

# Columbia County

## Inmate Handbook



10/08/2015

## Letter from the Warden

The content of this handbook explains what is expected of each resident during your incarceration at Columbia County Prison. Inmates are required to obey all directives and rules contained within this handbook. Failure to comply may result in disciplinary action or further court actions which could result in prolonged confinement.

This prison houses County, Federal and State inmates and whenever mixed classes of inmates have to live together as a community, certain regulations and restrictions must be adapted and accepted by all in order to ensure the well-being of all residents. With that being said, the rules within this handbook apply to **everyone** confined in this facility. Your adherence to the rules and overall behavior to include proper attitude will be important factors when your sentence is reviewed or you are being considered for community related programs or release on parole at the expiration of your minimum sentence.

No manual provides every specific rule, but I remind everyone to use “good common sense”, behave like an adult, respect others and last but not least, comply with the orders of staff.

The Correctional Staff assigned are charged with the responsibility of assisting you during your stay. Being confined is not a pleasant experience, but the wellbeing of everyone here can be considerably improved if the guidance provided in this handbook is followed.

Inmates assigned here who cooperate with the established programs and comply with regulations may receive a favorable institutional court report and will complete their sentence in the shortest time possible. Those who elect to make good use of the time spent within Columbia County will have the best chance at success.

Columbia County Prison does **NOT** permit Sexual Abuse/Harassment or any type of Sexual Misconduct. Columbia County Prison has adopted a “ZERO TOLERANCE” policy regarding Sexual Behavior. Any violation should be reported to staff immediately either written or verbal, to a staff member, family member or through an anonymous third party.

(#111 or 844-429-5412)

In closing, all inmates are advised that Columbia County Prison is a “tobacco-free” institution and has adopted a “zero-tolerance” policy with regard to use of tobacco and/or the introduction of tobacco products into this facility. I ask for full cooperation with the rules and regulations contained within to ensure Columbia County Prison remains a safe and secure facility during your stay.

Office of the Warden

Use the schedule as a guideline. If you have questions ask your Unit Officer. Times may vary under certain circumstances, such as yard time due to change of seasons.

Revised 4-2-15, 3/1/17

**DAILY OPERATIONAL SCHEDULE** (effective 3/1/17)

0015 Count - informal  
0300 Count - informal  
0400 Wake up - morning kitchen workers  
0545 Insulin lines escorted to medical  
0600 Medication lines  
0615 Breakfast meal commences  
0730 Inmates lock-in  
0745 Count - informal  
**0810 Formal count - Standing**  
0830 Housing Unit Dayroom/Yard out  
1030 Insulin lines escorted to medical  
1100 Lunch meal commences  
1230 Inmate lock-in  
**1245 Formal count - Standing**  
1330 Housing Unit Dayroom/Yard out  
1500 Medication lines  
1530 Inmates lock-in  
1630 Count - informal  
1700 Insulin line escorted to medical  
1730 Supper meal commences  
1900 Inmates lock-in  
**1915 Formal count - Standing**  
1945 Housing Unit Dayroom/Yard out  
1945 Medication lines  
2200 Inmates lock-in  
**2215 Formal count - Standing**

## PERSONNEL DIRECTORY

WARDEN .....D. Varano  
DEPUTY WARDEN.....D. Meyer  
ADMINISTRATIVE ASSISTANT.....J. Dunkelberger  
SECURTIY LT.....D. Setzer  
PREA COORDINATOR.....M. Zielecki  
1<sup>st</sup> SHIFT LT.....S. Cammilocci  
ALT. 1<sup>ST</sup> SHIFT LT.....G. Nye  
SGT.....B. Hipps  
CPL.....L. Douthat  
2<sup>nd</sup> SHIFT LT .....B. Boston  
2<sup>nd</sup> SHIFT ALT. LT. .... D. McCoy  
Sgt.....S. McCabe  
3<sup>rd</sup> SHIFT Sgt.....B. Welch  
RECORDS SGT.....C. Barker  
WORK RELEASE SGT. ....M. Levan  
CCJ COUNSELOR.....R. Brown  
FINANCE.....L. Sacharczyk  
HEALTH CARE SUPERVISOR.....Lottie Neiswender

## **GENERAL INFORMATION**

The purpose and intent of these Rules and Regulations is to provide you with the guidelines which you will be expected to follow while incarcerated at Columbia County Prison. The Rules and Regulations will detail what your rights, responsibilities and privileges as an inmate will be. Sanctions for the abuse of these rights, responsibilities and privileges or any form of misconduct will also be clearly defined. You are responsible for following all the Rules and Regulations set forth. A hard copy of these Rules and Regulations as well as the PREA training will be incorporated into the Admission & Orientation program.

Please remember that **You** are responsible for following **all** orders given to you by staff. Even if there appears to be a conflict, you may appeal to a higher-ranking officer at a later time utilizing the request/grievance procedures.

Failure to comply with these Rules and Regulations may lead to disciplinary action, which will become part of your inmate record.

## **COMMUNICATING WITH STAFF**

A personnel directory is located in the front of the rules and regulations handbook. You may write to any staff member with a question pertaining to their department. All communication with staff shall be courteous and specific. Grievance forms are to be utilized only when filing an official complaint as described in the Columbia County Prison Grievance Policy #057-2010. It is your responsibility to attempt to resolve problems through proper channels before filing a grievance.

All staff shall be addressed by using the following: Officer (CO), Mr., Ms., Nurse etc... Never address staff by using his/her first name. Inmates are to refrain from using any type of profanity around staff members.

## **HOW TO REPORT SEXUAL ABUSE AND SEXUAL HARASSMENT**

If you are being sexually abused or harassed by an inmate or staff member, you must **REPORT IT**. This type of behavior will not be tolerated. There are many ways to report, you can verbally report to any staff member, send a request on the kiosk to "PREA" or anyone on the kiosk, tell a family member or a friend and have them report it. All reports will be sent to the PREA Coordinator, Ms. Zielecki and Security Lt. Setzer for investigation. All reports will be investigated.

You may report by dialing #111 or dialing 844-429-5412 from the inmate telephones located on your housing unit.

If you are being solely detained for Immigration purposes you must report to the following agency: Department of Homeland Security [www.dhs.gov](http://www.dhs.gov) or mail a letter to 245 Murray Lane SW, Washington D.C. 20528.

Columbia County Prison offers victims of sexual abuse, victim services through The Women's Center for male and female victims. If you are in need of services you can reach them through their 24hr hotline 570-784-6631 or toll free 1-800-544-8293.

### **ADMISSION/CLASSIFICATION**

- a. Upon admission to Columbia County Prison each inmate and his/her possessions shall be subject to search. All items deemed as contraband (contraband being any item forbidden within the prison) will be confiscated and disposed of. All seized property that is not deemed as contraband or poses a threat to the Columbia County Prison will be placed in the inmates Personal Property to be placed in storage at Columbia County Prison until the inmate is released. Inmates will receive a receipt for all seized property.
- b. Each inmate will be issued prison clothing, bedding, towel and a spork. As an inmate of Columbia County Prison you are responsible for these items. All items must be returned in good condition when you are released. If any items are damaged or not returned you will be charged a fee per item. All inmates will be issued an indigent package containing a toothbrush, toothpaste, deodorant and soap, these items do not have to be returned.
- c. Each inmate will be required to shower upon commitment to Columbia County Prison.
- d. At the completion of the intake process each inmate is allowed one (1) phone call.
- e. Each inmate will be placed in classification for a period not to exceed 48 hours. This classification/evaluation period is used to determine which housing unit you will be placed in upon completion of your 48 hours. \*\*Inmates committed from another institution will only have a 24 hour classification/evaluation period.
- f. All inmates (except US Marshals and state inmates) are charged a \$25.00 booking fee upon commitment to Columbia County Prison.
- g. All inmates will attend A&O (Admissions and Orientation) Class within 14 days of commitment. The inmate PREA training will be incorporated into the A&O Class to ensure all inmates receive PREA training.

## Inmate Property

### New Commitments

1. A new commitment will have all his/her personal clothing searched, laundered if necessary and stored in a property bin. At this time a staff member will determine what items you may retain while you are housed at Columbia County Prison. Once your property bin is secured you will not have access to any items within the property bin. All property bins will be stored in the Inmate Property Room. Any jewelry, wallets, cell phones or items of any value will be kept in a silver box in the Intake area. Each inmate will receive a receipt for their personal property being held by Columbia County Prison.
2. **Footwear** – If you come in wearing sneakers you may retain your personal sneakers if they meet our criteria, providing they are clean and unaltered in any way. You may retain one (1) pair of sneakers at any given time. Sneakers are available for purchase through **Keefe Commissary**.
3. **Watches** - Watches are not permitted upon commitment. All watches will be placed in a secured mailbox. Watches may be purchase through **Keefe Commissary**, if available.

### Inmates Committed From another Institution

1. All commitments from any other institution will only be allowed to bring with them legal paper and medical paperwork or (medications for the nurse).  
**\*\*Note: Commissary and other items will not be permitted. \*\*\***

Upon an inmate being released his/her personal property shall be released with him/her. If an inmate is being transferred to another institution they will be released with only those items permitted by that institution. All items not permitted can be mailed out at your expense. If the inmate cannot have his/her property mailed out then they must have the items picked up within 15 days of their release.

Any items left at Columbia County Prison after 15 days of an inmate's release will be labeled as abandoned.

2. If you are being transferred to a state facility please refer to attachment #1 "State Sentenced Inmate Property Release Form" which identifies what you may take with you and the proper procedures for the release of your property.

## Seized Contraband Items

Any item confiscated from an inmate and is deemed as contraband will not be placed in the Inmates Property Tub but, will be disposed of as per policy #022-2010 Columbia County Prison Procedure for Evidence Custody (disposal).

## Disposition of Abandoned Property

Abandoned property will be held at the prison for 15 days. During the 15 days every effort will be made to contact the released inmate in order to have the property removed from the prison.

If the inmate or family member cannot be contacted the items if of any value will be held by the Warden for 1 year from the date of release of the inmate. After the 1 year the items will become property of the Columbia County Prison and will be disposed of at the Warden's discretion.

## General Population Rules

All inmates will be pat searched upon departing and returning to their assigned housing unit.

### 1. Dress Code

Once you have been moved to the general population housing unit you will be issued two sets of greens (2 tops/2 pants). Greens, Crocs or sneakers are to be worn anytime you leave your housing unit. **Within your housing unit/yard area you are permitted to wear grey or white T-shirts, shorts, sweat pants/tops. Black color clothing is prohibited from being worn by inmates.** Open toe shoes are only to be worn while within your housing unit or yard area.

\* All female inmates must wear a bra while in the unit dayroom, yard or outside their housing unit. If your bra has an underwire it will be removed by staff.

Hijabs are permitted to be worn with Warden's approval.

\*\*Inmates must have on some type of clothing to sleep. Sleeping in the nude is prohibited. \*\*

### 2. Inmate Conduct

- Inmates are not permitted to cross the red line wherever the red line is present in the facility
- Tobacco use is prohibited on or within Columbia County Prison and it's surrounding grounds
- Running, horseplay, wrestling, excessive noise or yelling is prohibited in/out of the housing unit.

- Talking, yelling, passing notes under doors or to another inmate is prohibited and could result in disciplinary sanctions.
- Inmates are to walk single file on the right side of the hallway when outside their housing unit.
- Formal Counts – Inmates must return to their assigned cells for count. Inmates are to be standing at their cell doors for formal count. Failure to stand for count could result in disciplinary action. For count times see the Daily Operational Schedule
- Gambling of any form is prohibited
- Tattooing is prohibited.

### 3. Inmate Cells

All inmate cells are subject to search at any time, as part of the regular routine, investigation or whenever deemed necessary to ensure the safety and security of Columbia County Prison.

- Cell doors are to be locked at all times unless it is the designated open door period (from 5 minutes before the hour until 5 minutes after the hour. This runs from 0830 until 2130hrs for all open dayroom hours.)
- Inmates will be held financially responsible for any damage to their assigned cell.
- All cells are to be kept clean.
- All beds must be made when an inmate is not occupying his/her bed.
- All bedding is to be used as bedding. If bedding is used for another purpose it will be deemed as contraband. If your bedding is altered/damaged for any reason you will be charged a fee for replacement of the item damaged. Also, this could result in a misconduct being issued. Destruction of any prison issued items is strictly prohibited.
- Inmates are prohibited from entering into another inmate's cell. Inmates are not to sit or lay down on another inmates bunk.
- Inmates living areas shall have a red square, this red square will be utilized for any pictures and posters. The red square border must be visible at all times.  
**\*\*NOTE: this is the only area that can be utilized within a cell for pictures and postings.**
- All windows will remain unobstructed at all times. No items may be placed on the window ledge (books, dishes food items).
- Inmates are responsible for their cell and all its contents. Inmates will be held responsible for any contraband or unauthorized items found in their cell.
- Inmates are responsible for the cleanliness of their cells. Inmates may not accumulate excess newspapers, magazines or books. Only 5 magazines, books or newspapers are permitted per inmate per cell.

- Inmate's cells may be inspected at any time. Any violation of the above rules may result in a misconduct and or disciplinary action.
- **Cell Content:** Items permitted are as follows:
  - a) Commissary Items (food and hygiene items)
  - b) 5 pairs of the following : socks, t-shirts, underwear (boxers) (females bras without underwire)
  - c) 2 pair grey sweats (shirt/pants)
  - d) 2 pair grey running shorts
  - e) 5 books, magazines, 1 Bible, 1 Quran
  - f) 1 Columbia County Prison issued towel and wash cloth and 1 state purchased towel
  - g) 1 prison issued blanket (2 if approved by the Warden)
  - h) 2 sheets
  - i) 2 sets of prison issued greens
  - j) 1 pair of prison issued crocs or bo-bo's, 1 pair shower shoes and 1 pair of sneakers
  - k) 1 net bag (laundry)
  - l) Stationary (writing paper/pencils)
  - m) **2 (two)** pieces of fresh fruit (any more than **2** pieces will be considered contraband)
  - n) 5 (five) batteries only (any more than 5 will be considered contraband)

### **Personal Cleanliness**

All inmates are expected to shower at minimum 3 times a week. Inmate showers are available during all open dayroom times. Inmates failing to maintain proper hygiene may be placed on "mandatory" shower list.

Laundry Services are available; schedules are posted on each housing unit.

### **Recreation**

Yard time is available during all open dayroom hours for units with an outside yard.

Yards may be closed due to the following: Weather related conditions rain, winds, snow, ice or temperatures around/below freezing. The Warden may close/cancel yard time at his discretion.

All units **without** an outside yard will follow the schedule below

Medical Unit

Sunday through Saturday 1300-1400

Unit C

Sunday through Saturday 1200-1300

Unit F

Sunday through Saturday 1200-1300

**Dining Regulations**

- a. Inmates will be served their meals in their assigned housing unit.
- b. Inmates will line-up single file to receive their meal tray.
- c. Each inmate must get his/her own meal tray. An inmate may not ask another inmate to retrieve his/her tray for him/her.
- d. Medical Diet Trays must be requested through the Medical Department.
- e. Inmates will eat their meal at a dayroom table or within your cell.

**Law Library**

Inmates may request to use the Law Library. Request can be made through the 1<sup>st</sup> shift OIC via the kiosk. The Law Library is available via approved requests only. Inmates wishing to print out material from the Law Library will be able to save the material to the Law Library flash drive. Each page printed is \$.10 (10 cents) per page.

**Trustees**

Trustee pay is \$1.00 per day

Block Trustee is responsible for keeping his/her housing unit clean and orderly and will be responsible for the following:

- a. Rinsing and counting all food trays to ensure all trays are returned to the kitchen.
- b. Garbage collection
- c. Cleaning tables
- d. Mopping the dayroom floor, cleaning the yard windows

- e. Laundry – placing in the sally port for pick-up
  - f. Cleaning the showers
- Hallway Trustee is responsible for keeping the hallways clean and orderly and will be responsible for the following:
- a. Garbage and card board collection and disposal
  - b. Cleaning the Warden's, visitation women's and men's bathrooms
  - c. Sweeping and mopping hallways, intake and visitation area
  - d. Cleaning all windows

Kitchen Trustee is responsible for keeping the kitchen clean and orderly and will also be responsible for the following:

- a. Obeying directions given by Kitchen Staff
- b. Washing dishes, pots and pans
- c. And other various cleaning duties

### **Inmate Accounts**

All inmates upon admission to Columbia County Prison are issued ID #'s and Pin #'s. These numbers are the inmate's responsibility. If a pin number is lost or stolen it is the responsibility of the inmate to report their pin number lost or stolen. It is a violation of the Rules and Regulations for an inmate to share their pin number with other inmates. Money can be placed on an inmate's account by their family and friends via [www.inmatedeposits.com](http://www.inmatedeposits.com) or via the kiosk in the Visitation waiting room during visitation hours only. Money orders (CASH/PERSONAL CHECK is NOT accepted) may only be mailed in to Columbia County Prison. An inmate can use his/her account for the following:

### **Soda**

Soda orders are done at random when approved by the Warden. The cost of a soda is \$1.50/bottle and there is a limit of 5 per inmate. All empty soda bottles must be disposed of once emptied. Any bottle stored within a cell will be considered contraband and may result in this privilege being discontinued.

### **Pictures**

Inmates can request to use the prison camera. Pictures are \$1.00/each, inmates must be fully dressed when being photographed. Pictures can be taken in the dayroom or yards only. Any picture taken within a cell, showing any type of gang sign, or deemed inappropriate will not be developed.

## **Commissary**

Commissary spending limit is \$100.00 for food and hygiene items. Non-consumable items such as shoes, headphones and clothing are not included in the \$100.00 spending limit. Commissary orders must be placed each week by 12pm Wednesday, no exceptions. At the time of delivery all commissary will be thoroughly checked and signed for by the inmate and officer. If any items are missing an officer must verify the missing items. If your commissary order is not signed by an Officer your missing items will not be replaced, only verified missing items will be replaced. Replacements will be issued the following week.

**Flex Pens will be available for purchase on commissary. Inmates may order 1 pen at a time and may only keep 2 pens in their possession at any given time.**

**Razors** are given out daily on 1<sup>st</sup> and 2<sup>nd</sup> shift during open block hours only. You must request the razor from the Officer working your unit. Make sure your razor has a blade and cover on it when you are given the razor and when returning the razor the cover and blade must be intact. Inmates are permitted to retain 1 razor for a 30 minute timeframe. Any misuse of this privilege may result in a misconduct being issued or placement on razor restriction.

**Batteries/Nail Clippers** may be ordered through commissary. Inmates are permitted to have 5 (five) batteries in their possession. (any more than 5 will be considered contraband)

## **Phone Time**

Inmates may order phone time through the inmate phone system. This pin number is the responsibility of the Inmate. If an inmate loses or gives out his/her pin number, IC Solutions and Columbia County Prison are not responsible for any calls or charges, and no refunds will be given.

## **Haircuts**

**Haircuts are \$4.00 per cut (price subject to change) for all inmates (male and female). Inmates who are deemed indigent (see definition) will receive a free haircut. Haircuts are offered on Mondays every 2 weeks – 3 weeks. All inmates requesting a haircut must place a request on the kiosk before Monday morning. If the haircuts are cancelled for any reason you must resubmit your request via the kiosk.**

## Whites

Whites are defined as socks, t-shirts, boxers and washcloth. To be eligible to receive these items you must be indigent (see definition). Whites are distributed once every 6 months. Any inmate (m/f) who is NOT indigent can order whites and other items from commissary. All state inmates, who upon admission to Columbia County Prison, are in possession of state issued whites will not receive a new set from Columbia County Prison. \*\* Whites that are lost or stolen WILL NOT be replaced. \*\*

## Medical Services

Upon commitment all inmates will sign a Medical Service Co-Payment Authorization Form.

All medical requests (Doctor, Dentist etc...) must be made through the kiosk to the Medical Dept. There are no exceptions. Kiosks are located on each housing unit.

All inmates (any county, state and federal) will be charged a co-pay of \$10.00 for all Doctor, Dentist and Eye Doctor Visits **\*\*unless your medical condition is deemed chronic\*\***. Nurse sick call visits are \$5.00 per visit. Prescriptions also carry a co-pay of \$5.00/per prescription for all county and state inmates **\*\*unless you are diagnosed with a chronic condition\*\***.

All over the counter medication such as, Tylenol and Ibuprofen are \$1.00 per dose.

Reading glasses are to be requested through the Medical Department and may be purchased for \$5.00.

Prescription glasses can be ordered through Medical also for a fee of \$10.00.

Contact Lenses will not be available at Columbia County Prison.

The Dentist will perform extractions only (on-site). Emergency Dental services are available as needed and will be performed **off-site** only.

**CMSU** (Mental Health) services are also available and can be requested through the CMSU (Mental Health) on the kiosk.

## Laundry Services

Laundry Schedules are posted on each housing unit.

## Notary or Request for Copies

Inmates requesting Notary Services or copies will fill out the Request for Notary or Copy Form and submit it to the Wardens Office. All Notary Services are \$2.00 per document that is notarized. Copies are .10 cents per sheet that is copied.

## **Inmate Mail**

Once mail is delivered to Columbia County Prison by the US Postal service it becomes the property of the institution. It is up to the discretion of the Columbia County Prison as to how mail will be processed. Outgoing mail is also the property of the institution until it is handed over to the US Postal Service. Correctional facilities or jails are well within their authority to open, examine and censor incoming/outgoing correspondence as per **Section 2743.96 of the US Postal Service Code**.

You are permitted to send and receive mail. You are NOT permitted write to the following: victims of your crime, other inmates, and co-defendants, Prison Staff or any person who has informed the Prison they do not wish to receive mail from you. You may with approval of the warden be permitted to write to close relatives (father, mother, brother, sister, son, daughter etc...) housed in a different correctional facility. You must be able to prove your relationship with the person you wish to write to. In addition the letter must be approved by the warden of both facilities. If your request to write is denied and you receive mail or attempt to send mail out you may be subject to a misconduct.

All incoming/outgoing mail must have the full name and address of the sender/receiver clearly printed on the front of the envelope. Any mail lacking this information will be returned to the sender/inmate. Inmates will only use their legal name, no nicknames or aliases. Incoming mail that the inmate cannot be identified will be returned to the sender. Outgoing mail without an inmate's name and return address will be disposed of.

- A) Incoming mail is processed Monday through Saturday, except Holidays and distributed daily. Outgoing mail will be placed in the Mail Boxes located on each housing unit. Outgoing mail is collected daily and processed daily.
- B) All outgoing mail sent out without postage will result in the inmate's account being charged the postage rate of .50 cents (or current postage rate set by the US Postal Service).
- C) All incoming mail (except legal mail) will be opened and searched for contraband, illicit drugs and any materials that threaten the security of Columbia County Prison. Any contraband, illicit drugs or materials found will be confiscated and/or disposed of. Any contraband, illicit drugs or materials found within incoming mail is a violation of the **PA Crimes Code Title 18-5123** and will result in a misconduct being issued and disciplinary sanctions being imposed on the inmate.
- D) Legal mail will be opened by an Officer in the presence of you. You will sign the Legal Mail Log stating you received your legal mail.

- E) Columbia County Prison may read an inmate's mail if Columbia County Prison has reason to believe the mail contains information that may threaten the safety/security of Columbia County Prison and Staff.
- F) Inmates may not receive mail with stickers or labels on the envelope. Any staples, paperclips, binder clips or rubber bands will be removed and disposed of. If the incoming mail envelope has stickers and labels you may receive your mail without the envelope.
- G) You are permitted to receive newspaper/magazine subscriptions provided they are delivered directly from the publisher. The newspaper/magazines may not contain any nudity, racially inflammatory material or advocate criminal activity.
- H) You may not receive greeting cards containing music
  - 1) **Indigent Inmates** (Definition; All inmates are considered indigent if their account contains \$10.00 or less for a period of 30 days or more.
    - a) Indigent inmates will be provided 5 envelopes, containing 2 sheets of paper, per month.
    - b) Indigent inmates will place a request on the Kiosk under "Commissary" in order to receive envelopes and paper.
    - c) Non-indigent inmates may purchase pre-stamped envelopes and paper with their weekly commissary orders.

Inmates - Inmate communication within Columbia County Prison is forbidden unless approved by the Warden. Any attempt to smuggle notes, mail or other forms of communication is prohibited. Inmates shall not ask any person including staff, other inmates, visitors or vendors to pass or smuggle any note, mail or other form of communication.

Inmates wishing to purchase books only can receive them from [www.amazon.com](http://www.amazon.com) only. Any packages received, unless approved by the Warden, from any other vendor will be returned.

### **Telephones**

All housing units are equipped with inmate telephones. Inmates and their families can set up telephone service through [IC Solutions](#) or by calling [1-866-345-1884](tel:1-866-345-1884). Inmates may also use their commissary funds to make outgoing phone calls on the inmate phones in their housing unit. All outgoing calls, except legal calls, are recorded and monitored. You may use the unit telephones during open dayroom hours only.

Inmates are not permitted to receive incoming phone calls, unless the incoming call is part of a legal proceeding (conference call etc), pre-approved by the Warden and/or an emergency arises.

All Inmates are given a pin number; your pin number is your responsibility. DO NOT give your pin number to anyone. Sharing of pin numbers may result in a misconduct being issued and disciplinary sanctions being imposed. IC Solutions and Columbia County Prison are not responsible and will not reimburse for unauthorized phone calls made from your account.

Inmates housed in the RHU (Restricted Housing Unit) or are in Administrative/Disciplinary Lock status may use the unit telephone. Inmates housed in the RHU are limited to 1 (one) phone call per week with approval from the Warden/Deputy Warden.

If you are unable to make a legal call from the unit telephone you may request to use one of the prison telephones. Requests can be made via 1<sup>st</sup> shift OIC on the Kiosk.

### **Visitation**

#### 1) Family and Friends

Visitation Hours:

Saturday	Female Visits	0830-1000	(8:30am-10am)
	<b>Unit C Only</b>	1000-1200	(10am-12pm)
	Female Visits	1200-1330	(12pm-1:30pm)
			<b>(1pm-1:30pm DL/AL if any)</b>
	Special Visits	1330-1430	(1:30pm-2:30pm) <b>(PC Only)</b>
	Male Visits	1430-1800	(2:30pm-6pm)
	Male Visits	1800-1930	(6pm-7:30pm)
		<i>(**Reserved exclusively for Extended Visits, if none then regular Males**)</i>	
Sunday	Male Visits	0830-1500	(8:30am-3:00pm)
	RHU-Male	1500-1530	(3pm-3:30pm) (Disciplinary Lock)
	RHU-Male	1530-1600	(3:30pm-4pm) (Admin Lock)
	Male Visits	1600-1730	(4pm-5:30pm)
	Female Visits	1730-1930	(5:30pm-7:30pm)

All inmates must submit a Visitation List in order to have visitors. If an inmate does not have an approved Visitors List, visits will not be granted. Only friends and acquaintances which do not pose a threat to the safety and security of Columbia County Prison will be allowed to visit. If your visitor has been released from any prison within the last 6 months, or is currently on probation or parole they will not be allowed to visit.

- a. General Population inmates are allowed up to a 2 (two), ½ hour (30 minute) visits per weekend. You can have up to 1 visit per day.
- b. Visitors must have proper Identification (Valid Driver's License or State Id)
- c. Visitors under the age of 18 must be accompanied by an adult or Legal Guardian
- d. Inmates are not allowed to give/receive anything (contraband, pictures, letters etc...) during visitation hours. Any inmate caught giving/receiving any contraband items may result in loss of visitation privileges and disciplinary sanctions.

You may request an extended visit by written request to the Warden, you must detail the reasons such a visit is needed. Example family has to travel over an extended period of time and is from out of the state or area etc.

- 2) RHU inmates in disciplinary lock status and Admin lock status may submit a written request for a visit to the Warden/Deputy Warden for approval.
- 3) Protective Custody Inmates will be able to visit during the Special Visit time slot. (Saturdays 1:30pm-2:30pm)
- 4) Attorneys may visit at any time. Attorneys must have their credentials to be permitted access to the Columbia County Prison to meet with an inmate.

### **Grievance Procedures**

All inmates have the right to file a grievance. All grievances will be written on a Grievance Form. Inmates shall try to resolve all grievances with their block officer by presenting their issue of concern. If the inmate's grievance cannot be resolved informally through the block officer then the inmate will address their concerns in the following steps

- a. The formal Grievance will be sent to the Warden's Office
- b. The Warden's Office will forward to the appropriate office
- c. If the inmate disputes the response. Then an appeal may be written to the Warden

The deadline for completion of an informal grievance and submission of a formal grievance is 20 (twenty) calendar days from the date the grievance is filed. You shall receive a response to your grievance within 7 working days.

**Columbia County Prison  
State Sentenced Inmate Property Release procedure**

Inmate \_\_\_\_\_ was informed on \_\_\_\_\_, that all of (his or her) property must be released prior to transferring to the State institution. Any property remaining must be picked up at the prison within 7 days of your transfer date to State. (Any property remaining after the 15 days will be properly disposed of)

Only the following items are allowed:

1. Legal work only on active case
2. 10 photographs
3. 1 wedding band (no stones)
4. 2 pair of eye glasses and /or 2 pair of contacts with case and solution
5. Medication
6. Checks issued from the committing County. (No personal checks)
7. 1 Religious Medallion no larger than a half dollar
8. Dentures

\_\_\_\_\_  
Inmate sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer Sign

\_\_\_\_\_  
Date

Attachment