

CUMBERLAND COUNTY PRISON

INMATE ORIENTATION and RULES & REGULATIONS HANDBOOK

Revised 1/2020

MANAGEMENT:

- a. The Cumberland County Prison (CCP) is located at 1101 Claremont Road, Carlisle, PA 17015.
- b. CCP is a County owned and operated institution with a mission "To detain prisoners as directed by the courts, provide a physical environment that assures maximum possible safety for the public, prison staff and inmates and provide treatment services and programs that offer inmates the opportunity for positive personal change."
- c. CCP operates on the premise that each individual is to be afforded the respect and dignity guaranteed every human being. Incarcerated persons retain all the constitutional rights of an ordinary citizen, except those which must be curtailed to maintain security and provide an atmosphere compatible with institutional programs.
- d. All rules, regulations and staff direction must be obeyed.
- e. CCP is a tobacco free facility. Smoking or the use of any tobacco products is prohibited in or on CCP facilities and property.
- f. Cumberland County Prison has **ZERO tolerance for sexual abuse or sexual harassment** of persons in our custody. Regardless of age, size, race, ethnicity, sexual orientation or gender identity.

ORIENTATION/CLASSIFICATION:

- a. After processing, you will be placed in a classification unit (CU). While in the CU, you will receive one (1) hour out of your cell daily for shower and exercise. You will remain in lock-up status for the remaining twenty-three (23) hours.
- b. You will be permitted to make an initial telephone call while housed in the CU.
- c. The process of inmate orientation occurs while housed in the CU. Staff will review the rules & regulations contained in this handbook and provide you with clear expectations of behavior and view the PREA video. You will be required to sign an acknowledgement form after this process.
- d. A member of the medical staff will meet with you during your period in the CU to examine you and discuss your current state of health and administer the PPD/tuberculosis test.
- e. A member of the Prison's counseling staff will meet with you to initiate the "Inmate Classification Form" and to discuss possible programming recommendations for you.
- f. You will meet with the Classification Coordinator who performs the initial classification and assigns you to a housing unit. You will be screened for the risk of sexual abuse or victimization or abusiveness towards other inmates ordinarily within 72 hours. Within the prison population, there are four (4) levels of classification. They are; maximum, medium, minimum and community.
- g. An inmate's initial classification status will be reviewed at a set time period not to exceed 30 days from your arrival. At this time a correctional counselor will review your risk for signs of abusiveness and/or victimization, and you will be required to sign a form.
- h. Official visits with attorneys, probation officers, police etc. are permitted while housed in the CU. You will not be eligible for regular visits until after you have cleared the PPD test and have been classified.
- i. Bail bondsmen are available to discuss pre-trial release options.

INMATE IDENTIFICATION WRISTBANDS:

- a. The Inmate Identification Wristband will be issued to each inmate at time of admission and must be worn at all times.
- b. Inmates are required to show their wristband for medication distribution.
- c. Inmates must show their wristband to any staff member upon request.
- d. Inmates are held financially responsible and a fee assessed for replacement costs associated with lost, stolen or damaged wristbands.

GENERAL INFORMATION:

- a. Any orders given by any staff member of this institution shall be carried out to the best of your ability immediately.
- b. You shall address all personnel by their proper name, such as Mr. /Ms. Jones, etc. or you may use the term "Officer".
- c. All notices, signs and directives prepared by officials of this institution are to be considered Rules & Regulations and will be

Followed accordingly. These notices will be posted on the windows of The housing unit staff stations.

- d. The building and all its contents are the property of Cumberland County. Defacing and destruction of this property is prohibited and violations of this regulation will result in disciplinary action and/or criminal prosecution. Inmates may be required to reimburse the County for any damages.
- e. You and your cell, or living area, are subject to search at any time. Cell search can be conducted without inmate present. Inmates are held responsible for all items in their possession, including prison property issued to them.
- f. Inmates shall inspect their cells and living area and report any discrepancies to the unit officer immediately. Each inmate is held responsible for damages to their immediate living areas.
- g. Weapons of any kind are not permitted and will result in criminal prosecution and disciplinary action.
- h. Fighting and horseplay of any kind is prohibited.
- i. The use of profane, vulgar, demeaning, obscene and/or abusive language is prohibited. The use of the above language towards or about any inmate or staff member can result in disciplinary action.
- j. Inmates are not permitted in any housing units other than the one they are classified to. Inmates are not permitted to communicate, pass notes or other possessions to inmates of other housing units.
- k. Inmates shall not go into another inmate's cell for any reason.
- l. Placing any item, poster, picture, clothing, bedding, etc. on walls, lights, ceiling, windows or doors is prohibited. Clotheslines of any type are not permitted. Nothing is permitted to hang from bunks, rails, ladders or doorways.
- m. Sitting on top of tables or loitering on stairs is prohibited.
- n. All inmates when out of their cell must wear some type of footwear, including socks. Full institutional uniform, identification wristband, socks and footwear is required when leaving your housing unit.
- o. Maintaining an acceptable level of personal hygiene is required. Cells, clothing, bodies, etc. are to be clean and neat at all times. Any inmate, whose hygiene practices threaten the health or safety of themselves or others, will face disciplinary action.
- p. You are not permitted to sell, trade, barter or give any service, or item to another inmate or staff member.
- q. Gambling in any form is prohibited and will result in disciplinary action.
- r. Tobacco use is prohibited on all county property by inmates. All tobacco products and lighting devices are considered contraband.
- s. Circulation of a petition without the Warden's approval is prohibited.
- t. There shall be no inmates or groups of inmates placed in a position of authority over any other inmates at this facility.
- u. Cells in general population units are unlocked at 8:30 a.m. and secured after 10:30 p.m. standing headcount each day. Main lighting will be turned off by 12:00 a.m. Lights are turned on when breakfast is served or 7 a.m. whichever comes first.
- v. When out of your housing unit, you must report directly to the authorized area you are reporting to. Loitering outside of other units, a classroom etc. is prohibited. You must submit a request to speak to any treatment or support staff; you are not permitted to just stop at their offices.
- w. Outdoor recreation in the unit yards is available daily, weather permitting, and will close when the lights come on at dusk.
- x. If you attend any institutional programming, you will be required to stay until its conclusion.
- y. Numerous cells/rooms/areas are equipped with sprinkler heads. Tampering with sprinkler heads will cause activation of the Fire Suppression System. Should tampering occur, disciplinary action and criminal prosecution will be initiated against those responsible.
- z. The toilet has one flush in 5 minutes. If you flush twice in 5 minutes, it will lock out for a predetermined amount of time and then reset. The sinks run 20 seconds each time the button is pressed.

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FORMAL COUNTS and STANDING HEADCOUNTS:

- a. There are formal headcounts performed daily.
- b. When standing head counts are conducted an announcement is made over the inter-com system. Inmates in the unit are required to stand quietly right outside of their cell door for these counts. This same procedure is used anytime an "EMERGENCY HEADCOUNT" is called for.

SEARCHES and SHAKEDOWNS:

- a. Searches and shakedowns are scheduled periodically to detect and deter the introduction, fabrication, possession and conveyance of contraband.
- b. An inmate may be required to submit to a search of his/her person, cell, and dorm room or work area at any time for health, safety or security reasons.
- c. Unquestioned obedience is expected during these searches. Violators will be subject to disciplinary action.
- d. Cell, room, area searches may occur without an inmate's presence.

CONTRABAND:

Contraband is anything not issued or authorized by the prison; altered from its original condition; in excess of allowable limits or used for purposes not intended. Contraband that is found to be in an inmate's possession will be confiscated and destroyed. Inmates may face disciplinary action and/or criminal prosecution for contraband found in their possession.

- a. Personal mail, correspondence, legal materials, books, magazines and/or associated reading materials that will not fit into a 5" x 12" x 15" container is deemed excessive and is considered contraband.
- b. Any item which details weapons or explosive manufacturing, or gives information which could aid in planning or making such devices, or producing any item which could injure another.
- c. Gang symbols or related items such as drawings, literature etc. which relates to gangs.
- d. All pornographic material is contraband. Pornographic material is defined as; any materials that show male or female genitals, pubic area, buttocks or female breast below the top of the nipple in less than a fully opaque covering. Additionally, any materials showing or describing sexual penetration, masturbation or homosexual activity is considered pornographic.
- e. The Deputy Warden-Security, at his/her discretion may declare items contraband which he/she believes constitutes a safety hazard, or may be contrary to the safe and secure operation of the facility.

URINE and/or BREATH ANALYSIS TESTING:

- a. At any given time you may be instructed to provide a urine or breath sample for drug and alcohol screening. Failure to provide this sample when directed by a staff member will result in disciplinary action.
- b. A positive urinalysis or breath test will result in formal disciplinary action, including a restitution fee for the cost of the testing.
- c. No fee shall be assessed to the inmate for a negative test.

PRISON-ISSUED CLOTHING/LINENS & CLEANING SUPPLIES:

- a. Each inmate, upon commitment, shall be provided standard issue clothing and bed linens. Soiled linens, towels & uniforms are exchanged in accordance with the institution's laundry schedule.
- b. Inmates are held accountable for the care and possession of all clothing, towels, linens and bedding supplies issued them by this facility. Restitution fees for lost or damaged articles may be collected from the inmate's prison account.
- c. Cleaning supplies are issued to inmates by the unit officer(s).
- d. Inmates are not permitted to store cleaning supplies in their cells.
- e. All prison issued clothing and linens must be turned in to the Records Officer at the time of the inmate's discharge.
- f. An institutional laundry schedule is published in each housing unit. Inmates are required to use the institutional laundry for all of their personal clothing items. The laundry bag issued to each inmate at the time of commitment is marked with an identification number for this purpose. The prison is not responsible for lost or discolored laundry. The hanging of wet clothing or linen articles on railings, bunks, ladders, doors or makeshift clotheslines is prohibited.

PERSONAL CLOTHING and PROPERTY:

- a. One (1) set of civilian clothing can be stored at the prison for the inmate to wear out of the facility upon release, or to be worn for certain court appearances.
- b. All personal clothing must be purchased through commissary. Only approved work release clothing is accepted "Off the Street."
- c. **This institution will not be held financially responsible for loss, damage, theft etc. of an inmate's personal property that is being maintained by the inmate in their possession.**
- d. After a change of status allow 7 days for return of permissible property.
- e. Maximum allowed photos is 5 to include computer generated photos. No Polaroid photos permitted. No photos larger than 4" X 6".

OUT GOING INMATE PROPERTY:

- a. Inmates wanting to send property out must submit a property request slip to the Records Department.
- b. Property will be ready for pick-up within 48 hours after the records department receives the outgoing property request. Outgoing property can be picked up in Admin Monday – Friday from 8 a.m. – 4 p.m. and during visitation. Property cannot be picked up on holidays unless there is scheduled visitation.

INMATE DRESS CODE:

Indecent exposure will result in disciplinary action. Inmates shall be clothed anytime they are out of their cell.

- a. Inmates are required to be in full institutional uniform with socks, footwear and wristband anytime they are out of their assigned housing unit.
- b. Uniforms are to be worn properly at all times, meaning that tops and bottoms are worn right side out, undershirts tucked inside the pants, pants worn around the waistline with cuffs rolled-up no higher than ankle height. Wristbands must be maintained and worn on left wrist at all times.
- c. No form of headwear/hats may be worn outside of the housing units. (*Except food service workers in the course of their duties or religious attire approved by the chaplain.*)
- d. Inmates will wear the institutional uniform for all medical appointments, hearings and court appearances. **Personal clothing may only be worn when going to court for jury trial.**
- e. **The following is prohibited;** altering or modifying the prison uniform, putting your hands down inside your pants while outside of the housing unit or wearing anything that depicts gang affiliation. Violators will be subject to disciplinary action.

PERSONAL HYGIENE:

- a. In all general population units, the showers are open from the time cells are unlocked until 10:15 p.m. each evening except during meal times. Cleanliness is a significant step in stopping the spread of illness or infection. Therefore inmates will face disciplinary action for failing to maintain a reasonable level of person hygiene and cleanliness.
- b. Razors for shaving are available daily from the unit officer(s). Check with your housing unit officer for available times.
- c. A barber/beautician comes into the facility once per week to do haircuts for male inmates and approximately once every two (2) months to cut female inmate's hair. In order to receive a haircut, you must submit a written request to the 3-11 shifts Lieutenant.
Female inmate specific:
 - a. Female inmates (*Except work-release*) are not permitted to have make-up in their possession at any time.
 - b. Sanitary napkins are provided by the institution (Limited to four (4) in their possession at any time). Tampons are available for purchase through commissary.

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- A. Mail clearly marked from the courts, attorneys, probation/parole officers, elected or appointed officials and first class mail from the public media will be opened by the officer in the presence of the inmate and inspected for contraband. Such mail as described is considered “Privileged Correspondence.” Inmates must sign acknowledgement of receipt for privileged correspondence.
- B. Mail will never be held as a means of punishment. It will either be delivered to you, or, if found objectionable, will be returned to sender or placed in your property storage. In either case a rejection form will be sent to you detailing the reasons for rejection.

OUTGOING MAIL:

- a. All outgoing mail is sealed by the inmate and given to the unit officer.
- b. Outgoing mail is “Date Stamped” when logged to be sent out. **Outgoing mail can be opened and inspected for contraband when reasonable suspicion exists.**
- c. All mail sent out of the institution must have the inmate’s complete return address as such:
**INMATE’S FULL NAME, HOUSING UNIT
CUMBERLAND COUNTY PRISON
1101 CLAREMONT ROAD
CARLISLE, PA 17015**
Mail without a complete return address will not be mailed.
- d. Inmates desiring to write another inmate within this facility must meet established criteria and obtain written approval by the Deputy Warden-Security.
- e. Inmates desiring to correspond with an inmate(s) of another facility must meet established criteria and obtain approval from the Wardens and/or Superintendent of both facilities.
- f. General questions regarding incoming or outgoing mail shall be addressed to the Deputy Warden-Operations in the form of a written request slip.

BOOKS, NEWSPAPERS & MAGAZINES:

- a. Bosler Library services are available. Inmates may request to borrow books weekly. Inmates will be held accountable for reimbursement costs of lost or altered books.
- b. Inmates requesting to order books (paperback only) must submit a money request slip to Deputy Warden of Operations stating the name of the book and author, if known. Requests will be researched for availability and cost (to include shipping) from a local book store. Approved requests will be returned indicating the amount deducted from your account. Only items approved through this process will be accepted. A maximum of 3 items listed above may be in an inmate’s possession. Excess items will be considered contraband. Unapproved items will be returned, you will not receive them.
- c. Newspaper and magazine subscriptions must use procedures outlined above, be purchased from the publisher with prior approval and deductions made from your account.
- d. Religious and education materials will be handled using the same procedures as above with the Chaplain approving religious material and the Deputy Warden of Treatment approving educational materials. All materials are subject to the same censorship guidelines as referred elsewhere in this handbook and will be rejected if found objectionable.
- e. All unapproved publications received by the Prison are considered contraband and discarded accordingly.

VISITATION PROGRAM:

The administration of CCP encourages inmates to maintain ties with families and friends through visitation. CCP’s schedule allows such access through secure visitation.

Approved Visitor’s List:

- a. Inmates wishing to receive visits must submit a list of their requested visitors to the 3-11 Shift Lieutenant for approval. The “Inmate Visitation Roster” provided to each inmate at time of admission is used for this purpose.
- b. All visitors, regardless of age must be requested.
- c. List must include visitor’s name, home address (no PO Boxes), telephone numbers, relationship to inmate and the guardian’s name for anyone less than eighteen (18) years of age.
- d. You are limited to a maximum of fifteen (15) approved visitors

Be informed in writing of their disapproval and reason(s) why. Anyone whose name does not appear on the approved visitors list will not be permitted to visit. This does not include official visitors such as attorneys, clergy, etc.

Approved Visitor’s List Continued:

- g. You may submit requests to revise your visitors list on the first day of each month. Names may be added or deleted, but at no time shall the list exceed fifteen (15) names.

Contact Visitation:

- a. Contact visitation at CCP is limited only to those inmates classified at the “Community” level housed in units M or P as Trusty or Work-Release. Visitation for these inmates is addressed more in depth in the work-release rules.
- b. Requests for weekday visits must be received three (3) days prior to date of requested visit.

Secure Visitation:

- a. Inmates housed in general population are eligible for three (3), thirty (30) minute secure visits each week.
- b. Inmates in segregation units are permitted two (2), thirty (30) minute secure visits per week.
- c. A limit of two (2) visitors may visit an inmate during any one (1) visiting session.
- d. Secure visits take place during the institution’s established schedule. It operates on a first-come first-serve basis. Specific times are not reserved.
- e. Extended visits are only approved for weekday visits by discretion of 3-11 shift leader.

General Visiting Information:

- a. Everyone entering this Prison is subject to search. Authority for such search is contained in Purdon’s, Title 61, Section 384.
- b. All electronic devices including cell phones are prohibited in the visitation rooms. Any violations will result in visitation suspension for both the inmate and visitor.
- c. All visitors are required to sign in on a “Visitation Registration Log.”
- d. Visitors must be dressed in socially acceptable clothing. A visitor’s dress code is published in various areas of the public lobby and visiting areas.
- e. All visitors under the age of eighteen (18) may visit only when accompanied by their parent or legal guardian. Some exceptions may apply; questions regarding visitation shall be addressed to the Deputy Warden-Security in the form of a written request.
- f. Visitors on active probation/parole or other form of conditional release must obtain written permission from the individual or agency supervising such release. The CCP Warden must also give approval prior to visits taking place.
- g. CCP complies with Act 2 of 1995 as it relates to victims of a crime and protection from abuse orders. Inmates will not be permitted to visit with victims of their alleged crime or with any person the courts or appropriate authority has deemed you to have no contact with.
- h. Officers will preserve the confidentiality of an inmate’s approved visitor’s list. They are not permitted to divulge names or addresses of visitors to other visitors.
- i. Money can be brought in to be placed in your inmate money account using the Kiosk during institutional visitation times.
- j. The only public transportation option to the prison during visiting hours is local taxi companies.

Visitation Rules & Regulations:

- a. No food or beverages are permitted in the visiting rooms.
- b. Property being sent out may be picked-up by the visitor following the visit in accordance with the out-going property procedures.
- c. Only those visitors on your approved visitor’s list will be permitted to visit and must leave promptly afterwards. Limited space in our lobby does not allow for others to wait.
- d. When a visitor requests to see more than one (1) inmate, they must sign in and complete the first visit; then leave to sign in for the second visit. They must be on both inmates’ approved visitors lists as well.

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- on your visitation list.
- e. If for any reason a requested visitor is not approved, you will

Visitation Rules & Regulations Continued:

- e. This is a tobacco free facility. Visitors are not permitted to smoke inside the building, nor are they permitted to introduce these items into the visiting room.
- f. Visitors appearing to be under the influence of drugs or alcohol will not be permitted to visit.
- g. Visitors must control their children. Failing to prevent children from disturbing others may result in the termination of the visit.
- h. A visitor or inmate's attempt to introduce contraband into the facility will result in termination of your visit, disciplinary action and/or criminal prosecution.

Suspension and/or Revocation of Visiting Privileges:

Secure visitation privileges shall only be suspended or revoked by order of the Warden or his designee, when such action is considered to be the only viable option in maintaining institutional security. In these cases:

- a. Notice shall be given to both the inmate and the visitor(s) stating the reason for total suspension.
- b. The inmate and/or visitor(s) have the right to appeal this decision and shall be allowed to submit written or oral statements in opposition to the proposed suspension.

TELEPHONE CALLS:

For inmates classified to general population or work-release, the inmate telephone system installed in each unit allows daily access for inmates to place outgoing telephone calls only.

- a. Soon after admission, each inmate will be issued a personal identification number (PIN) for use of the inmate telephone system. **Inmates are required to use their own PIN for calls they make. Using another inmate's PIN will result in disciplinary action.**
- b. Inmates may place outgoing "Collect-Calls" only, or set-up "Debit-Calling".
- c. Funds for Debit calls are automatically deducted from the inmate's financial account.
- d. **All calls made from the inmate telephone system are subject to monitoring and recording.**
- e. There is a twenty (20) minute time limit per call. The phone will automatically shut off after that period.
- f. Known phone numbers of victims to your alleged crime will be blocked. Calling a victim of your crime may result in disciplinary action and/or criminal prosecution.
- g. Inmates in restrictive housing serving a disciplinary sanction as a result of an institutional misconduct are entitled to one (1) initial change-of-status call (Collect call) as soon as practical after placement there. They are entitled to another call only after completing thirty (30) days in detention and receiving approval for such call by the DWS.
- h. Inmates housed in units A, B, C, D, J or O under administrative custody are permitted up to three (3) calls per week.
- i. Citizens from the community wishing to accept inmate telephone calls from CCP need to establish an account with Global Tel link, GTL Inc. (GTL). Accounts can be established by contacting connect network at 1-877-650-4249, Monday-Friday, 8:00 a.m. – 6:00 p.m. (EST), or online at www.connectnetwork.com. The online feature is only available after an inmate has attempted calling a party's telephone number through the GTL system.
- j. The Prison has set up an anonymous PREA hotline on the inmate telephone system. Dial 0-*9 and you will be connected to a third party reporting agency. This call is free and anonymous.

LEGAL CALLS:

Telephone calls made to your attorney are not subject to monitoring. To make such a call:

- a. Inmate must submit a telephone call request to the 7-3 shift Lieutenant at least 24-hours prior to requested call.
- b. Legal calls are normally limited to one (1) per week.
- c. Attorney's telephone number must be within local dialing area. **Long distance telephone calls are not permitted.**
- d. Inmates are encouraged to write letters to their Public Defenders

REQUEST SLIPS:

The CCP request form is the primary means of communication between inmates and various administrative, support and operational staff. These forms are available from the officer(s) in each housing unit. Inmates desiring to speak with, or have questions answered by a particular staff person should fill out one of these request forms. Request forms do not need to be sealed in an envelope; they simply should be folded and turned-in to your unit officer or placed in the lock box on the unit. Allow 7 days for a response.

PUBLIC ADDRESS SYSTEM & ANNOUNCEMENTS:

During your stay, you will undoubtedly hear various announcements made over the PA System. These announcements facilitate the operation of the facility and at times, may require some action on your part. When called out of your housing unit, you must first report to your unit officer. Inmates must be in full institutional uniform as described previously in the "Dress Code" section, prior to leaving their unit.

LIFE SAFETY PROCEDURES:

During a drill, or actual emergency, unquestioned obedience is expected in following all staff instructions. **An inmate's non-compliance during any drill or emergency will be considered a misconduct of the highest degree.**

- a. If an "EMERGENCY HEADCOUNT" is called for, the same procedures that are used for "Standing Headcounts" as described earlier in this manual apply for emergency counts.
- b. Some emergencies may require that all or portions of the facility are locked-down in order to resolve the emergency at hand.
- c. **Disorderly Disturbance:** If a disorderly disturbance occurs and you are not involved, you will be given an opportunity to leave the area. It is in your best interest to stay clear of all confrontations and report to your cell if you see signs of any disorder.
- d. CCP is a Zero Tolerance facility. Sexual activity in the confines of the institution is prohibited. In addition to disease transmission risks, sexual contact can also cause physical or emotional trauma. Sexual advances, threats or other activity can be reported to any staff member in person or a request slip or Grievance. Staff will ensure that medical care, counseling or protection is afforded to any victim. CCP has a zero tolerance for sexual activity between inmates or staff, be it consensual or forced by either party. In this context, the term staff includes contracted staff, service providers, volunteers and any civilians generally. Disciplinary action or criminal charges will be filed against any sexual perpetrator.

INMATE MEDICAL SERVICES:

CCP provides its' inmates with comprehensive health care services. These services include medical, dental, psychological, prenatal and optometric care.

- a. Sick call is held Monday through Friday. Sick call slips can be obtained from medical. Completed sick call slips shall be placed in the appropriate sick call box, or handed directly to a Nurse during one of the medication passes. You will be scheduled to be seen within 48-hours. (72 hours if turned-in during the weekend)
- b. A health related concern or complaint that the nurse cannot address should be documented using an "Inmate Request Form" and forwarded to the Health Services Administrator.
- c. Over-the-counter medications, listed as "OTC" items on the commissary menu, may be purchased through commissary.
- d. **A medical co-pay fee** is charged to your individual money account for all medical service rendered with the exception of those listed below:
 - 1. Admission health screening
 - 2. 14 day health assessment (Physicals)
 - 3. Kitchen Physicals (Inmate Workers)
 - 4. Emergency care as determined by the medical staff;

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<p>and utilize the free mail delivery service to the courthouse that Cumberland County Prison provides.</p> <p><u>INMATE MEDICAL SERVICES Continued:</u></p> <ol style="list-style-type: none"> 6. HIV testing; Lab and diagnostic services 7. Diagnosis and treatment of contagious diseases. 8. Chronic care and follow-up visits initiated by medical staff. Charges may apply for new issues addressed at staff-initiated follow-up. 9. Inmates housed for other jurisdictions paying a per diem rate. (Does not apply for OTC items which they may purchase through commissary) <p>e. An inmate who is not referred to the Doctor after being seen by the nurse, but requests a Doctor's appointment, will be assessed an additional physician fee.</p> <p>f. <u>No inmate shall be denied access to medical care because of an inability to make the required co-payment.</u></p> <p>g. Inmates without funds will maintain a negative account balance. When funds are received for the inmate, a portion will be applied to the outstanding debt as described previously in the "Inmate Financial Responsibility" section of this manual.</p> <p>h. Family members may drop off one (1) set of prescription eyeglasses or contact lenses for inmates. Plastic framed eyeglasses are preferred and dark / tinted lenses are not permitted. Accepted items will be forwarded to the medical department for approval.</p> <p>i. Prescription pain medication will not be accepted. Any medication issued by medical or prison staff must be taken immediately or refused. Hoarding of medication will result in disciplinary action.</p> <p><u>PROGRAMS and SERVICES:</u> CCP is committed to providing a variety of programs and services to assist inmate rehabilitation. A schedule of meeting times, days and location is posted in each housing unit. Additionally, announcements are made over the PA system when to report for such activities. The schedule is periodically updated and changes affecting various activities are published in memorandum format. Programs include religious services, anger management, library & law library and various self-improvement type activities. Questions regarding any program or activity should be addressed to the Deputy Warden-Treatment in the form of a written request.</p> <p><u>DRUG and ALCOHOL SERVICES:</u> CCP offers programs to include evaluation services, intervention, outpatient and intensive outpatient counseling, Alcoholics Anonymous and Narcotics Anonymous. All requests for these services should be addressed to the Drug and Alcohol Case Manager for approval.</p> <p><u>EDUCATIONAL SERVICES and PROGRAMS:</u> CCP offers educational programs to assist in improving your educational level. A.B.E and G.E.D. classes are held whereas an inmate may test and obtain their General Equivalency Diploma if they do not possess a high school diploma. All educational materials received from outside sources must have prior approval from the Deputy Warden-Treatment. PA Act 30-1997 allows inmates under the age of 21 to earn their diploma instead of the GED. There is mandatory attendance for any inmate under age 18.</p> <p><u>PHOTOCOPYING and NOTARY SERVICES:</u></p> <p><u>Photocopying services:</u> are available by submitting a request form with the document(s) desiring photocopying to the Deputy Warden-Operations. A fee for this service does apply and there is a limit of twenty (20) copies per request. Only prepared documents will be photocopied; copies from books, magazines etc. will not be made.</p> <p><u>Notary services:</u> can be obtained by submitting a written request form to the Deputy Warden-Treatment. A fee for this service does apply. Vehicle title transfers cannot be notarized here.</p>	<p>Hospitalization (inpatient / outpatient); Prenatal care</p> <p>5. Mental health screenings, psychiatric referrals and services.</p> <p><u>EARNED TIME PROGRAM:</u> CCP offers an earned time program to eligible inmates meeting certain criteria. Eligible inmates can earn five (5) days per month off their minimum sentence. Eligible inmates are required to sign a treatment plan citing specific programs they are required to attend. Participants in the program are expected to remain misconduct free. Inmates that are found guilty of an institutional misconduct may forfeit their eligibility for earned time consideration or a recalculation of earned time credit received. Specific questions regarding the earned time program or appeal process shall be addressed to the CCP's Earned Time Case Manager.</p> <p><u>INMATE LEGAL RESOURCES / LAW LIBRARY:</u> CCP offers a state-of-the-art computerized law library and resource center. An inmate law librarian is assigned to assist inmates with legal research and to help them navigate through the computerized system. The law librarian cannot provide you with legal advice or guidance.</p> <ol style="list-style-type: none"> a. The law library is open every day of the week. Inmates are scheduled law library time by submitting a request form to the 3-11 shift Lieutenant. b. The law library hours of operation are posted in each unit. c. Law library times are limited to one (1) hour per session and to two (2) sessions per week. There is a limit of two (2) users per session. d. Inmates in restricted housing (RHU) serving a disciplinary sanction of thirty (30) days or less are not permitted law library use. Inmate's whose sanction is greater than thirty (30) days must complete the first thirty (30) days of their sanction before becoming eligible for law library use. <p>The Cumberland County Public Defender's Office is located at: 1 Courthouse Square, Room 300 Carlisle, PA 17013 240-6285</p> <p>Mail being sent to their office or any other Cumberland County agency does not require postage.</p> <p><u>INMATE DISCIPLINE, RULES and SANCTIONS:</u></p> <p><u>General disciplinary procedures:</u></p> <ol style="list-style-type: none"> a. You shall be responsible for adhering to all policies, rules & regulations of this facility including all federal, state and local laws. b. Informal disciplinary matters shall be handled by the reporting staff member and on-duty shift supervisor. c. Formal disciplinary matters will be handled by an impartial hearing examiner. d. The commission of a formal offense may require placement of the inmate in "Pre-Hearing Detention Status" for the safety of staff, other inmates or themselves, the security of the facility, pending further investigation or disciplinary hearing, or transfer and reclassification to a higher custody status. <p><u>Informal Disciplinary Resolution:</u> An "Informal Resolution" is a process which enables prompt and fair disposition of a minor disciplinary offense. An appropriate sanction is determined between the reporting officer and the shift supervisor and is imposed immediately without a formal hearing.</p> <ol style="list-style-type: none"> a. Informal resolutions shall be documented by the reporting officer with a signed acknowledgement from the inmate and forwarded to the Deputy Warden-Security. b. Informal resolutions shall not exceed 48-hours of in room confinement. c. An inmate that refuses an informal resolution will be issued a misconduct report. The matter will then be handled by the hearing examiner using the procedures described below.
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Misconduct and Formal Disciplinary Procedures:

Whenever a misconduct report is filed the charged inmate is entitled to a disciplinary hearing. At least 24 hours prior to the hearing the inmate will receive a hearing notice detailing; the charges against them; date of the hearing; limitations and procedures for witness request; and instructions for submitting their written version of events. The inmate may waive the 24 hr. notice requirement. At the hearing, the inmate is afforded the opportunity to plead "guilty" or "not guilty" to the charges as stated. Regardless of the inmate's plea, they shall receive a copy of the disciplinary report. If a plea of "guilty" is entered, the inmate shall forfeit their right to call witnesses. An inmate who refuses to plead shall be deemed to have admitted the charge(s).

All hearings shall be conducted by an impartial hearing examiner or committee. All inmates are handcuffed prior to being brought to their hearing. Any inmate refusing to be handcuffed will forfeit their right to attend the hearing and the proceedings will take place in their absence.

The inmate shall be present during all phases of the hearing except during deliberations, or when a countervailing security concern exists. An inmate may request to be accompanied by a "counsel substitute". The merits of such request will be evaluated by the hearing examiner and if deemed appropriate, will appoint "counsel substitute." Attorneys or public defenders are not permitted to be counsel substitutes.

The inmate is afforded the opportunity to make a statement and produce documentary evidence. Up to three (3) relevant witnesses who have been properly requested shall be permitted, unless determined by the Hearing Examiner that such witness is unavailable, irrelevant or that a countervailing security concern makes it unreasonable to produce the witness. The inmate may include in this limitation, one (1) staff member who witnessed the misconduct. An inmate may be found guilty of a disciplinary offense on the basis of information from a source whose identity will not be disclosed. The reliability of such information will be determined by the Hearing Examiner. The information from the anonymous source will be shared with the inmate to the extent that it will not jeopardize the safety of the informant.

At the conclusion of the hearing, the Hearing Examiner will notify the inmate in writing as to their findings, evidence relied on and any sanction imposed. When the description of an offense includes one or more possible offenses, the Hearing Examiner has the responsibility to decide which offense the inmate actually committed. The Hearing Examiner may change the offense title and offense code to reflect their actual findings. The inmate has the right to appeal the verdict and sanctions imposed by the Hearing Examiner and has ten (10) days in which to submit an appeal in writing to the Warden. If an inmate refuses to attend the hearing they forfeit their right to appeal.

No sanction may be imposed by the Hearing Examiner for any misconduct for which the inmate is found not guilty.

Category I Offenses:

- 1.01 Any felony, misdemeanor or summary offense.
- 1.02 Escape, attempted escape or conspiracy to escape
- 1.03 Promoting or possession of contraband
- 1.04 Kidnapping, taking a hostage or holding anyone against their will
- 1.05 Destroying, altering, tampering with, or damaging property
- 1.06 Wearing a mask, disguise or otherwise altering physical appearance
- 1.07 Engaging in sexual acts, sexual contact, or sodomy
- 1.08 Indecent exposure (Including hands down pants) or displaying sexually explicit material
- 1.09 Engaging in, or encouraging any group activity, circulation of a petition without the Warden's or his designee's approval
- 1.10 Disruption, or interference with the security and/or orderly operation of the institution to include riot; protests or engaging in gang activity

Category I Offenses Continued:

- 1.11 Failure to stand count, interference with a count or being out of place
- 1.12 Bribery
- 1.13 Threatening another person with bodily harm, or any offense against his/her person, family or property
- 1.14 Extortion, blackmail, influencing a witness or stalking
- 1.15 Assault and/or Fighting
- 1.16 Adulteration of any food or drink
- 1.17 Refusing to obey an oral or written order or conduct in violation of posted regulations
- 1.18 Refusing to perform assigned/contract details or encouraging others to refuse to do the same
- 1.19 Unauthorized use of a dangerous or controlled substance
- 1.20 Violating a written condition of a furlough, work-release or trusty agreement
- 1.21 Breaking a written restriction, quarantine or segregation
- 1.22 Possession/manufacturing or consumption of fermented or intoxicating beverages
- 1.23 Lying to an employee or providing a false report
- 1.24 Gambling, conducting gambling operation or possession of gambling paraphernalia
- 1.25 Mail or telephone violations; unauthorized access to the internet; possessing cell phone or other unauthorized electronics
- 1.26 Presence in an unauthorized area
- 1.27 Selling, trading, bartering or giving of any service or property to another inmate or staff member
- 1.28 Disrespect towards a staff member
- 1.29 Indifferent, deliberate action or attempt to expose others to bodily fluids or substances which may cause mental, emotional or physical harm or throwing items from cell
- 1.30 Repeated Category II Offenses
- 1.31 Conspiracy to commit any Category I Offense
- 1.32 Failure to report the presence of contraband or tampering with evidence
- 1.33 Tampering with or manipulation of locking devices, restraints or safety devices including placing anything in or around them to stop their normal functioning
- 1.34 Refusing to lock-up
- 1.35 Arson, attempted arson (Setting a fire of any type)
- 1.36 Possession of staff clothing, unauthorized personal clothing or prison uniforms, or wearing clothing in such way that is offensive, obscene or demonstrates gang affiliation
- 1.37 Refusing to provide urine or breath sample, positive urine or breath test results, providing urine for another or adulteration of a urine sample or possessing drug paraphernalia
- 1.38 Program violations (to include disruption of any program)
- 1.39 Tattooing, self-mutilation, body piercing, branding or scaring self or others
- 1.40 Violation of visiting rules & regulations
- 1.41 Interference with any emergency response or causing a false emergency response
- 1.42 Failure to comply with disciplinary procedures
- 1.43 Violations of any rule & regulation contained in this handbook, institutional supplements or administrative directives not specifically enumerated above

An inmate found guilty of a Category I Offense may have any combination of the following imposed:

1. Disciplinary detention for a specified number of days. In exceptional circumstances, disciplinary detention may exceed thirty (30) days.
2. Removal from the work-release, outmate trusty or community work crew program.
3. Restitution for property damage, medical bills and drug & alcohol testing will be deducted from your account. If you have insufficient funds in your account ½ of any deposited monies will be applied toward any remaining balance until paid in full.
4. Suspension of one or more privileges for a specified period of time.
5. Criminal prosecution
6. Change of housing or work assignment

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Category I Offenses Continued:

7. Issuance of a work detail for a specified period of time
8. Mandatory referral to appropriate treatment programming
9. Reduce offense grading to a Category II level and impose any sanction permitted for Category II misconducts.

Category II Offenses:

- 2.01 Body punching or horseplay
- 2.02 Possessing unauthorized food, equipment or property. This would include food kept after meal trays have been collected or individual use of equipment designated for public use (such as having dayroom chairs inside cells).
- 2.03 Law library violations
- 2.04 Borrowing property and/or services
- 2.05 Failure to follow safety and sanitation regulations or unsafe use of equipment
- 2.06 Personal hygiene violations
- 2.07 Conspiracy to commit any category II offense
- 2.08 Housing unit violations
- 2.09 Possession of commissary in excess of allowable amounts
- 2.10 Possession of authorized clothing in excess of approved list
- 2.11 Obstructing the visibility of cells
- 2.12 Refusing to attend scheduled appointments
- 2.13 Using abusive or obscene language, or harassing others
- 2.14 Misuse of medication including failure to take prescribed medication
- 2.15 Malingering

An inmate found guilty of a Category II offense may have any combination of the following imposed:

1. Disciplinary detention for a specified number of days. If exceptional circumstances, disciplinary detention may exceed fifteen (15) days.
2. Items 2-8 from Category I sanctions may be imposed.

Disciplinary Segregation:

Inmates in disciplinary segregation lose all program and activity privileges. They are permitted out of their cells for one (1) hour a day for shower and exercise periods. Yard out is available Monday – Friday, temperature permitting. Personal property is limited to acceptable incoming mail, essential personal hygiene items, underclothing, prison uniform, writing materials and reasonable amounts of legal and religious materials. A receipt shall be rendered for all property taken from the inmate when placed in disciplinary detention.

Meals:

Inmates housed in administrative or disciplinary detention receive meals similar to those served to the rest of the institution. An inmate will be placed on nine (9) meals of food loaf and water if observed in any of the following behavior:

- Misuse of food, serving tray or eating utensils
- Refusing to return uneaten food, the serving tray, dishes or eating utensils
- Destroying a serving tray or throwing a food tray or food
- Using container to hold or throw other substances such as human waste etc.

In such cases, the staff member will prepare an inmate disciplinary report containing the appropriate charge(s). The disciplinary report must be written to ensure inmates are not arbitrarily placed on food loaf; however, the food loaf is not a disciplinary sanction, but rather an administrative remedy to maintain a clean and healthy segregation unit.

INMATE GRIEVANCE PROCEDURES:

The purpose of the grievance procedure is to establish an administrative remedy through which an inmate may seek a formal review of a complaint relating to any aspect of their confinement. This does not supersede any formal appeal process, nor any informal complaint resolution process currently in place, to include direct conversation with staff and the utilization of the inmate request form.

INMATE GRIEVANCE PROCEDURES Continued:

Once filled out place your grievance in the grey lock box.

1. Informal Resolution:

The inmate must informally, through verbal and/or written communication, present their complaint to the staff. An inmate must first attempt to resolve their complaint before filing a grievance.

2. Formal grievance:

A formal grievance may be filed when an inmate feels they did not receive a satisfactory response to their informal complaint by:

- Completing a CCP grievance form which can be obtained by your unit officer.
- The inmate shall present their grievance to the Deputy Warden-Security within ten (10) days of the incident.
- The DWS or his/her designee will investigate and respond to the grievance in writing within ten (10) working days of the date it was received.
- The response is made on the original grievance form and will include the reasons for the decisions rendered.
- If not satisfied with the response, the inmate may forward a written appeal, along with the previous response to the Warden.

3. Emergency Grievance:

Emergency grievances are defined, at a minimum, as matters where disposition according to regular time limits would subject the inmate to a substantial risk of personal injury or cause other serious and irreparable harm to the inmate.

- When criteria described is met, the inmate must write "EMERGENCY GRIEVANCE" at the top of the form.
- Emergency grievances shall be forwarded onto the on-duty shift supervisor without any substantive review by the officer no later than the end of their work shift.
- The shiftleader, within twenty-four (24) hours of receipt, shall determine if grievance meets emergency grievance criteria.
- If grievance is ruled "Non-Emergency", it will be returned to the inmate indicating the reason(s) why. The response should advise that the grievance may be resubmitted as a regular grievance.
- Emergency grievances will be resolved by written response to the inmate within seventy-two (72) hours of receipt.
- Emergency grievances can be appealed to the Warden and will follow an accelerated time table.

4. Appeal Process:

If an inmate is not satisfied with the outcome of the Deputy Warden-Security or his/her designee's response, the inmate may forward a written appeal along with the previous response, to the Warden.

The Warden will make final resolution in writing within ten (10) days of receiving appeal. An expiration of time limits described in this policy entitles the inmate to proceed to the next step, unless the inmate has agreed, in writing, to an extension of time for their response.

An inmate not satisfied with the final decision may forward their grievance to any person or other entity not under the control of the Warden for review. This process is allowed automatically, without any interference by any departmental employee. Forwarding any grievance may be accomplished via the U.S. mail system available to all inmates.

5. Non-Grievable Issues:

- Federal, State and Local laws, regulations and decisions.
- Parole Board decisions
- Disciplinary hearing decisions (Independent appeal process)
- Classification committee decision
- Matters beyond control of Cumberland County Prison

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WORK-RELEASE PROGRAM:

CCP offers work-release/study, Outmate Trusty and Community Work Crew programs to eligible inmates meeting certain criteria. Inmates must be sentenced with a court ordered authorization to participate in these programs. The program is managed by a Work-Release Manager and assistant manager staff. Questions regarding this program shall be addressed to the Work-Release Manager in the form of a written request.

1. Eligibility criteria and concerns for Community Status Selection:

- Must be sentenced
- Court authorized for outside work
- ¼ of minimum sentence served
- State sentenced. ½ the minimum sentence served
- Medically approved
- Length of sentence
- Acceptable attitude, behavior and conduct
- Prior record/prison history
- Type of charge/public safety considerations
- Compliance with all treatment recommendations
- Detainers (may be considered if all holding authorities approve)
- Pending charges (may consider if bail is made and low risk)
- Work availability (need)
- Bed space
- Sex offender must be compliant with sex offender policy
- Victim notifications/concerns
- Any criminal Justice Department disapproval
- Satisfactorily complete "inmate worker program" if required
- 3 or more misconducts may deem ineligible
- Not eligible if convicted of a prior prison escape
- May not be eligible based on prior work release violations

2. Allowable Property For Work Release Inmates:

- a. Maximum limits of:
 - 1 pair of pajamas
 - 1 set of dress clothes
 - 5 sets of work clothes (black restaurant pants are to be worn only to work- not to any jail program)
 - 1 pair of sneakers
 - 1 pair of work boots
 - 2 white handkerchiefs
 - 1 work coat
 - 1 hat
 - 1 wallet
 - 1 wristwatch
 - 1 belt
 - 1 pair gloves
 - 2 sweatshirts
 - 1 pair of long underwear (WR & outside trustees)
 - 7 pair new unused underwear
 - 7 pair new unused socks
 - 7 new unused T-shirts
- b. Additional items for women
 - Small pocket change purse (5" X 5")
 - NO pocketbooks
 - 5 new unused bras (no underwire)
- c. Permitted make-up (no glass or mirrors)
 - 1 foundation
 - 1 eye shadow
 - 1 blush
 - 1 mascara
 - 1 lipstick
 - 1 eyeliner / eyebrow pencil

WORK-RELEASE PROGRAM Continued:

If an inmate is removed from work status, only permissible items will be given for general population or detention all other property must be sent out.

Many additional rules & regulations not mentioned in this handbook apply to this program and a separate orientation process takes place for those participants. All participating inmates are required to sign a written W/R, Trusty or Community Work Crew (CWC) agreement.

MISCELLANEOUS:

Undoubtedly, at some point throughout your incarceration questions will come to mind. Each housing unit officer is your first-line point of contact to address these issues. Most issues can be resolved by the unit officer or the on-duty shift supervisor. Shift supervisors can be identified by their white uniform shirt. (White Shirts).

PREA:

Cumberland County Prison has a zero tolerance policy regarding sexual abuse and sexual harassment. Every inmate will be given education in formats accessible to **ALL** inmates, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, or who have limited reading skills. If you at any time feel you are being sexually abused or harassed, tell a staff member immediately, **call the PREA DOC hotline at *9 and leave a message, submit a request slip, or grievance and place it in the lock box on the unit.** If you suspect someone is being sexually assaulted or Harassed follow the above and remember you can remain anonymous. Third party reporting can be done by writing a letter to: Middlesex Police Department at: 350 N. Middlesex road, ste#3 Carlisle Pa. 17013.