

JAIL INTRODUCTION

CLINTON COUNTY CORRECTIONAL FACILITY

TO: Detainees of the Clinton County Correctional Facility (C³F)

FROM: Angela Hoover, Warden

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The mission of the Clinton County Correctional Facility is twofold:

1. To provide safekeeping, care and custody of persons committed to the Clinton County Correctional Facility; and
2. To assist the individual detained in the Clinton County Correctional Facility in achieving a successful reintegration into the community.

This handbook will explain what is expected of each person during detention, and what you can expect from correctional staff. In addition, this handbook should assist each person in his or her adjustment while being housed at the CCCF.

Detainees are required to obey all guidelines contained in this handbook. Failure to do so may result in a behavioral infraction or further court action when appropriate, which could result in prolonged detention.

Wherever people have to live together as a member of a community, certain guidelines and limits must be adopted and accepted by all in order to assure the wellbeing of everyone. The guidelines in this handbook apply to everyone detained in this facility. **Your adherence to these guidelines, and display of an acceptable behavior, will be important when you are being reviewed by the court system, being considered for reduced custody programs, or released on parole at the expiration of your minimum sentence.** Every situation and guideline cannot be outlined specifically, because no handbook would be large enough. Therefore, using common sense, behaving as a mature adult, respecting others, and adherence to staff instructions are the key to success.

Your housing unit officers and case managers will have input on your placement in programming and on your release recommendations. These staff are responsible for assisting you with legitimate needs. **You must familiarize yourself with the Detainee Resolution Process (DRP).** The use of this system is required when you are first unable to receive a verbal resolution from your housing unit officer or case manager. Just because you do not get the answer you desire does not mean you are to continue asking other housing unit officers, case managers or administrative staff, the same question. **You are not to stop other staff to have verbal conversations regarding your desire.** It must be reduced to writing to ensure the proper staff person addresses your lack of satisfaction with the verbal response to your concern.

This staff-detainee relationship is very important to everyone's ability to conduct the business of corrections in an effective manner, and each detainee and staff member has an important stake in improving this relationship.

Introduction Continued

Each of you who study this handbook, cooperate in the established programs, and comply with guidelines, may receive a favorable institutional court report and will complete your detention in the shortest time possible. Make good use of the time you spend here by using the programs and services constructively. If you are a pre-trial detainee, your institutional conduct will determine future assessments should you be unfortunate enough to return to this facility. In addition, a report of your behavior will be sent to any other correctional facility you may be sent to in order for that facility to properly supervise you.

Finally, the Clinton County Correctional Facility is a non-smoking, tobacco-free, contraband-free institution and has adopted a "zero-tolerance" policy regarding the introduction of contraband into the facility. Please familiarize yourself with Pa Code Title 18 - Chapter 51 - 5123-Contraband. Of note is the following:

(a.1) Mandatory minimum penalty.

Any person convicted of a violation of subsection (a) shall be sentenced to a minimum sentence of at least two years of total confinement,...

DETAINEE HANDBOOK

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A. ADMISSION AND CLASSIFICATION SERVICES

1001 Status

All persons legally confined to the Clinton County Correctional Facility will be held until ordered released by Courts of the Commonwealth of Pennsylvania or any other jurisdiction by which they are confined. No detainee is discriminated against based on race, national origin, color, creed, gender, sexual orientation, physical or mental handicap, or belief. Any detainee who feels they are being discriminated against, may use the Detainee Resolution Process (DRP) to address the alleged discrimination.

1002 Admission

When you arrive at the Clinton County Correctional Facility, you will be processed into the facility.

1. All new arraigned detainees may place a phone call for bail purposes only while at intake.
2. You will be searched.
3. Your personal possessions, valuables, and money will be removed and will be held for safekeeping; a receipt will be given for all items. The facility is not responsible for any personal items, such as, wedding bands, glasses, etc., which may be kept by you in the institution, unless they pose a security issue, in which case the items will be noted on the receipt and held for safekeeping.
4. When necessary you will be provided a shower.
5. You will be issued detainee clothing.
6. You will be booked into the facility data base and issued a facility number.
7. You will be photographed and issued a facility ID card and/or wrist ID.
8. You will be seen by medical for a comprehensive physical and mental health appraisal.
9. You will be issued a Detainee Handbook.
10. You will be assigned housing based on your status. At this time you will receive bedding items. New detainees with or without funds, may order from commissary the following items: paper, writing utensil and four stamped envelopes.
11. You will receive one free 5 minute phone call on the detainee phone system (blue phone) when you arrive at your housing unit. Allow for enough time for your phone account to be activated, especially if you enter the facility on a weekend.

1003 Orientation, Classification & Housing Unit Assignments

During the admission process you will receive a detainee handbook from the Receiving and Discharge Officer who will also provide you with a verbal briefing on basic rules. As a detainee you will be held responsible to follow the written guidelines in the detainee handbook, the guidelines found on the housing units, (see copy at the back of handbook,) and to follow the verbal directions given by staff. You are required to read the handbook upon your admission. Failure to do so will not be accepted as an excuse for not knowing facility guidelines.

Prior to being placed in the general population, you will receive an orientation on rules and regulations which are available in written, oral and video format. You will be provided information about:

- Rules of Conduct, and consequences for violating rules
- Mail, visiting, and telephone procedures
- How to access medical care and related fees
- The grievance process and acceptable time frames
- Treatment programs
- Work programs
- PREA – Prison Rape Elimination Act

After you have received an orientation to the institution, a member of the classification team will process your intake information and your primary housing assignment will be determined based on security risk from relevant data. Classification levels assigned will be minimum, medium or maximum. Detainee classification is an on-going process that begins upon your arrival at the facility and continues until your reintegration back into the community. This process is designed to meet the combined needs of the detainee and the institution. Classification decisions will not discriminate against any individual based on

race, national origin, color, creed, gender, sexual orientation, physical or mental handicap, or belief. Please be advised that it is your responsibility to notify the staff in the event that you are having problems in your housing area or feel that your safety is in jeopardy.

Classification reviews will be conducted routinely by staff. You are expected to regard reassignments as orders and comply as directed. You may appeal a classification action by sending a written request to your Case Manager. 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.

Refusal to report to your assigned housing unit is an institutional infraction and may result in administrative actions.

1004 Modified Housing Assignment

Definitions:

Administrative Status (AS): A status of confinement to be used for detainees who are having serious adjustment problems to general population living, are overly aggressive, emotional, or antisocial, under investigation, are in need of protective custody or are a danger to themselves or others. Administrative Status is not a punitive measure.

Modified Housing Unit (MHU): Are housing units within the facility where detainees are securely housed different from the general detainee population. Detainees may be celled either alone or with other detainees depending on security and custody levels. Whenever possible detainees should be celled with another detainee. Modified housing units help ensure the safety, security, and orderly operation of correctional facilities, and protect the public, by providing alternative housing assignments for detainees removed from the general population.

Temporary Limitation Status (TLS): A status to be used for detainees who have been found guilty of serious violations of facilities rules by the Behavioral Infraction Conference Committee. This form of discipline should only be used when other less restrictive measures are inappropriate. Temporary Limitations are considered a positive measure in order to preserve the order and security of the facility.

A general population detainee may be changed to Administrative Status for the following reasons;

- The Detainee is in danger from some person(s) in the facility and cannot be protected by alternate measures, and/or the detainee is a danger to some person(s) in the facility and the person(s) cannot be protected by alternate measures (Involuntary Protective Custody)
- The detainee is a danger to them self;
- The detainee is suspected of being involved in or is suspected of being the instigator of a disturbance;
- Placement in general population would endanger the detainee's safety or welfare when it is not possible to protect him/her by other means. (PC)
- The detainee would pose an escape risk in a less secure status;
- The detainee has been charged with, or is under investigation for a violation of facility rules, and there is a need for increased control pending disposition of charges or completion of the investigation; (pre BIC)
- The detainee has requested and been granted self-confinement;
- The detainee is being held temporarily for another authority and is not classified for the general population of the holding facility; however, a Parole Violator (PV) and temporary transfers from another facility are eligible for release to general population;

- No records and/or essential information are available to determine the detainee's custody level or housing needs;
- The detainee has a detainer for a pending capital case, for which the prosecution is seeking the death penalty.
- The detainee has completed a temporary Limitation sanction but one or more of the reasons listed above exist, (or the facility has an operational need [e.g., appropriate bed space] to temporarily assign the detainee to AS status).
- A detainee is scheduled for release, removal, or transfer within 24 hours. Such placement may be ordered for security reasons or for the orderly operation of the facility.

While it is the policy of the facility that detainees be housed in the least restrictive environment pursuant to the safe and orderly operation of the facility, temporary limits are necessary while housed in MHU.

Placement - A detainee may be placed in MHU by a Shift Commander at the request of the Administration, Custody, Treatment Services personnel, or a request from a detainee. The Shift Commander will assess the request and determine the immediate need for MHU. The detainee will be notified in writing on a CCCF # 300-12C Administrative Modified Housing Notice as to the rationale for their placement in MH. A copy of the CCCF # 300-12C will be placed in the detainee's case file and a copy will be forwarded to the Deputy Warden of Support Services to be reviewed by the Modified Housing Review Committee (MHRC).

Review – Detainees placed in MHU due to receiving a Behavioral Infractions will be reviewed per Section 4001 Detainee Behavioral Management of this handbook. All other detainees who are placed in MHU will be reviewed initially within 3 working days when possible. The original CCCF# 300-12C will be reviewed, if necessary interview the detainee and, when required, gather additional information to determine if the need exists to continue to house the detainee in MH. This initial review by the MHRC will be documented on the back of the CCCF # 300-12C and placed in the detainee's case file.

Conditions – While assigned to MHU, the detainee may be temporarily limited on their ability to access certain programming and possess certain items. The Shift Commander will make the initial determination regarding limitations. The MHRC will review all limitations and make adjustments when necessary.

Monitoring – When detainees are assigned to MHU, the MHRC will review each detainee's status approximately every 30 days. The MHRC can recommend changes or release. Those changes or releases will be documented on a CCCF# 300-12D Modified Status Review and placed in the detainee's case file.

Basic Levels – While assigned to MHU, the detainee will likely experience loss of some activities normally enjoyed in general population. For those detainees assigned to MHU due to an infraction, please see Section 4001 Detainee Behavioral Management of this handbook. All other detainees assigned to MHU for non-infraction needs will have the following access to programs and property:

- The housing room for MHU will be standard housing afforded to general population.
- The MHU basic issue will be the standard issue provided to general population housing.
- Detainees on MHU shall be served the regular meals in accordance with the menu of the day. Disposable trays or bag meals may be used when necessary to insure safety and security of the institution. An alternative meal may be provided, upon approval of the administration and responsible health care provider when a detainee uses food or food service equipment in a manner that is hazardous to self, staff or other detainees.
- Personal Hygiene: detainees shall be provided the same level of personal hygiene available to the general population, although for security reasons, detainees will be limited to a maximum of three 10 minute showers per week.
- Exercise: Detainees shall receive a one hour per day of exercise outside of their housing room five days a week, unless safety/security considerations arise. This will be provided outdoors, weather permitting.

- Reading Material: Reading material, including religious publications and pamphlets, will be provided to detainees when requested, not to exceed the allowable amount.
- Mail: Social correspondence privileges shall be continued for Detainees unless compelling security reasons exist to the contrary.
- Telephone: Detainees will not be permitted to utilize telephones while assigned to the MHU except for judicial purposes and family emergencies. If the detainee needs to contact their legal counsel, the detainee may write their legal counsel. Telephone access for legal calls, courts, government offices (including the DHS OIG and the DHS JIC) and embassies or consulates shall be requested and scheduled through the MHRC.
- Visitation: The MHRC will approve all visits based on security concerns and the detainees' behavior and adjustment. Legal counsel visitation is permitted. For religious visitation, the detainee is to write the Chaplain for arrangements.
- Medical Access: A medical staff representative will make rounds through the MHU on a regular basis, and a record of visits will be maintained. If medically necessary, the detainee will have normal access to other medical services.
- Court Access: Detainees shall retain all rights to have access to the courts; legal correspondence and contact with an attorney will not be limited other than via telephone. Legal research must be requested through your legal counsel while confined to the MHU.
- Programs: Access to programming will be temporarily suspended until the detainees return to general population.
- Commissary – Detainees on this status will be temporarily limited to ordering hygiene, clothing, writing materials, mail materials, religious materials and indigent items. All other items will require an exception by the Modified Housing Review Committee.
- Haircuts: Detainees assigned to the MHU will be afforded a haircut every 60 days from their previous haircut. You are to request the haircut by writing a DRP to Accounting.

1005 Your Responsibilities and Rights

While CCCF's policy is to treat all detainees with dignity and respect and to keep the facility safe, secure, and clean, you also have responsibilities and rights. One of your main responsibilities is to learn and follow all the facility's rules, regulations, and instructions. If you do not follow the facility's rules, you may be subject to discipline. You also must respect the staff, other detainees, and all property and to keep yourself and your surroundings clean. You are also responsible for:

- Cooperating with the staff;
- Using staff members' titles, as in, mister, miss, doctor, officer, and their last name;
- Being polite to other detainees; and
- Following laundry and shower schedules.

You have certain rights, and they are observed as long as they do not harm others or disrupt the order and security at the facility. You have the right to maintain your personal well-being, hygiene, health care, and take regular showers. While being detained at the facility, you have the right to nutritious balanced meals, clean clothes, and laundry with appropriate supplies. You have the right to live in areas with proper air circulation and heating, and have access to medical and mental health care if needed.

You have rights if you are disabled. If you have a disability, such as limited ability to move, speak, breathe, see, hear, or care for yourself, you have the right to reasonable access to all programs, activities, and services available to other detainees. You also have the right to be provided aids or services to help you communicate, see, or hear.

You also have the right to the following:

- Practice your religious faith;
- File a complaint about the living conditions with the facility or the Department of Homeland Security (DHS);
- Be free from being discriminated against for any reason, including your race, religion, national origin, sex, sexual orientation, gender identity, physical ability, mental ability or political beliefs;

- To be protected from mistreatment; To report any assault, including an incident of sexual abuse or assault, to facility staff or DHS; and
- To access law library resources and legal assistance. See section 7006 of this facility handbook.

1006 Restitution

Detainees who have lost or damaged facility issued items will be charged restitution for those items. Any willful destruction of facility property will result in a Behavioral Infraction Observation and restitution for damages.

B. HOUSING UNIT SERVICES

2001 General

Personal hygiene and a clean, orderly living area are necessary for the health and safety of all. Showers should be taken daily and each of you is expected to keep a neat and clean appearance. Hygiene products and razors are available through the Commissary.

While it is not the policy of this facility to dictate hair and beard styles and lengths, we must insist that all hair is kept neat and clean. To reduce the incidence of disease, housing units and all corridors must be kept clean. Cooperation and assistance in maintaining an orderly living area is essential to the health and welfare of all detainees.

The housing unit must be cleaned daily and beds must be made neatly any time a detainee is out of his/her cell or bed. Cleaning equipment to sweep, mop, and clean the area will be provided. Modified Housing Unit detainees will be afforded the opportunity to clean their cell during the time they are given to shower, recreate, etc. Television and telephone are privileges that may be withheld if detainees fail to comply with housing unit regulations. Individually owned radios must be played with a headset. After 10:00 PM, radios must be kept at a very low volume with the headset on, and may be confiscated if played loudly after lock-in. Posters and pictures will not be placed on the cell walls/furnishings. After 10:00 PM, noise should be kept to a minimum. Detainees may begin showering after the 06:15AM count has cleared and may not enter the shower any later than 09:00 PM. Detainees may NOT be in the showers during count times. Detainees MUST be fully dressed moving to and from the showers. Showers are NOT to exceed 10 minutes in length.

Housing Units E,F, H and I will be locked down daily from 11am until after the noon count clears.

Correctional Officers will make frequent checks of each housing unit to include ALL areas of the housing unit. These patrols are for security protection of each detainee. Do not delay an officer.

2002 Emergency

In the event of an emergency, (seizure, severe drug withdrawal, suicide attempt, illness, fire, injury, etc.) and the Correctional Officer is unaware, detainees in the housing unit should alert the Correctional Officer of the situation.

Evacuation or Other Emergencies: The facility has emergency plans for fires, natural disaster, civil defense, power outage, and other such emergency situations. Detainees will be instructed to either evacuate the area or to seek a safer, more secure location. Detainees should familiarize themselves with the posted evacuation routes so that they will know how to react in an emergency requiring evacuation. If an evacuation is necessary, detainees should quickly and quietly assemble in a single line near the exit indicated by the staff and follow instructions in an orderly manner until you arrive at the proper evacuation site. Evacuation drills will be held periodically to help familiarize detainees 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, detainees will want to stay away from windows or doorways. It is important that detainees follow the exact directions of staff that have been trained in these emergencies. The facility is locked down when the potential for a power outage is high.

2003 Meals

Three (3) meals are served daily. Upon completion of a meal, the contents of each tray, spork and cup will be returned to the distribution point. Each detainee will be served one tray per meal. Extra helpings or trays are not served. If you do not wish to eat part of the meal, dispose of that food. Detainees are NOT permitted to share food from their tray with another detainee. There are multiple reasons for this, for example, allergies and other medical issues. Do not ask for special food orders; individual food preferences cannot be honored and substitutions cannot be made on trays. Detainees must pick up his/her own tray, as no one else can pick it up for them.

The meals are delivered to the housing unit and handed out under the supervision of the Corrections Officer. The exact time of delivery may vary. Under no circumstances will the breakfast meal be served more than 14 hours after the preceding days' dinner meal.

All detainees are required to show their I.D. to the Correctional Officer to receive a tray. This ensures that all detainees receive their meal. Each detainee must pick up his/her own tray, you cannot have someone else pick it up for you, NO EXCEPTIONS. Trays should be relinquished as soon as you are finished eating. Do not save food trays or food. It is unsanitary must be accounted for in a prompt manner.

Medical Diets: A member of the Medical Department will prescribe medical diets when a detainee is found to be in need of one. The kitchen will then see the detainee receives his/her diet as ordered.

Religious Diets: We have adopted the common fare diet which consists of a vegetarian based diet, which fulfills the requirements of both ICE and the Council on American-Islamic Relations. It also is acceptable to the majority of Jewish people. CCCF common fare diet adheres to the general rules and spirit of the religious observance. The kitchen is regularly inspected by the chaplain for compliance with Federal regulations. In keeping with dietary laws of recognized religions, religious diets may be arranged for, appropriately and within accepted correctional religious norms, through coordination between the Institutional Chaplain, Warden of the facility, Food Service Manager, and community representative of the involved faith group. The facility will not serve pork items on the menu that may conflict with the Islamic and Jewish faiths. To receive a specific religious diet, the detainee must have indicated a religious preference upon intake. Detainees requesting religious change after intake must submit the request to their case manager.

Vegetarian Diet: A vegetarian diet is available upon request for those detainees who indicate the need upon intake. To request a vegetarian diet change after intake, the detainee must submit the request to their case manager.

Medical Screening Of Detainee Kitchen Workers: Detainees employed in the Food Service area will be medically screened prior to being assigned to work in Food Service and then will be re-screened at least annually while still assigned to the Kitchen. The screening will include an examination and medical file review by the appropriate Medical Department staff.

2004 Laundry

Institutional issued items will be washed on a regular basis (clothing twice per week, sheets once per week and blankets once per month. See your housing unit bulletin board for the unit's laundry schedule. Detainees will be responsible for lost or damaged clothing.

2005 Dress Code

You must be fully clothed when out of your cell/dorm area. This includes shirts, pants, and shoes. While confined to your cell, you should be clothed sufficiently to prevent offending other detainees and staff, clothing must include at a minimum, shorts and a t-shirt. Staff of the opposite sex are authorized to work in either male or female housing units. You should cover yourself to protect your privacy. At no time shall you be naked, except while using the shower or toilet. Detainees uniforms must fit the detainees appropriately; neither too large, nor too small. Clothing must be worn as it was intended (i.e. no pants below waist). You must wear institutional issued clothing at all times in the main building, except while going to recreation. Only kitchen workers will be issued a separate uniform when performing their duties

in the kitchen. Clothing that has been altered or damaged will be confiscated and the detainee will be issued a Behavioral Infraction and charged for the items.

2006 Trash

Place trash in the designated trash cans. Trash will be removed from living quarters daily.

2007 Bedding

Each detainee is responsible for the care of the bedding issued. The housing unit officer will instruct you on how to turn in bedding upon release. Bedding that has been altered or damaged will be confiscated and the detainee will be issued a Behavioral Infraction and charged for the items.

2008 Windows, Walls, Cell Lights & Doors

Pictures, posters, papers, and detainee issued items are not permitted on any walls, windows, lights, vents or doors of the cells, or displayed anywhere. Drawing or writing on cell walls is strictly prohibited. Placing radios or other objects on window ledges is forbidden. Do not obstruct the view of your cell walls in any way.

2009 Clotheslines

Clotheslines of any kind are not permitted in cells/dorms. Destruction of County property to make a clothesline is strictly prohibited. Any institutional issued item, which has been altered or damaged, will be confiscated and the detainee will be issued a Behavioral Infraction and charged for the items.

2010 General Condition of Cells

Each detainee is responsible for the general condition and cleanliness of their cell/dorm area. Each detainee will be held responsible for damages to his/her cell that was the result of negligence or malicious destruction. Failure to **immediately report cell/dorm damage to Correctional Staff** may result in the detainee being charged institutionally or criminally if the situation warrants. All property not being used must be in the property box that is provided. **NOTE: You MUST be able to fit ALL your property collectively into your property box at any given time. Excess property must be shipped or destroyed.**

CELL ARRANGEMENT

- Shoes are to be placed under the bed.
- Commissary items, personal legal papers, mail and stationery items should be stored in your property box. All items must fit into this property box.
- The desk should be kept clear when not in use.
- Hygiene items being used are allowed on the sink.
- Nothing is to be stored on window sill/ledge.
- Empty bunks are NOT to be utilized for the storage of items.

2011 Weekly Inspection

Staff conducts a weekly sanitation inspection. Detainees will be required to standing outside of their cell for inspection and must wear their facility issued uniform and I.D. All property must be in the property box provided by the facility and beds must be made in full.

2012 Chairs

Where applicable, chairs that are placed in housing units should not be placed in cells/dorm sleeping areas. They are for dayroom use only. Chairs are to remain on four legs and detainees should not lean back on them. You are to sit on one chair only, do not sit on a stack of chairs, and when you are finished using the chair in the dayroom, stack it neatly back in place.

2013 Razors

Disposable razors are available for Homeland Security detainees by submitting a Detainee Resolution Request (DRP) to the accounting department. Razors are stored in sub-controls. Detainees will check out

razors with a Corrections Officer in exchange for their I.D. badge. When finished, return the razor to staff, and your I.D. Badge will be returned to you. Your razor will be inspected by the housing unit officer prior to being issued and again upon return. **If your razor is damaged or altered while in your possession, you may be issued a behavioral infraction.** Detainees may be afforded the opportunity to shave earlier than normal, generally prior to the breakfast meal, when they have a court appearance.

C. SECURITY SERVICES

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

3001 Counts

Scheduled counts to verify the presence of detainees are made daily. Scheduled counts are announced on the Public Address System. Standing counts are held at 6:15 A.M., 12:00 noon and 6:00 P.M. 10:00 P.M. Non standing counts are conducted periodically throughout the night. During standing counts, detainees are required to be standing **inside** of their cells or at their bunks in dormitory housing units. Unscheduled counts are also made at the discretion of correctional staff nightly. Counts can occur at any time, day or night.

Failure to cooperate during an institutional count is a **serious** behavioral infraction and will be dealt with in accordance with Section 4001 of this handbook.

3002 Searches

Unclothed Search: ALL detainees are subject to an unclothed search at any time upon determination of probable cause that you are in possession of contraband. An unclothed search is conducted by someone of the same sex and out of view of others.

Pat Search: You are subject to a frisk search at any time upon the order of a correctional staff member. A frisk search is a search performed by a correctional employee by hand when you are clothed.

Cell Search: Your cell/dorm or other living area is subject to a search at the discretion of a correctional staff member. Random cell searches are conducted daily. You do not have to be present for your cell to be searched.

Contraband: Anything in your possession not on the approved list of property in this handbook, or any altered items, will be considered contraband. Any excess amount of approved property is also considered to be contraband and will be confiscated and placed in property storage and you will sign a confiscation items receipt CCCF # 300-27A Any contraband/property confiscated will be held until the completion of the Behavioral Infraction Hearing associated with the contraband/property. The Hearing Committee will determine the disposition or return of the property after the completion of the Behavioral Infraction Hearing.

3003 Urinalysis and Breath Analysis

You are subject to submit to a urinalysis as required by facility staff when there is evidence to indicate you may be using alcohol and/or drugs. Also, all detainee workers are subject to urinalysis upon request. Failing to cooperate will result in the issuance of a Behavioral Infraction Report. New commitments are subject to urine testing and surveillance.

3004 Deadly Force

Deadly force will be used when it is necessary to prevent the escape of a detainee and/or to protect correctional staff and other persons who are in imminent danger of death or serious bodily harm. If a detainee attempts to escape or is ordered to halt by a Correctional Officer and fails to do so, the Corrections Officer has orders to use deadly force. **No warning shots will be fired.**

3005 Unit Searches

Periodic and unannounced unit searches will be made to search for and confiscate contraband, such as weapons, drugs, drug paraphernalia, cigarettes, etc. This process is necessary for the safety of both correctional staff and detainees. Failure to cooperate during a search is a violation of institutional rules.

3006 Internal Movement

You may be pat searched when moving from one area of the facility to another area, and are subject to an unclothed search at any time. Failure to report to your assigned area; or being in an unauthorized area will result in Behavioral Infraction. Group movements are performed in a single line on the right side of the corridor with no recognizable noise and subject to the Correctional Officer's directions/orders.

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. Detainees will not be allowed to leave a program prior to its finishing time unless authorized by a staff member. If this occurs, you will not be authorized to return to the program for that period.

3007 Emergency Evacuation

Should an emergency situation, such as a fire or a natural disaster occur, you might be required to evacuate your living area. In addition, you will be required to evacuate your living area during a fire drill. In either event, evacuations should be conducted in a quiet and orderly manner as directed by staff. Fire exit routes, primary and secondary, are displayed throughout the institution.

3008 Lock Down

For the purposes of staff training, maintenance repairs, or emergency situations, some, or all detainees may be subject to confinement in their cells or bunk areas for unspecified periods of time. When notified of a lockdown, detainees are expected to immediately return directly to their cell or bunk area without delay. Refusing to do so will be considered a serious security violation.

3009 Staffing Policy

This statement is provided as notice that it is the policy of CCCF for male and female correctional staff to work all post assignments in the facility at any date or time. This includes those posts located in and around male and female housing units. All detainees, male and female, are responsible for remaining properly dressed at all times. Any perceived improprieties shall be reported immediately to the appropriate official. Ordinarily, the Shift Commander shall be notified, if they are being accused of the impropriety, then the Deputy Warden of Custody shall be notified, and so on. False statements are subject to criminal charges.

3010 Detainee Transfers

Detainees will not be notified of transfers until immediately before transferring. Once notified, detainees may not use telephones or converse with the General Population.

3011 Prison Rape Elimination Act (PREA)

CCCF has zero tolerance for sexual abuse and sexual harassment. You have the right to be free from sexual abuse and sexual harassment by anyone at the facility including another detainee, staff member, volunteer, or other service provider.

What Is Sexual Harassment?

- Repeated and unwelcome comments or gestures of a sexual nature, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.
- Repeated and unwelcome sexual advances; requests for sexual favors; or verbal comments, gestures, or actions of a derogatory or offensive sexual nature.

What Is Sexual Abuse?

- Forced or coerced sexual intercourse or sexual contact when the victim does not consent or is unable to consent or refuse. This may include the use of fear or threat of physical violence, psychological intimidation, bullying, and physical force.
- Sexual abuse also can include incidents of penetration by a foreign object.

Reporting

CCCF offers multiple ways to report the following:

- Sexual abuse and sexual harassment by another detainee or staff member
- Retaliation by other detainees or staff for reporting sexual abuse and sexual harassment
- Staff neglect or violation of responsibilities that may have contributed to such incidents.

Methods of Reporting

- **Request (verbal or in writing)** to speak to any staff member or services provider with whom you feel comfortable.
- **Sexual Abuse Reporting Phone Line: 866-823-6703**
You can report with your name or anonymously. All reports made to this hotline are sent back to CCCF for investigation. Third parties, including your family or friends can use this line to report on your behalf.
- **Rape Abuse and Incest National Network (RAINN): 1-800-656-4673**
This is a national hotline that can provide information on sexual abuse and sexual harassment.
- **Just Detention International**
Cynthia Totten, Esq.
CA Attorney Reg. #199266
3325 Wilshire Blvd., Suite 340
Los Angeles, CA 90010
This is a health and human rights organization that seeks to end sexual abuse in all forms of detention. They can be contacted via confidential, legal mail at this address.
- **Clinton County Women's Center – Hilton Safe House 570-748-9509**
34 W. Main St, Lock Haven, PA 17745
Completely confidential hotline that provides services to all victims of sexual abuse and sexual harassment. Calling this hotline will not result in a report of the abuse to the CCCF Staff.
- Those detained solely for immigration can find contact information for consular and Homeland Security officials in the bulletin board on the housing unit.

D. BEHAVIORAL GUIDELINES AND INFRACTIONS SERVICES

4001 Detainee Behavior Management (DBM)

In order to maintain a safe, secure and orderly environment for staff and detainees in a communal area, it is necessary to clarify what behavior is disruptive and the consequences for improper behavior. An orderly environment provides for a better opportunity for Detainees to work on rehabilitative programming and manage their court cases. The following is a breakdown of those improper behaviors, the process by which the alleged improper behavior will be assessed, and your ability to appeal temporary limits that may be imposed in an effort to improve one's behavior.

4002 Issuance of Behavioral Infraction Observation (BIO)

When a staff member believes you have committed a behavioral infraction, contrary to an institutional behavioral guideline, you will be issued a written Behavioral Infraction Observation (CCCF #100-6B). Under normal circumstances, a detainee is notified within 24 hours of an alleged behavioral infraction. The BIO will contain a summary statement of facts involved in the alleged infraction. This form provides the infraction number, the infraction category and a brief description of each guideline violation, as well as a statement of the detainee's rights at his/her infraction hearing. The detainee is then requested to sign a

Notice of Alleged Behavioral Infraction on the back of the BIO. **Failure to sign a Category 1 or Category 2 Notice of Alleged Behavioral Infraction may result in the Behavioral Infraction Conference (BIC) being held without the detainee's presence.** The detainee will be given a copy of the BIO at the time of notification.

When an alleged infraction is reported that requires an investigation due to unusual circumstances, such as Attempted Escape, Fire, Rape, etc., the investigation may need to occur before the issuance of the BIO. We will attempt to complete this within 8 hours. In these cases, the detainee will receive a CCCF # 300-12C Administrative Status Assignment Order and a copy of the BIO within 24 hours after the investigation is completed.

The detainee receives written notice on the BIO of the estimated date of the BIC at least 24 hours prior to the BIC being held. The detainee may consent to a BIC within less than 24 hours by initialing consent on the back of the BIO.

4003 Pre-Behavioral Infraction Conference Housing

Under certain circumstance it may be necessary for the placement of a detainee in Modified Housing pending a BIC. This action should only be taken when, in the judgment of the Shift Commander, the continued presence of the detainee in the general population would pose a threat to the security of the institution, its orderly operation, or the personal safety of staff or detainees. Credit for time spent in Pre-BIC Modified Housing is considered when a detainee has been found to have violated the established standards of acceptable conduct.

NOTE: A detainee in Modified Housing pending a BIC will be temporarily limited from all group activities, telephone usage and visits.

4004 Behavioral Infraction Conference (BIC)

A BIC committee will typically consist of two staff members (Captain- Chairperson and a non-custody staff member). The BIC committee will make every effort to meet within 3 business days, excluding weekends and holidays, after notification has been provided to a detainee of an infraction. The BIC committee may be delayed beyond this limit if additional time is needed to conclude an investigation, or if other unusual circumstances exist. Any delay should be documented along with the reason for the delay. The detainee should be notified in writing of the delay. Temporary release of a detainee from the facility constitutes grounds for delay of BIC proceedings. The BIC committee should meet within 3 business days of the detainee's return to the facility.

The detainee has a right to appear before the BIC committee unless, in the judgement of the Chairperson, institutional security or safety would be jeopardized by the presence of the detainee at the conference, or if the detainee fails to sign the Notice of Alleged Infraction. A notation will be made on the BIO CCCF # 100-6D if the detainee refuses to appear before the Committee.

The detainee should be advised of his/her Miranda rights prior to the BIC if there are possible criminal charges stemming from the alleged behavioral infraction being considered by the BIC committee. In the event both criminal and behavioral infractions are filed, the BIC committee will conduct the administrative BIC as normal, after advising the detainee of his/her Miranda rights.

At the time of the conference, a detainee must act on his/her own behalf unless it is determined by the BIC committee the detainee is unable to represent themselves. The BIC committee will work with the detainee to obtain a reasonable alternative representative. A detainee does not have the right to representation by an outside party regarding these administrative conferences, including legal counsel.

During the BIC, the Detainee has the right to make a statement and present permitted documentary evidence on his/her behalf. Any reasonable request by a detainee to produce physical and/or documentary evidence at the BIC will be given serious consideration by the Committee members. Committee members cannot simply deny such a request on the premise that the detainee has no such right to demand the production of physical evidence. The Committee Chairperson may deny requests deemed irrelevant to the outcome of the case, impractical to achieve, or pose a threat to institutional security. Requests of this nature will be dealt with on a case-by-case basis.

The detainee also has a right to remain silent. The detainee's silence may be used to draw an adverse inference against the detainee; however, the detainee's silence alone may not be used to support a finding that he/she committed a prohibited behavior.

The detainee will be given an opportunity to call witnesses in his/her defense, provided institutional security or safety would not be jeopardized. The Committee Chairperson will call those witnesses, whether staff or detainee, who are reasonably available, and who are determined by the Chairperson to be necessary for an accounting of the circumstances surrounding the behavioral infraction(s). The accused detainee will not be permitted to directly question the witnesses. Instead, the Chairperson will take note of what questions the detainee wishes to have asked. The Chairperson will then direct these questions to the witnesses, in private, before the Committee. A witness may choose to have their testimony remain confidential by indicating to do so on the BIC Witness Statement form CCCF 100-6H.

Witnesses whose testimony would be repetitious or irrelevant need not be called. Unavailable witnesses may be asked to submit written statements. However, there must be good reason for not calling a witness in person. The justification for this action will be documented the BIC. A detainee may rescind his/her request for witnesses by initialing the back of the BIO.

The reporting staff member and other witnesses need not be called to attend the conference if their knowledge of the infraction is adequately summarized in the BIO or other written material supplied to the BIC Committee.

Postponement of Disciplinary Proceedings: The facility shall permit hearing postponements or continuances under certain circumstances. Circumstances justifying the postponement or continuance of a hearing might include: defense preparation, physical or mental illness, security, escape, disciplinary transfer, removal or pending criminal prosecution. An uncooperative detainee may also cause a delay in the proceedings, either because of inappropriate behavior during the hearing process or a refusal to participate in a productive manner.

Written notification of the BIC Committee's findings shall be provided to the detainee within 48 hours of the conference. The written notice shall include the BIC Committee's findings, and any temporary limits imposed as outlined in this policy.

4005 Behavioral Infraction Conference Appeal Process

All decisions of the BIC committee may be appealed to the Administration within 5 working days of the decision. A Modified Housing Review Committee (MHRC) consisting of three staff members (Deputy Warden (s) – Chairperson, Manager of Treatment Services and Captain) will consider the appeal's merits based on these three factors:

- (1) Was there substantial evidence to support the BIO?
- (2) Was there substantial compliance with the DBM?
- (3) Were the temporary limits imposed proportionate to the behavioral infraction?

The MHRC shall render a finding on the appeal and respond to the detainee, in writing, within 5 business days of receipt of the appeal. All findings, documents, and notifications of the MHRC process shall be filed in the detainee's file. When a detainee is found by the MHRC not to have violated established behavioral guidelines, the Behavioral Infraction Observation is removed from the detainee's file.

Modified Housing Unit (MHU): Modified Housing Unit (MHU) is a status of housing to be used for detainees who the BIC committee have determined to be in violation of the established standards of acceptable conduct warranting temporary limitations. MHU assignment is considered a positive measure in order to preserve the order and security of the institution and improve detainee behavior. This form of temporary limitations should only be used when other less temporary limitations measures are inappropriate.

Detainees who leave the facility while assigned to MHU due to a BIC finding will have their temporary limitations suspended until their return.

4006 MHU Temporary Limitations

Basic levels of health, safety, and treatment services are afforded to detainees assigned to the MHU by the BIC committee for violations of behavioral guidelines. Temporary limitations may be restored to reinforce acceptable behavior. The following standards for MHU assignment for violations of behavioral guidelines will be maintained.

- The housing room for MHU will be standard housing afforded to general population.
- The MHU basic issue will be the standard issue provided to general population housing.
- Detainees on MHU shall be served the regular meals in accordance with the menu of the day. Disposable trays or bag meals may be used when necessary to insure safety and security of the institution. An alternative meal may be provided, upon approval of the administration and responsible health care provider when a detainee uses food or food service equipment in a manner that is hazardous to self, staff or other detainees.
- Personal Hygiene: detainees shall be provided the same level of personal hygiene available to the general population, although for security reasons, detainees will be limited to a maximum of three 10 minute showers per week.
- Exercise: Detainees shall receive a one hour per day of exercise outside of their housing room five days a week, unless safety/security considerations arise. This will be provided outdoors, weather permitting.
- Reading Material: Reading material, including religious publications and pamphlets, will be provided to detainees when requested, not to exceed the allowable amount.
- Mail: Social correspondence privileges shall be continued for Detainees unless compelling security reasons exist to the contrary.
- Telephone: Detainees will not be permitted to utilize telephones while assigned to the MHU except for judicial purposes and family emergencies. If the detainee needs to contact their legal counsel, the detainee may write their legal counsel. Telephone access for legal calls, courts, government offices (including the DHS OIG and the DHS JIC) and embassies or consulates shall be requested and scheduled through the MHRC.
- Visitation: The MHRC will approve all visits based on security concerns and the detainees' behavior and adjustment. Legal counsel visitation is permitted. For religious visitation, the detainee is to write the Chaplin for arrangements.
- Medical Access: A medical staff representative will make rounds through the MHU on a regular basis, and a record of visits will be maintained. If medically necessary, the detainee will have normal access to other medical services.
- Court Access: Detainees shall retain all rights to have access to the courts; legal correspondence and contact with an attorney will not be limited other than via telephone. Legal research must be requested through your legal counsel while confined to the MHU.
- Programs: Access to programming will be temporarily suspended until the detainees return to general population.
- Commissary – Detainees on this status will be temporarily limited to ordering hygiene, clothing, writing materials, mail materials, religious materials and indigent items. All other items will require an exception by the Modified Housing Review Committee.
- Haircuts: Detainees assigned to the MHU will be afforded a haircut every 60 days from their previous haircut. You are to request the haircut by writing a DRP to Accounting.

MHU Detainee Behavior, Needs and Activity Records – Regular daily records regarding behavior, needs and activity will be maintained on a detainee assigned to the MHU by the BIC committee. These records are completed by MHU housing unit staff, medical and by administrative staff visiting the MHU. Any special needs are to be brought to the attention of the appropriate staff person.

4007 Modified Housing Unit Property Allowance (While Assigned By the BIC Committee)

County Issued Items:

1 ID card	1 Pair of shower shoes
1 Detainee handbook	1 Pair of shoes
2 Uniforms	1 Blanket
3 Pairs of underwear	2 Sheets
3 T-shirts	1 Towel
3 Pairs of Socks	1 Security Pencil
3 Bras (female only)	1 Security Toothbrush
3 New sanitary napkins (female only)	

Personal Items:

10 Personal letters	4 Photos
2 Books	1 Kufi
1 Prayer rug	1 Religious Text
1 Rosary/prayer beads	
Approved medical items (must be approved in writing by the medical department)	
Approved prosthetic devices (must be approved in writing by the medical department)	
Legal material (not more than 4 inches thick, unless approved by the Administration).	
Glasses/contact lenses and one case	
Dentures and one case	
Newspaper (no older than 2 days from the date stamped by the facility)	

Commissary Items:

1 Sweat pants or thermal pants	1 Sweat shirt or thermal top
1 Pair of shorts	2 hair ties
2 Wash cloths	Deodorant (1 open and 1 new)
Shampoo (1 open and 1 new)	Toothpaste (1 open and 1 new)
Soap (1 open and 1 new)	1 Soap dish
1 Comb	1 Cup
1 Tablet	10 Stamps
10 Envelopes	1 Box of Tampons (female only)
Over the counter medications	

4008 30 Day Review of Detainees Assigned to the MHU

The Modified Housing Review Committee (MHRC) will convene at least once every 30 days. It is only during this 30 day review meeting that a reduction of temporary limits will be considered by the MHRC. Detainees are not to write any staff requesting a reduction of temporary limits as it will have a negative impact on consideration of reductions.

Reclassification from the MHU: Prior to a detainee completing their temporary limitations, a detainee may be reclassified from MHU to a lower level assignment at any time the MHRC determines the Detainee's continued assignment to the MHU is no longer necessary. The time a detainee spends on MHU should be proportionate to the offense committed, taking into consideration the detainee's prior record, their current behavior and his/her specific program needs. If the MHRC determines a detainee should be classified out of MHU their decision will be final.

4009 Facility Prohibited Behavior

Category 1 Infractions:

- 1-1 Murder, Attempted Murder, voluntary manslaughter or Accessory to Murder.
- 1-2 Assault, (including sexual assault & aggravated assault).
- 1-3 Rape, Attempted Rape or any Sexual Act Involving Force, Without Consent.

- 1-4 Escape.
- 1-5 Rioting.
- 1-6 Arson.
- 1-7 Possession or introduction of a dangerous item. Such as gun, firearm, ammunition, weapon, sharpened instrument, knife, dangerous chemical, explosive, implements of escape, or any object used as/or fashioned into a weapon.
- 1-8 Rioting or inciting others to riot.
- 1-9 Hostage-taking/Kidnapping/unlawful restraint.
- 1-10 Threatening a staff member, any law enforcement officer or their family with bodily harm.
- 1-11 Threatening another person.
- 1-12 Possession, introduction, manufacture or use of a dangerous or controlled substance, alcohol, intoxicant or unauthorized drug.
- 1-13 Fighting.
- 1-14 Attempting, or planning escape.
- 1-15 Robbery, Attempted Robbery.
- 1-16 Indecent Exposure.
- 1-17 Extortion/blackmail for protection or by threat of violence.
- 1-18 Sexual Harassment.
- 1-19 Any criminal violation of the Pennsylvania Crimes Code (shall be specific).
- 1-20 Tattooing.
- 1-21 Possession of or wearing a disguise of mask.
- 1-22 Engaging in, or encouraging unauthorized group activity, to include work stoppages.
- 1-23 Breaking restriction, quarantine or an informal resolution sanction.
- 1-24 Possession or circulation of a petition.
- 1-25 Gambling or conducting a gambling operation or possession of gambling paraphernalia.
- 1-26 Using abusive, obscene or inappropriate language to or about an employee.
- 1-27 Tampering with locking devices or contact with security barriers such as fences or gates.
- 1-28 Threatening, harassing or interfering with a K-9 unit.
- 1-29 Trafficking, or attempting to traffic in drugs.
- 1-30 Introducing, attempting to, or collaborating to introduce contraband into the Facility.
- 1-31 Bribery or Attempted Bribery of an Official or Staff Member.

- 1-32 Failure to report physical damage to your cell, caused by another, where evidence indicates such damage is related to an attempted escape or other serious breach of security.
- 1-33 Possession of Tobacco Products, or incendiary device such as matches, or lighters.
- 1-34 Accessory to any Category 1 Offense.

Category 2 Infractions:

- 2-1 Refusing to obey
- 2-2 Possession of Contraband; including money, unauthorized negotiable such as credit cards, checks, money, and/or currency, non-prescribed drugs, drugs which are prescribed but which the detainee is not authorized to possess, drug paraphernalia, materials used for fermentation, property of another, weapons, or other items which in the hands of a detainee present a threat to the detainee, others or to the security of the facility.
- 2-3 Failure to stand for count/interference with count.
- 2-4 Using abusive language.
- 2-5 Possession/Misuse of unauthorized medication.
- 2-6 Failure to Take Authorized Medications as Prescribed by Medical Personnel.
- 2-7 Presence in an unauthorized area.
- 2-8 Inappropriate physical contact between detainees.
- 2-9 Failure to report the presence of contraband.
- 2-10 Lying to a staff member or providing false testimony.
- 2-11 Possession of Stolen Property.
- 2-12 Harassment of another.
- 2-13 Illegal Commercial Activities (Selling Of Any Item).
- 2-14 Encouraging, facilitating, or otherwise conspiring with others to commit any prohibited act
- 2-15 Violating Community Service Rules and Regulations
- 2-16 Violating terms of a Release Program
- 2-17 Destroying, altering, tampering with or damaging property.
- 2-18 Unauthorized use of mail, phone, kiosk or tablet.
- 2-19 Loaning or borrowing property.
- 2-20 Forgery or Alteration of Official Documents.
- 2-21 Violation of visiting regulations.
- 2-22 Smoking, eating or consuming Non-Food Substances.
- 2-23 Theft of Property or Services

- 2-24 Deliberate and/or continuous failure to follow safety and sanitation regulations. (2nd or subsequent offenses).
- 2-25 Refusing to work, school, attend mandatory appointments and programs or encouraging others to do the same
- 2-26 Unauthorized cutting of hair
- 2-27 Accessory to any Category 2 Offense.

Category 3 Infractions:

- 3-1 Disrupting Normal Routine.
- 3-2 Possession of any item not authorized for retention or receipt by the detainee not specifically enumerated as a category 1 or 2 contraband
- 3-3 Any violation of a rule or regulation in the detainee Handbook not specified as a category 2 or 3 infraction.
- 3-4 Horseplay or body punching.
- 3-5 Failure to maintain dress code.
- 3-6 Failure to display I.D. card.
- 3-7 Deliberate and/or continuous failure to follow safety and sanitation regulations. (1st offense).
- 3-8 Defacing or misuse county property.
- 3-9 Misuse/saving of food

4010 Limitation Guidelines

The BIC may issue any combination of the following limitations, depending upon the severity of the infraction:

Category 1 Infractions: Dependent on the severity of the infraction, the BIC may issue any combination of the following limitations.

- Temporary Limitation status up to a maximum of 60 days for each incident.
- No action.
- Reprimand and warning.
- Up to 30 days cell restriction.
- Up to 60 days loss of privileges (yard, telephone, day room, tablet etc.).
- Assignment of additional duties for which the detainee shall not be compensated for.
- Up to 60 days loss of commissary.
- Loss of job for work related BIO.
- Reduce the infractions to Category 3.
- Requirement for restitution when applicable.

Category 2 Infractions: Dependent on the severity of the infraction, the BIC may issue any combination of the following limitations.

- Temporary Limitation status up to a maximum of 45 days for each incident.
- No action.
- Reprimand and warning.
- Up to 15 days cell restriction.
- Up to 30 days loss of privileges (yard, telephone, day room, tablet etc.).
- Assignment of additional duties which the detainee shall not be compensated for.
- Up to 30 days loss of commissary.

- Loss of job for work related BIO.
- Reduce the infractions to Category 3.
- Requirement for restitution when applicable.

Category 3, Eligible for Informal Behavioral Infraction Resolution:

1. The Shift Commander shall review all eligible BIO reports for informal resolution.
2. All BIO's selected for informal resolution will be logged on the informal resolution log.
3. Only Category 3 infractions and Category 2 numbers 18 thru 27 are eligible for informal resolution.
4. The Shift Commander will take on the following actions;
 - No action
 - Reprimand and warning
 - Up to 14 days cell restriction
 - Up to 14 days loss of privileges (yard, telephone, day room, tablet etc.).
 - Assignment of additional duties for which the detainee shall not be compensated for.
 - Up to 14 days loss of commissary
 - Loss of job for work related BIO

Cell Restriction: Is total confinement to a general population cell, dorm area or cubicle except for meals, one shower daily, one formal religious service per week and one hour of specified daily exercise period.

Informal Behavioral Infraction Resolution - The resolution of a minor behavioral infraction is between a detainee and the supervisor of the employee who reports the infraction. Informal resolution is a process that enables less formal temporary limitations for a Category 3 infraction. The process is designed to encourage prompt and fair disposition of minor infractions. The record of informal resolution will be maintained on a Behavioral Infraction Observation and kept on file in the detainee's facility records. If a Detainee refuses to participate in the informal resolution process or accept the temporary limitations for the infractions, the BIO will be referred to the BIC committee for formal resolution. A Category 3 Infraction may be used to determine suitability for release programs.

Detainees currently in MHU as a result of a BIC committee finding not eligible for informal resolutions. The facility expects Detainees in Behavioral Modified Housing status to **not** receive behavioral infractions.

NOTE: After three (3) incidents of Category 3 behavioral infractions, the detainee will be restricted from participating in the Informal Behavioral Infraction Resolution process. All subsequent Category 3 behavioral infractions will be referred to the BIC Committee for resolution.

Detainees are not to be subject to personal abuse or corporal punishment from staff. Detainees are to report allegations of abuse, in writing, within seven (7) days in order to conduct a prompt investigation.

E. OUTSIDE CONTACT SERVICES

5001 Telephone Calls

Clinton County Corrections desires to provide those incarcerated here with an opportunity to communicate with approved persons outside this facility. In order to provide this service, we have to contract with phone vendors who will install expensive communications equipment and charge for the use of their phones. Since we are a small facility, their rates will be higher than larger facilities.

Telephone calls, with the exception of **verified** legal calls, are subject to monitoring, recording and may be intercepted or divulged. Telephone calls are a **privilege, not a right**. You will be authorized to use the blue telephones in each living area. The usage will be regulated by the Housing Unit Officer. If an individual over utilizes the phones which restricts others from using, that individual may have their use restricted.

Detainees assigned to modified housing due to behavioral infractions will not receive telephone privileges. If on Administrative Segregation in modified housing, you will be permitted to make two phone calls per week. The usage will be regulated by the Housing Unit Officer.

All calls, whether local or long distance, will be made on a direct billing system. This means for you to place calls, the person you are calling must contact Securus at (800) 844-6591 to set up their phone account and make billing arrangements. The direct debit system allows you to use money from your

commissary account to prepay for a call. Your telephone passcode gives you access to your financial account. Each call will be limited to 15 minutes. Sharing of this number gives the recipient the ability to access your account. Upon admission, you signed an agreement that states that the Clinton County Correctional Facility is not financially responsible in any way for the misuse of the passcode by you or others. A TDD machine is available for use by the hearing impaired.

You will have 10 days from admission to submit a phone list and during that period you will be permitted to add additional numbers. You will be permitted to have 10 numbers at a time on your approved list. Changes to a detainee's phone list will only be authorized 4 times per year. Changes can be made between the tenth and the fifteenth of the month in March, June, September and December.

Any misuse or tampering with the telephones (i.e. attempting three way calls or using threatening, profane or abusive language) will result in a behavioral infraction and up to 90 days of phone restriction. Phone Restrictions may also be suspended for violation of institutional rules (i.e. improper cleanliness of cell, general misconduct or mistreatment of telephones).

If, in the judgment of the administration, an incoming call to a detainee is determined to be of an emergency nature, the detainee will be notified without delay and authorized to return the call. In the case of a verified emergency you may request a non-collect call, to be approved by the Shift Commander or Treatment Staff.

DHS/ICE: A list of free calls for detainees is available in each housing unit. Inform a Corrections Officer if/when you need access to this list. Requests for emergency personal calls may be made on an internal Clinton County Detainee Resolution Process (DRP) form or on an ICE Detainee Request form directed to the DHS/ICE agents. Legal calls on the housing unit phones can be set up to be unmonitored. Detainees can notify staff of these telephone numbers and the setting can be adjusted in the phone system so that the call is not monitored or recorded. Use the phone list form to indicate which of your telephone numbers are to a verified legal entity and the adjustment will be made in the phone system. Detainees may request an unmonitored phone call to a court, or legal representative by using the internal Clinton County Detainee Resolution Process (DRP) form or on an ICE Detainee Request form directed to the DHS/ICE agents.

5002 Mail

Wardens Note: It is the goal of Clinton County Corrections to help facilitate the detainee population with its interest in communicating with others and to provide an avenue for obtaining approved reading materials and necessary items not available at the facility. Our primary goal however is in providing a safe and secure facility for staff and detainees. With these goals in mind and having identified methods utilized by detainees to introduce contraband into the facility, the following policy and procedures have been developed to achieve our goals. This policy will continue to be updated as needed to address safety and security needs. Incoming and outgoing mail to a person or entity may be read by the prison warden or designee if reasonable grounds exist to believe that receipt of the mail is likely to jeopardize prison security or public safety and welfare, or both.

All incoming and outgoing mail will be screened for contraband. Any mail containing contraband, or meeting a restriction listed in this policy will be returned to the sender. In addition, when appropriate, prosecution will be pursued.

No postage due or COD mail will be accepted.

You will not be permitted to possess more than the allowable limit of mail (i.e. letters, legal, books, magazines and newspapers) permitted under the allowable property policy.

Mail that does not have a complete address, or return address, will be returned. A complete address includes the first and last name and the full address. Mail addressed to or from a detainee should have the following information regarding the detainee:

Detainee Name (Facility I.D. Number)
P.O. Box 419
58 Pine Mountain Road
McElhattan, PA 17748

Mail may be prohibited by the Warden or designee due to concerns for the safety and security of the facility. Reasons for mail being prohibited may include, but not limited to, the following criteria: third party mail, correspondence with any prohibited party, introduction of contraband or mail not meeting the criteria listed under restrictions. If mail policy is being violated, it may result in the elimination or close scrutiny of an individual's mail until it is determined that further violations will not occur.

Outgoing Mail

All outgoing mail will be placed in the housing unit mailbox which will be emptied once per shift. Non-legal outgoing mail will not be sealed by the detainee. The staff person assigned to performing the mail preparation for the day will seal the envelope. This facility will retain the right to "spot-check" non-legal outgoing mail when there is reason to believe that security may be impaired or that mail privileges are being abused.

- In order for outgoing mail to be processed, all letters must have first and last name of the sender as designated in our records.
- The return address must be that of the facility. Any mail that is using a different address will not be processed.
- In the event someone does not want to receive mail from you because they feel threatened or it is unwanted, that correspondence will be restricted.
- Outgoing legal mail may be opened in front of a staff member if it appears the system is being abused or manipulated. The address may also be checked to validate it falls under the definition of legal mail.
- You may write to anyone except: victims of your crime, detainees and Clinton County Correctional staff.
- You are prohibited from sending threatening mail.

Incoming Mail

All incoming mail must contain a complete mailing address and return address or it will be returned to the postal service. A complete address includes the first and last name, street address, city, state and zip code. Mail addressed to a detainee must also contain the facility ID number.

All legal mail must be identified on the envelope clearly indicating that the correspondence is legal mail. All legal mail will be logged and opened and inspected for contraband in the presence of the detainee. Legal mail is defined as any piece of mail that is addressed to or from:

- A practicing attorney;
- A judge who serves in the Commonwealth of Pennsylvania or any judge who serves on the Federal Branch or any administrative agency including all Appellate Court Judges;
- Attorney General
- District Attorney of any county in the Commonwealth of Pennsylvania;
- Any Court from any jurisdiction in the United States;

All mail will be opened and examined for contraband. If contraband is discovered, when appropriate, steps will be taken to prosecute both the mailer and the detainee recipient. **Pa Code Title 18, Chapter 51, subsection 5123 Contraband makes it illegal for the introduction of contraband into a correctional facility and provides for a mandatory minimum sentence of at least 2 years.** Legal mail will be opened in the presence of the detainee. If it is discovered the legal mail process is being abused, the facility may impose special conditions on an individual detainee.

All mail for detainees who are temporarily released to another facility will be opened, searched and logged. When appropriate, it will be given to Records to be placed in your permanent file or placed in property storage until you return to this facility.

In an effort to control the introduction of drugs and other contraband into the facility, certain restrictions will exist on incoming mail. These restrictions are the direct result of the discovery of such contraband as liquefied drugs and other substances being mailed to the facility. The housing unit officer will issue you the contents of the envelope and return all envelopes to administration for disposal. If you require the return address, you will be permitted to request that at the time the mail is issued to you.

Additional restrictions may be imposed upon discovery of new attempts to introduce contraband into the facility. If mail is received in violation of any of the following restrictions, it will be returned to sender or destroyed at the detainee's expense.

- No colored paper only white paper
- Letters may not contain dried liquid, including perfume.
- Any markings with crayons, markers, colored pencils, etc.
- Any use of tape, stickers, glitter, string, ribbon, staples, etc.
- Magazines/newspaper clippings, laminated items, internet printouts, photocopies, envelopes, stamps, or any other item not authorized for detainee possession.
- Any packaging considered unacceptable due to a security concern (i.e. Tyvek, plastic, padded or cardboard envelopes or boxes) is not permitted. The items will be removed from the original packaging and placed in an envelope. Hard plastic or metal binding is not permitted and will be removed prior to being sent to you.
- Photos larger than 5x7, photos in excess of 10, instant film/Polaroids;
- Battery-operated or large greeting cards;
- Post Cards;
- Catalogs or pamphlets;
- Cash, money orders that are not U.S. Postal Money orders, or personal checks;
- Any material that depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices;
- Any material that depicts, encourages or describes methods of escape from the facility or contains blue prints, drawings or similar descriptions of any jail;
- Any material that depicts or describes the procedures for manufacturing drugs or for the brewing of alcohol;
- Any material that depicts, displays or is drawn to promote or represent gang graffiti, illicit activities or recruit members;
- Any material that depicts a written code;
- Any material that depicts, describes or encourages activities, which may lead to the use of physical violence or group disruption;
- Any identification (i.e. driver's license)
- Any material that encourages or instructs in the commission of criminal activity;
- Any material that advocates violence of any kind or promotes hatred towards any group;
- Any material, sexual or otherwise, which by nature or content poses a threat to the security, good order or discipline of the institution;
- No articles deemed pornographic shall be permitted within the facility. Pornography shall be defined as; sexually explicit behavior whether it be written, graphic, any form of communication, or nudity. Nudity is defined as showing any male or female genitals and/or pubic area and/or female nipple. Exposure of any of the above areas through "see through" materials is considered nudity.
- Contains any obscene material
- Medication (of any kind), hygiene products, creams, lotions, food, etc.
- Any other mailing determined to be inappropriate or contrary to the best interest of operations as deemed by the Warden.

NOTE: To improve the likelihood you receive your mailing, you should advise the persons with whom you communicate to not alter the material used to write or mail you. The above list is to give you and the persons with whom you communicate an outline of unapproved mailings and is not meant to be all inclusive as that is impossible to list.

A. Books, Magazines and Newspapers

Clinton County Corrections strongly encourages its detainee population to read. In addition, our primary goal is a safe and secure facility to read in. Due the repeated attempts to introduce contraband into the facility by detainees using the books and magazine mail system, the following procedures will be followed for you to receive books or magazines at this facility:

1. You will complete a **14 E** requesting a particular book (new only), No magazine or newspaper subscriptions are allowed.

2. No item ordered may violate the list of restrictions listed above. If upon delivery they are discovered to violate the restrictions, they will be placed in your property.
3. The facility will determine the costs associated with ordering the material, determine if you have the funds on your account and inquire if you want to proceed with the facility ordering the material for you. If a detainee becomes problematic with utilizing this system, they will be restricted from using this privilege.

B. Packages

On rare occasions, you may feel it is necessary for you to receive an item from outside the facility. You must request permission to receive the item on a **14 A**. You will be advised if you will be authorized to receive the item via the mail.

Detainee To Detainee Communications

Detainee to Detainee mail is not authorized unless an exception is approved by the Warden. This will usually only occur when the communication is between immediate family members and is not a security concern. If a detainee wishes to correspond with a detainee within this facility or from another institution they must request approval from the Warden. If the Warden approves for communication with another facility, a request for approved correspondence will be sent to the appropriate institution.

5003 Visitation

Regular Detainee Visitation: Detainees will be permitted to have a maximum of 5 adults on their approved visitors list, along with any children the detainee is the parent or legal guardian of. Anyone under the age of 18 will not be approved unless it is the child of the detainee. You will have 10 days from commitment to submit your requested visitor information. You will be permitted to make **ONE emergency change** to your visitors list within the first 90 days. You will be permitted to resubmit a new visitors list between the 10th and 15th in the months of March, June, September and December.

Visitor must show a valid, non-expired, photo ID; Driver's License, State Identification Card or Passport. Persons under the age of 18, that are the child of the detainee, must be accompanied by their parent or legal guardian, unless there is a court order or notarized letter from the legal guardian (who must be one of your 5 approved visitors) and must have their birth certificate or valid photo ID. A detainee's spouse who is under the age of 18 may visit, with a marriage certificate providing proof of such marriage.

The standard time for visits is one hour. You will be allowed one (1) visit per week with the visiting week starting on Sunday. **Detainees in modified housing for incurring a behavioral infraction will be temporarily limited from visitation.** 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.

Visitation schedules are posted on the housing unit video bulletin board.

***All visitation calls are subject to monitoring and recording.**

Visiting List Restrictions – Only the Warden can make exceptions:

- Former detainees released within 1 year from any Correctional Facility.
- Person under supervision with any jurisdiction.
- Person pending criminal charges or warrants.
- Active volunteer or programmer at any Correctional Facility.
- Correctional employee from any Correctional Institution.
- Current contract employee from Clinton County Corrections.
- Former correctional employee from Clinton County Corrections.
- Victim of detainee.
- Person cannot be on more than one (1) detainees list without special authorization.
- Visitors found to be in possession of contraband will be permanently restricted from future visits at the facility.

Scheduling:

- All visits will be scheduled by an approved visitor at least 24 hours in advance but no earlier than 72 hours. The approved visitor will call the Visitation Officer between 8:00 am – 3:00 pm to schedule visits. Phone number is 570-769-7680 ext. 3600.
- The Visitation Officer will schedule the visit based on the designated housing unit schedule and availability.
- Visitors must arrive 10 minutes prior to the scheduled visit or they will not receive their visit.
- If a visitor contacts the facility 1 hour prior to the beginning of the visit due to an emergency situation, the visit will be cancelled without being charged as a “no show.” Another visit will be permitted to be scheduled, if possible.
- If a visitor fails to show up, it will count as the detainees visit for that week.
- If a visitor is a no show for a 2nd time they will be permanently removed for the detainee’s visiting list.
- Extended visits will be considered, by the Deputy Warden, for those on the visiting list traveling 2 hours or more, when space is available. Anyone found to be deceitful will have their visitation privilege revoked.

Attire - The following types of apparel will not be permitted:

- See-through (transparent) & spaghetti strap type garments.
- Shorts above mid-thigh level (inseam length).
- Skirts with slits that extend above the mid-thigh.
- Tube/tank top athletic shirts and halter tops (regardless of gender).
- Shirts or jerseys that expose the midriff or significant portions of the torso, and extremely low cut blouses or shirts.
- Spandex clothing (skintight), such as aerobic and jogging attire.
- Ragged or torn jeans (exposing portions of the body above mid-thigh or underwear).
- Detainee and Visitor’s attire must include underwear and/or bra to visitation.
- Attire deemed inappropriate by Shift Commander.

Visitation Room Regulations

- Visitors will be limited to one adult and a maximum of two children per visit. If two adults are present, they may split the visit one half hour each.
- Person under the age of 18 must have their birth certificate or valid photo ID and be accompanied by their legal guardian,
- No items will be permitted to be taken into the visitation room by the visitor or the detainee.
- Visits will be cancelled immediately for negative conduct by the detainee or visitor.

Contact Visitation: The Contact Visitation Program is designed to alleviate the trauma that a child will experience due to the removal of a parent from the child’s life. The focus of these visits is the child.

In order to be considered for Contact Visitation you must meet the following eligibility guidelines:

- Clinton County Sentenced Detainee. If un-sentenced, approval must come from the Courts and the Warden
- Completion of Building Your Family Parenting Program
- Behavioral Infraction free for 30 days
- Classification review for security risk

All contact visits will be approved at least 24 hours in advance by the Treatment Services Department. Eligible detainees may be approved for, at most, two contact visits in a 30 day period. To inquire about eligibility for this program, submit a request slip to your Case Manager.

Professional Visitors: Those individuals authorized to use Professional Interview status include; attorneys, bondsmen, clergy, law enforcement officials, news media, Pennsylvania Prison Society Official Visitors, approved professional service staff, etc. Professional Visitors must be cleared by the administration prior to the visit. Professional Visits will take place from 8:00 am – 11:00 am, 1:00 pm – 4:00 pm and 6:00 pm – 9:00 pm. Only your Attorney of Record will be permitted to visit.

Religious/Spiritual Advisor Visitation

Detainees will be provided the opportunity to meet with an approved Religious/Spiritual Advisor on a one-on-one basis by utilizing the non-contact visitation rooms. The detainee must submit the Religious/Spiritual Advisor's name, religion and church group name for approval. The Chaplain and Administration will approve or deny the request. All approved religious visitors will be placed on the detainee's visitor list as a Spiritual Advisor. The visitor and detainee may each take 1 religious text to the visit. Visits will be 1 hour in length, one time per week. Religious Visits can be scheduled Sunday – Saturday between 6:00 pm – 9:00 pm. The approved spiritual advisor will call in between the hours of 8:00 am – 3:00 pm to schedule a visit. The visit must be scheduled at least 24 hours in advance. This visit will not count as the detainee's one (1) weekly regular visit.

All visiting records are considered facility records. They are not detainee records.

5004 Releasing and Receiving Funds

You will have ten days to send out money for personal responsibilities (bills, family needs, etc.) from the date of your commitment. After ten days, no money may be sent out.

If someone wishes to add money to your phone or commissary account they can utilize these methods:

Phone Account

- Securus.net – credit/debit cards only
- Call 1-800-844-6591

Commissary Account

- Cash/credit on the lobby kiosk
- Jailatm.com on the web
- United States Postal Service Money Order through the mail

5005 Receiving, Release, Transfer, & Disposition of Personal Property

Receiving Personal Property: You may request that personal property be accepted into the facility by completing a Detainee Property Request Form (CCCF #14A.) Contact an officer to get information on what items are acceptable. Generally, only clothing needed for Court appearances are accepted into the facility. Shoes are not accepted on exchange.

Property Releases/Exchanges: You may request to have any or all of your personal property released to someone outside the institution by completing a Detainee Property Request Form (CCCF #14A) prior to the actual release. You may also use the Detainee Property Request Form to exchange one set of clothing to be worn to Court. Detainees must always have one set of clothes in their property for use on release. Exchanges are one-for-one for each item. Contents of the property envelope must all be released together. No individual items such as watches, rings, etc. can be released separately. The entire contents must be released as a unit. This exchange must be approved 24 hours in advance. Unclaimed personal property will be held for 60 days after your release date. If the property is still unclaimed after 60 days, it will be disposed of.

Detainees may keep their court and legal papers in their possession, subject to security and safety restrictions. In the case of excessive legal papers that may cause safety concerns, special arrangements may be made through security to have access to those that must be stored in the Detainee Property Room.

ALLOWABLE PROPERTY FOR GENERAL POPULATION DETAINEES

*1 Mattress	7 Books (including magazines or library books)
*2 Sheets	1 Religious Book (i.e. Bible, Koran or Torah)
*1 Blanket	1 Walkman radio/headset
*1 Orange/Blue uniform	1 Extra set of batteries
*3 Undershirts	1 Razor
*3 Pairs of socks	2 Sweatshirts**
*3 Pairs or underwear male (2 female)	1 Pair of shoes
*3 Bras (females only)	1 Pair of Sneakers

*3 Female underwear

2 Pair of sweatpants**

1 Pair of shower shoes

*Issued by CCCF

** Must be purchased at facility

Each detainee may possess no more hygiene/commissary items than can fit into his/her property box. It is your responsibility to follow the required property guidelines. Excess property will be confiscated and disposed of. Detainees may keep their court and legal papers in their possession subject to security and safety restrictions; however, in the case of excessive legal papers that may cause concerns, special arrangements may be made through security staff for the detainee to have access to those that must be stored in the detainee property room.

5006 Media Contact

All detainees have the opportunity for access to the media (i.e. visitation, telephone, mail, receipt of newspapers, and periodicals).

Access is limited only to maintain order and security. All media requests must be in writing to your case manager. The detainee signs a Release Form and a copy of this form is placed in the detainee's file.

The detainee should make every effort to contact the legal advisor if you are an un-sentenced detainee prior to his/her contact with the media. The final decision to speak with the media, however, rests with the detainee.

F. INTERNAL COMMUNICATIONS SERVICES

6001 Detainee Resolution Process (DRP)

Clinton County Corrections provides multiple methods for detainees to address requests in a timely manner. The DRP directs you on how to file a specific request to the appropriate staff person. The DRP may only be used by an individual detainee about their individual request. You may only address one concern per form. Your use of the DRP and its request forms may be restricted by the Facility Administrator if it is determined you are abusing the system (i.e. filing multiple requests regarding the same concern or to more than one staff person, intentionally providing misleading information, repeatedly failing to follow the steps which govern the use of the DRP, or using inappropriate language, etc.).

Written DRP requests must be submitted no later than 7 days from when your issue arises. You are to place your DRP request form in the Request Mailbox on your housing unit. Medical or Chaplain DRP's go in their specific mail boxes. Placing these in the Shift Commander's mail box will result in the DRP being returned to you. All others go into the Shift Commander's mail box. DRP request forms will be picked up daily and delivered to the department you have indicated in the checkoff box. DO NOT checkoff more than one box or the DRP will be returned. If your request form is incomplete, improperly addressed or inappropriate, it will be returned to you. DRP are not to be sent to anyone other than the staff indicated in the boxes at the top of the form. Should you have a medical emergency (i.e. chest pains), you should advise the nearest staff member immediately.

The DRP is **NOT** intended to address the following:

- 1) Behavioral Infraction decisions (use the Modified Housing Review Committee - MHRC appeal process).
- 2) County, State, Federal laws or court decisions (address those through established legal processes – you can research those in the law library).
- 3) Any concern that does not fall under the oversight responsibility of Clinton County Corrections.

It is our intent to address all initial written requests within 48 hours of receipt (weekends/holidays excluded). Those that need a more immediate response will be prioritized by the recipient. All concerns should be addressed at the lowest level following the below process:

- 1) For matters involving activity in your housing unit, you are to speak directly to your housing unit officer. All other requests should be addressed in writing using the written DRP.
- 2) For the written DRP, your first step (Step 1) is to submit a written DRP request form to the appropriate person or agency. Forms are available from your housing unit officer.

There are two types of DRP written request forms.

The **External Request** form is to be used when addressing a request with agencies not directly managed by the Clinton County Correctional Facility or operates under a contract with this facility (i.e. County Probation, State Parole, Homeland Security, or another county detaining you here). Since this facility does not have any authority over the external agencies, you cannot appeal their response to the Clinton County Correctional Facility staff.

The **Internal Request** is to be used when addressing a request about a matter that is directly supervised by staff at the Clinton County Correctional Facility.

On both types of forms (External and Internal) you will check off one box indicating to whom the request form should be directed. On the back of each form is a list for your reference to assist you selecting the right box. If you attempt to direct the DRP to someone other than the department responsible to address your concern, the DRP will be returned to you. If you use the wrong request form (External or Internal), the form will be returned to you noting whom you should be addressing the issue with. Attempts to continually address your request with the wrong department or agency may result in restrictions being imposed upon you by the Administration or issuing of a behavioral infraction. All operational concerns should first be addressed to the specific department.

Within 72 hours of receiving an answer at Step 1 on the Internal Request form, if you believe you still are in need of further assistance from the facility, you will have five (5) administrative scheduled working days (typically Monday thru Friday with exception of holidays or other normal work day cancelations) to file an **Administrative Review (AR)** form (Step 2). You are to complete the AR and place it in the Shift Commander's mail box. You can obtain this form from your housing unit officer.

You must attach the Step 1 Internal DRP request form to the Step 2 AR form so the Administrative staff person responding to your AR will know what you have already been advised. Any AR received without Step 1 Internal Request form attached will be returned. The Administrative staff person responding to your appeal will attempt to respond within 72 hours. **This resolution to your request will be final.**

If you are unsatisfied with your medical treatment by the medical department, please be aware this administration and our staff are NOT permitted by law to practice medicine by changing the medical department's treatment decisions. You MUST address all your concerns with medical treatment directly to the medical department. If you are being denied access to the Clinton County Corrections medical department, you may address this issue through the Administrative Review process. (This does not mean when medical is unwilling to permit you to attend sick call repeatedly to discuss a treatment decision you are dissatisfied with and medical has already discussed your dissatisfaction with you.)

If you have a concern about an employee's conduct towards you (this does NOT mean you did not like the answer they gave you – this is in regard to how they spoke or treated you), you may address your DRP directly to that persons supervisor. CCCF does not permit staff retaliation for filing or pursuing an Administrative Resolution.

ICE detainees may file complaints of officer conduct directly with the Department of Homeland Security by using the following methods.

Contact the DHS Office of Inspector General (OIG)

- Call: 1-800-323-8603
- Fax: 1-202-254-4297
- Mail: DHS Office of Inspector General
Attn: Office of Investigations Hotline
245 Murray Drive, SW
Building 410/Mail Stop 2600
Washington, D.C. 20528

You can also contact the DHS Joint Intake Center (JIC) with allegations of staff misconduct or with allegations of sexual assault by a staff member or by another detainee.

- Call: 1-877-2INTAKE
- Fax: 1-202-344-3390
- Email: Joint.Intake@dhs.gov
- Mail: P.O. Box 14475
1200 Pennsylvania Ave., NW

Special Notes: When the Warden or Deputy Wardens tour the facility they are touring to review the overall operations. They are NOT touring the facility to address those issues cover by the DRP. You are not to tap on windows or yell to get staff attention. This behavior may result in a behavioral infraction.

G. DETAINEE ACTIVITIES AND PROGRAM SERVICES

Convicted detainees may decline to participate in activities, services, and programs with the exception of work assignments, adult basic education programs, or programs specifically mandated by statute, ordered by the sentencing court or based upon written agreement. However, a detainee's program attendance is a consideration for determining a favorable parole recommendation.

Pre-trial detainees may decline to participate in facility programming and work assignments other than housekeeping.

7001 Counseling

Each detainee is assigned a Case Manager. Case Managers are available to assist with your transition into the correctional facility, general problem solving and referrals to appropriate staff. Correctional Officers also provide informal counseling. They are available to assist each detainee with problems and refer them to the appropriate resource. Correctional staff are not allowed to perform favors for detainees, give legal advice, or provide special privileges beyond the legitimate needs of the detainees. There are several resources available at particular times to address detainee's personal circumstances. Your assigned Case Manager, if deemed necessary, can facilitate communication with outside agencies, service providers, and/or individuals.

7002 Religious Services

A Chaplain is available to meet with you regarding your individual religious needs. The Chaplain may contact a representative from other faiths upon request.

7003 Programs

The Support Services Department offers a variety of educational, vocational, religious and substance abuse programs. You may request admission to a program by completing a Program Sheet which you can obtain from you Case Manager. A list of available programs will be posted on each housing unit. Once you sign up for a particular program, you are expected to attend unless you are ill or restricted from attending for an administrative reason. Inconsistent attendance will result with you being removed from the program.

7004 Clinton County Re-entry Assessment Team

The mission of the Clinton County Re-entry Assessment Team is to provide systematic evaluation and assessment of offenders who are eligible for parole and to make appropriate recommendations for release based on re-entry risks and needs. In fulfilling its mission, the team depends on input from stakeholders and the offender.

Detainees committed to the Correctional Facility by Clinton County probation or Clinton County Courts will be assessed by the Re-entry Assessment Team prior to release.

Assessment Includes:

- Review of Criminal History and previous Probation Violations
- Institutional Behavior
- Program Participation
- Housing and Employment Opportunities
- Risk and Needs Determination

The Re-Entry Team has representation from the following agencies (including but not limited to):

- Clinton County Correctional Facility Staff
- Clinton County Probation Department
- West Branch Drug and Alcohol
- Crossroads Counseling
- Mental Health & Intellectual Disability (MHID)
- Clinton County Housing Authority
- Clinton County Victim-Witness Program
- Clinton County Women's Center
- Faith Based Representative
- Clinton County Children and Youth Services

7005 Institutional Report

If the judge requests pre-sentence information or a parole recommendation, an institutional report will be written and sent to the court. The report will outline adjustment and program involvement. The facility, based on this information, will make recommendations. Institutional reports are forwarded to the State Department of Corrections when appropriate.

7006 Library

A cart containing books is delivered to the housing units on Saturday afternoon for detainees to make selections from.

Law Library Access: Detainees may request to utilize the law library by using the Detainee Request Slip. Hours of operation are from 8:00 AM until 9:00 PM daily. However, an approved Request Slip must be presented to staff prior to access to the law library. Homeland Security Detainees have access to a computer containing immigration law. This computer may be used for preparing legal documents only. Computer storage discs are available by writing the Accounting Department. Detainees who need assistance with their legal claims related to their detention and have identified someone from their housing unit for assistance should notify their case manager or Shift Commander. There is a 2 hour limit per day to provide other detainees opportunities to utilize the law library. Detainees may request additional time in the law library if it is not booked on a given day through the on duty Shift Commander. Detainees may notify the Deputy Warden of Support Services by using the DRP whenever a legal resource is not available in the Law Library and every effort will be made to acquire the resource (i.e., forms, case law, reference materials). Detainees should notify staff immediately if materials and/ or equipment are damaged or not functioning. The facility provides indigent detainees and all Homeland Security detainees with legal supplies including pen, paper, envelopes, and stamps. Such legal supplies are available for non-indigent detainees through the use of their commissary funds. The facility may also make available to detainees, on a limited basis, duplication services. Detainees are responsible for cost reimbursement for duplication services.

7007 Notary

Notary service is available upon request through Accounting.

7008 Barbering Services

Barbering service is available by submitting a DRP Internal Request Form to Accounting. The barber provides services between the hours of 7:00am – 4:00pm, when a sufficient number of detainees have requested barbering services. Detainees are not authorized to serve as barbers. Barbering services are provided via professional barbers approved by the facility. **Detainees are prohibited from performing barbering services on their or others hair.**

Barber Restrictions:

- The removal or treatment of blackheads, carbuncles, infected hairs, or any sores or lesions.
- The pulling of hair from ears, nostrils, eyebrows, and moustaches.

- No barber or beautician will serve any detainee when the skin of the detainee's face, neck, or scalp is inflamed, scaling, contains pus, or is erupted, unless service of such detainee is performed in accordance with the specific authorization of the Medical Provider.

Indigent haircuts will be provided every 60 days for general population detainees. Detainees assigned to modified housing should submit a request to the Modified Housing Review Committee for consideration.

7009 Recreation/Physical Education Program

CCCF offers outdoor and indoor recreation options. Detainees housed in general population will be offered two hours of recreation daily. Each housing unit will receive an announcement prior to the startup of their recreation time.

Recreations Procedures

- Two hours of recreation will be offered daily. Detainees can opt for 1 hour inside recreation and 1 hour outside recreation.
- Outdoor recreation may be canceled due to inclement weather or other necessary security situations.
- Inclement weather examples: Heat index is over 100 degrees, temperature is 40 degrees or below, raining, snowing, lightning, etc.
- In housing units with cells, those who choose not to go to outdoor recreation yard will be on lock down in their cells during that period.
- If you are scheduled for a program, court, visit or other prescheduled event, you are not to go to outdoor recreation.
- You are not permitted to be in the outdoor yard step entrance areas or within 2 feet of the fencing.
- You are permitted to take reading material, writing implement, cards, radio with headset and 1 cup of liquid with you to outdoor recreation. No food or any other items are permitted.
- You may be restricted for outdoor recreation if your behavior is problematic.

Modified Housing Unit Recreation Procedures

- Outdoor recreation will be available five days a week for one hour in length.
- If outdoor recreation is canceled due to inclement weather or other necessary security situations, one hour of indoor recreation will be offered.

7010 Commissary

Through the Commissary, detainees may purchase various items on a scheduled basis. Price lists are posted in each housing unit. Detainees must call their order in using the detainee phone which is located in the housing area. **All orders must be called in by 10:00 PM on Tuesday night for the Thursday delivery. Anyone arriving Tuesday afternoon must submit their commissary order to the Accounting department Tuesday evening and it will be ordered as soon as their money is input Wednesday morning.** Detainees in modified housing must complete a Commissary Order form and submit it by Tuesday evening. The order is charged against your Detainee Account balance. The order is then filled and the merchandise is delivered to your housing unit. The detainee signs the receipt after checking that all items were received. No credits are given for missing items unless the detainee returns the entire order unopened.

An account is maintained for each detainee entering the facility. This account shows all monies received, purchases made, and the current balance of the account. Questions concerning an account should be addressed to the Accounting staff on a DRP. Exchanges of Commissary items are not permitted. Check the Commissary Procedures memo and price list for appropriate regulations.

Detainees without funds for a period of fourteen (14) consecutive days after their initial incarceration (i.e., those having an account balance less than \$1.00) are eligible to order a hygiene kit. If needed, a legal kit (i.e. stamped envelopes, pen and paper) will be issued to detainees who are without funds in access of \$1.00 for a period of 30 days. Detainee accounts will be charged for welfare goods or services received. All Commissary charged to their accounts will be deducted from incoming monies. Any abuse of the

system will result in behavioral infraction and/or suspension of Commissary privileges. Attempts to circumvent financial responsibility may also result in suspension of Commissary privileges.

Be advised, detainees are prohibited from ordering cross-gender items from the Commissary. The only exception to this policy would be if there was an existing medical condition, which would then require an approval from the Medical Section.

7011 Work Details

Detainees confined to the facility may be selected when work detail vacancies exist. Detainees assigned to work details are paid at a rate of \$1.50-\$2.00 per day. Sentenced detainees can be ordered to work and are subject to behavioral infraction if they refuse. If you desire to work, complete a DRP Internal Request Slip to your Case Manager. The institutional work coordinator establishes a numerical work roster based on the following priorities:

- (1) Sentenced to the Clinton County Correctional Facility
- (2) All other sentenced detainees
- (3) No known security threat
- (4) A reasonable degree of emotional stability

The above criteria are verified by a check of facility records, a criminal history check, a review by the Classification Board and the detainee behavioral infraction history, a medical review, and a personal interview by the detainee work coordinator. In addition, the Warden is responsible for approving or denying a detainee's clearance for work eligibility.

Detainees who are being considered for work that requires outside clearance must be sentenced to the Clinton County Correctional Facility or by another Court, cleared medically, and cannot have any pending charges or outstanding detainers.

All detainees working with food must pass a medical exam, and conform to all health and sanitation standards. Each detainee worker will sign a work agreement prior to being placed on the job. Failure to meet this agreement will be reason to remove the detainee from the work program. It must be remembered that institutional work is a privilege, not a right. Most job assignments will require you to work 7 days a week, or "On Call" work duty.

Detainees who meet the criteria are placed on the Work Roster based upon the timeliness of their application. Since working detainees are afforded greater mobility throughout the institution, there is a significant potential to disrupt the orderly operation of the facility. As such, detainees applying for work will be held to a high standard of conduct. No detainees are precluded from work consideration. There are numerous factors considered prior to actual work placement, such as the nature of the charge, mental stability, security status, disciplinary records and other factors that affect institutional operation and security. A detainee may be denied employment if, upon examination of his/her institutional record, it appears that the detainee would pose a substantial risk to the institutional safety and/or security. A detainee may be transferred to another job whenever it serves the best interest of the institution to do so.

A waiting period of 30 days is usually required for work eligibility in the following situations:

- (1) Following a guilty finding by the Behavioral Infraction Committee. The 30 days will begin following the last day of restriction
- (2) Removal from work on the basis of an incident report for poor performance and/or disruptive behavior, not serious enough to warrant a Behavioral Infraction
- (3) Upon quitting any work assignment without prior authorization of the institutional work coordinator who will issue a Behavioral Infraction.
- (4) Newly admitted detainee.

Exceptions to this policy may be made based upon consideration of the needs of the institution.

All toxic and caustic substances utilized in the facility are securely stored and inaccessible to detainees. Small pre-measured quantities of already diluted sanitation chemicals are dispensed during cleaning under the direct supervision of a Correctional Officer.

7012 Telecaptioning

A Telecaptioning device is available for use in the housing unit where any hearing impaired detainee is housed. Please notify the Correctional Officer assigned to your unit if this service is needed. Books on audiotape are also available for visually impaired detainees. A TDD machine is also available for use.

7013 Furloughs

Emergency Furlough – Designed to address major problems that arise. Times will vary based on circumstances. Requests for an emergency furlough are to be made by contacting your case manager. Emergency furloughs are granted by the court.

Detainees will be required to sign a furlough agreement form prior to leaving the facility, and adhere to its rules and regulations. Detainees will be drug tested prior to release and upon returning from a furlough.

H. HEALTH SERVICES

8001 Concept

Health services at the facility are designed to accomplish two purposes; first, to safeguard the health of the individual detainee and the entire detainee population; and second, to ensure that physical and mental health factors are part of the treatment program for each detainee. Fees are charged for medical visits and prescriptions. Medical treatment is not denied because of an inability to pay.

Special Note: Detainees scheduled to receive medication, medical treatment or a medical appointment must do so. Once there, if they are refusing medication, treatment or their medical appointment, they **MUST** sign a refusal of medical treatment form. If the detainee does not, they will receive a Class II behavioral infraction (Disobeying Written or Verbal Order from Staff) which could result in 15 to 90 days placement in the Modified Housing Unit with temporary limits imposed. This will be strictly enforced.

8002 Medical Coverage

A member of the medical staff is available daily to provide health care to the detainee. A physician visits the facility weekly and is on call for bona fide emergencies.

8003 Medical Examinations

Each detainee will receive a medical examination within 24 hours after admission to the facility. This exam will include a skin test for Tuberculosis. The skin test will be a requirement of the physical exam. If a detainee refuses the skin test or any part of the physical exam, he/she will not be cleared for general population and therefore, be placed in Modified Housing. This detainee will be subject to the provisions of the Modified Housing policies and procedures. Detainee may request testing for HIV via a DRP through their case manager. All testing is confidential and is performed by the medical staff after the detainee signs an informed consent.

Pregnancy Management: Access to pregnancy management is available for pregnant female detainees including pregnancy testing, routine and high-risk prenatal care, management of chemically addicted pregnant detainees, comprehensive counseling and assistance, appropriate nutrition and postpartum follow up.

8004 Sick Call

The medical provider routinely holds sick call on a daily basis. You must submit a Sick Call Form and place it in the medical mail box located on your housing unit prior to medical mail pickup.

There are various administrative and supply fees that you may be charged by the Clinton County Correctional Facility for the use of sick call. These charges are not being collected by the medical provider. **EVALUATION OR TREATMENT WILL BE PROVIDED REGARDLESS OF YOUR ABILITY TO PAY.** Homeland Security detainees will not be assessed any sick call fees.

The fee table is as follows:

1. Medical/Intake Screening – **No Fee**
2. Psychological/Psychiatric Screening and Treatment – **No Fee**
3. Treatment for Chronic Illness, i.e. Diabetics (Endocrine), Cardiac, Neurology, HIV/AIDs, Tuberculosis, Hepatitis, Dressing Changes and Colostomy Changes. – **No Fee**
4. Emergencies (NOT ACCIDENTS). **No Fee**
Note: Some accidents qualify as emergencies. Below are some examples:
 - A cut requiring stitches would qualify as an emergency. – **No Fee**
 - A twisted ankle from activities in the recreation area is not an emergency. – **Fee (\$3)**
5. Treatment required as a result of activity in violation of Clinton County Correctional Facility policy. – **Fee (\$3)**
6. Sick call evaluation – **Fee (\$3)**
7. Issuance of Over the Counter (OTC) item(s) that are available on commissary – **Fee (Cost of items(s) on commissary in addition to the \$3 sick call fee. There will only be one sick call fee per each visit but you will be charged for each item. Repeated visits for items available on the commissary does NOT constitute a chronic illness and you will be charged each visit for the visit and the items.)**
8. Visit with PA for issue other than those No Fee items listed above. – **Fee (\$4)**
9. Visit with Dr. for issue other than those No Fee items listed above. – **Fee (\$5)**
10. Issuance of prescription for non-chronic care needs will be assessed an administrative cost – **Fee (\$5)**
11. Failure to attend sick call after submitting request. **Fee (\$1)**

If you intentionally injure yourself or any other person while confined to the Clinton County Correctional Facility, you will be held financially responsible for the full cost of medical care that results from that injury.

8005 Emergencies

Medical emergencies will be evaluated and treated at any time. If a medical emergency is of such a serious nature to endanger life or limb, you will be evacuated to a hospital without delay. Be sure to notify a correctional 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.

8006 Medication

A Nurse or a Correctional Officer, as authorized by the staff physician, will dispense medications. Detainees will take prescribed medicine at the time it is dispensed. Detainees will report to the correctional officer distributing medication with a cup of water, if needed. You will be required to consume the medication in the officer's presence and allow the officer to inspect your mouth to insure it was consumed. Certain medications will be "crushed" in order to prevent the possibility of a detainee hoarding their medications. A fee is assessed for prescriptions, **with the exception of ICE detainees**. Tylenol, antacids, laxatives, etc. are available through the Commissary. The facility will not provide these items to detainees except while in Intake status, or circumstances that preclude them from being available through the Commissary.

Abuse of any prescribed medication will result in the issuance of a Behavioral Infraction Observation report and the possible discontinuance of the prescription.

8007 Hospitalization

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

8008 Dental and Eye Care

Dental care and oral hygiene services are provided. Dental service is limited to examinations and emergency care. In cases of dental problems, you must submit a DRP to the Medical Department. The Medical Department will provide routine eye exams and eye care for bona-fide medical emergencies. The Medical Department will determine if an outside appointment is necessary and follow contractual guidelines for providing glasses. Detainees are responsible for contact lenses they use and will not hold the facility responsible for complications that arise from their use. HLS detainees may be entitled to additional treatments if housed for more than 6 months.

8009 Communicable Diseases

The spread of infectious diseases by individuals while in the Clinton County Correctional Facility is a major concern of all persons involved with the facility. During a detainee's time in the facility, he/she must follow these precautions:

- (1) Do not have any sexual contact with fellow detainees.
- (2) Washing of hands with hot water and soap prior to eating and if you have come in contact with a person with a communicable disease.
- (3) Do not share any eating or drinking utensils
- (4) Do not share or use others' personal hygiene items, such as soap, Toothbrush, razor, combs, hairbrush, etc.
- (5) Do not put foreign objects (pen, pencil, etc.) in mouth
- (6) Practice good personal hygiene by bathing/showering daily
- (7) Keep living area clean
- (8) Do not use tattoo needles
- (9) Avoid fighting as this can spread a communicable disease

8010 Mental Health Services

Mental health services are available. To receive them, submit a DRP, speak with your case manager or to medical staff.

8011 DNA Testing

Clinton County detainees that have been convicted or adjudicated delinquent of a felony sex offense or any other crime covered under Act 185 must have DNA collected prior to their release.

I. RELEASE PROCEDURE

9001 Detainee Release Procedure

When you are to be released, you will be notified by a Correctional Officer or Shift Commander.

All of the money on your account and personal property will be sent with you upon your release.

- i. Accounting will provide up to \$150.00 in cash; the rest will be issued via check.
- ii. If you are released outside of facility business hours you must contact the Accounting Department to make arrangements to claim your money.

Prior to being released all County issued property will be inspected to ensure that all items are returned.

You must take all of your personal property with you. Any personal property left behind will be held for up to 30 days. Any property held in excess of 30 days will be disposed of.

All facility items, except the hygiene kit, are your responsibility to return to the correctional staff upon your release from the facility. Failing to do so will result in withholding of your money in order to reimburse the County for these items.

