

INMATE HANDBOOK
RULES AND REGULATIONS
FOR THE
LEBANON COUNTY CORRECTIONAL
FACILITY

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The Inmate Handbook is provided to all inmates to aid each in understanding the operation and services at the Lebanon County Correctional Facility.

All inmates will be held accountable for the Handbook upon release.
Do not abuse it.

A charge of \$7.00 will be assessed to any inmate who has abused, defaced or lost his or her book

TO: All Inmates
FROM: Robert J. Karnes, WARDEN
RE: Inmate Handbooks

The rules and regulations set forth throughout this handbook have been established to promote the efficient operation of the Lebanon County Correctional Facility, as well as to foster a safe and secure environment for inmates and prison personnel. By obeying these rules and regulations, an inmate will maintain a clear conduct record, which is of vital importance when being considered for parole or waiting sentencing. You are reminded that violations of the rules and regulations contained in this handbook could subject you to punishment by an institution Disciplinary Board and/or the Court System. All procedures within this institution are consistent with legislated law and the policies established by the Lebanon County Prison Board. All inmates will be treated equally, regardless of race, religion, sex or national origin.

Various services are available, that inmates are encouraged to take advantages of, such as religious, educational and treatment programs. These programs are outlined within this handbook.

The primary mission of the Lebanon County Correctional Facility is to provide rehabilitative direction to those inmates legally detained, as to prompt their reintegration to society as law-abiding citizens and fruitful contributors for the common good.

Robert J. Karnes, Warden
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GUIDE TO AVOIDING PROBLEMS IN CONFINEMENT

The following thoughts are intended to assist you during your confinement period. These are based on the collective experiences of former prisoners who have from time to time gotten themselves and others in trouble.

1. **PICKING FRIENDS:** One of the most important things for you as a newly arrived inmate is to be careful in picking your friends. In this institution, as is true also “on the street,” you are identified with whom you hang around and who are your friends. In confinement, it is even more important to select your friends from among the other inmates who are not likely to get into trouble or help you get into trouble. Shortly after your arrival, some inmates may suggest to you that you become their friend and join one group of inmates or another. It is strongly suggested that you avoid making new friendships until you learn a little more about your prospective friends.

2. **GETTING INTO DEBT:** Many inmates experience problems in prison by getting into debt with other inmates and then finding out that there is interest due on the debt they owe, much more than they ever thought. It is forbidden to gamble with other inmates. The reason that this is forbidden is because inmates get into debt with other inmates and when they cannot pay off their debts, threats or force may be used to collect the debt. **DO NOT BORROW OR GAMBLE!**

3. **BEING A “TOUGH GUY”:** Often, newly arrived inmates try to establish a reputation as a tough guy. This is not a good idea. “Tough guys” usually find out there are tougher guys nearby and frequently get into trouble. This does not mean that you have to be meek or weak, but it does mean that you should avoid trying to establish a reputation as a “tough guy.”

4. **“LIVE AND LET LIVE”:** In the prison environment, there are a wide variety of people who have been convicted or are awaiting trial or sentencing on a wide variety of offenses. All these people are different; all have strengths and weaknesses. Some are likable, some are not. The best advice is to “live and let live.” Do not make value judgements about other people. Do not get involved in others’ problems. Try to “do your own time” and do not get involved in other peoples’ difficulties, problems, or beliefs.

5. **“JAIL HOUSE LAWYERS”:** Every confinement facility has some people who are “jail house lawyers” who think they know the law. More often they do not know what the law is, but they do know what they think the law should be. The advice they give is often bad advice. If you have a legal problem, see your attorney. He or she is a real lawyer, will help you, and knows what the law is.

6. **DRUGS AND ALCOHOL:** In the prison environment, drugs and alcohol will probably be more scarce and more expensive than they are on the street. No place is absolutely free from drugs and alcohol. Use or possession of either drugs or alcohol, with the exception of “prescription medication,” in a prison is considered to be a very

serious offense. Being caught either holding or using them **MAY RESULT IN AN EXTENSION OF YOUR CONFINEMENT TIME.** Some inmates when under the influence of drugs and alcohol act wildly and are extremely dangerous. Drug and alcohol use within this institution is looked on with a great deal of severity, not so much from the moral point of view as from a practical point of view to reduce violence and danger within the institution. You may be asked to assist in smuggling contraband, and you may be asked to involve a family member or friend in smuggling contraband into the institution. **DO NOT BECOME INVOLVED!**

7. RELATIONS WITH STAFF: The employees at the Lebanon County Correctional Facility are here to provide security and assistance. They will help you if you ask them, but they will report you for disciplinary action if you are observed not following the rules and regulations of this facility. That is their job. They are not here to be mean to you; they do not dislike you. You need not dislike them. They did not send for you, and they are not responsible for you being here, so being hostile to them is foolish. When a staff member observes you doing something wrong, he/she will write a report not because they dislike you or because they are mad, but because this is their job to do so. Getting mad at staff members because they are doing their job it will not help you and those around you.

8. SUICIDE AWARENESS: Feeling depressed, lonely, scared, without much hope for change? These feelings may be due to recent incarceration or any number of other reasons. Reaching out is very important at times like this and is often very difficult. You may need someone who can listen to you. Here is how to get that helping hand. Submit a request slip to the mental health department or tell an officer that you need to talk to someone. Feeling like you have someone to talk with gives hope.

People who experience a crisis may have already tried everything they can think of to solve their problems and nothing seems to work. Many people keep trying to solve the problems alone. After many tries, they may try to hurt themselves. **STOP.** You may be standing to close to your problems. A trained mental health counselor can be helpful.

People find many ways of telling others how much they hurt. Have you said, "I can't take it anymore. It won't matter soon. I'm no good anyway. My family would be better off without me?" If so, you may be thinking of suicide. There is a fine staff at this facility ready to help you. Take advantage of this before it is too late.

If you think someone else is contemplating suicide, stay calm; show concern; listen with respect; don't give advice that sounds like a put down; tell the officer that an inmate needs to see a counselor for help.

9. MISCONDUCTS: Misconducts while incarcerated will affect your participation in work programs, housing assignments, and possibly your release from prison at the expiration of your minimum sentence. **THINK BEFORE YOU ACT.**

MISSION OF THE LEBANON COUNTY CORRECTIONAL FACILITY

The Lebanon County Correctional Facility operates on the belief that inmates, prison staff and prison visitors should be given the degree of respect and understanding that every person deserves. You will earn or lose respect and understanding by way of your own conduct and attitude toward others.

The function of this facility is to detain individuals who are awaiting trial and confine individuals who have been sentenced by a District Justice and/or the Courts. This facility provides Care, Custody and Control. Care involves providing various services and programs. Custody requires necessary security restrictions. Control ensures the proper steps are in place to maintain order at all times.

The following guideline is fundamental to the operation of this Correctional Facility: You are required to carry out an order or directive issued by a staff member. If you received two conflicting orders, you must carry out the last order given. It makes no difference if you question or disagree with an order given, you are required to follow the order. You will have the option of filing a complaint with the appropriate staff member via a request form afterwards.

GENERAL DAILY SCHEDULE

REVEILLE/STANDUP HEADCOUNT	4:45 a.m.
BREAKFAST	4:45 – 5:30 a.m.
MEDICATION CALL	Following Breakfast
YARD-OUT	See Schedule
EDUCATION PROGRAM	See Schedule
LIBRARY	As Scheduled
SICK CALL	Report When Officer Calls
LUNCH	10:30 – 11:15 a.m.
HEADCOUNT	Following Lunch
MEDICATION CALL	Following Lunch
RECREATION PERIODS	See Schedule
HEADCOUNT	3:00 p.m./Following Yard Out
SUPPER	4:30 – 5:15 p.m.
HEADCOUNT	Following Supper
MEDICATION CALL	Following Supper
LOCK-UP/STAND-UP HEADCOUNT	9:00 p.m.
TAPS (Lights Out)	10:00 p.m.
HEADCOUNT	Various times throughout the night

NOTE: The above schedule is subject to change, dependant upon prison security/safety requirements or Directives from the Lebanon County Prison Board or Prison Administration.

COMMITMENT~ADMISSION PROCESS

All individuals committed to this facility **must** undergo certain reception and orientation processes. In that regard, the following steps are outlined for your awareness:

A. The staff will determine that you have been committed to this facility by proper legal authorities and authorized officials. Also, the staff will complete necessary forms to include personal history, etc. This material is important for identification and classification purposes. Your visitation and phone sheets will be filled out and you will have an opportunity to apply for a public defender through the Prison Counselor.

B. The staff will conduct a thorough search, including a strip search if necessary, for weapons and contraband. The check is also utilized to search for body vermin, cuts and bruises, etc. A female correctional officer will handle all such searching of female commitments. These searches will be conducted in a professional, dignified manner. However, this procedure may be modified for a pre-trial detainee initially committed, as circumstances warrant.

C. The staff will fingerprint and photograph you.

D. Personal property is to be turned in. This includes wallet, **all jewelry (including body piercing)**, with the following exceptions:

1. One (1) religious medallion, no larger than a fifty-cent size coin, **NO** sharp edges permitted.
2. A legitimate, plain (no stones) wedding ring.

If an inmate is unable/unwilling to remove piercings, he/she will be placed in 24-hour lock-down status until jewelry is removed. If unable, the medical staff will assist in the removal, when time permits. Until that time, the inmate will remain in lock-down status.

All other jewelry will be turned in, to include but not limited to necklaces, bracelets, earrings, and all types of rings on your person. An itemized inventory of all personal property removed will be made, and the material will be stored in a secure manner. You will be given a copy of the inventory. The items listed on your inventory sheet will only be returned to you upon discharge/release, unless approved by Administration.

E. A telephone is available in the Commitment Area. During admission time, you are permitted to make one phone call. After that, all appropriate use of the telephone will be done via cellblock area telephones.

F. A Medical/Personal screening will be performed upon admission. A determination will be made of current illness and health problems, to include observable drug and alcohol or mental problems, medication taken and special health requirements. Any medication in your possession is to be examined by the prison physician or a certified medical staff member of this facility as to the type and further use. Behavior will be observed as to the state of consciousness and mental status, plus a check for body deformities, bruises and injuries.

The prison physician or a certified medical staff member will give a medical physical examination to you approximately forty-eight (48) hours after your commitment. This physical is mandatory; refusal to submit to it will result in disciplinary action. Prior to this physical examination you will remain in Quarantine. While you are in Quarantine, there are no visits from the outside.

G. Upon admission, you may take a shower. You will be issued prison clothing. Sanitary conditions will be maintained during time spent in commitment area.

H. You will be provided a copy of the Rules and Regulations of this facility, to read and keep until you are released from custody.

I. You will be given a small packet of necessary hygiene items. The cost of this packet will be deducted from your account.

J. Each inmate will be informed this facility is “**Tobacco/Smoke Free**”.

RULES AND REGULATIONS Of LCCF

GENERAL RULES AND REGULATIONS

1. You are responsible for the following assigned prison issued clothing and bedding.

MATTRESS*	TOWEL
PILLOW*	PRISON SHIRT
SHEET*	PRISON PANTS
BLANKET*	PRISON JACKET (Seasonal)
PILLOW CASE*	

***All bedding MUST stay in Living Area.**

If any of the aforementioned items are lost, stolen or damaged, you will be charged accordingly and may face disciplinary action.

2. You are to address all officers and staff members with respect, for example: “Sergeant,” “Corporal” and “Officer”.
3. You are required to obey all orders given by prison personnel.
4. You should consult an officer if you are confused by any rules or regulations.
5. You are expected to keep your living area neat at all times. Beds are to be made in a neat and orderly fashion each morning. All bed linens, towels, etc., will also be kept in a neat fashion and at no time are they to be hung over your cell door, window or end of bunks that obstructs view during headcount. **The use of prison – personal towels or blankets as floor mats, curtains or clothesline, etc. is strictly prohibited.**
6. You are required to clean your living quarters. Specially assigned inmates will clean the cellblock dayrooms and showers.
7. You are expected to maintain **High Standards** concerning sanitation and disposing of refuse.
8. Footwear **must** be worn at all times including to and from the shower area.
9. Under no circumstances will food items from your meal tray be stored in your living area. You will be required to eat or drink whatever is issued to you or **RETURN IT ON YOUR TRAY.**
10. The Lebanon County Correctional Facility and all of its contents are property of the County of Lebanon. Defacing or destruction of the same is considered a criminal offense and will be treated as such; you will be held liable for all damages and will be dealt with according to the misconduct procedure or criminally charged if the situation warrants.
11. Respect the rights of your fellow inmates; avoid loud and boisterous behavior.

12. Throwing objects, using profanity and any other disorderly practices are not permitted.
13. Gambling in any fashion will **not** be tolerated in the Lebanon County Correctional Facility.
14. Horseplay/roughhousing is strictly prohibited.
15. You are not permitted to enter any cell or room other than your own. Such conduct is considered an infraction of the rules and regulations, and disciplinary actions may follow.
16. A regular headcount will be conducted after meals and after any mass-movement of inmates. Inmates will be secured to their cells or living quarters for headcount. **ANY INTERFERENCE** with headcount procedures is a serious institutional offense, and is strictly forbidden. Inmates will not be on the phone during headcount. Inmates housed on a bunk will remain at their bunk until headcount is completed. Two such headcounts a day will be standing headcounts, where you are required to stand at your cell door, or beside your bunk.

ACT 157 SECURITY STATUS

An inmate who is considered a “threat to institutional security” because of an escape or an attempted escape, or due to assaultive or aggressive behavior, may be placed on Act 157 status. This is a “HIGH SECURITY” status whereby the inmate is placed in restraints prior to removal from his or her cell. This status will be reviewed regularly by Prison Administration and can be modified at any time.

ATTORNEYS AND PUBLIC DEFENDERS

If you wish to contact a private attorney, you will be permitted to do so. A list of attorneys may be obtained by asking a prison counselor.

The prison employees may **not** recommend any specific attorney; the choice is up to you.

If you are interested in obtaining legal assistance but are unable to financially afford a private attorney, you are encouraged to fill out an application for a public defender, which is available from a prison counselor. Your application will be forwarded to the public defender’s office, and if you are eligible a public defender will be assigned to your case. You will be notified by mail who has been assigned as your Public Defender. All correspondence with your Public Defender will be via inter-office mail.

BAIL PROCEDURES

All unsentenced inmates, upon commitment, will be advised of the bail bondsman available in the area. All inmates are allowed to consult with their attorneys or seek outside help in arranging for bail. Telephone calls to a bail bondsman may be requested through a Prison Counselor.

CARE OF CELLS AND ROOMS

As stated in the general rules and regulations, you are responsible for the neatness and cleanliness of your living area. Inspections will be held on a daily basis and disciplinary action may result if your cell is unclean or unsanitary.

The following rules apply to each inmate, regardless of his or her status, i.e.: sentenced; unsentenced:

1. You are assigned to a cell or room number, which is the only cell you are permitted to enter unless otherwise ordered by an officer, such as in the case of an emergency.
2. Your living area must be clean and ready for inspection by 9:00 a.m. daily, which includes the bed made, desk orderly and the floor completely cleared and clean.
3. You will be expected to keep your living area spotlessly clean and help maintain cleanliness throughout the prison. Any infraction of this rule is considered a serious violation. This facility provides regular pest and/or vermin control via a professional exterminator. You are responsible for assisting in these ongoing efforts by limiting the amount of commissary items, personal materials, etc. kept in your living area. Also, you are to report to the staff if any pest and/or vermin is found, as this will allow for immediate action.
4. All extra clothing must be folded and kept in an orderly fashion in each living.
5. Pin-Ups are never permitted. **NOTHING** may be pasted or affixed anywhere; it will be confiscated as contraband.
6. Windows **MUST** remain closed if heating or air conditioning units are on.
7. Any writing, scratching or digging of holes in or on any surfaces in the facility will be considered destruction of property and disciplinary action will be taken.
8. Literature that is approved may be kept in your cell, but must be limited to five (5) books and five (5) magazines or newspapers at a time. Excess or unauthorized literature will be confiscated by the officers as contraband and discarded.
9. At **NO** time will any item be hung from your cell light, window, bunk or cell entrance. You may be charged with a misconduct if this is done.

10. You should **NOT** restrict any security gate movement at **ANY TIME**. You **WILL** be charged with a misconduct if this is done and held responsible for any damages.

11. **AT NO TIME** is anything to be flushed down the toilets except normal body waste. In the past, a few inmates were using their toilets as trash cans flushing clothing materials and commissary items; this will not be tolerated.

If a cell toilet is clogged, and it is determined to be due to using the toilet as a trash can, the inmate(s) responsible will face the following penalties:

- ◆ Any inmate who is caught clogging his or her toilet will be charged a fee, to include costs of repair and hourly maintenance wages.
- ◆ If a cell toilet is clogged in a cell occupied by two inmates, an investigation will commence to determine the guilty party. If the investigation fails to produce the culprit, both inmates will be responsible and share the costs of repair.

CLOTHING AND DRESS CODE

You are required to have one (1) set of civilian clothing and shoes to be stored in the commitment area for court purposes. The prison is not responsible for cleaning personal clothing. Please remember that the court requires minimum attire for males to be a T-shirt plus slacks, while a female is to be in a dress or two-piece clothing meeting at the waist.

Extra clothing, shoes and baggage are to be removed from the prison within thirty (30) days after incarceration. Excess baggage may be sent out via relatives and friends. A request slip is to be submitted for this procedure. Items not removed within the specified time may be subject to disposal by prison personnel. This policy applies to inmates being removed from the work release or trusty areas of the facility as well.

COMMISSARY

The schedule for various areas of the facility to order and receive commissary is posted or can be obtained from any staff member.

Excessive amounts of commissary items are considered contraband and will be confiscated by the officers.

Inmates will be permitted Commissary once per week, and may spend up to \$125.00.

Once a commissary order is placed, the order cannot be cancelled.

◆ **COMMISSARY ORDERING INSTRUCTIONS:**

1. To receive commissary, you must use a Commissary Ordering Form. You can get an order form from a staff member and it must be turned in properly filled out, in advance of your assigned commissary day.
2. Be sure to print your name, Prisoner ID Number (PIN), cellblock and cell number, and date and sign your Commissary Ordering Form.
3. Item number, item description, how many and price must be filled in for each item that you order.
4. Sales tax is already included in the pricing on the order form.
5. Be sure you are using an Up to Date Commissary order form. Be aware of price changes.
6. All orders will be reviewed prior to filling. Mistakes in addition will be corrected. Orders with missing information such as signature, block, cell number, etc. will be returned to the inmate without being filled, and the inmate will **NOT** be allowed to place an order until the next scheduled commissary day.
7. In those cases where your Inmate Account does **NOT** contain sufficient funds to cover your order, the Commissary Clerk will key into the computer the items listed first until your account reaches a zero (0) balance.
8. When your commissary order is delivered to your housing area, you will be provided with your beginning balance on your Inmate Account, the total cost of your order and your remaining balance.
9. When your order is delivered to you, check your order to verify you received all items charged to you. This will be done in the presence of the Commissary Manager or a Correctional Officer. Any discrepancies will be recorded and all recorded discrepancies will be corrected.
10. Money **MUST** be available on your Inmate Account two (2) business days before your day for ordering commissary. Please take into consideration Administration holidays when money orders and paychecks are not processed until the next business day. Keep track of your account balance. Remember, you are charged for time and charge telephone calls, copies and postage, etc.
11. On the day for ordering Commissary, your Commissary Ordering Form **MUST** be turned into the Correctional Officers in your housing area by 8:00 a.m. If your order form is **NOT** turned in by this time, you will **NOT** receive any Commissary, and **MUST** wait until the next week.

12. Commissary items may not be transferred between inmates.

REMEMBER, if the Order Forms are **NOT** filled out correctly, you will **NOT** receive Commissary, and the form will be returned to you unfilled. Orders **MUST** be checked when delivered to the housing areas. Any discrepancies will be corrected at that time. If orders are **NOT** checked when delivered, discrepancies will **NOT** be corrected.

If you are indigent (without funds) when committed into this facility, you may request indigent items (stamped envelopes, toothbrush, toothpaste, comb, pencil, underwear and socks) by submitting a request slip to a prison counselor. Afterwards, these indigent items will be dispensed on the first and third Friday of each month, as long as you remain indigent. Indigent items will **NOT** be dispensed without a request slip. The cost of the indigent items will be deducted from your account. Your account will be permitted to go into the "red" for Indigent items. Fifty percent (50%) of any funds placed on your account will be credited towards your negative balance.

If you are discharged prior to the delivery of your commissary, you have thirty (30) days to pick up your order, or have someone else pick up your order with your written permission. **NO other inmate will be permitted to sign or receive your order.**

CONDUCT TOWARD OFFICERS AND STAFF MEMBERS

All orders or directions given by an officer or staff member of this institution **MUST** be carried out without question and to the best of your ability.

If a situation warrants a correction or reprimand of you by an officer you may not talk back, argue or use profanity. Such actions will require the officer to put you on report.

If an inmate receives two (2) conflicting orders, he or she should carry out the last order first.

Making a gift, or promising a gift, to any officer or staff member of this facility is strictly prohibited.

CONTRABAND

Contraband is the possession of unauthorized articles on your person or in your living area. The only allowable items an inmate may possess are those authorized by prison personnel or items purchased in the prison commissary. All other items will be considered contraband and disposed of. Alteration of an authorized item may make that item contraband.

COST RECOVERY PROGRAM

All **sentenced** inmates at the Lebanon County Correctional Facility are responsible for sharing the cost of their housing. This cost is \$10.00 per day.

Inmates gainfully employed on the work release program are EXCLUDED from this program, but are subject to room and board.

Inmates classified as TRUSTY and working on inside/outside detail crews, in the prison's kitchen, laundry, maintenance department or while working within any other Trusty position shall be EXCLUDED from this program.

Inmates who are serving parole violation sentences will be responsible in the same fashion, as they are sentenced by the court, even if technically awaiting review of their incarceration. Parole violators are NOT pre-trial detainees for the purpose of the policy and shall also be responsible for a housing fee of \$10.00 per day.

Upon sentencing an inmate will be billed for each day spent in the Lebanon County Correctional Facility, to include pre-sentencing time. Any and all time credited to any inmates' sentence time is a billable housing day, even if boarding elsewhere or temporarily out of the facility. In exceptional cases where an inmate is not physically in the facility, billable days may be subject to review. This policy will also apply to all sentenced inmates transferred to this facility from other institutions.

Fifty percent (50%) of all existing and future funds in an inmate's account, regardless of the source, may be credited to their negative balance, and the remainder will be credited to the inmate's account for personal use. This procedure may continue until the inmate's negative balance is satisfied.

At discharge, any available funds from an inmate's account will be credited toward his/her outstanding balance if any, prior to issuing the inmate a discharge check.

All outstanding balances that are still owed after discharge will be forwarded to the discharged inmate in the form of an invoice. If a payment plan has not been established or payment received in full within a thirty (30) day period, the balance may be turned over to an agency for collection.

The Lebanon County Sheriff's Department may also be dispatched to your residence to collect unpaid prison invoices, and additional fees from the sheriff's department may also be billed to you.

When accounts are uncollected, the collection agency, with the County's approval, will place the personal credit records of the ex-inmate on a NATIONAL CREDIT REPORTING SYSTEM.

All balances not satisfied through agency collection will be maintained on the inmates' permanent record. If recommitted, the inmate will be required to pay any outstanding balances as previously set for above.

An inmate released without sentence after disposition of the criminal charges against the inmate will be refunded any cost recovery funds deducted from his or her account.

DISCIPLINE PROCEDURES

After you have been advised of the Rules and Regulations of the Lebanon County Correctional Facility and a copy of this handbook is given to you upon commitment, a plea of ignorance of these rules will not be accepted as an excuse for violations. Discipline must be enforced to ensure the safety of prisoners and prison personnel and to enable the prison to offer services, programs and activities for all the inmates' benefits.

All officers have been directed to report any infraction of the rules and regulations. You will receive a copy of the disciplinary report of any infraction committed by you usually within twenty-four (24) hours of the infraction or ensuing investigation.

Each person so charged will be entitled to a hearing before someone other than the reporting or investigating officer, usually to be held within seventy-two (72) hours (excluding weekends and holidays) of the incident to consider the charge brought against him or her.

If an infraction requires a hearing, your case will be brought before the Disciplinary Hearing Committee.

NOTE: The disciplinary hearing committee should not be involved with the infraction. This would be the only reason you would have to challenge the disciplinary hearing committee. An inmate may have someone represent him or her at the disciplinary hearing and act on his or her behalf if he or she so desires. This may be another inmate or a staff member. Attorneys are not permitted at the hearing.

At the disciplinary hearing, you will be advised of your Miranda Rights. You will be given the opportunity to sign the Miranda Rights Statement.

You will be read the Misconduct Report. After the report has been read, you will be given an opportunity to present any statements on your behalf. You will be permitted to have witnesses called and to present documents on your behalf, provided the calling of witnesses or the disclosure of documentary evidence would not jeopardize or threaten institutional security.

The inmate will be furnished a copy of the disciplinary hearing results after the hearing and the results have been completed.

An appeal to the Warden may be made if you are dissatisfied with the handling of your disciplinary hearing. Appeals must be clearly written and must be submitted to the Warden within five (5) days after the date of the hearing, and may be appealed every five (5) days thereafter (once per week). All appeals are to be submitted to the **Warden Only!**

A. MAJOR MISCONDUCTS:

Some examples of Major Misconducts are listed below; however, they are not limited to the following:

- ◆ Commission of a criminal act, both felonies and misdemeanors as defined by the Pennsylvania Criminal Code.
- ◆ Refusing to obey an order by an officer.
- ◆ Creating a disturbance.
- ◆ Threatening an employee or inmate with bodily harm.
- ◆ Possession of contraband (could be minor or major misconduct depending on the severity of the offense).
- ◆ Violation of visiting regulations.
- ◆ Fighting
- ◆ Tampering with or destruction of county property or personal property belonging to another person. Inmates who damage or destroy county property shall be held responsible for all costs unless otherwise cleared of the charges by the prison disciplinary board.
- ◆ Intoxication or making fermented beverages.
- ◆ Violation of outside exercise regulations or gym regulations.
- ◆ Lying to an officer or prison staff member.
- ◆ Presence in any unauthorized area. Example: Presence in another inmate's cell or room.
- ◆ Disrespect to a staff member or visitor.
- ◆ Inappropriate sexual contact.
- ◆ Possession of matches, tobacco or tobacco-related products.

- ◆ Displaying of gang colors or attire.

Inmates found guilty of a Major Misconduct by the Disciplinary Hearing Committee may be subject to any of the following actions:

Reduce to a minor misconduct and take action permitted in that category.

Confinement in a cell for a designated period of time.

Loss of privileges.

Change of housing assignment including a placement in a maximum security area.

Prosecution through the criminal courts.

B. MINOR MISCONDUCTS:

Some examples of Minor Misconducts are listed below; however, they are not limited to the following:

- ◆ Failure to follow safety and sanitary regulations.
- ◆ Inappropriate inmate uniform.
- ◆ Failure to pass cell inspection.
- ◆ Horseplay/Roughhousing
- ◆ Sitting on table tops, feet on table tops.

An inmate who commits a Minor Misconduct will be written up on a Minor Misconduct Form by the Officer witnessing the misconduct. The misconduct will be signed by the Officer and his or her Supervisor. The inmate will then be given the “pink” copy of the Minor Misconduct. No further action will be taken at this time.

However, if an inmate accumulates four (4) or more Minor Misconducts within a three (3) month period, this may result in a **Major Misconduct** and referral to a Disciplinary Hearing Committee for disposition. If the inmate is found guilty after the hearing, he or she may be subject to any of the actions listed under Major Misconduct section.

SPECIAL NOTE: A copy of any infractions of prison rules and regulations will be placed in your prison file. These misconducts may be reviewed by the judge at the time you appear in court and by the parole agencies prior to your minimum release date. Inmate evaluations may also be written for good behavior.

FINANCES

All money in your possession when you are committed will be placed in an account in your name.

All purchases from the commissary or withdrawals will be deducted from your account. At no time are you permitted to have money, money orders or checks in your possession (exception noted for all work release sections).

If you wish to send funds from your account to family or friends you must fill out a money request slip in advance, stating your desire plus the amount and for what purpose the money is being sent. The money request slip must be placed in a stamped self-addressed envelope, addressed to the person you are sending money to. The facility is not here to pay your bills. All funds sent out should be to family or friends. At no time are you permitted to send out funds for any type of mail order. The money request slips are available through any correctional officer.

A check will be made out by the office manager from funds deducted from your account and mailed out for you if your request is approved by the Administration.

All money brought in for your account must be a **money order** or **cashier check**.

Envelopes are available in the lobby for individuals who are bringing in money orders or cashier checks to be placed on your account. The individual is to fill out all requested information on the envelope. The money order or cashier check must be placed in the envelope, sealed and deposited in the money drop box slot in the lobby area. Make sure your family and friends fill out the money order and the envelope completely or the money order will not be processed and no funds will be added to your account. The sender/deliverer will be responsible for retrieving the money order. At no time shall the correctional facility be held responsible for the storage of any money that is not deposited to your account (this includes cash received).

Within two (2) business days (excluding weekend and holidays) the money shall be credited to your account.

AT NO TIME are you allowed to transfer monies to another inmate's account.

Advise your family and friends that we do **NOT** accept personal checks. All monies left for you or received through the mail must be either money orders or cashier checks.

FUNERAL SERVICES FOR FAMILY MEMBERS

The only funeral services the inmate may request to attend are members of the immediate family: Father, Mother, Sister, Brother, Spouse and Child of the inmate.

1. All inmates wishing to attend funeral services for a family member **MUST** seek a Court order from his or her sentencing Judge, requesting to be furloughed from incarceration for the purpose of attending the funeral service.
2. Pre-Trial detainees (unsentenced inmates) must seek a Court Order from the President Judge, via your attorney.
3. If this request is approved by the Court, the language in the Court Order will state that the Warden is hereby directed to release said inmate to the Sheriff of Lebanon County for a specified period of time. This Court Order is conditional upon payment to the Sheriff's Department in advance for ALL costs incurred in the execution of this Court Order.
4. If a shortage of manpower exists in the Sheriff's Department at the time of the funeral, a Correctional Officer may accompany a Sheriff's Deputy to and from the funeral service. Payment **MUST** be made to the Lebanon County Correctional Facility IN ADVANCE when correctional officers are utilized. Payment amount is based on hourly wages for officers.
5. Work Release Inmates see Work Release Staff for further explanation.
6. Any inmate requesting to be furloughed from incarceration **MUST** contact his/her attorney to petition the Court.

GRIEVANCE PROCEDURES

If you feel any matter is unjust or not in keeping with prison rules and regulations, you may request a grievance form from a treatment staff member assigned to your area (only after you have addressed matter through the request slip process). After completing grievance form, return to a treatment staff member in your area. The form will be forwarded for review at a scheduled administration meeting.

In the event you are dissatisfied with the handling of the grievance, you have the right to appeal the matter to the Warden.

HEADCOUNT

A regular headcount will be conducted after meals and after any mass-movement of inmates. Inmates will be secured to their cells or living quarters for headcount. **ANY INTERFERENCE** with headcount procedures is a serious institutional offense, and is strictly forbidden. Inmates will not be on the phone during headcount. Inmates housed on a bunk will remain at their bunk until headcount is completed. **Two such headcounts a day will be standing headcounts, where you are required to stand at your cell door, or beside your bunk.**

INMATE BELONGINGS

No personal items will be accepted for general population inmates except court clothing. To receive court clothing, you must fill out a request slip directed to the Captain of Security for approval. If approved, you will be notified and the clothing will be accepted only during the following hours and days:

MONDAYS, TUESDAYS, THURSDAYS AND FRIDAYS, 8:30 a.m.to 3:30 p.m.

Certain exceptions may be made for hardship cases.

Earrings or any other ornamental objects being attached to the body are not permitted in the correctional facility. This rule applies to all **MALE** and **FEMALE** inmates. Any earrings or ornamental objects found on you or in your living area will be in direct violation of this rule. The item will be confiscated as contraband and disciplinary action may result.

Head bands, caps or any other head gear are not permitted. Any violations will face disciplinary action. Work Release inmates may wear whatever headgear is required by their place of employment, but only at that place of employment. Exception: Religious caps may be worn in housing area only.

Toilet articles such as comb, toothbrush, unopened food items etc., which are consistent with approved commissary items will be accepted and searched if brought in by an inmate from another correctional institution. These items **WILL NOT** be accepted "From the Street."

NOTE: Personal items **SHOULD BE MARKED**. The institution is not responsible for loss or theft of inmate property.

EXCESS INMATE PROPERTY: If items are not permitted, they **cannot** be kept in storage and **MUST** be removed from the facility within thirty (30) days of notification. If the excess property is **not** removed by the end of those thirty (30) days after notification, the excess property may be **disposed of**. Prison Administration will make the determination of disposal.

Inmates removed from Detail, Kitchen or Work Release to General Population, have ten (10) business days from date of disciplinary hearing or status change for the removal of excess property from Lebanon County Correctional Facility Storage. The Lebanon County Correctional Facility will not be responsible for confiscated property as a result of misconducts or terminated job assignments. **Excess property will be discarded if not removed from the premises within ten (10) business days! Only rare exceptions will be entertained via request slip concerning this policy!**

K-9 PATROL UNIT

There is a K-9 Patrol Unit at this facility. The following rules and regulation will be strictly enforced when confronted by the K-9 Patrol Unit. Any violation of these rules may result in a major misconduct.

1. **NEVER** attempt to feed, pet or talk to the dog.
2. **NEVER** attempt to taunt, (physically or verbally) the dog or K-9 handler.
3. **Immediately** obey all verbal directions given to you.
4. When the K-9 Patrol Unit responds to your living area, **immediately** secure to your cell or room.
5. **IF THE K-9 HANDLER IS BEING AGGRESSIVELY APPROACHED BY AN INMATE, THE DOG WILL ATTACK WITHOUT COMMANDS.**

KITCHEN GUIDELINES

The Kitchen area is considered "Out of Bounds" at all times to all inmates, except those assigned to kitchen duties.

An inmate employed in the kitchen may not leave the kitchen unless he or she has first obtained permission from the Culinary Sergeant or Officer-In-Charge.

Inmates assigned to the kitchen must abide by the following:

High Standards of personal hygiene.

Appear for work in white, clean uniforms daily.

Undergo and pass a physical examination by the prison physician before beginning work in the kitchen.

Kitchen workers are restricted to kitchen and related areas ONLY.

Be prepared for daily inspections by the Culinary Officers or Shift Sergeant.

Each inmate will be assigned to a specific job. However, all kitchen inmate workers will help with preparation of vegetables or food items before each meal and in cleaning up after each meal, including washing all trays, dishes, pots and pans.

Inmates may **NOT** work in the kitchen area with any type of illness or open wound.

LAUNDRY

A laundry service is available for maintaining clean clothing and bed linen. The laundering of your personal clothing is at your own risk; the correctional facility is **NOT** responsible for any items damaged in the prison laundry. Any discrepancies should be addressed to the Culinary Supervisor.

LEGAL MATERIAL

Inmates may keep legal materials pertaining to their case in their cell as long as it is not an excessive amount that would present a fire or safety hazard. This does not include unauthorized law books from the law library.

If there is a question about your court trial, notes of testimony, etc., you are permitted to correspond with the Prothonotary's Office, the Clerk of Courts Office or the Judge's Chambers, via inter office mail. This correspondence must be marked accordingly.

You are not permitted to act as an "attorney" for any other inmate; you are permitted, however, to help prepare papers or letters for another inmate, provided it poses no threat to institutional security and is approved by the Administration.

Filling out writs, etc. is the right of all inmates and is in no way considered prejudicial by any prison official.

Law books to assist you are available in the prison library located in the lower level of the general population area. If for some reason the material that you require is not in the library, you may receive assistance in getting it from the County Law Library by putting in a written request to a prison counselor stating the specific book that you require. You will be assigned a specific day and time in which your housing area may go to the law library. If you are in need of additional time for your project, it may be obtained by submitting a written request to a prison counselor.

LAW BOOKS ARE NOT PERMITTED TO BE REMOVED FROM THE PRISON LAW LIBRARY. Special consideration will be given to segregated inmates.

MAIL PROCEDURES

Upon commitment, you are required to sign a statement authorizing prison personnel to open your non-official mail. If you do NOT sign the statement, your non-official mail will be held until the time of your discharge from this facility.

There is no limit to the amount of letters you may write or receive, providing that the contents of the letters are not obscene or threatening in any way. All non-official letters directed to inmates will be opened and checked for contraband. Outgoing mail will also be checked for contraband.

Outgoing mail must NOT be sealed, except for or legal correspondence, after examination by a staff member in the presence of the inmate. Your name and return address MUST appear in the upper left corner of the envelope before it will be accepted for mailing. The address of the Lebanon County Correctional Facility is: 730 East Walnut Street, Lebanon, Pennsylvania 17042.

Only standard stamped envelopes sold at the commissary will be used by inmates.

Envelopes without stamps can be obtained from a Prison Counselor via a request slip and used for inter office mail between the Correctional Facility and the Lebanon County Courthouse. If you wish to correspond with the Judges Chambers, Domestic Relations, Probation Department, etc., or with any office in the Courthouse, plain envelopes without stamps may be used. Official correspondence may be sealed, after being examined by a staff member in the presence of the inmate.

The Lebanon County Correctional Facility will furnish writing materials and stamps to indigent inmates.

There will be no mail ordering of items by inmates for delivery to the Lebanon County Correctional Facility.

Official Legal Mail will be opened in your presence and handed to you individually.

NO employee or inmate of the prison may take out or bring in mail for inmates of the Lebanon County Correctional Facility.

Incoming mail will be delivered to you after it has been processed, usually within twenty-four (24) hours after delivery.

WRITTEN CORRESPONDENCE BETWEEN INMATES IN LEBANON COUNTY CORRECTIONAL FACILITY IS STRICTLY PROHIBITED. No letters or notes shall be passed inside the facility. It is against prison policy to send out letters to an individual(s) to be re-addressed and sent back into the facility for another inmate(s). Any inmate caught will face disciplinary action.

You are strictly forbidden to mail letters to a third party to mail on to another inmate in this facility. Any inmate caught in such action will face disciplinary action.

PRIOR to your release from this facility **YOU WILL** fill out a U.S. Postal Service Change of Address form, forwarding **ALL MAIL** to a new address. This is your responsibility, **NOT** Lebanon County Correctional Facility.

MEAL SCHEDULE

See posted Schedule.

All meals for inmates will be delivered to their housing area.

Trays and condiments will be dispensed in an orderly fashion, and common, courteous behavior will be expected. Any disruption will not be tolerated.

Any complaints regarding the meals will be directed to the Kitchen Supervisor, not the delivering "KP." Your complaint is to be in writing on a request slip with your signature and directed to the Kitchen Supervisor.

All food and food items are to be treated with respect and not abused. If you do not like an item simply do not eat it; leave it on your tray to be returned and disposed of by the kitchen personnel. Any abuse of food or food items will result in possible disciplinary action.

Any misuse or throwing of food or meal tray may result in the issuing of food loaf. If you are placed on food loaf, you will receive exactly what everyone else receives at mealtime except your meal will be packed together into a loaf, baked and wrapped up and given to you.

- 1st Offense – 3 meals
- 2nd Offense – 9 meals
- 3rd Offense – 15 meals

This will be put into effect immediately, pending disciplinary hearing.

MEDICAL SERVICES

The prison maintains a medical staff, consisting of a physician, a physician's assistant, nurses, mental health counselor and a psychiatrist. There is a nurse available in the facility or "on-call" at all times. The physician and the psychiatrist are here at scheduled times, subject to change due to holidays, weather, etc. The nursing staff is aware of most changes, so if there are any questions as to when you are going to be seen, ask the block officer to check.

The nursing staff will perform a preliminary screening shortly after commitment to determine if any immediate nursing care is indicated. This screening is **MANDATORY**, and refusal will result in restriction of privileges.

A. Routine Sick Call

Sick call is held two (2) – three (3) times a week when the physician is in the facility. In order to be considered for sick call, a **REQUEST FOR SICK CALL** form must be completed, accurately and completely. The form may be obtained from the block officer and is to be returned to him, when it has been completed. The nursing staff will review the request forms, and sort them by priority of need and type of services needed and set up a sick call list. If the Request for Sick Call forms **does not** indicate what the problem is, you will not be seen. If an inmate request form is used, it will be returned stating, “fill out a Request for Sick Call form.” This can delay your visit to the doctor until the correct form is completed.

You should inform the correctional officer on duty **IMMEDIATELY** of any medical emergency.

Anyone called to sick call needs to be in the proper attire, this includes prison issued clothing and no head wear. Pants are to be worn properly and hands are to be kept out of pants at all times.

You will be asked to leave if you are not quiet while awaiting your turn to see the physician or nurse.

Respect for the medical staff is **EXPECTED**.

B. Medication Call

All medication must be prescribed or approved by our prison physician. Most medications are prescribed for a specific period of time and must be re-ordered. If after that period of time the problem still exists, you will be required to fill out another sick call form and be re-checked by the physician. However, this **DOES NOT** include “life-sustaining” medications such as diabetic medication, cardiac medications, HIV medications, etc. Those medical conditions will be monitored and necessary follow up completed as recommended by the physician.

There is a medication room near Central Control Station, from where **ALL** medications are dispensed for the block inmates. Most medications are set up for twice daily; however, there are some exceptions. You will be made aware of when to respond for your medication, should any be ordered by the physician.

A “medication call” will be made by the block officer. It is your responsibility to be properly dressed and ready to respond when this call is made. If your medication is ***absolutely necessary*** and you do not respond, you may be relocated to a medical cell to ensure compliance.

Medication will automatically be discontinued if you do not respond or you refuse your medication at three consecutive medication calls. Occasional response also indicates that you are not interested in taking the medication and medications are not very effective when taken this way. It call only be reinstated by a return visit to the physician or psychiatrist to discuss your failure to respond.

Medication will be given one dose at a time to be swallowed immediately. Hoarding of medication will result in a misconduct report and the crushing or discontinuation of the medication.

Medication will be provided at scheduled medication calls. You are not permitted to carry or have any medication on your person or in your cell unless approved by medical staff or purchased from the commissary.

C. Allergies

If you are allergic to medication and/or foods, you will be asked this at the time of your physical. If you had previously denied food allergies, and now wish to declare one we need some type of proof that in fact you did have a reaction that might be considered an allergy. A dislike is not an allergy. An allergic reaction is life threatening, in most cases, and the symptoms usually require medical intervention. A dislike or a choice not to eat a certain food is not addressed in this facility. If you don't like it, don't eat it.

D. Charges for Medications

If your medication or ointment is for a pre-existing condition or if the item can be purchased through the commissary such as Tylenol, Motrin, Saline, Lotrimin cream, etc. you will be charged for it. The cost is figured by the total amount of medication ordered by the physician, not the amount actually taken. For instance, if you are ordered to an antibiotic 2 times a day for 14 days, you will be charged for 28 doses of the medication.

Medications that are available through the commissary are to be purchased there. You should keep a dose or two of a pain reliever on hand for an unexpected ache or pain.

E. Dental Policy

Presently the County Policy is for extractions only. Presently the total cost for an extraction is \$115.00 for a simple extraction and \$185.00 for a surgical extraction. These procedures are with Novocain only – no general anesthesia. Any other dental procedures will be dealt with on an individual basis.

This is the procedure to follow for a dental extraction:

1. Sign up for sick call so that the physician can determine if extraction is necessary.
2. At sick call, sign the dental form, after reading it carefully.

You will not be denied dental care if it is necessary because you have no money on your account; your account will be charged. Your account will, however, be charged the dentist's current rate. Should you decide not to go to the dentist after signing the dental form, you will be charged the "missed appointment fee," an amount decided by the dentist.

F. Eye Care Policy

If you wear eyeglasses but did not have them with you at the time of arrest, you can have them brought to the facility **properly labeled**, and after thorough inspection, they will be given to you. If you already have a pair of eyeglasses, you may not have a second pair. Sunglasses are generally not permitted, except in the work release area.

Eyeglasses need to be the responsibility of you or your family. If it is determined that eye correction is necessary, the medical staff can assist you on what steps to take. If you are committed with contact lenses and they need to be replaced, you will be examined and fitted with glasses instead, at your expense. If you have been indigent for a period of time, unable to secure funding and the need is evident, your account will be attached for the cost. If the county initially funds the glasses, they will be ordered through the mail and there is no choice of frame or color.

G. Gym Injuries

If you sustain an injury in the gym or yard, you will be seen as soon as medical can accommodate you. You may be charged for any "out of the facility" expenses at the discretion of the medical staff.

HORSEPLAY and poor judgment are **YOUR** financial responsibility!

H. Medical/Housing

The medical department does not allow special mattresses for back problems. There is no such thing as a medical mattress in this facility. The **ONLY** housing assignments determined by the medical staff are those requiring some type of medical intervention. In most cases that requires relocation to the medical area.

I. Medical Users Fee

MEDICAL SERVICES AND FEES ARE THE SAME FOR EVERY INMATE WHETHER A STATE OR COUNTY INMATE.

There is a "Medical User Fee" policy in effect at this correctional facility. The regulations governing this policy are as follows:

Each visit initiated by the inmate to the prison physician, nurse or psychiatrist, shall be charged a fee, \$5.00 for physician, \$3.00 for nurse. These fees are subject to change without notice.

NOTE: ALL FEES ARE SUBJECT TO CHANGE

No inmate shall be denied access to medical treatment due to lack of funds. If you have a negative balance, fifty percent (50%) of all monies deposited to your Inmate Account will be credited towards your negative balance. See paragraph on Indigence, under the section on Commissary, for further information on this subject.

1. The Medical User Fee shall be waived for the initial medical physical examination upon commitment to this facility.
2. The Medical User Fee shall be waived for emergency services. The medical staff shall determine what qualifies as an emergency.
3. The Medical User Fee shall be waived if you are summoned to sick call by the prison physician.
4. The Medical User Fee shall be waived for chronically ill inmates who need ongoing appointments. The medical staff shall determine what qualifies as a chronically illness.
5. There will be no dispensing of over the counter medication, such as Tylenol, aspirin, etc., unless duly prescribed by the prison physician. You will be expected to purchase over the counter medication from the commissary. For those inmates who are indigent, they will receive these items in the indigent packet.
6. All inmates who enter this facility with a pre-existing medical condition will be held financially responsible for all medications pertaining to that pre-existing condition.
7. All over the counter medication prescribed by the prison physician, will be charged the price that is equal to the current prices of the prison commissary.
8. The Medical User Fee shall be waived if the inmate was referred to the prison physician by the medical staff after the initial diagnosis at sick call.

9. There will be no weight checks for inmates, unless the weight check is deemed a medical necessity.
10. Inmates who injure others or intentionally injure themselves shall be responsible for all medical costs incurred unless otherwise cleared of the charge by the prison disciplinary board.
11. Any inmate who requests a second physician's opinion shall have his or her request approved with the understanding that all costs associated with the second opinion are the responsibility of the inmate, including the cost of transportation. Money must be on your account prior to an appointment being made.
12. If you have, or develop, medical problems, you should bring this to the attention of the prison physician or medical staff as soon as possible.

MEDICAL USER FEES ARE CALCULATED AND THE FUNDS ARE DEDUCTED AS TIME PERMITS. IF YOU HAVE RECEIVED SERVICES AND/OR MEDICATIONS FROM OUR MEDICAL DEPARTMENT, THERE IS USUALLY A CHARGE. THERE IS NO SPECIFIC TIME FRAME WHEN THIS WILL OCCUR.

J. Medication From Home

If you have prescription medication in your home that you are currently using, you may have it brought in for evaluation and possible use. However, it must be current and in the proper container with the correct readable label on the prescription medication.

If you are committed with your medications and for whatever reason the medications are not used, we will hold it until your release. If you fail to take it with you when you are released, you have thirty (30) days to retrieve it. Please do not send someone else in while you are incarcerated to pick it up your medications. They will be given only to you at the time of your release or within the thirty day time period.

If you claim to be on a certain medication, but have no proof, the nursing staff cannot continue them. Please provide the name and address of a physician who can verify your medications, and we will send them a release form to obtain your records. If the medication is current and approved by our physician, it will be started.

K. Mental Health

The County provides psychiatric services to inmates upon request. A request slip must be submitted to either the medical staff or a prison counselor, requesting to see someone from mental health. These requests are given to the Mental Health staff and you will be called to see them as the schedule permits. If you feel that you need to see someone immediately, please notify the block officer and someone will address your need.

L. Pre-existing Medical Conditions

Anyone having a medical problem that is pre-existing, meaning that it occurred before being committed to this facility, is responsible for all costs involved in his or her medical care. This includes medications, tests and any treatments pertaining to this condition, etc. At no time will treatment be denied if it is deemed by the physician to be necessary!

If any outside appointments are necessary, they will be charged to your account. So, if you have insurance, YOU are responsible to let the medical staff know this along with the name of your carrier, policy numbers, etc. We do not do “second party” billing, so you need to provide the information to us as soon as possible, so that we can have the pharmacy and physicians’ offices bill your insurance. The “medical card” such as Gateway is not usable while incarcerated. The Veterans Administration “medical system” is also unable to be used while you are incarcerated. These are not our rules, but the governments.

M. Work Release

When an inmate is moved to the work-release area of the facility FOR HOUSING ONLY, the rules are basically the same.

However, when given the opportunity to enter the “work-release program,” the rules change. A work-release inmate who does **not** yet have a job is still eligible to sign up for sick call. As soon as you are earning a paycheck, you are responsible for your own medical care costs. This means that you need to go to your family physician – if you do not have one, find one. The emergency room is not designed to treat sore throats, rashes, etc., plus the fact that it is quite expensive. Those problems are NOT covered by insurance. The emergency room is for emergencies! There are some physicians’ facilities such as Priority Care and Dr. Nazarene who see “walk-in,” but they expect payment at the time of service. If you plan to use them, please make sure that you or your family has the cash on hand to pay BEFORE you go. In most cases, it is more cost effective to have a family physician and establish a medical history with him/her.

As a working inmate, you need to schedule your own appointments with doctors, dentists etc. Please make sure that you are very clear as to who is responsible for the costs when you make your appointment. Also, do not plan to schedule elective surgeries that you may have previously postponed. We will be checking with your physician as to immediate need before any type of surgery is scheduled.

MINIMUM ~ MEDIUM SECURITY: BLOCK 6

Housing for Block # 6 is based on charges/bail. If you incur a major misconduct while housed in Block 6 you will be returned to general population.

High security inmates **WILL NOT** be housed in cellblock 6.

NEWSPAPERS, MAGAZINES and BOOKS

Newspapers must be prepaid at the newspaper.

Once a newspaper has been prepaid by someone on your behalf, the Correctional Facility will receive a prepayment verification card from the newspaper company. This card will be verified that the correct amount has been prepaid, and you will be receiving the newspaper for the specific prepaid period of time. Once this time limit expires, another prepayment will be required. Inmate is responsible for all arrangements.

SUNDAY PAPERS: Inmates are also responsible to prepay for Sunday papers.

You are NOT permitted to accumulate old newspapers, because they are considered to be a fire hazard. See Rule #8 under Care of Cells for further information on this subject.

Upon discharge from this facility, you will be responsible for filling out a change of address card, alerting the newspaper company of your new address. Newspapers received at the facility after you have been released will not be forwarded. The responsibility to change the address is on you after you are discharged.

If you are interested in subscribing to a specific magazine, you may do so directly from the publisher at your expense.

Magazines, newspapers or other published materials **MUST** come directly from the publisher; they will **NOT** be accepted from family members or friends for you.

Books may come from a publisher, book club or bookstore via the U.S. Mail **ONLY**.
PORNOGRAPHIC MATERIALS: Any pornographic material will NOT be permitted or displayed. (Per Act 76 of 1998.)

OUT OF BOUNDS AREAS

You are not permitted in any area of the facility that is not your living area. If you are found in any other area of the facility and you do not have authorization to be there, it is considered out of bounds.

If you are caught in any of the out of bounds areas, you will be charged with a misconduct of the rules and regulations and will be dealt with accordingly. You are to remain in your housing area at all times unless authorized by an officer to leave.

PAROLE

Parole is **NOT** an inmate's right, nor is it an automatic agreement that goes into effect when you have completed your minimum sentence. An inmate's maximum sentence is the legal sentence; the minimum sentence merely provides a date for parole consideration. Therefore, you have definite responsibilities in preparing for parole and should start working on a parole plan as soon as you are sentenced.

Everything you do while in prison determines whether or not you are ready for release. Parole, therefore, begins with your admission to the institution and involves preparation and planning day by day. A favorable recommendation on your behalf, by the prison staff, depends entirely on you. Your progress will be observed and reported upon by members of the staff responsible for your supervision, and reports will be submitted on your behavior, whether it is good or bad.

In order to be considered for parole on your minimum date, you must make application with the County Parole Department. This is done by requesting an application from the Institutional Parole Officer prior to your minimum sentence date.

All questions regarding your parole plan, should be forwarded to the Institutional Parole Officer.

NOTE: Inmates wishing to correspond with their Parole Representative may give a request slip or letter to a Correctional Officers to be placed either County or State Parole Mailbox.

PERSONAL APPEARANCE AND HYGIENE

You will be expected to maintain high standards concerning personal appearance and hygiene. A laundry service is available for maintaining clean clothing and bed linen. A barber service is available to maintain proper grooming, through a request slip only.

HAIRCUT PROCEDURES:

The following procedures and guidelines will be utilized in reference to inmates desiring to obtain a haircut via the delegated hair service contracted to the Lebanon County Correctional Facility.

1. Each inmate that desires a haircut must complete the sign-up sheet as indicated. Please print legibly in the listed categories. (i.e.: Name, Block, Indigent, etc.)
2. The sign-up sheet will be posted one (1) week in advance in the respective block scheduled for haircuts. This sheet will be turned in the Sunday prior to the scheduled date on the 4-12 shift. No late entries will be entertained.

3. Haircut will be made available to all housing areas of the prison at the cost of \$10.00 per haircut. To receive a haircut, you must submit a money request in addition to signing the list to have money deducted from your account. The money must be on your account prior to “signing-up” for the service. All inmate money requests for haircut deductions must be addressed to the Deputy Warden of Treatment and submitted by the Sunday prior to the scheduled date of haircutting. (See posted schedule for haircuts)

4. Inmates considered indigent (for haircuts only) must meet the following criteria:

- a. You must not possess any funds, for a period of 90 consecutive days during your incarceration.
- b. You must indicate that you are indigent on the sign up sheet.
- c. You must complete a money request form stating on the request you are indigent and address the request to the Deputy Warden of Treatment.
- d. An approved list will be posted of those inmates eligible for a indigent haircut in their respective block.
- e. Approved inmates for indigent status will be placed in the “red” for \$5.00.

5. Haircuts will be conducted per posted schedule. If an excess of inmates need haircuts, additional days will be scheduled at the convenience of operations.

6. It is imperative that all inmates desiring a haircut complete each category on the sign-up sheet (i.e.: Name, Block Number, Paying-Yes, Indigent-No, Ethnic Hair-Yes). Ethnic Hair: is defined as any individual possessing “afro-type” hair regardless of race.

7. Inmates receiving indigent haircuts, will receive a “no-frills” basic haircut. Inmates paying for haircuts will receive the haircut of their choice within reason. Haircut styles are not guarantee, and inmates choose this service of their own free will. Hair services are limited to haircuts only. Hair coloring and permanent waves, etc. are not offered.

8. Inmates receiving haircuts are to be respectful to the scheduled barbers at all times. Inmates that are disruptive or disrespectful during the haircutting services will be placed on a misconduct report and denied future haircut services.

9. Remember, regardless of financial status (paying or indigent), all inmates desiring a haircut, must submit a money request slip in addition to completing the “sign-up list!”

Any and all questions should be directed toward staff for clarification concerning this process.

All inmates who submit money requests for haircut services and have been approved for haircuts will be held accountable financially for this service. The money request will be processed, regardless if the inmate changes his/her mind concerning a haircut. **NO REFUNDS** will be provided if inmates change their mind or refuse the haircut at the last minute. If you are unsure about receiving a haircut, don't submit a money request until absolutely sure you want the service.

Proper dress consists of trousers, shirt and shoes. These shall be worn in an orderly manner. Pants legs are not to be rolled up.

There will be NO "displaying of colors" permitted, and any inmate who does so risks the confiscation of the item and it could result in disciplinary action being taken.

You are to be properly dressed whenever you leave the housing area.

Toilet paper shall be issued only upon showing the officer the cardboard core of your previous roll.

RECREATION, YARD OUT AND GYM

There are scheduled periods of general recreation indoors and outdoors, weather permitting seven (7) days per week, excluding segregation inmates, which is five (5) days a week, one (1) hour per day to include disciplinary inmates. See Posted Schedule.

Practicing of martial arts, drilling, marching or any uniform assembly is prohibited throughout the prison including the gym or yard area.

You may not leave the gym or yard at will.

You are not permitted to take radios, blankets or towels from your cell to the yard area. Radios taken from the block to the yard area will be confiscated as contraband by the officers and disposed of.

REQUEST SLIPS

All request made by you are to be in the form of a written request slip. Request slips are available from the officers and are to be used for the following, but not limited to the following examples:

- ◆ Permission to speak to a member of the prison staff regarding a personal problem.
- ◆ Permission to obtain a job with Trusty Status.
- ◆ Permission to have personal belongings sent out with a visitor.
- ◆ Permission to add a visitor to your list. Specifying Name, complete address, age, relationship and phone number.

- ◆ Permission to get a haircut.
- ◆ Permission to speak to the chaplain or a clergy member.

The request slip permits direct line of communication to the prison administration.

A locked request slip box is located on the wall across from Central Control, as well as in Block 5 and Work Release Areas. You may give your request slips to a staff member, deposit the request slips in this box yourself or seal the request slip in an envelope addressed to the proper prison official.

REVEILLE AND TAPS

Reveille is at 4:45 a.m. daily. When the announcement is sounded, inmates wishing to eat will rise promptly and prepare themselves for the breakfast meal. Following breakfast and headcount, you will be locked up until 8:30 a.m. at which time the cells will again be opened and all inmates will make beds and prepare for cell inspection. ALL inmates must be out of bed and ready for cell inspection.

Taps is at 9:00 p.m. daily in conjunction with lockup. Lights out is at 10:00 p.m.

NOTE: Taps for Block 6 is at 10:00 p.m. seven (7) days a week. Lights out is at 11:00 p.m.

Dayroom areas must be swept clean, voluntarily by an inmate, prior to the 9:00 p.m. Lock up. No loud talking, passing items or throwing objects will be permitted after lockup.

All requests, with the exception of medication, must be taken care of prior to 9:00 p.m. lockup or they will be denied.

RIOTS, HOSTAGES AND DISRUPTIVE BEHAVIOR

Inmates may **NOT** in any manner obstruct or handicap an employee in the performance of his or her duties.

NO inmate may engage singularly or conspire with others to escape, riot or disrupt the normal prison operations; nor may he or she detain or hold hostage any other prisoner or member of the prison staff or other individual.

Should a hostage situation arise, the policies of the prison remain the same. There will be **NO** compromise to the cause or aid in the release of hostages by meeting the demands made by the hostiles. **NO** amnesty will be awarded. Persons holding hostages will be prosecuted to the fullest extent of the laws governing the Commonwealth of Pennsylvania.

SEXUAL ASSAULT

An inmate should follow the below listed procedures if victimized by sexual assault (or to prevent a sexual assault) while incarcerated at the Lebanon County Correctional Facility, as defined by the Crimes Code of the Commonwealth of Pennsylvania.

- a. Report the incident immediately to the most accessible Prison Staff Member.
- b. Victims should maintain confidentiality between themselves and staff, as to not alert the aggressor(s) involved with the assault(s).
- c. Victims should immediately distance themselves physically from the aggressor(s).
- d. If possible, victims should detail the assault(s) in writing, as to provide the investigative and counseling personnel the opportunity to assist. Also, the individual should not eat, smoke or brush teeth before being examined.
- e. If assaulted, victims should not shower or have clothing that were worn during the assault (s) washed until examined by the medical staff.
- f. The Sexual Assault Resource Counseling Center of Lebanon County will be contacted and will counsel the victim(s) of the alleged sexual assault incidents in coordination with the District Attorneys investigation.
- g. Victims will be separated from the aggressor(s) upon the initial reporting of a sexual assault incident.
- h. Victims should refrain from entering "blind" or remote areas not readily available for prison staff observation without notifying a staff member.

SHAKEDOWN INSPECTIONS

It is the firm policy of this facility that any inmate and his or her property can be searched at any time by appropriate staff members. Such a rule protects the inmates, staff, visitors and the prison. In short, it is beneficial to all parties concerned.

Shakedowns are never intended as undue or unnecessary harassment and have resulted in the recovery of items stolen from the rightful owner. Property control is a major factor in prison life. Shakedowns are necessary for care, custody and control. Inmates need NOT be present during shakedowns. All attempts will be made to maintain order and property integrity during shakedowns.

SHOWERING

A shower policy and schedule was instituted for various economical reasons. See posted Shower Schedules in your housing unit. The shower schedule is to be followed, with the following exception only.

Any inmate who is scheduled for Criminal Jury Trial will be permitted to shower the morning prior to his or her first appearance at the trial. If the trial lasts longer than one day, the inmate scheduled for trial must follow the normal showering schedule as posted in his or her housing unit. During the week of trial, each control station will be provided with a list of inmates who are to go to trial that week and on which day, and only those inmates will be allowed to shower on that day.

Inmates will not be permitted to shower for other court appearances, preliminary hearings, etc.

Inmates who attempt to shower without proper authorization and who are not listed on the trial list will be subject to disciplinary action (i.e. Major Misconduct).

TELEPHONE CALL PROCEDURES

Prison personnel may **NOT** accept incoming calls for you, unless an emergency situation has been verified by prison staff. In the case of an emergency, the message will be delivered to you. The Correctional Supervisor on duty has the authority to determine and decide if the circumstance surrounding the call constitutes an emergency.

An inmate will be permitted one completed telephone call upon commitment.

ALL personal telephone calls will be made utilizing the Inmate Telephone Services in the living areas of the facility. **The Prison Counselors are NOT responsible for personal telephone calls.** The following are guidelines for the use of the Inmate Telephone Services:

1. Each inmate **MUST** use his or her TID (Telephone Identification) to access the Inmate Telephone System. When you receive your telephone register to complete, your TID **MUST** be listed on the register. This is the number you must use to complete a telephone call on the Inmate Telephone System. You will dial the number, and you will then be “prompted” or asked to enter your TID. If you do not know your TID, ask the officer on duty.

All inmate telephone calls will be timed for fifteen (15) minutes. The calls will be automatically timed by the system, and you will be informed three (3) times prior to the termination of the telephone call.

Remember, when you receive your Telephone Register to complete, you will have to list your TID on it. This is your personal number and it should not be given to any other inmate. Before you return your register, write down your TID or memorize it. You cannot make telephone calls without your TID number.

Your TID should also be used on **ALL** request slips and any correspondence to a member of the Prison Administration. The use of your TID could speed up a response, as stated above it is your Telephone Identification.

Remember, when filling out your Telephone Register, all information requested must be completed. If it is incomplete, it will not be approved. You may have up to ten (10) telephone numbers that you may call. You may use as many or as few as you need, but no more than ten (10).

2. All calls must be made “collect” to the party legally responsible for the telephone charges incurred. No collect calls to pay phones will be permitted.
3. Information calls are not authorized. You must have the telephone number of the person you are calling on your telephone register.
4. Emergency requests, i.e. requesting interruption of conversations upon receiving a busy signal, will not be processed by the computer system. These situations should be referred to the prison authorities for resolution. All other traffic, including calls to Telephone Company numbers such as repair services, directory assistance, **In-Wats** numbers, and public emergency numbers such as 911, will be blocked.
5. Each call attempt must be dialed by the inmate. If the initial attempt is unsuccessful, i.e. busy signal, not answered, not accepted, requests for the operator to dial an alternate number will not be honored.
6. These telephones are not to be used for any illegal activities or to violate institutional regulations. These telephones can be subject to monitoring and recording at any time.
7. Threatening, profane and abusive language will be cause for termination of the call. The Telephone Company is authorized by law to remove facilities completely if verbal abuse or profane language is directed to their personnel or subscriber.
8. **VIOLATORS** of these rules will face disciplinary action and cancellation of this privilege.
9. Inmate telephones will be turned on at 8:00 a.m. and remain on until 9:00 p.m., with the exception of meal times, lockup and headcounts. Inmate telephones will automatically be turned off during any disturbance or crisis situation.

SEE POSTED SCHEDULE FOR THE TELEPHONE HOURS REGARDING SEGREGATED BLOCKS AND RHU

Remember, the Inmate Telephone Service is for your benefit. Any abuse resulting from this “privilege” will result in the individual or group termination, depending upon the circumstance present.

Any major or minor misconduct while incarcerated in this facility could result in temporary or permanent termination of the inmate telephone service.

TELEVISION, RADIO AND COFFEE POTS

Television sets are available in each general population cellblock. TV sets may be turned on at 8:30 a.m. and must be turned off at the designated time for your housing area.

Television sets are considered the property of Lebanon County. Any damage to the sets will require removal from the block area, and the inmate responsible for the damage will be held liable. Televisions and coffeepots may not be removed from their stands by an inmate. TV program selection in each block area is decided by the vote of the majority of the inmates watching.

The only radios permitted in this facility are those purchased through the prison commissary service. If radios are dismantled or tampered with, they will be confiscated as contraband and discarded.

TREATMENT PROGRAMS AND SERVICES

The Lebanon County Correctional Facility offers the following services and treatment programs/agencies for the care and welfare of the inmate population and help with the rehabilitative process.

A. ANGER MANAGEMENT COUSELING: STRESS and ANGER TREATMENT Program

A Stress and Anger Management Treatment program has been developed to address the problems of individuals who suffer this plight. It uses the basic format developed by the Pennsylvania Department of Corrections and is available to both male and female inmates. In order to be considered for this program, it will be necessary for you to submit a “request slip” to a prison chaplain making your intentions known. Your request will be assessed and if found acceptable for the program, you will be placed on the “waiting list” for future participation. The “waiting list” is due to the vast number of applicants and the relatively small group size of 12, which is necessary for optimal success.

This type of counseling is provided by an assigned member of the Jubilee Ministries services of Lebanon County.

B. CHAPLAIN/RELIGIOUS Services

A prison chaplain is available to all inmates for counseling and coordination of all religious activities within the prison. For access to the prison chaplain, submit a request slip to the attention of the Chaplain.

Ministers are permitted to visit with interested inmates during prescribed visiting hours provided they are on the approved clergy list in Sergeant's control. If your minister is not on the approved clergy list, ask him to contact the prison chaplain.

The facility provides inmates access to members of the prison clergy. Normally, there are three staffed clergy on site Monday through Friday (2 Male Clergy and 1 Female Clergy). In addition to the staffed clergy, volunteers serve as liaisons to the clergy staff. The clergy staff is provided via Jubilee Ministries of Lebanon County. This clerical staff provides non-denomination spiritual advice and teachings for those inmates interested in participating.

Prison officials respect the spiritual faith preferences of each inmate, and all reasonable efforts will be made for inmates to practice their respective religious preferences and allow recognized clergy to assist in said preferences. Non-denominational Bible Study groups for male and female inmates meet throughout each week, for both English and Spanish speaking inmates. Also, during each week there is a non-denominational church service held for each housing area of the facility. This service is conducted according to the operational schedule of the Correctional Facility.

C. COUNSELING Services

The function of the Treatment Team is to provide counseling services to inmates in need of guidance in personal problems. The Counselor is the individual who will assess your needs and make a recommendation to you. It is entirely up to you if you wish to comply. The Counselor will help identify your problem; it is your **RESPONSIBILITY** to address the problem. The ultimate person responsible for **TREATMENT** is you, and you will be held responsible and accountable. Any type of release (Work Release, Furloughs, Parole, etc.) depends on a recommendation from the prison administration, who look to see what kind of treatment programs you are involved in. **NO PROGRAM INVOLVEMENT, NO RECOMMENDATION!**

D. DRUG and ALCOHOL Services

The Lebanon County Correctional Facility offers through the Treatment Department various programs to the inmate who attributes his or her antisocial behavior to drug and alcohol addiction. These programs require the initiation of the inmate in order to participate. Programs include the basic AA/NA meetings to the Drug and Alcohol Therapy Group.

- ♦ **AA/NA MEETINGS**: are held weekly at the facility and follow the time tested “Twelve Step Method” that has been the hallmark of AA/NA for over fifty (50) years. Inmates who have been committed to this facility for a drug and alcohol related offense are required to attend weekly AA/NA meetings if they wish to be RECOMMENDED FOR RELEASE ON THEIR MINIMUM SENTENCE. To participate, just go when the call is given for AA/NA meetings.
- ♦ **DRUG and ALCOHOL THERAPY GROUP**: has been developed by the Renaissance Counseling Center of Lebanon, for the inmates. This group meets weekly and is run by a certified drug and alcohol therapist. It utilizes lectures, videos and group dynamics as the basis for this treatment – educational program. A certificate of completion is available at the end of the program. If you wish to participate in this program, you must submit a request in writing to a Counselor for an application.

On Tuesdays and Thursdays of each week drug and alcohol counseling transpires throughout each day (schedule times vary) for the male and female population at LCCF. Each inmates is required to submit a written request to attend said counseling and is approved by the respective therapist. Drug and Alcohol counseling is provided by Pennsylvania Counseling Services-Renaissance of Lebanon County (701 Chestnut Street, Lebanon, PA 17042) at the prison.

Also, part of the Drug and Alcohol Counseling process is the utilization of Local A.A. and N.A. chapters, who conduct meetings on the mentioned days as well, normally in the evening hours. These programs are conducted by volunteers of their respective chapters.

E. EDUCATION Programs

The facility provides education services to those among the inmate population who desire their high school equivalency degree (G.E.D.), special education classes or classes that address “English as a Second Language.”

These services are provided by the Lebanon - Lancaster Intermediate Unit 13, which is an educational provider to those individuals with learning disabilities and special needs. Said provider assigns teachers to the facility to address these particular classes. There is an educational class area provided for those interested inmates.

Adult basic education and general education diploma (GED) classes are held daily as scheduled. You are urged to participate in and remain with the program to constructively utilize your time in prison and achieve a higher degree of education to assist you upon your release. It should be noted that just as with those individuals with drug and alcohol problems, individuals without a high school diploma will be expected to attend GED classes if they wish to be recommended for release. In order to take advantage of this program, see the schoolteacher or put in a request to him for acceptance.

◆ **SPECIAL EDUCATION Program**

Special/Alternative Education classes are held daily. Candidates for the program must meet two criteria. First, you must be 21 years of age or younger. Secondly, you cannot already hold a high school diploma. In order to take advantage of this program, either see the special/alternative education school teacher or submit a request slip to him for acceptance.

F. INDIGENT INMATE Services:

In the event inmates incarcerated at the Lebanon County Correctional Facility are deemed indigent (i.e.: no record of monies being deposited to respective accounts) and have requested assistance, the treatment staff will evaluate the extent of individual needs and provide the essential services and/or items as deemed necessary.

G. INDIVIDUAL TREATMENT Services (One on One):

Upon initial commitment to the Lebanon County Correctional Facility, each inmate is seen by a prison counselor. During this meeting, a treatment intake process is completed for each inmate. The treatment intake consists of the completion of an intake classification form and the review of each inmate's respective incarceration circumstance. Appropriate legal forms are dispensed for retaining legal counsel, filing motions, etc.

Each is given a recommended treatment plan for their projected incarceration period if requested, which coincides with his/her conditions for release. Each respective inmate has specific needs and issues concerning their incarceration, but at no time will the treatment staff impose or mandate any specific treatment plan as a condition of an inmate's incarceration or release, without the inmate's approval or participation.

Each inmate must work through and request their respective treatment alternatives. The Treatment Staff is the vehicle inmates use to accomplish their individual treatment agendas prior to release.

The Prison Counselors **do not** call District Justice's to have detainers lifted; you **must** submit a request slip to the Records Department and they will see that the proper District Justice's office is contacted. However, DO NOT wait until the last minute to have this done. If you are aware of a detainer out on you, take care of it as soon as you come into the prison and it will not hinder your release.

H. INMATE MAIL Services:

All mail is processed via the security staff on the 12 to 8 shift, with the exception of parcels delivered during daylight hours. All parcels and legal mail are registered by the staff and delivered accordingly. The majority of first class mail is not registered, unless security concerns have arisen to prompt this procedure.

All "out going" mail is checked and stamped, thus identifying to the addressee that the sender is an inmate of the Lebanon County Correctional Facility. All "in coming" mail is checked for contraband and distributed to the appropriate inmate. "In coming" legal mail is not opened until it is in the presence of the inmate it has been addressed to and then a staff member will open the mail piece and check for contraband before distributing. "Out going" legal mail may be sealed, only if the envelope is addressed to a legal authority (i.e. Judge, Attorney, Law Firm, Magisterial District Justice, etc.)!

All mail addressed to a released inmate will not be opened; it will be forwarded to the appropriate address on record.

I. INSTITUTIONAL PAROLE OFFICER:

The Lebanon County Probation and Parole Department has assigned a Parole Officer to the Lebanon County Correctional Facility to assist the county parole needs of those inmates serving county sentences awaiting parole. Each inmate incarcerated under these circumstances uses the IPO (Institutional Parole Officer) as a liaison to the Adult Probation Department.

This process was instituted to assist in the expediting of inmates developing their respective parole plans for timely release. The majority of inmates incarcerated at Lebanon County Correctional Facility are being supervised by County Probation and Parole.

J. LEGAL COUNSELING AND RESEARCH:

All inmates committed to the Lebanon County Correctional Facility meet with a respective counselor to discuss the inmate's choice or eligibility as to legal counsel to be provided in their case. If an inmate chooses to apply for Public Defender's Services, the appropriate forms are completed with the aid of a prison counselor. If an inmate chooses to hire a private attorney, all avenues are afforded for the choice to transpire.

The Lebanon County Correctional Facility provides legal access to those inmates who request to pursue additional research apart from their attorney. The facility has and maintains a library with numerous legal materials. If specific legal materials are not available in the Prison Library, an inmate may submit a written request to the counseling staff for acquisition at the Lebanon County Law Library.

The Lebanon County Correctional Library times are scheduled every day throughout the week for each housing area of the facility. An inmate may request additional time via the prison counselors if additional law research is needed for pending litigation and the request is legitimate.

K. LIBRARY:

The Lebanon County Correctional Library provides the inmates books and magazines which can be signed out. The library employs an inmate of trustee status to assure books and magazines are properly signed out and signed back in to maintain accountability of the book inventory. Inmates are permitted weekly visits to the library as per schedule.

Inmates are permitted to receive books and magazines via mail from local book stores and publishers. Inmates are prohibited from receiving reading materials via mail or hand delivery from family members and friends. **All publications must come directly from the store or publisher via the mail system.**

L. MEDICAL Services :

The facility maintains a medical staff consisting of a Physician, Physician's Assistant and Nurses. A Psychiatrist and Mental Health Caseworkers are provided by Lebanon County MH/MR. There is nursing personnel on-site Monday thru Friday, 12:00 a.m. thru 10:00 p.m., in addition to 24 hour "on-call" service should an emergency arise. Specifics concerning the medical department can be found under the subheading of Medical Services.

M. PSYCHOLOGICAL Services:

For those inmates who have ongoing or recurring psychological problems, Lebanon MH/MR provides the services of a counselor and a psychiatrist. If you would like to be evaluated for mental health service, you must complete an inmate request form to the MH/MR staff, the medical staff or a prison counselor. If you have had previous mental health services, please indicate when and from whom, so past records can be obtained. If you are feeling that you need to speak to someone immediately, please tell the officer in your housing area and he will relay the message to the medical staff.

If you have recently been using street drugs and/or alcohol, you will need to wait a period of time before an adequate mental health evaluation can be completed. If you are a regular user of alcohol "in quantity," you will need to make sure the medical staff is aware of this. Alcohol withdrawal can be serious and you may need medical intervention.

If you are placed on **suicide precautions** by any staff member for whatever reason that they deemed necessary, you may only be cleared from that status by our mental health staff. Please do not expect an officer to change your status. There was obviously a reason for concern at the time you were placed on suicide precautions.

N. SATELLITE TREATMENT AGENCIES:

The following is a list of Satellite Treatment Agencies, which provide services to the Lebanon County Correctional Facility and its inmates:

- ◆ Lebanon County Drug and Alcohol Agency
- ◆ Lebanon County Mental Health/Mental Retardation Agency
- ◆ Lebanon County Chapters of Alcohol Anonymous and Narcotics Anonymous
- ◆ Veterans Administration Hospital
- ◆ Jubilee Ministries
- ◆ Catholic Charities
- ◆ Pennsylvania Counseling Services- Renaissance
- ◆ Renaissance Crossroads (V.A. Hospital)
- ◆ White Deer Run (formerly: New Perspectives Addiction Center)
- ◆ Lebanon County Crisis Intervention Services
- ◆ Lebanon County Christian Ministries (Food/Clothing Bank)
- ◆ Jubilee Ministries Thrift Shop
- ◆ Sexual Assault Resource Center
- ◆ Domestic Violence Intervention
- ◆ Caron Foundation (Chit-Chat)
- ◆ Teen Challenge Addictions Center
- ◆ Lebanon Rescue Mission
- ◆ Salvation Army of Lebanon County
- ◆ F.O.R.E. (Female Offenders Re-Entry Program)

- ♦ Wernersville State Hospital
- ♦ Norristown State Hospital
- ♦ Mayview State Hospital

O. SEXUAL OFFENDERS COUNSELING:

This type of counseling is provided by therapists from the Pennsylvania Service-Renaissance of Lebanon County and Sexual Assault and Resource Center of Lebanon County.

TRUSTY PROGRAM

The Trusty Program is designed to enable you to work and achieve extra privileges. You must earn the right to apply for the Trusty Program. Much depends on your attitude and behavior. If assigned to the Program, you will be expected to perform work details to the best of your ability and in turn, you will be entitled to extra privileges not available to the general prison population.

If you are interested in the Trusty Program, fill out a request slip and forward it to the Culinary or Detail Supervisor, stating your desire to be considered for the program. The Culinary or Detail Supervisor will determine if they wish to hire you and turn the request over to the Administration for final approval.

If you are not considered by the Culinary or Detail Supervisors, or if Administration denies your request for any job, you will be notified by the Supervisor you submitted the request slip to, with an explanation on why you were denied.

SPECIAL NOTE: You do not have to be sentenced to apply for the Trusty Program. Every consideration will be given to all inmates who wish to participate. Your file will be looked at and the determining factors will be: type of charge (was it a crime of violence), amount of bail, escape risk, family ties to the community and conduct record.

Inmates placed on the Trusty Program show the courts that they have a positive attitude which could aid their chances of parole.

Inmates classified as Trusty and working on inside/outside detail crews, in the prison's kitchen, laundry, or while working within any other Trusty position shall be excluded from the Cost Recovery program.

VISITING PROCEDURES

Upon commitment to the Lebanon County Correctional Facility, you must prepare a list of names, not to exceed ten (10) individuals designated as visitors. Anyone whose name does NOT appear on your visiting list will NOT be permitted to visit you. Complete names, addresses, age, relationship and telephone numbers MUST be listed or the list will not be approved.

You may add to and delete from your list by using a request slip, but the visiting list may not exceed ten (10) active names.

All visits, be they family, friends or legal counsel are restricted to a **“non-contact”** visit.

You are allowed one (1) visit on your designated visiting day. Only three (3) visitors will be permitted to visit you at a time.

See posted schedule in your housing unit.

INMATE TO INMATE VISITS: Inmate to inmate visits are not permitted at this facility. This means that visits will NOT be permitted between husband and wife, father and son, etc. who are incarcerated at this facility. If an EMERGENCY situation arises, an emergency visit may be approved by the Prison Administration after a written request is submitted by the inmate, stating exactly what the emergency situation is. If the emergency is verified by prison personnel, the visit may be granted, but will not be on a routine basis.

VISITING PRIVILEGES AFTER RELEASE: After an inmate is released from this facility, a period of six (6) months MUST pass before that individual is permitted to enter for visitation purposes.

This period of time is deemed necessary to remove any security operational procedures that were learned by the departing inmate.

If an inmate is released from this facility on parole, a letter must be received from the individual's Parole Officer stating there is no objections to the parolee entering the Correctional Facility for visitation purpose. Extenuating circumstance will be reviewed on an individual basis via a written letter to the prison administration.

Inmates are expected to conduct themselves according to the prison rules and regulations during visits. Disorderly conduct will not be tolerated and the visit will be terminated immediately and the inmate returned to his or her cell.

A VIOLATION OF THE VISITING RULES AND REGULATIONS WILL BE CONSIDERED A MAJOR MISCONDUCT AND MAY RESULT IN LOSS OR RESTRICTION OF VISITS.

The minimum age limits for visitors other than your own children are eighteen (18) years, unless special permission is granted by the Administration. The visiting schedule is arranged for half-hour visits; but if space and time permits the visit could be extended. Any visitor who violates prison policies may be restricted on a temporary or permanent basis, depending on the severity of the violation.

WORK RELEASE PROGRAM

Inmates may be trusty and given work release privileges if one of the following is satisfied:

Direct Commitment from the Court with a recommendation from the sentencing Judge. This is classified into two (2) grades:

A. Non-Violent Offenders

At the time of sentencing, a Judge shall determine on the record whether an inmate shall be recommended for the work release program.

If recommended by the Judge, the inmate will complete the appropriate applications and paperwork.

Upon completion of the paperwork and circulation for the required signatures, the inmate will be placed on the Work Release Program. The Work Release Application must be signed by the Director of Work Release, the Warden, the District Attorney, and the sentencing Judge.

B. Violent Offenders

This is defined as any inmate charged with any crime involving injury or substantial threat of injury to a human being. Included among those crimes are the following:

- ◆ Aggravated Assault
- ◆ Simple Assault

- ◆ Recklessly Endangering Another Person

- ◆ Indecent Assault

- ◆ Aggravated Indecent Assault

- ◆ Attempted Rape

- ◆ Attempted Involuntary Deviate Sexual Intercourse

- ◆ Endangering the Welfare of Children

- ◆ Statutory Rape

- ◆ Homicide by Vehicle

- ◆ Robbery
- ◆ Attempted Robbery
- ◆ Any other crime involving injury or substantial threat of injury to a human being.

If the inmate is committed under any of the above listed charges and the sentencing Judge has recommended him or her for work release, the procedure shall be as follows:
The inmate shall complete all necessary applications and paperwork.

The application will be signed by the Director of Work Release and the Warden. It will then be circulated to the District Attorney along with any appropriate documentation deemed relevant by the Prison Administration.

Following review by the District Attorney, the application shall be submitted either approved or disapproved to the sentencing Judge, who shall make the final determination as to whether the inmate shall be released on work release. Should the District Attorney choose not to approve an inmate for work release, he shall state the reasons for his disapproval and communicate those reasons to the sentencing Judge.

If the sentencing Judge approves the work release application, the inmate shall then be placed on the Work Release Program. If the sentencing Judge does not approve the work release application, the inmate **SHALL NOT** be placed on the Work Release Program.

Under no circumstances shall any inmate charged with a crime of violence be permitted to leave the Lebanon County Correctional Facility for work release purpose unless the appropriate documentation has been returned to the facility following review by the District Attorney and signed by the sentencing Judge.

Anyone who has been removed from the program during this incarceration is **INELIGIBLE** for re-application to the program, barring extenuating circumstances.

Any inmate who has been sentenced for the following offenses are ineligible for the Work Release Program.

- ◆ Rape
- ◆ Involuntary Deviate Sexual Intercourse
- ◆ Manslaughter, with the exception of an individual serving a sentence for a motor vehicle accident related death.
- ◆ Attempted Homicide
- ◆ Criminal Conspiracy to Commit Homicide
- ◆ Any inmate who has AT ANY TIME been convicted of any degree of murder.
- ◆ Any inmate serving a sentence for escape.

All inmates not recommended at the time of sentencing for the work release program may become eligible once the following conditions have been met.

1. Inmates must be free of major misconduct for at least a six-month period.
2. Inmates must be approved and work on one of the prison work crews (Detail or Kitchen) for a minimum of three (3) months.
3. Inmates must participate in Treatment programs, i.e. Drug and Alcohol and or Education programs.

Any inmate meeting the above listed criteria and who wishes to participate in the Work Release Program should submit a request slip to the Director of Work Release.

Any inmate who is committed and sentenced for domestic contempt should request for Work release privileges immediately.

Any inmate committed for a parole or probation violation may be eligible for Work Release privileges as long as there are no outstanding charges and disposition on said parole or probation violation has been received in writing.

APPENDIX A: LEGAL INFORMATION

The laws of the Commonwealth of Pennsylvania are applicable to life within a prison as in private life. Criminal prosecution may be instituted against you if accused of a violation of the criminal statute. The following items concerning the Commonwealth of Pennsylvania State Law are applicable to all inmates.

A. AGGRAVATED ASSAULT

You commit this offense if you attempt to cause serious bodily injury to another, or an officer, agent or employee of the correctional facility, judge, sheriff, police officer, probation or parole officer, district justice or cause such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life; or, if you attempt to cause, or cause bodily injury.

If you cause serious bodily injury, you can be punished by a sentence up to twenty (20) years and a fine up to \$25,000.

If you cause bodily injury, you can be punished by a sentence up to ten (10) years and a fine of up to \$25,000.

B. AGGRAVATED HARASSMENT BY A PRISONER

You commit the offense if you intentionally or knowingly cause or attempt to cause another to come into contact with bodily fluids.

You can be punished by a sentenced up to seven (7) years and a fine up to \$15,000.

C. ARSON

You commit this offense if you intentionally start a fire or cause an explosion, or if you aid, counsel, pay or agree to pay another to cause a fire or explosion if: (1) you recklessly place another person in danger of death or bodily injury; or (2) You commit the act for the purpose of destroying or damaging an inhabited building or occupied structure.

If the fire or explosion causes the death of any person you can be sentenced to a term of life imprisonment without right to parole. If the fire causes the death of any person and was set with the purpose of causing the death of another person you can be sentenced to death or life imprisonment without the right to parole.

For recklessly placing another in danger of death or bodily injury by arson you can be punished by a sentence of up to twenty (20) years and a fine of up to \$25,000. Arson with the intent of destroying a building or occupied structure of another is punishable by a sentence of up to ten (10) years and a fine of up to \$25,000.

D. ASSAULT BY A LIFE PRISONER

You commit this offense if you commit an aggravated assault with a deadly weapon or instrument upon another person or by means of force likely to produce serious bodily injury, if you have been sentenced to death or life imprisonment and that sentence has not been commuted.

This punishment is the same as for murder in the second degree, Life Imprisonment.

E. ASSAULT BY A PRISONER

You commit the offense if you assault another person knowingly or intentionally with a deadly weapon or instrument or by means of force likely to produce serious bodily injury or by throwing bodily fluids with a communicable disease.

You can be punished by a sentence of up to ten (10) years and a fine of up to \$25,000.

F. BRIBERY IN OFFICIAL AND POLITICAL MATTERS

You commit this offense if you offer, confer or agree to confer upon another any pecuniary benefit as consideration for a decision by a public servant or for a violation of a know legal duty of a public servant.

You can be punished by a sentence of up to seven (7) years and a fine of up to \$15,000.

G. CAUSING CATASTROPHE

You commit this offense when you cause a catastrophe by explosion, fire, flood, avalanche, collapse of a building, release of poison gas, radioactive material or other means of causing potentially widespread injury or damage, if you do so intentionally or knowingly or recklessly.

You can be punished by a sentence of up to twenty (20) years and a fine up to \$25,000.

H. CONTRABAND

You commit this offense if you introduce into prison any kind of spirituous or fermented liquor, drug, medicine, poison, opium, morphine or other kind of narcotics without a written permit signed by a physician of the institution.

You can be punished by a sentence of up to five (5) years and a fine of up to \$10,000.

I. CRIMINAL MISCHIEF

You commit this offense if you damage the tangible property of another intentionally, recklessly or by negligently using fire, explosives or other dangerous means. You also commit this offense if you intentionally or recklessly tamper with the tangible property of another and endanger person or property; if you intentionally or recklessly cause another to suffer pecuniary loss by deception or threat; or, intentionally deface or otherwise damage public property or tangible property of another with spray paint, indelible marker or similar marking device.

You can be punished by a sentence of up to seven (7) years and a fine up to \$15,000.00, if you intentionally cause a pecuniary loss of more than \$5,000.00. For intentionally causing a loss of more than \$1,000.00, you can be punished by a sentence of up to two (2) years and a fine of up to \$5,000.00. For intentionally or recklessly causing a loss of more than \$500.00, you can be punished a sentence of up to one (1) year and a fine of up to \$2,500.

J. ESCAPE

You commit this offense if you unlawfully remove yourself from official detention or fail to return to official detention after an authorized temporary leave. For example, if you fail to come back on time from working your job on Work Release, you have committed the crime of escape.

You could be sentenced up to seven (7) years and a fine of up to \$15, 000.00.

K. INVOLUNTARY DEVIATE SEXUAL INTERCOURSE

You commit this offense if you engage in deviate sexual intercourse with another person by forcible compulsion, by threat of forcible compulsion, when the other person is unconscious, after administering drugs or intoxicants to prevent resistance; or with an individual who suffers from a mental disability which renders him incapable of consent.

You can be punished by a sentence of up to twenty (20) years and a fine of up to \$25,000.

L. KIDNAPPING

You commit this offense if you either remove another person a substantial distance from the place where he was found or unlawfully confine another person for a substantial period in a place of isolation with the intent to (1) hold for ransom, as a shield or hostage, or (2) to facilitate the commission of a felony or flight thereafter, or (3) to inflict bodily injury or terrorize the victim or (4) to interfere with the performance by public officials any governmental or political function.

You can be punished by a sentence of up to twenty (20) years and a fine of \$25,000.00.

M. RIOT

You commit this offense if you participate with two (2) or more individuals in a course of disorderly conduct with the intent to: (1) commit or facilitate the commission of a felony or misdemeanor or (2) to prevent or coerce official action or (3) when you or anyone who is participating to your knowledge uses or intends to use a firearm or other deadly weapon.

You can be punished by a sentence of up to seven (7) years and a fine of up to \$15,000.00.

N. RISKING A CATASTROPHE

You commit this offense when you recklessly create a risk of catastrophe in the employment of explosion, fire, flood, avalanche, collapse of a building, release of poison gas, radioactive material or other means of causing potentially widespread injury or damage, if you do so intentionally or knowingly or recklessly.

You can be punished by a sentence of up to seven (7) years and a fine of up to \$15,000.00.

If any act constituting a crime in Pennsylvania is committed against you by anyone, you may elect to press charges against that individual (s). If such an act occurs, it is your duty to notify the staff of the facility so that they may take whatever action they deem appropriate, including those listed in detail.

O. SEXUAL ASSAULT

You commit this offense when a person engages in sexual intercourse or deviate sexual intercourse with someone without their consent.

You can be punished by a sentence of up to ten (10) years and a fine up to \$25,000.

P. SIMPLE ASSAULT

You commit this offense if you attempt to cause or intentionally, knowingly or recklessly cause bodily injury to another or attempt by physical menace to put another in fear of imminent serious bodily injury.

You can be punished by a sentence of up to two (2) years and a fine of up to \$5,000.00, unless committed in a fight entered into by mutual consent in which case it is punishable by up to 1 year in prison and a fine of up to \$2500.00

Q. THREATS AND OTHER IMPROPER INFLUENCE IN OFFICIAL AND POLITICAL MATTERS

You commit this offense if you threaten unlawful harm upon any person with the intent to influence his decision as a public servant or to influence him to violate his known legal duty.

You can be punished by a sentence of up to two (2) years and a fine of up to \$5,000.00, unless you threatened to commit a crime or made the threat with the intent to influence a judicial or administrative proceeding, in which case you can be punished by a sentence of up to seven (7) years and a fine of up to \$15,000.00.

R. WEAPONS OR IMPLEMENTS FOR ESCAPE

You commit this offense if you introduce into prison or provide an inmate with any weapon, tool or implement which may be used for escape. You also commit this offense, if you make, procure, or have in your possession any weapon.

You can be punished by a sentence of up to five (5) years, and a fine of up to \$10,000.00. If you make, procure or have in your possession any tool or implement which may be used for escape, you can be punished by a sentence of up to five (5) years and a fine of up to \$10,000.

Also, be advised that any act constituting a crime may be handled as a misconduct within this institution. Disciplinary action may be taken in addition to criminal prosecution.

If any act constituting a crime in Pennsylvania is committed against you by anyone, you may elect to press charges against that individual (s). If such an act occurs, it is your duty to notify the staff of the facility so that they may take whatever action they deem appropriate, including those listed in detail.