

Adams County Adult Correctional Complex



Inmate Handbook

45 Major Bell Lane
Gettysburg, PA 17325

Brian S. Clark, Warden

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ADMISSION & ORIENTATION

101 Status

All persons legally confined to the Adams County Adult Correctional Complex will be held until ordered released by Courts of the Commonwealth of Pennsylvania, the Adams County Common Pleas Court, or any other jurisdiction by which he/she is confined.

102 Admission

When you arrive at the Adams County Adult Correctional Complex, you will be processed. You will be seen by medical, assigned an institution number, photographed, and searched prior to being placed in Classification. Your personal possessions, valuables, and money will be removed and will be held for safekeeping; a receipt will be given for all items. The prison is not responsible for any personal items, such as, wedding bands, commissary items, glasses, etc., which may be kept by you in the institution. You are allowed to make a local /long distance telephone call to each of the following: a family member or friend, an attorney, and a bondsperson on the blue phone in intake. ***Your phone calls may be monitored by prison officials*** and are limited to 5 minutes during the admission process; attorney calls will not be recorded.

You will be issued an Inmate Handbook, an Inmate Visitors Request List, 2 prison uniforms, identification badge or bracelet, bedding, a towel and washcloth, laundry bag, a hygiene kit (chargeable item), roll of toilet paper, 3 pairs of disposable underwear if required, and 1 pair of shower shoes. All items, except the hygiene kit, disposable underwear, shower shoes, and toilet paper, are your responsibility to return to the correctional staff upon your release from the prison. Failure to do so will result in withholding of your money in order to reimburse the County. Other items are available from the commissary. A pad of paper, writing utensil and 4 stamped envelopes may be ordered by new inmates, with or without funds, from the commissary. All new commitments without funds are entitled to welfare commissary which may be ordered during the first available ordering period.

103 Orientation

You will be seen by a member of the Prison Treatment Staff within 5 business days of your commitment for an Individual Assessment Action Plan or (IAAP). Educational, vocational and counseling opportunities as well as work and other institutional programs available at the Prison will be explained. Your housing/classification will be reviewed. Verification that you have been issued an inmate handbook and are able to read and understand the information in it, to include the institutional rules and regulations (i.e. schedule of inmate fees, inmate disciplinary procedures, grievance procedure, inmate rights and the use of inmate request slips) will be made. You will be given the opportunity to ask questions regarding the inmate handbook at this time.

104 Treatment Plan / Individual Service Plan (ISP):

Sentenced Inmates, who present with a serious mental illness and / or substance abuse concern; who are identified by either the Director of Treatment Services or the onsite Mental Health practitioner, will participate in a therapeutic treatment plan that corresponds with his or her presenting mental health / substance abuse concern. Unsentenced inmates may also voluntarily participate in these groups as approved by the Director of Treatment.

SECURITY

To ensure the safekeeping and custody of all persons committed to the prison, a number of security measures are continuously in effect. Cooperation is required so that the correctional staff can perform their tasks without interference or delays.

201 Counts

Counts are conducted to verify the presence and safety of inmates. Scheduled counts are established by the Warden and are announced by the Correctional Officers and/or on the Public Address System. During counts, you are required to be ***standing directly beside your bunk*** unless outside of your housing unit or otherwise directed. Unscheduled counts are also made at the discretion of correctional staff, and can occur anytime, day or night.

Failure to cooperate during an institutional count is a serious disciplinary infraction and will be dealt with in accordance with Section 503 of this handbook.

202 Searches

Strip Search: You are subject to a strip search at any time upon determination of individualized reasonable suspicion that you are in possession of contraband. You will also be subject to a strip search upon return to the institution following any outside activity or transportation. A strip search is an unclothed search and is conducted in private by an officer of the same sex.

Body Cavity/Digital Search: You are subject to a body cavity/digital search at any time upon determination that you have attempted to, or have been involved in introducing contraband into the prison. This search is conducted by medical staff as ordered by the Warden.

Pat-Down Search: You are subject to a pat-down search at any time upon the order of a correctional officer. A pat-down search is a search performed by a correctional officer by hand while you are clothed.

Cell Search: Your cell, living area and belongings are subject to a search at the discretion of a correctional officer. Random cell searches are conducted daily. Your presence is not required for this search.

203 Urinalysis and Breathalyzer Analysis

You are subject to submit to a urinalysis and/or breathalyzer test as directed by a correctional officer/and or medical staff when there is evidence to indicate that you may be using alcohol and/or drugs. All re-entry program participants are subject to random urinalysis and breath testing per the specific re-entry agreement.

204 Deadly Force

Deadly force, applicable to current laws, will be used when it is necessary to prevent the escape of an inmate and/or to protect correctional staff and other persons who are in imminent danger of death or serious bodily injury.

205 Shakedown Inspections

Periodic and unannounced shakedowns of housing units will be performed to search for and confiscate contraband. Contraband is anything that is altered from its original and intended purpose, is not Prison issued and/or is determined to be excessive. This search is necessary for the safety of both correctional staff and inmates. Failure to cooperate during a shakedown is a violation of institutional rules that will result in disciplinary actions.

206 Internal Movements

Group movements are performed in a single line on the right side of the corridor with no talking or unnecessary noise. Movement begins and ends on the order of the Correctional Officer. Once you attend a program, you are required to remain there for the entire period. Inmates will not be allowed to leave a program prior to its finishing time unless authorized by a staff member. Failure to report to your assigned area or being in an unauthorized area will result in disciplinary action.

OUTSIDE COMMUNICATION

301 Telephone Calls

You will be authorized to use the telephones in your housing unit as scheduled. All calls, whether local or long distance, can be completed on a "Collect" basis or through debit calling. Debit calling is tied to your inmate account. You will be issued a Telephone ID (TID) number during intake processing. This number will allow you to make debit calls to the phone numbers on your "allowed" list. You may have up to 5 phone numbers on this list. A form will be provided to you to complete and forward to the Accounting Department for this purpose. You may make changes to this list every eight weeks. You must also have more than \$20 on your inmate account to make a debit call. If your inmate account falls below \$20 you cannot make anymore debit calls until you receive more funds. You are not allowed to use any other inmate's assigned (TID) number; use of another inmate's (TID) number is strictly prohibited and will result in disciplinary action.

Three way telephone calls are strictly prohibited and will result in disciplinary actions.

Inmates on disciplinary custody status will only be permitted phone calls during verified emergency situations (i.e. death in the family.)

The staff will not accept any outside calls for you or pass along any messages. If, in the judgment of the Shift Commander, an incoming call is determined to be of an emergent nature, you will be notified without delay and authorized to return the call. In the case of a verified emergency, you may request a non-collect phone call through the Shift Commander.

All telephone calls with the exception of (attorney / client) calls are subject to monitoring and recording. If special assistance is needed due to a visual or hearing impairment, please notify your treatment counselor.

302 Correspondence

The Prison's policy is to not limit the amount of authorized correspondence.

Incoming Mail: All incoming mail will be processed Monday through Friday and screened for contraband and forwarded to you on 1st Shift of the following day. Only letters, literature or pictures sent via the US Postal Service with a return address will be accepted. Incoming mail must be addressed as follows or it will be returned to sender:

Inmate Name and Prison ID #
Adams County Adult Correctional Complex
45 Major Bell Lane
Gettysburg, PA 17325

Inmate mail is protected from unauthorized personnel to prevent loss. The staff member distributing the mail ensures that the mail is delivered only to the inmate identified on the envelope. To prevent unauthorized access, mail will be handed directly to the inmate and will not be left unattended. All incoming mail will be logged.

Items such as stamps, envelopes, paper, etc. will not be accepted via the U.S. Mail, as they are available through the Commissary.

Photographs no larger than (4"x6") will be accepted. Pictures that contain nudity, gang related activities, drug and alcohol references and Polaroid's are unauthorized and will be returned to sender. The entire contents of the letter will be returned.

Prior approval by the Property Officer is required via Inmate Property Request Form before ordering of any items such as shoes and books. Packages received without prior approval will be returned to sender.

A correctional staff member will open all legal mail from public officials, the court, or an attorney in your presence and you will be required to sign for it. This mail will not be read by the staff member. It will be visually scanned for signs of contraband.

Any mail received which poses a threat to the security of the institution, or is deemed inappropriate by the Warden or designee, will not be distributed. This mail will be confiscated and held for further inspection, investigation and determination for criminal charges. (e.g., pornography, information on topics such as drugs, weapons, prison disruptions, etc.)

If unauthorized mail is received, the Property Officer will notify you to release the item. You may arrange to have it mailed to an address outside of the Prison (at your expense) or to have someone pick up the mail. You must notify the Warden's Administrative Assistant within two business days to make this arrangement. If you have not notified the Warden's Administrative Assistant within the allotted time, the item(s) will be disposed of.

Incoming mail containing payroll checks, certified checks, or money orders not accompanied by personal or business correspondence will be processed by the Accounting Clerk, and a receipt will be forwarded to you the same day with the housing unit mail.

If accompanied by correspondence, it will be removed from the envelope and a copy of the receipt will be forwarded to you along with the correspondence during normal mail distribution. Payroll checks, certified checks, or money orders will be forwarded to the Accounting Clerk, who will bring it to you to endorse. After the funds are credited to your account, you will receive a receipt. Personal checks, currency, and coins are not accepted for deposit or credit, and will be returned to sender.

Mail received for inmates who have been permanently released is returned to sender. If you are temporarily housed in another jurisdiction for more than 10 days, your mail will be forwarded to you. If you are temporarily housed in another jurisdiction for less than 10 days, your mail will be retained by the Warden's Administrative Assistant, and given to you upon your return.

Publications: To order publications such as books or magazines, you must get prior approval from the Deputy Warden of Security by completing an Inmate Property Request form. If approved you must submit a Check Request form to Accounting. A check will be drawn for the proper amount from your Inmate Account. You will not be permitted to order publications or merchandise that will be billed at a later date. Persons corresponding with you may order and pay for publications. However, the publications must come directly from the publisher, or they will be returned. Decisions by the Warden to declare a publication unauthorized will be based on a clear showing that admission of the publication would jeopardize the discipline and good order of the jail.

Outgoing Mail: All outgoing mail will be processed on 1st shift and must have your name as the sender as designated in our records. No mail will be sent out with an alias or nickname used, or if the outside envelope contains drawings, graffiti, etc. The return address must be that of the Prison. Any mail using a different address will not be processed. If you have been court ordered to refrain from all contact with an individual (physical, written, or verbal), and unauthorized mail sent by you is discovered, you will be subject to disciplinary actions, and / or criminal charges. All outgoing mail will be logged by staff before leaving the facility.

Stamped envelopes are available through the Commissary. Any additional postage will be charged to your inmate account. All outgoing correspondence must be sealed by you prior to placing it in the mail collection box.

Inmates without funds may purchase stamps, paper, and envelopes from the Commissary with their indigent allotment (Welfare Commissary).

Inmate to Inmate Correspondence: All requests to correspond with another inmate, whether in the Adams County Adult Correctional Complex or any other jurisdiction, must be approved in writing by the Deputy Warden of Security. Only verifiable marital or biological relationships will be considered for approval. Inmates requesting this privilege must be free and remain free of any misconducts, and actively participating in any and all treatment plans. All approved inmate to inmate correspondence for inmates within the Adams County Adult Correctional Complex will be closely examined by the Deputy Warden of Security or designee for security reasons. Correspondence containing information related to prison operations, prison staff, or other security related issues will result in immediate termination of the approved privileges.

303 Visiting

Relatives & Friends: A visiting schedule and Visitation Rules are posted in each housing unit. Check the visiting schedule located on your housing unit for your times. Relatives and friends may visit unless currently being supervised by Adult Probation and Parole (any jurisdiction), released from the Adams County Adult Correctional Complex within the last 6 months or is otherwise disapproved by the Warden. Any person not authorized to visit for any of these reasons may contact the Warden via written correspondence for reconsideration. Persons under the age of 18 may visit if accompanied by parent or legal guardian. An inmate's wife or husband who is under the age of 18 may visit with a marriage certificate providing proof of such marriage.

You may have 10 people (age of 18 or over), not including legal or religious counsel, on your approved visiting list. You must submit the visitor's name, age, and address to the Lobby Officer on the Inmate Visitors Request List for approval. The minimum time for visits is 30 minutes but will not exceed one hour. You will be allowed up to 1 adult and 2 children at a time during your visit. All children must be controlled and supervised during time of visitation. If the parent or guardian fails to control or supervise children in their custody, your visit will

be immediately terminated. You must sit in the seat assigned to you by the Corrections Officer. Moving from your assigned seat is grounds for immediate termination of your visit. Visits held in the visiting room are subject to monitoring and recording.

Inmates serving time on Administrative or Disciplinary Custody will not be afforded visitation privileges, except during times of verified family emergencies as approved by the Warden.

It is your responsibility to inform your visitors of any changes in your visitation times due to a reassignment of your housing area.

There are no provisions for general contact visiting.

Re-entry participants should refer to the visiting schedules posted in your housing unit for community visiting procedures.

Requests for special visitation (during non-visiting hours or longer than the standard time) for inmates may be approved by the Shift Commander under the following circumstances:

- a. The visitor has traveled a long distance. (Over 150 Miles)
- b. Persons visiting seriously ill or injured prisoners.
- c. Any other unusual circumstance.

Special visits will not be approved in advance. The Shift Commander will be contacted by the Lobby Officer at the time the visit is being requested. No more than one special visit a month will be approved, unless approved by the Warden.

Professional Visitors: Individuals authorized as professional visitors include: attorneys, bondsmen, clergy, law enforcement officials, Pennsylvania Prison Society, or professional service staff who have received prior approval for this status by the Director of Treatment Services. The prison shall attempt to provide surroundings during professional visits that shall insure the privacy of the conversation.

304 Releasing & Receiving Funds

You may release any funds in your Inmate Account by using a Check Request, and having a check drawn from your account. All checks must be mailed. Therefore, you must include an addressed and stamped envelope with the Check Request when submitting it to Accounting.

Visitors are permitted to use the Banker's Kiosk located in the Lobby (during Lobby hours) to deposit cash, or use a credit card to deposit money onto your inmate account. There is a nominal fee for these transactions.

Visitors are also permitted to deposit money orders into the drop box located in the Lobby for credit to your account during Lobby hours (Mon - Sun, 0700-2100 hours). No cash or other forms of funds will be accepted by prison staff for deposit into your account (exception: payroll checks or certified checks through MAIL only).

Money orders must be made payable to ACACC and reference the inmate's name and ID #

All payroll checks must be payable to the inmate

Funds may also be placed on your inmate account through Western Union Quick Collect. Payment information must include your inmate number, first and last name, as well as the Code City (ACACC PA). In addition, funds may be placed on your account via (offenderconnect.com).

If you have a negative balance (due to inmate services, medical expenses, administrative, or

replacement/restitution fees, etc.), 50% of any incoming funds will be applied to that balance.

The remaining 50% will be deposited into your inmate account for your use. Funds will be available the next business day.

Money cannot be transferred from the account of one inmate to the account of another inmate without approval from the Warden.

Upon discharge, if you have no debt, your account will be cleared and a check will be issued to you for the balance. Once discharged you must report to the lobby to speak with a representative of the accounting department. If you are released during non-business hours, please contact the Accounting Department to make arrangements.

Upon discharge, if you have debt, you must report directly to the lobby to speak with the Accounting Department at which time an invoice will be issued to you during normal business hours. If you are released during non-business hours an invoice will be mailed to you.

If you are transferred to another county or state institution, an invoice will be mailed to you at that institution.

305 Receiving, Release, Transfer, & Disposition of Personal Property

Receiving Personal Property: Generally, only clothing needed for Court appearances will be accepted into the prison, unless you have been accepted into the Re-Entry Program. The prison will store one (1) set of personal clothing for court appearances or for you to wear upon your final release. You may request personal property to be brought into the Prison by completing an Inmate Property Request Form. If you already have articles of clothing in property, then an even exchange can be made by also completing an Inmate Property Release Form. All incoming footwear (not for court purposes) must come directly from the manufacturer, unless approved by the Warden.

Property Releases/Exchanges: You may request to have any or all of your personal property released to someone outside the institution by completing an Inmate Property Release Form prior to the actual release and submitting it to the Property Officer. You may also use the Inmate Property Release to exchange one set of clothing to be worn to Court. This exchange must be approved at least 24 hours in advance. Unclaimed personal property will be held for 5 days after your release date. Property unclaimed after 5 days will be disposed of or donated to an outside agency.

You may keep your court and legal papers in your possession, subject to security and safety restrictions. In the case of excessive legal papers that may cause safety concerns, arrangements can be made to have legal papers stored in the Inmate Property Room with ready access.

306 Bail

A list of Bonding Companies (professional bondsmen) is available upon request. All requests for this information should be forwarded to the Records Department. It may be best that you have your family or a friend make the contact, as they will need to do the arranging and the leg work to make it work smoothly.

Nominal bail (“ROR” – Released on (one’s own) Recognizance) and Supervised Bail will be considered in appropriate cases. To apply, contact the Institutional Parole Officer via Inmate Request Slip. He/she will let you know if you are eligible.

INSIDE COMMUNICATION

401 Requests

Inmate Request Slips are used to ask for general assistance or information, request for barber services, to schedule a meeting with a member of the correctional staff, or to participate in a work program, or special programs. They are available to you in your housing units from Sunday through Thursday from 1500-2200. Only two requests per day will be issued. These forms should be filled out neatly and clearly describing your request only in the area provided for your request. If the slips are not filled out appropriately they will be returned unanswered. If you have difficulty completing the slip, ask a Correction Officer for assistance. Once the Inmate Request Slip is completed, it should be placed in the appropriate locked mailbox to be forwarded to the appropriate staff member. At no time will the request be handed to a staff member to deliver. **Do not continue to write the same request or to the same person repeatedly. This is a waste of County property and you will be held financially responsible for its misuse.** If you have not received a response after 5 days from your original request, resubmit the request. If you do not receive a response from your second request within 5 days, submit the request to that individual’s supervisor.

402 Emergency Home Visitation - Furlough

Emergency home visitations, in the event of death, or serious illness of a member of your immediate family, will be reviewed and considered as follows:

1. You must be fully sentenced.
2. Submit a furlough application to the Warden.
3. The application is reviewed by the Warden or designee, and a recommendation made to the Court.
4. The application is forwarded to the District Attorney’s Office and sentencing Judge.
5. The application is returned to the Warden.
6. The inmate is notified of the decision.

Note: Emergency home visitations are only authorized if approved by your sentencing Judge.

403 Grievance Procedures

Before writing a grievance, **please take every possible action to resolve the matter.** First, bring the matter to the attention of your housing unit officer. Very often, the officer will be able to resolve your problem. If not, submit an Inmate Request Slip, along with any informal reviews (inmate request slips) to the Warden’s Administrative Assistant requesting an inmate grievance form. This request should be placed in the locked grievance mailbox to be forwarded to the Administrative Assistant. An inmate grievance form will be provided to you by the Administrative Assistant Monday through Friday, for you to proceed with the Grievance Procedure. **This is a last resort.** Clearly state your complaint on the form and state the relief you are seeking. Once you have completed the form, place it in the locked Grievance mailbox to be picked up by the Administrative Assistant. No more than two grievances will be issued per week.

The following matters are grievable:

1. The substance, interpretation and application of policies, rules and procedures of the institution that affect you personally.
2. Individual employee and inmate actions that affects you personally, including denial of access to the grievance procedure.
3. Reprisals by staff for filing either a grievance or an appeal, or for participating in a grievance proceeding.
4. Any other matter relating to conditions of care, or supervision within the Adams County Adult Correctional Complex, except as noted herein.

The following matters are not grievable:

1. State or Federal court decisions.
2. County, State and Federal laws or regulations.
3. Parole Board decisions.
4. Misconduct Hearing Committee decisions. They may be appealed through another procedure.
5. Any items agreed to in your Re-entry Program Agreement.
6. Treatment decisions made by the prison involving parole and/or classification.
7. Other matters beyond the control of the Prison Administration.

Grievances must be filed no later than 30 days after the problem occurred. However, if the grievance concerns an established policy or procedure, the grievance can be filed at any time. A copy of the grievance procedure is posted on your housing unit.

INMATE GRIEVANCE PROCEDURES

1st Formal Stage:

1. When you submit a formal grievance, the Administrative Assistant will review it to insure that the form is properly completed. If he/she is unable to read or understand the grievance, the Administrative Assistant will personally speak with you in an effort to better understand the nature of the complaint and the remedy being sought.
2. The Admin. Assistant will then take the following actions:
 - a. Discuss the complaint with the staff member being grieved.
 - c. Allow the employee to document their response and possible solution.
3. The Admin. Assistant will return the grievance form to you and explain the response. He/she has 5 business days to accomplish this process.
4. If the matter is resolved at the 1st formal stage, you will be given a copy and the original form will be forwarded to the Warden for review.
5. If the matter is not resolved, the Admin. Assistant will make a copy of the grievance form (for documentation purposes) and return the original form to you. You will have 5 days to review, respond to and return the grievance to the Admin. Assistant to process with the grieved staff member's supervisor by **placing it in the Grievance locked mailbox.**
6. The Admin. Assistant will document these actions in the Grievance Log.

2nd Formal Stage:

1. Once you return the grievance to the Admin. Assistant, he/she will take the following actions:
 - a. Discuss the grievance with the staff member's supervisor.
 - b. Allow the supervisor to document their response and possible solution.

2. The Admin. Assistant will return the grievance form to you and explain the response. The Admin. Assistant and staff member's supervisor have 5 business days to accomplish this process.
3. If the matter is resolved at the 2nd formal stage, you will be given a copy and the original form and all copies of status at previous stages will be forwarded to the Warden for review.
4. If the matter is not resolved at the 2nd formal stage, the Admin. Assistant will make a copy of the grievance form (for documentation purposes) and return the original to you. You will have 5 days to review, respond to and return the grievance to the Admin. Assistant to process with the appropriate Deputy Warden or Director by **placing it in the Grievance locked mailbox.**
5. The Admin. Assistant will document these actions in the Grievance Log.

3rd Formal Stage:

1. Once you return the grievance to the Admin. Assistant, he/she will forward the form to the appropriate Deputy Warden or Director.
2. The Deputy Warden or director will document his/her response and possible solution and return the grievance form to the Admin. Assistant.
3. The Admin. Assistant will return the grievance form to you and explain the response. The Admin. Assistant and Deputy Warden or Director have 5 business days to accomplish this process.
4. If the matter is resolved at the 3rd formal stage, you will be given a copy and the original form and all copies of status at previous stages will be forwarded to the Warden for review.
5. If the matter is not resolved at the 3rd formal stage, the Admin. Assistant will make a copy of the grievance form (for documentation purposes) and return the original to you. You will have 5 days to review, respond to and return the grievance to the Admin. Assistant **by placing it in the Grievance locked mailbox** to process with the Warden.
6. The Admin. Assistant will document these actions in the Grievance Log.

Final Formal Stage:

1. Once you return the grievance to the Admin. Assistant, he/she will forward the form and all copies of status of previous stages to the Warden.
2. The Warden will document his/her response and return the copy of the grievance form to the Admin. Assistant. The Warden will maintain all original forms.
3. The Admin. Assistant will return a copy to you and explain the Warden's response. The Admin. Assistant and Warden have 5 business days to accomplish this process.
4. The Admin. Assistant will document these actions in the Grievance Log.

The decision of the Warden is final.

EMERGENCY GRIEVANCES:

- A. Special provisions will be made for responding to grievances of an emergent nature. An emergency is generally an unforeseen combination of circumstances or the resulting state that calls for immediate action.
- B. If a grievance submitted as an emergency is ruled at any level not to be an emergency, it will be returned to the inmate citing the reasons why the grievance is not considered an emergency. The response will also indicate that the grievance can be resubmitted as a regular grievance.
- C. Emergency grievances will be forwarded immediately, without substantive review, to the level at which corrective action can be taken. It will be the duty of all correctional employees to forward the emergency grievance in an expedited fashion to the appropriate level within the institution.
- D. Like other grievances, emergency grievances can be appealed to the Warden or designee.

The Warden or designee will take prompt action (within 24 hours) upon receipt of an emergency grievance appeal. The inmate will be notified in writing immediately after a decision is made in these cases.

CONDUCT & DISCIPLINE

To ensure the safekeeping and custody of all persons committed to the facility, a number of basic behavioral expectations and general inmate rules have been established. You are required to follow these directives or be subject to disciplinary action.

501 Behavioral Expectations

- (1) You must abide by all rules and regulations as published in the Inmate Handbook.
- (2) You are expected to follow directions of correctional staff and employees of this facility at all times regardless of your opinion.
- (3) A high degree of personal hygiene and maintaining a clean, orderly living area are required.
- (4) You will be held responsible for damages to your living area.
- (5) Loud talking and obscene language is prohibited.
- (6) Do not make disrespectful or threatening remarks in the presence of an officer. "I wasn't talking to the officer" will not be accepted as an excuse.
- (7) You must honor all restricted areas predetermined by staff.
- (8) When first assigned to a new cell, the cell will be searched by you and a correctional officer. All damages including graffiti will be documented by the correctional officer. Any damage found in your cell beyond that date will be charged against the inmates housed in that cell.

502 General Inmate Rules

- (1) You will report to designated areas at or before count time.
- (2) You will not use furniture in any way other than its intended purpose.
- (3) You will not loiter in the Officer's Walkway or Officer's Console.
- (4) You will not enter restricted areas, such as the Officer's Console.
- (5) You will not enter another inmate's cell or quad.
- (6) You will make your bed when not occupied, maintaining a neat and orderly cell at all times.
- (7) You will be properly dressed at all times, please refer to the dress code posted on your housing unit.
- (8) You will maintain good hygiene practices at all times.
- (9) All property will be placed in the property storage bins or lockers when not in use.
- (10) You will not hang anything on the walls, vents or store any loose items on the window ledges.
- (11) Movement will be single file on the right side of the hallway with no talking.
- (12) To receive a fresh roll of toilet paper, you must submit the empty core to a correctional officer.
- (13) You will wear your identification bracelet at all times, inmates issued identification cards will wear them at all times when out of their cell or quads. Identifications are prison property and must be returned to prison staff before release from the prison. Loss or damage will result in disciplinary action and reimbursement.
- (14) After lights out, there will be no unnecessary noise to include playing of games, talking from one cell to another, etc.
- (15) All inmate cells will be inspected at 0800 hours for sanitation and proper property storage, any directions by staff to bring your cell or quad into compliance will be completed without delay.

503 Inmate Disciplinary Procedures

Every inmate, re-entry participant and intermediate punishment participant under the jurisdiction of the ACACC or the Adams County Courts is expected to follow the rules and regulations. If an inmate, re-entry participant or persons on intermediate punishment status violates rules and regulations, the violation shall be reported and disposed of either by an informal or formal process. The informal resolution process shall be used for those violations that are considered less serious in nature, while the formal resolution process shall be used for violations of a more serious nature. Class I charges #1 through #34 will be disposed of formally by the Hearing Examiner or Institutional Parole Officer. Class I charges #35 through #50 and Class II charges are subject to informal resolution by the Shift Commander. Misconducts which result in disciplinary action will be considered by the court during bail, sentencing, sentence revocation, parole, or re-parole proceedings. Internal prison disciplinary action does not limit the court's discretion.

Class I Offenses (Formal Resolution Only)

1. Assault
2. Murder
3. Rape
4. Arson
5. Riot
6. Escape or attempted escape
7. Robbery
8. Burglary
9. Kidnapping
10. Unlawful Restraint
11. Aggravated Assault
12. Voluntary Manslaughter
13. Extortion by threat of violence.
14. Involuntary deviate sexual intercourse.
15. Threatening an employee, their family or property.
16. Fighting.
17. Threatening another person.
18. Threatening, harassing, or interfering with a Department K-9.
19. Engaging in sexual acts to include sodomy.
20. Wearing a disguise or mask (*to include another inmate's I.D.*)
21. Failure to report an arrest or violation of the Pennsylvania Crimes Code (*Re-Entry and Intermediate Punishment Participants Only*)
22. Possession or use of a dangerous or controlled substance.
23. Possession or use of intoxicating beverages.
24. Extortion or blackmail.
25. Sexual harassment.
26. Any criminal violation of the Pennsylvania Crimes Code not set forth above (*Violation shall be specified*).
27. Tattooing, or other forms of self-mutilation.
28. Indecent Exposure.
29. Engaging in or encouraging unauthorized group activity to include gang related activity.
30. Breaking restriction, quarantine or informal resolution sanctions.
31. Gambling or conducting a gambling operation or possession of gambling paraphernalia (*to include running a store*).
32. Possession or circulation of a petition, which is a document signed by two (2) or more persons requesting or demanding something to happen or not to happen, without authorization of the Warden.

33. Using abusive, obscene, or inappropriate language to or about an employee, visitor, volunteer or contracted employee.
34. Violating a condition of a pre-release program (*Re-entry or Intermediate Punishment*).

Class I Offenses (Eligible for Informal Resolution)

35. Refusing to obey an order (*written or verbal*)
36. Possession of Contraband including money, implements of escape, non-prescribed drugs (*or drugs which are prescribed but which the inmate is not authorized to possess*), drug paraphernalia, poisons, intoxicants, tobacco, materials used for fermentation, property of another, weapons or other items which in the hands of inmates present a threat to any person or the security of the facility. (Possession of drugs (as determined by laboratory analysis), alcohol, poisons, and/or weapons are not eligible for informal resolution.)
37. Violation of visiting regulations.
38. Destroying, altering, or tampering with, or damaging property.
39. Refusing to work, attend school, or attend mandatory programs or encouraging others to do the same (*sentenced inmates only*).
40. Unauthorized use of the mail or telephone including three way calls.
41. Failure to stand for count or interference with count.
42. Lying to an employee.
43. Presence in an unauthorized area.
44. Loaning, borrowing or giving away property.
45. Failure to report the presence of contraband.
46. Failure to cooperate with an internal investigation.
47. Conspiring with others to commit a prohibited act.
48. Failure to maintain personal hygiene and/or orderly housing conditions.
49. Failure to maintain dress code.
50. Failure to lock in during an emergency or when directed by staff.

Class II Offenses (Eligible for Informal Resolution)

51. Horseplay, body punching, wrestling, or verbal altercation.
52. Taking unauthorized food from the dining room, kitchen, or chow line.
53. Possession of any items not authorized for retention or receipt by the inmate not specifically enumerated as Class I contraband (*i.e., altered or excessive properties*)
54. Any violation of a rule or regulation in the inmate handbook not specified as a Class I Misconduct Charge.

504 Inmate Notification

You will be notified and given a copy of a Misconduct Report within 24 hours of it being written. The Misconduct Report will contain a summary statement of facts involved in the alleged infraction. You will then be requested to sign a Notice of Infraction and given a copy. This form provides the misconduct number and a brief description of each rule violation, as well as a statement of your rights during the hearing process. Refusal to sign the Notice of Infraction may result in the hearing being held without your presence. A Request for Witnesses form will also be given to you at the same time you receive the Notice of Infraction. This request must be submitted to the Hearing Examiner 24 hours prior to the hearing.

505 Informal Resolution

A. Eligibility

1. The rule violation charges eligible for informal resolution are:
 - a. class I charges #35 through #50; and
 - b. all class II charges
2. The Shift Commander or Sgt. will determine if an informal resolution is appropriate.
3. The Shift Commander or Sgt. and charging staff member will meet with you for disposition of the charges within 24 hours. At this time you will be permitted to give your version of the events.

If you refuse to attend the informal resolution meeting, the Shift Commander will forward the Informal Resolution Action Form to the Hearing Examiner for formal resolution.

B. Informal Resolution Action Form

The Shift Commander or Sergeant may take one of the following actions:

1. no action;
2. reprimand and warning;
3. up to seven days cell restriction.
4. up to seven days loss of specified privileges (telephone, yard, day room, etc.);
5. one week loss of commissary;
6. assignment of additional work duties for which the inmate shall not be compensated;
7. assess restitution for damaged/destroyed county items/property, with your agreement for payment. If you refuse to agree to make restitution, the matter shall be referred to the hearing Examiner or Institutional Parole Officer if on IPP for a formal hearing;
8. refer to the Hearing Examiner or Institutional Parole Officer for formal resolution if additional information indicates that the situation is more serious than determined initially;
9. the copy of the form designated for you is given to you at the conclusion of the meeting; and
10. loss of job for work-related misconducts.

506 Formal Resolution

A Hearing Examiner will conduct the misconduct hearing. The misconduct hearing will be scheduled no less than 24 hours and no more than seven working days, excluding weekends and county holidays, after notice of the charge is served. You will be informed of the day of the misconduct hearing 24 hours in advance.

You must be present during the misconduct hearing unless you waive that right in writing or refuse to attend or if you are deemed a threat to institutional security by the Deputy Warden of Security or higher authority. If you become disruptive at the hearing or you refuse to follow the instruction given by the Hearing Examiner, you will be removed and the hearing will be conducted without your presence. If you refuse to attend the hearing, the hearing will be conducted without you present. The hearing Examiner will determine guilt or innocence, and a sanction will be imposed if you are found guilty. You may not appeal the results of a hearing you refused to attend.

If it is apparent that you are not capable of presenting evidence effectively on your behalf, assistance will be permitted. Criterion for capability is the inability to understand the English language or the inability to read or understand the charges and/or evidence. The Hearing Examiner shall approve/disapprove requests for you to have assistance at the hearing with

just cause. If approved by the Hearing Examiner, you will be permitted assistance at the hearing from any staff member or general population inmate. You will be permitted to meet with the assistant for an appropriate period of time approved by the Hearing Examiner before the hearing.

At the hearing, the charge(s) will be read to you. The Hearing Examiner will request your plea to each individual charge. You may submit a written version or you may orally present your version which will be summarized as part of the hearing record. All hearings will be recorded. All audio recordings and written versions will become a permanent part of the misconduct record.

The Hearing Examiner may approve the presence of a staff member or witness, only if the staff member or witness was present at the time of the incident, is present on facility grounds, and only if the testimony is needed to establish guilt or innocence.

Up to three relevant witnesses, who have been properly requested, may be permitted. One of the three witnesses may be a staff member who witnessed the misconduct violation, or the charging staff member. You must state on the Request for Witnesses form why the witness is relevant to the hearing. If the Hearing Examiner denies the requested witness, the reasons for denying such a request will be stated in writing. If you properly request a witness who is not available at the time of the hearing, you may elect to either waive the seven working days requirement or have the witness execute a written statement under oath which shall be presented in lieu of live testimony (subject to penalties for unsworn falsification to authorities). If you elect to have the witness present, the hearing will be rescheduled at the earliest time after the witness is available. If your witness or assistant becomes disruptive at the hearing or refuses to follow the instructions given by the Hearing Examiner, he/she will be removed and the hearing will be conducted without the witness or assistant being present.

The Hearing Examiner may question any witness. You will be permitted a reasonable opportunity to pose relevant questions in writing to any adverse witness. The Hearing Examiner will control the extent of questioning and will make determinations of credibility. All testimony will be under oath. If you elect to plead guilty or waive your right to a hearing, no witnesses will be required.

When a misconduct charge is based upon information supplied by a confidential informant, the reliability of the informant will be determined by a preponderance of the evidence. The information provided by the informant will be disclosed to you, but not the identity of the informant. You will have the opportunity to respond to the facts presented.

If you are charged with a misconduct as a result of a positive urinalysis screening, you will be given an opportunity to continue the hearing for approved outside vendor confirmation at your request. For each separate positive finding that you challenge as a false positive you will sign a Formal Acknowledgement of a Field Drug Test Violation acknowledging the cost of the outside vendor confirmation. If the outside vendor confirmation is negative, your account will not be charged and the misconduct will be dismissed. If the outside vendor confirmation is positive and you are found guilty, your account will be charged. If you have insufficient funds, your account will be charged in accordance with the Inmate Financial Responsibility Program. If you do not request to challenge the positive urinalysis or you refuse to sign a Formal Acknowledgement of a Field Drug Test Violation, the hearing will be conducted on the evidence provided in the urinalysis report.

You may voluntarily waive the hearing process at any time prior to the hearing's completion. You may also waive any witness requests or time limitations relating to the hearing or notice of service. Every waiver must be in writing and signed by you.

If you are physically or mentally unable to participate in the hearing the Hearing Examiner will postpone the hearing until you are able to participate. The decision to postpone a hearing for these reasons must be in writing and will be made at the time the hearing would have been held.

507 Misconduct Sanctions

1. The Hearing Examiner will impose misconduct sanctions.
2. An inmate found guilty of a Class I misconduct (charges #1 through and including #34) will be removed from his/her job assignment, if applicable.
3. Any sentenced inmate who is found guilty of a misconduct for #39 (refusing to work, attend school or attend mandatory programs as prescribed by the courts or treatment action plan or encouraging others to do the same) for a second time, including an informal resolution, shall, in addition to any other penalty imposed, be placed on cell confinement until he/she agrees to return to work, school, or the mandatory program.
4. In addition to the removal from his/her job assignment, one or more of the following sanctions may also be imposed for a Class I Misconduct:
 - a. assignment to disciplinary segregation status for a period not to exceed 30 days per misconduct charge.
 - b. cell restriction for a period not to exceed 30 days per misconduct charge. Cell restriction is total confinement in general population cell, dorm area or cubicle, except for meals, showers, one formal religious service per week, law library and one one-hour specified daily exercise period. Participation in programs, school and work are suspended.
 - c. loss of privileges for a prescribed period. Privileges lost shall be specifically identified and shall, where possible, be related to the misconduct violation. Privileges include television, radio, telephone, recreation, and commissary for up to 14 days, visiting suspension or restriction for up to 7 days.
 - d. assessment of costs as a result of the inmate's behavior. (This can include, but not necessarily be limited to, items such as bedding, food trays, and articles of clothing).
 - e. Revocation of pre-release status and/or outside programs.
5. The Hearing Examiner may reduce the classification of any Class I misconduct (except Class I charges #1 through #15) to a Class II misconduct.
6. Inmates found guilty of Class II misconduct charges are subject to one or more of the above sanctions except placement in disciplinary status and loss of pre-release status.
7. Time given for misconduct charges #1 through #15 shall be served in its entirety. An exception may be permitted for an inmate on Mental Health Status if the facility's mental health staff recommends that the sanction be reduced and it is agreed upon by the Deputy Warden of Security or Higher Authority. For other misconducts, the Deputy Warden of Security may consider a release to general population upon completion of half of the sanction imposed, and the inmate agrees to the conditions in writing imposed by the Deputy Warden of Security.
8. At any time, the Warden may reduce the disciplinary sanction imposed on any inmate other than those with misconduct charges #1 through #15, except as noted in (#7) above, based on the security needs of the facility.

9. An inmate with multiple misconduct sanctions whose disciplinary custody time exceeds one year may be released to general population by approval of the Warden after completion of six months of misconduct free behavior as long as the reduction of time does not involve charges #1 through #15 except as noted in (#7) above.
10. An administrative fee of \$4.00 will be assessed to your account for any guilty misconduct findings.

508 Assessment of Financial Losses and Costs

Cost known at the time of the misconduct hearing:

When it is determined that restitution must be paid at the time of your misconduct hearing, the misconduct report will include a statement describing the items and the actual amount of reimbursement that is ordered as part of the sanction. A copy of the misconduct report will be forwarded to the Business Office to ensure the proper replacement costs are assessed from your account. The facility may temporarily delay processing some or all expenditures from your account if the facility believes that you are attempting to circumvent the potential assessment.

When the Hearing Examiner orders that you reimburse the ACACC or another person for a financial loss or cost, the Hearing Examiner may order the reimbursement as part of the misconduct hearing decision without conducting a further proceeding. If a financial loss or cost is to be assessed as part of the misconduct hearing decision, the inmate witnesses permitted to testify during the misconduct hearing may include otherwise permissible witnesses whose testimony is relevant to the determination of the financial loss or cost.

Notice of a misconduct hearing decision ordering you to reimburse the County or another person will be forwarded to the facility Business Manager. Upon receipt of a decision imposing an assessment against you, the Business Office can take up to 50% of your current account balance and 50% in subsequent months until the debt is satisfied. However, fund shall not be deducted from your account until such time as an appeal resulting from the misconduct decision is finally resolved or the time for filing an appeal has passed without an appeal being filed. If an appeal is filed, the Business Office may temporarily delay or suspend processing expenditures from your account pending disposition of the appeal.

Cost not known at the time of the Misconduct Hearing:

When, as the result of a misconduct hearing, the Hearing Examiner orders that an inmate pay for a financial loss or cost resulting from a violation or written rules governing inmate behavior, notice of such order will be forwarded to the Business Office. The Business Manager will determine the amount of the financial loss or cost resulting from the violation of written rules governing inmate behavior, including the amount of investigative or administrative costs. The Business Manager will deliver a Notice of Assessment for Misconduct to the inmate. If the assessment is based upon costs incurred to provide medical treatment to an inmate whose injury was caused by another inmate's assaultive conduct, the assaultive inmate will be required to pay a fee equivalent to two-thirds of the total cost of medical services provided to the injured inmate.

Assessment of damages less than \$150.00 will be done internally through the Hearing Examiner and/or Business Manager unless the damages are a result of violation of the Pennsylvania Crimes Code, at which time restitution will be requested during criminal proceedings. If the restitution cost is determined to be greater than \$150.00, the appropriate criminal charges will be filed through the Pennsylvania State Police, and restitution will be assessed during criminal proceedings. The Department will bear the burden of establishing some evidence to prove the amount of the assessment.

509 Written Notification

You will be notified in writing of the decision of the Hearing Examiner. If you are found guilty you will receive a written summary of the hearing which will include the facts relied upon by the Hearing Examiner to reach the decision, and the testimony of each witness presented.

510 Right To Appeal

Decisions of the Hearing Examiner may be appealed to the Warden within 5 calendar days of the hearing by using the ACACC Misconduct Hearing Appeal form which can be received via the block officer. The three valid basis for an appeal to the Warden are:

- a. The procedures employed were contrary to law, Department directive, or regulations;
- b. The punishment is disproportionate to the offense; and/or
- c. The findings of fact were insufficient to support the decision.

Appeal from a finding of “not guilty” is not permitted; and, an appeal from an accepted guilty plea may only be advanced on the basis of a and b above.

Every appeal must be in writing and must be signed by you using your name and inmate number. Presenting documents in some other fashion, including use of © in connection with an appeal will be cause for rejection of the appeal. Only one appeal submission to the Warden is permitted for each misconduct report.

You may seek the assistance of a staff member or an inmate in the same population status in the preparation of an appeal. The requested assistant may decline to provide assistance.

The appeal must include a brief statement of the facts relevant to the appeal. Appeals that are not brief and are found to be an attempt to harass, intimidate, or burden the reviewers in an attempt to distract them from their duties by placing a hardship on them to determine the appeal points may be rejected on that basis. Further, the text of any appeal must be legible and presented in a courteous manner, free of vulgarity and profanity or language and symbols attempting to harass, intimidate, or extort the reviewers.

The Warden will address each issue raised by you and may at his/her discretion, consider any other matter relevant to the issues raised. The Warden is not required to address issues not raised or improperly raised by the appellant.

The Warden will have the authority to:

- a. reject any appeal that does not conform to the above;
- b. uphold the Hearing Examiner’s decision;
- c. uphold the finding of guilt, but modify the punishment;
- d. vacate the decision and remand back to the Hearing Examiner for a rehearing;
- e. vacate the decision and charge to permit recharge and rehearing; or
- f. dismiss the charge and prohibit recharge.

The Warden may not impose a greater punishment than has been designated by the Hearing Examiner. The Warden will provide a brief written statement to the inmate of the reasons for his/her decision within five working days of receipt of an appeal.

The decision of the Warden is final.

For inmates participating in the Re-entry program, appeals will be automatic but subject to the 5 business day ruling. IPP Participants will also be automatic and subject to a 2 business day ruling.

Appeals from a finding of guilty with an assessment of financial losses and costs when the cost has been assessed at the time of the misconduct hearing must have two valid basis:

- a. the hearing procedures were inconsistent with the policy; and
- b. the findings of fact were insufficient to support the decision.

Every appeal must be in writing. Only one appeal may be submitted for any assessment. Pending disposition of an appeal, the facility Business Manager may deny the inmate permission to spend funds in his/her account in an amount equal to the lesser of the amount of the assessment or 50% of the funds in the inmate's account on the day the original decision was received. You will be provided with a written response to an appeal that is filed properly.

511 Custody

If you require special housing to insure your safety, the safety and security of the Prison, the safety of other inmates or for disciplinary reasons, you will be reclassified to some form of Segregation. It is the policy of the Prison that inmates be housed in the least restrictive environment pursuant to the safe and orderly operation of the facility.

Non-tractable inmates are those whose behavior poses an immediate threat to themselves, others, or the safe and orderly operation of the facility. Participation in privileges and regularly scheduled activities such as recreation and visitation are not permitted while non-tractable. Inmates in this status will be provided with an individualized schedule to maintain hygiene and may be given an alternate meal called **nutraloaf**, which is the nutritional equivalent to the regular meals served if it is determined that allowing you a regular meal could jeopardize the security or sanitation of the facility .

Continuous confinement in any segregation status for more than 60 (sixty) days requires the review and approval of the Warden or designee.

512 Administrative Custody

There are several different forms of Administrative Custody. These include: Protective Custody (PC), Intensive Custody (IC) Reclassification (RECLASS), and Classification (CLASS).

Placement in Administrative Custody: You may be reclassified to some form of Administrative Custody for the following reason(s):

- (1) You are pending a hearing for a serious violation of institutional rules or regulations.
- (2) There is a pending investigation of a serious violation of institutional rules or regulations.
- (3) Your request for protection or staff determines that it is necessary for your protection.
- (4) You are pending reclassification after a period of time spent in Disciplinary Custody.
- (5) You are a serious risk to yourself, other inmates or to the security of the institution.
- (6) You have demonstrated that you cannot be safely housed in the general population. This could include continuous behavior problems, present or past behavior, or emotional or mental problems that would prohibit safe housing in general population.
- (7) The Prison Physician believes you should be removed from the general population for medical observation, evaluation, and/or treatment.

Inmates reclassified to Administrative Custody will receive some form of written notification stating the reason(s) for placement in this status.

Conditions of Administrative Custody: You will be allowed the same privileges and rights as other inmates housed in the same status as you, provided that you are tractable, and the safe and orderly running of the facility would not be jeopardized, and in accordance with any specific medical restrictions (if applicable). Schedules for visitation, recreation, treatment programs (if applicable) and meals will be posted in your housing area along with a list of allowable property.

Review of Status: Inmates shall remain in Administrative Custody only as long as the reason(s) for their initial placement there remains valid. Each inmate's case shall be reviewed weekly by the Deputy Warden of Security/Treatment and Medical staff, if applicable. Inmates should be returned to general population when the need for segregation no longer exists.

513 Disciplinary Custody:

Placement in Disciplinary Custody: Disciplinary Custody is a status of confinement to be used for inmates who have committed serious violations of institutional rules and have been found guilty by the Misconduct Hearing Examiner. Disciplinary Custody is considered a positive measure in order to preserve the order and security of the institution. You may be reclassified to Disciplinary Custody by direction of the Hearing Examiner following a hearing in which you have been found to have committed an act of misconduct warranting such sanction.

Conditions of Disciplinary Custody: You will not have the privileges of radio, televisions, telephone calls, personal property or commissary (except hygiene items toilet articles, legal/correspondence materials and one library and religious book).

Visits are not permitted while on Disciplinary Custody, except during times of verified family emergencies as approved by the Warden. Legal and religious advisor visits will be permitted in accordance with ACACC policy. In the case of a verified emergency, the Shift Commander may approve a telephone call. You will be permitted to maintain in your cell any combination of approved property.

You will be permitted to exchange legal materials from your cell with stored legal materials once every 30 days. The Director of Treatment may authorize more frequent exchanges based upon a demonstrated need that you require additional exchanges for active litigation. Such legal material exchanges, however, may not exceed one per week. Request must be submitted to the Director of Treatment.

You will be provided access to the facility law library by requesting legal materials to the treatment specialist via inmate request slip. Other library books may be requested on a bi-weekly basis.

You will be provided with one orange jumpsuit and one pair of shower shoes. All other footwear will be stored in the block's property closet and distributed only during recreation and approved times outside of the housing unit. Three pairs of personal undergarments are permitted. No other personal property is permitted. Outerwear for exercise will be provided as needed. You will receive one hour of exercise per day, five days per week and will be permitted a minimum of three showers and three shaves per week.

The Director of Treatment will review each inmate on DC status every 90 days unless recommended for earlier review by the Warden. The treatment specialist will see every inmate weekly

When your service of consecutive DC status is interrupted, for example, you go out on an Authorized Temporary Absence (ATA), your DC time is tolled. Any remaining DC time will be served upon return to the facility or to the Department's custody.

514 Disorder

If a disorder occurs and you are not involved, you will be given the opportunity to leave the area peacefully. Personal items may not be taken with you at that time. If you participate in a disorder, and personal property is destroyed or misplaced, it will not be replaced by the correctional complex. A camera is used to record the actions of inmates involved in a disorder. This film will be used as evidence to support criminal charges.

515 Institutional Report

If the court requests pre-sentence information, or a parole recommendation, an institutional report will be generated by the Records Department. The report will outline your institutional adjustment and program involvement. Based on this information, the Warden or designee will make recommendations as requested by the court. Institutional reports are also forwarded to the State Department of Corrections when appropriate.

516 Inmate Rights

You will have access to all court systems to pursue any civil or criminal issues pertaining to your confinement, conviction, or any right protected by constitutional or statutory provision or common law. You will have access to legal supplies, a law library, and legal assistance, when requested.

You will not be subject to physical or mental abuse, harassment, or corporal punishment from staff. Force or disciplinary actions are used only in authorized situations. All inmates are entitled to live in a healthy and safe environment.

The use of inmates for medical, pharmaceutical or cosmetic experiments is prohibited.

You will be given the opportunity to participate in religious and treatment programs if they do not pose a safety or security threat to the prison.

You will not be discriminated against based on your criminal charges, race, national origin, color, creed, sex, physical, or mental handicap, or sexual preference. If you feel that you are being discriminated against, you may utilize the grievance procedures and pursue this action to final resolution.

You have the opportunity to access the media to include visitation, telephone, mail, and receipt of newspapers and periodicals.

You will not be restricted in your choice of hairstyle, personal grooming or appearance. You may be restricted only to insure proper hygiene, identification, and the order and security of the prison. Any restrictions will be specified to you by the Warden.

CLASSIFICATION

601 Purpose

Inmate classification is an on-going process that begins upon your arrival at the Prison and continues through your reintegration into the community. This process is designed to meet the combined needs of the inmates and the institution while keeping within the Prison's goals and philosophies. Please be advised that it is your responsibility to notify your housing unit officer in the event that you are having problems in your housing area or feel that your safety is in jeopardy.

602 Classification & Housing Unit Assignments

The minimum amount of time that you may expect to spend in Classification is 72 hours. After you have received an orientation to include a treatment intake, and you have been medically cleared, your primary housing assignment will be determined and you will be moved to another housing unit. Refusal to report to your assigned housing unit is an institutional infraction and will result in disciplinary or administrative sanctions.

603 Classification Reviews

Classification reviews will be conducted routinely by the classification committee. The committee is comprised of a member of the Treatment Department, Medical Department and the Director of Treatment Services. Based upon the committee's decision and based on recommendations made by staff, you may be directed to change housing assignments or be housed with a new cellmate. You are expected to regard reassignments as orders and comply as directed. You may submit a request slip to the Classification Specialist to review your status with the Director of Treatment Services for reclassification. Classification problems of an emergency nature should be reported to the Corrections Officer assigned to the living area for prompt action by the Shift Commander. You may not change housing assignments without authorization.

604 Institutional Records Review

If you have a question regarding your treatment file, forward a request slip to the Director of Treatment Services; your legal file, to the Records Coordinator; your inmate account, to Accounting; your medical records, to the Medical Department.

INMATE SERVICES, ACTIVITIES, & PROGRAMS

There are a number of services available to you while at the Prison. If you are interested, you should submit an Inmate Request Slip stating specifically what service is desired. Please address your request to the appropriate area or department personnel.

You may decline to participate in activities, services, and programs with the exception of housekeeping, work assignments, or programs specifically mandated by the court or based upon written agreement. However, your program attendance is a consideration for determining favorable parole recommendations, and eligibility for the Inmate Worker and Re-entry Programs.

701 Counseling

Treatment staffs are available for general counseling and referrals to appropriate staff. No staff members are allowed to perform favors for you, or provide special privileges beyond legitimate needs.

Support groups for victims of domestic violence/sexual abuse and for inmates who abuse their partners are available as scheduled.

Mental Health counseling for individual and/or group counseling is available by request, as recommended, or as court ordered.

Additional programs are also offered. You should refer to the Treatment Program Schedule posted in your housing unit for current information.

702 Religious Activities

Scheduled services and study classes are offered as scheduled in such a location and in such a manner that inmates who do not wish to participate are not exposed to the service.

Requests for individual counseling regarding religious, personal or family problems with accredited clergy, nuns and seminarians will be granted in accordance with professional visiting requirements (see 303). Such requests should be forwarded to the Chaplain through the Treatment Department.

You are permitted to wear an approved religious ornament or medal pertinent to your beliefs provided that it is 1 inch, or smaller in diameter. Other approved religious articles are permitted, provided it is kept and utilized in your housing unit and does not interfere with Prison sanitation and/or security and is in accordance with the allowable property for your housing area.

703 Substance Abuse Counseling

Substance abuse education and counseling services are available to all general population inmates unless otherwise indicated. AA and NA meetings are support groups, and are also available as scheduled. Participation in these programs may be limited due to size, and/or frequency. Preference will be given to those who are court ordered, or who are participating in a treatment plan.

704 Education

Various educational programs are offered as listed on the Treatment Program Schedule or by specially posted announcements. Please see the Program Schedule posted on your housing units for examples of educational programs.

705 Community Release Coordination

The Records Department is assigned to provide sentencing, release data, detainer recognition, and dispositions as well as Parole Board coordination. In addition, assistance will be offered to those individuals in need of community reintegration, such as employment, housing, and community programming. Refer requests for this assistance to the Inmate Caseworker.

706 Library

Use of the Prison Library is available as scheduled. The Prison provides access to legal assistance as requested. The Prison provides indigent inmates with legal supplies including pen, paper, envelopes, and stamps. Such legal supplies are available for indigent inmates through the use of their indigent allotment. The Prison may also make available, on a limited basis, typewriters, word processors, and duplication services (at an established rate per copy).

If special assistance is needed due to a visual or hearing impairment, refer your needs to the Director of Treatment Services .

707 Notary

Notary service is available upon request. Forward an inmate request to the Records Coordinator. You are responsible for cost reimbursement (refer to current Schedule of Inmate Fees posted in your housing unit).

708 Barbering Services

Inmates are not authorized to serve as barbers. Barbering services are provided via professional barbers approved by the Warden. Barbering service is available on a scheduled basis by submitting a request to Accounting. You are responsible for cost reimbursement (refer to current Schedule of Inmate Fees posted in your housing unit). When submitting a request slip for barbering services you are authorizing the Accounting Department to deduct funds from your account. Inmates without funds may request a haircut once every 90 days. A memorandum will be posted in each housing unit outlining the dates of the service, the dates that your request slip and money is due on your account and the cancellation date. If you wish to be removed from the list, the Accounting Department must receive your request by the day before cancellation date. No credit will be given unless you are out to court, released, moved to the Re-entry Facility or locked down.

709 Recreation

Indoor recreation activities (televisions and table games) are available in the general population housing units. The gymnasium is available for basketball, and aerobic exercises, etc. during times of inclement weather. Except during times of inclement weather all recreation will be conducted outside in the outdoor recreation yards.

General population inmates will be provided at least 2 hours daily, physical exercise in the open, weather permitting. Only during times of inclement weather, 2 hours physical exercise will be offered indoors to include gymnasium and common area time.

No food, drinks or personal property are allowed in the gymnasium or outside recreation areas. Appropriate clothing and soft-soled shoes (no black soled shoes) must be worn when in the gym. Any misuse of recreation equipment or inappropriate behavior is prohibited and will result in disciplinary action including restitution.

710 Commissary

An account is maintained for each inmate entering the Prison. This account shows all monies received, purchases made, and the current balance of your account (which is available at anytime using the inmate telephone system and your TID number). On a weekly basis you may purchase various items through the Commissary. Schedules and price lists are posted in your housing unit. Commissary orders are done using the Inmate Telephone System and your TID number. Once you have placed your order you may not make any changes to it. You cannot add to the order and you cannot remove items from the order. Once you have "confirmed" the order, it is complete and cannot be changed. You will not be able to place another order until the following week. Once your order is placed the amount of that order is subtracted from your inmate account. Commissary orders are delivered once a week to your housing unit. After checking that all items were received, you must sign the receipt. If you find any items missing you must circle the item number and missing quantity and have the officer sign their initials and ID number. No credits are given without verification by the officer delivering the commissary order.

Questions concerning an account should be addressed to Accounting on an Inmate Request Slip. Exchanges of Commissary items are not permitted.

When ordering commissary, please do not order excessive amounts as no credits will be given for commissary orders received after you are temporarily or permanently released or permanently transferred. If no Inmate Property Release Form was submitted prior to release/transfer, you will have 10 days from your release/transfer date to return to ACACC to claim the property. You cannot release your commissary to another inmate within the institution. All unclaimed items will become the property of ACACC after this time. Temporarily or permanently released or permanently transferred inmates who ordered commissary through your welfare commissary allotment will be credited. However, you may not claim these items as they will immediately become the property of ACACC. ACACC will store commissary orders for those inmates temporarily transferred to other jurisdictions until you return.

If you are without funds after 1 week, you are eligible to receive Commissary through the Indigent Program (Welfare Commissary). Welfare Commissary can be ordered twice per month (for the dates refer to the Welfare Commissary Schedule posted in each housing unit). Individuals receiving Welfare Commissary will have their accounts updated upon receipt of money into their account. All Welfare Commissary purchases automatically add to your Cost Recovery Balance (negative balance). If you have a negative balance (cost recovery balance), 50% of any incoming funds will be applied to that balance. The remaining 50% will be deposited into your account.

711 Work Details

There are several different work details at the Prison for those inmates housed in the minimum security housing units. If you want to be assigned to a work detail, complete an Inmate Request Slip and forward it to the Inmate Caseworker. Eligibility is based on the following criteria:

- (1) Sentenced to the Adams County Adult Correctional Complex
- (2) Type of charges/detainers
- (3) No known security threat
- (4) Good institutional conduct (no misconducts/disciplinary restrictions in past 30 days)
- (5) Medically cleared

Inmates applying for work will be held to a higher standard of conduct than those inmates not involved in programs. It must be remembered that institutional work is a privilege, not a right. Most job assignments will require 7 days a week actual or "On Call" work duty.

Work details are paid at a rate established by the Warden (refer to current Schedule of Inmate Fees posted in your housing unit). If you have a negative balance, 50% of your pay will be applied to that balance. The remaining 50% will be deposited into your account. You may also be assigned to duties in a non-pay status. These are considered volunteer jobs whereby you agree to accept a job with no pay. In most cases, you will receive credit toward your community service requirements for the hours worked (refer to 713 Community Service Program).

All inmates applying for the kitchen detail must pass a medical exam and conform to all health and sanitation standards. Each inmate worker will receive a job duty orientation.

Sentenced inmates can be required to work. Unsentenced inmates may request work, but will not be required to work. However, unsentenced inmates are required to maintain cleanliness standards in their cells and living areas as well as personal hygiene.

712 Out-Mate/Re-Entry

Inmates sentenced to the Adams County Adult Correctional Complex (or another jurisdiction) and who have no outstanding charges or detainers may be eligible for Re-Entry. To determine eligibility, complete a Re-Entry Application and submit it to the Director of Institutional Services.

Note: Re-Entry rules and regulations are contained in the Re-Entry Handbook. All requests to review the Handbook should be submitted to the Director of Institutional Services.

HEALTH SERVICES

801 Concept

Health services at the Prison are designed to accomplish two purposes:

1. Safeguard the health of the individual inmate and the entire inmate population.
2. Ensure that physical and mental health factors are part of the treatment for each inmate.

Fees established by the Warden are charged for medical visits and prescriptions (refer to current Schedule of Inmate Fees posted in your housing unit). Medical treatment is not denied due to an inability to pay.

802 Medical Coverage

Medical staff is available 24 hours a day, 7 days a week to provide health care services. A physician visits the prison weekly and is on call for emergencies.

803 Physical Exams

You will receive a health care screening by medical staff within 24 hours of admission. You will receive a tuberculosis-screening test within 72 hours of commitment unless otherwise directed by Medical Staff. You will receive a physical exam within 14 days after admission to the Prison. If you refuse the skin test or any part of the physical exam, you will not be cleared for general population, be subject to disciplinary action, and remain in Classification.

804 Sick Call

Sick Call is conducted daily. To be evaluated for sick call, submit a sick call slip to the Medical Department. A fee established by the Warden is assessed for medical care obtained at Sick Call.

805 Emergencies

Medical emergencies will be evaluated and treated at any time. Be sure to notify an officer immediately if you have an emergency medical problem, or if you observe someone else having one. This will enable staff to get medical help as quickly as possible.

806 Medication

You will take prescribed medicine at the time it is dispensed. You will report to the medical staff distributing medication with a cup of water. You will be required to consume the medication in the medical staff's presence and allow the medical staff to inspect your mouth and hands to insure it was consumed. Refusal to follow this procedure will result in disciplinary action. A fee established by the Warden is assessed per prescription.

807 Hospitalization

When specialized consultation or hospitalization is indicated, arrangements will be made for these services. Elective surgery will not be the responsibility of the Prison.

808 Dental and Eye Care

Dental care and oral hygiene services are provided. In cases of dental problems, you must submit an Sick Call Slip to the Medical Department. The Medical Department will provide eye care for medical emergencies or chronic illnesses only. Routine eye exams and the purchase of prescription eyeglasses are your responsibility. You are responsible for contact lenses. The prison will not be responsible for complications that arise from their use.

809 Communicable Diseases

The spread of infectious diseases by individuals while in the Adams County Adult Correctional Complex is a major concern of all persons involved with the Prison. During your time in the Prison, you must follow these precautions:

- (1) Do not have any sexual contact with fellow inmates
- (2) Wash hands prior to eating
- (3) Do not share any eating or drinking utensils
- (4) Do not share or use others' hygiene items (ie-soap, toothbrush, razor, comb, hairbrush, etc.)
- (5) Do not put foreign objects (pen, pencil, etc.) in your mouth
- (6) Practice good personal hygiene by showering daily and washing clothing and bedding weekly
- (7) Keep living area clean
- (8) Do not use tattoo needles

You may request testing for HIV via a Sick Call Slip to the Medical Department. All testing is confidential and is performed by the medical staff after signing an informed consent.

810 Mental Health Services/Suicide Prevention Program

Mental health services are available at the Prison. To schedule an appointment with a Mental Health Specialist, submit a Sick Call Slip to the Medical Department. ACACC will monitor inmates who may show indications of suicidal risk with a system of observation and intervention designed to prevent them from attempting or committing suicide. **In the event you are experiencing problems or observe someone else who exhibits signs of suicide that need immediate attention, notify your housing unit officer immediately.**

811 Sexual Harassment of or Sexual Contact with an Inmate

Any form of sexual harassment or sexual contact with an inmate is prohibited. ANYONE who engages in, fails to report, or knowingly condones sexual harassment or sexual contact with an inmate shall be subject to disciplinary action, and may be subject to criminal prosecution. A claim of consent will not be accepted as an affirmative defense for engaging in sexual harassment or sexual contact with an inmate. **If you report sexual harassment or sexual contact, you will be protected from retaliation.**

HOUSING UNIT ROUTINE

901 General

The housing unit general use areas shall be cleaned daily. Beds must be made neatly anytime you are out of your cell or bed. You are responsible for cleaning your individual cell. Cleaning supplies to sweep, mop, and clean will be provided to you. Television and

telephone privileges may be withheld if you fail to comply with housing unit sanitation regulations.

Television may be provided after cleanup in the housing unit during common area time. Individually owned radios must be played at a moderate level. After lock-in, radios must be kept at a very low volume, and may be confiscated if played loudly. Noise will be kept to a minimum at all times, it is the responsibility of the correctional officer assigned to the housing unit to determine what the acceptable noise level will be. The administrative staff conducts a weekly sanitation inspection. Any problems that arise will result in suspension of privileges (television, common area time, etc.). Correctional Officers will make frequent checks of each housing unit. These patrols are for ensuring the safety and security of each inmate. Do not delay an officer.

Clotheslines: Clotheslines of any kind are not permitted. Destruction of County property to make a clothesline is strictly prohibited and will result in disciplinary action.

Windows and Walls: Pictures, posters, or papers are not permitted on any walls or windows. Drawing or writing on walls is strictly prohibited. Placing radios or other objects on window ledges is forbidden. Do not obstruct the view of your cell in any way. Violations will result in confiscation of these items and/or disciplinary action.

Laundry: Institutional and personal clothing shall be laundered a minimum of twice a week for all inmates. The institution is not responsible for lost or damaged personal clothing. Laundry schedules are posted in your housing unit. You shall be provided with a mattress, sheets and a blanket. Bedding will be laundered a minimum of once per week by the prison laundry. All bedding must be turned in at the time of your release. A laundry maker is available through your housing unit officer to mark your name in your clothing. They may only be marked inside your collar or waistband, any markings outside your clothing will result in that items being confiscated.

Trash: Trash will be removed daily as scheduled. Place all trash in the barrel provided.

Program / Class Sign-up Sheets: Program sign-up sheets are available on the housing unit from 0530 hours – 0800 hours. If you fail to sign-up for programming by 0800 hours you may not be permitted to attend.

General Condition of Cells: You are responsible for the general condition and cleanliness of your cell. You will be held responsible for damages to your cell that was the result of negligence or malicious destruction. Failure to immediately report cell damage to Correctional Staff may result in your being charged institutionally or criminally if the situation warrants.

902 Emergencies

In the event of an emergency, (seizure, severe drug withdrawal, suicide attempt, illness, fire, injury, etc.) you should make whatever noise or action necessary to alert a Correctional Staff to the situation.

Evacuation or Other Emergencies: The facility has emergency plans for fires, natural disaster, civil defense, power outage, and other such emergency situations. You will be called upon to either evacuate the area or to seek a safer, more secure location. You should familiarize yourself with the posted evacuation routes so that you will know how to react in an emergency requiring evacuation. If an evacuation is necessary, you should quickly and quietly assemble in a single line near the exit indicated by the staff and follow instructions in

an orderly manner until arrival at the proper evacuation site. Evacuation drills will be held periodically to help familiarize you with the evacuation procedures.

Natural Disasters: In a natural disaster, such as tornado, high winds, earthquake, etc., evacuation may be unnecessary. The staff will direct you to the safest, most secure part of the area. Generally, you will want to stay away from windows or doorways. You may be directed to take your mattress and bedding materials with you. Close the door to the cell/housing unit/room upon leaving. It is important that you follow the exact directions of staff that have been trained for these emergencies.

903 Meals

3 meals are served daily. Upon completion of a meal, the contents of each tray will be returned to the distribution point. You will be served 1 tray per meal. Extra helpings or trays are not served. If you do not wish to eat part of the meal, you must dispose of that food immediately (NO EXCEPTIONS). Do not ask for special food orders; individual food preferences cannot be honored and substitutions cannot be made on trays. You must pick up your own tray, as no one else can pick it up for you (this does not apply to segregated inmates). Meal times are scheduled by housing location. Approximate meal times for each housing unit are posted on the common area schedule. **Non-tractable** inmates will receive **nutra loaf** as outlined in 510 Custody.

Medical Diets: A member of the Medical Department will prescribe a medical diet if you are found to be in need of one. The kitchen will then see that you receive your diet as ordered.

Religious Diets: In keeping with dietary laws of recognized religions, religious diets may be arranged for, appropriately and within reason, through request to the Chaplain. The Prison does not serve pork items on the menu that may conflict with the Islamic and Jewish faiths.

Medical Screening of Inmate Kitchen Workers: Inmates employed in the Kitchen will be medically screened prior to being assigned to work in the Kitchen and will be re-screened at least annually while assigned to the Kitchen. The screening will include an examination and medical file review by the appropriate Medical Department staff.

904 Dress Code

You must wear appropriate clothing whenever outside of your cell. Appropriate clothing is defined as your full inmate jumpsuit, undergarments, your ID bracelet (left wrist) or your ID Card left sleeve (Re-Entry Only) and footwear. Adequate footwear and undergarments can be purchased through the Commissary. Inmates without funds can receive these items through their indigent allotment monthly. While in the main institution, you may not possess personal ("street") clothing at any time.

Inmates assigned to re-entry status may wear personal clothing while in the housing unit. However, if you need to enter the main facility for any reason, you must wear your prison issued uniform.

905 Allowable Inmate Property

(Other than prison issue items)

Allowable property is dependent upon your classification status. Allowable Property Lists are posted on each housing unit.

All inmate property must be stored in property storage bins or lockers except:

- opened hygiene/commissary items can be stored on the shelf above the sink or neatly under the bed
- shoes/slippers can be stored neatly under your bed

Nothing should be stored on the desk when you are out of your cell. Items that do not fit in your bin or locker must be released.

The prison will store 1 set of personal clothing for you to wear for court appearances or for you to wear upon your final release. This clothing must be clean and will be stored in a sanitary manner in the Inmate Property Room.

906 Personal Hygiene

You are expected to keep yourself clean and neat by observing a high standard of personal hygiene. You will shower at least twice a week. You are to launder your clothing and bedding weekly, or as scheduled. Female inmates will be provided articles for feminine hygiene when needed. If you are determined to be indigent, you will be provided with articles to maintain satisfactory personal hygiene through the welfare commissary allotment. Razors will be available to you during scheduled times, please see your block information board for the razor schedule in your housing unit.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

1001 Service Fees

Inmates will be charged for the following general services at a rate established by the Warden (refer to current Schedule of Inmate Fees posted in your housing unit):

1. Inmates will be charged for all copies. (If considered indigent, legal copies will be taken off next available welfare order)
2. Inmates will be charged for haircuts and for beard trims.
3. Inmates will be charged for new commitment hygiene kits.
4. Inmates will be charged for razors issued to classification status inmates.
5. Inmates with no funds can receive a monthly welfare commissary allotment.

1002 Administrative Fees

Administrative fees at a rate established by the Warden (refer to current Schedule of Inmate Fees posted in your housing unit) will be charged to inmates as follows:

1. Inmates who are convicted of a disciplinary misconduct at a formal disciplinary hearing.
2. Inmates requesting Notary services.
3. Inmates requesting stop payment and/or reissues of checks from the inmate's accounts.
4. Inmate worker shoes at a set weekly amount.
5. Treatment workbooks.

1003 Replacement Fees/Restitution

Replacement fees at a rate established by the Warden (refer to current Schedule of Inmate Fees posted in your housing unit) will be charged to inmates as follows:

1. Misplaced, damaged/destroyed or lost Inmate Handbooks.
2. Misplaced, damaged/destroyed or lost Inmate Identification.
3. Amount of restitution for Misconducts and replacement cost of destroyed property will be determined by the Misconduct Hearing Examiner.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

1) How long am I going to be in Classification?

- A) You will be housed in Classification at least 72 hours (3 working days). Do not write a Request Slip asking when you will be moved.

2) What are the requirements for Work Release?

- A) You must be fully sentenced, have no open detainers, and appropriate institutional conduct for consideration. Questions about Work Release should be directed to the Director of Institutional Services via Request Slip.

3) When will I see my probation/parole officer?

- A) You will be seen by the Institutional Parole Officer at the prison generally 1 to 2 weeks prior to your release date. There is no time limit for them to see you. Any questions concerning early parole should be directed to the Institutional Parole Officer via Request Slip.

4) What if the person I want to call has a block on their phone?

- A) **No** personal calls or long distance calls will be made for you. Only **verified** emergencies (i.e.-hospitalizations, deaths) will be addressed on an as needed basis. You are encouraged to communicate with family, friends, and others by writing.

5) When will I receive commissary and visitation?

- A) You will receive both when you are classified to a regular housing unit. The times and days of both are listed on each housing unit.

6) If I am in transit from another prison, when will I be returned?

- A) The Sheriff's office, not the prison, is responsible for returning you to the prison you came from. Do not ask the Records Coordinator or Treatment staff to place a call to them.

7) What happens if I refuse or fail to complete a Court Ordered Program?

- A) You will get a negative parole recommendation from the prison. The Judge will then decide to grant or deny parole. Keep in mind that the Judge ordered you to do something. Ignoring the Judge can hurt your chances for release.

8) What if I think my sentencing order is wrong?

- A) Your lawyer can petition the Court to change the sentencing order or just petition for parole. The prison cannot take action based upon what you or your family says.

9) Who do I write to about Furloughs?

A) The Warden's Office

10) Who do I write to concerning my sentencing and/or detainers?

A) The Records Coordinator

11) Who do I write to about counseling services?

A) The Treatment Department

12) Who do I write to about Religious Services?

A) The Chaplain

13) Who do I write to about my medical treatment including medications and diet?

A) The Medical Department