



TO K. Kauffman, Superintendent
RTU Residents

A handwritten signature in black ink that reads 'B. Hollibaugh'.

FROM B. Hollibaugh
Unit Manager

DATE June 30, 2021

RE RTU Community Update

At the present time, the RTU at SCI-HUN is operating in cohort groups designated by the housing unit levels as follows:
Cohort Group #1-Level 1, Cohort Group #2-Level 2, Cohort Group #3-Level 3, Cohort Group #4-Level 4

The RTU continues to operate on 4-day rotating schedule of activities on the unit based upon the cohort groups. Residents have access to recreation twice a day, either in the RTU yard or block out. Residents will be provided a daily 30 minute period of access to use the phone and kiosk. The 2-10 shift officers make daily evening rounds with the Phone/Kiosk sign-up sheet starting at the cell number with the date of the day. You must be at your cell door with the light on when the officer announces the Phone Sign-ups on your level. Showers will be provided on a rotating schedule with CA Unit, CB Unit, and DA Unit. You are permitted out of your cell to pick up your meals and to report to pill line on the unit. You are permitted to leave the unit, when scheduled, for Commissary, Barber Shop, Law Library, and other Call-Out appointments.

White Cloth Facemasks must still be worn whenever you are out of your cell, even during your recreation period in the RTU Yard. You must exit your cell in a timely manner and properly dressed when your cohort group is called for an out of cell activity. Your cooperation and preparedness will provide you the maximum amount of time to participate in out of cell activities. If you do not exit your cell by the time last call is given, you forfeit your opportunity to participate in that activity. Minor adjustments may need to be made to the daily RTU Schedule to accommodate meals, pill line, and other line movements. If a scheduling conflict arises, you may need to make a choice on which activity to participate in at that time.
Please be advised, Quarantine guidelines are subject to change at any time.

Medical: Please review the Heat-Related Illness and Medication Use Posting placed on the Block Bulletin Boards and the Inmate TV. Please immediately notify staff if you or another resident are experiencing any heat related warning signs. If you experience any COVID-19 like symptoms such as fever, cough, shortness of breath or difficulty breathing, diarrhea, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, please immediately inform a staff member who will arrange for you to receive a medical evaluation. If you now wish to receive the Johnson & Johnson COVID-19 vaccine, please submit a request slip to the medical department and arrangements will be made for you to be vaccinated. Those who receive the vaccine will have \$25.00 credited to their inmate account. If you experience any possible adverse reactions and/or side effects following vaccination, please immediately inform a staff member who will arrange for a medical evaluation. **Reminder: On 5-26-21, Secretary John. E. Wetzel indefinitely suspended, Medical Co-pays.**

Cable: Free cable has been extended until **September 30, 2021**. Directions to keep cable for the month of October 2021, at a fee of \$17.00, will be posted in September.

Phone: Until further notice, residents will receive one free phone call a week. The phone system resets each Wednesday.

Kiosk: Until further notice, residents are permitted to send 2 free e-mails a week.

Mail: Residents are permitted, without cost, to mail twelve (12) one-ounce first class letters during July 2021. Per the Memo from Executive Deputy Secretary Tabb Bickell, dated June 3, 2021, RE: Inmate Nonprivileged Correspondence-Book Copies, Due to concerns related to copyright infringement laws, staff shall not print out books or any portions of a book, sent through non-privileged correspondence mail. Any book or portion of a book received from Smart Communications shall not be printed or delivered to the inmate, and an Unacceptable Corresponded form will be completed by mail room staff. In accordance with DC-ADM 803, Inmate Mail and Incoming Publication Procedures Manual Procedures, the facility shall hold the material in question until any appeals are exhausted and a final decision is made. **Reminder: All outgoing inmate mail must have the return address of: Smart Communications/PA DOC, SCI-Huntingdon, your full DOC commitment name, your DOC Number, and PO Box 33028, St. Petersburg, FL 33733.**

Cash Slips: In accordance with the 2017 Inmate Handbook, Page 1, 1. Accounting A. General #6. You may use the money from your inmate account to send money to immediate family members: your spouse, children, parents, grandparents, brothers, sister, aunt, or a person with whom you made your home, or the care giver of your children. Your relationship(s) must be verified by institutional staff before the cash slips will be approved and a check is sent.

IRS: If you applied for the Economic Impact Payment and receive a 4883C or 5071C letter from the IRS requesting verification of identity, contact your counselor or unit manager. You must provide staff with the original IRS letter in order for staff to proceed with the verification of your identity with the IRS. The original letter will be returned to you.

Visits: The visitation station in CB 1010 is available for video visits scheduled on the Residential Treatment Unit. The extended 8 am to 8 pm visiting hours expires on 6-30-21. The July visitation schedule will be posted when it becomes available. Your visitor must use the PA DOC inmate visitation system (<https://inmatevisitation.cor.pa.gov>) to schedule visits. If you are moved from one zone to another, all pre-scheduled visits will be cancelled. Your visitor(s) will need to re-schedule visit(s) once you are assigned to your new zone. In person visits remain suspended at this time for SCI-Huntingdon. **Please be advised that the availability of dates and types of visits are subject to change.**

Commissary: You may borrow a copy of the General Population Commissary Catalog, updated 4-5-21, from the Officer's Desk in exchange for your ID card. Until further notice, the Commissary spending limit remains at \$100.00. The commissary pick-up schedule is on a 4 week rotating schedule from Tuesday through Friday.

Employment: Residents who are unable to work at this time due to COVID-19 guidelines currently in place will continue to receive their regular rate of pay for their normal work hours. The pay groups and pay dates will remain the same.

Shoe Shop: The Shoe Shop is operating on a request slip basis for exchange of shoes, repairs, shoe strings, and insoles. When announced on Thursday morning, bring your items to the officer's desk.

Laundry: Clothing Replacement and Missing Clothing services are conducted by request slip only. When announced, please bring clothing item(s) in need of replacement to the officer's desk. **These items will be replaced on Wednesday's only.** Please do not submit clothing and towels for re-labeling as we cannot provide that service at this time. On Thursdays, kitchen whites, sheets, pillow cases and towels will be collected and returned to you on Monday. On Sundays, brown clothing, towels, a white/yellow bag of clothing (separate browns and whites), and labeled blankets will be collected and will be returned to you on Wednesday. Laundry related issues should be addressed via request slip to Mr. Garman. Please specify if you need to be re-sized when submitting requests for clothing.

Barbershop: The Barbershop is open and is providing basic haircuts and beard trimming. No specialty services will be provided. The housing units will be scheduled for the Barbershop on a rotating basis.

Education: The Summer Term is now in session and continues until Friday, 9-10-21. For residents who are unable to attend their educational courses in a classroom or meet in person with their teachers, the Education Department will continue to send assignments to the housing unit via block mail. Students must complete and return the assignments by block mail to receive school pay and credit hours. Please be advised, students who do NOT complete work will not be paid.

Library: The Law Library for RTU Residents is on Tuesday mornings by call out. You may submit request slips to attend Law Library. If you have a verified legal deadline, send the verification to the Librarian who will arrange for priority access to the Law Library. Copies of legal materials will be provided if a cash slip is included with the request slip. Residents in need of notary services should submit a request to the Law Library. The SCI-HUN Leisure Library is available by use of the LEISURE READING REQUEST forms. Returns will be collected on Fridays and new materials will be delivered on Tuesdays. The RTU Block Library material is available by request slip and during your assigned cohort day.

Chaplains: Religious programming continues to be broadcast on the institutional channel. The Chaplaincy Department will provide literature for faith groups upon request. In addition, the Chaplaincy Department assists with processing notifications of a family death and grief counseling. The Chaplaincy staff are making rounds on the housing unit and providing religious material for spiritual encouragement. The Jewish "Fast of AV" will be observed from sundown on Saturday 7-17-21 to sundown on Sunday 7-18-21. Questions regarding this observance should be directed to Chaplaincy Program Director (CPD) Starr. On Friday, 7-2-21, there will be a special video presentation on Channel 57 at 8:30 am from The Shining Light Ministries and offers an opportunity for hope and encouragement. The presenter is Tony Dungy who coached 13 seasons in the NFL with the Tampa Bay Buccaneers and Indianapolis Colts, leading the Colts to a Superbowl victory.

Activities: The PLA Baked Goods orders are expected to be delivered to the RTU residents on Thursday, 7-8-21. We do not yet have a delivery date for the Jaycees Mental Health Fundraiser for the Board Games and RCA Universal TV Remote. Concession services continue to be provided when the RTU yard is open. Residents may redeem the ARJ and IGWF during their recreation period. There is a limit of 3 items per resident. You may consume your concession(s) in the yard and/or bring concession(s) back to the housing unit. The Activities Department hosts activities and/or contests to all cohort groups in the RTU yard on Tuesdays and Thursdays. **REMINDER:** THE IGWF light blue tickets expire Saturday, 7-30-21,

The Activities Department will maintain the Jaycee Photos schedule by housing units and cohorts. Photos will be taken on Tuesdays, Wednesdays, and Thursday evenings during evening yard, weather permitting. Due to the expected high demand, the following rules will apply: (1) Only 2 poses (2) Max of 5 pics due to high demand-we will return to 10 at a later date (3) No props (4) no changing clothes (5) All other pre-existing photo rules remain in effect.

Treatment and Program Groups: Attendance of prescribed program(s) in the Clinic is limited at this time. If your treatment program is provided in the clinic, you will be placed on the Call-Out list to attend. If the program is not available in a group room, the facilitators will do prescribed programs with in-cell homework assignments distributed and collected block mail.

Certified Peer Specialist: The Certified Peer Specialists are available on the housing unit and will make rounds on the unit within the quarantine guidelines. You may also request to receive CPS services through a unit staff member.

RTU Special Events: The Annual RTU Walk-A-Thon for Major House's Iron Man Trophy was a great success. This year's goal was set higher than previous years at 2,400 laps or 150 miles. The residents rose to "Deputy Spyker's Challenge" and exceeded that goal with the 48 participating residents completing 2,623 laps, or 163 miles. The PLA donated Sweet Lemon Iced Tea Drinks and Deputy Spyker authorized the purchase of a large bag potato chips for all participants. Individual prizes were also awarded. A special Thank You! Is extended to Corrections Activity Specialist B. Smetz for being enthusiastic and frequently voicing encouraging banter and challenges to those walking laps. There were 32 residents who participated in CCPM Strait's June Treatment Challenge of "Feelings Word Scramble" game. There were 40 residents who participated in RTU Challengers Contest for Major Loy's Trophy in June. The Trivia Questions were "Guess the Commercial" by the depicted photo. In July, a Ping Pong Tournament will be held during Mid-day RTU yard, weather permitting. Prizes will be awarded to the individual cohort winners and the Grand RTU Champion resident.

Block Information: The new RTU-CB Unit Rules and Regulations and the RTU-CB Yard Rules and Procedures, dated June 16, 2021, are now in effect. All residents on the unit were provided individual copies of each set of rules. New men will be issued block and yard rules when they arrive on the unit. Effective 6-3-21, by memo from Major House regarding Summer Uniform, the brown winter corduroy coat will be considered seasonal wear and must be kept in your cell until Labor Day. The shift Commander may grant approval for wear on specific days that are unseasonable cold and the unit staff will make an announcement when authorizing coat use for the day or a specific time frame. T-Shirts will be permitted as outerwear in all areas of the facility along with trousers. Run-a-Thon shirts may be worn during recreation periods.

Each day, on the 6-2 shift and again on the 2-10 shift, trash will be collected at your cell door. You may also bring your used food trays and trash down to level 1 to dispose of items in the trash containers when you are scheduled for an out-of-cell activity. Please do not flush food, plastic bags, Styrofoam trays, or other items down the toilet. Staff will provide cell cleaning supplies on a daily basis. You must clean your cell as soon as you receive your supplies.

The RTU staff will continue to make frequent rounds on the unit. You will be provided with daily packets consisting of a variety of in-cell activities such as crossword puzzles, Sudoku, word search, coloring pages, and connect-the-dots as well as daily handouts related to mental health and coping skills. Additional activity packets and coping skills worksheets are available upon request. **Reminder:** Please see a unit team member or housing unit officer if you need personal hygiene products such as toothpaste, a toothbrush, deodorant, body wash, and white soap.

A Memorial Service for Mr. Michael Eaton has been scheduled for Friday 7-2-21. The service will be broadcast live from the chapel immediately following SCI-HUN's weekly Juma'a on channel 44. If anyone that knew Mr. Eaton would like to share a story or anything about him, please submit a request slip to the chaplaincy department as soon as possible. We will do our best to include it in the service.

SCI-Huntingdon staff continues to conduct a Fireside Chat every Friday at approximately 12:30 pm on Institutional Channel 44 to keep residents up-to date.

The Institution will operate on a Holiday Schedule on Monday, 7-5-21, for the Independence Day Holiday.

Your family may obtain the most up-to-date public information regarding COVID-19 and the PA DOC at <https://www.cor.pa.gov/Pages/COVID-19.aspx>.

Email Distribution: Deputy Kohler, Deputy Spyker, Major Loy, Major House, T. Strait-CCPM, Captains, R. Goss-Regional LPM, P. Price-CHCA, Mr. Sisto-MHC, C. Johns-PSS, T. Conway-PSS, J. Cousins-CRNP, J. Ake-BSN RN, Mrs. Maust-CCII, Mr. Banks-CCII, Mr. Helsel-LSW, Mr. Reachard-LSW, Mrs. Laird-Corr. Sch. Principal, Mrs. Saylor-Ed. Guidance Counselor, Mr. Crayosky-Activities Coord., Lt. J. Hancock, Lt. R. Walker, C. Carberry-Clerical Supervisor, J. Kennedy-Clerk Typist II, H. Smith-Clerk Typist II, Superintendent Secretary S. Weko-Scott, and Superintendent Assistant A. Wakefield

BJH