

Commonwealth of Pennsylvania

Montour County Prison

Rules and Regulations

Concerning Inmates

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Introduction

This handbook will provide you with an overview of Montour County Prison (MCP) general rules, regulations, policies and procedures that you are required to follow while in our custody. When MCP policies are changed, you will be given notice outlining the change(s) through posting in the housing units. The most current policy will become effective, regardless of what information is in this handbook. You are to keep this handbook until you are released. The rules of the Montour County Prison are designed to facilitate constructive interaction among inmates and staff while providing order to manage the facility. It is our responsibility to ensure that you are housed in an environment that is safe and clean, and that your daily needs are met while you are in our custody. While in custody at this facility, inmate(s) cannot choose which rules they will abide by. When such rules are disregarded, you will be held accountable for your actions and will be subject to disciplinary action.

Special Notice

The Montour County Prison has zero tolerance toward all forms of sexual abuse and sexual harassment. During your classification period you will meet with a medical professional as well as a mental health counselor who will also be available to you, at request, during your incarceration. If you need to disclose or discuss any concerns regarding sexual victimization, you will be afforded the opportunity to do so in a private setting. If you have been the victim of any physical or sexual abuse or harassment here, or at any other institution, you should promptly report it to any available staff member.

Orientation for New Inmates

1. Inmates bringing tobacco products, flammables (lighters, matches) or knives shall have the choice to have those items disposed of upon commitment or have 10 days to have the items picked up at the prison. Any of the above-mentioned items that have not been picked up after 10 days will be disposed of.
2. Lockup will be every night at 11:30 P.M.
3. Personal hygiene and bathing will be on a regular basis and cells shall be kept clean as well as the bullpen and catwalk areas. Bunks shall be made when not in use.
4. Inmates making verbal requests to correctional staff shall come to the front of the bullpen area when making any request.
5. Recreation will be provided two hours each day.
6. Inmate telephones will be turned on at 9:00 A.M. each day and turned off each night at 10:00 P.M. A PIN number will be issued for access to the phones. Debit calls may be made if an inmate maintains a balance of at least \$20 in his inmate account. All other calls will be collect. Inmates may only use the PIN number assigned to them. Using another inmate's PIN number or allowing another inmate to use your PIN number will result in discipline and possible suspension of telephone privileges.
7. TV and radios will be kept at a reasonable sound level.
8. All personal property allowed at the prison may be kept by inmates, for which they alone shall be fully responsible.
9. Religious service will be held weekly.
10. Reading material: daily newspapers and the prison library. Trips to the prison library shall be made on dayshift only, time permitting. All other reading material must be sent in directly from a bookstore or publisher, limited to a combination of five (5) books / magazines per month. You will not be allowed to accumulate or have in your possession more than a combined total of 10 of such reading materials. Law books excluded.
11. All inmate mail will be collected on the first round after midnight and distributed on the next medication round. All outgoing mail shall be placed unsealed in an inmate mailbox. Legal mail may be sealed prior to placing in a mailbox.
12. Commissary will be given out on Tuesdays. All commissary sales are final. No refunds or returns will be issued.
13. Commissary wrappers **WILL NOT** be flushed, or commissary will be stopped.
14. No personal checks will be accepted. All income must be money order, or certified check. Deposits may also be made into an inmate's account via the internet at Web.ConnectNetwork.Com.
15. If an inmate owes fees from previous incarcerations at the time funds are posted to his account, up to 100% of the deposit shall be applied toward those fees before funds are posted for inmate use. Up to 50% of all subsequent receipts will be applied until the fees are paid in full.
16. Articles are given out each night, first round after the evening meal, as needed. Inmates must fill out an article request slip for items such as paper, envelopes, soap, toilet paper etc.

17. Shower rooms will be secured from 5:00 P.M. until 6:30 A.M. and during any meal period.
18. Any complaints against another inmate or an inability to get along with any correctional officer of this institution should be directed to the Lieutenant. If there is a complaint with the Lieutenant, then your complaint should be directed to the Warden.
19. Inmates have the right to file a legitimate grievance with any officer. Grievances shall be directed to the LT. Additional information regarding the grievance procedure can be found in the inmate handbook.
20. Prison property means just that. Do not destroy it and you will not have to pay for it.
21. You will not be allowed to enter any cell other than the one that has been assigned to you. There will be no exceptions.
22. Possession of any type of contraband is prohibited (drugs, alcohol, weapons, cash, etc.).
23. Inmates are allowed one of each item. Extra items such as batteries and pens are considered contraband.
24. The only writing utensils authorized for use by inmates are blue ink pens. Inmates found with any other writing utensil will be issued a misconduct for contraband.
25. Any disrespect to any correctional officer or other prison staff will not be tolerated.
26. During daily cleaning and inspection periods, all inmates shall be out of bed and have their cells in a clean and sanitary condition and bunks made. Cleaning and inspection is not optional.
27. Laundry / Linen Exchange will take place twice per week. During the first half of the week, inmates shall turn in all issued clothing, sheets, towel and pillowcase. During the second half of the week, inmates shall turn in all issued scrubs and a towel. Laundry exchange is not optional.
28. Any inmate wishing to use a razor must request one during cleaning and inspection. Razors will be issued the first round after cleaning and inspection and will be collected on the round after they are issued. Any inmate refusing to return a razor at the request of a staff member will be issued a misconduct.
29. Sick calls are held once per week. Inmates seeking medical treatment must submit a request to see the doctor. Inmates shall be charged \$10 per doctor or dental visit, regardless of their account status.
30. All inmates will be assessed for educational, treatment and counseling programs. More information about available programs will be provided during that assessment.
31. Sentenced inmates may, under certain circumstances, participate in work programs within, as well as outside the Prison. Sentenced inmates will be provided with additional information on work programs upon request.
32. Inmates told to pack their property, that they are being moved to another area of the prison, shall do so without delay. Inmates who do not obey the officer's command shall face internal discipline.

And may face additional criminal charges.

RULES AND REGULATIONS OF THE MONTOUR COUNTY PRISON

1. ADMISSION

- A. Upon admission to the prison, each inmate shall be subject to a thorough search of his person and possessions.
- B. Each inmate shall be given a copy of these regulations and any questions concerning them will be answered. If an inmate is unable to read, the regulations shall be read and explained to him by a staff member.
- C. Inmates may remain in classification for 72 hours before being assigned a permanent cell.
- D. Each inmate will be given one telephone call. Ten minutes for a collect or local call and five minutes for a toll call.
- E. All new inmates are required to shower after admission.
- F. All new inmates will be provided with a public defender's application upon request and the Prison staff will return the application on behalf of the inmate.

2. INMATE RIGHTS

- A. No inmate shall be punished or disciplined for exercising any rights provided in these regulations.

3. MEDIA

- A. The news shall have access to the prison upon approval of the Warden. If the Warden is unavailable for approval, the Lieutenant may give approval. In cases of spot news type emergencies, the news media may have access to the prison at the discretion of the Warden.
- B. The Warden may place restrictions on the news media and their access to the prison.

4. CORRESPONDENCE

- A. Minimum Requirements: The following minimum requirements shall apply to correspondence:
 - 1. Within 7 days after being admitted to the prison, all prisoners shall be given a free letter if they desire to notify the immediate family or other close relative of their whereabouts and to instruct them on how they may write or visit.

2. You are permitted to send and receive mail. You may write to anyone except other inmates, former inmates, parolees, probationers, co-defendants, Prison staff, victims of your crime, or persons who have informed the Prison that they do not want to receive mail from you. You may send mail by placing it unsealed in the collection boxes on your housing unit.
3. Inmate to inmate correspondence between immediate family members such as brothers, sisters, father, mother, spouse will require written approval by both Wardens, prior to sending or receiving any correspondence. Once approved or disapproved the inmate will be notified forthwith.
4. All non-privileged mail will be opened and checked for contraband. The Warden may read mail if the Prison has reason to believe it is being used to plan an escape or other illegal activity.
5. Prisoners shall receive all letters sent to them unless the mail is restricted or prohibited for valid penological reasons.
6. Inmates shall be permitted to seal privileged mail addressed to county commissioners, the Department of Corrections, other government officials and attorneys only. All other outgoing mail must remain unsealed or shall be returned to the inmate
7. Incoming privileged mail from attorneys, courts, Department of Corrections personnel, and other public officials shall be opened and examined for contraband in the presence of the addressee.
8. Mail from non-legal sources will not be granted legal mail privileges regardless of its content. Legal documents sent out of the prison will not be returned to the prison as legal mail except when returned by a proper legal authority.
9. Copies of legal paperwork can be made at a cost of \$0.25 per copy.
10. There shall be no limit placed on the number of incoming or outgoing letters.
11. No stamps, stickers, crayon, marker, colored pencil, painted drawings, perfumes, foreign substances, etc. are permitted. These items shall be returned to sender upon receipt.
12. Stamps and flaps shall be removed from all incoming mail, including legal mail.
13. You may request legal size envelopes only for use in privileged mail.
14. Indigent inmates are entitled to 1 free stamp per week. Inmates are considered indigent after carrying a zero-account balance for a period of thirty days. Inmates who refuse money that is sent in will not be considered indigent.

15. Inmates are authorized to write using blue ink only. Any inmate caught in possession of a writing implement other than a blue ink pen will be issued a misconduct for contraband.
16. Incoming packages shall be pre-approved by the Lieutenant and carefully examined for contraband. Un-approved packages will not be accepted.

5. HAIR

- A. Inmates may grow and groom their hair as they see fit, with the following restrictions:
 1. Hair shall not be braided beyond six inches.
 2. Wigs are forbidden.
 3. Hair shall be kept in a clean and sanitary condition.
- B. Beards and mustaches are permitted.
- C. If the length of an inmate's hair, beard or mustache contributes to its unsanitary condition, the Lieutenant or Officer in Charge shall order the inmate to wash his hair. If after 24 hours the inmate has not complied with the order, his hair may be cut to a length to assure a clean and sanitary condition and the inmate may be subject to sanction as provided in these regulations, for failing to obey a lawful order of the prison staff.
- D. Haircuts will be given once each month. An \$8.00 fee shall be deducted from the inmate's account prior to receiving a haircut.
- E. Indigent inmates requesting a haircut shall be pre-approved by the Lieutenant.

6. VISITORS

- A. Visitors shall be limited to the immediate family and three approved friends. Each inmate will receive a visiting request form to fill out and return to the Lieutenant for final approval. Changes may be made once per month.
- B. Visiting lists will be approved or disapproved within 7 days of submission. Inmates shall not receive any visits during this period.
- C. No visitors under the age of eighteen (18) will be admitted unless they are a relative. Any person under the age of 18 must visit with their parents or legal guardian.

- D. All visitors are required to have photo ID. Children are required to have photo ID and/or a birth certificate.
- E. Each inmate shall be entitled to a minimum visit of 60 minutes on their assigned visiting day unless circumstances, at the discretion of the Lieutenant, require a shorter time. The Lieutenant shall have the discretion to permit longer visits.
- F. The Lieutenant shall have the discretion to make exceptions to these regulations relating to visitors. Circumstances to be considered are the inmate's hometown, family members in the area, etc.
- G. Any visitor that has been incarcerated in the past must be out of prison for one year, before they are allowed to visit. Current probation and parole clients, co-defendants, those with pending charges or warrants or those who have been removed from a prior visit are not allowed as visitors to the prison. Spouses that fall into this category will be up to the discretion of the Warden or his designee.
- H. Visitors may be barred or removed from the Montour County Prison if they fail to abide by the rules and regulations of the prison and fail to show consideration to the prison staff, inmates and other visitors. It shall be the responsibility of visitors to maintain control over children and if such control is not exercised, the children may be barred from future visitation.
- I. Any inmate or visitor caught giving or receiving any contraband is subject to loss of all visiting privileges, as well as prosecution.
- J. Members of the Clergy and attorneys may visit inmates at any time during reasonable hours by scheduling such a visit with the staff.

7. TRUSTEES

- A. The Lieutenant shall select trustees after consultation with the prison staff, based upon the inmate's record at the prison.
 - 1. The duties of the trustees shall comprise the maintenance and cleaning of the prison as the Lieutenant sees fit.
 - 2. Inmates interested in becoming Trustee's must submit an application to the Lieutenant. Inmates shall submit only one application.
 - 3. Under most circumstances, an inmate must be sentenced with no detainers before becoming a Trustee.
 - 4. An inmate's status as trustee may be terminated for incompetence or violation of regulations.

5. Any trustee caught with extra bedding, clothes, shoes, pillows etc. Will be removed as a trustee immediately.
6. Trustees shall have no jurisdiction over other inmates.
7. All trustees shall be issued 2 sets of scrubs, which shall be worn by the trustees unless otherwise ordered by the Lieutenant.

8. RECREATION

- A. Inmates shall be entitled to a minimum of two hours of recreation per day. Weather permitting; the recreation shall be out of doors. The Lieutenant shall have discretion to increase or decrease the amount of time permitted for recreation.
- B. Inmates in disciplinary lock up will be entitled one hour of recreation (5 days per week). Recreation will be at the discretion of the Lieutenant or Officer in Charge.
- C. Inmates must go to and from recreation in an orderly group.
- D. Inmates may not take anything to the Recreation Yard except a drinking cup.
- E. Inmates not dressed in complete orange, top and bottom will not be moved to the Rec Yard.

9. MEDICAL CARE

- A. All inmates requiring medical care must complete a medical request slip. A staff member, at the inmate's request, will provide forms. There will be a \$10.00 co-pay associated with seeing the doctor or dentist. Exceptions may be made for indigent inmates.

10. PHONE CALLS

- A. Inmates shall be entitled to one outgoing phone call upon arrival at the prison. In addition, inmates shall be entitled to make reasonable number of calls, as necessary, to reach an attorney. All long-distance calls will be collect calls. The Lieutenant or Officer in Charge shall have the discretion to permit other outgoing phone calls in emergencies or for just reasons.
- B. Inmates shall not be entitled to any incoming phone calls unless in the case of an emergency or at the discretion of the Lieutenant or the Officer in Charge.
- C. Telephones will be turned on at approximately 9:00 a.m. and turned off at approximately 10:00 p.m. every day.

- D. Inmates will be issued a TID, Telephone ID, to access the inmate phone system. There are two ways inmates may place calls, collect calling and debit calling. It is the inmate's responsibility to protect this number and not allow any other inmate access to that number. The Montour County Prison will not be responsible for charges to an inmate's account as a result of the telephone system.
- E. When an inmate places a collect call on the phone system, the party called will be charged for the call. This party must set up an account with the phone company before collect calling is allowed. This can be done through Web.ConnectNetwork.Com.
- F. When an inmate places a debit call, the inmate is charged for the call. In order to place a debit call, there must be more than \$20.00 dollars in your inmate account and owe no money to the Prison. For example, if you wish to place a debit call that will cost \$5.00, you must have at least \$25.00 in your inmate account and no negative balance.

11. TELEVISION AND RADIO

- A. TVs shall be turned off at 11:30 p.m. each night. TVs shall be turned off during meal service and cleaning and inspection periods. If an inmate refuses to comply with this regulation after one warning, the officer in charge may remove the TV until further notice of the Lieutenant.
- B. Radios played without headphones being on ears will be confiscated for a period of 24 hours or indefinitely and the inmate may be subject to disciplinary procedures.
- C. Radios and earphones must stay intact or they will be considered contraband. Also, if you have not purchased a radio, you are not authorized to purchase batteries

12. CARE OF CELLS

- A. Inmates are responsible for the cleanliness of their cell and must keep the toilet bowl, sink and all other fixtures neat and clean, such as bars, walls, etc. All cells are to be kept clean at all times. All inmates must be up, have their beds made and participate in cleaning the bullpen and catwalk areas during inspections. Inmates not participating in [daily](#) cleaning and inspection shall be issued a misconduct. (NO EXCEPTIONS)
- B. Every Thursday, a thorough cleaning and inspection period shall be conducted. All inmates must participate in this cleaning. Inmates shall remove all bedding and fold it neatly at the bottom of the bunk. Beds shall be remade upon direction of an officer.
- C. Blankets are provided for inmates sleeping comfort and not any other purpose. Towels are provided for bathing and not any other purpose. The use of these articles as curtains, etc. shall not be tolerated. Blankets must be kept folded at the bottom of the bed when not in use and may not leave the cell at any time. No other articles of bedding may leave the cell at anytime other than to be laundered. (This includes mattress and pillows.)

- D. Writing and pasting pictures or other objects on the walls, windows, bars, and cell doors are prohibited. The only authorized item allowed on the wall shall be a calendar. Nothing shall be stored on or hung from the bars. Excess accumulations of newspapers, letters, magazines, etc. constitute a health and fire hazard and as such, are not permitted. Inmates' may accumulate a maximum of 10 books and/or magazines, excluding legal books.
- E. Inmates are responsible for their cell and its contents. Inmates will be held responsible for any contraband or unauthorized item or device in their cell, on their person, or in their area. If inmates find any contraband or unauthorized items or devices in their cell or area, they are to bring the matter to the immediate attention of an officer.
- F. Needed repairs to a cell or contents should be reported to an officer immediately.
- G. Cells may be inspected at any time.

13. PERSONAL CLEANLINESS

- A. Inmates shall bathe as soon as possible after commitment and cell assignment.
- B. Inmates must launder all washable garments at least weekly.
- C. Inmates on work details outside the prison must groom themselves neatly.
- D. Inmates must bathe at least twice weekly or when ordered to do so by an officer.

14. MEAL SERVICE

- A. Inmates shall be provided with the necessary eating and drinking implements during meal service.
- B. There shall be no talking between inmates and inmate workers during meal service or collection of dishes.
- C. It is the inmate's responsibility to return all items issued during meal service upon completion of the meal. Unreturned items will be considered contraband.
- D. Inmates must remove any food, paper or drink from their tray, bowl, cup and spork before handing them in. Place food / paper into garbage can.
- E. Inmates with any food allergies must provide medical proof.

15. PERSONAL PROPERTY

- A. Cash or valuable articles are not permitted in the cellblock. A receipt will be issued for personal property and money, which shall be kept until release.
- B. When requesting money to be sent out of the prison for any reason it will be sent out in the form of a check, unless approved otherwise by the Lieutenant.
- C. Buying and selling of inmate's property to one another will not be permitted at any time.
- D. Loaning, borrowing or giving away of inmate's property is not permitted without prior approval from the Lieutenant or Officer in Charge.
- E. No transferring money on the books from one inmate to another while incarcerated, unless authorized by the Lieutenant.
- F. Any and all types of gambling are prohibited.
- G. Monies on an inmate's account may be used to purchase items from the Prison Commissary. Commissary dates will be posted in housing areas.
- H. Items purchased from commissary or brought in for an inmate must leave with that inmate.
- I. Any personal property left at the Prison will be disposed of 15 days after release.

16. PRISON PROPERTY

- A. Bedding, towels, clothing, shoes and other items and equipment assigned to an inmate are the responsibility of that inmate and must be returned in good condition upon release. Damage to any facilities of the prison may result in discipline under these regulations or criminal prosecution.
- B. Any inmate damaging or destroying prison property shall be required to pay restitution and may be subject to a misconduct.
- C. All inmates will be issued two sets of scrubs, which shall be the only clothing worn by inmates unless otherwise ordered by the Lieutenant.

17. ARTICLES

- A. Inmates may receive the following items at no charge if the inmate has been indigent for a 30-day period; Writing paper, envelope, soap, toothpaste, toilet paper, toothbrush, deodorant. Accumulations of these items are prohibited.

- B. Toilet paper must last for 4 days, unless otherwise directed by a physician. Soap must last 5 days, Shampoo and deodorant must last 7 days, toothpaste must last two weeks and a toothbrush must last 1 month.
- C. Inmates that purchase envelopes, soap, toothpaste, toothbrush, shampoo or deodorant from commissary may not receive these articles issued by the prison.
- D. Razors and shaving cream will be issued the first round after cleaning and inspection. Inmates must use their razors immediately upon receipt. Razors will be collected the round after they are issued or at the officer's discretion. NO EXCEPTIONS. Any inmate refusing to turn in a razor at the request of an officer will be issued a misconduct.
- E. Nail clippers will be handed out and collected at the officer's discretion. Upon collection of the clippers, they will be sanitized.
- F. Accumulations of articles are as follows:
 - Writing Paper / No more than four (4) sheets.
 - Envelopes / One (1) small and no more than three (3) legal envelopes every seven (7) days. If no letters go out, no more envelopes will be distributed.

18. CONDUCT

- A. All lawful orders of the Lieutenant and the prison staff must be obeyed.
- B. The use of obscene or profane language is prohibited where it tends to disrupt or disturb the prison staff, visitors or other inmates.
- C. Disrespect to the prison staff is strictly forbidden.
- D. Inmates shall have no jurisdiction over other inmates.
- E. Inmate organizations, except as approved by the Lieutenant, are forbidden.

19. READING MATERIAL

- A. Books, magazines and newspapers are permitted. All reading material shall be mailed in directly from the publisher or bookstore. Orders must be paid in advance with no bills sent to the Prison. Inmates receiving packages must notify the Lieutenant, in writing, of any incoming packages. The Lieutenant shall have the discretion to prohibit such material that would tend to interfere with the security and discipline of the prison.
- B. No pornography will be allowed into the prison.

- C. Incoming reading materials will be limited to a combination of 5 books and/or magazines per month.
- D. Inmates shall not accumulate or have in their possession more than 10 books and/or magazines. Law books are excluded.
- E. Any damage, destruction or theft of legal resources will result in a misconduct and the inmate shall be required to pay restitution.

20. PACKAGES

- A. Inmates may receive approved clothing, subject to inspection by the Lieutenant or prison staff.
- B. Inmates may have court clothing to wear for jury selection and/or trial only.
- C. Monies given to the inmates for use at the prison may not be given directly to inmates, but shall be given to staff, who will credit it to the inmate's account.
- D. Inmates must notify the Lieutenant, in writing, of any incoming packages. Un-authorized packages arriving at the Prison shall be refused.
- E. Unapproved items that arrive in an approved package shall be mailed back to the sender at the inmate's expense.

21. RELIGIOUS SERVICES

- A. Inmates may attend religious services if conducted within the prison.
- B. If not in attendance at services, inmates must be quiet and respectful while services are being conducted.
- C. Inmates may request personal visits with a minister by making arrangements with the Lieutenant.
- D. Any inmate requesting a special religious accommodation must make their request on a Religious Accommodation Form.

22. GENERAL RULES

- A. Staff members will give you directions and/or instructions when needed. All directions and/or instructions are considered orders and must be followed promptly. If you fail to do so, you may be issued a misconduct.
- B. If you have received conflicting orders from different staff members you must follow the last order given.
- C. Things may happen that are not covered by specific rules. If this happens you should ask a staff member for help or direction.
- D. Tampering with or destroying county property is not permitted.
- E. You and other inmates may not congregate, hold any group meetings, or form any organizations without proper approval of the Lieutenant.
- F. You may not possess or circulate any petitions or place any signs or posters anywhere in the prison.
- G. Practicing martial arts such as judo, karate, or other arts of self-defense and drilling or marching are not permitted.
- H. You are expected to approach staff with respect and courtesy. Staff should be addressed by their title (Lieutenant, Officer, etc.) or by "Mister" and if their last name is known ("Mister Smith," etc.) or by "Sir" if their correct title or last name is not known. For women, the appropriate Mrs., Ms., Miss., Ma'am, etc. should be used.
- I. Loud talking, whistling, singing, or any other form of noisy behavior is not allowed in the housing area. You may only talk in a low tone with the person in the cell on your immediate right or left or in adjacent bunks. Talking after lockdown is not allowed.
- J. Passing of items between cells is not allowed.
- K. Changes to your cell or housing area are not allowed without prior approval of the Lieutenant.
- L. You are responsible for the prison and personal property in your possession. The facility will not be responsible for articles lost, stolen, or damaged, unless the accidental damage is the result of negligent staff actions.
- M. You are not allowed to enter any cell other than your own, or to allow any other inmate to enter your cell unless he/she is assigned to the same cell.
- N. Go directly to your cell/bunk when directed by an officer. When you enter your cell, you are responsible for closing the cell door.

- O. You must be completely dressed when moving throughout the prison.
- P. Throwing trash on the cell floor, the tier, the housing unit floor, or out of windows is not allowed. All trash must be put in the trashcans or containers provided.
- Q. Fire drills will be conducted at the Lieutenant's discretion. When a drill is announced, you are to exit the housing area in a quiet, orderly manner as directed by staff.
- R. All **sentenced** inmates will be charged \$10.00 per day for Room and Board.

23. GRIEVANCES

- A. Inmates may only file a grievance on their own behalf and only one grievance per issue or situation. Inmates may file a grievance at any time.
- B. Inmates may file grievances with regards to an employee, another inmate or interpretation of rules and rights only.
- C. Inmates must first attempt to resolve grievances in an informal manner (verbally).
- D. Inmate's formal grievances must be in writing on the official grievance form and sealed in an envelope. You should state the facts of your grievance and what steps you used to try to solve it before filing a grievance.
- E. Prison staff will provide inmates with a grievance form upon request.
- F. Inmates will receive a written response to a valid formal grievance from the Lieutenant within 10 business days.
- G. Inmates may appeal the Lieutenant's decision to the Warden.
- H. Grievances against the Lieutenant may be directed to the Warden.
- I. Inmates will receive a written response to a valid formal grievance from the Warden within 20 business days.
- J. Inmates may not appeal decisions on non-grievable issues.
- K. You may be disciplined if you misuse the grievance system or fabricate facts in your grievance. If you file five frivolous grievances within a 30-day period, you may be limited to filing no more than one grievance each 15 working days. A grievance is frivolous when the allegations or the relief sought lack any arguable basis in fact. If your grievance is found to be frivolous you may appeal that finding to the Warden within 10 days. If you are placed on a grievance restriction, you may appeal the restriction to the Warden within 10 days.

- L. The Warden's decision is final.

24. CONTRABAND

- A. Possession of any type of contraband is prohibited (drugs, alcohol, weapons, cash, etc.)
- B. Inmates are allowed one of each item. Extra items such as batteries and pens are considered contraband.
- C. Unauthorized duplicate items are considered contraband. Clothing and linen items (sweatshirts, towels, etc.) and any products in containers (shampoo, deodorant, etc.) will need to be exchanged to receive new.
- D. Any item that is altered from its original form is considered contraband.
- E. You are responsible for the things in your cell or living area and you will be held accountable for any contraband found on your person, among your belongings, or in your cell or living area. If you share housing with others, any contraband found in common areas will be considered yours, whether it belongs to you or not. You should check your cell or living area, before you leave and when you return, to make sure that no contraband is present.
- F. Inmates are required to notify officers of the presence of any contraband immediately.

25. SEARCHES OF CELLS

- A. The Lieutenant/designee may order a general search of any/all areas of the prison at any time. Your cell may be searched as part of a general search, randomly selected, or as needed as part of an investigation. During a cell search, all precautions will be taken to avoid damage to any items. Any item that is contraband or evidence of a crime or misconduct will be confiscated and you will be subject to disciplinary procedures.
- B. Excessive county-issued items (i.e.: scrubs, blankets, sheets, etc.) will be confiscated. These items may be returned to the prison's inventory for issue to another inmate. You may be issued a misconduct report if the items have been altered or are unusable.
- C. You may be present whenever your cell is searched UNLESS the ranking officer conducting the search determines that your presence would be a threat to staff, other inmates, or the security of the prison, if the search is being conducted under emergency conditions, or if your presence will impair an ongoing investigation of criminal activity or violation of prison rules.
- D. A random search of your cell may be conducted at any time.

- E. Your cell may be searched as part of an investigation when there is reasonable suspicion that you or your cellmate are concealing contraband, are involved in a criminal activity, or involved in an activity that could threaten the security of the prison.
- F. Drug dogs may search your cell for narcotics. This will be done without you being present. If contraband is suspected, the procedures for a cell search will be followed.
- G. Your cell will also be inspected for health, safety, and security reasons. A security inspection is to check things such as doors, windows, bars, electrical fixtures, and plumbing. Your personal property will not be searched or disturbed during a security inspection except to the extent necessary to gain access to the things to be checked. Your presence is not required during a security inspection.

26. SEARCHES OF INMATES

- A. You may be searched at any time and in any area of the prison. Pat searches will be conducted in a professional manner. When you are pat searched, you must:
 - 1. remove all items from your pockets and hand them to the officer
 - 2. stand still with your feet apart and arms extended outward, palms upward; and
 - 3. follow the directions given by the officer conducting the search.
- B. You may be strip searched, when necessary, for the security and safe operation of the facility. You will be strip searched:
 - 1. before and after every contact visit;
 - 2. upon your return after leaving the prison grounds for any reason;
 - 3. return from court;
 - 4. following activities where you have the opportunity to mingle with outside groups, particularly where there are large numbers of people under minimal supervision;
 - 5. when there is reason to believe that you are in possession of contraband;
 - 6. when you enter or leave any restricted area;
 - 7. when you are admitted to, or discharged from segregation; and
 - 8. before and after being transported outside the prison.
- C. Strip searches will, whenever possible, be conducted in an area separate from other inmates for privacy and to limit embarrassment. The officer conducting the search will avoid touching you except as required to control you, if necessary.
- D. Strip searches will be conducted in a tactful, professional manner. When you are strip searched, you must:
 - 1. remove all items from your pockets and hand them to the officer;
 - 2. remove all your clothing;
 - 3. stand still with your feet apart and arms extended outward, palms up; and

4. follow the direction given by searching staff member.

27. DISCIPLINARY PROCEEDINGS

- A. Misconducts are divided into two categories, Class I Misconducts and Class II Misconducts.
- B. All Class II Misconducts may be resolved by informal resolution. Some Class I Misconducts may be resolved by informal resolution, others may only be resolved with a formal resolution.
- C. Formal resolution of misconducts gives inmates the right to procedural due process in disciplinary proceedings.
- D. Informal resolution is decided between the inmate and officer involved and approved by the Lieutenant. Examples of informal resolution includes but is not limited to:
 1. no action;
 2. reprimand or warning;
 3. referral to a formal resolution;
 4. up to seven days of cell restriction;
 5. up to seven days restriction of recreation, restriction of phone privileges, restriction of visiting;
 6. up to two weeks of commissary restriction.
- E. Inmates have the right to resolve any misconduct with formal resolution.

28. DISCIPLINE WILL BE AS FOLLOWS

Formal resolution:

- A. 0 to 30 days in solitary confinement or cell lock-up and/or the loss of privilege directly associated with the offense for a period not to exceed 90 days. (0-30 days reflects policy)
- B. If an inmate is found to have committed the same offense within the past 30 days, the maximum penalty may be doubled for each offense committed within that time period.
- C. Inmate will not have his hearing within 24 hours after receiving his copy of the misconduct unless he waives his right to a hearing in writing.
- D. The hearing will be held within 72 hours, excluding weekends, holidays and pending the security of the prison.
- E. The inmate may appeal the decision through the Warden in writing within 15 days from the date of being advised. Offenders will be advised of such at the time of the hearing.

- F. The Warden will review all disciplinary actions, regardless of whether an appeal is taken and may, on his motion, reverse the decision or modify the sanction imposed.
- G. There is no time frame for a response from the Warden.
- H. A decision made by the Disciplinary Committee may not be increased.
- I. Misconduct reports are made available to the Montour County Probation & Parole Office and to the Montour County District Attorney for consideration as to petitions for parole eligibility and possible criminal prosecution.
- J. Removed- Contact visits no longer exist

Informal resolution:

1. Any punishment agreed upon by the inmate involved and the officer making the charges and approved by the Lieutenant.
2. Both the officer and inmate involved must agree to informal resolution.
3. If no informal resolution can be agreed upon by both the officer and inmate involved, the misconduct will be resolved with a formal resolution.
4. Any inmate agreeing to participate in an informal resolution waives their right to procedural due process.

A. Class I Misconducts (Formal Resolution Only)

1. Assault 2. Murder 3. Rape 4. Arson 5. Riot 6. Escape 7. Robbery 8. Burglary 9. Kidnapping 10. Unlawful restraint 11. Aggravated assault 12. Voluntary manslaughter 13. Extortion by threat of violence 14. Involuntary deviate sexual intercourse 15. Threatening an employee or their family with bodily harm 16. Fighting 17. Threatening another person 18. Engaging in sexual acts with others or sodomy 19. Wearing a disguise or mask 20. Possession or use of a dangerous or controlled substance 21. Possession or use of intoxicating beverages 22. Extortion or blackmail	23. Sexual Harassment 24. Any criminal violation of the Pennsylvania Crime Code not set forth above (must be specified) 25. Tattooing, or other forms of self-mutilation 26. Indecent exposure 27. Engaging in, or encouraging unauthorized group activity 28. Breaking restriction, or informal resolution sanction 29. Gambling or conducting a gambling operation or possession of gambling paraphernalia 30. Possession or circulation of a petition, which is a document signed by two (2) or more persons requesting or demanding that something happen or not happen, without the authorization of the Warden 31. Using abusive, obscene, or inappropriate language to an employee 32. Violation conditions of a work release program
B. Class I Misconducts (Eligible for Informal Resolution)	
33. Refusing to obey a lawful order 34. Possession of contraband including money, implements of escape, non-prescribed drugs (or drugs which are prescribed, but which the inmate is not authorized to possess), drug paraphernalia, poisons, intoxicants, materials used for fermentation, property of another, weapons or other items which in the hands of an inmate present a threat to the inmate, others or to the security of the prison. Possession of drugs (as determined by laboratory analysis), alcohol, poisons, and/or weapons are not eligible for informal resolution.	35. Violation of visiting regulations 36. Destroying, altering, misusing, tampering with, or damaging property 37. Refusing to work, attend school or attend mandatory programs or encouraging others to do the same 38. Unauthorized use of the mail or telephone 39. Interference with count 40. Lying to an employee 41. Presence in an unauthorized area 42. Loaning or borrowing property 43. Failure to report the presence of contraband 44. Failure to maintain a cell, or person in a clean and sanitary condition 45. Participation in a disruption 46. Failure to obey wake-up and lock up hours 47. Displaying disrespect for the prison staff
C. Class II Misconducts (Informal Resolution Only)	
48. Body punching, or horseplay 49. Taking unauthorized food from the kitchen 50. Failure to report or unexcused absence from work, school, or mandatory programs	51. Possession of any items not authorized for retention or receipt by the inmate not specifically enumerated as Class I contraband 52. Any violation of a rule or regulation in the Inmate Handbook not specified as an above listed misconduct charge.

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

**PROPERTY ALLOWED AT
MONTGOMERY COUNTY PRISON**

- FIVE PAIR OF SOCKS
- FIVE PAIR OF UNDERWEAR
- FIVE WHITE T-SHIRTS (no decals or logos)
- ONE WRISTWATCH (\$25 or less in value without alarm)
- ONE RELIGIOUS NECKLACE (not to exceed 20 inches in length) WITH RELIGIOUS EMBLEM (no larger than a quarter)
- LEGAL MATERIAL
- ONE WEDDING BAND (no stones)
- TEN PHOTOGRAPHS (no larger than 5" X 7")
NO POLAROID, NO PORNOGRAPHY
- ONE PAIR OF PRESCRIPTION EYEGLASSES
NO SUNGLASSES
- COURT CLOTHES Inmates may receive approved court clothes to wear for jury trials only. No exceptions.

*All other property other than listed above must be requested and approved by the Lieutenant.

THIS BOOKLET IS PRISON PROPERTY.

IT IS TO BE RETURNED IN GOOD CONDITION AT THE TIME OF RELEASE OR YOU WILL BE CHARGED FOR IT.