



SCI-Muncy

Inmate Handbook Supplement

2018

Table of Contents

Introduction	Page 4
Accounting	Page 4
Coping Charges	Page 6
Identification Cards	Page 6
Pass System	Page 6
Prison Rape Elimination Act (PREA)	Page 7
Inmate Grievance System	Page 9
Cable Television	Page 9
Cell Assignments	Page 9
Education	Page 10
Library	Page 10
Grooming	Page 11
Specialized Housing Cosmetology Schedule	Page 12
Mail and Incoming Publications	Page 12
Recreation and Activities	Page 13
Religious Activities	Page 13
Program Services	Page 14
Psychological Services	Page 16
Alcohol and Other Drug Treatment Services	Page 16
Parole Violator Program (Outpatient)	Page 17
Therapeutic Community-Inpatient Therapy	Page 17
State Intermediate Punishment Program	Page 17
Co-Occurring Outpatient Therapy	Page 17
Voluntary Programs	Page 18
Telephone Calls	Page 18
Legal Issues	Page 18

Notary Services	Page 18
Medical Services-Accommodations for Inmates with Disabilities	Page 18
Medical Services	Page 19
Property-Basic Issue	Page 20
Commissary	Page 21
Outside Purchases	Page 21
Personal Clothing / Personal Property	Page 21
Housing Unit Rules	Page 22
Dining Hall Rules	Page 23
Laundry / Clothing Repair	Page 23
Shower Schedule and Rules	Page 24
Yard Rules	Page 24
Visiting Privileges	Page 25
Work Rules / Assignments	Page 28
Food Service / Therapeutic Diets	Page 28
Release Information	Page 29
Community Work Program	Page 29
Dress Code	Page 30
Housing Unit Rules	Page 30
Fire & Emergency Evacuation Instructions	Page 32
Personnel Directory	Page 33
SCI-Muncy Daily Schedule	Page 34

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Introduction

This handbook provides general information regarding **SCI-Muncy** 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.

The purpose of this Handbook Supplement is to provide you with the general rules you are expected to follow while at the State Correctional Institution at Muncy. You are responsible for following the rules. You will keep this Handbook Supplement from the time it is given to you until you are released from the State Correctional Institution at Muncy. You are also responsible for keeping this Handbook Supplement in good condition. If your handbook is lost or destroyed, a replacement may be obtained with the replacement cost of \$2.50 charged to your account.

This handbook provides general information regarding SCI-Muncy 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.

When there is a question, ask your Housing Unit Officer. Times may vary under certain circumstances, such as Winter/Summer recreation schedules (these will be posted), special programs, etc.

Please remember that it is not possible to put everything in writing. You are responsible for following all orders given to you by staff. Even if there appears to be a conflict, obey an order promptly and properly. You may appeal to a higher-ranking official at a later time, using the request/grievance system.

The rules and guidelines for the institution have been developed with suggestions from all personnel and inmates. Periodic revisions are made as needed or as policy changes require. Suggestions are always welcome and are often helpful in modifying the rules. Unless written notification is provided to the contrary the rules contained on these pages are in full effect. Failure to comply with these rules may lead to disciplinary action, which becomes part of the record from which progress reports are written.

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.

Local Procedures Manual

All Department of Corrections Policies and SCI-Muncy Procedure Manuals are available for your review in the Inmate Library. You may request the policy and procedures from the Inmate Library. Failure on your part to follow the guidelines contained in these Directives may Subject you to disciplinary action.

Communicating with Staff

There is a personnel Directory located in this supplement. You may write to any staff member with questions and/or to request assistance. You should refer to the directory and select the one person or the one department directly involved. Write with care, state your questions(s) completely, and describe in detail the assistance you require. All communications with staff shall be courteous and specific. Grievance Forms are to be used only when filing an official complaint as described in DC-ADM 804-Inmate Grievance System. You should make every effort to resolve problems through proper channels before filing a grievance. All staff should be addressed using the prefix Ms., Mr., CO, Nurse, etc. Never address a staff member by his or her first name.

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. When the Cash Slip is prepared, you must include your institution number, housing unit, bed number and date. Your name must be printed at the top of each Cash Slip to speed its return. A brief, but specific description of the request should be included on the Cash Slip. Cash Slips must be presented to the housing unit Officer, along with your ID. At this time you will sign the Cash Slip in the presence of the Officer, who in turn will verify the signature by signing the DC-138A and putting the housing unit stamp on it. The Cash Slip is then forwarded, with the proper request, to the department in question and ultimately on to Inmate Accounting. If any of the details are missed the Cash Slip will be returned to you for completion, resulting in a delay of processing. Do not include an "Inmate Request to Staff" (DC-135A) with your Cash Slip unless there is an unusual circumstance or dated deadline. All requests will be processed as quickly as possible.

2. To open a savings account, you must write to inmate accounts to complete the process. Local bank information is available from inmate accounts staff. Inmates are not permitted to open checking accounts or joint accounts with other inmates. Withdrawals are only permitted to be sent to the inmate's institutional account and would be subject to any ACT 84 or CVCF deductions.
3. To make deposits to your savings account, you must send one completed cash slip to Inmate Accounts. To withdraw from your savings account, write an Inmate Request to Inmate Accounts, and you will be called over to sign the savings withdraw slip.
4. The Department of Correction's monthly statement is printed on the first work day of the following month. It is distributed as quickly as possible. This is a permanent record and should be retained to verify funds and balance each personal account. Account balances are also available when logging into the housing unit kiosk.
5. Inmates are responsible for maintaining an accurate financial record and account balance. This is achieved by using your DOC statement to verify the account balance. Record each receipt as you receive it, keeping in mind that it may not be immediately available for spending. Always verify your institutional number on the receipt. As you write your Cash Slips, or receive Commissary, deduct them from your account. No receipts are sent for cable, Crime Victims Compensation, ACT 84, Child Support or involuntary court deductions.
6. Monetary Gifts-it is important to inform family and friends that the institution cannot accept personal checks or money orders as this is now handled through "J Pay". For an exceptions or inquiries, direct questions to the Business Manager.
7. Receipts to an Inmate's Account will be posted as quickly as possible. "J Pay" reports are sent to Inmate Accounting after payment has been posted to inmate accounts. Receipts are then forwarded to the inmate.
8. Cash slips (DC-138A) are the method of requesting that money be taken from an Inmate's account for a specific reason. One cash slip is required if the amount of the transaction is known. Three cash slips are required if the transaction amount is not known, such as additional postage. Inmate accounting retains the cash slip. A complete and printed name must appear at the top of each cash slip. The cash slip should include a brief but specific description of the request. All signatures must be authenticated and verified by staff, normally the housing unit officers. All requests will be processed as quickly as possible.
9. Copies / Venda Card-If you wish are purchased thru Commissary. In the event that the library copier is inoperable, legal copies only may be made in the Business Office. You must send a request slip to the Business Manager to have legal copies made. You will then be called to the Business Office where a signed cash slip and originals must be presented. After your account and originals are verified, copies will be made. The cash slip will be signed by the staff member making the copies

and sent to inmate accounts for posting. Should the machine malfunction or produce bad copies you will not be charged. The staff member making the copies will make the determination.

10. Personal Property including birth certificates, driver licenses, airline/bus tickets, banking information, etc. is kept in an individual DC-152 (Personal Property Envelope). These are kept in a locked file safe in the Business Office.
11. **Releases are processed through the Gate House or Admissions.** Contents of your DC-152 (Personal Property Envelope) and account balance will be given to you at this time. Inmate accounting will provide you with a closing account statement. The DC-159B (Receipt of Personal Effects) will be verified and signed. Policy states that \$100.00 in cash will be given, if available on the inmate's account and the balance of the account will be given in check form. Accounts will be escrowed for release funds upon receipt of Green Sheet or notification of sentence complete date. Escrows may occur up to 4 months prior to release date. Prepaid phone card refunds will be included in the release funds.
12. Cable is a prepaid service; money must be available at the time billing is processed. Contracts and disconnect notices are due at Inmate Accounting by the 15th of the month prior to billing.
13. Requests for account records can be made by submitting an inmate request to Inmate Accounts. All money requested for escrow will remain in escrow until time of release.

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.

II. Daily Operations (See Attachment A for daily schedule)

A. Identification Cards

1. Each inmate is issued a Department Identification Card (ID). You must carry your ID card at all times, other than to/from showers. You must show your ID card, and give your name and number to any employee who asks you for it. You should keep your ID card in good condition because you will need it for commissary and other activities. Lost, destroyed, or damaged ID cards must be replaced immediately and the cost will be charged to your account. If there is a significant change in your physical appearance, weight gain/loss, growing or shaving of facial hair, etc, you will be required to get a new ID at your expense. The cost of the replacement will be five dollars (\$5.00). **The** inmate must submit a cash slip in the appropriate amount, with an "Inmate Request to Staff" letter to the Property Intake Officer. ID cards requiring replacement due to normal wear will not be at the expense of the inmate. It shall be the responsibility of the Housing Unit Officer to review ID cards periodically, to determine the need for replacement.

B. Pass System

1. An Inmate Pass System is used to regulate Inmate Movement throughout the Institution at times other than General Line Movements.
2. Individual inmate movement is managed through the inmate pass system with all general line movements (work lines, school lines, yard-out, activities, etc.) monitored by the rover and/or Zone Sergeant, as in the case of DCC unit inmates, by the Unit Sergeant.

A standardized inmate pass is utilized with the following information recorded:

- Date of pass;
- Name & number of inmate;
- Destination;
- Authorizing signature;
- Time of departure & staff signature;
- Time of arrival and staff signature; and
- Time of return and staff signature

3. Inmates are permitted to be in possession of only one pass at any given time. No inmate is permitted to be involved in the issuing or distribution of any inmate pass. Inmates are required to have their ID card in possession at all times to assist in identification and are required to show their ID upon demand. Passes are collected at the completion of the trip to guard against re-use and for examination to detect possible tampering. The passes are returned to the issuing authority for this function after which the pass is destroyed.

C. Facility Management (See Attachment B for Personnel Directory)

D. Prison Rape Elimination Act (PREA) (DC-ADM 008)¹

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 **Attachment B, Personnel Directory**, for the **name** of the Grievance Coordinator. Grievance forms are located on every housing unit.

III. Inmate Services/Privileges

A. Cable Television (DC-ADM 002)

1. Channel **37** is designated as the institution's Wellness/Fitness/Black History/Women's History Month/Special Information Channel.
2. Channel **38** is designated as the institution's movie channel. This channel will be used to show Institution-wide movies.
3. Channel **50 through 55** 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.
4. Cable cords will be issued by the Unit Team Staff and will be turned into the same staff when service is disconnected.
5. Questions related to billing will be handled by **Business Office**. Questions related to technical difficulties should be directed to **Maintenance, Facility Maintenance Manager**.
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 service; otherwise, monies will continue to be deducted.
7. An inmate transferring from a facility that is serviced by Correctional Cable TV (CCTV) is permitted to transfer that service to the new facility provided that facility is also serviced with CCTV. The inmate will notify the Inmate Accounting Office upon arrival and request transfer of the CCTV service. In addition to providing a request slip, a new signed CCTV contract should be provided. Upon verification of payment and service at the previous facility, the inmate will be permitted service and all appropriate local notifications will occur. The facility will not be responsible for any reimbursement of funds which occur during the period of transfer.

B. Cell Assignments

1. Inmates deemed eligible for double celling cannot refuse to be double-celled.
2. Inmate requests for cell changes will be evaluated by the Unit Management Team. To request a cell change, you must contact your Unit Manager.
3. 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. School Schedule is Monday through Friday from 8:00 a.m. to 4:00 p.m. The Education Department provides adult basic education, general educational development, commonwealth secondary diploma, special education, eight vocational courses, library services of a general nature and law library, the department also provides Act 143 Victim Awareness Education (as required by legislative action) prior to an inmate's parole. *There is also the opportunity to attend a certificate program through Luzerne County Community College. REMOVE Sentence*
2. SCI-Muncy offers the following academic classes for inmates without a high school or GED diploma: Adult Basic Education, General Educational Develop (GED), and Special Education, Prevocational/Tools for Success, Money Smart, and English as a Second Language. Students without a verified High School or GED diploma are required to attend school as mandatory GED students. Books to help you with your goal of obtaining your GED are located in the library. Inmates wishing to study independently for the GED exam should ask the librarian for these resources.
3. Vocational classes offered to inmates who meet certain admission requirements. Vocational Classes include: Business Education, Machine Shop, Fiber Optics, Computer Aided Drafting and Design, Custodial Maintenance/Building Trades, and Cosmetology.
4. Victim Awareness Education is offered to students who are identified by the Records Department for the class. You will be notified by the Education Department if you need to take this class. This class is only open to individuals who have been identified for the class and successful completion is required prior to release.
5. Inmates will receive more detailed information regarding Educational and Vocational Classes shortly after classification. Inmates may write the Educational Guidance Counselor concerning education/vocational questions at any time. The inmate cable channel is often used to advertise class openings and special class offerings. We look forward to helping you with your educational and vocational goals.

Rules for Applying for Educational Programs

- a. If you are interested in an academic school program, you must send a **DC-135A, Inmate Request to Staff** to the Academic Guidance Counselor.
- b. Vocational Programs: you must have a valid copy of your GED or High School Diploma on file in the Education Department or completion of the Pre-Vocational Course prior to enrollment. You must have been administered all required academic and vocational examinations.
- c. Block Tutoring may be available through the Education Department.

1. Library Services

Recreation Library

- a. The main library is located in the Education Building. In order to use the main library you need a library pass from the unit officer. This pass will grant you admission to use the library. There is a variety of materials and services for your use. When you are finished, the library pass will be used for your return to your unit.
- b. *The main library is located in the Education Bldg. In order to use the main library you need a library pass from the unit officer. This pass will grant you admission to use the library. When you are finished, the library pass will be used for your return to your unit. (REMOVE Paragraph)*

- b. SCI-Muncy's library participates in the Access PA interlibrary loan cooperative. If the library does not own the material, it can be borrowed from another library in Pennsylvania. An interlibrary loan form can be completed at the library. One ILL book can be requested. When that ILL book is returned another request can be completed.

Law Library Schedule: General Population

Law Library schedule for general population is scheduled by the Librarian in one-hour law appointments as follows:

Sunday, Monday	1300 – 1600 & 1900 – 2000
Tuesday - Thursday	0830 – 1100 & 1300 – 1600
Friday, Saturday	0830 – 1100 & 1300 – 1600

Inmates serving Cell Restrictions are scheduled from 0830 – 0930 hrs., Tuesday, Wednesday and Thursday only.

- c. Specialized Housing-

“S” Unit and “H” (DCC) inmates are scheduled Monday, Wednesday and Friday from 1500 – 1600 hrs.

“R” Unit (RHU) inmates are scheduled everyday from 0800 – 1000 hrs, 1400 – 1600 hrs, and 1900 – 2100 hrs. An inmate housed in the RHU needs to send an inmate request slip to the RHU Lt. to be scheduled.

“Q” Unit (MHU) inmates write a request to the librarian and a book is sent to their unit.

- d. Questions about the library should be directed to the librarian or the library assistant. The main library contains work areas to do school and personal research. All the books that circulate are loaned out for a period of **(Local)**. You are permitted to have **6** books out at a time. Different restrictions apply to inmates in segregation status.
- e. The main library contains books for recreational reading the supplemental material to the education courses.
- f. Satellite mini-libraries are in place on each unit. Inmates can check out books and materials on a wide assortment of topics. These topics range from fiction and non-fiction to drug and alcohol, stress and anger, literacy, and GED test preparation. Mini-libraries are staffed by trained inmate tutor/librarians.

D. Grooming (DC-ADM 807)

1. Inmate hygiene and personal grooming shall be handled per DC-ADM 807. Cosmetology services will be available by appointment. A signup form will be posted in the common room area of each housing unit at the onset of each new posting cycle. The Cosmetology Price List will be posted in each Housing Unit. The Cosmetology Instructor will make every attempt to schedule appointments during off-days or non-working hours. Inmates will be notified of their appointment date and time via the Daily Call Out Sheet. No inmates are permitted in the Cosmetology area without a scheduled appointment. Unauthorized inmates may receive a misconduct pursuant to DC-ADM 801.

Specialized Housing Cosmetology Schedule:

1. Inmates housed in the R Unit (RHU)/DTU/BMU/SRTU and Q Unit (MHU) for 30 days or longer are eligible for a haircut only and will be scheduled at the end of each general population rotation.
2. "S" Unit (DCC) and H Unit inmates may sign up for Cosmetology when released from DCC, when their housing unit is posted.
3. YAO/YOU inmates will be scheduled at the end of the general population rotation and escorted to Cosmetology.

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

1. All mail, with the exception of the eight, one-ounce, first-class letters per month requires cash slips.
2. Outgoing mail is picked up Sunday through Thursday in the evening. Incoming mail is delivered Monday through Friday. The process for preparing outgoing mail is explained in detail in the Inmate Mail and Incoming Publications Procedural Manual. The return address to be placed on all outgoing mail is: Full Name, Inmate Number, SCI-Muncy, P. O. Box 180, Muncy, Pa. 17756. No mail will be added once it has been collected. No mail can be pulled from the boxes. Only authorized staff will collect the mail. Incoming mail and mail to be returned to inmates will be distributed in the evening by unit officers.
3. Outgoing mail-envelopes are not be too sealed with staples, as they cannot be run through the postage machine. . All mail received in the mailbags with substances, tape and excess staple will be returned to the inmate.
4. Three (3) (DC-138A) Cash slips must be attached to envelopes that are going out of the country (i.e. Germany, Canada, Mexico, etc.) or for letters which are overweight. Overweight mail that is Received without cash slips will be returned to the inmate.
5. Incoming Mail/Incoming Correspondence determined to be undeliverable and with no return address will be returned to the U.S. Post Office for their disposal. Correspondence containing money orders, cash or personal checks will be confiscated, and the inmate will receive a copy of the Confiscated Item Receipt (DC-154A). It is the inmate's responsibility to write to the mailroom and send an envelope with three (3) Cash Slips (DC-138A), to have the money order, cash or personal check returned to sender at her expense. Per the DC-ADM 803, Inmate Mail and Incoming Publications Procedures Manual, Section 1—General Procedures, Attachment 1-B states the inmate has the option to forward a cash slip with an addressed envelope to the mailroom within 15 working days from the date of this decision to have the contraband mailed out of the facility or it will be destroyed. Material that cannot be legally mailed will be destroyed.
6. Official documents such as driver's license, birth certificate, social security card, welfare card, medical card, etc. will not be delivered to the inmate, but shall be recorded and sent to the Business Office to be kept in a designated safe, area or file. Mailroom staff shall notify the inmate and her counselor of the document being held and forward only the correspondence to the inmate.
7. Institutional mail-request to staff forms (DC-135A) must include the staff member's name and department on the outside of the form.
8. Problems concerning mail should be addressed on the request slip and sent to the Mailroom Supervisor.

9. Prior arrangements and approval must be obtained to mail a package.

F. Recreation and Activities

1. Structured and unstructured recreational activities will be available on a daily basis consistent with the activities schedule. The activities schedule will be posted on bulletin boards located in each housing unit. (i.e. Yard, Open Recreation, Exercise Classes, and Concession, etc.)
2. Unstructured Open Yard and Open Recreation 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.
3. Electronic tablets are not permitted in the yard.
4. Athletic Activities-proper athletic wear is recommended while participating in physical activities. All injuries must be reported to staff immediately. All equipment is the property of the Commonwealth of Pennsylvania. Any inmate who is found altering or destroying state property will be subject to disciplinary action. Inmates must have proper medical clearance to participate in any physical activities.
5. Housing Unit Music Program—Only harmonicas, guitars with amplifiers, recorders and keyboards with earphones are permitted. Approved musical instruments are only to be played in the individual's room between the hours of 10:00 a.m. and 7:00 p.m.
6. Housing Unit Arts and Crafts—Inmates may participate in housing unit arts and crafts in accordance with Local Policy 7.8.1.
7. Ongoing Programs are include in the following list. You should send a Request to Staff in order to participate in any of these activities:

***Personal and Social Skill—Delete**

*Book Club

*AM/PM Walk and Jog--Delete

*Adapted Art Class--Delete

*Drawing--Delete

*Crafts/Knitting Class

*Arts/Crafts

*IGWF Committee

*Adapted/Handicapped Classes

*DCC Bootcamp Wt. Lifting

*Health and Wellness

*Adapted Wellness

*Calligraphy--Delete

*Painting (must take drawing first)--delete

*Music/Guitar instruction

*SCI-MUN Pup Program--delete

*Creative Writing

*Weightlifting

*Fitness Class

8. All other programs are announced and posted as they occur. Examples include but are not limited to; Holiday programs, special events, intramurals, varsity sports, bingo, trivia, photos, bands, game tournaments, contests, shows, etc.

G. Religious Activities (DC-ADM 819)

1. Program List: A list of the weekly programs is available in the housing unit. For special occasions (listed below), posters/memos will be posted in the housing units.

*Jesus Rally

*Yokefellowship

*Spiritual Life Application Programming

*Life in the Spirit

*Marian Singers

*Public Rosary

*FISH
 *Midweek Prayer
 *Sacred Dance
 *Chancel Choir
 *Unit Methodist Women Study group
 *Hand Chime Choir

*Tahleem
 *Islam 101
 *RCIA/Adult Confirmation
 *Jewish Life
 *Grief Share
 *Chapel Library

2. Worship Services—These are the only services that count as “worship services”. The Department of Corrections is only mandated to provide inmates with one (1) worship service per week. Although multiple worship services are often permitted, attending more than (1) per week is a privilege and not a right. Inmates will only be permitted to leave work for the Worship Service that they are registered as on the DC1 Face Sheet on DOCNet. Inmates doing any kind of cell restriction or are in DCC are permitted only one (1) Worship service per week which matches their DC1 Face Sheet on DOCNet.

*GP Protestant Worship	Sunday	0800
*Spanish Protestant Worship	Sunday	1300
*Quaker Friends Worship	Sunday	1500
*GP/DCC Catholic Mass	Sunday	1900

(DCC Catholic Mass Monday 1900 after evening Yard Out closes for the season)

*Jewish Bible Study	Wednesday	1800	(1x/mo)
*Buddhist Prayer	Tuesday	1330	
*DCC Protestant Worship	Thursday	1330	
*Jehovah Witness Bible Study	Wednesday	1830	(2 nd & 4 th Weeks)
*DCC Jumuah	Friday	0845	
*GP Jumuah	Friday	1330	

3. Program Schedule-A weekly program schedule is available in the housing units. Inmates are permitted to attend the following services without being on the Call-Out:

*GP Catholic Mass	DCC Catholic Mass
*GP Protestant Worship	DCC Protestant Worship
*Life in the Spirit	Jesus Rally

4. Rules for Applying for Programs-Inmates may enroll in regular religious programs not listed above by submitting a request to the Religious Services Department. Notices are posted giving instructions on how to enroll in special events. Inmates may visit the Chapel Library and receive Bible studies by submitting a request to the Religious Services Department. Notices are posted giving instructions on how to enroll in special events. Inmates may visit the Chapel Library and receive Bible studies by submitting a request to the Religious Services Department.
5. Spiritual Advisors—are approved through the Facility Chaplaincy Program Director (FCPD). Submit the Supplement Visitors list with the name and address of the Spiritual Advisor to the FCPD.
6. Chaplains are available for Pastoral Counseling. Send a request to set up an appointment with a Chaplain of your choice.

H. Program Services

1. Standardized Programs-The Bureau of Treatment Services has developed a standardized treatment programs for inmates in the Department of Corrections. In addition, the Bureau has developed criteria to determine which inmates are to be enrolled in each of the programs. This criteria is based on a set of aspects of the inmates’ backgrounds that have shown to be associated with the level of risk of

re-offending. Standardized programming is entered into the inmates' Correctional Plan based on this criteria. Inmates, then need to take advantage of opportunities to enroll in the programs in order to best prepare themselves to be paroled on their minimum date and be successful on parole once they return to their communities. Once programs are entered into an inmates' Correctional Plan, staff who conduct the programs will see the inmate's name(s) on the waiting lists when they prepare to begin new sections of the programs. The content and titles of specific programs may change from time to time. In general, though, standardized treatment programs are designed to address issues such as the following:

- Alcohol and other drug abuse
- Living Safely without Violence and Moving On
- Parenting Skills
- Responsible decision-making and anger management
- Sex Offender Issues

Volunteer Programs-In addition to the standardized programming, there are occasionally some voluntary programs in which inmates may enroll. Inmates are informed of these programs by notices that are posted in the housing units. They typically enroll in these by submitting an inmate request to staff as indicated on the notice.

2. Upon admission to SCI-MUN, all inmates are assigned to a counselor. (Inmates are encouraged to take responsibility for their own treatment). The role of the counselor is to help, to assist and guide you. Counselors make recommendations for parole planning, special requests, treatment changes, and release to community-based facilities. The assigned counselor can provide assistance in handling personal, family and behavioral problems and may meet with inmates individually or in a group counseling. Whether an inmate benefits from counseling services, in large part, depends on her attitude and desire to help herself. It is each individual's responsibility to ask questions, know and understand the process; active participation can be essential to one's progress and future. When writing to your counselor, be as specific as possible to make response quick.
3. The Parenting Program provides a variety of services for inmates including groups listed below that service a variety of incarcerated mother's needs. One-on-one case management services for inmates experiencing problems with their children or who need assistance contacting Children and Youth Services, young agencies or court officials are also available. Inmates may submit a request for services to the Parenting Department, or be referred through their counselor.

Program List:

- *Project IMPACT Visitation Center
- *Family Virtual Visitation Program
- *PA Family Support Alliance
- *Child Development Education
- *Parenting Teenagers
- *Positive Parenting
- *Prenatal/Postpartum Support (available for DCC as well as GP pregnant inmates)
- *House of Hope (Inpatient Program for survivors of DV or SA)

We recognize that incarcerated mothers are in a very difficult situation when it comes to caring for their children. The following guidelines may help make a successful adjustment while here and may assist in maintaining relationships after release.

- *Take advantage of the parenting classes, programs and counseling services offered while incarcerated. Send letters of progress or copies of certificates programs give certificates) to the social workers to let them know the status of your accomplishments.

*If problems arise with a child (he or she is arrested, is having disciplinary problems at school, suspected abuse, etc.) the Corrections Counselor or Parenting staff may be able to assist when contacting outside resources. Similarly if there are problems with the caregiver of your child, keep a record of the problem (dates and times) and notify the Parenting Department.

Psychological Services

1. Psychology staff assesses the need for mental health services upon arrival at SCI-Muncy. Treatment programs facilitated by Psychology staff typically are not placed on an inmate's Correctional Plan, but postings will go out to the Housing Units and can write a Request Slip to the group facilitator to sign up.
2. A number of group treatment programs, addressing such issues as abuse, anger management, depression, bipolar disorder, grief and loss, codependency, and problems with authority are provided. Psychiatric services will also be coordinated, tracked and monitored.
3. Inmates may request services by submitting written requests directly to any staff member. The specific problem and/or need must be clearly specified in the written request. Issues such as roommate problems, housing unit assignments, and/or work detail problems are not issues addressed by the Psychology Department. These types of issues should be directed to the Unit Management staff.

Program List:

***Anger Management (Delete)**

*Cancer Support

*Medication Compliance

*DCC Trauma/Seeking Safety

***Intermediate Treatment Unit (delete)**

*CPS Support

*Adjustment (DCC)

*Long Term Offenders

*YAO Group

*Sex Offender Program

*Adapt and Overcome

*Hygiene

*Out-patient Self Esteem

*Meditation

*Mental Health Group

*Psych Well-being/Reentry

*Borderline

*DCC Seeking Safety

*GP Seeking Safety

*BMU Seeking Safety

*Choices

*Co-Occuring/AOD

*Lifers (Delete)

*BMU/ITU/SRTU/DTU Structures Programs

*Depression and Anxiety

*Positive Relationships (delete)

*DBT-Dialectical Behavior Therapy

*Coping Skills (ITU)

*RTU Self Esteem

*Juvenile Lifers Group

*Eating Disorders

Alcohol and Other Drug Treatment Services

1. The Alcohol and Other Drug department will assess each inmate's need for AOD programming upon arrival at SCI-Muncy. All AOD programming recommendations will be included on the DC-43 Correctional Plan. Any inmate recommended for a program will automatically be added to the appropriate waiting list(s) according to minimum release date. There is no need to send requests regarding your involvement in AOD programs.
2. The AOD department provides a wide range of treatment services. These services include outpatient cognitive-behavioral groups, inpatient residential treatment, and 12 Step Support meetings. Self help

groups (i.e. NA, AA) are offered. Requests to participate should be forwarded to AOD Outpatient Facilitator.

Program List:

- *AOD Outpatient Program
- *Co-Occurring Outpatient Program
- *Therapeutic Community Inpatient Program
- *Co-occurring Inpatient Program
- *Co-occurring Outpatient Program (Delete—listed twice)

3. AOD Outpatient Therapy-The outpatient program is designed to provide an inmate with the opportunity to change her attitude and behaviors towards substance use/abuse of alcohol and other drugs. Emphasis is on learning and using tools to effectively deal with recovery and relapse issues. The Outpatient program uses Motivational Enhancement Therapy, Cognitive Behavior Therapy concepts, Individual and Group Counseling, Relapse Prevention, Seeking Safety and Aftercare planning.

Parole Violator Program (Outpatient)

1. This is a program designed for inmates who return to the institution as a parole violator as a result of AOD use/abuse while on parole and have previously participated in the Therapeutic Community inpatient program or the Outpatient program prior to their release. Emphasis is on risk factors associated with re-offending. This is a cognitive-behavioral program that will focus on developing healthy pro-social skills to minimize risk of relapse.

Therapeutic Community-Inpatient Therapy

1. The Inpatient Program is an intensive structured treatment program which gives the inmate the opportunity to learn effectively how to deal with recovery, relapse issues, interpersonal communication, emotional stability and adjustment for successful re-entry to the community.
2. It is a cognitive-behavioral program with emphasis on cognitive restructuring. It is designed to assist the inmate identifying unhealthy behaviors and learning new pro-social skills.

State Intermediate Punishment Program

1. The SIP Program is designed for offenders convicted of drug-related offense. Under the SIP program, the offender will be sentenced to serve a flat sentence of 24 months, at least seven of which will be served in prison with four to six months in a Therapeutic Community Inpatient program, minimum of six months in Outpatient treatment. The remaining time consists of supervised re-integration into the community.
2. Inmates are assessed for this program prior to sentencing at the DCC at SCI-Muncy. A complete description of the SIP program is given to the inmate once they are deemed appropriate and sentenced to the SIP program. SIP programming is facilitated at QUE or SCI-Cambridge Springs.

Co-Occurring Outpatient Therapy

1. This is a psycho-educational program from women. Emphasis is on understanding the unique issues faced by individuals with substance abuse/dependency and mental health disorders. Focus is placed on building emotional strength, support relationships, and developing and maintaining lifestyle changes to prevent relapse.
2. Inmates will be screened by the AOD Department as well as the Psychology Department to determine if this level of treatment is appropriate for the inmate. Any inmate who may have a primary axis I diagnosis and a substance abuse issue can be recommended by staff for the Dual Diagnosis program.

Voluntary Programs

The following program are voluntary and not part of your **Correctional** Plan. If you are interested in these groups, please write a request to the designated facilitator.

House of Hope—Parenting Department
Grief and Loss—Chapel
Long Term Offender—CCPM
Re-entry Services—Re-entry Counselor
Impact of Crime--CCPM

I. Telephone Calls (DC-ADM 818)

Inmates must complete a DC-8A listing up to 20 phone numbers, plus an attorney. This form is then submitted to the inmate's counselor who will verify the information. Once this information has been verified, it will then be forwarded to the Automated Inmate Systems Telephone Coordinator who will assign a PIN number and enter the numbers provided. Once the numbers have been entered, a copy of the form will be sent back to the inmate.

IV. Legal Issues

Legal Services (DC-ADM 007) (Local procedures for law library and sign up, notary services, access to paralegal, etc.)

A. Law Library

- a. All scheduling for law library will be done by submission of a **DC-135A, Inmate Request to Staff Member** addressed to the Library.
- b. Inmates in the law library may depart at any time during a session.
- c. Inmates on cell restriction or LOP who require legal access (**Local procedures**).

B. Notary Services

- a. The institution provides Notary Services. The Notary may not, however give legal advice. Requests for appointments must be made by DC-135A, Inmate Request to Staff Member to the respective Housing Unit notary as posted in housing unit. This information is posted in each Housing unit. Do not sign any documents until you are in the presence of the Notary.
- b. Inmates housed in the RHU must submit a **DC-135A, Inmate Request to Staff Member**, to the respective notary assigned asking for notary services.

C. Photocopies/Venda Card—Venda Card's can be purchased through Commissary and delivered with the Commissary order.

V. Medical Services

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

An inmate seeking an accommodation for a disability shall submit a request using the Inmate Disability Accommodation Request Form to the Corrections Healthcare Administrator (CHCA).

B. Medical Services (DC-ADM 820)

Inmate Volunteer Program-Medical

The Inmate Volunteer Program provides specially trained volunteers to support the care and comfort needs of long term care and/or hospice care inmates. SCI-MUN is looking for inmate volunteers that are interested in participating in this program. There are eligibility and selection criteria, psychological review, and 40 hours of mandatory training. If you are interested in participating in this program you will need to provide written request to the CHCA and an informational session will be held to review the program in regards to criteria, selection process and training involved.

1. Sick Call

- a. Sick call for population will be conducted Monday through Friday. Sick call for RHU will be conducted seven days per week.
- b. Routine sick call is conducted by the Physician's Assistant and a nurse. Inmates who experience medical or dental problems need to fill out a sick call request form in order to go to medical/dental sick call. Each form must be filled out with your problems listed. Any slips without this information may be returned to the inmate. Slips are to be placed in the locked box located on the first floor of each unit marked "Sick Call Requests". These slips will be picked up by 2000 hours. The medical department will review sick call requests received and schedule a call out for the next business day for those requests requiring visits. Sick call requests are available from the housing unit officer.
- c. If you have been placed on the call out for a sick call appointment you will be held in on the day of the appointment. If the inmate refuses to go to sick call they must go to the medical or dental department to sign a DC-462 (Release of Responsibility). Inmates are not permitted to select a doctor of their choice. All sick call request slips will be evaluated by the Physician's Assistant and nurse first. If necessary, the inmate may see the doctor once examined by the Physician's assistant three times for the same complaint.
- d. Dental services are available to inmates Monday through Friday. Regular Dental appointments may be requested by submitting a DC-135 A (Inmate Request to Staff) form to the Dental Department.

2. Co-pay

As explained during your medical screening, medical and dental services are assessed for co-payment for all sick call and initial medications, except for chronic care.

3. Medical Equipment and Supplies

If you are issued medical equipment, you will be issued a special pass. It is your responsibility to use the equipment as prescribed and to return the equipment on the date designated. If it is lost or damaged, you will be responsible for the cost of its replacement.

4. Medication Line

The medication line is located in the Infirmary. Inmates housed in the RHU will have their medication delivered to them. While in line, you are to maintain your position. Line jumping and other disorderly conduct will result in a misconduct.

5. Over the Counter Medications

Over-the-counter medications are available in the Commissary. You need to discuss this with the doctor, since these medications can react with other medications. Your doctor needs to know all medication you are presently taking, including, over-the-counter medications.

6. Dental Care

If you need a dental examination or service, which is not an emergency, you must submit a sick call slip to the Dental Department.

7. Medical Lay-In

When you are granted a medical lay-in for a specific period of time as a result of medical screening line or doctor's line, 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.

8. Medical Callouts and/or Passes

All medical callouts and/or passes are **mandatory**. You may be subject to a misconduct for not responding to a medical pass and/or callouts. **When refusing appointment you must report to medical and sign appropriate refusal.**

9. Psychiatric Services

If you feel that you are in need of psychiatric care or are having difficulties coping due to mental health problems, psychiatric services are available by request or through referral by Medical, Psychology, Unit Manager, and/or Security staff.

VI. Property (DC-ADM 815)

A. Basic Issue

1. Altering of institution clothing in any manner is not permitted. Additionally, trouser cuffs may not be rolled up nor worn inside of socks. Pants will be worn at the waist as appropriate. Shirts are to be buttoned and tucked inside trousers. Undergarments (boxers/briefs) 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. Inmates are permitted to wear personal white thermal underwear under their issued shirts and pants at any time of the day. Cocoa brown sweatpants and sweatshirts may be worn under institution issued shirts and pants inside the institution only.
4. You must be properly attired anytime you leave your cell except for showers. This includes a shirt, trousers, sweats or shorts, when appropriate, socks, and sneakers, or shoes. **When leaving the cell for showers, you may utilize a closed robe to/from the shower area. The expectation is that you proceed directly to/from your cell and back.**
5. Hats and sunglasses (unless medically approved) are not permitted to be worn inside buildings.
6. Heavy corduroy coats are considered seasonal wear and cannot be worn from Memorial Day through Labor Day unless approval is given by the Shift Commander on specific days that are unseasonably

cold during the summer months. If coats are permitted, unit officers will be notified and an announcement will be made on the unit. The heavy corduroy coat does not need to be buttoned when worn over the institutional issued brown shirt.

B. Commissary

1. Commissary catalogs with prices and limit restrictions are posted on the housing units. Commissary is located in Building 16. Inmates are scheduled to pick up their commissary in unit order. Inmate Crews working outside the fence or in maintenance may have designated days/times.
2. Commissary sheets are a one for one exchange on Sunday's and the completed Commissary Sheet filled out by the inmate will be turned in on Monday, unless otherwise posted due to a holiday. The form must be signed and ID must be shown when submitted it. Four digit catalog numbers are required to each item ordered. All bubbles must be properly filled in to process the order. Items ordered will be available the following week. Upon receipt of order, all items should be checked to ensure the order is correct. Once you walk away from the counter, the order is deemed correct.
3. Inmates housed in the Infirmary are permitted to request commissary while housed there. All deadlines and commissary rules apply.
4. Inmates housed in the RHU/DTU/SRTU/BMU will receive commissary privileges in accordance with the DC-ADM 801, DC-ADM 802, 13.8.1 and the unit's respective Inmate Handbook.

C. Outside Purchases

All outside purchases by inmates must have prior approval and they must be shipped directly from an approved vendor. The facility representative will make final approval of all orders after a visual and physical inspection at the facility. Religious items must be approved by the Facility Chaplaincy Program Director.

1. Complete a **DC-815A, Outside Purchase Request Form** showing name and address of vendor, full description of purchase to include brand name and model, and cost of property.
2. Send two **DC-138A, Cash Slips** for the total amount of the order along with your completed Outside Purchase Request to Inmate Accounting 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. These need to be filled out in ink. If there is not enough money available in the account for the purchase, the order will be returned unprocessed.
3. 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. If your free postage for the month is exhausted, you must include an additional two **DC-138A, Cash Slips** for postage.
 - a. A listing of authorized outside purchase items can be found in **DC-ADM 815**.
 - b. The vendor or store name and return address must be clearly shown on the outside of the package. No handwritten labels, business cards, or store receipts will be accepted.

D. Personal Clothing / Personal Property

1. Personal cocoa brown clothing may be worn during designated common room times.
2. Cocoa brown athletic clothing may be worn to the yard, gym, **common room**, and in your cell.

3. Sandals should not be confused with shower shoes. Shower shoes can only be worn in **cell or to/from the shower.**
4. Except for **commissary purchased undergarments**, personal clothing is not to be worn in the Visiting Room.
5. Upon reception to SCI-Muncy, all inmates will be given an orientation on property as well as special outside purchase procedures. Inmates will be given a small amount of personal property until a complete processing of their property can be accomplished. The amount of property allowable for retention by inmates will be consistent with the DC-ADM 815, and local policy. These limitations and procedures will be strictly adhered to. All jewelry will be recorded on a personal inventory sheet. Television, radios, typewriters, calculators, etc., will be held for engraving if needed. All tablets orders are engraved upon receipt.
6. The property officer handles all property entering and leaving the institution.
7. Incoming property-the DC-ADM 815 provides guidelines for ordering property and the property officer will ascertain whether it is acceptable. Inmates will be scheduled and notified via the callout system. Property not permitted, cannot be stored. The property officer will provide information regarding the disposing of prohibited items.
8. Outgoing property-Inmates wishing to mail out personal property or **craft items must submit a request to the Property Sergeant to be scheduled for mail out/destroy/engrave.** There must be enough money on the inmate's account to cover the expense. The appointment will be scheduled via the callout system.

VII. Rules

A. Housing Unit Rules

1. **Some cell** doors are electronically controlled. After identification by the officer on duty, your cell door will be opened as necessary or required.
2. All shirttails will be tucked in and shirts buttoned any time you are out of your cell.
3. You are required to stand at your cell door/**cube entrance**, with your light on, for all designated standing counts. Any violation of this requirement may result in a misconduct.
4. Do not litter the units or any outside areas. Receptacles must be used for trash and smoking materials.
5. Cell cleaning materials will be made available on the housing unit and distributed by the Officers. Housing Unit Guidelines are posted on each housing unit. No belongings are to be placed outside your cell while cleaning.
6. All authorized notices and signs shall be followed. Failure to do so may result in disciplinary action.
7. Cell doors will be closed unless you are entering or exiting your cell. Doors will be closed and locked during unit out periods. Unit workers will secure their doors at all times while working. If unit workers are finished with assigned tasks, they will return to their cell and secure their door.
8. 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.

9. Loud talking, whistling, singing or any other boisterous behavior is prohibited.
10. No hats or sunglasses are to be worn on the unit.
11. No loitering in prohibited areas.
12. Toilet paper and soap will be issued as designated by housing unit schedule. Quantities permitted for distribution and retention are identified in your housing unit guidelines.
13. Fruit must be consumed the same day it is brought back to the housing unit.
14. Read call-out sheets daily. When you are on a call-out, you do need a pass. Call-out sheets will be posted on unit bulletin boards daily. 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.
15. All personal radios, televisions and tablets must be kept to a minimum volume when listening to them, and must be played with headphones. They are to be turned off while you are out of cell.
16. Musical instruments can only be played with headphones.
17. Unit quiet time is from (2100 to 0600) count clear. Earphones must be worn when playing your TV, radio or tablet during this time.

B. Dining Hall Rules

1. After leaving the service counter, you are required to follow the seating instructions of the officers. You must remain seated until you have finished your meal. Inmates are provided approximately 20 minutes to consume their 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 when called for meals. You are not permitted to eat at any other time.
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. Inmates 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 (use of laundry bags, clothing repairs, etc.)

1. Laundry service will be provided to all inmates by workers assigned to laundry detail. All inmates are advised to read the bulletin board on the units for laundry schedule. This communication process is essential for the inmates. Any new information or changes concerning the laundry will be posted on the inmate bulletin boards.

2. Linens are exchanged on the units. Inmates will receive a one-for-one exchange in the evening of the assigned day for the unit's weekly exchange. Bed linens are included in this exchange. All linens must be exchanged one-for-one, if an inmate is found in possession with excess linen items, disciplinary actions will be taken. **Add-Cotton and Wool blankets are exchanged once per month.**
3. It is the inmate's responsibility to ensure that all items are marked prior to going to laundry and that your laundry bags are closed correctly. Laundry is sent off site to SCI-Benner Township. The laundry schedule for items to be sent out to SCI-Benner Township is posted on all housing units.

D. Shower Schedule and Rules

Showers schedules and rules are posted on each housing unit.

E. Yard Rules (Delete all information here previously and the highlighted is all new information)

Inmate Yard Rules:

The Yard Sergeant will announce yard out for all general population inmates. Inmates will have ten (10) minutes to get to yard from their respective housing unit. The following rules will apply to yard periods:

1. Inmates will remain at least six (6) feet from the interior fence and the housing unit exterior walls in the yard, unless actively walking the track.
2. No body contact sports are permitted, except under the direct supervision and organization of Activities department staff.
3. Sign-out or exchanging for games will be as follows: all games and/or equipment will be issued to inmates in yard. Inmates will exchange their inmate ID for equipment/games and return equipment/games prior to the termination of yard.
4. Congregation of more than six (6) inmates in the yard at any one time is prohibited, other than for organized athletic events supervised by the Activities department staff.
5. Maximum of six (6) inmates may be seated at each picnic table. No other inmates may congregate around picnic tables in groups.
6. Maximum of four (4) inmates may be seated at each "sun shelter table." No other inmates may congregate around the "sun shelter table" in groups.
7. All waste materials are to be deposited in the trash and/or cigarette receptacles. Toilet Paper supplied in the yard restroom is not to be utilized to wipe down areas (i.e. tables, benches, etc...).
8. Blankets, linen, rugs and state towels are not permitted in the yard.
9. No recreational equipment is to be removed from the authorized activity areas. All recreation equipment must be returned prior to exiting the yard.
10. Scheduled recreational contests, practices, tournaments, etc... will have priority use of all equipment, facilities, field, etc...
11. The yard may be closed or terminated early due to inclement weather or extreme conditions such as heat advisory, wind chill, rain or storms. The Shift Commander will determine when

yard-out activity ends. Upon hearing the signal, you will be required to return to your housing unit promptly.

12. No straddling of the benches. Inmates are expected to face directly forward when sitting on the benches.
13. Inmates are not permitted to groom the hair of another inmate while at yard.
14. Physical contact with other inmates is prohibited.
15. No communicating with inmates outside of the yard.
16. No loitering on the basketball court.
17. Lying on the ground, picnic tables or benches/bleaches is prohibited.
18. Ice cream purchased in the yard during designated MIO sales events must be consumed prior to exiting the yard area.
19. Cigarettes – Only rolled cigarettes or the 4oz bag of tobacco is permitted.
20. Commissary food is not permitted in yard.

Walk Through Metal Detector:

Inmates will be randomly processed through the yard metal detector, upon entrance or egress, from the yard area. Inmates are expected to comply with the processing. Inmates that do not clear the metal detector will be pat searched by a female officer, in accordance with DOC policy. Refusals to process through the metal detector, comply with the pat search or the observance of contraband will result in the inmate's denial to attend yard and the issuance of a DC 141 Misconduct Report, where applicable.

Pavilion Use:

The pavilion area, located in proximity of the fieldhouse, has been designated for handicap inmate use only. Each handicap inmate will be permitted one (1) other peer in the pavilion area when playing cards/board games.

Exercise Units:

A maximum of six (6) inmates are permitted in the exercise unit area at one time.

Smoking is prohibited within close proximity of the exercise unit area.

VIII. Visiting (DC-ADM 812)

A. Visiting Privileges (DC-ADM 812)

1. The Visiting Room is open from **0830 until 1530 hours Friday through Tuesday from Labor Day to Memorial Day.** The Visiting Room is open from **0830 until 1530 hours Friday through Monday the rest of the year.** Visitors arriving after **1430** hours will not be processed for a visit. Visitors should be encouraged to come during the week rather than on the weekends in order to avoid congestion and assure a pleasant visit.

2. New inmates will review their list upon arrival at orientation. Inmates are responsible for ensuring that visiting lists are filled out accurately and completely or they will be returned. If you are unsure of this procedure, refer to the DC-ADM 812. Once all the information is entered, a copy is sent back to you and one is maintained at control. Visitation Approval-you are responsible to notify your visitors that they are on your approved visiting list. Do not tell your visitors to call the institution for this information, as this information will not be given out.
3. 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. Only visiting-issued sneakers are permitted to be worn in the visiting room. You must be dressed in institutional clothing when reporting for a visit.
4. Visits may be terminated early depending on the number of inmates who received visits. When this becomes necessary, visits will be terminated in the order of arrival.
5. Every opportunity will be given for a full visit, but a visit may be reduced for the following reasons:
 - a. visitor or inmate does not comply with visiting regulations;
 - b. overcrowded conditions – every effort will be made to achieve as long a visit as possible, but your visit may be terminated by the visiting room officer if overcrowded conditions exist; however, no visit will be less than one hour;
 - c. unexpected situations or problems arise warranting the termination of the visit necessary for the welfare of everyone concerned; and/or
 - d. personal conduct – you and your visitors are expected to conform to acceptable codes of behavior during the visit. Profane, loud, boisterous behavior will not be tolerated. Any physical contact which may be disruptive influence or distraction to other visitors and which may interfere with the wholesome atmosphere of the visiting room will be cause for termination of the visit by officers on duty.
6. The Visiting Room 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.
7. Ladies' handbags and purses are not permitted in the Visiting Room. Fifty dollars (ones, fives and change) will be permitted in a clear plastic bag.
8. Lockers are available in the Visitors Building. The cost is .25 cents. You can lock your items in this locker and once you place the .25 cents in the locker slot, you will retrieve the key. Once your visit is over, you will then retrieve your items from this locker.
9. The exchange of any item during the visit is strictly prohibited unless specific permission is received from the visiting room officer.
10. Falsification of identification by impersonating an authorized visitor may disqualify the approved visitor from future visits. You will be subject to disciplinary action if investigation reveals that you knowingly conspired with a visitor to circumvent regulations and the visitor will be barred from the institution for a length of time as determined by the Superintendent.

11. A visitor may purchase refreshments for you from the vending machines in the visiting room. Inmates may not possess money for the machines.
12. 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.
13. A maximum of eight visitors are permitted during any weekday visit. A maximum of six visitors are permitted during any weekend visit. Additional visitors will only be permitted with the advance approval of the Superintendent or Shift Commander.
14. The maximum length of any visit will be determined by the capacity of the Visiting Room. The minimum length of any visit is one hour, although an attempt will be made to permit a longer visit.
15. 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 only. Administrative custody status inmates are permitted one, non-contact visit per week with an approved visitor as noted on their visiting list.
16. Visitors may bring up to three plastic bottles of formula, and three original, unopened, plastic containers of baby food, and three loose diapers. The visiting officer shall open all vacuum-sealed containers to ensure they had not been opened previously. A reasonable amount of baby wipes will be permitted but must be in an unopened, sealed container. One baby blanket will be permitted. Minors must be supervised by their guardian at all times.
17. An interview may be held with a prospective employer concerning your parole plan. The counselor or a member of the parole services staff should ensure that prior notification is made with the visiting room after receiving approval for such through the Deputy Superintendent for Centralized Services.
18. Attorneys, their agents, and spiritual advisors will be provided an area inside the visiting room to afford as much privacy as possible to conduct legal and spiritual conferences. Visitors are subject to search upon entering and leaving the institution.
19. All visitors must be appropriately dressed to visit in a family centered environment. The following restrictions are in effect:
 - a. no halter-tops, tube tops, and/or tank tops;
 - b. no strapless dresses or tops;
 - c. no sleeveless clothing with loose fitting armhole openings;
 - d. dress and skirt length may not be shorter than two inches above the knee when standing, with no slits extending beyond two inches above the knee;
 - e. see through or revealing clothing is not permitted. This includes clothes that are too tight, have holes or cutouts that reveals flesh, and/or undergarments or the appearance thereof;
 - f. no hoods on any type of clothing; and
 - g. visitors should wear as little metal as possible such as buckles, undergarments containing metal, metal snaps, or buttons, etc. You are encouraged to share this information with your

visitors prior to their visits so they are aware of the rules and guidelines for appropriate dress and metal detector guidelines.

20. 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.
21. Outdoor Visitation will be at the discretion of the administration. A designated outside visiting area is furnished with picnic tables and is provided for general population inmates and their visitors during the spring and summer months. These visits will be permitted on a first-come, first-serve basis and will be controlled by the visiting room officer. All visiting room regulations apply to outdoor visits. In cases where inmate/visitor conduct may justify termination of the visit, the Shift Commander must be notified of the situation. All inmates/visitors will stay within designated areas. Children must be supervised at all times. Visiting room toys are not permitted in the outside visiting area. Please do not allow children to climb trees, fences or on the picnic tables.

IX. Work Rules / Assignments (DC-ADM 816)

1. You must be properly dressed (appropriate issued clothing) when you leave your housing unit.
2. Reading material, radios, and edible commissary items are prohibited at the job site.
3. You are required to report for work unless excused for an approved reason. 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.
4. You will only be compensated for actual hours worked.
5. You must obey all safety rules and wear appropriate personal protective equipment as reviewed during your orientation with your supervisor.
6. Upon transfer into General Population from "S" Unit (DCC), you will be assigned a detail by the Inmate Employment Officer based on institution need and your ability. **If you are suspended from a detail, a Support Team staffing will be held to determine whether you will be returned to the current detail or if another action is required. Detail reassignments will be decided at a Support Team Staffing. (remove sentence)** You may request placement on two detail waiting lists by writing a request to Inmate Employment. Placement on the waiting list(s) means only that you will be considered should a vacancy become available. **There is no guarantee that you will be placed in a requested detail. Any misconduct resulting in ANY disciplinary custody or in more than 15 days cell restrictions or disciplinary custody will cause you to be removed from the detail.** Reassignment to a detail after that is based on institution need.

X. Food Service / Therapeutic Diets

1. Custody staff are in charge of seating and monitoring general behavior in the dining room area. Please follow the Officer's orders.
2. Meals are prepared and served in accordance with the master menu published by the Department of Corrections. The Master Menu is certified by a registered dietician and meets the recommended Daily Allowances of the Food and Nutrition Board of the National Academy of Sciences. Meal schedule can be found in the daily schedule in the front of this supplement.
3. State issued clothing shall be worn to all meals. Housing Unit Officer's will not release an inmate for meals if they are inappropriately attired; no sweat clothing or thermals should be worn as an

outer garment. Hats are not to be worn in the inmate dining room. Barrettes, hair bands, etc., are not considered hats and are permitted in the dining room. Hijab are permitted while commissary headscarves are not and both are subject to search at any time.

4. After seating in the dining room, any questions or concerns regarding the meal will be directed to a Food Service Supervisor or the Corrections Officer. An "inmate Request to Staff" letter addressed to the food service manager should be used to deal with further inquiries or concerns.
5. Special alternate protein diet is offered and called separate from mainline.
6. All inmates on special therapeutic diets must report for their meals in the dietary department when called.
7. Therapeutic diets for inmates with special health problems will be prescribed by the institution's physician and are developed by a registered Dietician.
8. Inmates on therapeutic diets are not permitted to give or receive food from another inmate's tray. Inmates receiving special diet trays are to adhere to those provisions given them by the health care department.
9. Central Office using procedures outlined in the DC-ADM 819 must approve all Religious Diets.

XI. Release Information

1. It is the responsibility of each inmate to provide her own clothing and funds for release. Transportation arrangements including airline identification, if necessary, and costs are the responsibility of the inmate. **When an inmate does not have adequate personal clothing for release, a partial or complete issue will be provided.** Appropriate release clothing will be stocked in the property room for this purpose.
2. Inmates who need state issued clothing for release must notify the Property Sgt. **at the time of sign-out.** Corrections Counselors can provide **information** regarding funds or transportation, if needed.
3. **Personal clothing (only one set) may be sent in from family/friends. Clothing will be accepted at the institution not more than thirty days prior to release. Clothing coming from family/friends must be marked "Release Clothing" on the outside of the package to be accepted by the institution. This clothing will be held in the Main Gate storage area until the date of release. If the inmate is not released within thirty days following the anticipated release date, the clothing will be shipped out at the inmate's expense. The 30 days may be waived at the institution's discretion based on documentation by the Parole Board. Family/friends may also bring your release clothing to the Gatehouse on the day you are released. The clothing will then be made available for you at the Gatehouse as you are processed out.**

XII. Community Work Program

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

XIII. Dress Code

1. Inmates are issued a copy of the DC-ADM 815, which provides guidelines regarding allowed clothing;
2. Inmates departing the institutional perimeter (i.e.: work details, court, escorted leave, medical/dental appointments) must have their hair styled in such a manner as not to obstruct reasonable search procedures;
3. Brown T-shirts may be worn to and from activities, work, appointments, and yard, without a State Issued brown button shirt from June 1 through Labor Day;
4. No thermals are to be worn as an outer garment;
5. T-shirts are to be tucked in at all times, except when the inmate is inside her assigned unit and not working;
6. Bras must be worn at all times, unless sleeping or showering;
7. Winter coats to be worn per the provisions outlined in the DC-ADM 815;
8. Commissary Headscarves are to cover the head only and not to be worn on any other part of the body;
9. Hijabs are to be worn per local DC-ADM 819 MUN;
10. Inmates are permitted to wear knit hats from Labor Day through May 31st. Only Commissary yard colors are permitted and each item must be made of 50% or less of any one color. The color black is not permitted.
11. During yard the minimum attire is required; undergarments, shorts, t-shirts, socks and approved footwear.
12. Approved chains and medallions must be worn unexposed while in the work area regardless of assignment.

XIV. Housing Unit Rules

1. Formal Counts are at (approximately) 0615, 1230, 1630, and 2100 hours. Inmates are to be standing at their door in cells or bedsides in dormitory settings for all formal counts. Inmates are not permitted to sit on their bed during counts. It shall be the responsibility of the room occupants to ensure the room lights are on for the 2100 hours count. The random counts are silent and inmates are not required to stand.
2. Refer to the unit for the shower/dayroom schedule. Showers must be scheduled on the unit (1 per day per inmate).
3. Each housing area is for inmates assigned to that area only. Inmates are not permitted to sit on beds other than their own. Empty bunks/areas are to be kept clear of all belongings. Lying down on furniture or floors in day rooms or common areas is not permitted. Inmates are also not permitted to prop feet or stand on furniture. This applies to in the cell or dayroom. Inmates will be permitted to sit on the floor of their cell; however, sitting on the floor in the dayrooms is not permissible.

4. Inmates must wear appropriate sleepwear in bed, sleeping in the nude is not permitted. Sleepwear is not permitted in the day rooms, television areas, or common areas. Inmates shall be fully covered to the knee when traveling to and from and bathroom/shower room.
5. Pictures may only be displayed on the board provided or on the front/back of the locker doors. The display of nude photos or pictures or anything obscene, sexual, or provocative is prohibited in accordance with DC-ADM 803. Nothing is to be attached to the ceiling or light fixtures. Nothing is to be hung from the bunks, heaters, or cable connections.
6. Personal typewriters may only be used in assigned rooms during general wake-up hours.
7. Each inmate is expected to be out of bed by 0800 each morning, Monday through Friday, and have all beds made and living areas straightened by 0815. On weekends and holidays, this time is extended to 1000 and 1015 respectively. If an inmate wishes to rest in bed, she may do so but must be fully clothed and lay on top of the made-up bed with a second blanket for cover. The only exception is for those inmates working night shifts or who have an approved medical lay-in.
8. The housing unit officer shall control the day room, hall and bathroom lighting, as well as common area fans and TV's. When departing any common area of the housing unit, inmates shall remove all personal items and any type of refuse.
9. Windows are to be kept closed on all housing units during the cold seasons in order to maintain appropriate temperatures. This includes dayrooms, hallways and inmate cells.
10. Furniture in the television/day areas is to be moved only at the direction of the housing unit officer. Inmates are not permitted to save/reserve tables, games or other equipment that is intended for general inmate use. The officer's station is off-limits to all inmates, except for inmate cleaning purposes, or as authorized under constant and direct supervision.
11. Beds are to be at least 1.5 inches away from electrical wall outlets and are not permitted to be moved. Furnishings shall be arranged so they do not impeded the entrance to the room or the officer's view. No radios or televisions are permitted on the beds.
12. Housekeeping equipment is provided for each housing unit and must be shared. The officer will issue cleaning supplies. Inmates are responsible for signing out equipment and returning same promptly after use. In general, housing unit detail workers will be assigned to clean common and recreation areas, although others can be assigned a needs dictate, day rooms may be temporarily closed to allow for cleaning. All cleaning assignments will be checked by the officer upon completion.
13. All inmates are to remain on their assigned floors. To enter or exit the unit, inmates must use the designated entrance and stairway, except when directed by staff under emergency situations. Inmates must report directly to their designated floor and to the officer at all times when entering or exiting the unit and prior to leaving will state where they are going.
14. Room I.D. cards are not to be tampered with or altered.
15. No personal trash containers are permitted. Trash receptacles are provided by the institution. Trash containers are located throughout the housing units and are to be used.
16. All authorized notices and signs shall be considered rules and followed, as set forth in the inmate handbook or this supplement.
17. Hand washing of small items, T-shirts and thermal underwear is to be done in washbasins only and not in sinks. Items needing to dry may be hung on chairs or in closets (between 2000 and 0700 only); and

only from chairs. Bed frames may **NOT** be used of this purpose. Items hung on chairs or cabinet towel racks shall be removed promptly as soon as they are dry. Shoes are only to be cleaned in the sink in the Toxic closet with the Officer's permission.

18. Plastic containers that no longer hold the product that they were initially intended for are considered **contraband**. Any substance stored in the container other than the original product is also considered contraband. Housing Unit officers will have a station available for disposal of these containers.

FIRE & EMERGENCY EVACUATION INSTRUCTIONS

Fire & Emergency Signal

Loud Pulsating Horn

Then Continuous

Flashing Strobe Lights

DO NOT EVACUATE THE BUILDING, UNLESS GIVE THE ORDER TO DO SO

EVACUATION PROCEDURES—When given the order to evacuate by staff

*Please remain calm and do not panic

*Floor plans have been posted in all areas of the institution. Please familiarize yourself with them.

*Your location in the building is indicated on the floor plan by a green dot and the words "you are here".

*Primary exits are designated by red arrows. Secondary exits are designated by blue arrows.

*The assembly point in case of evacuation has been pre-determined, go directly to that point.

*Unless instructed otherwise, evacuate the building by the nearest exit, then proceed to your assembly point for count.

The above instructions should be memorized so you will know the property procedures if an emergency should arise.

REMEMBER: Follow the instructions of staff members. Remain calm and do not panic. Your safety is foremost in our minds.

Personnel Directory

Superintendent	R. Smith
Deputy Superintendent for Facilities Management	W. Nicholas
Deputy Superintendent for Centralized Services	W. Frantz
Superintendent's Assistant / Grievance Officer	R. Shrimp
Major of the Guard	B. Boyer
Corrections Classification Program Manager / PREA Compliance Officer	N. McKee
Corrections Classification Treatment Manager	M. Boyer
Intelligence Gathering Captain	S. Waltman
Security Lieutenant	J. Rohland
PREA Lieutenant	P. Sipe
Business Manager	C. Troup
Corrections Health Care Administrator	L. Blair Morrison
Facility Maintenance Manager	R. Harding
Unit Managers	S. Tolomay
	E. Stevens
	M. Farrell
	F. Reibsome
Vacant	
Parenting / Project Impact Director	D. Deibler Gorman
AOD Treatment	J. Matthews
Property Sergeant	D. Trick
Mail Inspector Supervisor	B. McCabe
Inmate Accounting	A. Montgomery
	L. Mathias
	C. Charles
Records Supervisor	J. Lamper
Parole Supervisor	S. Miller
Cosmetology	M. Waxmunsky
Licensed Psychologist Manager	S. Mathais
School Principal	K. Oliver-Rider
Education Guidance Counselor	C. Pickett
Inmate Employment Coordinator	D. Bryan
Corrections Activities Manager	S. Corson
Laundry Services / Storeroom	M. Hecknauer
	J. Wodrig
Library	L. Reichelderfer
	N. Kopshina
Facility Chaplaincy Program Director	Rev. D. Reitz
Food Service Manager	G. Lowe
Safety Manager	M. Minnig

SCI-Muncy Daily Schedule

0515 hours	CKA workers to CK; Insulin Line #1 (J,K, I, L,M) to Infirmary
0600 hours	Insulin Line #1 moves to IDR; Insulin Line #2 (A, B, C, E, G) to Infirmary
0615 hours	COUNT
0645 hours	COUNT CLEAR: Insulin Line #1 to unit; Insulin Line #2 to IDR; Med Line initiated with Maintenance Med Line; HDA Movement; BREAKFAST begins with Commissary and Laundry (SUNDAY – Chapel/Chapel Details to Med Line)
0715 hours	Work line – Commissary and Laundry/Inmate Clothing
0745 hours	Work lines – Maintenance, CWP, and CI. Return trays to CK.
0800 hours	Program and Education Lines to include Program and Education Details
0815 hours	Work Line – Adm. Building, Property and Admissions
0830 hours	Morning Yard/Recreation starts; Interim Education Line Movement from Med Line
0835-0845 hours	Trash Detail to Loading Dock → <i>except Monday's and Thursday's</i>
0915 hours	Half-time for Yard/Recreation.
0930 hours	Program and Education Lines
1000 hours	Morning Yard/Recreation ends
1055 hours	Program, Education, and Work Lines return to units; CKB workers to CK
1100 hours	Lunch - Wheelchairs/Canes first
1145 hours	Maintenance, CI, Cosmo, Laundry and Commissary Lunch movement
1230 hours	COUNT
1300 hours	COUNT CLEAR - Program and Education Lines to include Program and Education Details
1315 hours	CKA worker return to units. Return trays to CK. HDA workers return to units. HDB workers to the Infirmary.
1330 hours	Afternoon Yard/Recreation starts
1345-1415	NO INMATE MOVEMENT
1430 hours	Program and Education Line.
1445 hours	Trash Detail to Loading Dock
1500 hours	Interim Yard/Recreation movement
1515 hours	Work lines – Maintenance, CWP, CI, and Storeroom return to units
1530 hours	Afternoon Yard/Recreation ends
1550 hours	Program and Education Lines to include Program and Education Details
1630 hours	Count
1700 hours	COUNT CLEAR - Dinner; Insulin line
1715 hours	CK Tray Return
1830 hours	Evening Program Movement to include Library; Med Line Begins with A Unit
1845 hours	Evening Yard/Recreation starts. (<i>Spring, Summer</i>)
1850 hours	CK workers to medline
1900 hours	Chapel Movement (Sun, Mon, Wed, Thurs)
1930 hours	Interim Yard/Recreation movement. CK workers to Yard/Recreation.
1945 hours	CK workers return to units
2000 hours	Evening Programs return to units to include Library and Chapel
2030 hours	Evening Yard/Recreation ends.
2100 hours	COUNT
TBA	Work line: CKC and HDC Line Movement
	Program = Parenting, IMPACT, Chapel, DAILE, and Activities