

INMATE HANDBOOK

RULES AND REGULATIONS FOR THE LEBANON COUNTY CORRECTIONAL FACILITY

Robert J. Phillips, Commissioner
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Ray H. Arnold, Director of Work Release
Claude A. Mease, Captain of Security

The Inmate Handbook is provided to all inmates to aid each in understanding the operation and services at the Lebanon County Correctional Facility.

All inmates will be held accountable for the Handbook upon release. Do not abuse it.

A charge of \$7.00 will be assessed to any inmate who has abused, defaced or lost his or her book

Lebanon County Correctional Facility

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To: All Inmates
Fr: Tina M. Litz, Warden
Re: Inmate Handbook

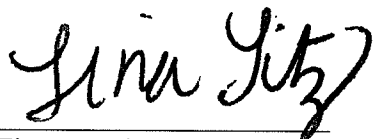
February 21, 2021

The rules and regulations set forth throughout this handbook have been established to promote the efficient operation of the Lebanon County Correctional Facility, as well as fostering a safe and secure environment for inmates and prison personnel. By obeying these rules and regulations, an inmate will maintain a clear conduct record, which is of vital importance when being considered for parole or the awaiting of sentencing. You are reminded that violations of the rules and regulations contained in this handbook may subject you to an institutional Disciplinary Board, an Unfavorable Paroling Action and/or Criminal Prosecution. All procedures within this institution are consistent with legislated law and the policies established by the Lebanon County Prison Board. All inmates shall be treated equally, regardless of ethnicity, age, religion, gender, disability, sexual orientation, veteran status, political affiliation, national origin, marital status and any other classification protected by law.

Various services are available, which inmates are encouraged to participate in such as, religious, educational and treatment programming. These programs are outlined within this handbook.

The primary mission of the Lebanon County Correctional Facility is to provide rehabilitative direction to those legally and securely detained, while awaiting their respective dispositions. Those individuals detained identifying lawful goals and direction e-entry, shall significantly diminish the probability of re-incarceration.

Contribution as a productive citizen, no matter the role, should be your ultimate focus and goal.



Tina M. Litz, Warden
Lebanon County Correctional Facility

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GUIDE TO AVOIDING PROBLEMS IN CONFINEMENT

1. **RELATIONS WITH STAFF:** The employees at the Lebanon County Correctional Facility are here to provide security and assistance. They will help you if you ask them, but they will report you for disciplinary action if you are observed not following the rules and regulations of this facility. That is their job. They are not here to be mean to you; they do not dislike you. You need not dislike them. They did not send for you, and they are not responsible for you being here, so being hostile to them is being foolish. When a staff member observes you doing something wrong, he/she will write a report not because they dislike you or because they are mad, but because this is their job to do so. Getting mad at staff members because they are doing their job will not help you or those around you.
2. **SUICIDE AWARENESS:** Feeling depressed, lonely, scared, without much hope for change? These feelings may be due to your recent incarceration or any number of reasons. Reaching out is very important at times like these and is often very difficult. Don't wait, you may need someone who can professionally assess your situation. Here is how to get that helping hand. Complete and deposit a request slip into the designated inmate health care provider box or tell correctional staff/officer that you need to talk to a health care professional.

People who experience a crisis may have already tried everything they can think of to solve their problems and nothing seems to work. Many people keep trying to solve the problems alone. After many tries, they may attempt to hurt themselves. **STOP.** You may be standing too close to your problems. A trained mental health care provider can be helpful.

People find many ways of telling others how much they hurt. Have you said, "I can't take it anymore? It won't matter soon. I'm no good anyway. My family would be better off without me?" If so, you may be thinking about suicide. There is professional health care staff at LCCF ready to help you. Take advantage of this before it is too late.

3. **INMATE RELATIONSHIPS:** You are expected to coexist with other inmates confined within the Lebanon County Correctional Facility. Failure to do so may result in disciplinary actions. Learn to serve your own time and don't be concerned about involving yourself in the personal business of others. If you have problems with other

inmates, bring those concerns to staff immediately and refrain from handling the issue alone. Refrain from the "tough guy/girl" image and conduct yourself as an adult.

Operation Mission of the Lebanon County Correctional FACILITY

The Lebanon County Correctional Facility operates on the principal that inmates, prison staff and prison visitors should be given the degree of respect and understanding that every person deserves regardless of gender, race, religion, creed or ethnicity. You will earn or lose respect by way of your own conduct and attitude toward others.

The function of this facility is to detain individuals who are awaiting trial or transfer and confine individuals who have been sentenced to LCCF by all levels of the U.S. Court systems. This facility provides Care, Custody, and Control. *Care* involves providing various services and treatment programs to the incarcerated. *Custody* mandates necessary security restrictions and procedures. *Control* ensures proper measures facilitate order at all times, within the guidelines of legislative standards for inmates, visitors, volunteers and correctional staff.

The following guideline is fundamental to the operation of this Correctional Facility: Inmates are required to carry out all orders or directives issued by LCCF/staff members. If you receive two conflicting orders, you must carry out the last order given. You are prohibited from questioning, disagreeing or arguing any order when issued. You will have the opportunity of filing a complaint via the authorized written request and written grievance process after successfully adhering to the order given. Inmates are expected to conduct themselves in a lawful and civil manner. Inmates shall not exhibit argumentative or disruptive behavior directed toward correctional staff, contracted/volunteer staff or other inmates at LCCF. Inmates are required to state and detail their respective complaints and concerns in the appropriate written format.

COMMITMENT-ADMISSION PROCESS

All individuals committed to this facility **must** undergo certain intake, medical assessment and orientation procedures. These procedures are as follows:

- A. The staff will determine that you have been committed to this facility by the proper legal authorities. Staff will complete necessary forms to include personal and self-reported medical history, etc. This material is important for identification and classification purposes as well as determining your initial housing assignment. Visiting and phone sheets will be completed upon initial commitment and a phone call will be afforded at this time. You will have the opportunity to apply for legal representation through a prison counselor.
- B. Staff will conduct a thorough search of all new commitments, including a strip search, if necessary. Searches are conducted for safety, security and hygiene purposes.
- C. The staff will photograph you.
- D. All personal property will be inventoried and seized depending on housing assignment. This includes wallet, **all jewelry (including body piercings)**, with the following exceptions:
 1. **General Population Inmates:** All personal property must be surrendered with the exception of underwear, a wedding band with no stones and a religious medallion no larger than a fifty cent piece. No other personal property will be permitted other than sneakers without steel toes. **All other footwear to include steel toe footwear WILL BE confiscated.**
 2. **Work Release Inmates:** will be permitted personal property with the exception of jewelry, body piercings, wallets, steel toed footwear and legal documents to include social security card, driver's license and access card.

NOTE: If an inmate is unable or unwilling to remove their jewelry, they will be placed in Administrative Confinement until such a time where they can be assisted in removing said jewelry or they remove the jewelry on their own accord.

- E. An initial intake medical screening shall be completed by the LCCF health care provider within the first 24 hours of an inmate's admission. Self-reported illnesses and health problems to include but not limited to self-reported drug/alcohol addiction, producing symptoms outlined in **Title 37 Section 95.222 as immediate emergency care** shall be documented by correctional staff **and referred immediately** to the Inmate Health Care Provider. Self-reported health issues, mental health problems, medications taken/prescribed or special health requirements of a **non-emergent nature** shall be documented and referred to Health Care Provider upon admission. **Upon the self-reporting of an inmate alcohol/drug addiction the committing Correctional Officer shall refer said inmate to the Inmate Health Care Provider immediately upon commitment.** Any medication in an inmate's possession shall be examined by the inmate health care provider regarding further use. Upon admission an inmate's behavior will be observed within the guidelines of PA Title 37 Section 95.222

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The inmate health care provider shall conduct a medical examination/physical within the time frame stipulated in PA Title 37 Section 95.232. A physical examination is mandatory; refusal to submit to it will result in segregation and/or pre-hearing disciplinary action. Prior to this physical examination, you will remain in quarantine. While an inmate is in quarantine, no visiting will be permitted, except from legal entities. Inmate health care conditions defined as health emergencies shall be addressed immediately by the Inmate Health Care Provider.

- F. Upon initial commitment, an inmate may take a shower. Inmates shall be issued prison clothing depending upon their security and housing classification.
- G. Inmates shall be provided a copy of the LCCF Inmate Handbook to read and keep in his/her possession until released from confinement. An overview of the rules and regulations shall be verbally presented during the Inmate Orientation Process within 14 days of initial commitment to LCCF. These processes shall be documented on the inmates file in reference to date, time and items issued.
- H. Each inmate shall be issued a commitment packet of necessary and gender specific hygiene items as well as shower shoes, socks and underwear, regardless of financial status upon initial intake. The prevailing cost of this packet will be deducted/attached from/to each inmate account regardless of account balance. The commitment packet issued shall be documented on each inmate file.
- I. Lebanon County Correctional Facility is a tobacco free facility.

INMATE ORIENTATION

Authority:

This policy is applicable and mandated under the authority of the Lebanon County Prison Board, the Lebanon County Correctional Facility Administration and the legislated Pennsylvania Code as referenced in Title 37 Chapter 95.223.

Policy Statement:

The following policy and procedures will pertain to all inmates committed to the Lebanon County Correctional Facility and their initial orientation to LCCF rules, procedures, fees and available services. This inmate orientation process will transpire via oral presentation.

Inmate Orientation Procedure:

Within fourteen (14) days after initial commitment to the Lebanon County Correctional Facility, all inmates will be required to listen to the presentation, unless waived, which will entail the following topics:

- a. Prison Rules of Conduct
- b. Consequences for violation of the rules of conduct.

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- c. Mail, visiting and telephone procedures, to include commissary procedures.
- d. Medical Care access and procedures.
- e. Cost Recovery Fees, copayment fees and administrative fees.
- f. Prison grievance process:
 - 1. Explanation of LCCF S.O.P. Chapter 45 Inmate Grievance Policy and Procedure
- g. Available treatment programs.
- h. Available work programs, to include work release.

After Initial Commitment to LCCF:

- A. After completing the initial treatment intake/classification process, each inmate shall be offered an oral orientation presentation regarding the above mention prison topics by said treatment staff/designee.
- B. Accommodations will be made for those inmates that are hearing impaired or disabled, as well as those inmates that are non-English speaking.
- C. Available staff will be provided to explain any portions that may cause confusion.
- D. A secure area will be provided if multiple inmates need to participate in this process.
- E. Two or more inmates may participate in this orientation simultaneously, but normally one at a time.
- F. This orientation process will transpire within the first 14 days of incarceration from the date of commitment.
- G. Inmates have the right to waive this oral orientation process.
- H. Inmates who complete or waive this orientation process will be documented on the respective classification/intake form. This form is part of the respective inmate file.
- I. Those inmates, who are released prior to the orientation process, will have a notation placed on their respective intake/classification form indicating the "process" was not completed. This will be completed and filed by the treatment staff or designee.

Summary:

The orientation process of each inmate is not a substitute for knowing prison rules or a defense for violations of institutional, criminal or civil procedure. This process is a familiarization process provided to all inmates committed to LCCF in hopes of fostering a beneficial incarceration that prompts a fruitful and immediate return to society. Inmates are expected to familiarize themselves with this inmate handbook as to provide a roadmap during their respective incarceration periods. Familiarization shall prevent misunderstandings as to what is expected from LCCF security, contracted and volunteer staff, as well as assisting inmates avoiding written violations and in turn delay paroling actions and scheduled release dates. If you would have questions regarding this process or handbook, please ask LCCF staff before acting on assumption.

Inmate Treatment Assessment

Authority:

The following shall transpire as mandated by Title 37 Section 95.243 (6), the Lebanon County Prison Board and the LCCF Administration.

Policy:

The following shall address procedure involving inmate treatment assessments conducted by treatment professionals within 90 days from initial admission at the Lebanon County Correctional Facility.

Procedure:

- a. All treatment assessment form/s shall be completed by the LCCF counseling staff at the convenience of operations and within 90 days of initial admission.
- b. Inmates serving a maximum of 30 days or less incarceration from initial admission at LCCF shall not be subjected to the treatment assessment process.
- c. After assessment has been completed, Inmates shall be provided a copy of the written assessment form/s identifying the respective services and recommendations.
- d. Inmates desiring to participate in available treatment services, apart from those inmates directed by court order or involuntary commitment under the Mental Health Procedures Act, shall contact LCCF counseling staff via written request within 45 days of the initial treatment assessment date. This written communication from inmates, shall allow counseling staff to "follow-up" on the initial assessment provided, as well as direct the inmate to available resources.
- e. Inmates serving a maximum of 30 days or less incarceration, shall not be subjected to the "follow-up" process.
- f. The treatment assessment forms shall be completed by the counseling staff as a result of a face-to-face meeting completed with each inmate scheduled for assessment.
- g. The treatment assessment shall be performed, if possible, during the treatment intake classification process. Those new commitments classified for the work release program shall be subjected to a treatment assessment after the intake classification process has been performed.
- h. All inmates shall have access to the respective LCCF treatment resources available. The following inmate security classifications may prevent or limit participation in treatment programming; (ie: Disciplinary Status, Quarantine Status, Administrative Segregation, Medical Segregation)

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- I. The treatment assessment form and follow-up shall be archived in each respective inmate file.

GENERAL RULES AND REGULATIONS

1. You are responsible for the following assigned prison issued clothing and bedding.

MATRESS	TOWEL
BLANKET	PRISON SHIRT
SHEET	PRISON PANTS
	PRISON JACKET (seasonal)

All issued prison items intentionally lost or damaged will subject the inmate to disciplinary action.

2. You are to address all correctional staff members with respect.
3. You are required to obey all staff orders.
4. You should consult a correctional staff member if you are confused about any of the rules/regulations or by any staff orders.
5. You are expected to keep your living area neat at all times. Beds are to be made in a neat and orderly fashion each morning. All linens issued will also be kept in a neat fashion. At no time should linens be hung over your cell door, window, or bunks as to obstruct the viewing of staff. **The use of prison issued linens will not be used for any other purpose other than their intended purpose.**
6. You are expected to maintain **high standards** concerning sanitation/disposing of refuse.
7. You are expected to be **properly dressed at all times** as directed by staff. **Footwear must be worn at all times.**
8. Meals will be served three times per day. You are not required to eat every meal, but all trays and utensils issued must be returned after use. **Further, there will be no hoarding or storing of food from your issued tray. Issued food is either eaten or returned.**
9. The Lebanon County Correctional Facility and all of its contents are property of the County of Lebanon. Defacing or destroying ANY property owned by LCCF, may result in criminal prosecution and/or restitution via the Courts and/or LCCF Disciplinary process.
10. You are expected to respect the rights of those incarcerated at Lebanon County Correctional Facility.
11. Gambling in any fashion will **not** be tolerated in the Lebanon County Correctional Facility.
12. Disruptive/Criminal behavior, to include the use of profanity, will not be tolerated.
13. You are not permitted in unauthorized areas, to include, another inmates cell or room. Such conduct is considered an infraction of the rules and regulations.
14. A regular headcount will be conducted on a daily basis, which will be announced by staff. Inmates will be secured to their cells or living quarters for each headcount. **ANY INTERFERENCE** with headcount procedure is a serious institutional offense, and is strictly forbidden. The Guardian System will be used for all headcount procedures.

ADMINISTRATIVE SEGREGATION (SECURITY STATUS)

An inmate, who is considered a “threat to institutional security” because of, but not limited to documented incidents of escape or attempted escape, assaultive or aggressive behavior, organizing or part of organized illegal activity may be placed on Administrative Segregation Security. This is a “HIGH SECURITY” status whereby the inmate is placed in a chain security belt, wrist and leg restraints prior to removal from his or her cell. This status will be reviewed regularly by Prison Administration and can be modified at any time by the Warden or Prison Administration. This **status is determined apart** from assigned Disciplinary Status rendered by a Disciplinary Board Decision.

PROTECTIVE CUSTODY STATUS

Protective Custody Status will be assigned to those inmates who are at risk, due to charges, or behavioral status. Inmates may request this classification, but prison staff will make the ultimate determination.

ADMINISTRATIVE SEGREGATION STATUS

Administrative Segregation Status may only be authorized at the discretion of the Warden or his/her immediate designee. This designation is a segregated classification determined for a variety of reasons pertaining to, but not limited to, the safety, security and health conditions of the assigned inmate. All factors are considered by identifying the potential for unfavorable institutional influences/behavior, while utilizing proven correctional practices and logic involving care, custody and control in the determination and assignment of this status.

PREHEARING CONFINEMENT OR DISCIPLINARY STATUS

An inmate who has allegedly violated institutional regulations or criminal law while incarcerated at LCCF may be temporarily confined pending the convening of a Disciplinary Board Hearing. Inmates found guilty by a Disciplinary Board may be sentenced to cell confinement time.

SUICIDE STATUS

An inmate who demonstrates recognized behaviors (verbal/non-verbal) that indicate a level of self-harm as determined by the Inmate Health Care Provider. There are three (3) levels of this designated status as assessed and determined by the Mental Health Personnel. The level assessed by the Provider shall determine the custody status.

ATTORNEY'S AND PUBLIC DEFENDERS

If you wish to contact a private attorney, you will be permitted to do so. A list of attorney's may be obtained by asking a prison counselor. If you are interested in obtaining legal assistance, but are unable to financially afford a private attorney, you may obtain an application for a public defender from a prison counselor. The application will be forwarded to the public defender's office, and if you are eligible, a public defender will be assigned to your case. You will be notified by mail who has been assigned as your public defender. **All correspondence with your public defender will be through interoffice mail, unless determined differently by the assigned attorney.**

Prison employees may not recommend any specific attorney; this choice is up to you.

BAIL PROCEDURES

All un-sentenced inmates will be advised of the bail bondman available in the area. All inmates are allowed to seek outside help in arranging for bail. Telephone calls to a bail bondsman may be requested through a prison counselor or designee.

CELL AND ROOM INSPECTION

The following rules apply to all inmates:

1. Each inmate will be subjected to a daily housing inspection, which includes the bed made, desk orderly, the floor completely clean and clear from debris.
2. You will be expected to keep your living area maintained and clean on a daily basis. Any violation of this rule is considered serious. This facility provides regular pest and/or vermin control via a professional exterminator. You are responsible for assisting in these ongoing efforts by limiting commissary items and personal materials. **Inmates are to report any pest and/or vermin are found, as to allow for immediate pest-control action.**
3. Pin-Ups are never permitted. **NOTHING** may be pasted or affixed anywhere; it will be confiscated as contraband.
4. Windows **MUST** remain closed if heat or air conditioning units are on.
5. Any writing, scratching or digging of holes in or on any surfaces in the facility will be considered destruction of property and disciplinary action will be taken.

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6. Literature that is approved may be kept in your cell, but must be limited to five (5) books and five (5) magazines or newspapers at a time. Excess or unauthorized literature will be confiscated by the officers as contraband and discarded.
7. **At no time will any item be hung from your cell light, window, bunk or cell entrance that impedes the direct line of sight for staff, regarding the location of an inmate or for any other reason. Inmates may only possess a maximum of two (2) towels at any time. (One (1) commissary towel and one (1) prison issued towel).**
8. **You shall not restrict or manipulate any security gate movement at ANY TIME. You WILL be charged with a misconduct if this is done and held responsible for any damages and repair costs.**
9. **AT NO TIME is anything to be flushed down the toilets except normal body waste.**
 - Any inmate, who is caught clogging his or her toilet, will be charged a fee, to include costs of repair and hourly maintenance wages, if found guilty via disciplinary board.
 - If a toilet is clogged in a cell occupied by two inmates, an investigation will commence to determine the guilty party. If the investigation fails to produce the culprit, both inmates will be responsible and share the costs of repair, if found guilty via a disciplinary board.
10. **You may not possess excess batteries or stock pile opened food items purchased from the commissary vendor or those food items delivered via inmate meal trays or bagged lunches.**
11. You are to keep your cell air vents free and unclogged from any items that may prevent the normal flow of air pertaining to the heat and air conditioning of your assigned cell.

CLOTHING AND DRESS CODE

You are required to have one (1) set of civilian clothing to be stored in the commitment area for court purposes only. The prison is not responsible for cleaning personal clothing.

Extra clothing, shoes and baggage are to be removed from the prison within thirty (30) days after incarceration. Excess baggage may be sent out via relatives and friends. A request slip is to be submitted for this procedure. **Items not removed within the specified time may be subject to disposal by prison personnel.** This policy also applies to inmates being removed from the work release or trusty areas of the facility as well. (See Page 28 for time line and condition.

COMMISSARY

The schedule for various areas of the facility to order and receive commissary, or may be obtained from any staff member.

Commissary items, exceeding a value of \$125.00, may be considered contraband and may be confiscated by correctional staff.

All inmates will be permitted to order commissary once per week, and may spend up to \$125.00.

Once a commissary order is placed, the order cannot be cancelled.

➤ **COMMISSARY ORDERING INSTRUCTIONS**

1. To receive commissary, you must utilize the designated phone in your respective housing area or family/friends may order commissary for you on-line at pacountypackages.com.
2. You must use your TID number to place an order to the current commissary vendor.
3. All commissary items/numbers will be posted at the designated telephone and each commissary order **MUST** be placed, at minimum, (2) days in advance at a scheduled block-out time.
4. Sales tax is already included in the pricing on the order form.
5. Be sure you are using an up to date commissary item posting. Be aware of price changes.
6. If your account does not have sufficient funds to cover your order, the phones will automatically stop the ordering process. No inmate will be allowed to have their account "put in the red zone" for the purpose of ordering commissary. All inmates use the commissary vendor at their own risk.
7. When your commissary order is delivered to your housing area, you will be provided an itemized receipt and you will be required to sign for the items.
8. When your order is delivered to you, check your order to verify you received all items charged to you. This will be done in the presence of the Commissary Manager or a Correctional Officer. Any discrepancies will be corrected and all recorded discrepancies will be corrected. When commissary orders are delivered, you may inventory your respective order in the presence of designated staff. All discrepancies will be corrected at the discretion of commissary vendor.
9. Commissary items may not be transferred between inmates. Also, no other inmate is permitted to sign for or receive your commissary.

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If you are indigent (without funds) when committed into this facility, you may request indigent items (stamped envelopes, toothbrush, toothpaste, comb, pencil, underwear and socks) by submitting a request slip to a prison counselor. These indigent items will be dispensed at the discretion of treatment staff as long as you remain indigent. Indigent items will **NOT** be dispensed without a request slip. The cost of the indigent items will be deducted from your inmate account. Your account will be permitted to go into the "red" for the indigent items. Fifty percent (50%) of any funds placed on your account will be credited towards your negative balance.

If you are discharged prior to the delivery of your commissary, you have thirty (30) days to pick up your order, or have someone else pick up your order with your written permission.

GUIDELINES TO STAFF DIRECTION

All orders or directions given by an officer or staff member of LCCF **MUST** be carried out without question and to the best of your ability.

If a situation warrants an instruction or correction of an inmate by an officer, the inmate may not talk back, argue or use profanity. Such actions will require an officer to file a report.

If an inmate receives two (2) conflicting orders, the inmate should carry out the last order first.

Inmates fraternizing or promising monetary gifts to officers or staff members is strictly prohibited. (e.g.: Conspiring with LCCF staff regarding any illicit activity in this regard.)

Failure to obey lawful staff orders may lead to criminal prosecution, to include but not limited to the following charges: Inciting a riot within a correctional facility, Unlawful Assembly, Terroristic Threats, Simple Assault, Aggravated Assault, Conspiracy/ Introducing Contraband into a Correctional Facility, False Statements to a Law Enforcement Official, Possession of a Controlled Substance, Destruction of County Property, et.....

Conflicts involving staff direction should be addressed through the grievance machinery.

CONTRABAND

Contraband is the possession of unauthorized articles on your person or in your living area. The only allowable items an inmate may possess are those authorized by prison personnel or items purchased in the prison commissary. All other items will be considered contraband and disposed of. **Alteration of any authorized item may make that item contraband.**

COST RECOVERY PROGRAM

All **sentenced** inmates incarcerated at the Lebanon County Correctional Facility are responsible for sharing the cost of their housing. The following below table will apply:

Effective November 16, 2011, the Lebanon County Prison Board voted into policy which states, "All sentenced inmates committed multiple times to the Lebanon County Correctional Facility effective and thereafter January 1, 2012, shall be responsible for paying an increased per diem rate calculated for each exclusive (sentenced) incarceration period. The increased per diem rate will be five dollars (\$5.00) for each sentenced commitment to LCCF starting at \$15.00 of the effective starting date." (See Chart Below)

Example: Effective January 1, 2012; sentenced inmates committed thereafter multiple times to the Lebanon County Correctional Facility shall constitute separate incarceration periods. The cost recovery fee will be fifteen dollars (\$15.00) per day, starting January 1, 2012. The number of sentenced incarcerations for each inmate from January 1, 2012 will determine the cost recovery amount collected per day, which will only begin on January 1, 2012. **The additional cost recovery amount approved and collected effective January 1, 2012 will not be retroactive to the cost recovery programs inception in July 1996.**

1. Committed for first incarceration serving a sentence =\$15.00/day
2. Committed for second incarceration serving a sentence =\$20.00/day
3. Committed for third incarceration serving a sentence =\$25.00/day
4. Committed for fourth incarceration serving a sentence = \$30.00/day
5. Committed for fifth incarceration serving a sentence =\$35.00/day
6. Committed for sixth incarceration serving a sentence =\$40.00/day
7. Committed for seventh incarceration serving a sentence =\$45/day

The cost recover fee shall not exceed the average daily per diem cost to house an inmate at Lebanon County Correctional Facility.

Parole violators are considered sentenced inmates and will be designated accordingly when calculating the number of commitments to LCCF effective January 1, 2012. (Note: On July 1, 1996, the current inmate cost recovery program was approved and started.)

All other rules and provisions concerning the current inmate cost recovery program will remain in effect as outlined in the current inmate handbook. Questions concerning this program may be directed to prison administration.

Inmates gainfully employed on the work release program are EXCLUDED from this program, but are subject to room and board.

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Inmates classified as working on inside/outside detail crews, in the prison's kitchen, laundry, maintenance department or while working within any other Trusty position shall be EXCLUDED from this program.

Inmates who are serving parole violation sentences will be responsible in the same fashion, as they are sentenced by the court, even if technically awaiting review of their incarceration. Parole violators are NOT pre-trial detainees for the purpose of the policy and shall also be responsible for a housing fee under the terms of the above.

Upon sentencing, an inmate will be billed for each day spent in the Lebanon County Correctional Facility, to include pre-sentencing time. Any and all time credited to any inmates' sentence and time is a billable housing day, even if boarding elsewhere or temporarily out of the facility. In exceptional cases where an inmate is not physically in the facility, billable days may be subject to review. This policy will also apply to all sentenced inmates transferred to this facility from other institutions.

Fifty percent (50%) of all existing and future funds in an inmate's account, regardless of the source, may be credited to their **negative balance**, and the remainder will be credited to the inmate's account for personal use. This procedure may continue until the inmate's **negative balance** is satisfied.

At discharge, any available funds from an inmate's account will be credited toward his/her outstanding balance if any, prior to issuing the inmate a discharge check.

All outstanding balances that are still owed after discharge will be forwarded to the discharged inmate in the form of an invoice. If a payment plan has not been established or payment received in full within a thirty (30) day period, a notification will transpire.

An inmate released without sentence after disposition of the criminal charges lodged against the inmate will be refunded any cost recovery funds deducted from his or her account, **with the exception** of those defendants upon release continuing under court supervision (e.g. Parole/Probation) or additional sentencing conditions previously imposed.

DISCIPLINE PROCEDURES

Upon commitment to Lebanon County Correctional Facility, it is the inmate's responsibility to ensure that an inmate handbook is received/issued. Inmate handbooks issued shall be documented within each inmate computer and hard file. A plea of ignorance of these rules will not be accepted as an excuse for violations. Procedures must be enforced to ensure the safety and security of inmates and correctional staff. Maintaining safety and security enables LCCF to efficiently provide for the offering of institutional treatment programs.

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All officers have been trained to report all infractions of the rules and regulations. Inmates shall receive a copy of the disciplinary report, usually within twenty-four (24) hours of the infraction or knowledge of the infraction and ensuing investigation.

Each person charged will be entitled to a hearing before a disciplinary board. The reporting officer shall be excluded from serving as a member of your disciplinary board. This hearing is usually held within seventy-two (72) hours (excluding weekends and holidays) of the incident to consider the charge brought against him or her.

NOTE: The disciplinary committee normally consists of two correctional staff members, one being the D.B. Chairperson. An inmate may have another inmate represent him or her at the disciplinary hearing and act on his or her behalf if he or she so desires. **Attorneys are not permitted to attend these hearings. These hearings are deemed administrative.**

At each disciplinary hearing, inmates will be advised of their Miranda rights in the event that criminal charges are levied at a later date.

You will be read the misconduct report and you will be given the opportunity to present any statements on your behalf. You will be permitted to have witnesses called on your behalf; however, some witnesses may be excluded due to presenting an immediate threat to institutional security. Witnesses do not have to be questioned in front of the accused inmate.

The accused inmate will be furnished a written copy of the disciplinary hearing results after the hearing and after the results have been completely typed.

All Disciplinary Board Appeals shall be submitted in writing (letter form) to the Deputy Warden of Treatment in the event evidence or documentation has been substantiated that would influence the initial hearing decision. **Appeals must be clearly written and submitted to the Deputy Warden of Treatment within five (5) business days of receipt of the typed hearing results for cataloging purposes. All D.B. Appeals will then be forwarded by the DW of Treatment and answered by the Warden ONLY** and usually within 10 business days (excluding weekends and holidays) of receipt from the Deputy Warden of Treatment. **This is not part of the formal "inmate grievance process" indicated on pages 25 thru 27 of this inmate handbook.**

*Most inmates accused of violating institutional regulations, shall be relocated to the security housing unit (SHU) and placed in pre-hearing confinement status ; prior to a scheduled disciplinary board hearing.**

The following are examples of major misconducts and estimated sentencing guidelines:

Commission of a criminal act, both felonies and misdemeanors as defined by the Pennsylvania Criminal Code. **(At the discretion of the disciplinary board decision.)**

- Refusing to obey an order by prison staff. **(15-45 days)**
- Creating an institutional disturbance. **(30-90 days)**
- Threatening an employee or inmate with bodily harm. **(30-120 days)**
- Possession of contraband (could be a minor or major misconduct, depending on the severity of the offense). **(15-90 days)**
- Violation of visiting regulations. **(30-120 days + possible discontinuation of visits)**
- Fighting/Mutual Combat. **(30-120 days)**
- Tampering with or destruction of County property or personal property belonging to another person. Inmates who damage or destroy County property shall be held responsible for all costs, unless otherwise cleared of the charges by the prison disciplinary board. **(15-120 days)**
- Intoxication or making fermented beverages. **(30-120 days)**
- Violation of outside exercise regulations or gym regulations. **(30-90 days)**
- Lying to an officer or prison staff member. **(15-60 days)**
- Presence in any unauthorized area. Example: Presence in another inmate's cell or room. **(15-45 days)**
- Disrespect to a staff member or visitor. **(15-120 days)**
- Inappropriate sexual contact. **(60-120 days + possible criminal charges)**

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- Possession of matches, tobacco, or tobacco-related products **(15-120 days)**
- Displaying gang colors or attire. **(15-45 days)**

Inmates found guilty of a Major Misconduct by the Disciplinary Hearing Committee may be subject to any of the following actions:

- Reduce to a written or verbal warning and take action permitted in that category.
- Confinement in a cell for a designated period of time.
- Loss or modification of privileges within statutory guidelines.
- Changing of housing assignment, including a placement in a maximum security area.
- Prosecution through the criminal courts.
- Change of inmate classification status.

SPECIAL NOTE: A copy of any rules/regulations infraction report or hearing disposition shall be placed in each respective inmate file. These misconducts may be reviewed by the Judge at the time an inmate appears in court and by parole agencies prior to your minimum release date. Inmate evaluations may also be written for good behavior. All inmates subject to the disciplinary board process, who are found guilty, will be subject to a \$25.00 administrative fee.

FINANCES

All money in your possession when you are committed will be placed in an account in your name.

All purchases from the commissary or withdrawals will be deducted from your account. At no time are you permitted to have money, money orders, or checks in your possession (exception noted for all work release sections).

If you wish to send funds from your account to family or friends, you must fill out a money request slip in advance, stating your desire, plus the amount and for what purpose the money is being sent. The money request slip must be placed in a self-addressed, stamped envelope, addressed to the person you are sending money to. The facility is not here to pay your bills. All funds sent out should be to family or friends. At no time are you permitted to send out funds for any type of mail order. The money request slips are available through any correctional officer.

A lobby kiosk is available for people to deposit cash (or use a major credit card) on an inmate's commissary and/or phone accounts. Company usage fees apply for this deposit option.

Checks and money orders **WILL NOT be accepted via hand delivery at the main lobby.**

There is an internet banking system provided for Lebanon County Correctional facility. The website for this deposit option is www.inmatebanker.com.

All funds forwarded via US Mail for your account **must be a money order or cashier check only!**

AT NO TIME are inmates allowed to transfer monies to another inmate's account.

INMATE TELEPHONE, VISITING PHONE AND KIOSK MESSAGING REGULATIONS

Policy:

The Lebanon County Correctional Facility (LCCF) extends telephone and inmate messaging privileges to inmates as part of its overall correctional management. Telephone privileges, visiting procedures and inmate messaging privileges are a supplemental means of maintaining family ties that will contribute to an inmate's personal development. An inmate may call or message via kiosk those approved friends and family of choice outside the facility using an authorized telephone or kiosk. Visiting phones in turn are used exclusively during visiting times for this specific purpose. However, limitations and conditions may be imposed on an inmate's telephone, kiosk messaging or visiting phone privileges to ensure they are consistent with other aspects of the facilities correctional management responsibilities. In addition to the procedures set forth in this policy, inmate telephone, messaging or visiting phone use is subject to those limitations that the Warden determines are necessary to insure the security or good order (including discipline), of the facility or, to protect the public. Restrictions on inmate telephone, kiosk messaging and visiting telephone use may also be imposed as a disciplinary sanction. Facility telephone, kiosk messaging and visiting telephone policy and procedure will comply with 18 Pa.C.S.A. 5704. Lebanon County Correctional Facility utilizes GTL (Global Technology Logistics), for the purposes of managing and providing for a telephone and messaging systems for inmates, which enables Lebanon County Correctional Facility in the security, call control, live monitoring, call/messaging recording and long term tape archiving, and site-specific reports, regarding the inmate telephone, kiosk messaging and visiting telephone systems. **All inmate telephones calls, visiting telephone conversations and kiosk messages, are subject to monitoring, recording and they may be intercepted and divulged.**

Procedure:

1. Upon initial commitment, an inmate will be afforded the opportunity to make a minimum of one free phone call via the LCCF telephone system. This call can be made either from Intake Area or the designated counselor's office, for a short duration not to exceed three (3) minutes. At the discretion of the intake officer or assigned counselor, the new commitment may be provided additional phone calls.
2. **Telephone Identification Number (TID):** At the time of intake processing into the LCCF, the inmate will be given a Telephone Identification Number (TID) by the intake officer. TID #'s are

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computer generated and placed into the system by the program so as TID #'s are not sequential. **An inmate may not possess or use, another inmate's TID. An inmate may not give his/her TID to another inmate, and is to report a compromised TID immediately to correctional staff.**

3. **TID Number Release Form:** At the time of intake processing into LCCF, the inmate will be given an **LCCF Inmate Telephone ID Number Release Form**, for their respective review and signature. This release form entitles the LCCF to deduct funds from an inmate's account, confidentiality conditions of TID #s, system usage conditions, staff notification of confidentiality compromise, and conditions involving monitoring, recording, interception and divulging telephone messages, visiting phone messages and kiosk messaging. This signed form is archived on each LCCF inmate's hard file.
4. Once the inmate has been processed and has been classified to a housing unit, they will be permitted to utilize the inmate telephones and inmate kiosks located in each housing area of LCCF.
5. **Placement and Duration of Inmate Telephone Calls and Kiosk Messaging:**
 - a. All telephone calls and kiosk messaging are made on a Collect/Pre-pay basis.
 - b. All telephone calls and kiosk messages are contingent upon acceptance of the charge by the recipient or prior payment arrangements made with GTL by the recipient. All outgoing inmate telephone calls are time restricted, with warning notices 3, 2 and 1 minutes prior to the call being disconnected.
 - c. Inmates are not authorized to use staff telephones.
 - d. Inmates may use Debit call feature if possessing a minimum balance on inmate account for telephone use only.
6. **Monitoring of Inmate Telephone Calls, Visiting Phone Conversations and Kiosk Messaging:**

All inmate telephone calls, visiting telephones (apart from legal or official visitors where confidentiality statutes apply), and kiosk messaging are monitored and recorded, and they may be intercepted and divulged, subject to the following conditions and limitations:

 - a. Staff may not monitor a properly placed call to an attorney, under the conditions the representing attorney gives permission to an inmate to call via the GTL inmate phone or kiosk messaging systems. If an attorney informs LCCF permitting his/her respective client/inmate to communicate via the GTL telephone or kiosk messaging systems, the

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attorney's telephone number/s and email address will be bypassed, thus allowing free, unmonitored telephone calls and kiosk messaging to and from the respective inmate.

- b. Inmates who submit written requests for unmonitored calls or kiosk messaging to their attorneys will have those requests honored upon verification of legitimacy, as long as it does not violate facility policy. The request must be submitted to the Warden or designee and the inmate will be notified in writing if the request is approved.
- c. Only the Warden, or designees, shall have access to the monitoring or recording of inmate telephone calls, visiting phone conversations and kiosk messaging. All monitored calls, visiting conversations and kiosk messages shall be logged in the manner prescribed by the Warden. All telephone calls, visiting phone conversations and kiosk messaging shall be monitored with the exception of Attorney, Clergy and official visitors as defined by Legislative statute.
- d. The contents of an intercepted and/or recorded telephone conversation, visiting phone conversation and kiosk message, shall be divulged only as is necessary to safeguard the orderly operation of the facility, in response to a court order, or in the prosecution or investigation of a crime.
- e. The Lebanon County District Attorney's Office has been designated to monitor, record, and/or divulge telephone conversations, visiting phone conversations and kiosk messages relating to the investigation or prosecution of a criminal act or conspiracy to commit a criminal act involving an incarcerated inmate at LCCF. The Lebanon County District Attorney Office, and/or its authorized designee(s), shall have access to monitoring or recording inmate telephone calls, visiting phone conversations and kiosk messaging via the GTL inmate telephone system and its associated software. Any and all monitoring, recording, intercepting or divulging inmate telephone calls, visiting phone conversations and kiosk messaging for investigative or prosecutorial purposes of criminal cases shall be at the sole discretion of the Lebanon County District Attorney's Office and or its authorized designee(s). Any and all requests from any law enforcement agency to obtain or monitor inmate telephone recordings, visiting phone recordings or archived kiosk messages shall be directed to the Lebanon County District Attorney's Office.
- f. In addition to the Inmate Telephone ID Number Release Form explaining the conditions of monitoring inmate telephones, inmate visiting phones and inmate kiosks each inmate receives a LCCF inmate handbook explaining the conditions of the aforementioned usage. This handbook also includes the conditions involving monitoring, recording, intercepting or divulging inmate telephone calls, inmate visiting conversations and kiosk messaging via the GTL systems. The conditions of inmate telephone, inmate visiting phone and inmate kiosk

monitoring are posted at each respective inmate telephone, inmate visiting phone and kiosk within the facility.

7. Responsibility for Misuse of Inmate Telephones, Inmate Visiting Phones and Inmate Kiosks:

- a. The inmate is responsible for any misuse of inmate telephones and kiosks. The Warden, or designee, will report any incidents of unlawful telephone or kiosk use to the Lebanon County District Attorney's Office. Violations of the facilities telephone or kiosk regulations may result in institutional disciplinary action.
- b. LCCF does not assume responsibility for any calls, conversations or messages that violate applicable statutes. As used in this section, the term "misuse" refers to such situations as using the inmate telephone, inmate visiting phone or inmate kiosk to intimidate a potential witness, or perpetuate a fraud, including the use of another inmate's TID, or the providing of a TID to another inmate.
- c. Telephone and Kiosk privileges are afforded inmates who demonstrate an ability to exercise these privileges responsibly. Evidence that an inmate is violating the privilege of telephone or kiosk use may cause the individual to be restricted from use of the inmate telephone, inmate visiting phone or kiosk until such time that it is deemed appropriate by the Administration or Disciplinary Board and thereafter help inmates to understand their responsibility in properly using the inmate telephone, inmate visiting phone and inmate kiosk systems.

8. Number and Address Blocking:

- a. Blocks are placed on phone numbers and email addresses at the request of an individual, or law enforcement officials, or to maintain the order and security of the facility. A block prevents the completion of the inmate telephone call or inmate kiosk message.
- b. Blocks are placed on at the request of:
 1. Any individual who is authorized subscriber of the inmate telephone or inmate messaging systems and notifies the facility that they do not want to receive calls or kiosk messages from LCCF. The authorized subscriber is referred to GTL for request verification and action.
 2. "Other" telephone numbers or messaging addresses that in the opinion of the prison will present a compromise of the security and orderly operation of the prison such as victims, staff numbers, judges and prosecutors, etc..

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- c. Before an inmate telephone call or inmate kiosk message is sent to an outside party, the number/address for that party is first sent to a validation service. It is checked for any potential problems due to a Line Information Data Base (LIDB) block, such as a collect call block (CCB). In these cases, the owner of the phone number or messaging address must contact GTL if they wish to receive calls from LCCF.
- d. The Warden, or designee, will insure that all block requests are implemented in a timely fashion.

9. **Miscellaneous Provisions:**

This policy may be updated and revised periodically by the Lebanon County Correctional Facility, to reflect any changes deemed necessary by 18 Pa. C.S.A. 5704. All requirements of 18 Pa. C.S.A. Chapter 57, Subchapters A thru F inclusive are incorporated herein by reference, even if not specifically cited.

10. **Chain of Command:**

If need be and only in the event of the absence of the Warden, where the matter is time critical, the LCCF Chain of Command shall be regarded as providing for any approval by the office of the Warden, on a temporary basis.

FUNERAL SERVICES FOR FAMILY MEMBERS

The only funeral services the inmate may request to attend are members of the immediate family: Father, Mother, Sister, Brother, Spouse and Child of the inmate.

1. All inmates wishing to attend funeral services for a family member MUST seek a court order from his or her sentencing Judge, requesting to be furloughed from incarceration for the purpose of attending the funeral service.
2. Pre-trial detainees (un-sentenced inmates) must seek a court order from the President Judge, via your attorney.
3. If the request is approved by the court, the language in the court order will state that the Warden is hereby directed to release said inmate to the Sheriff of Lebanon County for a specified period of time. This court order is conditional upon the payment to the Sherriff's Department in advance for ALL costs incurred in the execution of this court order.
4. If a shortage of manpower exists in the Sherriff's Department at the time of the funeral, a correctional officer may accompany a Sherriff's Deputy to and from the funeral

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service. Payment **MUST** be made to the Lebanon County Correctional Facility IN ADVANCE, when correctional officers are utilized. Payment amount is based on the hourly wages for officers.

5. Work release inmates see work release staff for further explanation.
6. Any inmate requesting to be furloughed from incarceration **MUST** contact his/her attorney to petition the Court.

GRIEVANCE PROCEDURES

If you feel any matter is unjust or not in keeping with prison rules and regulations, you may request a grievance form from a treatment staff member assigned to your area (only after you have addressed the matter through the request slip process). After completing the grievance form, return to a treatment staff member in your area. The form will be forwarded for review at a scheduled administrative meeting.

In the event you are dissatisfied with the handling of the grievance, you have the right to appeal the matter to the Warden.

AUTHORITY:

The following policy and procedure is validated by the authority of the Lebanon County Prison Board and the Administration of Lebanon County Correctional Facility.

Policy Statement:

The following inmate grievance policy and procedures target the formal process and forms available to inmates of the Lebanon County Correctional Facility when an inmate complaint has been exhausted via the facility's inmate request slip process.

Filing Procedures for Inmates:

After an inmate has "exhausted" the request slip process, meaning, a resolution or solution to a specific inmate request/issue has been addressed and answered by LCCF staff, but said inmate wishes to appeal the decision, the following procedures must be followed:

- a. Inmates must possess reasonable cause for filing an inmate grievance form to the administration after exhausting the inmate written request slip process.
- b. The prison counselor will issue an Inmate Grievance Form to the respective inmate who has exhausted the request slip process and has requested (in writing) the Grievance Form. Inmates will not be denied the opportunity to file written grievance forms.
- c. Only **one form per grievance** will be issued to the inmate. If additional pages are needed to detail the inmate's version of the grievance, then said inmate shall attach

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- additional handwritten (printed) pages to the form and forward the completed grievance in a "sealed" inter-office envelope (provided by the counselor) to the Deputy Warden of Operations or the Deputy Warden of Treatment within 3 days of incident.
- d. After administrative review of an inmate grievance, a written response will be forwarded to the inmate usually within fourteen (14) calendar days from the scheduled Administrative meeting date (Wednesday of each week), at which time the grievance was reviewed and voted upon. A majority vote will rule on any inmate grievance presented. If not satisfied, the inmate may appeal the administrative decision to the Warden within five (5) calendar days of receipt. **Appeals to the Warden shall be first sent to the Deputy Warden of Treatment for tracking and archiving purposes.**
 - e. An inmate has the right to appeal the Wardens decision to the Prison Board Chairperson via U.S. mail only. Any copies mailed, will be at the inmates expense prior to forwarding. (This may only transpire upon the exhaustion of the administrative appeal process.)
 - f. The decision of the Prison Board will be considered the final position as the governing authority of Lebanon County Correctional Facility. After a final decision has been rendered, future action concerning an inmate grievance must be initiated by the inmate on his or her own accord.

Issues for an Inmate Grievance:

1. Correctional staff and inmate actions that effect grievant personally, including an inmate's denial to the grievance procedure.
2. Retaliation against any inmate by staff for filing a grievance or appeal under the inmate grievance procedure or for participating in an inmate grievance proceeding.
3. The interpretation of the rules and regulations of Lebanon County Correctional Facility.

Issues not justifying an Inmate Grievance:

1. Federal, State and Local laws or regulations and decisions
2. Parole Board decisions
3. Disciplinary Board Decisions (Independent appeal process to the Warden)
4. Classification Committee decisions (Independent appeal process to the Warden)
5. Inmate privilege issues (i.e.: Television, hot pots, work crews, work release, etc..)

Emergency Grievances:

An emergency grievance is one which needs immediate attention due to an eminent threat presented to the welfare and safety of the grievant/s. The emergency grievance procedure is as follows:

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1. The inmate will completed the standard LCCF request slip form, seal and address this form to the security shift OIC. The security OIC will make the determination if the grievance is an emergency.
2. The security OIC will confer with the Administration (during business hours) or the on-call Warden (non-business hours) concerning the nature of the **emergency grievance**.
3. A response to the inmate concerning said grievance will be issued within a 72 hour period.
4. Emergency grievances that cannot be resolved at the shift level will be channeled through the LCCF chain-of-command.

General Information:

1. Inmates will be informed of the grievance procedure via the inmate handbook.
2. Inmates having pending grievances upon their discharge from incarceration, lose all standing with respect to any further internal remedy, consideration or response.
3. Grievances will be kept for a period of five (5) years.
4. All grievances will be handled in the most expedient and professional manner.
5. Inmates not following these procedures and protocols or attempting to exploit the process will face possible disciplinary measures, depending upon each respective case.

HEADCOUNT

A regular headcount will be conducted after meals and after any mass-movement of inmates. Inmates will be secured to their cells or living quarters for head count. **ANY INTERFERENCE** with headcount procedures is a serious institutional offense, and is strictly forbidden. Inmates will not be on the phone during headcount. Inmates housed on a bunk will remain at their bunk until headcount is completed. **Two such headcounts a day will be standing headcounts, where you are required to stand at your cell door, or beside your bunk. The Guardian Tracking System shall be utilized for all formal inmate headcounts.**

INMATE BELONGINGS

No personal items will be accepted for general population inmates except court clothing. To receive court clothing, you must fill out a request slip directed to the Captain of Security for approval. If approved, you will be notified and the clothing will be accepted only during the following hours and days:

MONDAYS, TUESDAYS, THURSDAYS AND FRIDAYS. 8:30 a.m. to 3:30 p.m

Extraordinary hardship cases may be entertained at the discretion of the Administration.

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Head bands, caps or any other head gear are not permitted. Any violations will face disciplinary action. Work release inmates may wear whatever head gear is required by their place of employment, but only at that place of employment. Exception: Religious attire and objects will be considered on an individual basis via the request slip process addressed to Treatment.

Toilet articles such as comb, toothbrush, and unopened food items, etc., which is consistent with approved commissary items, will be accepted and searched if brought in by an inmate from another correctional institution. These items **WILL NOT** be accepted, "from the street."

NOTE: Personal items SHOULD BE MARKED. The institution is not responsible for loss or theft of inmate property.

EXCESS INMATE PROPERTY: If items are not permitted, they **cannot** be kept in storage and **MUST** be removed from the facility within thirty (30) days of notification. If the excess property is **not** removed by the end of those thirty (30) days after notification, the excess property may be **disposed of**. Prison administration will make the determination of disposal. Said property shall not be shipped/mailed from LCCF. Inmate property released from LCCF must be signed for and physically picked-up by respective inmate authorization via approved request slip. Inmate Property in storage shall not be forwarded to other detention facilities upon inmate transfer..

DISCIPLINARY INMATES/ STATUS CHANGE

Inmates removed from detail, kitchen or work release to general population, **have ten (10) business days from the date of the guilty verdict/disciplinary hearing/status change** for the removal of excess property from the Lebanon County Correctional Facility storage. The Lebanon County Correctional Facility will not be responsible for confiscated property as a result of misconducts or terminated job assignments. **Excess property will be discarded if not removed from the premises within ten (10) business days!! Only rare exceptions will be entertained via a request slip directed to Administration concerning this policy!** Lebanon County Correctional Facility **WILL NOT** be responsible for confiscated property as a result of misconducts, terminated job assignments or relocation to pre-hearing confinement.

K-9 PATROL UNITS

At times a K-9 Patrol Unit is at this facility. The following rules and regulations will be strictly enforced when confronted by the K-9 Patrol Unit. Any violation of these rules may result in a major misconduct.

1. **Never** attempt to feed, pet or talk to the dog.
2. **Never** attempt to taunt (physically or verbally) the dog or K-9 handler.

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3. **Immediately** obey all verbal directions given to you.
4. When the K-9 Patrol Unit responds to your living area, **immediately** secure to your room or cell.
5. **IF THE K-9 HANDLER IS BEING AGGRESSIVELEY APPROACHED BY AN INMATE, THE DOG WILL ATTACK WITHOUT COMMANDS.**

LAUNDRY

A laundry service is available for maintaining clean clothing and linen. The laundering of your personal clothing is at your own risk; the correctional facility is **NOT** responsible for any personal items damaged in the prison laundry. Any discrepancies should be addressed to the culinary supervisor. See posted Laundry Schedule for your housing area.

LEGAL MATERIAL

Inmates may keep legal materials pertaining to their case in their cell as long as it is not an excessive amount that would present a fire or safety hazard. This does not include unauthorized law books from the law library.

If there is a question about an inmate's legal status at LCCF, the inmate is permitted to correspond via interoffice mail with the Clerk of Courts, Public Defender, Judge's chambers, D.A.'s Office, etc.... This correspondence must be marked accordingly.

You are not permitted to act as an "attorney" for any other inmate; you are permitted, however, to help prepare papers or letters for another inmate, provided it poses no threat to institutional security and is approved by Administration.

Filling out writs, etc. is the right of all inmates and is in no way considered prejudicial by any prison official.

Law books to assist you are available in the prison library. An inmate Kiosk is also provided in each dayroom possessing a thorough electronic law material reference. If for some reason, the inmate is having difficulty researching using the library or Kiosk, the inmate may receive assistance by submitting a request slip to a prison counselor. The prison counselor will arrange the requested assistance. A request slip must be submitted to a prison counselor for assistance to transpire.

LAW BOOKS ARE NOT PERMITTED TO BE REMOVED FROM THE PRISON LAW LIBRARY AUTHORIZED BY PRISON TREATMENT STAFF.

Special consideration will be given to segregated inmates and they will be afforded law materials via the request slip process as indicated in the current Library Policy.

MAIL PROCEDURES

Upon commitment, you are required to sign a statement authorizing prison personnel to open your non-official mail. If you do NOT sign the statement, your non-official mail shall be returned to sender until the time of discharge or until a signature is obtained. There is no limit to the amount of letters you may write or receive, providing that the contents of the letters are not obscene, threatening or present a storage hazard in any way. All non-official letters directed to inmates shall be copied and copies shall be forwarded to the intended inmates. Originals of letters shall be archived and destroyed after a two (2) year period from inmate discharge. Outgoing mail, absent legal mail, shall be checked for contraband.

Outgoing mail must NOT be sealed, except for legal correspondence, after examination by a staff member in the presence of the inmate. Your name and return address MUST appear in the upper left corner of the envelope before it will be accepted for mailing. The address of the Lebanon County Correctional Facility is: 730 East Walnut Street, Lebanon, PA 17042.

Only standard, stamped envelopes sold via commissary shall be used by inmates. Envelopes without stamps can be obtained from a prison counselor via a request slip and used for interoffice mail between the Correctional Facility and Lebanon County Agencies. If you wish to correspond with the Judge's Chambers, Domestic Relations, Probation Department, etc., or within Lebanon County Government, plain envelopes without stamps may be used. Official correspondence may be sealed, after being examined by a staff member in the presence of the inmate. The Lebanon County Correctional facility shall furnish writing materials and stamps to indigent inmates. There shall be no mail ordering of items by inmates for delivery to the Lebanon County Correctional Facility. Official legal mail will be opened in your presence and handed to you individually. No employee of inmate of the prison may take out or bring in mail for inmates of the Lebanon County Correctional Facility. Incoming mail will be delivered to you after it has been processed, usually within twenty-four (24) hours after delivery.

WRITTEN CORRESPONDENCE BETWEEN INMATES IN LEBANON COUNTY

CORRECTIONAL FACILITY IS STRICTLY FORBIDDEN. Letters and notes shall not be passed between inmates incarcerated at LCCF. It is against prison policy to send letters

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outside to individual(s) for “re-addressing” and the same letter/s sent back into LCCF intended for communication with other LCCF inmate/s (3rd Party Mail). Any inmate caught shall face disciplinary action and the potential for suspended mail services.

PRIOR to your release from this facility **YOU WILL** fill out a U.S. Postal Service Change of Address form, forwarding ALL MAIL to a new address. This is your responsibility, NOT Lebanon County Correctional Facility. Originals of “Non-Official” mail copied during your incarceration shall not be returned upon your discharge.

Authority:

The following policy is promulgated by Title 37 of the Pennsylvania Code, the Lebanon County Prison Board and the Lebanon County Correctional Facility Administration.

Policy:

The following policy entails all protocols involving the processing and copying of 1st class incoming/outgoing inmate mail by LCCF Correctional Staff where necessary. These protocols also include the mechanisms for distinguishing and processing all incoming/outgoing inmate legal mail.

Procedure:

Incoming Inmate Mail:

1. All incoming mail will be separated into three (3) groups for distribution:
 - a. 1st Class Inmate Mail
 - b. Inmate Legal Mail
 - c. LCCF Administrative Mail
2. All incoming mail will be processed in the main Lobby of LCCF.
3. All first (1st) class mail, with the exception of all inmate legal mail, shall be opened and photo copied for distribution to the intended inmates.
4. Original copies of 1st class mail shall be archived and eventually destroyed after two (2) years.
5. Correctional staff assigned to process the incoming mail shall be provided protective gear necessary to safely complete this task. The wearing of protective gear by correctional staff for this task is mandatory.
 - a. Gloves
 - b. Mask
 - c. Protective Clothing
 - d. Cleansing products to decontaminate copying equipment at the conclusion

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..... of the copying process.

6. Copying equipment designed for mail copying **shall exclusively be utilized for this processing task only and no other clerical function.**
7. All Copying equipment shall be **decontaminated after each daily use.**
8. All inmate mail may be processed on the 12-8 security shift at the direction of the Shift Supervisor or Officer in Charge (OIC).
9. **All inmate mail delivered to LCCF shall be deposited by the US Postal Personnel Only** and into the approved locked mail box located in the main Lobby of LCCF.
10. **No Mail** shall be accepted via hand delivery for deposit in the approved locked mail box located in the LCCF Main Lobby. All incoming mail must be processed and delivered by the US Postal Service only.
11. Incoming and Outgoing mail to/from Government Agencies, Public Officials, Courts and Attorneys is considered legal mail. **Inmate legal mail shall not be opened, but for the exclusive purposes of contraband. It shall only be opened in the presence of the intended inmate. It shall not be read by LCCF, and the original will be provided to the inmate.** (Title 37 Sec. 95.234 item#2)
12. All incoming legal mail shall be separated and turned over to the LCCF Deputy Warden of Treatment, assigned counseling staff, or designee for distribution. Counseling Staff or staff designee shall **open all legal mail in the presence of the intended inmate** and inspect for contraband. **The purpose of this inspection is to combat/stop the delivery of contraband to the facility, and it is not for the purposes of reading legal documents enclosed in the envelope.**
13. All first class mail processed, deemed unauthorized and returned to sender shall be itemized under the category/s provided on the attached Inventory Sheet entitled: **"Inmate Mail Return List"**.
14. **Unauthorized incoming mail classified for return shall not be copied.**
15. 1st class mail originals shall be stored in one large legal size envelope (or as needed) with the date and names of officers processing/coping 1st class mail. These legal size envelopes shall be stored/archived in a designated "locked" filing cabinet until authorization has been given to destroy originals.
16. Only the Warden/designee shall have the authority to authorize the destruction of 1st class mail originals. Those original pieces of 1st class mail being archived as designated by the District Attorney's office shall be turned over to the Deputy Warden of Operations for archiving.
17. Those staff members selected to open incoming legal mail in the presence of the intended inmate, may choose to wear protective gear, as assigned to correctional staff processing all incoming US Mail.

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18. Legal Mail must have a stamped legal return address (Legal Entity Included) and inmates typed name on the intended envelope. Contents of legal mail shall be typed on official letter head of the respective entity and shall not be written in "free-hand". If legal mail appears to be suspicious upon opening, the official entity address shall be contacted via telephone by LCCF to verify the mail in question was actually authored and sent by the legal entity indicated on the return address. Legal entities may be provided a security code/process to ensure appropriate access to clients shall be maintained, as well as providing a secured system for LCCF remaining contraband free. **Detection technology or K-9 Units may be utilized to screen inmate legal mail.**

19. All Mail, regardless the nature (legal or 1st class, etc...) shall possess the most current legal name of sender, as well as complete return address of sender indicated on each envelope addressed to the specific inmate incarcerated at the Lebanon County Correctional Facility. If each envelope does not reflect the previously explained, the mail will be deemed insufficient for deliver to the intended inmate and shall be returned to the US Postal Service.

20. The enclosed policy language shall supplement the existing references to inmate mail services located within the current LCCF Inmate Handbook.

MEALS AND SCHEDULE

Meals are served three times per day, seven days per week. (See posted schedule)

All meals for inmates shall be delivered to their housing area.

Trays and condiments shall be dispensed in an orderly fashion, and common, courteous behavior will be expected. Uneaten food, trays and utensils shall be returned to KPs for disposal and cleaning. Any disruption during this process shall not be tolerated.

Any complaints regarding the meals shall be directed to the kitchen supervisor or security supervisor, **not the delivering "KP."** Your complaint is to be in writing on a request slip with your signature and directed to the kitchen supervisor or security supervisor. Medical and Religious diets are observed, **but must be approved via inmate request slip process by the Deputy Warden of Treatment, Kitchen Supervisor and the Inmate Health Care Provider.**

All food and food items are to be treated with respect and not abused. If you do not like an item, simply do not eat it; leave it on your tray to be returned and disposed of by kitchen personnel. Any abuse of food or food items will result in possible disciplinary action and a modified diet approved by the facility Health Care Provider.

INMATE MEDICAL SERVICES

The prison maintains a medical staff, consisting of a Physician, Physician Assistant, Nurses, medical assistants, mental health counselors, psychiatrist and dentist. There is a nurse in the facility at all times. Lines for each discipline are held at scheduled times throughout the week, and are subject to change due to holidays, weather, etc.... The nursing staff will perform a preliminary screening shortly after commitment to determine any immediate care is indicated. This screening is MANDATORY.

A. Routine Sick Call:

Following is the number of times per week that sick call is held by the different medical disciplines:

Physician- One (1) time per week

Physician Assistant- Five (5) times per week.

Nurses- Daily

Mental Health Counselors- Five (5) times per week.

Psychiatry- One (1) time per week.

Dentist- One (1) time per week.

In Order to be considered for sick call, a Sick Call Request slip must be completed, accurately and completely. The form may be obtained near the sick call box in your housing day room. Once complete, place the slip in the box marked "sick call" in your day room. The nursing staff will pick these slips up daily.

You should inform the correctional officer on duty IMMEDIATELY of any medical emergency.

Anyone called to sick call needs to be in proper attire, this includes prison issued clothing and no head wear. Pants are to be worn properly and hands are to be kept out of pants at all times.

You will be asked to leave if you are not quiet while awaiting your turn to see medical personnel.

B. Medication Call:

All medication must be prescribed by appropriate medical personnel. All medications are prescribed for a specific period of time and must be re-ordered. If after that period of time, the problem still exists, you will be required to fill out another Sick Call Request slip to be re-checked. However, this **DOES NOT** include "life-sustaining" medications such as diabetic, cardiac, asthma, HIV, psychotropic medications, etc. Those medical conditions will be monitored and necessary follow-up completed as recommended by medical personnel.

Medication passes occur multiple times throughout the day. You will be made aware of when to respond for your medication at the time of your visit to medical.

A "medication call" will be made by the block officer. It is your responsibility to be properly dressed and ready to respond when this call is made. Not taking your medications can be detrimental to your health; therefore, you are required to sign a refusal for medications that you fail to take.

Medication will be given one dose at a time and is to be swallowed immediately. Hoarding of medication will result in a misconduct report by security personnel.

Medication will be provided at scheduled medication calls. You are not permitted to carry or have any medication on your person or in your cell unless approved by medical staff or purchased from commissary.

C. Allergies:

If you are allergic to medication and/or foods, you will be asked this at the time of your intake. Only recognized dietary allergies will be allowed. If you had previously denied food allergies and/or are not declaring a recognized food allergy, documentation from an outside medical provider is necessary.

D. Charges for Medications:

If your medication or ointment can be purchased through the commissary such as Tylenol, Motrin, Saline, Lotrimin cream, etc., you will be charged for it. The cost is figured by the total amount of medication ordered by the medical professional, not

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the amount actually taken. For instance, if you are ordered an antibiotic 2 times a day for 14 days, you will be charged for 28 doses of the medication.

Medications that are available through the commissary are to be purchased there. You should keep a dose or two of pain reliever on hand for an unexpected ache or pain.

E. Dental Policy:

Dental services are accessed as outlined in section A. above.

F. Eye Care Policy:

If you wear eyeglasses, but did not have them with you at the time of arrest, you can have them brought to the facility. They are to be **properly labeled** and after thorough inspection, they will be given to you. If you already have a pair of eyeglasses, you may not have a second pair. Sunglasses are generally not permitted, except in the work release area.

If it is determined through the sick call process that eye correction is necessary, the medical staff can assist you on what steps will be taken. If you are committed with contact lenses and they need to be replaced, you will be examined and fitted with glasses instead. If you have been deemed indigent for a period of time, unable to secure funding and the need is evident, your account will be attached for the cost. If the county initially funds the glasses, they will be ordered and there is no choice of frame or color.

G. Gym Injuries:

If you sustain an injury in the gym or yard, you may be charged for any "out of facility" expenses at the discretion of the medical staff.

HORSEPLAY and poor judgment are YOUR financial responsibility

H. Medical/Housing:

The medical department does not allow special mattresses for back problems. There is no such thing as a medical mattress in this facility. The **ONLY** housing

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assignments determined by the medical staff are those requiring some type of medical intervention. In most cases that requires relocation to the medical area.

I. **Medical Users Fee:**

MEDICAL SERVICES AND FEES ARE THE SAME FOR EVERY INMATE WHETHER A STATE OR COUNTY INMATE.

There is a "Medical User Fee" policy in effect at this correctional facility. The regulations governing this policy are as follows:

Each visit initiated (elective) by the inmate to the medical department shall be charged a fee. \$5 for physician, physician assistant, dentist, \$3 for nurse. These fees are subject to change without notice.

NOTE: ALL FEES ARE SUBJECT TO CHANGE

No inmate shall be denied access to medical treatment due to lack of funds. If you have a negative balance, fifty percent (50%) of all monies deposited to your Inmate Account will be credited towards your negative balance. See the paragraph on indigence, under the section on Commissary, for further information on this subject.

1. The Medical User Fee shall be waived for intake and health assessment upon commitment to this facility.
2. The Medical User Fee shall be waived for emergency services. The medical staff shall determine what qualifies as an emergency.
3. The Medical User Fee shall be waived for chronically ill inmates who need ongoing appointments. The medical staff shall determine what qualifies as a chronic illness.
4. The Medical User Fee shall be waived for mental health services.
5. Medical Dept. will be dispensing all over the counter medication, such as Tylenol, aspirin, etc., as duly prescribed by medical personnel.
6. All inmates who enter this facility with a pre-existing medical condition may be held financially responsible for all medications pertaining to that pre-existing condition.
7. All over the counter medication prescribed by medical personnel to inmates, may be charged to inmate accounts.
8. The Medical User Fee shall be waived if the inmate was referred by nursing to a different level of professional.
9. There will be no weight checks for inmates, unless the weight check is deemed medically necessary.

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10. Inmates who injure others or intentionally injure themselves shall be responsible for all medical costs incurred unless otherwise cleared of the charge by the Prison Disciplinary Board.
11. Any inmate who requests a second physician's opinion shall have his or her request approved with the understanding that all costs associated with the second opinion are the responsibility of the inmate, including the cost of transportation. Money must be on your account prior to an appointment being made.
12. If you have, or develop, medical problems, you should bring this to the attention of medical personnel as soon as possible.

MEDICAL USER FEES ARE CALCULATED AND THE FUNDS ARE DEDUCTED AS TIME PERMITS. IF YOU HAVE RECEIVED SERVICES AND/OR MEDICATIONS FROM OUR MEDICAL DEPARTMENT, THERE IS USUALLY A CHARGE. THERE IS NO SPECIFIC TIME FRAME WHEN THIS WILL OCCUR.

J. Medication from Home:

If you are committed with your medications and if the medications are not used, we will hold it until your release. If you fail to take it with you when you are released, you have fourteen (14) days to retrieve it. Please do not send someone else in while you are incarcerated to pick up your medications. They will be given only to you at the time of your release or within the fourteen (14) day time period.

If you claim to be on a certain medication, but have no proof, the nursing staff must verify your medications with either your treating physician or the pharmacy where they were filled. We (medical personnel) will send them a release form to obtain your records. If the medication is current and approved by medical personnel, it will be started.

K. Mental Health:

Mental health services are provided to inmates through the regular sick call process. If you feel you need to see someone immediately, please notify the block officer.

L. Pre-existing Medical Conditions:

Anyone having a medical problem that is pre-existing, meaning that it occurred before being committed to this facility, may be responsible for all costs involved in his or her medical care. This includes any medications, tests, and any treatments pertaining to

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this condition, etc. At no time will treatment be denied if it is deemed necessary by medical personnel.

If any outside appointments are necessary, they may be charged to your account. So, if you have insurance, YOU are responsible to let the medical staff know this along with the name of your carrier, policy numbers, etc. We do not do "second party" billing, so you need to provide the information to us as soon as possible, so that we can have the pharmacy and physician's office bill your insurance. The "medical care" such as Gateway is not usable while incarcerated. These are not our rules, but the governments.

M. Work Release:

When an inmate is moved to the work release section of the facility FOR HOUSING ONLY, the rules are basically the same.

However, when given the opportunity to enter the "work-release program," the rules slightly change. A work-release inmate (employed or not employed) is still eligible to sign up for sick call. As soon as employment is secured, work release inmates will be responsible for medical user fee. (See P.37) As a working inmate, you are responsible for scheduling appointments with the current LCCF medical personnel (example: doctors, dentists, mental health personnel, nurses, etc.) for treatment using the Sick Call Request slip process. Travel passes will not be entertained for "outside provider treatment" for work release inmates working or not unless authorized by LCCF medical personnel. LCCF medical personnel shall have exclusive authority and oversight regarding all health care treatment for LCCF work release inmates. Only those approved work release inmates subjected to an employment related injury while participating as an employed LCCF Work Release participant, must utilize an "outside medical provider/s" as required by worker compensation guidelines. In this case, the travel pass procedure is warranted and provided the Work Release inmate has presented documented authorization to medical personnel. As a work release inmate, do not plan to schedule elective surgeries that you may have previously postponed. Medical personnel will be checking with your physician as to immediate need before any type of surgery.

NEWSPAPERS, MAGAZINES and BOOKS

Newspapers must be prepaid at the newspaper company. Lebanon County Correctional Facility is not responsible for any arrangements concerning these periodicals.

You are not permitted to accumulate old newspapers because they are considered to be a fire hazard.

Upon discharge from this facility, you will be responsible for filling out a change of address card, alerting the newspaper of your new address. Newspapers received at this facility, after you have been released, will not be forwarded. The responsibility of changing your address is solely yours.

If you are interested in subscribing to a specific magazine, you may do so directly from the publisher, at your own expense.

Magazines, newspapers, or other published materials **MUST** come directly from the publisher; they will **NOT** be accepted from family members or friends for you.

Books may come from a publisher, book club or bookstore via the U.S. Mail **ONLY**.

PORNOGRAPHIC MATERIALS: Any pornographic material will NOT be permitted or displayed. (Per Act 76 of 1998.)

UNAUTHORIZED AREAS

You are not permitted in any area of this facility that is not your living area. If you are found in any other area of the facility and you do not have authorization to be there, it is considered out of bounds.

If you are caught in any of the unauthorized areas, you will be charged with a major misconduct of the rules and regulations and will be dealt with accordingly. You are to remain in your housing area at all times unless you are authorized by an officer to leave.

PAROLE

Parole is **NOT** an inmate's right, nor is it an automatic agreement that goes into effect when you have completed your minimum sentence. An inmate's maximum sentence is the legal sentence; the minimum sentence merely provides a date for parole consideration. Therefore, you have definite responsibilities in preparing for parole and should start working on a parole plan as soon as you are sentenced.

Everything you do while in prison determines whether or not you are ready for release. Parole, therefore, begins with your admission to the institution and involves preparation and planning day by day. A favorable recommendation on your behalf, by the prison staff, depends entirely on you. Your progress will be observed and reported upon by members of the staff responsible for your supervision, and reports will be submitted on your behavior, whether it is good or bad.

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In order to be considered for parole on your minimum date, you must make application with the Lebanon County Parole Department. This is done by requesting an application from the Institutional Parole Officer, prior to your minimum sentence date.

All questions regarding your parole plan should be forwarded to the parole department.

NOTE: Inmates wishing to correspond with their parole representative may give a request slip or letter to any correctional staff member for forwarding.

HAIRCUT PROCEDURES

The following procedures and guidelines will be utilized in reference to inmates desiring to obtain a haircut via the delegated hair service contracted to the Lebanon County Correctional Facility.

1. Each inmate that desires a haircut must complete the sign-up sheet as indicated. Please print legibly in the listed categories. (i.e.: name, block, indigent, etc.)
2. Any inmate desiring to have their hair cut must submit a request slip to the Deputy Warden of Treatment or a prison counselor.
3. Haircuts will be made available to all inmates, excluding only those who are on disciplinary status. **If you are currently on disciplinary status and you are requesting a haircut, your individual case will be reviewed by Administration. For example, if you are going to a jury trial, Administration may permit the haircut. **
4. If you are an indigent inmate, the cost for a haircut is currently \$10.00.
5. Inmates considered indigent (for haircuts only) must meet the following criteria:
 - a. You must not possess any funds for a period of 30 days during your incarceration.
 - b. You must indicate that you are indigent on your request slip.
 - c. You will be notified by the Deputy Warden of Treatment whether you are approved for a haircut.
6. If you have money on your inmate account, the cost of a haircut is currently \$12.00.
7. Haircuts are currently held on Saturday mornings between the hours of 12:00pm and 1:30pm.
8. Inmates receiving indigent haircuts, will receive a "no-frills," basic haircut. Inmates who are paying for their haircut will receive a haircut of their choice within reason. Haircut styles are not a guarantee, and inmates choose this service of their own free will. Hair services are limited to haircuts only. Hair coloring and permanent waves, etc. are not offered.

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9. Inmates receiving haircuts are to be respectful to the scheduled barber at all times. Inmates who are disruptive or disrespectful during the haircutting services will receive a major misconduct and will be denied future haircut services.
10. **NO REFUNDS** will be provided if an inmate changes their mind or refuses the haircut at the last minute. If you are unsure about receiving a haircut, do not submit a request slip until you are sure that you want the haircut.
11. Any questions concerning this process should be directed to the Deputy Warden of Treatment or to your prison counselor.

Inmate Hair Style Policy

Inmate Hair Regulations while incarcerated at the Lebanon County Correctional Facility are **outlined on Page 63 of this handbook**. This policy pertains to the parameters regarding proper protocol involving the safety, security, identification and hygiene of inmate hair styles. This policy also addresses the proper process for requesting an exemption regarding prohibited hair styles at LCCF. Disciplinary or Administrative Segregation may occur if compliance isn't maintained regarding LCCF Inmate Hair Regulations.

RECREATION, YARD OUT AND GYM

There are scheduled periods of general recreation indoors and outdoors, weather permitting, seven (7) days per week, excluding segregated inmates, which is five (5) days per week, one (1) hour per day to include disciplinary inmates. See posted schedule.

Practicing of martial arts, drilling, marching or any uniform assembly is prohibited throughout the prison including the gym or yard area.

You may not leave the gym or yard area unless authorized by prison staff.

You are not permitted to take radios, blankets, or towels from your cell to the yard area. Radios taken from the block to the yard area will be confiscated as contraband by the officers and disposed of.

REQUEST SLIPS

All requests made by you are to be in the form of a written request slip. Request slips are available from correctional staff members and are to be used for the following, but not limited to the following examples:

- ❖ Permission to speak to a member of the prison staff regarding a personal problem.

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- ❖ Permission to obtain a job with trusty status.
- ❖ Permission to have personal belongings sent out with a visitor.
- ❖ Permission to add a visitor to your list. You must specify name, complete address, age, relationship and phone number.
- ❖ Permission to get a haircut.
- ❖ Permission to speak with a chaplain.

The locked request slip box is located on the wall across from Central Control, as well as in Block 5 and Work Release areas. You may give your written request slips to a correctional staff member, deposit the request slips in this box yourself or seal the request slip in an envelope addressed to the proper prison official. **Written Request Slips are prison record** and must be returned to correctional staff after the inmate signs/acknowledges the written staff response on the returned request slip. Completed written request slips shall be filed and archived.

REVEILLE AND TAPS

Reveille is at 4:45am daily. When the announcement is sounded by officers, inmates wishing to eat will rise promptly and prepare themselves for the breakfast meal. Following breakfast and headcount, you will be confined until 8:30 a.m. at which time the cells will again be opened and all inmates will make beds and prepare for cell inspection. ALL inmates must be out of bed and ready for cell inspection.

Taps is at 9:00 p.m. daily in conjunction with lockup. Lights out is at 10:00 p.m. This pertains to all general population housing areas.

Dayroom areas must be swept clean, voluntarily by an inmate, prior to 9:00 p.m. lockup. No loud talking, passing items or throwing objects shall be permitted after lockup.

All requests, return of signed-out items, issuing toilet paper, et..., with the exception of medication dispensing, must be addressed and completed prior to 9:00 p.m. lockup or the "task" will be denied.

RIOTS, HOSTAGES AND DISRUPTIVE BEHAVIOR

Inmates may **NOT**, in any manner, obstruct or handicap an employee in the performance of his or her duties.

NO inmate may engage singularly or conspire with others to escape, riot or disrupt the normal prison operations; nor may he or she detain or hold hostage any other prisoner or correctional staff member or other individual.

Should a hostage situation arise, the policies of the prison remain the same. There will be **NO** compromise to the cause or aid in the release of hostages by meeting the demands made by the hostiles. **NO amnesty will be awarded. All force options may be considered by LCCF, to include deadly force in resolving a Hostage or Riot situation.** Persons holding hostages or rioting will be prosecuted to the fullest extent of the laws governing the Commonwealth of Pennsylvania.

SEXUAL ASSAULT

An inmate should follow the below listed procedures if victimized by sexual assault (or to prevent a sexual assault) while incarcerated at Lebanon County Correctional Facility, as defined by the Crimes Code of the Commonwealth of Pennsylvania.

- a. Report the incident immediately to the most accessible correctional staff member.
- b. Victims should maintain confidentiality between themselves and staff, as to not alert the aggressor(s) involved with the assault(s).
- c. Victims should immediately distance themselves physically from the aggressor(s).
- d. If possible, the victims should detail the assault(s) in writing, as to provide the investigative and counseling personnel the opportunity to assist. Also, the individual should not eat, smoke or brush teeth before being examined.
- e. If assaulted, the victim should not shower or have clothing that was worn during the assaults washed until examined by medial staff.
- f. The sexual Assault and Resource Counseling Center of Lebanon County will be contacted and will counsel the victim(s) of the alleged sexual assault incidents in coordination with the District Attorney's investigation.
- g. Victims will be separated from the aggressor(s) upon initial reporting of a sexual assault incident.
- h. Victims should refrain from entering "blind" or remote areas not readily available for prison staff observation without notifying a staff member.

SEARCHES/SHAKEDOWNS/INSPECTIONS

It is the firm policy of this facility that any inmate and his or her property can be searched at any time by the appropriate staff members. This policy protects inmates, staff, and visitors, which is paramount to all parties in maintaining safety and security. Shakedowns shall never be intended as undue or unnecessary harassment of inmates.

Contraband control is a major objective regarding prison environment. Shakedowns are necessary for care, custody and control. Inmates need NOT be present during shakedowns.

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All attempts will be made to maintain order and property integrity during searches, shakedowns and inspections.

SHOWERING

See posted shower schedule in your respective housing unit. This schedule is to be followed without exception. Shower stalls are provided for each individual housing area.

Any inmate who is scheduled for Criminal Jury Trial will be permitted to shower in the morning prior to his or her first appearance at the trial. If the trial lasts longer than one day, the inmate scheduled for trial must follow the normal showering schedule as posted in his or her housing unit. During the week of trial, each control station will be provided with a list of inmates who are going to trial that week and on which day. Only those inmates will be allowed to shower on that day. Male and Female inmates are always prohibited from showering simultaneously in the same showering area.

Inmates will not be permitted a shower outside of the normal shower schedule for any other court appearances such as a preliminary hearing, call of the list, etc.

Inmates who attempt to shower without proper authorization and who are not indicated on the transport list for trial shall be subject to the inmate disciplinary process as reported by staff.

TELEPHONE CALL PROCEDURES

Prison personnel may **NOT** accept incoming calls for you. In the case of an emergency, the message will be relayed to you by staff. The Shift Commander on duty has the authority to determine and decide if the circumstance surrounding the call constitutes an emergency.

An inmate shall be permitted one completed phone call upon commitment.

ALL personal telephone calls will be made utilizing the Inmate Telephone Services in the living areas of this facility. **The prison counselors are NOT responsible for personal telephone calls.**

SEE POSTED SCHEDULE FOR THE TELEPHONE HOURS REGARDING SEGREGATED BLOCKS AND RHU.

Remember, the Inmate Telephone Services are for your benefit. Any abuse of this privilege may result in some form of restriction or temporary termination as determined by a disciplinary board hearing or circumstances presented by the inmate telephone vendor.

TELEVISION, RADIO AND HOT WATER POTS

Television sets are available in each general population cellblock. TV sets may be turned on at 8:30 a.m. and must be turned off at the designated time for your housing area.

Television sets and hot water pots are considered the property of Lebanon County. Any damage to the sets will require removal from the block area, and the inmate responsible for the damage will be held liable. Televisions and hot water pots may not be removed from their stands by an inmate. TV program selection in each block area is decided by the vote of the majority of the inmates watching.

The only radios permitted in this facility are those purchased through the prison commissary service. If radios are dismantled or tampered with, they will be confiscated as contraband and discarded. The previously mentioned items are privileges and not rights.

TREATMENT PROGRAMS AND SERVICES

The Lebanon County Correctional Facility offers the following services and treatment programs/agencies for the care and welfare of the inmate population and help with the rehabilitative process.

A. **ANGER MANAGEMENT COUNSELING: STRESS AND ANGER TREATMENT**

A Stress and Anger Management Treatment program has been developed to address the problems of individuals who suffer this plight. It uses the basic format developed by the Pennsylvania Department of Corrections and is available to both male and female inmates. In order to be considered for this program, it will be necessary for you to submit a "request slip" to a prison chaplain making your intentions known. Your request will be assessed and if found acceptable for the program, you will be placed on the "waiting list" for future participation. The "waiting list" is due to the vast number of applicants and the relatively small group size of 12, which is necessary for optimal success.

This type of counseling is provided by an assigned member of the Jubilee Ministries services of Lebanon County.

B. **CHAPLAIN/RELIGIOUS SERVICES**

Volunteer prison chaplains are available for counseling and coordination of all religious activities within the prison. For access to the prison chaplain, inmates must

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submit a request slip to the attention of the Chaplain. Inmate security status and housing assignments will determine the frequency of access to the Chaplains.

“Outside” Clergy are permitted to visit with interested inmates during prescribed visiting hours provided they are on the approved clergy list in Sergeant Control. If your minister is not on the approved clergy list, ask him/her to contact the volunteer prison chaplains.

Prison Clergy access and programing is subjected to the daily prison operational schedule. Normally, there are three volunteer staffed clergy on site Monday through Friday (2 male clergy, 1 female clergy). In addition to the volunteer clergy, additional volunteers serve as liaisons to the clergy staff. The clergy staff is provided by Jubilee Ministries of Lebanon County and serve the inmates of LCCF. This volunteer clergy staff provides non-denomination, spiritual advice and teachings for those inmates interested in voluntarily participating.

Prison officials respect the spiritual faith preferences of each inmate and all reasonable efforts will be made for inmates to practice their respective religious preferences and allow recognized clergy to assist inmate preferences within the security and operational policies of LCCF. Non-denominational Bible Study groups for male and female inmates meet throughout each week, for both English and Spanish speaking inmates. Also, during each week there is a non-denominational church service held for each housing area of the facility. This service is conducted according to the operational schedule of Lebanon County Correctional Facility.

C. **Counseling Services**

The function of the treatment team is to provide counseling services to inmates in need of guidance in personal problems. The prison counselor is the individual who will assess your needs and make recommendations to you. It is entirely up to you if you wish to comply. The prison counselor will help identify your problem; it is your RESPONSIBILITY to address the problem. The ultimate person responsible for TREATMENT is you, and you will be held responsible and accountable. Any type of release (work release, furloughs, parole, etc.) depends on a recommendation from the prison administration, which look to see what kind of treatment programs you are involved in. NO PROGRAM INVOLVEMENT, NO RECOMMENDATION!!

D. Drug and Alcohol Services

The Lebanon County Correctional Facility offers, through the Treatment Department, various programs to the inmate who attributes his or her antisocial behavior to drug and alcohol addiction. These programs require the initiation of the inmate in order to participate. Programs include the basic AA/NA meetings to the drug and alcohol therapy group.

- ❖ **AA/NA MEETINGS:** are held weekly at the facility and follow the time tested “Twelve Step Method” that has been the hallmark of AA/NA for over fifty (50) years. Inmates who have been committed to this facility for a drug and alcohol related offense are required to attend weekly AA/NA meetings if they wish to be RECOMMENDED FOR RELEASE ON THEIR MINIMUM SENTENCE. These programs are conducted by volunteers and the meeting times may not always be consistent.
- ❖ **DRUG AND ALCOHOL THERAPY GROUP:** has been developed by the Renaissance Counseling Center of Lebanon, for the inmates. This group meets weekly and is run by a certified drug and alcohol therapist. It utilizes lectures, videos and group dynamics as the basis for this treatment-educational program. A certificate of completion is available at the end of the program. If you wish to participate in this program, you must submit a request slip to a prison counselor for an application.

On Tuesdays and Thursdays of each week, drug and alcohol counseling transpires throughout each day (schedule times vary) for the male and female population at LCCF. Each inmate is required to submit a written request to attend said counseling and is approved by the respective therapist. Drug and Alcohol counseling is provided by Pennsylvania Counseling Services-Renaissance of Lebanon County at the prison.

Also, part of the Drug and Alcohol process is utilization of the Local AA/NA chapters, who conduct meetings on the mentioned days as well, normally in the evening hours. These programs are conducted by volunteers in their respective chapters.

E. EDUCATION PROGRAMS

The facility provides education services to those among the inmate population who desire to earn their high school equivalency degree (G.E.D.), special education classes or classes that address “English as a Second Language.”

These services are provided by the Lancaster-Lebanon Intermediate Unit 13, which is an educational provider to those individuals with learning disabilities and special

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needs. Said provider assigns teachers to the facility to address these particular classes. There is an educational class area provide for those interested inmates.

Adult basic education and general education diploma (GED) classes are held daily as scheduled. You are urged to participate in and remain with the program to constructively utilize your time in prison and achieve a higher degree of education that will assist you upon release from the institution. It should be noted that just as with those individuals with drug and alcohol programs, individuals without a high school diploma will be expected to attend GED classes if they wish to be recommended for release. In order to take advantage of this program, write a request slip to the school teacher for acceptance.

❖ SPECIAL EDUCATION PROGRAM

Special/Alternative Education classes are held daily. Candidates for the program must meet two criteria. First, you must be 2 years of age or younger. Secondly, you cannot already hold a high school diploma. In order to take advantage of this program, you must submit a request slip to the school teacher for acceptance.

F. INDIGENT INMATE SERVICES:

Inmates incarcerated at Lebanon County Correctional Facility are deemed indigent when an inmate's account balance is zero dollars for two consecutive weeks or zero dollars upon initial intake to LCCF. The treatment staff will evaluate the extent of individual needs and provide essential services and/or items as deemed appropriate by current policy. Inmate accounts used for purchasing commissary food or non-hygiene items prior to and/or after a two week absence of funds, shall only be evaluated by treatment staff at the completion of week four (4) from the last date of a commissary transaction for indigent status eligibility.

G. INDIVIDUAL TREATMENT SERVICES (1:1)

Upon initial commitment to Lebanon County Correctional Facility, each inmate is seen by a prison counselor. During this meeting, a treatment intake process is completed for each inmate. The treatment intake consists of the completion of an

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intake classification form and the review of each inmate's respective incarceration circumstance. Appropriate legal forms are dispensed for retaining legal counsel, filing motions, etc. A resource guide is also issued upon commitment to LCCF.

Each inmate is given a recommended treatment plan for their projected incarceration period if requested, which coincides with his/her conditions for release. Each respective inmate has specific needs and issues concerning their incarceration, but at no time will the treatment team impose or mandate any specific treatment plan as a condition of an inmate's incarceration or release, without the inmate's approval or participation.

Each inmate must work through and request their respective treatment alternatives. The treatment staff is the vehicle inmates use to accomplish their treatment plan agendas prior to release.

The prison counselors **do not** call District Magistrate's to have detainers lifted; you must submit a request slip to the Records department and they will see that the proper District Magistrate is contacted. However, DO NOT wait until the last minute to have this done. If you are aware of a detainer out on you, take care of it as soon as you are committed to the prison and it will not hinder your release.

H. INMATE MAIL SERVICES:

All mail 1st class mail is copied (excluding legal mail) and processed via the security staff on the 12-8 shift, with the exception of copied parcels delivered during daylight hours. **Inmates only receive copies of 1st class mail.** All legal mail is registered by the staff, delivered and opened in the presence of the inmate accordingly. The majority of first class mail is not registered, unless security concerns have arisen to prompt this procedure. Out-going inmate legal mail may be sealed by the inmate.

All "out-going" mail is checked (absent legal mail) and stamped, thus identifying to the addressee that the sender is an inmate at the Lebanon County Correctional facility. All "incoming" mail is copied (except legal mail) and checked for contraband. Copies are distributed to the appropriate inmate and originals are archived and eventually destroyed. "Incoming" legal mail is not opened until in the presence of the inmate it has been addressed to and then a staff member will open the mail piece and check for contraband before distributing. "Outgoing" legal mail

may be sealed, only if the mail is addressed to a legal authority (ex.: Judge, District Magistrate, Attorney, etc.)!

All mail addressed to a released inmate will not be opened; it will be forwarded to the appropriate address on record.

I. LEGAL REPRESENTATION AND RESEARCH

All inmates committed to Lebanon County Correctional Facility meet with a respective counselor to identify the inmate's choice or eligibility as to legal counsel to be provided in their case. If an inmate chooses to apply for Public Defender services, the appropriate forms are completed with the aid of a prison counselor. If an inmate chooses to hire a private attorney, all avenues are afforded for the choice to transpire. **(Recommendations regarding the choosing of legal representation are the sole responsibility of the inmate.)**

The Lebanon County Correctional facility provides legal access to those inmates who request to pursue additional research apart from their attorney. The facility has and maintains a library with numerous legal materials. If specific legal materials are not available at LCCF, written requests may be submitted to counselors for On-line copies (Inmates will be charged for copies) or at the Lebanon County Law Library.

The Lebanon County Correctional Facility Library times are scheduled every day throughout the week for each housing area of the facility. An inmate may request additional time via the prison counselors if additional law research is needed for pending litigation and the request is legitimate. (Note: Indigent inmates shall not be restricted from being provided copies of legal references.)

H. INMATE LIBRARY AND PERIODICALS:

The Lebanon County Correctional Facility library provides inmates books and magazines which can be signed out. The library employs an inmate of trustee status to assure books and magazines are properly signed out and signed back in to maintain accountability of the book inventory. Inmates are permitted visits to the library as per the current library schedule and times for those assigned areas.

Inmates are permitted to receive books and magazines via mail from local bookstores and publishers. Inmates are prohibited from receiving reading materials via mail or hand delivery from family members and friends. **All publications must come directly from the store or publisher via the mail system.**

I. HEALTH CARE SERVICES:

See Pages 33 thru 39 of this handbook explaining these services.

J. SATELLITE TREATMENT AGENCIES

- ❖ Lebanon County Commission on Drug and Alcohol
- ❖ Lebanon County Children and Youth Services
- ❖ Lebanon County Mental Health/Mental Retardation
- ❖ Lebanon County Chapters of Alcohol Anonymous and Narcotics Anonymous
- ❖ Veterans Administration Hospital
- ❖ Jubilee Ministries
- ❖ Susquehanna Valley Pregnancy Center
- ❖ Grace Ink
- ❖ Beacon of Hope
- ❖ Pennsylvania Counseling services-Renaissance
- ❖ Renaissance Crossroads
- ❖ Lebanon County Crisis Intervention
- ❖ Lebanon County Christian Ministries
- ❖ Sexual Assault Resource Center
- ❖ Step Into Life
- ❖ Domestic Violence Intervention
- ❖ Maternal Assistance Program
- ❖ Teen Challenge Addictions Center
- ❖ Caron Foundation
- ❖ White Deer Run
- ❖ Lourdes House
- ❖ Salvation Army
- ❖ Madison House
- ❖ Female Offender Re-Entry Program (F.O.R.E.)
- ❖ Hannah House
- ❖ Easy Does It
- ❖ The Lydia Center
- ❖ New Life for Girls
- ❖ Norristown State Hospital
- ❖ Triad Counseling Service

K. SEX OFFENDER COUNSELING:

This type of counseling is provided by therapists from either Pennsylvania Counseling Services-Renaissance or Triad Counseling Services when available.

TRUSTEE PROGRAM

The trustee program is designed to enable you to work and achieve extra privileges. You must earn the right to apply for the trustee program. Much depends on your attitude and behavior. If assigned to the program, you will be expected to perform work details to the best of your ability and in turn, you will be entitled to extra privileges not available to the general prison population.

If you are interested in the trustee program, fill out a request slip and forward it to the Culinary Supervisor or Detail Supervisor, stating your desire to be considered for the program. The Culinary or Detail supervisor will determine if they wish to hire you and turn the request over to Administration for final approval.

If you are not considered by the Culinary or Detail Supervisors, or Administration denies your request for any job, you will be notified by the Supervisor you submitted the request to, with an explanation on why you were denied. Denial of an inmate job position at LCCF shall not be based on an inmate's race, religion, national origin, gender or disability.

SPECIAL NOTE: **You do not have to be sentenced to apply for the Trustee program.** Every consideration will be given to all inmates who wish to participate. Your file will be looked at and the determining factors will be: type of charge (was it a crime of violence), amount of bail, escape risk, family ties to the community and conduct record.

Inmates on the Trustee program show the courts that they have a positive attitude which could aid their chances for parole.

Inmates classified as Trustee and working on inside/outside detail crews, in the prison's kitchen, laundry or while working with any other Trustee position shall be excluded from the Cost Recovery Program.

VISITING PROCEDURES

Upon commitment to Lebanon County Correctional Facility, you must prepare a list of names, not to exceed ten (10) individuals designated as visitors. Anyone whose name does NOT appear on your visiting list will NOT be permitted to visit you. Complete names, addresses, age, relationship and telephone numbers MUST be listed or the list will not be approved.

You may add to and delete from your list by using a request slip, but the visiting list may not exceed ten (10) active names.

All visits, be they family, friends or legal counsel are restricted to a **“non-contact”** visit. **(See Page 20) Contact visits are only scheduled and authorized for approved legal entities and approved treatment programming.**

You are allowed one (1) visit with family and friends on your designated visiting day. Only three (3) visitors will be permitted to visit you at a time. **All friends and family must report during the same visiting time frame** on the designated visiting day.

Approved inmate families and friends are NOT permitted to bring any items inside visiting areas to include but not limited to cell phones, electronic devices, strollers, bottles, toys, diapers, excess clothing, keys, pictures, papers, books, etc...

See posted visiting schedule and times in your assigned housing unit.

INMATE TO INMATE VISITS: Inmate to inmate visits are not permitted at this facility. This means that visits will NOT be permitted between husband and wife, father and son, etc. who are incarcerated at this facility. If an EMERGENCY situation arises, an emergency visit may be approved by the Prison Administration after a written request is submitted by the inmate, stating exactly what the emergency situation is. If the emergency is verified by prison personnel, the visit may be granted, but will not be on a routine basis.

VISITING PRIVILEGES AFTER RELEASE: **After an inmate has been released from this facility, a period of six (6) months MUST pass before that individual is permitted to enter for visitation purposes.**

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This period of time is deemed necessary to remove any security operational procedures or practices learned by the departing inmate.

If the inmate is released from the facility on parole, a letter must be received from the individual's parole officer stating there is no objection to the parolee entering the Correctional Facility for visitation purposes. Extenuating circumstances will be reviewed on an individual basis via a written letter from prison administration.

Inmates are expected to conduct themselves according to the prison rules and regulations during visits. Disorderly conduct will not be tolerated and the visit will be terminated immediately and the inmate will be returned to their cell.

A VIOLATION OF THE VISITING RULES AND REGULATIONS WILL BE CONSIDERED A MAJOR MISCONDUCT AND MAY RESULT IN LOSS OR RESTRICTION OF VISITS.

The minimum age limits for visitors other than your own children are eighteen (18) years, unless special permission is granted from Prison Administration. The visiting schedule is arranged for half-hour visits; but if space and time permits the visit could be extended. Any visitor who violates prison policies may be restricted on a temporary or permanent basis, depending on the severity of the violation.

WORK RELEASE PROGRAM

Inmates may be classified as trustee status and may be afforded work release privileges provided the following criteria are satisfied:

Direct commitment from the Court with **a work release recommendation from the sentencing Judge.** This is classified into two grades:

A. Non-Violent Offenders

At the time of sentencing, **a Judge shall determine on the record** whether an inmate should be recommended for the work release program.

If work release **is recommended** by the sentencing Judge, the inmate **shall request in writing (Request Slip)** to be reviewed by the LCCF Work Release Classification Committee.

The classification committee consists of the Warden, Deputy Warden of Treatment, Deputy Warden of Operations, Director of Work Release, Director of Security and Director of Training. The committee shall determine eligibility according to statute (PA Title 42 Chapter 98 Sec. 9813 Item C) and reviewing the inmate's current legal/incarceration status. The reviewed inmate shall be verbally (in person) notified of the committee's decision, yes or no. This notification shall be rendered and documented by the Work Release Director and/or designee. A master filing system shall be maintained and serve as documentation referencing **all inmates** reviewed by the LCCF Work Release Classification committee.

B. Violent Offenders

This is defined as any inmate charges with any crime involving injury or substantial threat of injury to a human being. Included among those crimes are the following:

- Aggravated Assault
- Simple Assault
- Recklessly Endangering Another Person
- Endangering the Welfare of Children
- Homicide by Vehicle
- Robbery
- Attempted Robbery
- Any other crime involving injury or substantial threat of injury to a human being

If an inmate is committed under any of the above listed charges and the sentencing Judge has recommended him or her for work release, the procedure shall be identical to the classification process for "Non-Violent Offenders".

Under no circumstances shall any inmate charged with a crime of violence be permitted to leave the Lebanon County Correctional Facility for work release purposes unless approved by the LCCF classification committee, the Sentencing Judge and the District Attorney.

Any Inmate removed from the work release program during their respective incarceration period, shall be deemed ineligible for re-application during said period, barring extenuating circumstances.

Inmates may petition the LCCF Administration in writing for "re-classification" citing new or unconsidered information regarding eligibility for participating on the work release program.

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Any inmate who has been sentenced for **the following offenses are ineligible for the work release program:**

- Rape
- Simple Assault (Domestic)
- Indecent Assault
- Involuntary Deviate Sexual Intercourse
- Manslaughter, with the exception of an individual serving a sentence for a motor vehicle accident related death.
- Attempted Homicide
- Criminal Conspiracy to Commit Homicide
- Any inmate who has AT ANY TIME been convicted of any degree of murder
- Any inmate serving a sentence for escape
- Any Sex Related Offenses

Inmates not recommended at the time of sentencing for the work release program may pursue eligibility by addressing the following conditions/criteria:

1. Inmates shall be free of major misconducts for a period of 6 months.
2. Inmates shall be approved and work on one of the prison work crews (detail or kitchen) for a minimum of three (3) months.
3. Inmates shall participate in recommended treatment programs, i.e. education or drug and alcohol programs.

Inmates meeting the above listed criteria and wishing to participate in the Work Release program shall submit a written request slip to the Director of Work Release for classification.

Inmates committed and **sentenced to LCCF for domestic contempt** shall submit a written request for Work Release privileges (if desiring Work Release) and immediate classification.

Inmates committed for a parole/probation violation/s may be eligible for Work Release privileges as long as no outstanding charges exist and a written disposition has been received by LCCF regarding all said parole/probation violations on court record.

Inmates employed while participating in the LCCF work release program shall be charged a room and board fee. The room and board fee is twenty percent (20%) of an inmates gross pay starting at a mandatory fee of \$70.00 per week but not to exceed \$150.00 per week.

Inmates not submitting written requests for work release privileges shall not be classified by the work release classification committee. Classification of work release participants normally transpires during the regularly scheduled Administrative Meetings.

SECURITY HOUSING UNIT (SHU) POLICY:

Attention All SHU Inmates:

The following policy and procedures are consistent with LCCF Standard Operating Procedure and Legislated Correctional Law, as previously reviewed by the Lebanon County Prison Board and Lebanon County Solicitor.

Security Housing Unit:

An inmate segregation housing unit specifically designed to house those inmates deemed as disciplinary inmates or inmates classified as threats to institutional security via their respective institutional behavioral history. This is a highly restricted area to enhance the safety and security of the institution, as well as to create behavior modification in those inmates assigned to this unit, with the intention of their reintegration to general population.

SHU Placement:

The determination of placement into the Security Housing Unit (SHU) will be exclusively reserved for administrative review. (ie: Disciplinary Board Hearings and Scheduled Administrative Meetings) The only exception would involve a determination made by the Security Shift Commander in the absence of the administration, as direct result of a major misconduct proposing an immediate threat to institutional security. (ie: Inmate/Staff assaults, Escape, Possession of Weapons, etc..)

Recreation Protocol For SHU: Title 37 Sec. 95.238 Item #4

All SHU/segregation inmates will receive 1 hour outdoor(falling weather-indoors) recreation 5 days a week. Each cell will be assigned a specific time within a daily 24 hour period. All inmates will be offered their respective one hour, 5 times per week, which will be documented. If a SHU inmate refuses to participate in the prescribed outdoor recreation time, said inmate will have forfeited the opportunity for their respective 1 hour. Despite refusing the prescribed recreation period, said inmate will be offered twenty (20) minutes access to the housing unit dayroom area for showering and telephone usage. Outdoor

recreation will not transpire during falling weather.

Commissary Protocol For SHU: Title 37 Sec. 95.239 Item #1

Commissary is not a right of SHU inmates and will be restricted to hygiene items, writing materials and limited clothing items only. The following is the list of said hygiene items permitted per each inmate.

1. 1 toothbrush
2. 2 shampoo containers
3. 1 container skin lotion.
4. 2 bars of soap
5. 2 toothpaste containers
6. 1 shaving cream/powder container
7. 1 comb or hair pick
8. 1 container mouth wash.
9. 2 packs of Roloids (No Liquid)
10. 1 pack of lip balm (Chapstick, etc..)

All other hygiene items permitted must be medically authorized as deemed necessary.

Writing materials permitted per each SHU inmate.

1. 2 pens or pencils or combination totaling two (2).
2. 3 writing tablets.
3. Any prison issued writing paper (to include legal and prison forms) approved by the Treatment Department.
4. 10 prepaid postage envelopes.

Clothing items permitted per each SHU inmate. (Title 37 Sec. 95.228)

1. 4 complete sets of underwear (to include undershirts).
2. 4 pairs of socks.
3. 1 pair of shoes.
4. 1 pair of shower shoes.
5. 2 pair of long underwear (top/bottom)
6. 2 complete prison uniforms (issued)
7. 1 prison jacket (seasonal issue)
8. 1 orange hat (beanie type)

Additional items permitted per each SHU inmate.

1. 3 books/ magazines or combination totaling three (3) from prison library. Outside periodicals (ie: books, magazines or newspapers) will not be permitted in the SHU. (Correctional Legal Re: Beard v. Banks 2006)
2. 1 Inmate Handbook.
3. 5 personal letters addressed to inmate.
4. Religious material will be considered, but must be accessed through Clergy.
5. Legal material will be permitted via the Treatment Department.

Activities/Programs for each SHU Inmate:

1. Library: will be permitted once per week for each inmate. This consists of each inmate having the opportunity to select books from a mobile cart brought into the SHU dayroom area.
Access to Legal Resources: (Title 37 Sec. 95.236)
2. Law Library: will be provided to those inmates actively pursuing the defense of their respective cases (criminal or civil). All law material can be accessed via the request slip process through the Treatment Dept./ Prison Counselor.
3. Visiting (Title 37 Sec. 95.233) : will be provided to each inmate at a specific time indicated. The visit will be thirty (30) minutes in length and transpire once per week.
4. Telephone Calls: will be provided during the scheduled recreation and block out periods on the inmate phone system. Additional phone calls may be requested, but will be restricted to legal and emergency calls only, which will be left to the discretion of the Treatment Department.
5. Clergy/Attorney Visits: will be provided during each inmates scheduled visiting day and time. Special clergy/attorney visits requested outside the scheduled visiting time/day, must be arranged in advance via the Treatment Department.
6. Inmate Showering: will be provided at the conclusion of each scheduled recreation/block out period. Showering will not take longer than five (5) minutes for each inmate.
7. Inmate Education: may continue if an inmate has participated in the educational program at LCCF prior to entering the SHU. Each situation will be reviewed on their respective circumstances by the Treatment Department. Educational programs will be coordinated by the respective school teacher and all work will be completed in the assigned inmate's cell. Not every educational program will be continued automatically.

8. **Institutional Clergy:** will be permitted to counsel within the confines of the Security Housing Unit if requested by an inmate. Counseling will be subject to operations and conditions of the individual request.

Administrative Review and Tracking of SHU Inmates:

Each week the Administration will review those inmates assigned to the SHU, due to the expiration of their respective disciplinary sentence or those inmates requesting to be removed from administrative segregation, because of previous unfavorable institutional conduct. Inmates may submit request slips or letters to the Deputy Warden of Treatment or Deputy Warden of Operations requesting a review of their specific housing status.

General Rules and Regulations for SHU Inmates:

1. All inmates will be restrained when being escorted from the SHU housing area. Failure to comply will result in a Major Misconduct.
2. All inmates will comply with prescribed mainline feeding procedures.All utensils, containers, cups and trays issued during the meal process, will be returned without exception upon pick-up. Failure to comply with this procedure will result in a Major Misconduct.
3. All major misconducts incurred by SHU inmates, will be subjected to more stringent sanctions if determined "guilty" during a disciplinary board hearing.
4. All SHU inmates will be subjected to frequent searches and shakedowns as operations permit. Any unauthorized items possessed by a SHU inmate will result in a major misconduct.
5. SHU Inmates transferred/released to another institution can expect all files/reports regarding their respective status and conduct to follow. Thus resulting in immediate confinement upon arrival.
6. If correctional staff are summoned to respond to the SHU for incidents outside of normal operations, SHU inmates in dayroom will immediately lay prone on the floor until ordered otherwise.
7. Inmates are to be ready for scheduled visiting time 15 minutes prior to the scheduled time to allow for restraining and escorting to visiting area. Families/Visitors are to arrive at LCCF 15 minutes prior to scheduled visiting time to allow for 30 minute visits. If visitors are late for scheduled visiting time, no concessions will be afforded to extend original visiting time.

8. SHU inmates will utilize the request slip process for legal access, medical access, special visits, etc.. addressed to the Treatment Department.
9. There is a weekly cleaning schedule of the SHU and all inmates will be respectful of this process. All Cells/Plexiglas will be cleaned without exception.
10. The SHU is a highly restricted area and disruptive behavior will not be tolerated in any fashion. If disruptive behavior continues, more restriction will be imposed on the inmate in question and transfer to RHU Isolation will ultimately result.

These general rules are subject to change due to their inherent nature. Inmates with concerns involving these procedures should appropriately address the concern.

Guardian Tracking System

LCCF has installed a wireless inmate tracking and documentation system. This security system is utilized to monitor the movements of all inmates within the confines of the facilities operations. All inmates initially committed to LCCF are assigned a prison photo ID wristband. This wristband is essential for your movement throughout the facility for appointments, programming and inmate identification purposes.

All inmates are required to wear in an unimpeded display their respective prison photo ID wristbands at all times when leaving their assigned housing area. Inmates shall be required to sign-in and sign-out with correctional staff as directed using these same respective ID wristband when leaving their housing units and arriving at their specific destination. (ie: counselor office, medical department, intake, chapel, school room, visiting, etc...) Inmates will not be permitted to leave their assigned housing areas until properly displaying their respective wristband ID for sign-out and sign-in. This procedure also applies to work release inmates leaving and entering the facility for work.

Those inmates trying to circumvent the inmate tracking system in any manner (examples: Failing to sign in or out with staff; Using another inmates ID; Failing to display an ID; Destroying an ID wristband, etc...), may be subjected to a major misconduct and the Disciplinary Board Hearing Process. **The sentencing guideline for these offenses may be Ten (10) to Sixty (60) Days confinement, restriction from all programming and potential criminal prosecution. Ten (\$10.00) dollars shall be assessed for replacement of a destroyed or altered ID wristband.**

Inmates are reminded, solely displaying the ID wristband does not permit an inmate to move throughout the facility without correctional staff authorization. Permission to

move throughout the facility is first authorized by correctional staff according to operations and second the Guardian System is utilized to document inmate movement and authorization in real time.

ALL Inmates in the custody of the Lebanon County Correctional Facility shall be required to wear their issued ID wristbands at all times regardless of inmate classification unless authorized otherwise by Correctional or Medical Staff.

LCCF Inmate Hair Regulations

Hairstyles of different types will be permitted, provided they do not conflict with the facility's procedures for safety, security, identification, or hygiene. Inmates are not restricted with regard to the length of their hair, but an inmate with long hair is only permitted to wear his or her hair "up" by having it in hair ties or a single ponytail. This policy applies to all inmates regardless of their sex or gender.

Inmates are not permitted to wear their hair in braids, dreadlocks, cornrows, or other similar styles that present security or hygiene concerns. However, inmates who have sincerely held religious beliefs requiring them to wear their hair in a style otherwise prohibited under this policy may request an exception. An inmate who wishes to receive an exception of these hairstyle regulations on the basis of a sincerely held religious belief shall submit a written request slip directed to the Deputy Warden of Treatment or a Treatment Counselor. The request slip shall identify the sincerely held religious belief of the inmate and the reasons why that belief requires the inmate to wear a hairstyle that is otherwise prohibited under this policy. If possible, the inmate should make reference to any written religious text supporting the exception, and inmates are welcome to provide statements or affidavits from faith leaders in support of their request for an exception.

The Administrative Classification Committee (Identical to the work release classification committee) will review the request at normally scheduled weekly meetings and grant exception, provided it is determined that the exception is required by the inmate's sincerely held religious beliefs and that there are no compelling operational reasons to deny the exception. In deciding whether the inmate possess a sincerely held religious belief requiring an exception, the following factors shall be considered, although the same are not necessarily dispositive:

- * If the religion is associated with a particular ethnic or other group (e.g. Native American, Judaism), is the inmate a descendant or member of the ethnic or other group? However, failure to demonstrate membership in a formal group (e.g. failure of a Native American to demonstrate a BIA number) shall not necessarily result in denial of a request for an

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exception.

- * Is the inmate a member of any religious organization or followers of the specific religion?
- * How long has the inmate followed or practiced the religious beliefs of the specific religion?
- * Does the inmate follow any of the other practices of the specific religion?
- * Does the sincerely held religious belief relate to the religious affiliation identified by the Inmate during intake?
- * How long was the inmate incarcerated at the Lebanon County Correctional Facility before making the request for an exception and, if there was any significant delay (14 days or longer), what is the inmate's explanation for the delay?
- * Are there other factors that indicate that the inmate does not sincerely hold the claimed religious belief?

In deciding whether compelling operational reasons exist to deny the exception, the following factors shall be considered, although the same are not necessarily dispositive:

- * Has the inmate previously escaped or attempted to escape?
- * Has the inmate previously attempted to alter his or her appearance or conceal his or her identity?
- * Has the inmate previously hidden or attempted to hide contraband or weapons in his or her hair?
- * Does the inmate demonstrate poor hygiene that poses a sanitation concern?

An inmate who has requested or obtained an exception to this policy may have the exception denied or revoked if the inmate attempts to hide contraband or weapons in his or her hair, or the inmate fails to maintain basic hygiene with respect to his or her hair.

Inmates may have all hair searched for the purposes of health, safety, and security at any time. Searches may transpire especially when traveling to different areas within or outside of LCCF apart from the inmates housing assignment.