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This Inmate Handbook is meant to be a guideline. It is not possible to cover all information or every situation in this handbook. Any rule or policy that is posted that is not in this handbook will be considered the same as if it is in this handbook.

Read this handbook. You are responsible for knowing the information contained in this book. If you do not read well, or if you have any questions about this handbook, ask a staff member to explain.

Much of this information will also be provided to you during orientation. If rules and regulations change, they will be posted.

Any orders given by an Officer or other Staff Member must be immediately carried out to the best of your ability. By refusing to obey or carry out any order given by an Officer or other Staff Member you are subjecting yourself to disciplinary action.

Arguing with a staff member over any order given is considered insolence and disrespect.

General Information

1. CONTACT INFORMATION

Mailing address: Franklin County Jail
1804 Opportunity Ave
Chambersburg, PA

Phone Number: (717) 264-9513
Fax Number: (717) 264-6766

Business Hours: Monday through Friday 8:30 a.m. until 4:30 P.M.
Visiting Hours: Posted on every unit

2. THE FRANKLIN COUNTY JAIL MISSION STATEMENT

The Franklin County Jail's primary focus is to protect the public. To accomplish this, we will systematically:

- Accurately identify all individuals that enter the jail
- Assess individuals utilizing the risk/need principle
- Provide a safe and secure environment in accordance with recognized standards and regulations.
- Consistently reinforce appropriate behavior and discipline inappropriate behavior
- Provide research-based programming designed to reduce criminal behavior
- Aid individuals in getting re-engaged in the community through our volunteer program
- Provide meaningful work opportunities designed to increase the employability of inmates

Additionally, we are committed to continue to employ dedicated, professional staff members, provide relevant training to those individuals, and consistently provide an environment where staff will develop to their fullest potential.

Everyday, on every shift, in every position, we will, both individually and as an organization, strive for excellence.

3. YOUR RIGHTS, PRIVILEGES AND RESPONSIBILITIES

Rights

- Be treated impartially and justly
- A nutritionally adequate diet
- Clean and adequately fitting clothes
- Personal grooming choices regarding appearance, which are limited only by facility requirements for safety, security, identification or hygiene
- Receive and send mail, including sealed correspondence with public officials, attorneys, officers of the court, and other members of the legal system, subject to necessary limitations
- Have visits with friends and family within the guidelines established for the program. (Although visits can be limited or suspended due to inappropriate behavior.)
- Be addressed by name rather than in a derogatory manner
- Be supervised by staff, not inmates
- Be free from corporal punishment, deliberate personal injury, deliberate property damage, harassment or use of excessive force by staff
- Be free from discrimination based on race, religion, national origin, sex, age, physical or mental limitations or political views in administrative decisions and access to programs, services and privileges
- Have access to a grievance system
- Have access to legal counsel through unmonitored telephone calls (upon request from your attorney), unrestricted correspondence with attorneys and private visits except where reasons for restrictions exist
- Have access to legal materials
- Exercise, except when correctional interests dictate
- Have voluntary access to clergy and religious services
- Have access to healthcare

Privileges

You will have the opportunity to earn many privileges; however they may be restricted or denied as a result of abusing the privilege, unacceptable institutional adjustment, misconduct or to ensure the orderly operation of the facility. These privileges may include, but are not limited to:

- Commissary
- Dayroom activities
- Recreational activities
- General use of the telephones
- Participation in programs
- Receipt of personal publications (books, magazines, newspapers)

Responsibilities

In conjunction with your rights and privileges you have responsibilities. You have the responsibility to cooperate with any staff member. Generally, your behavior should be the same as that which is expected of any good citizen in the community. You should:

- Be respectful of others
- Obey the rules of the facility
- Obey the laws of the civilian community
- Not infringe upon another's rights or privileges
- Cooperate with staff at all times
- Be familiar with all the rules and regulations of the facility

You will be held responsible and accountable for all of your actions and behavior during your stay at the Franklin County Jail. When applicable the Franklin County Jail will pursue criminal charges with the appropriate authorities.

4. STAFF ORGANIZATION

There are three (3) departments within the jail's organizational structure. They are administration, inmate security and inmate services. The organization begins with line staff, correctional officers, correctional treatment specialists, records specialists, etc. The middle management level includes lieutenants and lead workers. Upper management includes deputy wardens and the captain. Finally, the Warden is at the top of the organizational structure.

Admission, Classification and Orientation

5. ADMISSION

When you arrived at the jail you were processed. This means that you were searched, photographed, fingerprinted, personal data was compiled and a medical screening form was completed. Your personal possessions, valuables and money were taken from you for safekeeping and a receipt was issued to you. Your classification will dictate your housing location, after the initial required quarantine time. If you did not go through any of the preceding steps, please alert a staff member.

You are entitled to one (1) free phone call once committed to the jail, for the purpose of obtaining bail, notifying family members, or notifying your employer. This call will be limited to five (5) minutes. Your first phone call using your PIN number will be your free phone call.

Part of the admission process required that a staff member ask you a variety of questions concerning your health and any medical problems you may have, and to record your answers. Any prescription medication you had with you was given to the medical department. If at any time you believe you are experiencing a medical emergency, have any symptoms of alcohol or drug withdrawal, or if you are emotionally upset, **tell a staff member right away.**

6. ORIENTATION

Shortly after you were committed, you were given the opportunity to view our orientation tape and have your questions answered by booking staff members. Throughout your incarceration, should you have any questions regarding this book, or the contents therein, you should ask either a correctional officer or correctional treatment specialist.

7. COMPUTATION OF TIME

The computation of time and the receiving and disbursing of detainers (official documents, issued by authority of the court, holding an individual in the custody of the institution) are handled by the records department. Any questions should be submitted by Request Slip to the Records Office.

8. SMOKING AND TOBACCO PRODUCTS

The Franklin County Jail is a non-smoking facility. You are not allowed to smoke or have any type of tobacco products in your possession including matches, strikers or lighters. These items are contraband and if discovered in your possession you will be subject disciplinary measures.

9. JAIL RECOMMENDATIONS AND REPORTS

A judge, probation officer, parole agent or administrative staff member may request an evaluation report on your jail behavior and progress. The report will outline your adjustment and program involvement and may include staff comments and recommendations. You are evaluated in the following areas:

- Behavior
- Attitude
- Program attendance
- Work habits
- Hygiene and sanitation
- Misconducts
- Other disciplinary actions

10. USE OF FORCE

Use of force by staff against an inmate is justified when acting staff reasonably believes such force is necessary to:

- Protect themselves or another person
- Protect property from damage or destruction
- Prevent escape
- Recapture an escapee
- Prevention of an act of crime
- Prevent self-inflicted harm
- Effect compliance with rules and regulations when other methods of control have proven insufficient

11. CLASSIFICATION AND SEGREGATION

There are four (4) basic classification levels at the institution. They are: Minimum, Medium, Maximum, and Work Release. Generally, the following factors are used when determining your classification:

- Type of offense
- Prior record
- History of behavior
- Current institutional record
- Degree of risk
- Specific behavior
- Psychiatric and/or medical problems
- Treatment programs recommended/completed
- Any other factors the Treatment Department deems pertinent

Classification is an ongoing process. You may be reclassified at any time during your incarceration.

12. ADMINISTRATIVE SEGREGATION

Administrative Segregation is a broad term that refers to several statuses which, when assigned, will limit certain privileges. When placed in Administrative Segregation (“Ad Seg”), you will receive a form explaining the conditions of your confinement. You will be housed in an area determined by the administration.

13. ADMINISTRATIVE SEGREGATION – MEDICAL (ASM)

You will be placed on ASM when ordered by the medical department. You receive the meals as your condition requires. In general, your privileges will be limited due to your medical condition. You will be removed from this status only when authorized by the medical department or facility physician.

14. ADMINISTRATIVE SEGREGATION – MENTAL HEALTH (ASMH)

You will be placed on ASMH if you require closer supervision, due to mental health issues, (temporary or chronic), which cannot be successfully dealt with in general population.

15. ADMINISTRATIVE SEGREGATION – PROTECTIVE CUSTODY (PC)

An individual will be placed on PC status when the administration reasonably believes that this status is necessary to protect an individual or to ensure the orderly operation of the facility or when an individual requests PC. Once an individual enters “PC” status, their progress through the classification system stops. When an individual leaves PC, the process begins again.

16. ADMINISTRATIVE SEGREGATION – SECURITY (ASS)

You will be placed on ASS if you present a risk to the security of the institution.

17. ADMINISTRATIVE SEGREGATION – STATE CORRECTIONAL INSTITUTE (ASSCI)

You will be placed on ASSCI status if you are committed to the Franklin County Jail from a State Correctional Institution, or sentenced to a State Correctional Institution while housed here.

18. PRE-HEARING DISCIPLINARY SEGREGATION (Pre Hearing – DS)

You will be placed on Pre-Hearing DS when you receive a misconduct citation that is not informally adjusted. Your conditions of confinement include one (1) hour out of your cell seven (7) days per week, twenty (20) minutes on the phone daily, and three (3) showers per week. Any time you leave your cell, you will be handcuffed.

19. DISCIPLINARY SEGREGATION (DS)

The Hearing Examiner will place you on DS after being found guilty of an offense charged against you on a Misconduct Report. Your conditions of confinement include one (1) hour out of your cell five (5) days per week, and three (3) showers per week. Any time you leave your cell, you will be handcuffed.

20. GENERAL POPULATION

General population simply means not being on any administrative segregation status. General population will have access to the showers, recreation yard and telephones normally whenever the day room is open. You are required to attend all meals in the day room.

21. LIVING WITH OTHER INMATES

You are in a group living situation. You are expected to be a good citizen. Show other inmates the same courtesy and respect you would expect them to show you. **You are responsible for your own actions.** If another inmate threatens you, harms you or tries to involve you in a situation that could lead to disciplinary action, try to avoid that inmate and tell a staff member about the situation as soon as you are able. Any incident or problems you have that involve another inmate(s), such as being threatened, assaulted or theft of property should be reported immediately to a staff member. It is Franklin County Jail's policy to pursue charges when criminal offenses are committed.

More than one inmate will be assigned to each cell or cubicle. **You cannot choose your housing area or cellmate.** Your housing area assignment can change at any time.

22. NON-DISCRIMINATION

You have equal access to programs, privileges and services regardless of your race, color, creed, sex, national origin, religion or physical limitations.

23. PRISON RAPE ELIMINATION ACT of 2003 (PREA)

The Franklin County Jail has a zero-tolerance policy for the incidence of rape or attempted rape in the facility. The facility also makes the prevention of sexual assault a top priority. You are strongly encouraged to report to any staff member any time you are sexually threatened or assaulted. The entire staff has been trained and is aware of the proper response to such a situation.

24. PROTECTION FROM ABUSE

Physical, mental or emotional abuse of inmates, staff or visitors is not allowed. You are not allowed to control nor have authority over other inmates, staff or visitors. If you have a problem with another inmate, inform an officer right away. You may also submit a request slip to a member of the administration.

25. RIGHT TO VOTE

It is quite possible that you are eligible to vote. If you would like to register or if you are registered and eligible to vote you must contact the Franklin County Board of Elections by U.S. Mail to register or request an absentee ballot application. You can contact the Franklin County Board of Elections at:

Chief Registrar
Franklin Voter Reg. Office
157 Lincoln Way East
Chambersburg, PA 17201

Who **cannot** register or vote:

- Individuals currently incarcerated for conviction of a felony and who will not be released before the next election
- Individuals in an alternative correctional facility on a pre-release status for conviction of a felony and who will not be released before the date of the next election
- Individuals who have been convicted of violating any provision of the PA Election Code within the last four years.
- Any illegal immigrant

Security

26. HEADCOUNT

Headcounts may occur at any time. Failure to cooperate or interfering with a headcount is a serious disciplinary infraction. Removal from your housing unit to the Restricted Housing Unit may occur. There are two types of headcounts.

Formal (standing) - When a formal or standing headcount is announced, you are to go directly to your assigned cell/cubicle or designated area to be counted. You will **stand on the floor** in your cell, cubicle or designated area where the officer taking the count can see and recognize you. You must have your I.D. card/wristband. Do not talk to anyone or change your location while the officer is conducting count. You may not leave your assigned cell/cubicle or area until **“Count clear”** is announced.

Informal - Standing is not required. Follow the instructions of your Housing Unit Officer. Do not talk to anyone or change your location while the Officer is conducting count. You may not leave your assigned cell/cubicle or area until **“Count clear”** is announced.

27. LOCKDOWN

A lockdown may occur at anytime. Lockdown is quiet time. You may read, write, draw, rest, or work on educational, religious, or program materials. All activity in the dayroom will stop when lockdown is announced. You will go directly to your cell or cubicle. You must be quiet during lockdown. You may talk quietly in your cell or room. Talking from cell to cell, cubicle to cubicle, or through vents or doors, is not permitted. You will subject yourself to disciplinary action if you do not abide by these rules.

28. CONTRABAND

Contraband is any item(s):

- You are not authorized to have
- Not issued to you
- Not permitted by written regulation
- Altered from its original form
- Presenting a possible risk of harm to others
- That jeopardizes security
- Excess amounts of authorized items

It is impossible to list everything that could be determined to be contraband. The following are some examples of contraband:

- Drugs/drug paraphernalia
- Tobacco products (including lighters, matches and strikers)
- Intoxicants or fermented beverages
- Gum
- Excess clothing
- Clothing or any items given or lent to you by another inmate
- Items of clothing or any item being used for anything other than its intended purpose
- Facility cleaning supplies when being stored in your cell or cubicle
- Latex gloves (unless given to you by a staff member for a specific cleaning assignment you are currently working on)
- Gang related materials/designs, altered clothing, signs or symbols
- Plastic garbage bags
- Empty containers (excess trash poses a fire hazard even if used as organizers)
- Pornography or pictures depicting nudity
- Loose medication
- Rubber bands, paperclips
- Altered headphones or radios
- Excess books or magazines
- Pictures or posters taken out of magazines
- Anything hung or attached to a cell/cubicle surface (wall, bunk, door)
- Anything with no name on it or in the wrong inmate's possession

All Contraband Will Be Confiscated and Disposed of

29. SEARCHES

You, your personal property and housing unit are subject to random searches by correctional staff. When approached by correctional staff and ordered to submit to a search of your person, you are to do so immediately. At no time can you refuse to submit to any type of search. Searches of living areas will be performed regularly.

30. STRIP SEARCH

You are subject to a strip search any time upon the order of a correctional staff member. You will specifically be subject to a strip search when leaving or returning to the facility for any outside activity or transportation. This search consists of the removal of **all** of your clothing items. Correctional staff will then conduct a visual search of your person.

31. PAT SEARCH

You are subject to a pat search any time upon the order of a correctional staff member. This search consists of correctional staff physically patting down your person, while you are clothed. You are also subject to a pat search any time you leave and return to your housing unit.

32. CELL SEARCH

Your cell or other living area is subject to a search at the discretion of a correctional staff member. You do **not** have to be present for your cell to be searched.

33. SHAKEDOWN INSPECTIONS

Periodic and unannounced searches of housing areas will be made to search for and confiscate contraband. All contraband will be confiscated (altered items, extra linen, clothes, etc). This is for the safety and security of the institution, correctional staff and inmates. If you fail to cooperate during a shakedown you are subjecting yourself to disciplinary action.

34. IDENTIFICATION CARD / WRISTBAND

You were issued a jail photo identification card/wristband (ID) at the time you were committed, or shortly thereafter. You must keep this card or wristband on your person at all times. Wristbands will be worn on your left wrist. You will subject yourself to disciplinary action if you:

- Remove your wristband
- Alter or damage your wristband in any way
- Do not have your ID in your possession
- Refuse to give or show a staff member your ID

If you lose your ID or it becomes damaged, you are to report the loss or damage to a staff member immediately. If you lose your ID, intentionally damage or destroy it, or fail to return it when you are being processed for release, you will be charged a replacement fee. If you find your ID that you reported lost, and a new card was issued to replace the lost card, you will still pay the replacement fee. You must also turn in the oldest ID. You are subject to a Misconduct Report if you have more than one (1) ID in your possession.

A new ID may be issued if you change your appearance by cutting your hair, growing a beard etc. You must turn in your old ID when receiving the new one.

35. INMATE MOVEMENT

Anytime you are traveling outside of your housing unit you will walk on the right side of any corridor at a distance of approximately twelve (12) inches from the wall. You will walk single file if you are with others. You will walk quietly and orderly; do not run. Walk directly to the place you are to report to. Do not go anywhere else. Do not stop along the way to talk unless stopped by a staff member. Do not yell to others or make loud noises to get someone's attention. If your movement is interrupted by staff you must stop, remain quiet then proceed when clear.

In the event of an assistance call, and you see staff responding, you are expected to face the wall, with your nose on the wall, until told to move. Failure to do this will result in a misconduct citation and your immediate transfer to Pre-Hearing DS status.

If you are a male Work Release inmate and instructed to report to another section of the jail, you will be strip searched prior to exiting the building. You will wear your jail uniform, walk around to the front of the building and enter through the lobby. You will then be strip searched before proceeding to the appropriate location. When finished, you will be strip searched prior to exiting the building through the lobby, and walk the same route to return to the Work Release entrance. Once inside you will be strip-searched again.

36. TRANSPORTS

You will be required to wear handcuffs, waist belt/chain and leg irons while being transported in the facility's transport vehicle. You will also be required to have a seatbelt on (including pregnant inmates). Transporting Officers from other agencies will determine the type of restraints you will wear while in their custody.

While you are inside the transport vehicle:

- Do not take off the seat belt or restraints
- Do not tamper with anything in the vehicle
- Enter and exit the vehicle promptly when ordered
- Be quiet and orderly inside the vehicle and during all stops
- You cannot smoke, eat, or drink inside the vehicle
- Do not do anything to cause an accident or distract the driver

Note: Pregnant inmates will be handcuffed in the front. No leg irons or waist belt will be applied.

37. APPOINTMENTS OUTSIDE OF THE FACILITY

- You will be required to wear handcuffs, waist belt/chain and leg irons
- You will remain restrained throughout the entire appointment/procedure
- You will act appropriately wherever you go
- You may not have visitors come to your appointments or procedures
- You are expected to follow the orders issued by the doctor
- You are expected to obey the rules of the hospital and those of the jail

38. INPATIENT HOSPITALIZATION

If you are admitted to a hospital, you remain under the authority of the Franklin County Jail. Depending on your classification, a correctional officer may be with you twenty four (24) hours a day. You will be required to wear handcuffs and leg irons. You may have to share your room, if so, act appropriately.

- You are expected to follow all orders issued by the doctor
- You are expected to obey the rules of the hospital and those of the jail
- You are **not** permitted to subscribe to television services.
- You **cannot** receive any property or money while you are in the hospital
- You will not be allowed to have visitors
- Incoming and/or outgoing phone calls will only be permitted with prior approval from the Warden
- Rules, regulations and policies of the Franklin County Jail apply to you while you are in the hospital

39. EMERGENCY AND DISTURBANCE PROCEDURES

In the event of any emergency, disturbance or drill, correctional staff will issue direct orders to all inmates as to the proper procedures to be followed. You will be considered an active participant in a disturbance if you fail to comply with these direct orders and will be treated accordingly. When the evacuation of a housing unit is necessary, you will be told by a staff member to go to a designated area. Go to the designated area in a quiet and orderly manner. **Walk - do not run.** Any and all programs or activities may be delayed or suspended when the security of the jail is in question. **If there is a disturbance, and you do not wish to participate, every attempt to provide safe passage will be made.**

40. ESCAPE

You will be charged with escape for breaking out of the jail building or walking away from a work or program assignment.

41. URINE TESTS / DRUG DETECTION

All inmates are subject to random urine or saliva tests, breathalyzer tests and searches by trace drug detection equipment to ensure the safe and secure operation of the facility. Urine samples will be collected by a staff member of the same sex and tested for the presence of alcohol and/or drugs. You will be directly observed, in a private location, giving the urine sample. **You have two (2) hours to produce the sample.** You will be permitted to drink a 4 ounce cup of water every thirty (30) minutes. You will subject yourself to a Misconduct Report if:

- You fail to produce a sample within the two hour time period
- Tamper or attempt to alter your urine sample in any way

If your urine tests positive for drugs or alcohol, and the test is confirmed by an outside laboratory, you will be charged a nominal fee to help defray the cost of testing. A positive indication with drug detection equipment will result in a Misconduct Report being written.

Dress Code

42. DRESS CODE

By violating the facility dress code you will subject yourself to disciplinary action. The following will be strictly adhered to:

- All inmates are required to be properly covered at all times
- T-shirts **will** be tucked in at all times
- Pants or shorts **will** be worn around the waist
- Any showing of your underwear or buttocks area is strictly **prohibited**
- Jumpsuits will be properly buttoned
- Pants will not be rolled up, with the exception for excess length. Pant length will not be above the bottom of the ankle
- Shirts will not be tied or left open to expose midriff or breasts
- Work Cadre uniforms (i.e. kitchen uniforms) will only be worn while performing Work Cadre duties
- Tattered or torn clothing of any type will not be permitted. Such clothing will be confiscated
- Wearing more than one layer of clothing is not authorized
- All clothing will be worn as intended (no socks on hands, etc)
- **No** head coverings (Except for hair-nets and approved religious head coverings). Religious head covering must be removed for inspection when so ordered by a staff member.

43. INSIDE YOUR CELL OR CUBICLE

In addition to the above rules you are expected to have your genital area covered at **all** times. Females must also keep their breasts covered. Shorts may only be worn in your cell and to and from the shower. Do-rags may be purchased from commissary and may only be worn after lock down at night.

44. OUTSIDE YOUR CELL OR CUBICLE

When you are outside of your cell to include the Dayroom and Recreation Yard you must wear:

- Jail issued uniform
- T-shirt
- Underwear (boxers **or** briefs)
- Bra (females)
- Socks
- Shoes

The exception to the above is going to and from the shower. You may wear shorts, t-shirt, and shower shoes.

Outside Communication

45. ACCESS TO MEDIA

Interviews with recognized media representatives are permitted. A written request to interview you must be submitted to the Warden from the media agency at least twenty-four (24) hours in advance. You will be asked if you would like to participate in an interview and must give consent prior to being interviewed.

Interviews may be denied if the interview infringes on the privacy and dignity of any inmate or staff member, or compromises the safe, secure and orderly operation of the jail. Mail to any media outlet is permitted.

Interviews about jail conditions, practices or policies are prohibited by policy. Any discussion of these things will result in the termination of the interview immediately. A member of the staff will be present for all interviews.

46. TELEPHONE CALLS

Each housing area dayroom is equipped with collect/debit phones for use during dayroom time. Using the debit method will take the amount due for each telephone call directly out of your Inmate Account.

You must use your PIN, which was given to you when you were processed, to make any telephone calls. It is your responsibility to keep this number safe. Do not give your number to others. Do not use another inmate's PIN. You will be subjecting yourself to disciplinary action.

When you were processed you were also given an Inmate Telephone Number Request form to enter telephone numbers that you would like to call using the debit method. These are the only numbers you will be able to call using this method, (if the numbers have not been blocked). To add or remove numbers from this list you must submit a Request Slip to the lobby officer. If you are Work Release / Pre-Release, you must have your employer's telephone number on your list.

To place a call you must listen to the instructions provided on the phone. Directions are in both English and Spanish. After twenty (20) minutes your call will automatically be disconnected. Do not make "back to back" calls, "hold a place in line" for other inmates, or "share" calls with other inmates. Do not damage or misuse the phones. Do not use 3-way or conference calling. Hang up when ordered. Your Housing Unit Officer or the Control Center Officer, for sufficient reason, may disconnect your call.

Your friends and family may be required to set up an account with ITI to arrange payment. They will need to call 1-814-949-3303 or they may set up an account via the internet at:

<http://www.inmatetelephone.com>

Phone calls to your attorney may be made on your housing unit. If your attorney will not accept a collect call and you have no money in your Inmate Account, you must communicate with your attorney by mail, have your attorney visit. **Using the telephone to break the law will result in criminal charges. If you misuse or abuse the telephones you will be subjecting yourself to disciplinary action.**

- **Cell/Bunk Confinement** – no telephone privileges
- **Disciplinary Segregation** – no telephone privileges
- **Pre-Hearing Disciplinary Status** – you will be permitted one (1) twenty (20) minute phone call per day
- **General Population** – normally telephones will be available when the dayroom is open

Normally telephones will be available for use when the dayrooms are open.

A TTD device is available for the hearing impaired. Arrangements for telephone calls will be made through the Treatment Department.

47. DOMESTIC RELATIONS

Contact with the Domestic Relations Office concerning child support must be done via U.S. mail addressed to:

Domestic Relations Office
218 North Second Street
Chambersburg, PA 17201.

When inquiring about child support, you must include your case number.

48. THE PENNSYLVANIA PRISON SOCIETY

The Pennsylvania Prison Society is a non-profit organization headquartered in Philadelphia, which has actively advocated prison reform since 1787. Volunteers visit the jail and will attempt to see every individual who wishes to talk to them. **They do not deal with legal matters.** It is best if you contact a Prison Society representative through the U.S. Mail at the following address:

245 North Broad Street
Suite 300
Philadelphia, PA 19107-1518

49. PUBLIC DEFENDER'S OFFICE

Applications for the Public Defender's Office can be placed in the box designated for Request Slips on your housing unit. You may also contact the office by submitting a Request Slip, by telephone from your housing unit (this is a free call) or by U.S. Mail at:

Public Defender's Office
157 Lincoln Way East
Chambersburg, PA 17201

50. MAIL

You are permitted to correspond with family, friends, officials and other community contacts with minimum interference, unless there is reason to believe that some limitation is needed to protect the public or the security and orderly operation of the jail. There is no limit on the amount of social mail you may send or receive, however you may only have a total of ten (10) letters and cards in your possession. All incoming mail must come from the United States Postal Service and have the Franklin County Jail stamp.

All outgoing mail must have your first and last name in the return address. Mail without your entire name will be disposed of if the writer of the letter cannot be identified. **Do not draw or write on the outside of your envelopes.** These letters will be returned to you to be placed in another envelope at your expense.

Incoming Mail needs to be addressed as follows:

Inmate John Q. Doe
Franklin County Jail
1804 Opportunity Ave
Chambersburg, PA 17201

Any incoming mail that has unauthorized enclosures or contraband will be returned to sender (the entire contents of the envelope). You will be notified in writing when this happens.

Incoming mail that has the odor of perfume on it will be returned to the sender. You will receive notification that the letter was returned.

Place your outgoing mail in the designated box located on your housing unit unsealed. Mail is picked up Sunday through Friday evenings (excluding evenings prior to holidays).

All incoming mail, with the exception of legal mail, will be opened and searched for contraband. With probable cause/suspicion, the Warden may order mail to be read when searched

You may have no more than ten (10) letters and cards in your possession. Any more than ten (10) letters and cards is **contraband**. You may not store several letters in one envelope and count it as one.

Mail from one inmate to another must be pre-approved. You must request approval from your Correctional Treatment Specialist. If approved, letters will not exceed one per week. Mail from one inmate to another inmate that will **not** be permitted includes:

- The passing or receiving of notes from one inmate to another inmate
- Third party mail – mail sent out from an inmate to a person on the outside, then sent back in to the jail to another inmate
- Mail from inmates at other facilities without prior approval.

51. LEGAL MAIL

Mail received from attorneys, judges, parole/probation or other public officials is considered legal mail. Legal mail is opened and checked for contraband in your presence. Any contraband found will be confiscated. You will be given a receipt for any checks included with your legal mail. The check will be deposited into your Inmate Account. You must sign for your legal mail when receiving it. Mail that does not contain adequate information on the envelope to establish the fact that it is legal mail may be opened prior to discovery that it is legal mail.

52. PUBLICATIONS

Publications are newspapers, magazines and books. You are permitted to have five (5) publications at any time. This can be any combination of newspapers, magazines or books. Books must be paperback. You may only receive publications that are pre-paid. The publications must be sent to the jail, addressed to you. All publications will be shipped directly from the publishing company or an approved bookstore to the facility via the US Mail. Publications are subject to inspection for contraband and information that poses a risk to the safety and security of the facility.

Publications that contain information that poses a risk to the safety and security of the facility will not be forwarded to you. You will be notified, in writing, of the reason. The following list includes, but is not limited to, examples of information that will prevent a publication from being forwarded to you:

- How to defeat institutional security measures or equipment
- How to make weapons or incendiary devices
- How to make alcoholic beverages or drugs
- How to make coded messages, or contains coded messages
- Encourages or instructs in the commission of criminal activity
- Pornography, sexually explicit material or pictures depicting nudity
- Writings that advocate violence, group disruption, encourages gang friction
- Material which portrays, depicts or encourages violent or assaultive behavior
- Material which portrays, depicts or encourages racial, religious, national or any other hatred

Newspapers more than three (3) days old or magazines more than two (2) months old are contraband and will be confiscated and destroyed. You may

submit a Request Slip to the mail clerk to arrange to have your books and/or magazines mailed out at your expense. You may also give them to a staff member to be disposed of properly.

Publications must have your name on the front cover. Publications found in another inmate's possession, altered in any way or are outside of your assigned cell or cubicle are contraband and will be confiscated and disposed of. Violation of this policy could result in the temporary loss of this privilege. Repeated violations could result in permanent loss of the privilege.

If you are housed temporarily at another facility, publications will be held for a period of thirty (30) days. You are responsible to have your publications forwarded to another address when you are released. Publications that are received at the facility after your release will be returned to sender, forwarded to an address provided or disposed of by staff.

Note: Daily newspapers provided to each unit will remain in the dayroom. Articles will not be removed or the paper altered in any way. Inmates on segregation may be allowed to read the papers in their cells if behavior dictates.

53. PERSONAL PHOTOS

All photos must come in through the U.S. Mail. You may have up to ten (10) photographs in your possession. **Photos cannot be Polaroids or larger than 4 inches by 6 inches.** Photos that do not meet these guidelines will be returned to sender. Photos that may be considered offensive in nature will **not** be accepted. All pictures in your possession must contain a Franklin County Jail (FCJ) stamp of approval. Photos that are not stamped are contraband and will be confiscated.

To send out pictures you must submit a Request Slip stating how many photos you are sending out. Do not seal the envelope until your Housing Unit Officer verifies how many photos you are sending out. Place the envelope in the designated box for outgoing mail. Your Housing Unit Officer will then place a statement to the fact verifying you have sent the photos out on your Request Slip.

Internal Communications

54. INMATE REQUEST SLIPS

Request Slips are made available for you to address any questions, problems or concerns you may have. Request Slips are available on your housing unit. Place your completed Request Slip in the designated box located on your housing unit. A correctional treatment specialist will collect Request Slips on normal business days. Requests Slips are forwarded to the staff member or department that has the specific responsibility for handling matters related to your situation, or can answer your request most appropriately.

Filling out a Request Slip correctly will help staff to respond to your request more quickly and efficiently. Failure to follow these instructions may result in your Request Slip being returned without a response.

Address only one (1) issue per Request Slip limited to the space provided. No attachments will be accepted. Explain your issue or ask your question providing enough detail to enable the staff member to understand and help you. You may provide additional information pertaining to the issue when requested by staff.

Due to the large number of Request Slips that staff members receive, you need to be patient and allow a reasonable amount of time for a response. If you have not received a response within ten (10) business days, you may re-submit a request. Numerous and repetitious Request Slips will be returned without a response.

Request Slips containing disrespectful, threatening, or profane language may result in disciplinary action being taken and the Request Slip being returned without a response.

55. GRIEVANCES

You must understand that not every complaint is a grievance. Grievances regarding alleged violations (as noted below) are filed on an Inmate Grievance Form. You should use the grievance procedure only after addressing the problem first with your Housing Unit Officer or other staff members. After completing the Grievance Form, place it in the designated box located on your housing unit. The grievance will be submitted to a correctional treatment specialist for review and a response. Keep in mind that:

- No grievance will be entertained from a group or representative of any group. All grievances must be on an individual basis
- No grievance will be accepted that contains any obscene language or vulgar remarks
- You must file a written grievance within five (5) days after a potentially grievable event has occurred
- No inmate will be disciplined for filing a grievance or for pursuing a remedy in the grievance procedure
- No immunity is afforded to any inmate from civil or criminal liability for any of his/her acts or statements

56. GRIEVABLE ISSUES

- An alleged violation of civil or constitutional rights
- An alleged violation of jail policy
- An alleged criminal or prohibited act by a staff member
- An alleged condition existing within the facility that creates unsafe or unsanitary living conditions

- A dispute about the assessment of a specific fee or service charge, including, but not limited to medical fees

57. NON GRIEVABLE ISSUES

- State and federal court decisions
- County, state and federal laws and regulations
- Probation and parole decisions
- Other matters beyond the control of the facility
- Disciplinary hearing decisions

58. THE GRIEVANCE PROCESS

Step I – The grievance will be received and time/date stamped by a Correctional Treatment Specialist for review. If the grievance is incomplete, is not a grievable matter, and/or cites multiple issues it will be returned. A response will be returned within ten (10) business days.

Step II – If the grievant is not satisfied with the Step I response, he/she may appeal the decision to a committee comprised of the deputy wardens or designees. The appeal must be filed within five (5) business days. A response will be returned within ten (10) business days.

Step III – If the grievant is not satisfied with the Step II response, he/she may appeal the decision to the Warden and/or County Administrator/Chief Clerk or their designees. At this step, a grievance may be denied, granted, or deferred for a formal hearing. Damages may also be awarded at this stage. All decisions at this stage are final. (In the event that a hearing is ordered, a solicitor will officiate the grievance hearing).

59. ABUSE OF THE GRIEVANCE PROCESS

Abuse of the grievance process will not be tolerated. The Warden will determine if you are abusing the grievance process and may restrict you from filing further grievances.

60. FAMILY EMERGENCIES

If you believe you are experiencing a family emergency, talk to your Housing Unit Officer or put in a Request Slip to see your Correctional Treatment Specialist.

Property

61. HOLD PROPERTY

When you were committed to the facility the property that you had with you that is not authorized in the facility was taken from you. A set of clothing will be stored to ensure you will have clothes to wear when you are discharged. Clothing held will be:

- One (1) Pair of pants
- One (1) Shirt
- One (1) Pair of shoes
- One (1) Coat
- Identification

Property placed in your "Hold Property" will not be removed until you are discharged.

62. NEW COMMITMENTS

You will be issued the following jail property when being processed.

- Three (3) Pair white underwear
- Three (3) White t-shirts
- Three (3) Pair white socks
- Three (3) White brassieres (females)
- One (1) Pair shower shoes
- One (1) Pair canvas shoes
- Two (2) Sheets
- One (1) Blanket
- One (1) Property bag / container
- One (1) Inmate Handbook
- One (1) Laundry bag
- Two (2) Jail Uniforms (Jumpsuits)
- One (1) Personal Hygiene kit

63. INCOMING PROPERTY

Authorized personal property may be brought or mailed in. Property may be brought in during visitation hours. All clothing items brought or mailed in **must** be new or in like new condition. Soiled, stained, torn or unclean property items will not be accepted. Oversized or undersized clothing will not be accepted. All property must be marked legibly with a permanent laundry marker with your last, first name and middle initial (for example Doe, John A). Authorized property includes:

- Up to seven (7) white t-shirts
- Up to seven (7) white underwear (boxers or briefs, no bikini or thong type)
- Up to seven (7) pair white socks

- Up to seven (7) white bras (no under wires)
- One (1) Religious medallion for a necklace, must be no larger than a 50-cent piece and must fit on plastic chain provided, (chains will not be accepted)
- Wedding band (no stones)
- Glasses **or** contacts

Total number of t-shirts, underwear, socks, bras will not exceed seven (7) each. Anything over seven (7) is contraband. When receiving your authorized property you are required to turn in any jail issued property that will exceed your authorized limit of seven (7).

In addition to the above Work Release may receive:

- Five (5) Jeans or work pants with no more than five pockets (this counts the coin pocket in the front). No pockets on pant legs. No logos or camouflage
- Five (5) Work Shirts - Button up or pullover type (**no** colored t-shirts unless required by employer). No logos larger than a quarter. No camouflage patterns. No hoods
- One (1) hat - baseball style - only if it is part of the work uniform and contains acceptable logo and/or lettering
- One (1) Wristwatch - no stones value not to exceed \$25.00
- One (1) Season appropriate coat or jacket. No camouflage. No more than four (4) pockets. No hoods.
- Work shoes – no high tops, must be below the ankle bone or
- Work boots (plain or steel toed) must be required for employment
- Female Work Release inmates may also receive one (1) mascara, one (1) lipstick and (1) foundation. In original packaging, unopened, no glass (to be worn for work **only**)

All incoming property **must** be brought in all at once. If only a portion of it is brought in, the remainder will not be accepted for ninety (90) days.

Property that will **not** be accepted includes:

- Radios purchased through commissary from prior commitment
- Colored undergarments (to include T-shirts)
- Bras with underwires
- Pants with more than five pockets (counting the coin pocket in front) or any pockets on legs
- Coats/jackets with more than four pockets, a hood or a removable liner

64. AUTHORIZED PROPERTY

The **only** other property, other than clothing, you are permitted to have in your possession are:

- A religious medallion if worn when committed (no chain - plastic chain will be issued)
- Religious books (issued by the chaplain)
- Address book
- Five (5) books or publications in any combination
- Legal documents pertaining to your current case
- Glasses **or** contacts with storage container
- Dentures with storage container
- Medic alert bracelet or necklace
- Two (2) washcloths
- Ten (10) letters or cards
- Ten (10) photos (no frames)
- Writing material (paper and envelopes)
- Wedding band with no stones
- One (1) comb or pick and one brush
- Two (2) cups purchased by you from commissary
- One (1) bowl with lid purchased by you from commissary
- Plastic spoons purchased by you from commissary
- Other items purchased by you from commissary not to be in excessive amounts
- You may have one (1) pair of shower shoes, either issued or purchased by you from commissary
- One (1) set of colored pencils
- Two (2) pens
- Two (2) board games and two (2) decks of cards
- Material for treatment and educational programs

Sanitation and Personal Hygiene

65. PERSONAL GROOMING & HYGIENE

Living in an environment where there are so many people and in such close quarters it is essential you maintain a high level of personal hygiene. You are required and expected to be odor free, clean and neat and to maintain a presentable appearance. Your overall appearance and hygiene habits are part of your evaluation by jail staff. This evaluation can be used in determining your eligibility for a Work Cadre position, program assignments and for reports to the Courts. In order to not offend your neighbor you must keep yourself and your clothing clean and odor-free. Personal grooming products can be purchased from the commissary. If you are indigent you may request free basic personal hygiene products.

66. HAIR EXTENSIONS, WIGS AND FINGERNAILS

When you are processed into the facility you are **not** permitted:

- Hair extensions, wigs or toupees
- Artificial fingernails

You will be required to remove the above when committed. Length of stay will not be taken into consideration. If you refuse to comply you will be placed on Administrative Segregation – Medical, until you comply.

Fingernails must be kept short. You will be required to trim your fingernails if deemed to be too long by staff.

67. HAIR CUTS

The facility has a licensed hair care professional that periodically visits the facility. There is a fee charged by the professional. To receive a haircut you must sign up on the Haircut Schedule List. See your Housing Unit Officer to get on this list. You will be permitted one (1) haircut every three (3) weeks. Once the list is turned in, you may not remove your name. If you refuse and are present in the facility you will be charged for a haircut. If you are not present in the facility when you are called for your hair cut you will not be charged (e.g. court or employment).

If you are considered indigent you will also be authorized to receive one (1) haircut every three (3) weeks. The fee for the haircut will be posted to your Inmate Account and taken out of any future deposits.

68. GENERAL POPULATION SHOWERS

- You must shower with soap **at least** three (3) times a week. It may be necessary to shower more often to remain odor free
- If you are assigned to the Work Cadre you **must** shower every day prior to reporting to your work assignment
- You may only use the shower during authorized times
- No showers after 9:00 p.m.
- You are required to be properly dressed going to and from the shower, either your jail uniform or shorts and a t-shirt
- Loitering in the shower area is not permitted
- You will have no more than five (5) minutes to shower

69. PRE-HEARING AND DISCIPLINARY SEGREGATION SHOWER PROCEDURE

Showers will be offered three (3) days a week, generally Monday, Wednesday and Fridays. Showers will be scheduled by your Housing Unit Officer. All inmates on pre-hearing disciplinary segregation or disciplinary segregation status will be handcuffed behind the back to and from the shower. You are required to wear your jail uniform when going to and from the shower.

70. OTHER ADMINISTRATIVE SEGREGATION SHOWER PROCEDURES

Showers will be offered daily and scheduled by your Housing Unit Officer. You are required to be properly dressed going to and from the shower, either your jail uniform or shorts and a t-shirt.

71. DISPOSABLE RAZORS

Your razor will be stored in a razor caddy. You may check out your razor during scheduled times. To check out your razor you must show your jail ID card/wristband to your Housing Unit Officer. You must pick up and return your own razor. You cannot pick up or return a razor for another inmate. Razors issued will be logged.

When you return your razor to the officer it will be inspected. If your razor appears to be tampered with you may be issued a Misconduct Report.

A Misconduct Report will be issued to any inmate who has a razor in his/her possession without proper authorization.

72. NAIL CLIPPERS

Nail clippers may be purchased through commissary. Pre-hearing Disciplinary Segregation and Disciplinary Segregation inmates may request to use their nail clippers during their authorized shower time. They will be issued when scheduled by the Officer. Are we going to have these on Commissary?

73. **CLEANING OF ASSIGNED LIVING AREA**

All inmates (sentenced and unsentenced) are required to participate in cleaning their assigned living area. This does not qualify for work credits. Your living area consists of your cell or cubicle, dayrooms, interview room, multipurpose room, recreation yard and closets. You may also be required to clean empty cells. Television and dayroom privileges will not begin until all the cleaning has been accomplished and inspected by the Housing Unit Officer. Refusing to clean may result in the loss of these privileges. Refusal may also result in disciplinary action.

Inmates on bunk confinement for medical reasons or unable to participate in unit cleaning for medical reasons, must have paperwork from the medical department verifying this and stating exactly what they can and cannot do. You will still be required to clean your personal area.

Inmates on bunk or cell confinement **will** participate in the daily cleaning of the unit.

Discipline

74. **UNIT ACTION**

A Unit Action is the application of logical consequences for non-severe, undesirable behaviors where verbal action alone is not sufficient or effective. There will be no Unit Action for any Class I offense. Unit Action sanctions are issued by correctional staff, are not subject to supervisory approval and are not grievable. Below are the corrective actions that may be given:

- A written warning or reprimand
- Loss of work credits or pay (up to five days)
- Loss of privileges (up to five days)
- Extra work duties (up to five days)
- Confinement to your cell/bunk for up to 24 hours

Note: Inmates on bunk or cell confinement **will** be permitted to attend programs. Work Release inmates on bunk confinement **will** be permitted to go to work.

75. **INFORMAL ADJUSTMENT**

An Informal Adjustment is the application of consequences for less severe, undesirable behaviors where a Unit Action is not or has not been sufficient. There will be no Informal Adjustment for any Class I offense. Sanctions are imposed by correctional staff with the shift supervisor's approval, and may include but are not limited to the following Informal Adjustments:

- Loss of privileges (up to seven (7) days for a Class II and up to three (3) days for a class III offense) per charge
- Unpaid work duty (up to seven (7) days for a Class II and up to three (3) days for a class III offense) per charge

- Cell Confinement up to (up to seven (7) days for a Class II and up to three (3) days for a class III offense) per charge
- Restitution for damaged jail property

You will be informed of your sanctions **after** you sign an Informal Adjustment form waiving your right to a disciplinary hearing. If you refuse the offer of an Informal Adjustment, the original charge will be submitted to the Hearing Examiner, with a notation that an Informal Adjustment was offered and refused.

An Informal Adjustment will **not** become part of your permanent record and therefore will not be used as determining parole eligibility.

Note: Inmates on bunk or cell confinement **will** be able to attend programs. Inmates serving a sanction on an Informal Adjustment will have their weekly visit limited to thirty (30) minutes.

76. MISCONDUCT REPORT

A Misconduct Report is a written notice of the violation of the rules, regulations, or policies, as outlined by the charge categories. Depending on the nature of the offense, you will be subject to in-house disciplinary procedures and/or criminal charges. The Warden or designee can add additional rules to those listed in this handbook at any time.

If you are found guilty of a Misconduct Report, you will be charged a five dollar (\$5.00) fee. The following list includes, but is not limited to sanctions the Hearing Examiner can impose:

- Sixty (60) days disciplinary segregation (maximum) per incident
- In-house probation
- Housing move
- Removal from assigned job
- Assignment to special detail jobs
- Suspension of any or all privileges
- Reduction to written warning
- Confiscation of contraband
- Suspension of imposed sanctions or any part of, for a set period of time.
- Payment of reasonable expenses associated with repairs or replacement of damaged, destroyed or missing property (county, inmate or staff). Payment can also be ordered for treatment of injuries inflicted on others (staff or inmate) that result from a fight or assault or any other negligent act

77. FCJ DISCIPLINARY GRADING

Class I Offenses

- 1-1 Murder or any attempted murder
- 1-2 Assault on or physical or verbal intimidation of any staff member
- 1-3 Inciting, creating, participating in, or being involved in any manner, a mutinous act, disturbance or riot (inciting is defined as inflammatory or mutinous action by voice, writing, sign, symbol or gesture, in an attempt to encourage others to join you in your action)
- 1-4 Trafficking, attempting to traffic, possession, manufacture or attempted manufacture of any weapon or article that has been modified into a weapon, is being modified into a weapon, or any sharpened instrument
- 1-5 An act of arson, possession of unauthorized incendiary or explosive material
- 1-6 Being involved in any sexual act
- 1-7 Escape, attempted escape, or possession of any implement(s) which could be used to perpetrate an escape, including any act of planning an escape
- 1-8 Tampering with any locking or security device
- 1-9 Kidnapping, taking a hostage or holding/retaining a person against their will
- 1-10 Trafficking, attempting to traffic, possession, manufacture, or consumption without authorization of any substance which could be used as an intoxicant, any controlled substance (not authorized by Medical staff) or drug paraphernalia
- 1-11 Tampering with or refusing to submit to any lawful and properly authorized test for detection of drugs or alcohol
- 1-12 Any act of extortion, coercion, bribery, or threats of physical harm with the intent to deprive a person of money or property, or, as intimidation of witness, victim, staff member, inmate or volunteer
- 1-13 Disobeying a direct lawful order. A lawful order may be in the form of a verbal order, written order, policy statement, regulation or Court Order
- 1-14 Indecent exposure, open lewdness
- 1-15 Assault on or fighting with another inmate (verbal or physical)
- 1-16 Smoking of any substance, possession or use of tobacco or any tobacco products
- 1-17 Possession or exhibition of any gang-related material
- 1-18 Destroying, altering, defacing or removing the inmate wristband/ID or being in possession of another inmate's wristband/ID; not wearing the wristband on the left wrist or the ID around the neck
- 1-19 Failure to report physical damage to one's cell caused by another, where evidence indicates such damage is related to an attempted escape or other substantial breach of security
- 1-20 Any act of tattooing, use of homemade tattooing device, receiving a tattoo, or any other forms of self mutilation
- 1-21 Gang/Security Threat Group activity
- 1-22 Attempting to commit or being an accessory to any Class I offense

Class II Offenses

- 2-1 Throwing any item to another person
- 2-2 Use, possession, distribution of, or obtaining unauthorized medication, including hoarding, accumulating, or any misuse of authorized medication
- 2-3 Stealing or possession of stolen property
- 2-4 Knowingly, or intentionally, giving false information relating to jail matters
- 2-5 Wearing a disguise or mask, or making any change in appearance to avoid proper identification
- 2-6 Resisting, or interfering with, the performance of duties of any staff member
- 2-7 Applying graffiti, destroying, altering, defacing, tampering with, or misusing any property, equipment, or material belonging to another inmate, volunteer, staff member, the jail or any agency conducting business within the jail
- 2-8 Refusal to be searched, or to have possessions or housing area searched
- 2-9 Performing any personal services for any staff member and/or giving, or offering any official or staff member a bribe or anything of value
- 2-10 Possession of, passing or receiving any type of contraband, regardless of the place of occurrence
- 2-11 Insolence or disrespect to any staff member or any visitor/volunteer to the jail
- 2-12 Being in an unauthorized area without permission, including another cell/cubicle, or housing area where you are not assigned
- 2-13 Any violation of the visitation regulations
- 2-14 Failure to cooperate, or interference with count procedures
- 2-15 Refusal to perform assigned work, or failing to perform work as instructed, malingering
- 2-16 Behaving in a reckless or negligent manner, horseplay
- 2-17 Possession of unauthorized jail property
- 2-18 Violation of mail or telephone procedures or regulations
- 2-19 Passing items to/from inmates housed on any segregation status
- 2-20 Refusal to display or show your FCJ ID when requested
- 2-21 Flooding or attempting to flood a cell or room
- 2-22 Violation of any specifically stated rule, condition, or regulation applicable to Pre- Release, authorized leave, or any other approved absence from jail
- 2-23 Attempting to commit or being an accessory to any Class II offense

Class III Offenses

- 3-1 Gambling of any type, trading, bartering, making debts, operation of a "store" for profit, loaning or giving personal property to others
- 3-2 Being unsanitary or untidy, failing to keep your person or living area clean
- 3-3 Alteration or misrepresentation of any paper or document
- 3-4 Failure to be properly clothed when outside of cell or housing area
- 3-5 Posting items to walls, lights, fixtures or windows; obstructing the view of the interior of cell or housing area in any manner
- 3-6 Possession of unauthorized clothing
- 3-7 Taking, consuming or possessing unauthorized food from the kitchen, or retaining food from personal trays for later consumption
- 3-8 Attempting to commit or being an accessory to any Class III offense

78. DISCIPLINARY PROCEDURES

You will receive a copy of the Misconduct Report notifying you of the violation(s) observed by the reporting staff member. The Misconduct Report will be completed within a reasonable period of time after the action has occurred or has been discovered. Every effort will be made to serve the misconduct within three hours after the incident unless unusual circumstances intervene. A Misconduct Report for escape will be served when you return to the facility. A Misconduct Report for violation of the substance abuse policy will not be served until confirmed by an outside laboratory. However, you may be moved until the results of the test are received.

A shift supervisor may place you on Pre-hearing Disciplinary Segregation pending your hearing based on a Misconduct Report. Program participation and some privileges will be denied when placed on Pre-Hearing Disciplinary Segregation status.

A change in your housing status may be made by the Housing Committee upon receiving knowledge of your Misconduct Report or a report of misbehavior for which you did not receive a Misconduct Report.

A Disciplinary Hearing is normally held the following business day after the date of your Misconduct Report. Under certain circumstances, a hearing may be postponed.

You may request witnesses at the hearing. You should indicate your desire for witnesses at the time of your hearing. If the Hearing Examiner deems the witness to be relevant, he will question the individual outside of your presence. Your witness may submit a written account of the incident to the hearing examiner.

You may request a staff member assist you; however, the staff member must agree to do so. You do not have the right to representation, as this is an administrative hearing.

The Hearing Examiner has the authority to bar you from the hearing room for disruptive actions during the hearing, or if your presence at the hearing will present a risk to the safety and security of the institution.

If you plead guilty, or do not attend the hearing, witnesses will not be permitted. You may refuse to appear at the hearing for the offense(s) you are accused of. If you refuse to appear, a staff member will document your refusal and notify the Hearing Examiner. The Hearing Examiner will conduct the hearing without you being present.

The Hearing Examiner will read the charges and will request a plea for each individual charge. If you refuse to make a plea it will be noted and regarded as a not guilty plea.

Upon conclusion of all testimony, you will be informed of the Hearing Examiner's decision. If you are found guilty at a Disciplinary Hearing, a sanction will be imposed. You will be notified of any sanctions as a result of the decision. The Hearing Examiner will impose sanctions consistent with the nature and circumstances of the violation.

You will be informed of your right to appeal the decision and/or sanctions. You will also be provided with a Disciplinary Hearing Appeal form (FCJ Form 300.03-5). Sanctions will normally begin from the date of the infraction. Multiple misconduct sanctions will normally follow one another. Unless the Warden orders a reduction of the sanctions, the sanctions set by the Hearing Examiner will be served in full.

Example: Ten days cell confinement from May 1 to May 10 means that the last day (the 10th) must be served. Release from cell confinement will take place on the eleventh (11th) day.

The Hearing Examiner may impose a probationary period if a review of your record indicates an acceptable level of conduct prior to the Misconduct Report. Sanctions may also be suspended for a set period of time with the understanding that no new offenses will be committed while under a probationary or suspended sentence. When a probationary or suspended sanction is granted, future hearings may result in **revoking the probationary or suspended sanction and imposing the entire or a portion of, the probationary or sanction time.** Sanctions given for the current violation may be consecutive to the sanctions revoked.

A record of verbal warnings, Unit Actions, Informal Adjustments, Misconduct Reports and any sanctions you receive is recorded. The Hearing Examiner can refer to your Inmate Disciplinary Record to determine your disciplinary history when making any decision on sanctions to be imposed.

The Hearing Examiner may use confidential sources of information as evidence at your disciplinary hearing. You will be made aware that confidential information was considered by the Hearing Examiner, but will not be told the source.

79. APPEALS

An appeal must be submitted in writing to the Warden, within twenty-four (24) hours of your hearing, excluding weekend and holidays. Upon receipt of the appeal, staff will time stamp the front of the appeal. Appeals to the Warden must be based on one or more of the following:

- Procedures employed by the Hearing Examiner were contrary to procedures set forth in this Handbook
- The evidence was insufficient to support the charges
- The sanction(s) imposed was (were) in excess of the sanctions allowed as set forth in Section III B
- Request for examination of **new** evidence not available at the hearing.

Upon receipt of your written appeal, the Warden or designee will review your case and respond to your appeal within five (5) working days from the date of the appeal. The Warden or designee, upon reviewing your appeal may:

- Approve the hearing examiner's decision and sanctions
- Reduce or suspend, wholly or in part, the sanctions given by the hearing examiner

The Warden will issue a brief statement with the rationale for his decision. When answered the Warden will time/date stamp the back of the appeal form. **The Warden's decision is final.**

80. ALLOWABLE ITEMS IN CELL FOR DISCIPLINARY SEGREGATION

Below is the list of items Disciplinary Segregation inmates are allowed to have in their cells without being issued. All other items will be issued and collected at the end of the issuing shift.

- One (1) Mattress w/Pillow
- Two (2) Sheets
- One (1) Blanket
- One (1) Uniform
- One (1) Pair of Socks
- One (1) T-Shirt
- One (1) Pair of Underwear
- One (1) Brassiere - Females Only
- One (1) Pair of Shower Shoes
- One (1) Towel
- One (1) Plastic Cup (FCJ Issued)
- One (1) Roll of Toilet Paper

Examples of items that will be issued include but are not limited to:

- Inmate Handbook
- Address book
- Up to Five pictures
- Up to Five letters/cards
- Writing material (paper, safety pen, envelopes)
- Three books - excluding jail issued material (i.e. treatment or education)
- Unit Daily Newspaper
- Deodorant
- Lotion

Note: Shower supplies will be issued at the time of the shower and collected when completed.

Housing Unit Rules

81. GENERAL HOUSING UNIT RULES

The rules listed below are **some** of the rules that you are expected to follow while confined at this facility:

- Towels, blankets and sheets are to be used only for their intended purpose.
- When you are not in your bunk, it **must** be made with the blanket and sheets tucked neatly under the mattress
- You are not permitted to be lying under the covers between the hours of 0630 and 1830
- Property may not be stored on any bed. Mattresses and other bedding items will not be placed on the floor
- Do not hang anything on or from bunks, walls or ceilings. Do not post anything in any room or elsewhere in the housing area.
- Do not cover or tamper with lights, vents, or any other security equipment or block your door. Vents must remain uncovered to ensure proper air circulation throughout the facility.
- Do not drape or hang anything that may obstruct the view into your cell
- Do not write, draw, tag or place any form of graffiti on any surface
- Do not stand on your bunk, desk, sink, tables or chairs
- Do not stand, lean over, climb or sit on or loiter on the upper tier or railing
- Do not sit or lie on top of the tables in the dayroom, or any other area
- Do not sit, stand or loiter on the stairs
- Do nothing that would cause damage to property of the jail or another inmate
- Do not keep excess property or trash
- Do not throw anything
- Do not pass items from cell to cell
- Do not run inside the building
- Do not loiter in the showers, bathrooms or near the phones
- Once you have completed a call, allow others to complete their calls and do not monopolize the use of the phones
- Do not enter another inmate's cell or cubicle. Do not invite other inmates into your cell or cubicle
- Do not stand next to or near the doorway or entrance way of another cell or cubicle

- Do not sit or lie on another inmate's bed
- Do not place anything on an empty bed
- Do not keep cleaning supplies in your cell or cubicle
- You will shower, use the restroom and use the phone on the tier you are housed
- Do not place or flush anything in the toilets except for toilet and tissue paper
- If you are housed on the first floor you will only go to the second tier to go to and from a Visiting Room
- Misuse of the unit microwave will result in the loss of the privilege
- Commissary must be stored in your property tote

If you choose to not follow rules or regulations you will be subjecting yourself to disciplinary action.

82. GAMBLING

Gambling, wagering, betting, etc. in any manner is not permitted. Any items involved will be confiscated. Disciplinary action may be taken.

83. LENDING OF PROPERTY OR MONEY

Lending, selling, giving, borrowing or trading with any inmate or staff member is not permitted and may result in disciplinary actions being taken.

84. SANITATION OF HOUSING AREAS

Your housing area includes your cell or cubicle, dayroom, recreation yard, visiting room, classroom, multi-purpose room, interview room and showers and closets. You are responsible for the cleanliness of your cell and housing area. This includes but is not limited to the floors, doors, walls, screens, vents, windows, toilets, showers, bunks, desks, other equipment and storage boxes. You may also be assigned to clean empty rooms and closets within your assigned housing area. You are required to dust, sweep and mop the floor and empty trash in your assigned cubicle or cell daily.

85. INSPECTIONS

Your housing area, to include your cell or cubicle, will be inspected by your Housing Unit Officer daily for safety, security and sanitation. Dayroom activities will not begin until the daily inspections have been completed. You must be present during inspections, unless you are out of the facility, working an assigned job detail or attending a program. Your Housing Unit Officer may instruct you to correct areas that are found unsatisfactory.

Your housing area will be inspected, at least weekly by a member of the administration. This inspection will focus on cleanliness.

86. TELEVISIONS

The televisions provided in dayrooms are a privilege. Televisions are turned on daily when approved by your Housing Unit Officer. Televisions will be turned off during meals, cleanup and when the jail is secured for the evening. Do not tamper with the television. Majority rules when deciding what channel the television will be on. **Arguments over television programming will result in the loss of the privilege.**

Programs and Services

87. TREATMENT PROGRAMS

There are a variety of programs offered by the treatment department. These programs are research-based and designed to reduce criminal behavior and increase marketable job skills. Correctional Treatment Specialists, correctional staff, contracted providers or volunteers may facilitate programs. These programs include, but may not be limited to:

- Moral Reconciliation Therapy
- Drug and Alcohol Education
- Stress and Anger Management
- Victim Impact Awareness
- Educational
- Religious
- Job skills

All inmates are encouraged to participate. Some programs may require a limited number of participants while other programs may have specific criteria that must be met to participate. The treatment staff will work with you, if you express an interest in attending any of the programs offered.

You are expected to complete any and all programs that you request, or that are recommended by the treatment staff. If you are scheduled for a program, you are expected to attend. Attendance records are maintained on all participants. Failure to attend any treatment program as directed may affect your classification status.

If you are ordered by the Court to attend any treatment program(s) you will need to submit a Request Slip to your Correctional Treatment Specialist to initiate programming. The Correctional Treatment Specialist will make the appropriate referral. General counseling services are available from Correctional Treatment Specialists by submitting a Request Slip. If you are in immediate need of counseling services, let a staff member know, along with an explanation as to the nature of your request.

88. ACT 30 OF 1997 – HIGH SCHOOL

Act 30 of 1997 of the Pennsylvania Legislature provides the opportunity for education for inmates of the Franklin County Jail who are the age of twenty (20) and under and are not high school graduates. Persons under the age of seventeen (17) are subject to the compulsory education laws of the Commonwealth of Pennsylvania.

89. CHURCH AND RELIGIOUS ACTIVITIES

A Chaplain is available to meet the pastoral needs of all inmates in the facility. To speak to the Chaplain you must submit a Request Slip. The Chaplain cannot authorize or give telephone calls. The facility's Chaplain will coordinate all religious services, under the direction of the Deputy Warden of Inmate Services. You are expected to conduct yourself in an acceptable manner during religious services and activities. Schedules for normal services and any special services will be posted for your information.

90. RELIGIOUS MATERIALS

The Chaplain has religious materials that may be available upon request. Requests for any religious material must be addressed to the Chaplain. Bibles and Korans may also be purchased on commissary. Other religious materials and texts **must** be received from the chaplain.

91. LIBRARY

All inmates will have access to a variety reading material, unless specifically stated otherwise on an Administrative Segregation Form. Reading material will be stored on a mobile cart on each unit. The cart will be brought in to the unit during specified times.

If you do not have access to the dayroom you may request reading material or an exchange of reading material by asking your Housing Unit Officer. The Officer will, when time permits, gather or exchange material.

You may have a total of five (5) publications in your possession. You are responsible for turning in your library material to your Housing Unit Officer prior to being released.

92. LAW LIBRARY

To use the Law Library, you must request your name be placed on the Law Library list. Your Housing Unit Officer will place your name on the list. The Law Library is mobile and will be scheduled to be on each unit once per week. The ability to utilize the law library will be made available to inmates in Administrative Segregation including Disciplinary Segregation.

93. NOTARY SERVICE

Notary service is only available for current legal cases. You will need to submit a request slip to the Treatment Department to request this service.

94. PERSONAL VISITATION

Your friends and family may visit you during your stay. Visitation Schedules are posted on every unit. Children must be accompanied by a parent or legal guardian.

Violating visiting rules or procedures may result in:

- Termination of your visit
- A Misconduct Report
- Criminal charges
- The visiting privileges of you or your visitor may be suspended or revoked indefinitely

It is your responsibility to ensure your visitors know, prior to visiting, what is expected of them, and what is prohibited.

95. GENERAL VISITING INFORMATION

- Background checks may be conducted on all visitors over eighteen (18) years of age
- You are permitted one (1) visit per week. Visitors must register and start the visit together
- Ex-inmates will not be approved unless they have been out of jail for at least six (6) months
- Former employees may not visit for two (2) years from date of separation without written approval from the Warden

96. VISITATION RULES

Listed below are **some** of the visitation rules that you and your visitors must follow:

- **All visitors and vehicles are subject to search** at any time. Any visitor, who refuses to be searched, will have his/her visiting privileges revoked indefinitely.
- All visitors eighteen (18) and over must have current and valid photo identification (ID). Acceptable forms of ID are a state issued driver's license or ID card, or a passport with visa for foreign nationals
- Children must be accompanied by an adult
- Children **must** remain seated. Only children small enough to reasonably be held in a lap may be held

- Any person who is suspected of being under the influence of drugs or alcohol, will not be permitted to visit
- Visitors must dress appropriately for visits. Visitors wearing clothing that is sexually suggestive or that has writing or pictures that are obscene or offensive will not be permitted to visit. Short skirts, short shorts, bib-overalls, midriff tops or any other inappropriate attire will not be permitted. The Lobby Officer is authorized to deny a visit based on unacceptable dress. Obscene, demeaning, sexually explicit motions or verbal remarks will not be tolerated
- Anytime you leave the Visiting Room for any reason, other than receiving your meds, your visit will be terminated.

97. PROFESSIONAL VISITATION

Professional visitors are attorneys, law enforcement, clergy and other representatives from approved agencies on official business. Professional visitors are permitted Monday through Friday from 08:30 a.m. to 11:30 p.m. Professional visits will take place in the Attorney-Client Room. There is no limit on how many professional visits you may receive per week provided space is available; however each visit will be limited to one hour if there are other professional visitors waiting to be accommodated.

You are not permitted to accept anything during these visits without your visitor obtaining approval prior to the visit from a shift supervisor.

98. SPECIAL VISITS

Special visits for extenuating circumstances are considered on a case-by-case basis and are approved or disapproved by the Warden or designee.

99. COMMISSARY

Commissary is a privilege. It provides you with the opportunity to purchase snacks, personal hygiene products, writing materials and other items. You may order up to \$60.00 per week of commissary. You are required to purchase personal hygiene items from commissary after receiving your initial hygiene pack, unless you are indigent. You are not permitted to purchase commissary for others. This privilege will be limited for Pre-Hearing and Disciplinary and may be limited for other Administrative Segregation Statuses. It is your responsibility to keep track of the balance of your account and what you withdraw or spend.

Commissary may be ordered via the kiosk on your housing unit. Errors in placing your commissary order may cause your order to be rejected. Ask your Housing Unit Officer if you need help with the kiosk. Commissary may also be ordered for you by your family and friends via the kiosk in the lobby or the internet at:

<http://www.mycarepack.com>

Note: commissary ordered on the internet is included in the \$60.00 limit. In the event your orders exceed \$60.00 items will be deleted from your order.

When your commissary order is ready for pick up an announcement will be made over the intercom system. You will be directed to go to your cell or cubicle until called forward to receive your commissary. When called forward you will be given the opportunity to inventory and verify the items you received against your sales receipt. It is your responsibility to check your order. You will be required to sign your sales receipt after you receive your order. Your signature is certification that you received your commissary order and the necessary adjustments were made. **If you leave the pickup area and discover a mistake, it will be too late to have it corrected.**

You will not receive any refund/credit for an item you ordered and received in your commissary package, unless the item is defective.

If you are released prior to receiving your commissary order, you will have forty eight (48) hours from the delivery date to pick it up. If you do not pick your order up within 48 hours it will be considered unclaimed property and disposed of.

100. FREE COMMISSARY

Items necessary for personal hygiene are made available free of charge if you are indigent. Indigent inmates are those who have an account balance of less than \$10.00 for a period of more than seven (7) days. Free items are limited, and will be determined by the jail. Free items are handed out weekly. You may not accumulate an excessive amount of free items (more than two of any hygiene item is excess). You will subject yourself to disciplinary action for the excessive items and the items will be confiscated.

101. RECREATION YARD

Recreation yard will be offered on a daily basis, per the Unit Schedule. All clothing will be properly worn, as intended (no socks on hands, etc). You are not permitted to take **any** items to the recreation yard (i.e. cups, radios, cards, combs etc).

- Inmates on cell/bunk confinement for longer than twenty-four (24) hours will only be permitted to attend one hour of recreation yard time in the recreation yard (Scheduled by Housing Unit Officer)
- If you are on Administrative Segregation, or Disciplinary Segregation, you will be informed when and where your recreation yard time will be offered

102. MEALS AND PROCEDURES

- BREAKFAST - served between 6:10 a.m. and 7:30 a.m. (WR 5:30 a.m.)
- LUNCH - served between 12:00 p.m. and 1:30 p.m.
- DINNER - served between 4:40 p.m. and 5:30 p.m.

These times are approximate. You will have **about** twenty (20) minutes to eat. After receiving your tray you are to take your seat immediately. You are not permitted to stand or leave your seat unless authorized by your Housing Unit Officer. You will not leave the dayroom area following a meal until dismissed by your Housing Unit Officer. Televisions will be turned off during meals and the cleanup.

Trading or giving other inmates food from your tray is **only** permitted with the table you are seated at. You are not permitted to take **any** food or any other items from meal trays to your cell or cubicle.

All general population inmates are required to attend all meals

103. LAUNDRY

The schedule for laundry services will be posted on your housing unit.

- Ensure laundry bag is labeled correctly
- Place all laundry in laundry bag and ensure drawstring is tight

You are not permitted to wash laundry in your cell. Laundry will not be taken out of the bag while being washed or dried. The facility is not responsible for color changes in clothing.

104. LINEN EXCHANGE

Linen (sheets) exchange will be offered at least once a week on a one-for-one basis. You are required to exchange your linen at least once a week. If your linen is torn or damaged, you are subject to disciplinary action. Linen and towels can be replaced due to normal wear and tear by notifying your Housing Unit Officer.

Medical Services

105. MEDICAL SERVICES

The facility offers in-house medical services. Initial contact with the medical staff will occur during the intake process. Normally, an intake history is performed within twenty four (24) hours of your commitment. Any known medical condition you have needs to be reported to the staff member doing your intake examination. Services offered by the medical department include:

- Sick Call
- Doctor Call
- Dental Call
- Emergency medical services are available twenty four (24) hours a day

If you are experiencing a medical emergency, or having thoughts of self-harm inform any staff member immediately.

106. FEES

You will be held responsible for all fees associated with medical services. **However, you will never be denied medical services because of the lack of funds.**

You will be charged an administrative fee of **\$5.00** for requesting to be seen during sick call. You will also be charged \$5.00 for the following services:

- Any non-emergency medical service provided at your request
- Any injury or illness that was self inflicted (you may be responsible for the entire cost of any treatment)
- Any injury or illness that results from your participation in any form of exercise
- When you are found guilty of a Misconduct for the assault or injury of another inmate or any injury that was a result of behavior which in criminal or in violation of FCJ Policy (you may be responsible for the entire cost of any treatment)

There will be a **\$10.00** administrative fee for the following services:

- If you are not referred to the doctor after being screened by the nurse, and you still demand to see the doctor
- Dental Services

There is no administrative fee for the following medical services:

- Required visits as part of the routine intake process
- Visits required for an initial physical examination, routine health assessments or screenings initiated by staff, and assessments or screenings to determine eligibility for work and program assignments

- Visits that directly result in the admission to a bed in the Medical Unit or placement on an Administrative Segregation status
- Referrals by a nurse
- Continuing care that is considered necessary follow-up treatments after an initial sick call visit concerning a specific condition
- Treatment of chronic illnesses
- Mental health services
- Emergencies (**not all accidents qualify as emergencies**)

107. SICK CALL

If you need to be seen by a nurse or doctor, you must first submit a Sick Call form. These forms will be available on your housing unit. Place the completed Sick Call form in the box designated for Sick Call slips located on your housing unit. You are required to be seen by a nurse prior to being seen by the doctor. You are also required to sign a Medical Service Fee form whenever medical service is rendered. If you refuse to sign the form, the medical staff will complete the form and annotate that you refused to sign. Any appropriate fee will be deducted from your account.

Note: Sick Call forms are **only** for being put on the Sick Call list. For any other medical questions, issues or complaints you will need to submit a Request Slip.

108. DENTAL TREATMENT

To request dental services you will need to submit a Sick Call form. You will then be placed on the Dental Call list. You will be charged \$10.00 when seen by the Dentist.

109. MENTAL HEALTH

If you would like to see someone from Mental Health, you must submit a Request Slip. If you are ordered by the Court to receive mental health treatment and you are scheduled to attend such treatment you **must** attend. The medical staff may also refer you for a mental health evaluation.

110. MEDICATION PROCEDURES

It is your responsibility to know when your medication(s) are to be taken and to report to the appropriate medication passes with a cup of water. Medication is delivered three (3) times a day. When the Medication Pass is announced, you are expected to:

- Report to the nurse at a designated location in a quiet and orderly manner. Do not lean on or touch the medication cart.
- Show the nurse your jail I.D. Card / Wristband
- Put the medication in your mouth, take a drink and swallow it.

- Open your mouth and show the Officer that you have swallowed all of the medication you were given.

Sleeping, being in the shower or using the bathroom are **not** acceptable excuses for missing the medication pass.

If you wish to refuse your medicine, you must tell the nurse directly not the officer. Mental health medication should be discussed with the therapist and psychiatrist before refusing.

Medication Pass is for the distribution of medication only. The nurse will not answer any general questions unless they are pertinent to the medication pass. Any attempt to distract the nurse may result in disciplinary actions being taken.

A medical order must be on file to receive any over the counter medication. Some over the counter medications can be ordered through commissary.

111. HEALTH CARE ITEMS OR EQUIPMENT

The medical department must approve any additional health care items or equipment that may be required. Examples include, but are not limited to:

- | | |
|-----------------|-----------------------------|
| slings | hearing aids |
| bandages | breathing apparatus |
| crutches | special clothing or shoes |
| walkers | adhesives |
| wheelchairs | solutions |
| special bedding | issued medicines (inhalers) |

Money and Financial Information

112. INMATE ACCOUNT

Your Inmate Account is a spending account. You can make withdrawals to post bond, pay fines or arrears, make commissary purchases, etc. An Inmate Account is opened for you when you are committed. If you had any cash, money orders or payroll checks made payable to you in your possession when you were committed, you were given a receipt and this amount was deposited into your Inmate Account. Payroll checks may be held prior to deposit until it is determined the checks are good. Any other types of funds will be placed in your Send Out property or mailed, at your expense, to an address provided by you. You will also receive a receipt for these funds. Keep all receipts.

Your friends and family members can make deposits to your Inmate Account. **Only money orders** will be accepted. Money Orders may be sent in by mail or placed in the designated box in the lobby any time the lobby is open. The Franklin County Jail assumes no responsibility for cash sent through the mail. Personal checks and other unacceptable negotiables received through the mail will be returned to the sender. Your friends and family may also make deposits into your account via the kiosk in the lobby or the internet at:

<http://www.jpays.com>

Do not have them send in any more money than you need. You will **not** be permitted to send money back out.

You may request a **one-time** release of funds from your account within seven (7) days of your commitment. You must submit a Request Slip and include a self-addressed envelope, providing the following information:

- Name of person to make check out to
- Address
- Relationship
- Amount

Your Inmate Account may be frozen pending disciplinary action, or as the result of a disciplinary hearing where restitution is ordered. Your account may also be frozen to pay unpaid program fees or other obligations. The balance of your account can be seized to pay for anything you damage up to the total cost of the item.

A check or debit card will be issued to you, after all authorized expenses have been deducted, with the balance of your Inmate Account. If you are being transferred to another facility a check will be issued when you leave.

113. BILLING PROCEDURES

Staff will complete a form, when necessary to advise you of all fees, services or property restitution obligations assessed to you. All fees (medical/restitution) will be deducted in full from your Inmate Account. As a result it is possible to have a negative balance.

Fifty percent (50%) of **all** deposits to your account, will be applied to your negative balance, the remainder will be deposited to your account for personal use. This will continue until all negative balances are satisfied. If discharged or transferred to another correctional facility, fifty percent (50%) of the balance from your account will be applied to any negative balance or room and board costs, prior to issuing you a reimbursement. Negative balances remaining after discharge will be maintained on your permanent record. If recommitted, you will be required to pay any negative balance as outlined in this section.

114. FINANCIAL RESPONSIBILITY PROGRAM

You will be held responsible for a reasonable portion of the cost for room and board when sentenced to this facility. You will also be required to pay a reasonable portion of your medical care whether sentenced, awaiting sentencing, or being held per Court Order. Should you be found guilty of destruction of property, you will be held responsible for the cost of replacement and/or repair of the property. You may also be held responsible for all medical expenses resulting from a violation of rules or regulations. For example: if found guilty of fighting and there were injuries, you may be ordered to pay all or a portion of the medical expenses. These costs will be deducted from your Inmate Account.

115. ROOM AND BOARD

If you are serving a sentence, you are responsible for paying a reasonable portion of the room and board costs. The fee for room and board is \$10.00 per day. You will receive a bill for the amount owed when you are discharged.

Note: Work Release Inmates see the Work Release Handbook

116. WORK CREDITS

If you are assigned to a work cadre position, you will receive compensation. Half of all such compensation will be applied to fines, costs and restitution.

117. MONEY

You are **not** permitted to have money in your possession at any time after you are committed to the facility. Any money found on your person will be confiscated. The money will be placed in the Inmate Welfare Fund and a Misconduct Report may be written. Money confiscated because of a rule violation will **not** be returned to you.

Work Cadre

118. WORK CADRE

To be eligible for a Work Cadre assignment you must meet all the classification requirements. Work Cadre assignments such as Laundry, Food Services, Facility Cleaning, Ground Crew and other details will be compensated. You may be mandated to a Work Cadre assignment. If you are mandated you will be compensated at the regular assignment rate. If you refuse to work, or intentionally do not perform work satisfactorily a Misconduct Report will be issued.

119. CONSIDERATION FOR WORK CADRE

To be considered for a jail job assignment, you must submit a Work Cadre Application. Your name will be placed on a waiting list until an opening becomes available. Placement on the waiting list does not guarantee you a job assignment - only consideration, if you qualify. You may not be hired in the order you were placed on the list. One application is sufficient unless you were disapproved to work by the Medical Department or received a Misconduct

Report. Do not continue to send repetitive requests for a job or asking when you will get a job.

120. SELECTION FOR WORK CADRE

Selection for Work Cadre will be based on but may not be limited to:

- Classification
- Medical status
- Present and previous work performance

- Conduct during present incarceration (number of disciplinary actions)
- Overall attitude and cooperation with staff, adherence to rules, policies and procedures
- Recommendation from Housing Unit Officers and Correctional Treatment Specialist
- Personal hygiene and sanitation habits
- Length of time remaining on sentence or expected length of stay
- Work experience in the job applied for
- Interview

121. BEING ON TIME

It is **your** responsibility to be up, showered, dressed, have eaten and be prepared for work. If you fail to report to work, as directed, you will be subjecting yourself to disciplinary action.

122. MISCONDUCTS

If you are found guilty of a Misconduct Report while your name is on the Work Cadre waiting list, your name will be removed. You will have to reapply for a Work Cadre position in the future. If you receive a Misconduct Report while assigned to the Work Cadre you will be suspended without pay pending the outcome of your hearing. Losing your position with Work Cadre will be determined by administration. If you get fired from your Work Cadre position, you will receive a Misconduct Report.

123. ILLNESS

If you are too sick to perform your Work Cadre detail or assignment, you must notify your Housing Unit Officer immediately, submit a sick call slip and remain in your bunk except for meals, medication, sick call, showering or using the restroom. You **must** be seen by the nurse/doctor and cleared to return to your work assignment. If the medical department restricts you from participating in work assignments, it is your responsibility to follow the instructions given to you by the medical department.

124. TERMINATION

If you quit or get fired from your job, you are subjecting yourself to disciplinary actions. You will be reclassified. You must wait at least thirty (30) days from the last day of any sanctions to apply for a Work Cadre position again. If you want to change your job assignment, you must submit a Request Slip. If you are fired you will receive a Misconduct Report.

Being Released

125. CELL INSPECTION

Prior to leaving your housing unit for release, your cell will be inspected by your Housing Unit Officer for any damages, cleanliness, graffiti etc. Your cell will be clean before you will be released from your unit. Damages will be deducted from your account.

126. DISCHARGES

When you are called to the Booking Area for discharge bring **all** jail issued and personal property with you. You are not permitted to give, sell or lend any of your property to others when you are released. Your jail issued property will be inventoried and inspected. You will be charged for jail property that is missing, altered or damaged.

127. TRANSFERS TO OTHER INSTITUTIONS

When being transferred to another institution, all of your jail-issued property will be collected. You will be charged for jail property that is missing, altered or damaged. Your personal property will be inventoried. Property that is not authorized in other institutions will be packaged as Send Out property. You must provide the name and address of the person you are authorizing to pick up your property. If your property is not picked up within thirty (30) days it will be disposed of.