



CUMBERLAND COUNTY PRISON

INMATE ORIENTATION – RULES & REGULATIONS HANDBOOK

MANAGEMENT:

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

ORIENTATION/CLASSIFICATION:

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

INMATE IDENTIFICATION CARDS:

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

GENERAL INFORMATION:

- a. Any orders given by any staff member of this institution shall be carried out to the best of your ability immediately.
- b. You shall address all personnel by their proper name such as Mr./Ms. Jones, etc. or you may use the term “Officer”

GENERAL INFORMATION continued:

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



CUMBERLAND COUNTY PRISON

INMATE ORIENTATION – RULES & REGULATIONS HANDBOOK

FORMAL COUNTS and STANDING HEADCOUNTS:

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

SEARCHES and SHAKEDOWNS:

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

CONTRABAND:

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

- a. Personal mail, correspondence, legal materials, books, magazines and/or associated reading materials that will not fit into a 5" x 12" x15" container is deemed excessive and is considered contraband.
- b. Any item which details weapons or explosive manufacturing orgives information which could aid in planning or making such devices or producing any item which could injure another.
- c. Gang symbols or related items such as drawings, literature etc. which relates to gangs.
- d. All pornographic material is contraband. Pornographic material is defined as; any materials that show male or female genitals, pubic area, buttocks or female breast below the top of the nipple in less than a fully opaque covering. Additionally, any materials showing or describing sexual penetration, masturbation or homosexual activity is considered pornographic.
- e. The Deputy Warden-Security, at his/her discretion may declare items contraband which he/she believes constitutes a safety hazard or maybe contrary to the safe and secure operation of the facility.

URINE and/or BREATH ANALYSIS TESTING:

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

PRISON-ISSUED CLOTHING/LINENS & CLEANING SUPPLIES:

- a. Each inmate, upon commitment, shall be provided standard issue clothing and bed linens. Soiled linens, towels & uniforms are exchanged in accordance with the institution's laundry schedule.
- b. Inmates are held accountable for the care and possession of all clothing, towels, linens, and bedding supplies issued them by this facility. Restitution fees for lost or damaged articles may be collected from the inmate's prison account.
- c. Cleaning supplies are issued to inmates by the unit officer(s).
- d. Inmates are not permitted to store cleaning supplies in their cells.
- e. All prison issued clothing and linens must be turned in to the Records Officer at the time of the inmate's discharge.

An institutional laundry schedule is published in each housing unit. Inmates are required to use the institutional laundry for all their personal clothing items. The laundry bag issued to each inmate at the time of commitment is marked with an identification number for this purpose. The prison is not responsible for lost or discolored laundry. The hanging of wet clothing or linen articles on railings, bunks, ladders, doors, or makeshift clotheslines is prohibited.

PERSONAL CLOTHING and PROPERTY:

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

OUT GOING INMATE PROPERTY:

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

INMATE DRESS CODE:

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

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

PERSONAL HYGIENE:

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



CUMBERLAND COUNTY PRISON

INMATE ORIENTATION – RULES & REGULATIONS HANDBOOK

MEALS:

- a. All meals are prepared by food service staff, placed in insulated trays and delivered to each unit by an inmate worker.
- b. Breakfast is served each morning before the cells are unlocked. Inmates will be locked in their cells prior to the lunch and dinner meals. Inmates will remain in a lock-up status during all meals until all institutional feeding and accountability is complete.
- c. Meal times will slightly vary based on your individual housing assignment. The approximate times are; breakfast 7:00 a.m., lunch 11:00 a.m. and dinner at 4:00 p.m.
- d. Any food not consumed must be disposed of following the meal. **You are not permitted to store food in your cell which was issued to you as part of the meal.**
- e. Disruption of meal operations, throwing or misuse of food or drink will result in disciplinary action.
- f. Therapeutic and/or religious diets must have prior authorization by the medical department or the Chaplain. Correctional staff supervise this process; they **do not** and **cannot** authorize alternative diets.

INMATE FINANCIAL ACCOUNT:

- a. Upon admission, an inmate money account shall be established for each inmate for the depositing of all monies received for the inmate. All monies taken from the inmate at time of admission is placed into this account.
- b. The inmate's money account is managed by the Accounts Officer.
- c. Only money orders will be accepted by mail.
- d. A kiosk has been placed in the administrative lobby to accept monies (cash [5.00 bills or larger] or credit card transfers) into an inmate's account. Visitors can access this kiosk Monday-Friday 8 a.m.-4 p.m. (except county holidays) and during all visiting hours. There is a transaction fee charged for all transfers (similar to an ATM machine). Additionally, funds can be deposited off site by accessing www.offenderconnect.com.
- e. A receipt is rendered for all transactions.
- f. You are not permitted to transfer funds between inmate accounts.
- g. Money found in your cell or on your person while in general population housing is considered contraband.
- h. Inmates may check their account balance through the inmate telephone system.

INMATE FINANCIAL RESPONSIBILITY:

Cumberland County Prison places a portion of the financial obligations for providing certain services onto the inmate population, thus encouraging an inmate's personal responsibility:

- a. Fees may include: medical services, dental services, photocopying services, notary services, restitution or replacement costs, fines & costs, urinalysis testing, haircuts and commissary purchases.
- b. Fees for such services, restitution etc. will be withdrawn from your inmate money account.
- c. When indebtedness occurs, meaning that more money is owed than what is in the inmate's account, your inmate money account will be frozen until the bill(s) are paid. You will incur a negative balance.
- d. Once an inmate's account has been frozen, $\frac{1}{2}$ of all monies received will be applied to the outstanding debt and the other $\frac{1}{2}$ may be used for commissary purchases. Upon an inmate's release, any available funds will be collected to pay the debt.
- e. Questions regarding account balances, transactions etc. shall be directed to the Accounts Officer in the form of a written request slip or tablet email.

COMMISSARY:

- a. Commissary is held one (1) time per week.
- b. Inmates order commissary directly using the Inmate Telephone System from Saturday morning thru Tuesday night.
- c. Commissary purchases are deducted from your individual inmate account.

COMMISSARY continued:

- d. Maximum spending amounts and commissary delivery days are all posted in each housing unit. This electronic method of ordering will automatically prohibit the inmate from spending above the maximum allowed spending limit. Maximum possession of any commissary item is twice the weekly limit.
- e. Periodic price changes or scheduling effecting commissary are published in memorandum format and posted in each unit.
- f. Only Walkman type radios with headphones purchased through commissary are permitted. Inmates are only allowed one (1) radio in their possession. Excess and/or altered radios/headphones are considered contraband. **Radios are not permitted outside of the housing units.**
- g. Inmates who have no funds and need basic personal hygiene items or items for correspondence may be eligible to receive a limited amount of indigent commissary.
- h. All inmates housed in Units A/B or J may only order limited commissary from a restricted commissary menu regardless of segregation reason.
- i. Inmate signed commissary order receipts are final.

INDIGENT INMATES:

An inmate qualifies as indigent when he/she has a zero balance on their individual inmate account for a period of two (2) weeks. Indigent inmates may be eligible to receive a limited amount of the following type items free of charge by submitting a request to the Deputy Warden-Operations:

- a. Clothing – Socks and Underwear
- b. Personal Hygiene – Toothbrush, toothpaste, deodorant, soap and feminine hygiene products.
- c. Correspondence – Limited paper, golf pencil and an envelope.
- d. Postage for legal mail.

An inmate is removed from indigent status once funds of any amount are placed into their individual inmate account. See continuation on Pg. 10.

MAIL:

- a. Mail is picked up and delivered once a day, excluding Saturdays, Sundays, and holidays.
- b. Inmates are permitted to send and receive an unlimited number of letters each week.
- c. All incoming mail must be sent to: PO BOX 247 PHOENIX MD.21131. Your name and inmate number must be on the letter. Your mail will be scanned and sent directly to your GTL Tablet, Monday thru Friday
- d. Mail clearly marked from the courts, attorneys, probation/parole officers, elected or appointed officials and first-class mail from the public media will be opened by the officer in the presence of the inmate and inspected for contraband. Such mail as described is considered **"Privileged Correspondence."** Inmates must sign acknowledgement of receipt for privileged correspondence.
- e. Mail will never be held as a means of punishment. It will either be delivered to you, or, if found objectionable, will be returned to sender, or placed in your property storage. In either case a rejection form will be sent to you detailing the reasons for rejection.
- f. The Prison reserves the right to copy your legal mail in your presence and place the original in your inmate property and supply you with the copy to prevent the introduction of contraband.



CUMBERLAND COUNTY PRISON

INMATE ORIENTATION – RULES & REGULATIONS HANDBOOK

OUTGOING MAIL:

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

BOOKS, NEWSPAPERS & MAGAZINES:

- a. Inmates requesting to order books (paperback only) MUST submit a request slip to Accounts Manager letting them know you have ordered a book from Amazon.com. This book **must** be on the approved list and come directly from Amazon. A maximum of (3) Three books at any given time are allowed in your possession.
- b. Newspaper and magazine subscriptions must use procedures outlined above, be purchased from the publisher with prior approval.
- c. Religious and education materials will be handled using the same procedures as above with the Chaplain approving religious material and the Deputy Warden of Treatment approving educational materials. All materials are subject to the same censorship guidelines as referred elsewhere in this handbook and will be rejected if found objectionable.
- d. **All unapproved publications received by the Prison will be returned to sender or considered contraband and discarded accordingly.**

BOARD GAMES AND COLORED PENCILS:

Board games and colored pencils are provided by the institution. These items are to be shared by the housing unit and should not be found in your possession. If you are found in possession of these items they will be considered contraband, and you may face disciplinary action.

VISITATION PROGRAM:

The administration of CCP encourages inmates to maintain ties with families and friends through visitation. CCP's schedule allows such access through secure visitation or with the GTL video visits. www.gettingout.com

APPROVED VISITORS LIST:

- a. Inmates wishing to receive visits must submit a list of their requested visitors to the 3-11 Shift Lieutenant for approval. The "Inmate Visitation Roster" provided to each inmate at time of admission is used for this purpose.
- b. All visitors, regardless of age must be requested.
- c. List must include visitor's name, home address (no PO Boxes), telephone numbers, relationship to inmate and the guardian's name for anyone less than eighteen (18) years of age.
- e. You are limited to a maximum of fifteen (15) approved visitors on your visitation list.
- f. If for any reason a requested visitor is not approved, you will be informed in writing of their disapproval and reason(s) why.
- g. Anyone whose name does not appear on the approved visitors list will not be permitted to visit. This does not include official visitors such as attorneys, clergy, etc.

APPROVED VISITORS LIST continued:

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

CONTACT VISITATION:

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

SECURE VISITATION:

- a. Inmates housed in general population are eligible for two (2), thirty (30) minute secure visits each week.
- b. Inmates in segregation units are NOT permitted secure visitation. However, you have unlimited GTL tablet visits at your expense.
- c. A limit of two (2) visitors may visit an inmate during any one (1) visiting session.
- d. Secure visits take place during the institution's established schedule. It operates on a first-come first-serve basis. Specific times are not reserved.
- e. Extended visits are only approved for weekday visits by discretion of 3-11 shift leader.
- f. GTL Tablet video visitation is unlimited \$0.25 cents per minute.

GENERAL VISITING INFORMATION:

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

VISITATION RULES & REGULATIONS:

- a. No food or beverages are permitted in the visiting rooms.
- b. Property being sent out may be picked-up by the visitor following the visit in accordance with the out-going property procedures.
- c. Only those visitors on your approved visitor's list will be permitted to visit and must leave promptly afterwards. Limited space in our lobby does not allow for others to wait.
- d. This is a tobacco free facility. Visitors are not permitted to smoke inside the building, nor are they permitted to introduce these items into the visiting room.
- e. Visitors appearing to be under the influence of drugs or alcohol will not be permitted to visit.



CUMBERLAND COUNTY PRISON

INMATE ORIENTATION – RULES & REGULATIONS HANDBOOK

VISITATION RULES & REGULATIONS continued:

- f. Visitors must control their children. Failing to prevent children from disturbing others may result in the termination of the visit.
- g. A visitor or inmate's attempt to introduce contraband into the facility will result in termination of your visit, disciplinary action and/or criminal prosecution.

SUSPENSION AND/OR REVOCATION OF VISITATION:

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

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

TELEPHONE & TABLET CALLS:

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

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

LEGAL CALLS:

Telephone calls made to your attorney are not subject to monitoring.

- a. To make such a call: submit a request form to a shift Lieutenant at least 24 hours prior to the requested call.
- b. Legal calls are normally limited to one (1) per week.
- c. Attorney's telephone number must be within the local dialing area.
- Long-distance telephone calls are not permitted.**
- d. Inmates are encouraged to write letters to their Public Defenders and utilize the free mail delivery service to the courthouse that Cumberland County Prison provides.

REQUEST SLIPS-PAPER FORM:

The CCP request form is the primary means of communication. These forms are available from the officer(s) in each housing unit. Inmates desiring to speak with, or have questions answered by a particular staff person should fill out one of these request forms.

Request forms do not need to be sealed in an envelope; they simply should be folded and turned in to your unit officer or placed in the lock box on the unit. Allow 7 days for a response.

REQUEST SLIPS- GTL TABLET FORM:

Electronic Tablets will be accessible to those inmates housed in general population housing units. The tablets will get turned on at 0830 hours and turned off at set times during the day and must be returned to the docking station at 2300 hours. You can submit all requests to CCP staff using the Tablet and selecting the staff member. Grievances, PREA and Visitation additions can all be done via the tablet. You will receive your request answer via the tablet. Please allow 3 days for a response.

PUBLIC ADDRESS SYSTEM & ANNOUNCEMENTS:

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

LIFE SAFETY PROCEDURES:

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

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

INMATE MEDICAL SERVICES:

CCP provides its inmates with comprehensive health care services.

These services include medical, dental, psychological, prenatal, and optometric care.

- a. Sick call is done seven days per week. Sick call slips can be obtained from medical. Completed sick call slips shall be placed in the appropriate sick call box or handed directly to a Nurse during one of the medication passes. You will be scheduled to be seen within 48 hours. (72 hours if turned in during the weekend)
- b. Over-the-counter medications, listed as "OTC" items on the commissary menu, may be purchased through commissary.

A medical co-pay fee is charged to your individual money account for all medical services rendered except for those listed below:

1. Admission health screening
2. 14-day health assessment (Physicals)
3. Kitchen Physicals (Inmate Workers)
4. Emergency care as determined by the medical staff; Hospitalization (inpatient / outpatient); Prenatal care
5. Mental health screenings, psychiatric referrals, and services
6. HIV testing; Lab and diagnostic services



CUMBERLAND COUNTY PRISON

INMATE ORIENTATION – RULES & REGULATIONS HANDBOOK

INMATE MEDICAL SERVICES continued:

7. Diagnosis and treatment of contagious diseases
8. Chronic care and follow-up visits initiated by medical staff.
Charges may apply for new issues addressed at staff-initiated follow-up.
9. Inmates housed for other jurisdictions paying a per diem rate. (Does not apply for OTC items which they may purchase through commissary)
- d. An inmate who is not referred to the Doctor after being seen by the nurse, but requests a doctor's appointment, **will be assessed an additional physician fee.**
- e. **No inmate shall be denied access to medical care because of an inability to make the required co-payment.**
- f. Inmates without funds will maintain a negative account balance. When funds are received for the inmate, a portion will be applied to the outstanding debt as described previously in the "Inmate Financial Responsibility" section of this manual.
- g. Family members may drop off one (1) set of prescription eyeglasses or contact lenses for inmates. Plastic framed eyeglasses are preferred, and dark / tinted lenses are not permitted. Accepted items will be forwarded to the medical department for approval.
- h. Prescription pain medication will not be accepted. Any medication issued by medical, or prison staff must be taken immediately or refused. Hoarding of medication will result in disciplinary action.

TREATMENT TEAM:

Deputy Warden Treatment-Counseling, Medical, and Work Release
Mental Health Counselor-Group & Individual, TOMS (MH) Court
Drug & Alcohol Counselor (MAT only)-Individual
Drug & Alcohol Counselor-Group & Individual
Drug & Alcohol Case Manager-Group & Individual, Drug Court, Treatment Plans
Correctional Case Manager-(Units J, L, P, Q, R, S, T), GED, Act 30, Rape Crisis Services, Veteran's Affairs, Domestic Violence Services
Earned Time Case Manager-DUI Court, Correctional Assistance (Units A, B, C, D, E, F, M, N, O)
Chaplain -Religious service coordination
Work Release Manager
Work Release Assistant Manager
PrimeCare Mental Health Clinicians-Mental Health Services

To contact the appropriate counselor, please utilize the tablet and select the counselor's form that matches your request. Do not write multiple counselors requesting the same assistance. Every inmate that is in CCP for 30 days or more will receive an individualized treatment plan. If you are eligible for Earned Time (Reentry), you must remain compliant with your treatment plan to earn time off of your sentence.

PROGRAMS and SERVICES:

CCP is committed to providing a variety of programs and services to assist inmate rehabilitation. A schedule of meeting times, days and location is posted in each housing unit. Additionally, announcements are made over the PA system when to report for such activities. The schedule is periodically updated and changes affecting various activities are published in memorandum format. Programs include religious services, individual and group therapy, and various self-improvement activities. Questions regarding any program or activity should be addressed to the Deputy Warden-Treatment in the form of a written request.

DRUG and ALCOHOL SERVICES:

CCP offers programs to include evaluation services, MAT, individual and group counseling, AA, NA and Celebrate Recovery. All requests for these services should be addressed to the Drug and Alcohol Case Manager for approval. Inmates appropriate for the MAT program must commit to a treatment plan and work with the RASE Project Certified Recovery Specialists to be eligible.

TREATMENT LIBRARY RULES

- a. **ABSOLUTELY NO SHARING BOOKS.** Books loaned in your name are your responsibility and you will be liable monetarily or for loss of privileges for damaged or lost books.

TREATMENT LIBRARY RULES continued:

- b. **KITCHEN WORKERS:** You may not bring books from the Treatment Library into the kitchen.
- c. When you are called to the library, you must attend. If you do not, your books will be collected and your privileges will be suspended.
- d. Do not write in library books, turn pages, or treat books badly. Keep away from drinks and moisture. You are expected to return your books in the condition they were given.
- e. Bring all books you have checked out with you to the library, even if you want to renew them. Each book will be checked for damage on each visit to the library.
- f. If you are moved from your cell, unit, etc. for disciplinary reasons, please ensure that books from the library aren't left behind.
- g. If you are released, turn your books over to your unit's C/O or take them to the records. Do not go out in your cell or with another inmate.

EDUCATIONAL SERVICES and PROGRAMS:

CCP offers educational programs to assist in improving your educational level. A.B.E and G.E.D. classes are held whereas an inmate may test and obtain their General Equivalency Diploma if they do not possess a high school diploma. All educational materials received from outside sources must have prior approval from the Deputy Warden-Treatment. PA Act 30-1997 allows inmates under the age of 21 to earn their diploma instead of the GED. There is mandatory attendance for any inmate under age 18.

PHOTOCOPYING and NOTARY SERVICES:

Photocopying services: are available by submitting a request form with the document(s) desiring photocopying to the Deputy Warden-Operations. **A fee for this service does apply** and there is a limit of twenty (20) copies per request. Only prepared documents will be photocopied; copies from books, magazines etc. will not be made.

Notary services: can be obtained by submitting a written request form to the Accounts Officer. **A fee for this service does apply.** Vehicle title transfers cannot be notarized here.

EARNED TIME PROGRAM:

CCP offers an earned time program to eligible inmates meeting certain criteria. Eligible inmates can earn five (5) days per month off their minimum sentence. Eligible inmates are required to sign a treatment plan citing specific programs they are required to attend. Participants in the program are expected to remain misconduct free. Inmates that are found guilty of an institutional misconduct may forfeit their eligibility for earned time consideration or a re-calculation of earned time credit received. Specific questions regarding the earned time program or appeal process shall be addressed to the CCP's Earned Time Case Manager.

INMATE LEGAL RESOURCES / LAW LIBRARY:

CCP offers a state-of-the-art computerized law library and resource center. The inmate Tablet system also has the same law library installed on them. **If you need help with the computer, see a staff member and we can find you help.**

- a. The law library is open every day of the week. Inmates are scheduled law library time by submitting a request form to the **3-11 shift leader via paper or tablet.**
- b. The law library hours of operation are posted in each unit.
- c. Law library times are limited to one (1) hour per session and two (2) sessions per week. There is a limit of one (1) user per session.
- d. Inmates in restricted housing (RHU) serving a disciplinary sanction of thirty (30) days or less are not permitted law library, only the tablet law library. Inmate's whose sanction is greater than thirty (30) days must complete the first thirty (30) days of their sanction before becoming eligible for law library use

Pro'se inmates without representation will be placed on a priority list. (See pg. 10)

The Cumberland County Public Defender's Office is located at:

1 Courthouse Square
Carlisle, Pa 17013
717-240-6285

Mail being sent to their office, or any other Cumberland County Agency does not require postage. (See pg. 10 if indigent)



CUMBERLAND COUNTY PRISON

INMATE ORIENTATION – RULES & REGULATIONS HANDBOOK

INMATE DISCIPLINE, RULES and SANCTIONS:

General disciplinary procedures:

- a. You shall be responsible for adhering to all policies, rules and regulations of this facility including all federal, state, and local laws.
- b. Informal disciplinary matters shall be handled by the reporting staff member and on-duty shift supervisor.
- c. Formal disciplinary matters will be handled by an impartial hearing examiner.
- d. The commission of a formal offense may require placement of the inmate in "Pre-Hearing Detention Status" for the safety of staff, other inmates or themselves, the security of the facility, pending further investigation or disciplinary hearing, or transfer and reclassification to a higher custody status.

Informal Disciplinary Resolution:

An "Informal Resolution" is a process which enables prompt and fair disposition of a minor disciplinary offense. An appropriate sanction is determined between the reporting officer and the shift supervisor and is imposed immediately without a formal hearing.

- a. Informal resolutions shall be documented by the reporting officer with an acknowledgement form signed by the officer, shift leader and the inmate. It is then forwarded to the Deputy Warden-Security.
- b. Informal resolutions shall not exceed 48 hours of in the room confinement.
- c. An inmate that refused an informal resolution shall be issued a misconduct report which will be handled by the Hearing board process.

MISCONDUCT AND FORMAL DISCIPLINARY PROCEDURES:

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

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

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

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

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

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

Category I Offenses

- 1.01 Homicide
- 1.02 Assault on person(s)
- 1.03 Assault with a weapon on person(s)
- 1.04 Failing to stand count
- 1.05 Any felony, misdemeanor, or summary offense
- 1.06 Seizing or holding hostage(s) in any manner
- 1.07 Fighting with a weapon
- 1.08 Fighting without a weapon resulting in serious injury
- 1.09 Sexual assault (forcible)
- 1.10 Sexual offense (non-forcible) / soliciting
- 1.11 Escape, attempted escape, or conspiracy to escape
- 1.12 Robbery
- 1.13 Unauthorized possession of escape device (to include a cell phone, if it was used in the commission of an escape or attempted escape)
- 1.14 Inciting a riot or rioting
- 1.15 Threat
- 1.16 Indecent exposure / exhibitionism / lewd conduct
- 1.17 Refusing to perform assigned/ contract details or encouraging others to do the same
- 1.18 Failure to obey a direct order of an employee (major)
- 1.19 Arson
- 1.20 Trafficking / manufacturing of unauthorized drugs, intoxicants or paraphernalia
- 1.21 Use of / under the influence of alcohol, narcotics or other intoxicants
- 1.22 Extortion or blackmail
- 1.23 Forgery
- 1.24 Bribery or attempted bribery
- 1.25 Gathering in a threatening or intimidating manner
- 1.26 Being arrested or convicted of a felony
- 1.27 Possession of contraband (Major—anything that could reasonably be expected to cause harm to self or others/any type of unauthorized communication device/unauthorized drugs, intoxicants or paraphernalia)
- 1.28 Refusing to supply urine or breath test
- 1.29 Offer, give, solicit or accept a bribe, or offer to give or withhold anything to persuade staff to neglect duties or perform favors
- 1.30 Possessing or using any type of unauthorized recording or image taking device
- 1.31 Interference with any emergency response or causing a false emergency response
- 1.32 Improper use of prescribed medication
- 1.33 Depositing Money onto another inmate's financial account (phone/commissary or tablet) directly or through a third party
- 1.34 Attempting to commit any of the above offenses

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

1. Disciplinary detention for a specified number of days. Not to exceed 60 days.
2. Removal from the work-release, outmate trusty or community work crew program.
3. Restitution for property damage, medical bills incurred or drug & alcohol testing.
4. Suspension of one or more privileges for a specified period of time.
5. Criminal prosecution
6. Change of housing or work assignment
7. Issue work detail for a specified period of time
8. Mandatory referral to appropriate treatment programming
9. Reduction of the classification of the misconduct to a Category II and any sanction for a Category II Misconduct
10. Eligible for settlement agreement if Miranda warnings are not required



CUMBERLAND COUNTY PRISON

INMATE ORIENTATION – RULES & REGULATIONS HANDBOOK

MISCONDUCT AND FORMAL DISCIPLINARY PROCEDURES:

Category II Offenses:

- 2.01 Fighting without a weapon
- 2.02 Disrupting the count
- 2.03 Intentionally creating a security, safety or health hazard
- 2.04 Possession of any security threat group (STG) paraphernalia, drawings or graffiti, to include, the utilization of any known STG symbols / signs
- 2.05 Destroying, stealing, disposing, altering, damaging or selling county / another person's property
- 2.06 Unauthorized possession of county and / or another person's property
- 2.07 Harassment
- 2.08 Counterfeiting
- 2.09 Failure to comply with the agreement and conditions of leave, pass or work release agreement
- 2.10 Possession of contraband (medium- altered items unlikely to cause harm / tattooing paraphernalia)
- 2.11 Disrespect to staff member, visitor, or vendor
- 2.12 Refusing to work / failing to check out for work
- 2.13 Delaying, hindering or interfering with an employee in performance of his / her duty
- 2.14 Failure to pay fees (supervision, court costs, restitution or any other court ordered fee(s))
- 2.15 Unauthorized association / communication with ex-felons
- 2.16 Tattooing, self mutilation, body piercing, branding or scaring of self or others
- 2.17 Positive urine or breath test
- 2.18 Flooding cells or housing areas
- 2.19 Tamper with, damage or block any camera, locking device, fence, door, gate, window, cell light, fire alarm, smoke/heat detector or sprinkler head
- 2.20 Communicating directly, indirectly, via third party or in any manner with victims or others who have requested no communication from the inmate
- 2.21 Failure to obey a direct order from staff (moderate)
- 2.22 Failing to follow safety / sanitation regulations in a way that could cause infections to others
- 2.23 Attempting to / aiding others to commit any of the above offenses

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

1. Disciplinary detention for a specified number of days. If exceptional circumstances, disciplinary detention may exceed 40 days.
2. Removal from Work Release, Outmate Trusty or Community Work Crew Program
3. Restitution for any property damage, medical bills incurred or drug & alcohol testing
4. Suspension for one or more privileges for a specified period of time
5. Criminal prosecution
6. Change of housing or work assignment
7. Issue work detail for a specified period of time
8. Mandatory referral to appropriate treatment programming
9. Reduction of the classification of the misconduct to a Category III and any sanction permitted for a Category III Misconduct
10. Eligible for Settlement Agreement

Category III Offences

- 3.01 Gambling
- 3.02 Violation of institutional mail or telephone rules
- 3.03 Violation of visiting privileges
- 3.04 Unauthorized operation of equipment
- 3.05 Unauthorized use of institutional resources
- 3.06 Malingering / feigning illness

Category III Offenses continued:

- 3.07 Charging or accepting any compensation for legal assistance
- 3.08 Trading, bartering and selling
- 3.09 Possession of contraband (minor- excess items; unapproved magazines or periodicals; altered paper/cardboard materials not likely to cause harm)
- 3.10 Disrespect to other inmates
- 3.11 Lying
- 3.12 Disorderly conduct
- 3.13 Being in an unauthorized area
- 3.14 Conspiracy to commit a rule violation
- 3.15 Attempting or aiding and abetting another person to commit a rule violation
- 3.16 Being fired from a job
- 3.17 Willfully create a hazardous or physically / verbally offensive condition, situation or disruption in any setting
- 3.18 Possessing funds in a form other than authorized by prison policy, in excess of authorized amounts or from an unauthorized source
- 3.19 Failing to follow safety / sanitation regulations (minor)
- 3.20 Conduct with a visitor / vendor in violation of prison regulations
- 3.21 Violation of any rule or regulation contained in this handbook, institutional supplements, or administrative directives not specifically enumerated above

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

1. Disciplinary lock-up for a specific number of days. Not to exceed 25 days
2. Removal from Work Release, Outmate Trusty or Community Work Crew Program
3. Restitution for any property damage, medical bills incurred or drug
4. alcohol testing
5. Suspension of one or more privileges for a specified period of time
6. Criminal prosecution
7. Change of housing or work assignment
8. Issue work detail for a specified period of time
9. Mandatory referral to appropriate treatment programming
10. Eligible for Settlement Agreement
11. Eligible for Diversion Agreement

Disciplinary Segregation:

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

Meals:

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

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

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



CUMBERLAND COUNTY PRISON

INMATE ORIENTATION – RULES & REGULATIONS HANDBOOK

INMATE GRIEVANCE PROCEDURES:

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

1. Informal Resolution:

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

2. Formal grievance:

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

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

3. Emergency Grievance:

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

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

4. Appeal Process:

If an inmate is not satisfied with the outcome of the Deputy Warden-Security or his/her designee's response, the inmate may forward a written appeal along with the previous response, to the Warden within five (5) days.

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

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

5. Non-Grievable Issues:

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

WORK-RELEASE PROGRAM:

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

Eligibility criteria and concerns for Community Status Selection:

- Must be sentenced
- Court authorized for outside work
- $\frac{1}{4}$ of minimum sentence served
- State sentenced. $\frac{1}{2}$ the minimum sentence served
- Medically approved
- Length of sentence
- Acceptable attitude, behavior, and conduct
- Prior record/prison history
- Type of charge/public safety considerations
- Compliance with all treatment recommendations
- Detainers (may be considered if all holding authorities approve)
- Pending charges (may consider if bail is made and low risk)
- Work availability (need)
- Bed space
- Sex offender must be compliant with sex offender policy
- Victim notifications/concerns
- Any criminal Justice Department disapproval
- Satisfactorily complete "inmate worker program" if required
- 3 or more misconducts may deem ineligible
- Not eligible if convicted of a prior prison escape
- May not be eligible based on prior work release violations

Allowable Property for Work Release Inmates:

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

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

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



CUMBERLAND COUNTY PRISON

INMATE ORIENTATION – RULES & REGULATIONS HANDBOOK

MISCELLANEOUS:

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

GLOBAL TEL LINK TABLETS:

There will be (1) GTL tablets issued to you upon commitment. Prices and instructions will be posted near the tablet docking stations. Mishandling and failure to abide by posted rules / instructions will result in disciplinary action and/or prosecution. You can have your friends and family set up an account through www.Gettingout.com or 866-516-0115.

You are responsible for your tablet. Broken tablets will result in a misconduct and fee not to exceed going tablet price.

Each inmate will receive (1) a free set of GTL earphones when classified to general population.

PRO'SE:

Pro se means “for himself,” and in legal terms it means a person represents himself/herself in court when either filing an action or responding to an action *without the assistance of an attorney*. Pro se litigants are held to the same standard as attorneys.

Determining the Need for Extra Library Time

The following criteria shall be used when determining the need for additional time in the Main Law Library.

Priority 1 – Inmate challenges to criminal convictions or conditions of confinement where the inmate has an express court order establishing a deadline or such a deadline is established automatically under applicable court rules. **a.** Within this category consideration shall be given to the actual due date and the amount of library time reasonably needed to perform the necessary legal work. **b.** Inmates are required to show Library staff their copy of the court order or rule of court stating that there is a deadline in their case and staff may make a copy of the notice or rule, but at no cost to the inmate.

Priority 2 – Inmate cases not covered in Priority 1 such as civil matters not involving prison conditions litigation (e.g., divorce, custody, or foreclosure) where there is an express deadline imposed by the court or applicable rule.

Priority 3 - Inmates with litigation for which there is no deadline shall be scheduled for law library by signing up in accordance with the facility's general practice.

PHOTOCOPYING SERVICES:

Photocopying services will be available to every inmate at \$.10 cents per side.

INDIGENT INMATES:

Upon written request, an indigent inmate shall be able to anticipate the cost for copies, and postage to file papers necessary for the good faith pursuit of legal remedies. Inmates are responsible for managing his/her monthly postage allowance to meet his/her legal needs. *Personal copies will NOT be made.*

1. An indigent inmate may anticipate postage for legal mail and copying charges up to \$20 per month. Under NO circumstances, shall requests be approved in excess of \$20 per month.
2. The amount allotted to an indigent inmate for Anticipated Postage/Copies does not rollover from one month to the next.
3. An inmate requesting indigent services is required to present the proof to Deputy Warden of Operations. The Deputy Warden will make the determination after review of his/her account.
4. A money request slip will be signed and sent to the Deputy Warden of Operations to keep a running total of the amount you have used, and a balance left.
5. Any monies received will be deducted to satisfy the postage debt and copying fees.

INDIGENT INMATES continued:

Indigent inmates do not receive this additional postage for free; it is not a requirement for legal mail. A “Petition for Review” to respondents and filed in the Commonwealth Court is the only legal document required to be served by certified mail. An inmate may anticipate funds to file and serve a Petition for Review by certified mail and may also anticipate funds to include a return receipt for the certified mail if the inmate chooses to do so.

PRISON RAPE ELIMINATION ACT. (PREA)

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

All treatment services for sexual abuse will be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident. Inmates can receive emotional support services from identified staff/volunteers with the Carlisle YWCA. Inmates can contact YWCA emotional support advocates through their counselor, or by communicating directly via the mail or an established free hotline from the inmate telephone system. 24 hr. Sexual Assault / Rape Crisis Hotline 1-888-727-2877

The prison will allow reasonable communication between inmates and an outside advocacy group in as confidential a manner as possible.