charge(s) that you committed the act(s) for which you were cited. Your simple denial of the charges shall not, in and of itself, refute your charges, nor shall absolute proof be required for conviction. Preponderance of evidence means that it is more likely than not that you committed the act(s) for which you were charged.

The disciplinary hearing officer may consider whether or not sanctions should be affected by mitigating circumstances.

An attempt to commit any offense shall be a misconduct of the same class as the actual offense. "Attempt" is defined as behavior that, if permitted to proceed to its logical conclusion, would have resulted in an offense.

The disciplinary hearing officer may impose sanctions that include:

- Dismissal of any or all charges and counseling.
- Reprimand and counseling.
- Loss of privileges (up to thirty (30) days).
- Segregation (up to thirty (30) days for each incident).
- Restitution.
- Suspension of execution of any sanction imposed.
- Recommendation for criminal prosecution.
- Any Inmate convicted of multiple violent institutional offenses may be categorized as a habitual offender and subject to Restricted Release from segregation. Restricted Releases will be reviewed weekly by the Inmate Review Committee and Deputy Warden of Security.

A sanction of disciplinary segregation, whether in your cell or in a disciplinary segregation area (as a result of housing unit action, informal resolution or disciplinary hearing officer action) includes the denial of participation in activities with the general population.

The following are the sentencing guidelines for disciplinary segregation, which may be imposed when you are found guilty of a misconduct:

SCHEDULE OF MAXIMUM DISCIPLINARY SEGREGATION

UNIT	INFORMAL	DISCIPLINARY
ACTION	RESOLUTION	HEARING
(Per incident)	(per citation)	(Per incident)
CLASS I N/A	Up to 13 days	Up to 30 days
CLASS II up to 8 hours	Up to 7 days	Up to 20 days
CLASS III up to 8 hours	Up to 3 days	Up to 10 days

X. OTHER INFORMATION

REQUESTS/COMMUNICATION

Speaking with your housing unit officer or treatment staff can handle most routine housing unit or programming questions. You may submit a written request, via the kiosk, with your complete name, housing unit and date.

Specific directions for making requests can be found under “Announcements” on the kiosk.

The repeated use of requests for frivolous, unfounded, misdirected or harassing communications to employees will not be tolerated. An inmate who engages in this behavior will first be warned that her/his 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 imposition of disciplinary sanctions and issuance of a misconduct.

GRIEVANCES

The Inmate Grievance Procedure is an internal administrative method for the resolution of formal complaints and the identification of potentially problematic management areas. It is

designed to supplement, not replace, the informal communication process or disciplinary procedures as described in this handbook. If you feel you have a complaint but are unsure of how to proceed we request that you first attempt to resolve your concerns with your counselor or other appropriate staff member. The staff member may be able to address and/or resolve the situation, concern, or complaint to your satisfaction before it becomes a larger issue.

Not every complaint is a grievance. A grievance must meet the guidelines established and be submitted according to the procedures below. A grievance may not be filed simply because you disagree with a staff member's decision or instructions. Formal grievances and less formal incidents, problems, or complaints which do not meet the grievance guidelines below should first be brought to the pod counselor in an attempt to informally resolve. The processing and handling of formal internal grievances is the mechanism through which you may seek formal review of an issue/complaint which may relate to any aspect of your imprisonment if less formal communication procedures have not resolved the matter and the grievance is submitted according to the guidelines and procedures listed below.

Grievance Guidelines

A grievance may be filed for:

- Report an alleged violation of civil, constitutional or statutory right.
- Report an alleged violation of prison policy.
- Report an alleged criminal or prohibited act by a staff member.
- Report an alleged condition existing within the prison that creates an unsafe or unsanitary living condition.
- To appeal a decision by the disciplinary hearing committee.

Steps of the Grievance Procedure

Filing of Grievance:

- An inmate may file a grievance only for himself. However, an inmate may assist another inmate in the filing of a grievance, but cannot make the request for starting the grievance procedure on the kiosk.
- Only one (1) grievance may be filed relating to a single incident or item of concern.
- An inmate may withdraw a previously filed grievance at any time.
- No staff member may retaliate against an inmate for filing or withdrawing a grievance.

Initiation of Grievance

- Once an inmate initiates the grievance process, review of the grievance shall occur automatically without interference by administrators or employees of the Erie County Department of Corrections.
- Forms: Inmates should first attempt to verbally resolve grievances, incidents, problems, or complaints through their pod counselor or other appropriate staff by submitting a request via kiosk or paper request (RHU) that includes all information pertinent to the alleged grievance. If the problem cannot be resolved informally, the inmate may file a standard written grievance within fifteen (15) days after the potentially grievable event

has occurred. The grievance should be filed with the inmate's counselor first on a form provided for that purpose. The forms are available in each housing unit from your counselor (See Grievance Form).

Initial Processing

- Grievance forms will be accepted by the inmate's counselor. The initial counselor who receives the grievance shall review the grievance and/or record:
 1. The assigned grievance number, date and time of occurrence, the grievance type (nature of complaint).
 2. Determine whether the grievance:
 - states an emergency situation; or
 - is inappropriately filed; or
 - should be processed within normal guidelines as stated herein.
 3. The counselor will submit the grievance to a Deputy Warden for review. If an emergency situation is declared by the grievant but it is not determined as such by the inmate's counselor or a supervisor, the grievance will be processed within the time limits indicated in this policy. Should the inmate's counselor or a supervisor determine an emergency situation does exist; the grievance will be immediately forwarded to the Shift O.I.C. who will immediately notify the grievant and advise what action is being taken).
 4. The counselor will submit the original white copy to a Deputy Warden, and return the original yellow copy to the inmate after it is entered into the jail management system.
 5. The Deputy Warden will review/investigate the grievance and upon completion will:
 - Record the findings after an investigation.
 - Return any inappropriately filed grievances or one that cites a non-grievable issue to the inmate with an explanation for its return.

Initial Decision

- Within twenty (20) days after filing (or less, if required in emergency situations only) every grievant shall receive a written response to his or her grievance signed by a designated staff member. In cases where a longer period of time is required for a response or for resolution of the problem, the grievant shall be notified of the reason for the delay.

Appeal

- Expeditious processing of grievances at each level of decision-making is essential. Responses shall be made within the fixed time limits as stated at each level of decision.
- If after being responded to by a Deputy Warden, the inmate is not satisfied, he or she may appeal within five (5) working days to the Warden who will attempt to resolve the matter or assign a staff member to do so. The Warden shall make a determination on the appeal and will reply to the inmate within ten (10) working days. The Warden's decision will be final.

- The exception to this will be in disciplinary cases. The reply will be in writing from a Shift Captain to the inmate and will either uphold the previous decision or state specific reasons for not upholding the decision. An appeal may be filed to the Deputy Warden of Security. The decision of the Deputy Warden of Security will be final.

Emergency Situations

- Grievant may declare emergency situations if they believe that their situation involves an immediate threat to the welfare or safety of the grievant.
- Grievant may indicate the existence of an emergency by marking the word “EMERGENCY” on the grievance form and filing the grievance form in the usual manner.
- If a grievance has been determined to be an emergency grievance, it shall be given priority at all levels of review in order to ensure an immediate and meaningful solution.

Reprisals

- No grievant shall suffer any action or threat of action against him/her based on his/her use of or participation in the grievance process.
- When it is determined that false, malicious accusations are willingly and knowingly made against an employee by an inmate, such inmate may be subject to facility disciplinary procedures or criminal prosecution.

RIGHTS, PRIVILEGES AND RESPONSIBILITIES

Rights

You have the right to:

- Be treated impartially and justly.
- Living conditions that are in compliance with state and local fire and safety laws and regulations.
- A nutritionally adequate diet.
- Clean orderly surroundings.
- Personal grooming choices regarding appearance, which are limited only by prison requirements for safety, security, identification or hygiene.
- Receive and send mail, including sealed correspondence with public official, attorneys, and officers of the court and other members of the legal system, subject to necessary limitations.
- Have visits with civilians within the guidelines established for the program.
- Be addressed by name rather than in a derogatory manner.
- Be supervised by staff, not inmates. No inmate or group of inmates is given control, or allowed to exert authority over other inmates.
- Be free from personal abuse including sexual abuse, corporal punishment, personal injury, disease, property damage, harassment and sexual harassment, or use of excessive force by staff.
- Be free from discrimination based on race, religion, national origin, sex, age, handicap or political views in administrative decisions and access to programs, services and privileges.
- Participate in the classification process.
- Have access to the grievance system.

- Have access to counsel with private visiting, except where reasons for restriction exist.
- Unrestricted correspondence with attorneys.
- Have access to legal materials.
- Exercise/ recreation.
- Voluntary access to clergy and religious advisors/services.
- Have access to health care.

Privileges

Many programs and opportunities are offered to you while you are in custody, in addition to those that are described as rights. There are privileges that may be restricted or denied you, as a result of abuse of the privilege, unacceptable prison adjustment or misconduct. These privileges may include but are not limited to:

- Commissary
- Dayroom activities
- Recreational activities
- General use of the collect call telephones.
- Participation in programs within established guidelines.

Responsibilities

An inseparable component of all your rights and privileges is responsibility. You have the responsibility to cooperate with any staff member. If you believe that something is unreasonable, you still must cooperate and then file a complaint, after the fact. Generally, your behavior should be the same as is expected of any law-abiding member of the community and you are expected to:

- Respect others when speaking to them.
- Be familiar with and obey the rules and regulations of the prison.
- Refrain from infringing upon the rights of others.
- Cooperate with staff at all times.
- Report any problems that you encounter or observe.

Most importantly, be aware that you will be held responsible and accountable for all of your actions and behavior while you are here

EMERGENCY

When officers enter a housing unit responding to an incident, i.e. fights, medical emergency, suicide, etc., all inmates will proceed to the nearest cell(s) and remain there until further instructions from the correctional staff on the scene is given. If you remain in the general area of an incident, after staff have responded and assumed control, you will be identified as having involvement in the incident.

If you interfere with correctional staff during an emergency situation, you will be charged with a disciplinary infraction and criminal charges may be filed.

In the event of an emergency situation, contact an officer immediately!

Follow all instructions or orders by staff, fire fighters, if appropriate, or other persons in charge during an emergency.

If an evacuation is ordered, remain calm and orderly. Proceed from the housing unit to the proper exit door(s) as directed by staff. They have been trained in proper evacuation procedures and you will be moved to a “safe area” until the emergency situation is resolved.

PHYSISICAL AND/OR SEXUAL ABUSE /ASSAULT

While detained you have the right to be free from physical and/or sexual abuse or assault, and harassment. Report all harassment, attempted assault, and assaults to a staff member; if you feel unsafe because of threats you should likewise immediately advise the housing officer or another staff member.

There are several ways that you can report abuse and protect yourself from becoming a victim. If you feel you are at risk of being abused, you may do one or all of the following:

- Contact your housing unit officer or the unit supervisor.
- File an emergency grievance stating the nature of your problems and your immediate needs.

If you are an ICE Detainee you may file a complaint about staff misconduct, abuse or civil rights violations directly with the U.S. Department of Homeland Security, Office of the Inspector General (OIG) at: DHSOIGHOTLINE@DHS.GOV (e-mail); 1-800-323-8603 (telephone); or mail from your housing unit at no cost to you:

DHS OIG HOTLINE
245 Murray Drive, SE
Building 410
Washington, DC 20538

PREA / OFFENDER SEXUAL ABUSE

The Prison Rape Elimination Act of 2003 (PREA, P.L. 108-79) was enacted by Congress to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies. Major provisions of PREA include:

- Adherence to a zero-tolerance standard for the incidence of inmate sexual assault and rape;
- Development of standards for detection, prevention, reduction, and punishment of prison rape; and
- Addresses both inmate-on-inmate sexual abuse and staff sexual misconduct.

Sexual conduct between persons, regardless of consensual status is prohibited and subject to administrative and disciplinary sanctions, and possible criminal prosecution. In an effort to prevent sexual abuse/assault/harassment and to intervene, all detainees are screened within twenty-four (24) hours of arrival and housing assignments are made accordingly. Additionally, all sexual abuse/assault allegations will be investigated by appropriate authorities with the utmost

dignity for the victim. Protective custody may be requested by you or ordered by staff to help insure self protection (See VI Classification). You have the right to report the incident to **any** staff member. Mental Health staff are available to counsel inmates upon request and to communicate and educate inmates about vulnerabilities, risk management strategies, and steps that should be taken to prevent victimization and/or acting out with sexually aggressive behavior. Appropriate treatment and counseling will be available when there is an apparent sexual assault.

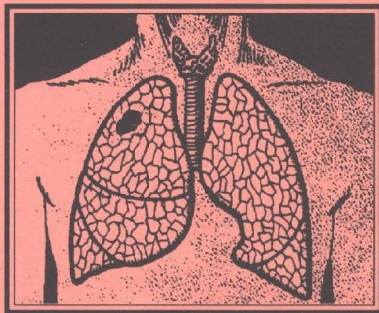
You can contact PREA Sexual Assault Hotline at 1(866)823-6703 at no cost to you.

TUBERCULOSIS FACTS – The TB Skin Test

What is TB?



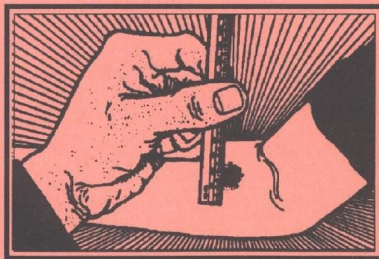
“TB” is short for a disease called tuberculosis. TB is spread by tiny germs that can float in the air. The TB germs may spray into the air if a person with **TB disease** of the lungs or throat coughs, shouts, or sneezes. Anyone nearby can breathe TB germs into their lungs.



TB germs can live in your body without making you sick. This is called **TB infection**. Your immune system traps TB germs with special germ fighters. Your germ fighters keep TB germs from making you sick.

But sometimes, the TB germs can break away and spread. Then they cause **TB disease**. The germs can attack the lungs or other parts of the body. They can go to the kidneys, the brain, or the spine. If anyone has **TB disease**, they need medical help. If they don't get help, they can die.

How do I know if I have TB infection?



A skin test is the only way to tell if you have **TB infection**. This test is usually done on the arm. A small needle is used to put some testing material, called tuberculin, under the skin. In two or three days, a health worker will check to see if there is a reaction to the test.

The test is “positive” if a bump about the size of a pencil eraser or bigger appears on your arm. This bump means you probably have **TB infection**. You may need medicine to keep from getting sick.

NOTE: IF YOU HAVE EVER HAD A “POSITIVE” REACTION TO A TB SKIN TEST OR IF YOU HAVE BEEN TREATED WITH TB DRUGS IN THE PAST, TELL THE HEALTH WORKER.

