

# **SCI-Cambridge Springs Inmate Handbook Supplement**

## **Introduction**

This handbook provides general information regarding SCI-Cambridge Springs' procedures. When these procedures are changed, you will be given notice of the change(s) and the most current procedures will become effective, regardless of what information is in this handbook supplement.

If there is no information listed on a specific topic that you are interested in, please refer to the DOC Inmate Handbook for further information.

You are to keep this handbook supplement until you are transferred from this facility. If your handbook supplement is lost or ruined, you may purchase a new one.

## **I. Accounting**

### **A. General**

1. Cash Slips (**DC-138A**) are available on each housing unit and must be filled out in duplicate accurately and completely. Please ensure that a pre-addressed envelope is attached to the cash slips for all outside purchases. You are required to have your unit officer stamp and sign your cash slip for verification purposes.
2. To open a savings account, you must contact the financial institution in order to obtain the necessary forms. Send the completed forms along with the duplicate cash slips in the amount of the initial deposit and an envelope addressed to the financial institution.
3. To make deposits to your savings account, you must send a Request Slip, duplicate cash slips, and a pre-addressed envelope.

### **B. Copying Charges**

Photocopying services are available to you for 10 cents a copy in the library. You will need to purchase a venda-card through the library.

## **II. Daily Operations (See Attachment A for Daily Schedule)**

### **A. Identification Cards**

To replace a lost or damaged I.D. card, you are to contact the property intake officer via request slip. The cost of replacement will be \$5. You shall not have another inmate's ID card at any time.

### **B. Pass System**

Appointments will be placed on the call-out by appropriate staff members. The call-out schedule will be posted daily on the housing unit bulletin boards. It will be your responsibility to check the call-out for appointments.

### **C. Facility Management (see Attachment B for Personnel Directory)**

### **D. Prison Rape Elimination Act (PREA) (DC-ADM 008)**

The Pennsylvania Department of Corrections has a Zero Tolerance Policy for sexual abuse or sexual harassment. This means that no sexual abuse or sexual harassment

is tolerated, including abuse by inmates and by staff. Furthermore, inmates and staff who report sexual abuse or sexual harassment, or cooperate in a PREA investigation, shall be protected from retaliation. Sexual abuse includes sexual abuse by another inmate or sexual abuse by a staff member, contractor or volunteer. (28 C.F.R. Part 115, §115.11)

1. Sexual activity between a staff member and an inmate can **never** be consensual and is **always** against the law.
  - a. Zero Tolerance means that anyone who engages in, fails to report, or knowingly condones sexual abuse or sexual harassment of an inmate shall be subject to disciplinary action, up to and including termination, and may be criminally prosecuted.
2. Sexual abuse of an inmate by another inmate includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse: (§115.6)
  - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
  - b. Contact between the mouth and the penis, vulva or anus;
  - c. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument; and
  - d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.
3. Sexual abuse of an inmate by a staff member, contractor or volunteer includes any of the following acts, with or without the consent of the inmate: (§115.6)
  - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
  - b. Contact between the mouth and the penis, vulva, or anus;
  - c. Contact between the mouth and any body part where the actor has the intent to abuse, arouse, or gratify sexual desire;
  - d. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the actor has the intent to abuse, arouse, or gratify sexual desire;
  - e. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the actor has the intent to abuse, arouse, or gratify sexual desire;
  - f. Any attempt, threat, or request by an actor to engage in the activities described above;
  - g. Any display by an actor of his/her uncovered genitalia, buttocks, or breast in the presence of an inmate; and
  - h. Voyeurism. Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate by staff for reasons unrelated

to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

4. Sexual Harassment

- a. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature, by one inmate directed toward another.
- b. Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor or volunteer including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures. (§115.6)

5. Methods of Reporting for Inmates, Friends, Family and the General Public

- a. An inmate who is a victim of sexual abuse or sexual harassment by another inmate or staff member should:
  - (1) make a verbal or written report to any staff member;
  - (2) submit a **DC-135A, Inmate Request to Staff Member**; or
  - (3) submit a written report to the Sexual Abuse Reporting Address: BCI/PREA Coordinator, 1800 Elmerton Ave., Harrisburg, PA 17110.
- b. Third party reports can be made to the Sexual Abuse Reporting Address, BCI/PREA Coordinator address 1800 Elmerton Ave., Harrisburg, PA 17110 (§115.51, §115.54)

6. Victims of Sexual Abuse Have Access to Free Support Services (§115.53)

- a. Write to request more information:  
PCAR  
Pennsylvania Coalition Against Rape  
P.O. Box 400  
Enola, PA 17025  
You may also contact your facility's PREA Compliance Manager for access to this service.

**E. Inmate Grievance System (DC-ADM 804)**

See **Personnel Directory (Attachment B)** for the name of the Grievance Coordinator. Grievance forms are located on each unit and can be requested from the unit officers.

**III. Inmate Services/Privileges**

**A. Cable Television (DC-ADM 002)**

- 1. Channel 44 is designated as the institution's movie channel. This channel will be used to show institution-wide movies. Only G, PG, and PG-13 movies will be aired.

2. Channel 45 is designated as the institution's informational channel. The channel will serve as an in-house channel for broadcast messages, treatment and other in-house programming for viewing by the inmate population.
3. Cable cords will be issued by unit and will be turned into the unit managers when service is disconnected.
4. You should contact your unit officer to resolve any problems. If necessary, the unit manager will be notified to make necessary arrangements to correct the issue.
5. Questions related to billing will be handled by the inmate accounts. Concerns related to technical difficulties should be directed to Maintenance. No reimbursements will be made for partial interruptions of services, to include issues with individual channels, unless otherwise approved by the Superintendent.
6. If you are placed in the RHU or going out on Writ (ATA), it is your responsibility to notify the business office to cancel the cable service; otherwise, monies will continue to be deducted.
7. If you transfer from a facility that is serviced by Correctional Cable TV (CCTV), you are permitted to transfer that service provided that facility is also serviced with CCTV. The facility will not be responsible for any reimbursement of funds, which occur during the period of transfer.
8. Upon arrival to SCI-Cambridge Springs and for in-house cell moves, staff have three business days to activate your cable once the Business Office has been notified of your change in cell assignment.

## **B. Cell Assignments**

1. Inmate requests for cell changes will be evaluated by the unit management team. To request a cell change, you are to first contact the unit officer. If a resolution cannot be made, a **Room Change Request Form** may be submitted for vote by the unit management team and you will be notified of the outcome.
2. Staff initiated cell changes for safety or security reasons may occur at any time with approval of the unit manager or the shift commander, or their designees.

## **C. Education (Academic and Vocational)**

### **1. Program Schedule**

The education department operates on a Monday through Friday schedule from 0800 to 1535. Classes are open entry and self-paced. Availability and class schedules are posted when specific programs are operational. Approximate class times are:

Period 1:	0800 to 0930
Period 2:	0930 to 1045
Period 3:	1300 to 1430
Period 4:	1430 to 1535

### **2. Rules for Applying for Educational Programs**

- a. You will meet with the education department during your initial interview at SCI-CBS.

- b. If you are interested in an educational programs, you must send an **Inmate Request to Staff (DC-135A)** to the Educational Guidance Counselor.
- c. Vocational Programs: Entrance into programs will be based on the availability of space in the class, time requirements and potential for achievement. It may be necessary for a candidate to prepare for vocational classes by taking formal or informal classes to raise reading and math levels.
- d. If you complete a vocational program for which you will receive certification, you will not be permitted to participate in another program. It is imperative that all inmates have equal opportunity and seat space is limited.
- e. Tutoring on your unit in reading and math for students enrolled in school may be available through the education department.

### 3. Library Services

- a. The main library is located in building #4 on the second level (Room 254). In order to use the main library, you will need to sign up for a library appointment on your housing unit and be placed on the call-out.
- b. The main library is open throughout the week as follows: Leisure hours are Sunday/Monday (0800-1045 and 1300-1535), Tuesday (0800-1045, 1300-1535 and 1800-1950), Wednesday (0800-1045 and 1800-1950), Thursday (0800-1045, 1300-1535, and 1800-1950) and Friday/Saturday (0800-1045 and 1300-1535). In the event that unforeseen circumstances arise with scheduling, the library hours may be temporarily adjusted.
- c. The main library contains work areas to do school and personal research. All the books that circulate are loaned out for a period of two weeks. You are permitted to have six books out at a time. Different restrictions apply to inmates in segregation status.
- d. The main library contains books for recreational reading and supplemental material to the education courses. Questions about the library should be directed to the librarian or the library assistant.
- e. Satellite mini-libraries are in place on each unit. You can check out books and materials on a wide assortment of topics. Satellite mini-libraries are staffed by inmate library aides and offer services several days a week at various times in the day and evening.

### D. Grooming (DC-ADM 807)

The cosmetology shop is located in building #4 on the second level (room 222). The shop hours are from 0830-1030 and 1330-1430. To be scheduled for services, you must send the **Cosmetology Service Request Form** (located on the units) to the cosmetology instructor, along with the appropriate number of tickets. The cosmetology instructor will then schedule you accordingly. You are eligible for one haircut every 30 days. Failure to respond to your call-out will result in loss of services until you request to be rescheduled.

### E. Mail and Incoming Publications (DC-ADM 803)

- 1. All mail is collected each morning. No mail will be added once it has been collected, nor can mail be pulled from the boxes. Only authorized staff will collect the mail. Incoming mail and mail to be returned to inmates will be distributed every evening by unit officers.

2. If you wish to mail out a package, you must sign up in the unit for a mail out with the property office. There must be enough money on your account to cover the expense. An appointment will be scheduled via the call-out system. No packages will be sent C.O.D., and you will be assessed the cost of packaging and mailing. All packages will be shipped UPS unless regular mail is requested.
3. Confiscated items designated as “ship or destroy” must be mailed out within ten days after confiscation. If no valid cash slip is received, the item will be destroyed.
4. Envelopes brought from another institution will be exchanged appropriately by property staff.

## **F. Recreation and Activities**

1. Arts and Crafts: You may participate in in-cell arts and crafts in accordance with current policy and local procedures for the 07.08.01 and DC-ADM 815. In addition, there is an Arts & Crafts Sales Showcase that visitors may purchase inmate arts/crafts. All “Outside Purchase Approval Forms” that include art/craft items should be sent to Activities first. If you need additional information on arts/crafts, you need to send a request to the Activities Department.
2. Musical instruments may be purchased and played in accordance with current policy and local procedures for the 07.08.01 and DC-ADM 815. “Musical Instrument Permits” may be obtained from the Activities Department. All “Outside Purchase Approval Forms” that include musical instruments should be sent to Activities first.
3. An “Activities Event Schedule” and “Exercise Class Schedule” are posted weekly. In addition, Activities program announcements are posted for everything as it occurs. Sign up or attend according to these instructions/announcements when you see them posted. Examples include, but are not limited to: holiday programs, special events, intramural activities and sports, bingo, trivia, photos, bands, game tournaments, contests, shows, concession sales, etc.
4. There are some on-going programs that will not be posted but you may sign up for if you are interested/eligible: W.H.O. (Women Helping Others - Inmate Organization) and C.A.M.P. (Canines Achieving Miracles in Prison - Dog Program).

## **G. Religious Activities (DC-ADM 819)**

1. Program List
  - a. Bible Conferences
  - b. Catholic Right of Christian Initiation of Adults (R.C.I.A.)
  - c. Chapel Talk “Life Issues” Group
  - d. Holiday Programs
  - e. Holy Day Observances (per approved faith groups)
  - f. Inspirational Movies
  - g. Islamic Classes
  - h. Jehovah’s Witnesses
  - i. Jewish Inmate Studies
  - j. Jewish Shabbat
  - k. Kairos (annual Protestant Christian Retreat on grounds)
  - l. Leading in Faith and Education Certificate Program
  - m. Life in the Spirit Seminars
  - n. Metanoia (annual Roman Catholic Retreat on grounds)

- o. Quiet Time Prayer
  - p. Special Programs
  - q. Special Speakers
  - r. Weekly Bible Study Groups
2. The weekly program schedule is available on the housing units.
  3. You are permitted to attend the following Primary Service Gatherings when the move time is called:
    - a. Breaking the Chains
    - b. Catholic Mass – Wednesday and Saturday
    - c. Jumah Service – Friday
    - d. Protestant Gathering – Saturday morning
    - e. Protestant Service – Sunday
    - f. Women's Aglow – third Tuesday
  4. If you are in the TC Program or on cell restriction, you may only attend a Primary Service Gathering once per week. The following select services qualify as your one weekly service:
    - a. Catholic Mass – Saturday only
    - b. Jumah Service – Friday
    - c. Protestant Service – Sunday
  5. If you are interested in participating in Jumah, you must request an appointment to meet with the Islamic chaplain.
  6. You may request pastoral counseling, visit the religious library, apply for religious programs, and receive Bible studies by submitting a request to the religious services department.
  7. Spiritual advisors are approved through the chaplaincy department. Submit the supplemental visitors list with the name and address of the spiritual advisor to the religious services department. The chaplain will begin the process, which takes about six weeks.

#### **H. Telephone Calls (DC-ADM 818)**

1. You are provided an opportunity to use the telephone, in accordance with **DC-ADM 818**.
2. Only one **Inmate Telephone Authorization Form (DC-8A)** will be processed upon commitment to the facility. It is your responsibility to properly fill out the form and submit it to your counselor.
3. To make changes to your phone list, you must submit a **Supplementary Authorized Inmate Telephone Numbers Form (DC-8B)** to your respective Unit Manager between the 1<sup>st</sup> and 5<sup>th</sup> day of the month. **DO NOT SUBMIT MORE THAN ONE FORM PER MONTH.** These forms will then be processed accordingly by the Inmate Phone Site Administrator.
4. The inmate phones are available for use from 0700 hours to 2030 hours daily.

#### IV. Organizations (DC-ADM 822)

Submit a request slip to the activities department if you would like to be involved in the W.H.O. (Women Helping Others) Organization at SCI-Cambridge Springs.

#### V. Legal Issues

##### A. Legal Services (DC-ADM 007)

1. Law Library
  - a. All scheduling for law library will be done by submission of a **Law Library Request Form** addressed to the library. You will be placed on the call-out accordingly.
  - b. Inmates on cell restriction or LOP who require legal access must also submit a Law Library Request Form to the library. You will be scheduled for a maximum block of one hour per day for the law library.
2. Notary Services
  - a. Documents must be complete, but **UNSIGNED**. The notary may not give legal advice. Requests for appointments must be made via request slip to the Library staff.
  - b. Inmates housed in the RHU must submit a **DC-135A, Inmate Request to Staff Member**, to the Library staff asking for notary services.
3. Photocopies

Venda Card Details: Three Venda card forms are to be completed and returned to the library where they will then be forwarded to inmate accounts for processing. You are to sign up to visit the library in one week to ten days to pick up your Venda card. Three Venda card forms must be filled out and returned to the library each time you want to add more money to your Venda card. The card must be given to library staff in order to have the money credited to the card. There is a \$2.50 replacement fee if the card is lost, damaged, or stolen. Surrender the card to the library just before you leave the institution. Do not use anyone else's Venda card or make copies for any other inmate with your Venda card as this activity is subject to misconduct.

#### VI. Medical Services

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

If you are seeking an accommodation for a disability, you shall submit a request using the **Inmate Disability Accommodation Request Form** to the Corrections Healthcare Administrator (CHCA).

##### B. Medical Services (DC-ADM 820)

1. Sick Call
  - a. Sick call will be conducted Monday through Friday. Sick call for RHU will be conducted seven days per week.



- b. To access medical services, you must place your completed sick call slip in the sick call box, located on all housing units. Sick call requests are available from the unit officer.
  - c. If you are on a medical call-out, you must lay in from work or other activities on the day of your appointment. You are not permitted to leave for a call-out from work or an activity. All call-outs will originate from your housing unit.
2. Co-Pay

Medical and dental services are assessed a co-payment for all sick call and initial medications, except for chronic care, which is defined per **DC-ADM 820**. Medication prescriptions, which are not chronic care medications, require a sick call request and will be charged a medication co-pay.
3. Medication Line

The medication lines are located in building #3 on the first level. While in line, you are to maintain your position. Line jumping and other disorderly conduct will result in a misconduct.
4. Over-the-Counter Medications

Over-the-counter medications are available for purchase through Inmate Commissary. You need to discuss this with the medical provider since these can react with other medications.
5. Dental Care

Dental services may be obtained by submitting a sick call request and dental co-pays will be assessed. Routine hygiene appointments will be scheduled accordingly by Dental staff and will not be assessed a co-pay fee.
6. Medical Lay-In

When you are granted a medical lay-in for a specific period of time, you must return to your cell promptly after your appointment where you will remain for the duration of the lay-in except for those activities authorized in writing by the medical department. You will be given a copy of the medical restrictions.
7. Medical Call-outs and/or Passes

All medical call-outs and/or passes are a priority. You may be subject to a misconduct for not responding to a medical pass and/or scheduled appointment.
8. Psychiatric Services

If you are having difficulties coping due to mental health problems, psychiatric services are available by referral from medical, psychology, unit management, and/or security staff. A section on Suicide Prevention is located at the end of this handbook for further review and assistance.
9. Self-Medication Program

Any blister pack of pills issued will have specific directions for your medication written by the pharmacy. You will be required to return the used or unused self-medication package at the pill line to receive your next supply of medication. All medication is to remain in its issued blister pack or bottle.

No blister packs can be taken to the Dining Hall or work.

## **VII. Property (DC-ADM 815)**

### **A. Basic Issue**

1. Altering of institution clothing in any manner is not permitted. Additionally, trouser cuffs may not be worn inside of socks. Pants will be worn at the waist as appropriate. The pant legs of all issued pants may be rolled/cuffed no more than four inches above the ankle. The cuffs of both pant legs must be of equal length/height. Shirts are to be buttoned and tucked inside trousers. Undergarments will not be displayed.
2. Clothing with logos is not permitted except as approved by the Superintendent, such as a Run-A-Thon t-shirt.
3. You must be properly attired anytime you leave your cell except for showers. This includes a bra, panties, shirt, trousers, sweats or shorts, when appropriate, socks, and sneakers, or shoes. When leaving the cell for showers, you will have either a robe or be properly attired with sweats or browns. Footwear is necessary when traveling to and from the shower.
4. Hats and sunglasses (unless medically approved) are not permitted to be worn inside buildings.

### **B. Commissary**

1. Commissary catalogs with prices and limit restrictions are available on the housing units.
2. Bubble sheets should be turned in to the Housing Unit Officer by Wednesday evening at 2100 hours unless otherwise posted due to a holiday. The bubble sheet must be signed and ID must be shown when submitting it. Five digit catalog numbers are required for each item ordered. All bubbles must be properly filled in to process the order. Only one bubble sheet will be processed per scan per inmate.
3. All ticket sales are final. Partially used ticket booklets will not be refunded. Staff are not responsible for unused tickets.

### **C. Outside Purchases**

1. Send two **DC-138A Cash Slips** for the total amount of the order along with your completed **DC-815A, Outside Purchase Request** to property for processing. Be sure to include the vendor name, all shipping and handling charges and a description of your desired purchase on the same cash slip.
2. Include a pre-addressed envelope and a letter specifying items and total cost of the items for purchase (or order form) addressed to the vendor. Be sure to include your name, number, and facility address on all vendor order forms. If your free postage for the month is exhausted, you must include an additional two **DC-138A Cash Slips** for postage.
3. Checks void after six months. If your check has not been cashed after six months, it will be placed back onto your account.

### **D. Personal Clothing**

1. Personal cocoa brown clothing may be worn during unit out after 1700 hours until 2100 hours and all day on weekends and holidays.
2. Cocoa brown athletic clothing may be worn to the yard, gym, unit out, and in your cell.
3. You must wear a personal bra, panties, t-shirt, and socks into the visiting room; however, no other personal clothing is to be worn in the visiting room. Thermal underwear may be worn to and from the visiting room but must be secured in the locker during visitation.

#### **E. Personal Property Items**

1. All electronic items, shower shoes, sneakers, boots, thermals, jewelry, etc. must be disposed of at Property for accountability. Sign-up sheets for mail outs and property destruction are located on the housing units.

### **VIII. Rules**

#### **A. Housing Unit Rules**

1. Cell cleaning materials will be made available. The unit officer will issue cleaning supplies. You are responsible for signing out equipment and returning it promptly after use. No belongings are to be placed outside your cell while cleaning.
2. All authorized notices and signs shall be followed. Failure to do so may result in disciplinary action.
3. Cells must be clean and orderly each day. Your bed must be made prior to exiting your cell/dormitory and remain made at all times with blankets neat and corners tucked in unless you are in the bed. Cell content must comply with **DC-ADM 815**.
4. No hats or sunglasses are to be worn on the unit.
5. No loitering in prohibited areas.
6. You will be issued two rolls of toilet paper and one bar of soap weekly on an as needed basis. You should have no more than three rolls of toilet paper or two bars of soap in your possession.
7. Fruit must be consumed the same day it is brought back to the housing unit.
8. Read call-out sheets posted on unit bulletin boards daily. Call-out appointments are mandatory. When you are on a call-out, you need a pass. All call-outs will originate from your housing unit. You will not be permitted to leave for a call-out from work or an activity.
9. Earphones must be worn when playing your TV or radio. Volume should be kept to a minimum and should not be heard outside your cell. These devices are to be turned off while you are out of the cell.
10. Electronic musical instruments and instruments capable of using headphones must be used and played with headphones. Musical instruments are not

permitted to be used in the Housing Unit Dayrooms. Musical instruments can only be played at Yard or in your cell between 1000 hours and 1900 hours.

11. Unit quiet time is from 2200 until general wake up at 0545.
12. This is a tobacco-free facility. Electronic cigarettes are available through commissary; however, the use of electronic cigarettes inside the housing units or any other building is prohibited (Clean Indoor Air Act). Smoking electronic cigarettes indoors is subject to misconduct.
13. When making moves throughout the facility, you are to stay on the **right** side of the walk to allow space for opposing traffic. Failure to abide by this rule may be subject to disciplinary action.
14. There are to be no clothes lines on the unit. You may only post pictures on your lockers. Nothing is to be taped to the walls. Nothing can obstruct clear view to windows, walls and other bunks.
15. At a minimum, all inmates must wear a t-shirt and pajama bottoms when inside their cells. This includes while sleeping. Any time outside of your cell, you must be properly dressed.

## **B. Dining Hall Rules**

1. After leaving the serving line, you are required to follow the seating instructions of the officers. You must remain seated until you have finished your meal.
2. Fighting or "horseplay" in the dining room or entry is considered a serious misconduct and will be treated as such.
3. You are expected to display consideration and respect for others by observing good table manners.
4. You are not permitted to bring any food or any other items into the dining room area from your cell or the visiting room.
5. Your unit will be called on a predetermined schedule. You must be punctual for the line movement and ready to depart your cell possessing your inmate ID card when called for meals. Inmates on special diets will attend main line when their respective unit is called. Alternative Protein (AP) line will be called when main line is complete.
6. You may take only one piece of fresh fruit to your cell. Food that is removed may not be fed to any animals.
7. You are not permitted to wear sweatshirts, sweatpants, or any other athletic clothing into the dining hall. Thermal underwear cannot be worn as an outer garment. Shower shoes are not permitted.

## **C. Laundry, Clothing Repair - Schedule and Rules**

1. Laundry must be turned in as designated by your unit schedule, which is posted on the housing unit bulletin boards. This includes linens and browns. All items must be clearly marked with your name and inmate number. No other markings will be permitted.
2. Linens and state issued clothing are labeled upon reception. Your linens may be sent to laundry twice a week with whites (towel, washcloth, sheet, and

pillowcase). Blankets may be sent to laundry once a month. If you are found to be in possession of excess linen items, disciplinary actions will be taken.

3. CI Laundry and the Institution are not responsible for any lost or damaged items without staff verification. It is your responsibility to ensure all items are marked and laundry bags are closed and secured correctly. Each inmate submitting bags, browns, etc. will have those items counted and logged prior to delivery to laundry holding for transport to CI. Any reported loss or damage must be verified by staff through these count and inspection procedures upon return. If issues are noted on the housing units, inmates must make staff immediately aware of lost items, unsecured or damaged bags. If you leave the distribution area and staff cannot verify discrepancies, items will not be replaced.
4. Clothing (fit) concerns must be discussed with your Unit Manager prior to writing to Laundry for replacement items.

#### **D. Shower Schedule and Rules**

Refer to the unit for the shower schedule. Showers must be scheduled on the unit (one shower per day per inmate, with the exception of dietary workers who are permitted two showers per day.)

#### **E. Yard Rules**

1. You are required to clear the metal detector for entry into yard.
2. You are required to remain at least six feet from the interior fence in the large yard.
3. No body contact sports are permitted except under the direct supervision and organization of recreational staff.
4. You will have five minutes to move to yard. You may choose to leave yard at halftime on the hour; otherwise, you will need to stay until the conclusion of yard.
5. Unstructured open yard and open recreation (held in dietary during evening winter hours) are held daily. Schedules and rules will be posted on bulletin boards located in each housing unit. Games and equipment are available to be signed out.
6. Yard/Open Recreation Equipment Sign-Out Procedures:
  - a. report with your inmate ID to the activities field house window or game table;
  - b. you are permitted to sign out one piece/set of equipment at a time;
  - c. fill out the "equipment sign out" form to include: name, DOC # and equipment;
  - d. turn in your ID to the activities worker to receive the equipment;
  - e. equipment should be turned in at least five minutes prior to the anticipated move time from Yard/Open Rec. You will receive your ID back upon returning the equipment.
7. Congregation of more than four inmates in the yard at any one time is prohibited, other than for organized athletic events.
8. The shift commander will determine when yard-out activity ends based on time, weather conditions, etc. Upon hearing the signal, you will be required to return to your housing unit promptly.

9. Blankets, linen, and state towels are not permitted in the yard.
10. No recreational equipment (gloves, balls, games, etc.) is to be removed from authorized activity areas. All recreation equipment is to be returned to the field house or game table.
11. Scheduled recreational contests, practices, tournaments, etc., will have priority use of all equipment, facilities, fields, etc.
12. If you are placed on cell restriction or disciplinary custody, you will be afforded a one- hour exercise period per day in a specified area.
13. Items permitted in open yard are personal playing cards, approved musical instrument and sheet music, radios with headphones, tablets, umbrella/rain poncho (during inclement weather), one book or magazine, a comb and a reasonable amount of hair bands for braiding, and a few pieces of hard candy or cough drops. Unit games and cards may not be removed from the unit.

#### **F. Work Rules**

1. You must be properly dressed (appropriate issued clothing) when you leave your housing unit.
2. Reading material, radios, tablets, and edible commissary items are prohibited at the job site.
3. You are required to report for work unless excused for an approved reason by your Unit Manager or a Commissioned Officer. Those who are not excused and do not report for work are subject to a misconduct. If you are sick, you must report to your unit officer who will notify your supervisor prior to your being excused from work. If you are excused from work or school due to illness, you must remain in your cell for the duration of your work shift.
4. You must obey all safety rules and wear appropriate personal protective equipment as reviewed during your orientation with your supervisor.

### **IX. Visiting (DC-ADM 812)**

#### **A. Visiting Privileges (DC-ADM 812)**

1. The visiting room is open from 0845 until 1530 hours Friday through Monday and is closed Tuesday through Thursday. Visitors arriving after 1430 hours will not be processed for a visit. Visitors should be encouraged to come on the weekdays rather than on the weekends in order to avoid congestion and assure a pleasant visit. Only one visit per inmate will be permitted on the weekend.
2. You will be furnished with clean visiting clothes prior to each visit; the exchange will take place in the clothing room adjacent to the visiting room. You will be searched for contraband upon entry and departure from the visiting room.
3. The visiting room commissioned officer has authority to deny admission to any visitor for just cause. This includes a person, including a child, who is unable to provide proper identification. An I.D. photo (such as a driver's license) is desirable, but if not available, two other separate forms of I.D. are required. Acceptable forms of identification for children include social security cards and birth certificates.

4. Ladies' handbags, backpacks and purses are not permitted in the visiting room. Additionally, no money is permitted in the Visiting Room. Venda cards are available for purchase in the lobby, in which a maximum of \$75.00 can be placed on the card for use while visiting. The institution is not responsible for any lost or stolen cards.
5. Visitors may request a locker to place their belongings in prior to their visit. The visitor will be given a token to obtain a key to one of the lockers. Upon completion of the visit, the visitor will use the locker key to remove their items.
6. The exchange of any item during the visit is strictly prohibited unless specific permission is received from the visiting room officer.
7. A visitor may purchase refreshments for you from the vending machines in the visiting room. All food must be removed from its original package, placed on a paper plate, and the original package discarded. All items are subject to inspection.
8. Former inmates and parolees as well as inmates on probation, may be permitted to visit with the prior written approval and written consent of the superintendent and parole/probation authorities.
9. A maximum of eight visitors are permitted during any visit. Additional visitors will only be permitted with the advance approval of the superintendent or shift commander.
10. Non-contact visiting facilities shall be utilized for inmates in disciplinary and administrative custody status or as otherwise ordered by the superintendent. Disciplinary custody status inmates are permitted one, non-contact visit every 30 days for one hour with immediate family members on the approved visitor list only. Administrative custody status inmates are permitted one, non-contact visit per week with an approved visitor as noted on their visiting list.
11. Visitors are permitted to take the following items into the visiting room:
  - a. three loose diapers (no boxes);
  - b. three baby bottles (clear plastic only), pre-mixed formula or white milk;
  - c. two unopened baby food items (jars or plastic packaging) in original vacuum-sealed containers (officers will open as needed by visitor);
  - d. clear plastic bag to carry diapers, food and formula. No diaper bags are permitted;
  - e. infant pacifier;
  - f. one receiving blanket for infants only
  - g. legal/religious material with prior approval;
  - h. Identification cards – One photo I.D. or two non-photo I.D.'s required for all visitors, including children and infants; and
  - i. prescription glasses.
12. An interview may be held with a prospective employer concerning your parole plan. The counselor or parole services staff should ensure that prior notification is made with the visiting room after receiving approval through the deputy superintendent for centralized services.
13. Photos can be purchased by the visitors via the Visiting Room Venda Card. The cost is \$3 per picture. The photos can go either to the visitor or back to the housing unit with you. Only one inmate will be permitted per photo, with a limit of five photos taken.

14. All visitors are required to pass the metal detector. Individuals failing to comply with these guidelines may receive a one-hour, non-contact visit at the shift commander's discretion. Any further failure to comply with guidelines will result in DENIAL of visiting privileges.
15. Special and extended visiting requests should be made through the respective Unit Manager in advance.
16. Video Visitation units are also available for use. Details on scheduling video visitation are posted on the Department of Corrections public website for access to your family/friends.
17. All visitors, to include in-person and video visitation, are required to be listed on your approved visitation list.

## **X. Work Assignments (DC-ADM 816)**

### **A. Job Assignments**

If you are medically cleared, you are expected to accept a job assignment. You will be compensated only for hours worked in accordance to the **DC-ADM 816**. The inmate employment coordinator makes all job assignments. You do not have a right to a specific assignment or continuation in a particular job assignment; however, if you have special skills, you may be placed in a skilled job if openings are available. Operational needs will play a major role in the final job assignment.

It is important to note the following issues related to job assignments:

1. Pay raises are done at the discretion of work supervisors and based on inmate performance. Your work supervisor will document your progress using a progress report. Pay raises are not retroactive, nor are they automatic.
2. It is in your best interests to perform well at any job assignment you are given. Future job placement often depends on performance in the current assignment.
3. Jobs are assigned based on waiting lists and most inmates will be assigned to maintenance, food services, central laundry or janitorial work. Openings for some jobs, especially those involving skilled or semi-skilled work, will be for those who possess the needed skills and submit request slips to the inmate employment office requesting to be added to the waiting lists.
4. If you request a job change, you may also have your pay reduced to 19 cents per hour on the new job.
5. You should attempt to address employment issues through your supervisor first before submitting requests to the inmate employment office.
6. Inmates working in different departments in the institution have different pay schedules; so different groups get paid at different times of the month. Employment only processes payroll for each pay group one time a month. (Refer to a memo posted in the housing units for further details.)
7. The standard workday consists of six hours and the standard workweek consists of five days. The total number of school and work hours combined may not exceed



eight hours. No overtime may be paid to an inmate working inside the facility except under emergency situations and with the approval of the Facility Manager/designee.

8. An inmate who refuses mandatory education or programming will be placed on unassigned status, including a loss of job/GLP, until the inmate attends the mandatory education or programming.
9. An inmate who refuses a work assignment shall not be compensated in any manner and she may be issued a misconduct. The inmate will be placed on unassigned status until the inmate accepts the position originally offered. If returned to the position offered, inmate will be placed at the starting rate for that position. Failure to accept the position a second time may result in a forfeiture of privileges including cable, phone, and tablet.
10. Different jobs are assigned different pay classes (unskilled, semiskilled, and skilled). The first assignment to a job is at the beginning of the pay step.
11. Upon completion of the Therapeutic Community, the inmate may write a request to be placed on the waiting list of her choice and will be assigned a job from the waiting list if one is available. The inmate does not retain the Therapeutic Community pay rate when assigned to her next job assignment.
12. A parole violator in pending status (PVP) is not eligible for GLP compensation or a work assignment until recommitted to the Department of Corrections through a Board Action and the Employment Office is notified or 60 days from reception, whichever is sooner.
13. If an inmate's housing assignment change precludes remaining on a particular work crew, she may be removed from her job and placed in GLP status pending placement into another job from her waiting list per criteria established by the DC-ADM 816 and institutional needs.
14. Your supervisor may suspend you without pay, pending action of a support team staffing or hearing examiner.
15. Inmates who are placed into the RHU have an automatic loss of job. Once out of the RHU, they will be placed on GLP.

## **B. Community Work Program**

Community Work Program is designated to allow you the opportunity to work on projects in the community. In order to be placed in the outside program, you must be staffed and approved for a 2MC custody level and program code. This program offers the opportunity to give something back to the community and pays at the rate of .51 cents per hour. You can apply for the program through your counselor.

## Suicide Prevention “Living Through It” (DC-99)

Feeling depressed, lonely, scared, without much hope for change? For many people, perhaps you, these feelings may be due to incarceration, loss of family member, the break-up of a close relationship, or one of any number of other reasons.

Reaching out is very important at times like this and is often very difficult. When you feel low, you don't need a lecture or advice that feels like a put down. You need someone who can listen to you with respect.

We will offer you someone to talk to, someone to help you cope with your crisis. Contact your Unit Manager. You may also contact the psychology department by submitting a request slip. Make sure you print your name, DOC number, housing unit, and date on the request slip. Feeling like you have someone to talk with gives hope!

How to Recognize a Crisis: People who experience a crisis may have already tried everything they can think of to solve their problem. Nothing seems to work. They may begin to feel hopeless and inadequate. This can be really scary. In fact, some people may do almost anything to escape it.

Unfortunately, many people feel that they have to solve their problems alone. Not seeing anything worthwhile from what they have already tried, they may try to hurt themselves. It may be they are standing too close to their problem to see their choices. This is why a trusted associate or a trained mental health counselor can be helpful.

Clues to Suicide: People find many ways of telling others how much they hurt. These are some of the things you may hear: (I can't take it anymore, It won't matter soon, I'm no good anyway, My family would be better off without me)

These are some of the behaviors of people who hurt so much that they may want to attempt suicide:

- Neglect of appearance or health.
- Always tired.
- Drawing away from close associates.
- Sudden edginess or restlessness.
- Talk of death or dying.
- Cutting or burning oneself.
- Collecting pills or other medications.
- Giving away prized possessions.

What you can do for others: (Stay calm, show concern, listen with respect, don't give advice that sounds like a put down, and tell the Corrections Officer that an inmate needs to see a counselor for help.) **Remember, help not asked for is no help at all!**

## DAILY OPERATIONAL SCHEDULE

0615	<b>FORMAL COUNT</b>
0650	(Or after count clears) Med line open (Outside Maintenance Crews, CWP, TC Units to med line M-F), AM Dietary to work, Mainline open (Outside Maintenance crews, CWP, TC Units to 1 <sup>st</sup> line to meal M-F)
0715	Movement – Commissary workers
0715	Movement – Walk and Jog (seasonal) and C.A.M.P. dog program Yard
0745	Walk and Jog return to units
0800	Work line movement – All Maintenance Work Lines to include Mail Runners and Education Move (M-F)
0805	Yard, Dayrooms Open
0830	Trash and Cardboard Move
0900	Movement Activities, Programming
0905	Halftime Yard
0930	Movement – Education (M-F), Library, Programming, Religious Services (Sunday)
1000	Movement to Activities, Programming
1005	Yard, Dayrooms Closed
1030	Movement - Religious Services back to units (S/S)
1045	Movement – AM Dietary, Programming, Education, Library, Activities back to units
1050	Movement – PM Dietary workers to work. All inmates to include Maintenance return to the units except Dietary, CI, VR, Outside Maintenance Crews. <b>CEASE ALL INMATE MOVMENT</b>
1100	<b>FORMAL COUNT</b>
1130	PM Dietary to work, CI back to the Units, Mainline/Med line open ( <b>upon clearing count</b> ), Mainline opens
1200	Daily Escape Siren Test
1255	Work line Movement – Maintenance, CI, Chapel Workers, Bldg. 3 and 4 Janitors, and Commissary
1300	Movement – Education Library, Programming, Bldg. 4 Activities
1305	Yard Opens ( <b>or when Dietary clears</b> )
1330	Movement – Religious Services (F,S,S)
1345	Daily Movement back to the Units
1350	Movement – Programming, Bldg. 4 Activities
1355	<b>CEASE ALL INMATE MOVEMENT FOR SHIFT CHANGE</b>
1415	Resume normal Operations, Movement from Yard

- 1430 Movement – Education, Library
- 1500 Movement – Maintenance, Laundry, Cosmo, & Bldg. 4 Activities back to the Units
- 1530 Yard, Dayrooms Closed
- 1535 Movement – Education, Library, Activities move back to Units
- 1555 **CEASE ALL INMATE MOVEMENT**
- 1600 **FORMAL COUNT**
- 1630 **(Or after count clears)** PM Dietary to work, insulin/treatment to Medical, Mainline opens
- 1730 Medline open
- 1800 Movement — Bldg. 4 Activities, Programming, and Library (announce Activities in Bldg. 4)
- 1805 Yard open **(called by zone)** & Dayrooms open **(when announced by Control)**
- 1815 Trash and Cardboard Move
- 1830 Zoned Open Rec **(Note: Open Rec operates only during the winter months)**
- 1900 Movement – Activities, Programming, and Library
- 1905 Movement from Yard
- 1910 Movement to Yard called by zone
- 1930 Movement – Back from Open Rec. **(seasonal)**
- 1935 Movement – Open Rec **(zoned to include PM Dietary, seasonal)**
- 2000 Movement – From Programming, Library Activities
- 2030 Yard and Dayrooms closed **(or at Dusk as determined by Shift Commander)**
- 2035 All Programming ends and Activities Closed, All inmates return to the Housing Units.
- 2055 **CEASE ALL INMATE MOVEMENT**
- 2100 **FORMAL COUNT**
- 0100 **FORMAL COUNT**
- 0400 Early wake up – Early shift workers/showers
- 0500 Movement – AM Dietary Workers
- 0530 Early release movement to Bldg. 3
- 0550 Movement – Insulin to Bldg. 3

THERE WILL BE TWO RANDOM SILENT COUNTS CONDUCTED BETWEEN 10:00 PM AND 6:00 AM

EMERGENCY MEDICAL ATTENTION IS AVAILABLE DAILY ON A 24-HOUR BASIS

## PERSONNEL DIRECTORY

SUPERINTENDENT.....	Superintendent L. Oliver
DEPUTY FOR FACILITY MANAGEMENT.....	Deputy M. Wagner
DEPUTY FOR CENTRALIZED SERVICES .....	Vacant
SUPERINTENDENT'S ASSISTANT/Inmate Grievance Officer ....	Ms. A. Boylan
MAJOR OF THE GUARD.....	Major M. Dodds
INTELLIGENCE/SECURITY CAPTAIN.....	Capt. K. Ace
BUSINESS MANAGER .....	Ms. T. Turner
UNIT MANAGER: A, F Units.....	Ms. K. Sittig
UNIT MANAGER: B, C Units .....	Ms. S. Senz
UNIT MANAGER: D, F Units .....	Ms. J. Rodriguez
UNIT MANAGER: E Unit.....	Mr. J. Schneider
HEALTH CARE ADMINISTRATOR .....	Ms. S. Anderson
DENTIST.....	Dr. T. Welch
PROPERTY SERGEANT .....	Sgt. S. Bell-Burwell
MAIL INSPECTOR .....	Ms. R. Wiltanger
INMATE ACCOUNTING.....	Ms. V. Dies
RECORDS OFFICE .....	Ms. L. Dunn
PAROLE SUPERVISOR.....	Mr. J. Stewart
COSMETOLOGY .....	Ms. A. Michalski
PSYCHOLOGY .....	(*Staff are located on each housing unit) - Varies by Unit
DATS MANAGER.....	Ms. R. Tarquinio
CORRECTIONS CLASSIFICATION & PROGRAM MANAGER .....	Mr. M. Cole
SCHOOL PRINCIPAL .....	Mr. H. Heckler
INMATE EMPLOYMENT COORDINATOR.....	Ms. D. Bechtel
FACILITY MAINTENANCE MANAGER.....	Mr. M. Nicolia
CORRECTIONS ACTIVITIES MANAGER .....	Ms. T. Caruso
LAUNDRY SERVICES .....	Mr. R. Myers
LIBRARY.....	Ms. K. Labrozzi
COMMISSARY STOCK CLERK.....	Ms. K. Duda
FACILITY CHAPLAINCY PROGRAM DIRECTOR.....	Rev. Darlene Johnson
FOOD SERVICE MANAGER.....	Ms. A. Skunda
SAFETY MANAGER .....	Vacant
PARENTING/SOCIAL WORKER .....	Ms. E. Scarborough
NOTARY PUBLIC.....	Ms. K. Lewis