

CENTRE COUNTY CORRECTIONAL FACILITY

INMATE HANDBOOK

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INTRODUCTION

The rules of the Centre County Correctional Facility are designed to facilitate a reasonable amount of constructive interaction among inmates and staff, while providing order to manage the institution.

Some of the rules issued for this purpose may seem unwise or unreasonable to those who are governed by them. In this institution inmates cannot choose at will the rules that they will abide by. When these rules are disregarded, the inmate who does will find himself or herself subject to disciplinary action.

Richard C. Smith, *M.S., CCHP*
Warden

INMATE SERVICES

Counseling

Each inmate will be assigned a counselor. The counselor will assist the inmate's transition into the correctional facility. This can be done through individual sessions and written request slips by the inmate. If deemed necessary and appropriate, the counselor will facilitate communication with outside agencies, service providers, and/or individuals. The counselors cannot advise inmates on legal matters. They will handle legal questions by referring inmates to their attorney. Counseling staff will also conduct various classes and programs throughout the facility. Counselors will refer inmates to appropriate programming.

Classification

Classification is a mandatory assessment process in which the counseling staff determines special needs of the inmate. It is conducted in an interview format. We will examine employment and educational history, history of drug and alcohol abuse, and criminal history. This process is used to determine where the inmate will be housed and enrollment in appropriate programs. Refusal to participate in the classification process will result in disciplinary action.

Classification categories are as follows:

- Minimum
- Medium
- Maximum

Most un-sentenced inmates, as well as those with current detainers or significant criminal history, will score high in this process. The classifications scores are not permanent, and will be reviewed periodically. At different times, inmates can be re-classified to determine if there are adjustments that need to be made.

Any inmate wishing to appeal their classification level may write a request slip to the Director of Treatment for consideration.

Inmates may be able to modify their scores when reclassified:

- Resolution of criminal cases
- Change in sentence status
- Resolution of detainers
- Misconduct status and history
- Participation in facility programming

Legal Representation

The Office of the Public Defender serves the Centre County Correctional Facility. To request representation, you must submit a Public Defender Form and place it in the Request Box which is located in each housing unit. All other communication with the Public Defenders must be sent by US Postal Mail.

Notary Service

Notary Services are available for legal documents. If more information is needed concerning this service, submit a written request to your counselor.

Religious Services

Religious Services are available in accordance with the sign up sheets posted in each housing unit.

Inmates will be permitted to have in their possession one religious text, one set of Rosary or Prayer beads, Kufee and Prayer Rug, and a reasonable amount of religious literature.

You can only wear your Kufee in you cell and during scheduled Muslim Prayer Group. The Kufee must be carried from your cell to the location of the prayer group; you may not wear it in between. Prayer rugs may be used for prayer in your cell only.

Prayer beads may be worn outside the cell, but must be worn under your shirt. Those worn over the clothes will be considered contraband.

Inmate Programs

The Inmate Services Department offers a variety of educational, vocational, and counseling programs. You may request admission to a program by using a request form. Contact your assigned counselor for programs and services that are available.

Any inmate who signs up for programming will be required to attend all of the groups, classes, meetings etc. The only way that an inmate is excused from the programming is by the medical department. The inmate will have to complete a sick call slip and be seen by the medical department. This will be a charged medical visit. If the Medical department feels that the inmate is too ill to attend the programming, they will excuse the inmate from this programming. If the Medical Department feels that the inmate can participate in the programming, the inmate is required to attend. Failure to comply with this process can result in disciplinary action.

P.R.I.D.E (Personal Responsibility, Intensive Drug/alcohol Education)

PRIDE is an in-house, community based drug/alcohol program for male inmates. The program provides a structured environment for inmates who are willing to take responsibility for their actions and make a conscious effort to learn healthier ways to live. It is designed to teach inmates to hold themselves accountable, develop a sense of self-worth and self respect and increase their awareness of how drugs/alcohol have negatively impacted their lives and the lives of those around them. PRIDE is a minimum of three months in length, with a weekly schedule of drug/alcohol and life skills education to prepare inmates for re-entry into society.

Choices:

Choices is a weekly drug/alcohol education program which is held Monday through Friday for female inmates. Choices focuses on the issues surrounding women in recovery. It provides a structured and supportive environment to address and prioritize social, emotional, physical, family and legal issues. Choices provides women with the basic tools to face life with resiliency and self-sufficiency. Choices can be a crucial step in the long, but rewarding journey towards a life free of drugs and alcohol. Choices is a minimum of three months in length and woman actively participating will begin to identify sober, socially acceptable skills to ensure successful community re-integration.

Outpatient Drug and Alcohol Groups

These groups will be offered to those inmates that are referred by the counseling department and/or recommended by the Courts. Inmates may request admission to the program by contacting a Counselor with a request slip. Inmates must meet prerequisite criteria to be eligible. These groups are held on a weekly basis.

Work Release Program

Inmates that meet the established criteria may seek or continue employment in the surrounding community. This enables an inmate to pay off fines and restitution, pay bills, or save money for their eventual release. An inmate's application for work release will be reviewed by the CCCF staff, Probation and Parole, District Attorney's Office and the sentencing Judge.

Minimum Qualifying Criteria for the Work Release Program:

1. The inmate must be sentenced
2. The inmate cannot have a detainer or unresolved charges.
Inmates with a detainer or unresolved charge can be approved if the issuing authority approves of the program in writing, or the inmate is released on bail.
3. The inmate must be at least 30 days misconduct free from the date of release from any previous disciplinary charges.

4. The inmate must understand and sign the furlough agreement prior to starting in a work program.
5. The inmate must work within Centre County. Approval may be granted to work outside Centre County if it is within close proximity and the inmate is or has worked for the employer prior to commitment.
6. The employer must be willing to work within the guidelines of the Work Release Program.

This is a brief outline of some of the criteria needed to be approved for the facilities work release program. Work release is a privilege, not a right, and each application and employer will be evaluated and the decision for acceptance into the program will be made on an individual basis. To request consideration for work release, an inmate may submit a request slip to the work release coordinator.

Furloughs

Pre-Employment Furlough – Designed to allow sentenced inmates an opportunity to obtain employment. Length of the furlough will be determined by the court.

Emergency Furlough – Designed to address major problems that arise. Times will vary based on circumstances. Emergency furloughs are granted by the court. Requests for an emergency furlough are to be made by contacting a Counselor.

Funeral Furlough – must be made by family or friends by contacting the Centre County Probation and Parole Department.

Inmates must:

- 1) Sign furlough agreement form prior to leaving facility, and adhere to its provisions.
- 2) Follow all facility rules and regulations while on a furlough.
- 3) Be drug tested prior to and returning from a furlough

Early Release Program

The Early Release Program is to reward inmates of the Centre County Correctional Facility with an early release from their minimum sentence. During their period of incarceration, inmates will have the opportunity to demonstrate personal initiative and personal progress in rehabilitation programs.

The Early Release Program is a voluntary program. Requirements for entry are posted in each housing unit. Applications can be obtained by writing the counselor.

No inmate has the right to demand or require admission into the program. The Court has the authority to exclude any inmate from the program or deny the request for earned time approval.

MEDICAL

Medical Services

Medical care shall be routinely and consistently provided to all inmates regardless of their financial standing. At no time shall Medical Staff deny treatment of an inmate due to indigent status or unavailability of sufficient funds to pay for the service. All inmates will be charged a fee for medical care that is provided to them, where applicable.

Inmate Co-Pay for Medical Care

To request to be seen by the Medical Staff, fill out a "Sick Call Request Form", and place both copies (white and yellow) in the "Medical Box" located in each housing unit. You will see the Nurse and be charged for the visit. If the Nurse determines that you need to see the Doctor/Dentist, he/she will refer you to the Doctor/Dentist. Requests to the facility Mental Health/Intellectual Disabilities counselor should also be placed in the "Medical Box".

Inmate request forms that are sent to medical that are deemed to be sick calls will be returned to the inmate who must submit the request on a sick call slip.

When you see the Nurse, you will be asked to sign an "Inmate Accounting Form" so that the visit can be recorded and deducted from your account. Refusal to sign will not stop the co-pay from being debited from your account. Questions regarding co-pay charges must be submitted to the Director of Treatment on a request form.

There are certain exceptions that will not be charged a co-pay for service:

1. Initial commitment, psychiatric, and/or emergency screening.
2. Initial treatment for chronic illness (i.e. diabetes, hypertension, asthma, or HIV related illnesses).
3. Follow-up treatments deemed necessary.
4. Emergency services, as determined by the Health Services Administrator or designee. All accidents may not qualify as emergencies.

Nurse/Doctor co-pay incurred during the immediate medical care of self-inflicted/induced emergencies shall be the financial responsibility of the inmate.

The co-pay schedule is as follows:

Nurse Visit	-	\$5.00
Doctor Visit	-	\$7.00 (only if not medically referred)
Dentist Visit	-	\$7.00 (only if not medically referred)

There will be no charge for prescription medication ordered by contracted facility Doctors.

When medication is called in your housing unit, you are required to line up in a single file line at least ten feet way from the medication cart. You will be called up to the medication cart one at a time. You must bring a cup of water with you. If anything other than water is in your cup, you will be instructed to dump it out and to return with water. The nurse will give you a cup containing your medication. You will take your medication and place the cup in the trash bag hanging on the cart. You will then be asked to open your mouth so it can be checked by the nurse. If you are in the housing unit when medication is called and you do not get in line, you will not receive your medication. Once the nurse begins to pack up to move the cart, medication pass will be considered over.

If you are out of the unit during medication time, the unit officer will notify medical and you will receive your medication after you return to the unit.

No inmates will be allowed behind the nurse and medication cart during medication pass. For B1 and B2 housing unit, inmates will not be allowed in the Multi-purpose room during medication pass.

If at anytime during the medication process you become disruptive or fail to comply with the Nurse's orders, disciplinary action will be taken.

If the medication line becomes disruptive, the Nurse will leave the housing unit. When order has been restored the Nurse will distribute only life-sustaining medications. These medications will include but not be limited to the following: seizure medication, insulin, heart medication etc.

Over The Counter Medication

Information relative to over the counter medications available in the commissary is posted on the bulletin board in each housing unit.

You are permitted to have a total of twelve (12) pills/tablets in your possession that are currently available on commissary.

VISITING

General Visiting

The visitation policy is designed to give all inmates the opportunity to visit with family, friends, and legal representation, and community resources. Everyone is given the opportunity to be eligible for visitation. Guidelines that govern visitation include:

Check the schedule posted in your housing unit. All visits will be by appointment only and must be scheduled one day in advance. You are responsible for scheduling your visit.

Inmates are permitted one visit per week plus one special visit per month during any week in the month. The week is defined as Sunday through Saturday. For the special visit, the inmate must submit a request slip to the Shift Commander with the date and time of the visit for approval. Inmates in the RHU will not receive the monthly special visit.

Inmates are permitted a maximum of 10 persons on their Visiting List. Additions or deletions to the list will be made by submitting a request to Visitation. Persons under the age of 18 do not need to be on the list, and will not count toward the 10.

Any visitor under 18 years of age must be accompanied by an adult.

You must list the visitor's name on the "Visitors Request Form". If your visitor fails to show for your scheduled visit, that will be counted as a visit.

Visitors must show a valid state photo ID, driver's license, or federal photo ID.
No exceptions to this rule.

All visitors are subject to search.

Visitors must be dressed appropriately. (No halter tops, half shirts and/or tube tops, see through blouses, mini skirts, etc.)

Any visitor suspected to be under the influence of drugs or alcohol will be denied visitation.

Visitors leaving the Visitors Room for any reason may not return.

Visitors are subject to the rules of this institution. Any violation of the rules may result in termination of a visit and suspension of future visitation privileges.

Court clothes will be accepted with an approved written request. When court clothes are accepted, the clothing in your property bin will be sent out to the person leaving the court clothes.

All other clothing must be provided by the facility or purchased from commissary. No other clothing will be accepted through visitation.

You may not share your visit with another inmate.

Only legal documents are permitted to be taken to a visit. No food products, candy, writing instruments etc. are permitted; these items will be confiscated as contraband, and destroyed. The visit will be terminated, and a misconduct

issued.

Former inmates are required to wait six months to visit unless written approval is obtained from the Warden.

Individuals under any type of court supervision, including pending charges and bail, will not be permitted to visit unless written approval is obtained from the Warden.

Visiting privileges may be restricted or discontinued in the event of an emergency situation.

The peeling or scratching of the paint in the visitation room is prohibited and will result in disciplinary action. Disciplinary action may include loss of visitation privileges and restitution for damages. Visitors who are found to be peeling or scratching the paint in the visitation rooms will be prohibited from entering the facility for visitation.

Visitors who are found to be exposing any part of their body to any individual will be prohibited from entering the facility for visitation.

Visitors will be limited to one (1) adult and a maximum of two (2) children per visit. If two (2) adults are present, they may split the visit by one (1) half hour each.

Religious/Spiritual Advisor

Inmates will be provided the opportunity to meet with an Approved Religious/Spiritual Advisor on a one-on-one basis. Inmates must put a request form into their counselor to request a Religious/Spiritual visit. It is the responsibility of the inmate to contact the Religious/Spiritual Advisor to have them complete a Religious/Spiritual Advisor application.

Approved advisors will not count as one of the 10 approved regular visitors. CCCF inmates may only have one Religious/Spiritual advisor listed on their visitor list at any time.

Religious/Spiritual visits will take place in the housing unit visitation rooms. The visits will be one hour in length. Visits will be limited to one per week. The Religious/Spiritual visit will not count as a regular or special visit.

Contact Visiting

Contact visits are only permitted for those inmates who are receiving visits arranged through Children and Youth Services (CYS).

An unclothed search of the inmate will be conducted before, and after, each contact visit. All visitors will be subject to a pat search.

All inmates, and visitors, are expected to conduct themselves in a respectable manner. The inmate and visitor are to sit in a normal fashion. Inmates are permitted to hold and show affection with their children.

Conduct that is found to be unacceptable by a facility or CYS staff member, or offends or disrupts other adults or children will result in the visit being terminated. And the inmate may be subject to disciplinary action.

All rules governing general visits are applicable to contact visits.

DISCIPLINARY PROCEDURE

Inmates are required to conduct themselves in an orderly manner. Any violation of the rules, regulations, policies and procedures of the facility will result in disciplinary action. In addition to these disciplinary procedures, any behavior that violates any local, state, or federal law may be referred to the appropriate authorities for prosecution.

There are two Classes of Misconducts, minor and major.

The staff member writing the misconduct will determine if the rule infraction committed is a minor or major infraction and will write the misconduct on the appropriate form.

Misconduct Charges

- 101 Murder or attempted murder
- 102 Escape; Attempted escape, or conspiracy to escape
- 103 Possession of implements of escape
- 104 Rioting; Conspiracy, solicitation or inciting to riot
- 105 Carrying or possession of a weapon
- 106 Arson; Starting or attempting to start a fire
- 107 Theft/Robbery
- 108 Sabotage, damage, altering of any property or security equipment
- 109 Engaging in any sexual act with another person, consensual or not consensual
- 110 Assault; Attempting to cause or threatening bodily harm to staff, visitors or inmates
- 111 Bribery or attempting to bribe a staff member or visitor
- 112 Threatening/conspiracy/adulteration or poisoning of any food or drink
- 113 Delaying, interfering with the inmate count or failure to stand for a standing count
- 114 Tampering with locking or safety devices

- 115 False alarms to agencies of public safety (i.e. smoke detectors, pull boxes etc.)
- 116 Making false reports or accusations against staff members
- 117 Misuse or accumulation of authorized medication
- 118 Kidnapping; Taking hostage or holding any person against their will
- 119 Possession/consumption/making intoxicating beverages
- 120 Exposing one's genitalia, buttocks, or female breasts to another person and/or toward a facility camera. This includes making inappropriate gestures towards a facility camera.
- 121 Being intoxicated
- 122 Counterfeiting, forging, or unauthorized reproduction of any document, article, identification, security, or official paper
- 123 Attempting/conspiracy to commit or committing any felony, misdemeanor or summary offense not otherwise specified
- 124 Passing items to/from inmates housed in the RHU, or designated lockup area
- 125 Unauthorized written or verbal communication with other inmates; either through the mail, or by other means within the facility
- 126 Possession of, use, or conspiracy to use tobacco or tobacco products, lighters or matches
- 127 Unauthorized possession, use and/or alteration of a razor
- 128 Violation of conditions of work release, furlough, or temporary release
- 129 Ethnic or racial intimidation of any person by words, actions or behavior.
- 130 Flooding or attempting to flood a cell
- 131 Indifferent, deliberate action or attempt to expose others to bodily fluids or substances which may cause mental, emotional or physical harm
- 132 Extortion, blackmail, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing
- 133 Possession of staff clothing, unauthorized personal clothing or facility uniforms
- 134 Fighting or inciting a fight
- 135 Gambling or possession of gambling paraphernalia
- 136 Possession of stolen property
- 137 Interfering with a staff member in the performance of their duties
- 138 Unauthorized assembly
- 139 Presence or entering into another cell/dorm room
- 140 Loaning, borrowing and/or giving property, except legal material
- 141 Tattooing or self-mutilation
- 142 Refusing to obey a staff members' order, and/or delayed compliance of the order
- 143 Possession or use of any unauthorized controlled substance
- 144 Destroying, damaging or altering facility property
- 145 Possession of contraband
- 146 Disrupting normal operations/creating a disturbance
- 147 Using abusive or obscene language to a staff member or visitor

- 148 Conspiracy, solicitation, distribution and/or introducing any type of contraband into or throughout the facility
- 149 Giving false information to a staff member
- 150 Refusal to provide or altering a urine/blood sample
- 151 Wearing a disguise or mask
- 152 Littering or improper disposal of waste material
- 153 Unauthorized use of mail or telephone
- 154 Violation of visiting rules
- 155 Possession or circulation of a petition
- 156 Body punching/horse playing
- 157 Taking food from the food cart to cell/dorm room, and/or taking extra food from the food cart
- 158 Taking unauthorized food from the kitchen to the housing unit
- 159 Failure to report to work or unauthorized absence from work
- 160 Refusing to work
- 161 Using abusive or obscene language, not directed toward a staff member or visitor
- 162 Using equipment or machinery contrary to instructions or posted safety regulations
- 163 Being unsanitary or untidy/failure to keep yourself or your cell/dorm room in accordance with posted standards
- 164 Possession of any unauthorized item, not specifically mentioned elsewhere
- 165 Unnecessary running within the facility
- 166 Obstructing cell vents, windows, beds, light fixtures or cell entrance
- 167 Violation of any rule contained in the Inmate Handbook or any properly posted regulation not specified here
- 168 Possession, posting, or creating pornographic material
- 169 Repeated (four) Minor Misconducts
- 170 Intimidation of an inmate by words, actions or behavior
- 171 Harassment of a staff member or visitor by words, actions or behavior
- 172 Refusing to participate in the classification process.
- 173 Misuse or improper use of Law Library Equipment.
- 174 Encouraging, facilitating, or otherwise conspiring with others to commit any prohibited act.

The Sanction for Minor Misconducts will be:

- First offense: Eight (8) hour lockup, or restriction from housing unit privileges
- Second offense: Twelve (12) hour lockup, or restriction from housing unit privileges
- Third offense: Twenty four (24) hour lockup, or restriction from housing unit privileges

The sanctions for Minor Misconducts will be imposed upon the Shift Commanders review and signature.

Inmates are not eligible to receive a fourth minor misconduct. If an inmate commits a rule violation that would have been a fourth minor misconduct, the inmate will receive a Major Misconduct. The charges on the misconduct will be the appropriate misconduct charges and include 169 (Repeated (four) Minor Misconducts).

All Major Misconducts will be addressed by the Hearing Committee at the Disciplinary Hearing.

Upon receiving a Major Misconduct you are entitled to:

A copy of the misconduct within 24 hours after the misconduct is filed with the Shift Commander.

An inmate on security risk or suicide watch will be served with their misconduct. They will be permitted to read the misconduct statement, the form will be confiscated and returned to the inmate upon their status being changed to Disciplinary Custody.

You will also be given the Inmate Version and Witness Statements form and the Inmate Request for Representation and Witness form. If you choose to complete these forms they must be turned in to the Housing Unit Officer no later than 24 hours of receiving your written copy of the misconduct statement. If you do not receive these forms, ask the Housing Unit Officer and they will supply you with the forms.

A hearing within seven days excluding weekends and holidays. The seven day period for inmates on security risk or suicide watch will not start until the inmate is returned to Disciplinary Status.

Request to have a staff member represent you before the Hearing Committee. This is at the discretion of the staff member.

Call witnesses on your behalf, but at the discretion of the Hearing Officer.

Present documentary evidence on your behalf.

Remain silent. Silence may not be used to support a finding that a prohibited act has been committed.

Be present throughout the disciplinary hearing, excluding the Hearing Committee's deliberations, at the discretion of the Hearing Officer. An inmate may refuse to be present for the hearing. Any inmate who is disruptive during the hearing will be removed from the hearing. The hearing will be held in the inmate's absence.

Be advised of the Hearing Committee's decision, the facts supporting the decision, and the Committee's disposition in writing.

Appeal the decision of the Hearing Committee to the Program Review Committee within ten days. The appeal must be on the Misconduct Hearing Appeal form. This form can be obtained from the Housing Unit Officer.

Appeal the decision of the Program Review Committee to the Warden within ten days. The appeal must be done on an Inmate Request Form which can be obtained from the Housing Unit Officer.

Disciplinary Custody

A sanction of disciplinary confinement (DC), in the Restricted Housing Unit (RHU) includes the loss of privileges as prescribed by the policies governing the RHU. Counselors, criminal justice professionals, attorneys and clergy will be permitted to visit in designated areas.

Administrative Custody

An inmate may be placed in administrative custody (AC) if it is determined that he/she is a threat to him/herself, the safety of others, and/or the security of the institution. Inmates housed in AC are subject to the same restrictions as those in DC.

An inmate may be placed in Administrative Custody, under Investigative Status, if there is an alleged violation of institutional rules or criminal activity.

General provisions

If you are serving time in DC or AC at the time of your release from the facility, you will be placed back in DC or AC if you are re-incarcerated.

After completion of serving your sanctioned time in DC or being removed from AC, you must remain 30 days misconduct free to be eligible for the following: work release, volunteer work, or parole.

Protective Custody (PC)

You may request to be placed in PC for your own protection, and are subject to the following conditions:

1. You are required to serve a minimum of thirty (30) days.
2. You will be subject to all rules governing DC inmates.

Property in the R.H.U.

Inmates housed in the RHU (DC, AC and PC), will be permitted to have in their possession the following items:

County Issued Items:

- 1 ID Card
- 1 Uniform
- 1 Inmate handbook
- 1 Towel
- 1 Pair of shower shoes
- 1 Pair of shoes
- 1 Blanket
- 2 Sheets
- 1 Security Pen
- 1 Security Toothbrush
- 3 Pairs of underwear
- 3 T-shirts
- 3 Pairs of Socks
- 3 Bras (female only)
- 3 New sanitary napkins (female only)

Personal Items:

- 10 Personal letters (photos not permitted)
- 2 Books
- 1 Kufee
- 1 Prayer rug
- 1 Religious Text
- 1 Rosary/prayer beads
- Approved medical items (must be approved in writing by the medical department)
- Approved prosthetic devices (must be approved in writing by the medical department)
- Legal material (not more than 4 inches thick, unless approved by the Warden or his/her designee)
- Glasses/contact lenses and one case
- Dentures and one case
- Newspaper (no older than 48 hours from the facility dated stamp. Any newspapers more than 48 hours older than this date must be disposed of in your housing unit trash can).

Commissary Items:

- 1 Sweat pants or thermal pants
- 1 Sweat shirt or thermal top
- 1 Pair of shorts
- Deodorant (1 open and 1 new)
- Shampoo (1 open and 1 new)

Toothpaste (1 open and 1 new)
Soap (1 open and 1 new)
2 hair ties
1 Soap dish
2 Wash cloths
1 Comb
1 Cup
1 Tablet
10 Stamps
10 Envelopes
1 Box of Tampons (female only)

Inmates housed in the RHU:

Will be given a copy of the General Rules for RHU inmates upon transfer to the RHU. Additional details on daily routines and expectations will be outlined in these rules.

Receive mail with the exception of photographs and magazines.

Schedule visits in accordance with established policy. Inmates in the RHU do not receive a monthly special visit

Shower three (3) times a week in accordance with the housing unit shower schedule.

Receive one (1) hour of recreation per day from Monday through Friday. Recreation times will be schedule by the Housing Unit Officer. Inmates do not have the right to choose the time they go to recreation or inmates they wish to recreate with.

Make one (1) phone call a week, this call will be made on Saturday or Sunday as scheduled per procedure. The week will run from Monday through Sunday for phone call purposes.

Emergency phone calls will be sent to the Counselor by written request.

Be permitted to use electronic legal research materials in accordance with the procedure outlined in the General Rules for RHU inmates.

Purchase only those commissary items which are allowed for possession in the RHU.

Will be reviewed by the Program Review Committed (PRC) once every thirty days of continuous confinement in the RHU.

MAIL

Incoming Mail

Mail that does not have a complete address, or return address, will be returned to the post office. A complete address includes the senders' first and last name, street address, city, state, and zip code. No postage due, or COD mail will be accepted.

Letters sent to inmates will be addressed as follows:

Inmate Name, Inmate Booking ID Number
Centre County Correctional Facility
700 Rishel Hill Road
Bellefonte, PA 16823-1488

Letters will be opened and checked for contraband. Legal mail will be opened in your presence.

Any incoming mail contains any contraband, the entire mailing will be returned. When mail is refused, a receipt will be printed and given to the inmate stating who the mailing was from and the reason it was returned. Mail that may be refused includes, but is not limited to, those that meet one or more of the following criteria:

- Contains crayon, marker, colored pencils, tape, stickers, glitter, string, ribbon, staples, magazines/newspaper clippings, laminated items, internet printouts, photocopies, envelopes, stamps, or any other item not authorized for inmate possession;
- Photos larger than 5x7, photos in excess of 10, Polaroids;
- Battery-operated or large greeting cards;
- Post cards
- Catalogs or pamphlets;
- Cash, money order or personal check enclosed;
- Correspondence with any prohibited party, including correspondence directed through a third party;
- Any piece of mail that does not have a full legible return name and address;
- Any packages that are received without prior approval, not including publications.

All incoming magazines and newspapers must be from the publisher, and all incoming books must be new and from the publisher or bookstore. Used publications are not permitted. Books, newspapers, and magazines will be inspected on a case by case basis and if deemed inappropriate, will be refused and returned to sender.

Publications, newspapers, magazines, or photographs that may be refused including but are not limited to those that meet one or more of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices;
- It depicts, encourages or describes methods of escape from correctional facilities or contains blue prints, drawings or similar descriptions of any jail or prison;
- It depicts or describes the procedures for manufacturing drugs or for the brewing of alcohol;
- It depicts, displays or is drawn to promote or represent gang graffiti, illicit activities or recruit members;
- It is written in code;
- It depicts, describes or encourages activities, which may lead to the use of physical violence or group disruption;
- It encourages or instructs in the commission of criminal activity;
- It advocates violence of any kind or literature that promotes hatred towards any group;
- Material, sexual or otherwise, which by its nature or content poses a threat to the security, good order or discipline of the institution;
- Facilitates a criminal activity.

Publications that contain any of the above information will be refused and sent back to the publisher or bookstore. The inmate will be notified, in writing, the reason the publication is being refused.

All books belonging to an inmate, including religious texts, must be sent new from a publisher/bookstore. No books or texts will be accepted upon commitment, transfer from another institution, or from private individuals. All books and texts will be marked on the inside of the front cover or facing page with the inmate's first, middle, and last name.

Inmates may not have more than two (2) books and (1) Religious Text in their possession at a time. Inmates are not to have in their possession newspapers that are more than two (2) days old from the date the newspaper was stamped as received.

Books and religious texts may not exceed the standard hardcover publication size of 7" x 10", and may be no more than 2.5" in thickness.

Any other books or religious publications not specified, or that exceeds the above limits, must be approved in writing by the Director of Treatment.

Inmate to Inmate Correspondence

An inmate may not correspond with another currently incarcerated inmate, former inmates that were incarcerated at the Centre County Correctional Facility who have not been out more than 6 months after their last release date, parolees, probationers, or co-defendants, unless given prior approval from the Warden.

If an inmate wishes to correspond with an inmate at another facility, the inmate must submit a request form to the counselor with the inmates name, inmate number, the relationship between them, and the name of the facility where the other inmate is located so that the counselor can verify all information is valid and it can be forwarded on to the Warden for approval.

Outgoing Mail

All outgoing mail must be placed into the mailbox located in each housing unit by 10:00 pm each day.

All outgoing mail must be sealed in an envelope. No envelope that is sealed using toothpaste, labels, etc. will be sent out.

All mail being sent out will have the following return address:

Inmate Name, Inmate Booking ID Number
Centre County Correctional Facility
700 Rishel Hill Road
Bellefonte, PA 16823-1488

Letters not having the appropriate return address will be returned to the inmate.

Correspondence to any outside agency except Centre County Probation/Parole must be sent through the U.S. Postal Service.

INMATE MONIES

Inmate Accounts

All monies will be deposited into the kiosk at the time of commitment. A receipt for the amount will be given to you.

A "Power of Attorney Form" must be signed upon commitment to allow the facility to process money on your behalf.

Upon your release, the Release Officer will have you fill out an envelope with your home address. Any monies due will be mailed to you in the form of a check.

From the date of your commitment, you have ten days to send out monies for personal responsibilities (i.e. bills, family needs, etc.). After the ten days no money will be sent out.

Inmates participating in the work release program will be permitted to send out monies for personal responsibilities on a weekly basis. Inmates may send a work release request for check form to accounting with a self-addressed stamped envelope.

Inmates are not permitted to transfer money into another inmates account.

Processing Fee

Payment of Processing Fee for Centre County inmates:

A one-time per incarceration administrative fee of \$25.00 will be deducted from the inmate's account upon commitment.

This fee is not applicable to those inmates being housed for other County, State, Federal or other Contracted Agencies.

If the inmate is indigent at the time of commitment the inmate's account will be debited for the amount due. The fee will be collected as money is deposited into the inmate's account.

Restitution

Inmates who have abused or misused facility property will be responsible for restitution for any damage, including labor if applicable.

Any inmate who inflicts injury upon themselves, other inmates, staff members or civilians while incarcerated, will be held financially responsible for all medical costs. Inmates will also be responsible for all loss of wages incurred.

Information concerning the collection procedure will be given at orientation.

Indigent

An inmate is considered indigent if he/she has been continually without funds of \$5.00 or less for a total of seven (7) days. Once an inmate has been determined to be indigent, he/she will be eligible to receive necessary hygiene or writing/stationary items. These items may be requested once per week by request slip to the Shift Commander.

If an indigent inmate receives money within 14 days of receiving indigent items, he/she will be charged for those items received.

GENERAL RULES/INFORMATION

The following rules stress consideration and respect for all staff, inmates and property. They are designed for the orderly and secure operation of the facility.

Each inmate will be responsible to have knowledge of, and comply with, all of the rules herein. All facility rule changes will be posted on the housing unit bulletin board. It is each inmate's responsibility to check the bulletin board for rule changes. Ignorance of any rule does not excuse you from non-compliance.

Request Forms

If an inmate requires information from, or has a question of any member of the facility staff, they may submit an "Inmate Request Form" to that person. Anonymous request forms will be discarded without consideration.

Requests containing obscene language, or vulgar remarks, will not be considered.

Requests forms are available from the Housing Unit Officer.

When the request form is completed, place it in the appropriate box provided for inmate requests in the housing unit.

General Rules

Gang paraphernalia, drawings, writings, literature, photographs, graffiti, clothing or any other item that the Warden or his designee determines to be gang related, will be treated as contraband and disciplinary action may be taken.

Inmates may only enter their assigned cell/cube.

Inmates housed on the first floor are not permitted to be on the mezzanine level (2nd floor) unless they are going to or from visitation. Inmates housed on the mezzanine level are not permitted to congregate or loiter on this level.

Cell doors, walls, windows, light fixtures and ceilings will be kept free of signs, posters, pictures and other items. This is to include the lockers in the C1, C2 and C3 housing units.

All vents in cells, corridors, sally ports and housing units will remain unobstructed in order to ensure proper air circulation.

Writing on or defacing walls, doors, furniture and other property is not permitted, and will result in a misconduct and restitution.

Food passes will be operated by facility staff only. Any inmate opening a food pass except in the performance of their job as a unit worker, will be issued a misconduct.

Tampering with any locking device is not permitted and will result in the issuance of a misconduct.

You will shower daily and must be properly clothed going to and from the shower.

For health and security reasons finger nails must be kept trimmed and can not extend past the tip of the finger.

Board games and puzzles will be provided in each housing unit. No puzzles, games or pieces of them are permitted in cells/cubes.

Televisions are provided for your recreation. You will be permitted to cooperate in determining the channel setting on the TV. If a dispute arises, the Housing Unit Officer will resolve the issue. Officers will adjust the volume, change the channel or turn off the TV when deemed necessary.

The television will be turned off during meals, counts, lights out, and emergency events. Inmates will at no time have possession of the television remote control.

Practicing of martial arts such as judo, karate, or other methods of self-defense is prohibited.

Inmates may be subjected to a clothed or unclothed search at any time.

Searches of housing units will be performed on an unannounced and irregular basis. You, your belongings, and cell are subject to be searched at anytime. Your presence during cell searches is not a legal requirement. You will be held accountable for any contraband or damage to facility property discovered during a search. When a search is conducted, you are required to cooperate with staff.

Inmates will approach all staff personnel with respect and courtesy. Staff personnel will be addressed by their title.

Any sexual behavior with yourself or another person, whether voluntary or involuntary, is prohibited. Any such conduct will be treated as a misconduct and/or violation of the law.

Sexually explicit behavior, whether written, graphic or any form of communication is not permitted.

All movement outside of the housing unit will be in single file, in an orderly manner down the right side of the corridor.

Loud talking and/or yelling in the corridors is prohibited.

Inmate phones will be turned off during meals, lock down, count time or any emergency situation.

Radios will be played only with the earphones placed over the ears.

No feet are permitted to be on the furniture in the day area.

Cell doors are to be locked open or closed.

You are to check your assigned cell before moving in, and report any damage to the Housing Unit Officer. You will be responsible for any cell damages not reported.

Inmates will not approach the officer's work station without approval.

Body piercing jewelry (nose rings, ear rings etc.) will be removed by the medical department. Placing any item into a piercing hole is prohibited and will result in disciplinary action.

Obstructing the view into your cell is not permitted, and will result in disciplinary action.

Obstructing the view of either bunk is not permitted, and will result in disciplinary action.

Only toilet paper is permitted to be flushed in the toilets.

No empty containers are permitted in cells. This is to include garbage bags or plastic commissary bags.

Inmates using the intercoms located at the doors and sliders throughout the facility will identify themselves and give their destination, at each door or slider (i.e. Inmate John Smith going to the kitchen). Non-compliance will result in passage being denied, and a misconduct being issued.

Talking from cell to cell during any lock up is not permitted, and will result in disciplinary action.

Ethnic or racial intimidation in any form, including words, actions, or behavior, will not be tolerated and will result in disciplinary action.

Inmates may only use one mattress, and mattresses may not be used for any other purpose.

Tobacco Policy

Centre County Correctional Facility is a tobacco free institution. Any inmate found to be in possession of tobacco products and/ or accessories will be subject to disciplinary action and/or criminal prosecution. Inmates who leave the facility on a regular basis for Work Release or Volunteer work will be regularly and randomly tested for tobacco usage. Inmates inside the facility can be tested at any time. If nicotine is found in your system, disciplinary action will be taken.

Bed/cell cleanup:

Cells will be swept and mopped daily.
Cells will be kept clean and orderly at all times.
Beds will be made at all times, when not in use.
No clothing, or any other items, will be kept on beds.
Sheets and blankets will be tucked in with the blanket pulled all the way up to the head end of the mattress.
Shoes and storage boxes will be kept under the bottom bunk.

Cell Vents

All cell vents will be cleaned once a month on the day that your blanket is exchanged. Inmates will be responsible for their own cells.

Mattress Cleaning

All mattresses will be cleaned once a month on the day that your blanket is exchanged. Inmates will be responsible for their own mattress.

Items permitted in cells:

County Issued Items:

- 1 ID Card
- 1 Uniform
- 1 Inmate handbook
- 1 Towel
- 1 Pair of shower shoes
- 1 Pair of shoes
- 1 Blanket
- 2 Sheets
- 3 Pairs of underwear
- 3 T-shirts
- 3 Pairs of Socks
- 3 Bras (female only)

At the time of your release, you will be responsible for returning all county issued property to the Release Officer. You will be charged for any county property not returned or damaged.

Personal Items:

- 2 books
- 1 magazine
- 1 Religious Text
- 1 Rosary/Prayer beads
- 1 Kufee
- 1 Prayer rug
- Newspapers no more than 48 hours old
- 10 Photographs not larger than 5 x 7 (No Polaroid's. Pictures printed on printer paper will be counted as a photograph and cannot be larger than 5x7)
- 10 Personal letters (greeting cards will be counted as a letter)
- Legal material (not more than 4 inches thick)
- Dentures and one case
- Glasses/contact lenses and one case
- 1 Wedding band (no stones or jewels)
- 1 Religious medal with chain no larger than a 1 1/2 inches in diameter (no stones or jewels)
- Approved religious reading material (must be approved in writing)
- Approved medical items (must be approved in writing by the medical department)
- Prosthetic devices (must be approved in writing by the medical department)

Commissary Items:

- 1 Pairs of shoes
- 1 Pair of sweatpants
- 1 Sweatshirt
- 1 Pair of gym shorts
- 1 Thermal top
- 1 Thermal bottom
- 1 Wash cloth
- 2 Commissary towels
- 1 Cup
- 1 Bowl
- 2 Spoons
- Hygiene items (1 open and 1 new)
- 1 Soap Dish
- 1 Radio
- 1 Pair of Headphones
- 12 Pills/tablets
- 2 Pens/Pencils
- 1 legal pad

- 1 Dictionary
- 1 Decks playing cards
- 1 Decks pinochle cards
- 2 Packs Kleenex
- 1 Chap Stick
- 6 Hair ties (female only)

Inmates may receive newspapers through the mail from the publisher. The subscriptions must be initiated and paid for by a friend or family member. The facility will not initiate or pay the subscriptions from the inmate's account. Newspapers will be date stamped and may only be kept for 48 hours.

Only hygiene items, radios, reading material, and pictures are permitted on the shelf, lockers, or table. These areas are to be maintained in an orderly fashion at all times.

Requests for additional religious items or materials will be made to the Director of Treatment, who will approve or deny in writing.

Contraband will be defined as any item not authorized to be in your possession or any item that has been altered or is being used for anything other than its intended purpose. Any item determined by facility staff to be contraband will be confiscated and destroyed and may result in disciplinary action being taken against you.

Inmate Razors:

Inmates in the general population housing units are permitted to shave between the hours of 8:00 am and 10:00 am only. The only exception shall be for unscheduled court/magistrate appearances, where the inmate did not receive notification until after the scheduled shaving time had expired.

Inmates with a work assignment or work release will be permitted to shave within 1 hour of going to or returning from work. If the inmate returns from work and attends a facility sponsored activity (i.e. AA/NA, GED, church etc.) they will be permitted to shave within 1 hour of returning from the activity

Inmates in the PRIDE program will be permitted to shave from 10:00 to 11:30 AM.

To receive a razor you must report to the Housing Unit Officer and turn in your ID card in exchange for a razor being issued to you. Immediately upon completion of shaving, you must turn the razor back in to the Officer and retrieve your ID card. Failure to turn in the razor or altering the razor in any way will result in disciplinary action. The razor must be returned to the housing unit officer in a reasonable amount of time (approx. 20 min).

Inmates will be permitted to shave their head, provided that the razor is not taken apart or altered in any way, the inmate shaves only his/her own head, and no patterns, designs, or unusual styles, such as mohawks, are created.

Inmates will receive only one razor per day.

Only the facility barber is authorized to cut hair. Inmates wishing to get a haircut by the facility barber may sign up with the housing unit officer. The price of haircuts will be posted to all housing units.

Inmate Identification (ID) Cards:

Card will be carried on your person at all times.

If your ID card is lost or destroyed, you are to notify your Housing Unit Officer immediately.

You will not be permitted visits, commissary, recreation, law library, or attendance to any programs without having your ID card.

Your ID card will be presented to any employee or service provider upon request.

If your ID card is lost, destroyed or altered in any way you will be charged for its replacement.

Your ID card will be turned in to the Release Officer at the time of your release. If you do not produce your ID card you will be charged.

Clothing

Your personal belongings (clothing, jewelry, watch etc.) will be taken from you at the time of your commitment, and stored for a maximum of ten (10) days. Within that time frame, you must make arrangements to have your belongings picked up by a visitor or mailed at your expense.

Only one (1) set of clothing and a wallet will be stored in the facility. If court clothes are brought in, then all clothing in storage must be sent out. One (1) set of court clothes may consist of slacks, shirt, sports coat, dress, skirt, blouse, underwear, shoes, socks/stockings, belt, and tie.

Inmates will be properly clothed when outside of cell or dorm room. The facility uniform includes socks and underwear (bras for females)

Trousers will be pulled up around the waist.

Pant legs cannot be pegged or rolled up.

You must wear clothing to sleep in.

Head coverings are not permitted at any time.

Facility clothing needing replacement due to normal wear will be replaced.

Inmates will wear uniform bottoms and uniform top or tee shirt when going to and from the shower.

Laundry

All laundry will be washed in accordance with the established laundry schedule.

Clothing will be laundered three times a week, in accordance with the laundry schedule for the housing unit.

You are not permitted to wash laundry in your cell.

Blankets will be exchanged monthly. You are required to exchange your blanket on the scheduled day. If your blanket is torn or damaged you will be issued a misconduct for destroying county property.

Sheets will be exchanged weekly. You are required to exchange your sheets on the scheduled day. If your sheets are torn or damaged you will be issued a misconduct for destroying county property. Sheets are only to be washed by the facility laundry and not in the housing units.

When exchanging blankets or sheets, all knots must be removed.

Each person is permitted to have one blanket, two sheets, and one facility issued towel at a time. If you are found to have more than the allowed number in your possession disciplinary action will be taken.

Telephones

Telephones are located in each housing unit. You can place either a collect call or a debit call. To place a debit call you must have sufficient funds in your Inmate account.

All calls are contingent upon acceptance of the charge or call by the recipient.

The length of calls is fifteen minutes. A warning notice is provided approximately three, two, and one minute before the call is disconnected.

Friends and family can call Inmate Telephone Inc. at 814-949-3303 to make billing arrangements.

Telephone usage will be regulated by the Housing Unit Officer.

The inmate telephones are active during the following hours: These times are approximate and all phones will be shut off during emergency situations.

8:00 a.m. – 11:30 a.m.

1:00 p.m. – 4:30 p.m.

6:00 p.m. – 9:00 p.m.

Telephone calls are recorded and monitored.

Use of threatening, profane, or abusive language on the telephone will not be tolerated, and will result in disciplinary action.

Telephone use is a privilege, and may be suspended for violation of institutional rules (i.e. improper cleanliness of cell, general misconduct or mistreatment of telephones).

Inmates are NOT permitted to use staff telephones.

No three way telephone connections are permitted.

Each inmate is assigned a Personal Identification Number (PIN). Giving your PIN to another inmate, or using another inmate's PIN is not permitted and will result in disciplinary action, including restriction from phone use and reimbursing the phone charges.

Recreation

Recreation times will be determined by the Housing Unit Officer.

Sports equipment will be provided. Misuse or abuse of sports equipment will result in disciplinary action.

Participation in the recreation program may be restricted for misconduct, security, or medical reasons.

A uniform shirt, sweatshirt, or t-shirt will be worn in the recreation areas at all times in addition to uniform slacks, sweatpants, or gym shorts.

Proper foot wear must be worn for the recreation activity you are participating in. You are not permitted to wear shower shoes and participate in basketball, volleyball, handball, or any other recreational activity that requires running. This is for your own safety and anyone found to be participating without proper foot wear will be subject to disciplinary action.

Radios are not permitted in the recreation area.

No food or beverages are permitted in the recreation areas.

Commissary

Commissary is available for all inmates.

Commissary can be purchased via the Inmate Telephone System each week beginning at 5:00 P.M. on Friday and ending at 9:00 P.M. Sunday.

A list of commissary items, their cost, and the procedure for purchasing are posted in the housing units, and on the order form.

Inmates are permitted to purchase commissary items for their own personal use.

Those items designated as Hygiene will be limited to a maximum of 2 (1 open and 1 new). Any items over this number will be considered contraband and will be confiscated.

Delivery:

1. The officer will announce the names. The inmates who are to receive commissary will come to the officer's desk.
2. The inmate must show their facility ID, and the officer will issue them their commissary. It is the inmate's responsibility to check the order for accuracy. If there is a discrepancy, the inmate will immediately inform the officer. The inmate will then sign the receipt and return it to the officer. Upon signing the receipt, all transactions are final.
3. RHU commissary will be distributed by the officer to the inmates in their cells.
4. If there is a monetary discrepancy, the Housing Unit Officer will note the discrepancy on the receipt and forward the receipt to the Shift Commander. The inmate will be given a copy of the receipt and should keep it until the discrepancy has been credited back to their account.

Legal Research

Equipment is available to provide you access to legal reference material.

A sign up sheet is posted in each housing unit for legal reference access.

When an inmate wants to use the law library, they will ask the Housing Unit Officer to add them to the sign up sheet. All sign ups are to be done a day in advance.

You can sign up for one allotted time slot per day.

If someone refuses their time slot or a time slot is vacant the Housing Unit Officer may send the next available inmate into the Law Library.

Only one inmate will be permitted in the multi-purpose room during a scheduled Law Library time.

No edible items will be taken to the Law Library.

The only paper permitted in the Law Library is the printer paper that is issued by the Housing Unit Officer or printer paper purchased off the commissary.

The supplied computers and printers are for legal work only. Use of a computer and printer for other than legal reference will result in disciplinary action, including but not limited to the loss of legal reference privileges.

Photocopying of legal documents for court related purposes will be permitted under the following guidelines:

1. An inmate requesting photocopies must do so by submitting a request form to their counselor.
2. Only legal materials will be copied (books are not permitted to be copied. Copies of hand written documents from legal books will not be made, unless they relate to a specific part of the photocopied items).
3. Once the Counselor has approved the request, they will get the items from you and have them copied. No one will be permitted to come and make their own copies.
4. The number of copies will be limited to five per document. Additions will only be granted by the Director of Treatment.
5. A twenty five cent fee will be assessed for each photocopy made. This money will be deducted from your inmate account.
6. Inmates who are indigent will be provided with copies in accordance with this policy and the facility indigent policy.

Meals

Inmates will be fed in their respective housing units, in the day room, with the exception of those inmates subject to any form of individual lock down as well as during facility lockdown.

Even days the first floor will be fed first, odd days the second floor will be fed first. All inmates will be afforded 15 minutes to eat after the last inmate is served.

You will remain in an orderly line while waiting to receive your meal.

No loud noise or loud talking is permitted.

No jumping of the line is permitted.

Each inmate must turn in their facility ID to the unit officer to receive a cup and spork.

Upon receiving your tray, you are required to sit at the dining tables.

Moving from table to table is not permitted.

Quiet talking is permitted during meals and only at the table at which you are seated.

Inmates may only trade food with the inmates sitting at their table. Inmates are not permitted to take extra food from the food cart. This includes the trustee. Each inmate receives one tray and one tray only. All extra trays will be returned to the kitchen.

When you are finished eating, you are to return your tray and all utensils to the food service cart and retrieve your facility ID from the unit officer.

Inmates will return to their cells after each meal, and remain there until the day area is cleaned.

Only the cups issued at the meal will be used during meals.

No food or drinks from the meal trays is permitted to be taken to the cells.

Occasionally the facility will offer special food sales. All food and drinks from these sales must be eaten in the dayroom. Nothing can be taken back to your cell. No food or drink items can be traded or given away. All items must be immediately consumed or thrown away. Any inmate who has ordered from a special food sale must be in the unit when the items are delivered to the housing unit. If the inmate is not in the housing unit the item will be returned to the kitchen and the inmate will not be refunded.

Anti-Pornography Policy

No articles deemed to be pornographic shall be permitted within the facility. Pornography shall be defined as; sexually explicit behavior whether it be written, graphic, any form of communication, or nudity. Nudity is defined as showing any male or female genitals and/or pubic area and/or female nipple. Exposure of any of the above areas through "see through" materials is considered nudity for the purpose of this definition.

Inmate Job Assignments

The following is a step by step description of the sequence of activities necessary before obtaining a job assignment:

You must be medically cleared and be assigned to a general housing unit before you will be eligible for a job assignment within the facility.

Once assigned to a housing unit, you may inquire by making a verbal request to the housing unit officer about a unit worker position on that housing unit. The officers working the unit will put your name on a list, and when a job comes open you can be assigned. If you are assigned and are required to handle the food trays, the unit officer will contact the medical department to acquire medical clearance to handle food trays. It is the Unit Officers' discretion when, and if, to hire and/or fire the unit workers.

If you would desire a trustee position that is not on your housing unit, you must submit a request to the counselor. Upon receiving your request the counselor will check your institutional record, criminal history, and medical clearance if necessary. If you clear all criteria required to obtain a job your name will go onto a waiting list until a position becomes open. If the staff member research uncovers poor conduct in compliance with rules and regulations he/she will deny your request for a job assignment. If you have any major misconducts on your record, you will not be eligible for a job assignment for a minimum of 30 days. Your request will be placed on file and you will not be permitted to refuse a job if one becomes available. When assigned a job if you receive any class of misconduct during your employment this may result in loss of job and change of housing. If you are assigned a job and decide you no longer wish to work, you must submit a request to the staff member and ask to be removed from your job. When the staff member finds a replacement you will be moved. If you are a sentenced inmate and refuse to work or quit a job assignment, a misconduct will be issued.

Instructional Inside Assignments:

Kitchen
Hygiene

Maintenance
Laundry

Outside clearance positions are available for the positions of Facility Maintenance, County Maintenance, and Centre Peace. You will need to be cleared by the Warden, and have a Court Order signed by a Judge. You will need to discuss this with your assigned Counselor to see if you would be eligible for outside clearance.

A job assignment is a privilege, and you are expected to conduct yourself in compliance with the rules and regulations at all times. You will be issued a copy of your job description that will detail your job assignment.

You will be trained by a staff member or an inmate assigned to work with you.

You will be required to comply with all orders by any staff that supervises you. Any refusal to comply, or to complete the job assignment, will result in a misconduct.

Any inmate participating in a volunteer work program or job assignment will be paid a wage determined by the Warden.

SECURITY PROCEDURES

Count Procedures

When count is announced, there will be absolutely no movement in the facility.

The 12:30 pm and 6:00 pm counts are stand up counts. You are to stand facing the cell/cube door until counted. All C-unit inmates will remain in their cube for the duration of head count. Delaying, interfering or failure to stand for count will result in disciplinary action.

Emergency Evacuation

In the event of an emergency, you are required to follow the instructions of your Housing Unit Officer, work assignment supervisor, or any other staff member.

Failure to follow evacuation procedures and orders as given will result in disciplinary action and/or criminal prosecution.

Grievance Procedure

Most routine matters or questions can be handled by speaking with the housing unit officer, or by submitting a written request to the appropriate staff member on an Inmate Request Form. The appropriate staff member will answer your request. If you feel a significant complaint has not been resolved by this process, you may file a grievance.

Petitions, requests, or grievances from groups of inmates will not be considered, and will be filed without answer. You may file a request, or grievance only for yourself.

The repeated use of request or grievance forms for frivolous, unfounded, misdirected, or harassing communications to facility employees will not be tolerated. An inmate who engages in this behavior will first be warned in writing that his or her behavior must cease. Continuation of this behavior may result in all future communications, to any staff member, being processed and filed without response, and possible disciplinary charges.

All grievances will be made in writing on an “Inmate Grievance Form” and placed in the grievance box located in your housing unit. Both copies of the form will be submitted, and the yellow carbon copy will be returned to you with a response.

No inmate shall be disciplined for filing a legitimate grievance or otherwise pursuing a remedy in the grievance procedure. However, no immunity is afforded to any inmate from civil or criminal liability for any of their acts or statements.

The Grievance Officer will maintain a log of the grievances, issue a number, and have ten (10) working days, excluding weekends and holidays, to respond.

Grievable issues:

The grievance process may be used by any inmate, regardless of his/her classification or disciplinary status, and may be filed for any of the following reasons:

- To report an alleged violation of civil, or constitutional rights.
- To report an alleged violation of facility policy.
- To report an alleged criminal or prohibited act by a staff member.
- To report an alleged condition existing within the facility that creates unsafe or unsanitary living conditions.
- To dispute the assessment of a specific fee for service charge, including, but not limited to medical fees.

Non-Grievable issues:

A grievance may not be filed simply because you disagree with a staff members decision or instructions, it must meet the above criteria.

Non-Grievable issues include:

- The amount of your bond.
- Any matters concerning your court case.
- Any matters concerning the facility disciplinary procedure. Concerns in reference to the disciplinary procedure must be addressed to the Program Review Committee.
- The use of obscene language, or vulgar remarks.
- Policies and Procedures of the facility.

If not satisfied with the answer from the Grievance Officer, you may appeal to the Warden in writing on an “Inmate Request Form” within 10 days of receiving your response. Submit with the request the original grievance response (on yellow carbon copy). The original response will be returned to you with the Warden’s response.

Grievance Appeals:

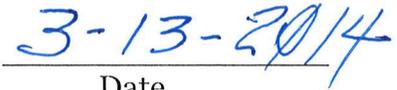
The Warden will have fifteen (15) working days, excluding weekends and holidays, to respond. The Warden may affirm or reverse the decision of the Grievance Officer. The Warden's decision will be binding.

Revised Date: 2/23/2014

Reviewed Date: 2/23/2014



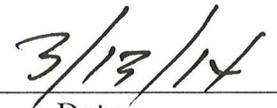
Richard C. Smith, MS, CCHP, Warden



Date



Chris Exarchos, President Centre County Prison Board



Date