



HARRISBURG COMMUNITY CORRECTIONS CENTER

BUREAU OF COMMUNITY CORRECTIONS

27 North Cameron Street

Harrisburg, PA 17101

(717) 787-4427

REENTRANT HANDBOOK

REVISED 6/2018

Reentrants Assignment to Counselor:

Under normal circumstances Reentrants shall not switch counselors. This is a staff decision and shall be resorted to on a very rare basis. A very obvious incompatibility shall occasion the basis for considering such an action. The Center Director shall make the final and binding decision in this matter.

Reentrants must remain on their own side of the building, unless they are speaking with their assigned Counselor or Parole Agent.

The Center Director assigns responsibility for the management of each Reentrant to one of the center counselors.

General Information:

Reentrants /Staff shall address each other by their title i.e. Mr. Mrs. or Ms.

Reentrants must participate in all safety drills and simulations of emergency situations.

Reentrants are not permitted authority over other Reentrants.

Reentrants shall not lie on the chairs, or place their feet on the walls or tables.

Reentrants shall not use abusive, offensive, or use profane language in the center.

Reentrants shall not socialize in hallways or bathrooms.

Reentrants are only authorized to bring five bags of groceries into the center at one time. All groceries must be in prepackaged containers. No can soda allowed. Reentrants can only have (1) six pack of 16-20oz or (2) 1-liter bottles of sodas.

Hats, caps, doo-rags, hoods or any other kind of head covering shall not be worn in the center. Reentrants must be fully dressed with tank tops/undershirts covered. Pants must be worn at waist level while in the center. **The only authorized changing area in the center is the shower.**

Clothing shall not display alcohol, drug, sexual or violence related illustrations, writing or obscenities, or any gang related writing/illustrations.

Sunglasses are not to be worn in the center.

All meals should be eaten in the kitchen or dayroom ONLY.

All food placed in the kitchen refrigerators/freezer must be locked in the Reentrant's box. Every night, staff shall inspect for any food that is not in a box.

This is a non-smoking facility. You are not allowed to possess or use any tobacco products which includes but is not limited to cigarettes, cigars, hand-rolled cigarettes, loose tobacco, rolling papers, lighters, and chewing tobacco. Smoking inside the center is a violation of the USOR and can result in a fine from city, restitution for any damages due to smoking, restitution for cleaning due to smoke inside building, infraction report and/or unsuccessful discharge from HCCC.

Count Procedures:

Counts shall be announced over the loudspeaker system at which time Reentrants report to and remain in their assigned rooms for count. Reentrants will remain in their assigned rooms until count is cleared.

Formal counts are held between the following times:

6:00 a.m. to 7:00 a.m. **Standing Count**

12:00 a.m. to 1:00 p.m.

4:00 p.m. to 5:00 p.m.

9:00 p.m. to 10:00 p.m. **Standing Count**

Three (3) formal counts shall be carried out during the 10:00 p.m. – 6:00 a.m. shift.

If Reentrants are with their Counselor when count is called they are to return to their rooms for count.

Medical:

Routine health care shall be provided to Reentrants of the center by means of the following: employer paid health insurance; publicly funded health insurance (Medicare/Medicaid); community sponsored public clinics, out-patient, in-patient, and emergency medical care.

All medication including syringes and insulin must be turned over to the monitor staff along with any instructions regarding the use of the medication by the Reentrants when he arrives or is issued medication by a doctor.

All prescribed medication that is filled by a pharmacy should follow this procedure. 1. Get medications filled at pharmacy. 2. Bring medication to the center. 3. Medications are counted by center staff. 4. Medications are able to be taken at this time. No medications should be taken between the pharmacy and the center. All medications should be left in pharmacy bag and not tampered with. All doctors paper work must be given to counselor to place in reentrant's file.

Disabled Reentrants are those Reentrants that are permanently or temporarily disabled as certified by the Social Security Administration.

Employment:

Reentrants are not permitted to be self-employed, employed by an immediate family member or in a family-owned business unless approved by the Center Director.

Reentrants must submit an "Employment Request Form" to their counselor and obtain permission to work.

Full time work is a minimum of thirty-two (32) hours a week. You will need to maintain this in order to get and keep your privileges. Hours from sick days, vacation days, and cancellation days (i.e. inclement weather, etc.) will be assessed on an individual basis.

HCCC no longer collects earned income. You must turn your paystubs into your counselor each week to verify your employment. If you fail to hand in your paystubs you may be placed on an EMPLOYMENT HOLD until your employment can be verified.

Reentrants may only have up to \$500.00 on their person at any time. Credit cards and Debit cards are allowed, but must have reentrants name on it. If the reentrants name is not on the card, the card may be confiscated.

Curfews, Utility Sign Outs (Leisure Time), Home Passes and Furloughs:

All sign outs are based on a planner system. There are five planners:

Full Time Planner is for Reentrants who are employed full time and for disabled individuals who complete 32 hours of community service hours per week. Curfew is 8:00 p.m.

Part Time Planner is for Reentrants who are employed part time and underemployed individuals who work up to 15 hours per week, and for disabled individuals with approved Social Security. Curfew 7:00 p.m.

Enhanced Planner is for Reentrants who are unemployed for more than 30 days, and for Reentrants who are moved to the Enhanced Support Caseload.

Unemployed Planner is for Reentrants who are not program compliant, who are unemployed, and new arrivals for the first 30 days. Curfew 7:00 p.m.

Modified Planner is for Reentrants who are not employed or program compliant.

Utility sign outs are a privilege and may be removed for violation of rules and regulations.

Every two weeks a case review is conducted. At this time, the staff will discuss each Reentrant's case individually. If you are a struggling Reentrant you may be placed on the Enhanced Support Case load starting on the following Monday. If you are a positively progressing reentrant in our program you may be selected to move to the privileged B-side of the building. If selected, you will move to B-side the following Sunday. The List of movement will be posted at the monitor station.

SIP Furloughs:

To qualify for furloughs, a SIP Reentrant must have a responsible member of the community as a sponsor who is willing to have the Reentrant spend furlough time in his/her residence. The furlough residence must be the SIP's home plan.

The Reentrant may submit the Home Furlough Evaluation Request paper work as soon as they arrive at the center. It must be handed into your assigned counselor. You must provide a copy of the lease with your name and everyone that resides in the residence.

A home furlough investigation shall be scheduled by the Region II Office of Community Corrections. The sponsor and residence must be approved, as well as anyone else residing at the residence.

Furloughs may be taken only at a location approved for that specific Reentrant.

When a Reentrant is on furloughs the monitor on duty may make verification calls at any time day or night. There will be at least three wellness checks per week made by the monitors. The monitor on duty shall verify the Reentrant's location. Monitors must be able to reach Reentrants on their approved cell phone and/or house phone at any time.

Parole Furloughs:

Parole Reentrants are eligible for overnight travel passes to a home plan address. The purpose of a travel pass is to reward positive adjustment and assist in preparing the reentrant for community reentry. Being granted a travel pass is a privilege, not a right. Please see your counselor/parole for additional details.

When a Reentrant is on a home pass the monitor on duty may make verification calls at any time. The monitor on duty shall verify the Reentrant's location. Monitors must be able to reach Reentrant by cell phone and/or house phone at any time.

Community Service:

All Reentrants of the center are required to give a minimum of ten (10) hours per of their time to the community. Reentrants are encouraged to volunteer for community service over and above the ten hours. Reentrants may also be asked to volunteer or be mandated to complete further time as needed. Failure to complete ten hours each month may result in an infraction report. Harrisburg CCC does special community service projects every month that gives you the opportunity to purchase items that are donated to local charities.

Reentrants Mail/Correspondence:

All Reentrants of the Harrisburg Community Corrections Center shall use 27 North Cameron Street, Harrisburg, PA 17101 as their legal address. They shall not establish a Post Office Box or any other location/residence as an address while in the center.

All bags, boxes, packages and parcels (including those carried by Reentrants and/or their families into or out of the center) shall be opened in the presence of staff to avert the introduction of contraband into the center or the unauthorized removal of center or Reentrants property.

Once sorted, Reentrants mail shall be distributed in the Reentrants mailboxes.

All mail/packages that require a signature from the Reentrant will need to be signed by the Reentrant. Staff will not sign for any mail/packages.

Phones:

Reentrants may originate telephone calls on payphones located in the day rooms.

Center staff shall not take personal calls or relay messages of a personal nature to Reentrants.

Cell phones may be used by Reentrants according to criteria outlined in the cell phone agreement. Cell phone chargers may only be used in Reentrants rooms.

Cell phones are **ONLY** to be used in your room and/or the day room.

Personal Possessions:

Reentrants may retain personal clothing listed on Appendix 2. All property must fit into assigned locker. Excess belongings must be removed from the center or they will be confiscated.

Battery operated clocks/clock radios, cell phones, tablets, computers, and electric razors (ex. Norelco) are the only electronic items authorized to be in a Reentrants possession.

Reentrants are permitted to decorate with personal effects. However, nothing shall be hung on walls or outside of their locker under any circumstance. Decorations may **only be placed inside** lockers provided no permanent attachment or damage is done.

No personal locks are permitted.

All property brought into the center is done so at the Reentrants own risk. It is not the center's responsibility to safeguard all things in the center. It is suggested that all Reentrants tag personal items with name and DOC #, so there is no question of ownership.

Staff will monitor your property closely in order to decrease the amount of excessive personal property in the facility. If a Reentrant's personal property does not fit in your locker then that property is considered excessive property. Failure to comply with these orders regarding excessive personal property may result in confiscation of that property and may result in disciplinary action.

If a Reentrants escapes/absconds from the center he shall have deemed to have abandoned his property and it shall be removed and donated to a legitimate local charity, placed in the Indigent Room, or disposal.

If a Reentrant is unsuccessfully discharged from HCCC or returned to an SCI from HCCC, your personal property will be held at HCCC for a period of 15 day. During those 15 days, your identified next of kin (and listed next of kin only) will be permitted to pick up your property from HCCC. Any personal property remaining at HCCC will be considered abandoned and will be removed. Removal will be accomplished by donation to a charitable organization or disposal.

Personal Area:

Nothing on top of the locker at any time.

All footwear is to be placed under the front of the locker at all times.

Nothing hanging from the beds or lockers.

All Totes and unused food boxes must be placed under the bed.

No food of any type in the room. Not even in the totes or locker.

Nothing blocking or hanging on the air vents. Nothing hanging on the fire sprinklers or light fixtures.

Lockers closed and secured at all times.

Nothing hanging on the ladders.

Bed Linens, Blankets, and Towels:

At reception to the center, each Reentrants shall be issued 2 sheets, 1 pillow, 1 pillowcase, 1 bed spread, and 1 towel.

Reentrants must wash their linens at least once weekly or exchange them on Tuesday at 8:00 p.m. at the A side Linen Room. If the Reentrants works at night, Linen Exchange will be on Wednesday's at 10:00 a.m.

Personal linens and bedding are NOT authorized.

Sleeping Quarters and Accommodations:

At reception, each Reentrant is assigned a room by the monitor staff. These assignments are based solely on bed space availability and any documented medical problem.

Bed changes will only be made for medical reasons.

All Reentrants, unless working night shift (10:00 p.m. - 6:00 a.m. or 11:00 p.m. – 7:00 a.m.), must be out of bed by 7:30 a.m. Beds must be made and rooms cleaned and ready for inspection by 8:30 a.m.

Furnishings:

Each sleeping area of the center shall have a bunk bed, mattress, and a locker for each Reentrant.

Dress and Appearance:

Although there is no formal "dress code", Reentrants are expected to represent the center with respect in the way they dress.

Some jobs may result in soiled clothing, etc. Work boots with mud and dirt should be removed and cleaned prior to entering the center. Do not track mud and dirt in from the street.

All clothing items being brought into the center must be placed in the dryer upon entrance into the facility.

While you are in the center, Reentrants are required to wear a shirt with sleeves and cover the lower part of body at all times, except while in the shower.

Showers are the **ONLY** authorized changing areas.

Sunglasses and hats are not to be worn inside the center and must be taken off upon entrance into the center. Reentrants are not permitted to wear street clothes while sleeping in bed.

Housekeeping:

You must be up and out of bed by 7:30 a.m.

Your room must be cleaned and in order by 8:30 a.m. for room inspection.

All room chores must be completed and ready for inspection by 8:30 a.m.

All unemployed reentrants must clean general areas of the center daily. At no time should an unemployed reentrant be idle in the dayroom. No reentrant should lay down in their rooms after getting up.

Duties are assigned and posted on each room door. The Lieutenant coordinates all cleaning assignments for their assigned rooms. An assignment to a detail does not mean this is an individual's only center cleaning responsibility.

All cleaning supplies and tools necessary to complete a detail shall be supplied by the center. Personal cleaning supplies are not authorized; the on-duty monitor shall see to it that the items needed are made available. All cleaning tools must be returned to the storage room area when not in use.

No food or drink containers are to be stored in living quarters. All perishable items (food, drink, etc.) will be confiscated and destroyed.

Involvement in the housekeeping plan at the center is mandatory for all Reentrants. Cleaning is a daily routine and shall remain so from the date of his reception until the Reentrants is transferred from the center. Allowances may be made for those Reentrants on furlough. However, furlough shall never be a reason for exclusion from a cleaning detail.

Cleaning Weekends:

On cleaning weekends Reentrants are expected to do special cleaning assignments in addition to the daily or weekly duties. These weekends occur when there are not community service projects to be completed at the HCCC.

Reentrants will not be permitted furlough sign outs or extended sign outs on assigned cleaning weekends.

Laundry Facilities:

Laundry facilities are located inside the building, on both A & B sides. Reentrants must use the laundry room and shower areas located on your assigned area.

There are coin operated washers and dryers for the Reentrants use in completing regular laundry needs.

Kitchen

It may be one of the most important rooms in the center. This is where all Reentrants prepare, store, and eat food. This area must be shared with other people; therefore, it is very important to follow these orders when using the kitchen:

THERE SHALL BE NO EATING OR STORING OF FOOD IN BEDROOM AREAS AT ANYTIME

Staff will throw away anything that is left out and not stored properly. There are too many people here to allow something to cook for long periods of time or soak dishes for hours.

Each Reentrants is permitted one toolbox for a refrigerator section, one toolbox for a freezer section, one toolbox for your dry food, and one toolbox for personal property in your room. These boxes will be assigned during orientation.

All food in the refrigerator and freezers must be kept in a toolbox at all times. NO food should be placed in the refrigerator/freezer outside of a toolbox. If any food is found to be outside of a toolbox it will be disposed of in the trash.

All kitchens will be closed daily from 10:00 p.m. – 4:00 a.m. and 9:00 a.m. -11:00 a.m. Monday through Friday for cleaning. Microwaves will still be available for use.

Visiting Privileges:

All visitors must be on the Authorized Visitors List, which is available from your counselor.

Visitors are to report to the monitor staff upon their arrival to the center.

Visitors are subject to search procedures prior to entering the visiting area.

Visitors must clear the metal detector. If the visitor cannot clear the metal detector he/she will not be permitted into the facility.

Visitors are to present a valid photo I.D. to the monitor staff. Visitors are to be signed in the visitors log by monitor staff prior to authorization to visit.

Children under eighteen (18) years of age must be accompanied by a parent or legal guardian, unless emancipated.

Reentrants must not be on restriction to have visiting privileges.

Visiting hours at the center are from 4:00 p.m. to 6:00 p.m. Monday, Wednesday, Friday, Saturday, and Sunday.

Arrangements for special visits (i.e., visits with attorneys, clergy, social service representatives, hospitalized Reentrants, and relatives who have traveled long distances) shall be approved by the Center Director or their designee.

Reentrants and visitors are to conduct themselves in a respectful, appropriate manner, and must be dressed appropriately.

HCCC staff may terminate any visit at any time for any reason.

Driving Privileges:

SIP Reentrants must have prior approval from the Center Director before operating a motor vehicle. Parole Reentrants must have the permission from their Parole Officer.

Reentrants found guilty of center violations shall not be permitted driving privileges.

Before permission shall be approved to drive the following condition must be met:

Valid Driver's License.

Valid ownership or appropriate signed form granting you permission to drive another person's vehicle.

Proof of insurance.

Vehicle registration.

Infraction free for a minimum of thirty (30) days

Reentrants must have full-time employment to operate and maintain the vehicle.

A Reentrant is not permitted to transport any other Reentrants in his vehicle without prior staff approval.

Reentrants cannot park in staff parking lot at any time, unless approved by the Center Director.

Religious Participation:

Reentrants shall be permitted to attend religious activities on a voluntary basis.

EXCEPTION: Reentrants under restriction, pending an infraction hearing or under discipline/restriction for rule violations who desire to participate in religious activities must discuss arrangements for participation with the counselor in advance.

Infractions:

In the event a Reentrant violates the rules and regulations outlined in the USOR, the behavior may result in an infraction/Parole report.

The infraction report meeting will be conducted before the Center Director and/or the Parole Supervisor. Center infractions will be conducted and scheduled by the Center Director. Parole Conferences will typically be held on Thursdays at 9:00 a.m.

Grievances:

SIP Reentrants and Parole Reentrants may file a grievance in accordance with DC-ADM 804 whenever they have a dispute over a policy, procedure or event related to their center residency. However, they are encouraged to address these problems informally via direct contact with their counselor and/or the Center Director.

Reentrants may request grievance forms at the monitors' station. Grievances can be submitted to the Center Director.

Access to Courts/Counsel:

Staff shall assist a Reentrant, when necessary, in making confidential contact with attorneys and his authorized representatives, including law students, special investigators, and other persons who have a legitimate connection with the legal issue being pursued.

Provisions shall be made for visits by such individuals during normal center hours and after-hour visits requested because of special circumstances. Correspondence and telephone communications with such individuals shall not be censored except when necessary to maintain security in the center.

Staff shall ensure the right of a Reentrant to have access to the courts. A Reentrant seeking judicial relief shall not be subject to reprisals or penalties because of his/her decision to seek such relief.

Safety Rules:

The personal safety of all staff and Reentrants is of the utmost concern in the Department of Corrections. Safety is the responsibility of everyone connected with the Department of Corrections and shall be placed before protection of property and equipment. Violation of safety regulations may result in sanctions.

Smoking is prohibited in the center.

Storing of flammable liquids in the living quarters is strictly forbidden.

Tampering with emergency equipment (i.e., smoke/heat sensors, fire alarm boxes, fire extinguishers, emergency lighting, exit doors, thermostats, and windows) is strictly forbidden.

Fire escapes and exits must be kept clear of litter and any kind of obstruction.

Parking lots and sidewalks shall be shoveled and de-iced during and after snow and ice storms.

Emergency Plans:

Fire in the center:

If you suspect a fire for any reason, notify the monitor staff, or the nearest staff person available.

If you become aware of an actual fire:

Remain as calm as possible. Avoid panic.

Only as circumstances permit, alert all persons within the facility (Reentrants, visitors, and staff) that there is a fire and specify its location.

Pull the handle of the nearest pull station (fire alarm box). Pull stations are located throughout the center.

Exit the building by the nearest exit as noted by the posted emergency exit signs.

Assemble, together with staff and other center Reentrants directly besides the building in the vacant parking lot.

Follow the instructions of the staff person in charge of the center at the time of the emergency. If no staff member is available, follow the instructions of the authority in charge (fire chief, police).

Fire emergencies shall be simulated regularly in the form of unannounced fire drills. Reentrants are required to participate and cooperate fully with staff that is conducting the exercise.

Major Disaster: - Flood, Tornado, Snowstorm, Nuclear, or Other Emergency Management Crisis.

This plan goes into effect when a disaster or special emergency is officially declared by proper authority (the Governor, County Commissioners, Mayor, PA Secretary of Corrections, Community Corrections Regional Director, etc.). The plan remains in effect only for the duration of that declared emergency situation.

When a disaster or emergency situation has been declared or is imminent:

Avoid panic, and remain calm.

Return to the center if possible, or telephone the center immediately for instructions.

The staff member in charge shall explain what is expected of you and what action you should take.

If an evacuation is called for:

Follow the instructions of the staff member in charge.

Choose necessities you shall need, and secure the remainder of your possessions in your locker. Suggested items are: several changes of clothing, seasonably appropriate outer-wear, eyeglasses and/or contact lenses (and necessary cleansing solution), cosmetics, battery-powered portable radio, etc. If prescription medication is being kept at the center for you, it shall be given to you at this time.

If you have an approved furlough location that is beyond the area affected, you may be given an emergency furlough during part, or all, of the emergency.

Wherever you are placed, you remain at all times accountable to the Department of Corrections, the Community Corrections Center, and/or the Board of Probation & Parole. You shall need to provide a reliable means of verification for the time that you are out of communication with center staff. This means you must register in person on a daily basis with a recognized authority who shall record, and later can be contacted to verify, these daily contacts. Inform this person of your status, and obtain his name, title, office address, and telephone number.

Suggestions are: the person in charge of the facility where you are staying, your employer, the local police department, local emergency management office, any state or county offices nearby -- Public Assistance, Employment, Probation and Parole, or counseling agencies -- American Red Cross, Y.M.C.A., Salvation Army, local social services, etc.

In all cases, orders and instructions of emergency management and police authorities must be followed. For up-to-the-minute reports and instructions, tune a radio to a local station, or the Emergency Alert Station for Dauphin County.

As soon as communication by telephone becomes possible, you are to telephone the center for further instructions. Alternate telephone is the Pennsylvania Board of Probation and Parole.

For those Reentrants unable to physically reach the center when a major disaster occurs:

If you have an approved furlough residence beyond the affected area, you may be permitted an emergency furlough for the duration of the emergency or until receiving other instructions.

If you do not have an approved furlough location, you will be given further instruction.

All Reentrants must return to the center within twelve (12) hours following the official termination of the emergency.

Harrisburg Community Corrections Center
Allowed Items - Effective June 20, 2018

Facility Issued Items

Item	Quantity	Item	Quantity
Black Tote	1	Pillow Case	1
Pillow	1	Sheets	1
Blanket	1	Towel	1
Refrigerator / Freezer Box	3	Combination Locks	4

Clothing Items

Item	Quantity	Item	Quantity
Belts	2	Shirts (Dress / Sweat / T-shirt)	10-Combined
Dress Suits	2	Ties	2
Eye Glasses - Prescription	2 Pair	Socks (regular)	6 Pair
Gloves	1 Pair	Dress Socks	4 Pair
Hats (Baseball / Skull)	3-Combined	Sunglasses	1
Jacket (1-Winter, 1-Lightweight, 1-Rain)	3	Shoes (Slippers, Boots, Sneakers, Dress, shower shoes)	5-Combined
Pajamas	1 Pair	Undershirts	6
Pants (Shorts / Jeans)	10-Combined	Underwear	6
Robe	1		

Hygiene Items

Item	Quantity	Item	Quantity
Brush	1	Powder - Talcum	1
Comb	1	Q tips	1 Travel Size
Conditioner	1-Bottle	Razors-Disposable Only OR Electric Beard trimmer	5-Disposable 1- Electric
Contact Lens Case	1	Shampoo	1-Bottle
Dental Floss	1	Shaving Cream	1- Can
Deodorant	2	Soap	2-Bars OR 1-BodyWash
Emory Board	1	Tooth Brush	1
Hair Pick	1	Tooth Paste	1- Tube
Nail Clippers-No Blades / Tools	1	Plastic Eating Utensils	1 Set

Miscellaneous Items

Item	Quantity	Item	Quantity
Alarm Clock/ with or without Radio (Battery Operated)	1	Laundry Detergent	1 - 100 fl oz or less
Batteries-Total on hand	4	MP 3 Charger	1
Bible/Koran	1	MP 3 Player (NO video)	1
Books, Magazines OR Newspapers	10	Mug or Cup	1
Plastic Dinner Plates	2	Pens-Pencils	5-Combined
Dryer Sheets	1 - 50 Sheet Max	Photos	10
Flash Light Less than 4" Long	1	Playing Cards	1 Deck
Hangers	10-Plastic	Pots-Pans Maximum 8" Diameter	2-Combined
Jewelry (Watch, Wedding ring, and Religious necklace)	1- Each	Prayer Rug (to be displayed when in use)	1
Cell Phone	1	USB Drive	1
Cell Phone Charger	1	Computer/Tablet	1

Harrisburg Community Corrections Center

Prohibited Items- Effective 6/20/2018

<u>ITEM</u>	<u>ITEM</u>
Aerosol Cans	Food that Does Not Fit in Food Locker
Any item without a label or that has been altered or damaged	Fragrances, Oils, Cologne
Backpacks- No Exceptions! No Bags with Zippers	Glass of any type
“Boom Boxes” (Bluetooth Speakers)	Tobacco products of any type
Cameras	Lighters
Cardboard Boxes	Metal Eating Utensils
CD’s, CD Cases, and Cassette Tapes	Musical Instruments
Chairs	Night Stands
VCR’s	Personal Locks
DVD’s	Pool Cues- Personal
DVD Players	Metal Coffee Cans
Cookware that has not been cleaned after use	Mouthwash with alcohol
Filing Cabinets	Furniture (Non- Facility Issue)
Lamps	Shoe Boxes
Electrical Appliances	Stereos
Empty Containers	Bleach
Extension Cords/power strip/multiple outlet plug	TV’s
Fans	Non-prepackaged Foods (No -McDonalds, home cooked meals, or restaurant deliveries)
** Any item not specifically authorized by policy or the local handbook	
** Excessive quantities of allowed items	
** Newly purchased items that will cause you to exceed maximum quantities allowed	

DATE: 9/28/2015
SUBJECT: Authorized Lunchboxes
TO: Harrisburg CCC Residents
FROM: Thomas Achey, Center Director
Harrisburg Community Corrections Center

Please be advised that the only authorized lunchboxes that are permitted to be brought inside HCCC are lunchboxes without zippers or pockets. Below is an example of an allowable lunchbox that can be purchased for under \$4.00





**Bureau of Community Corrections
Central Office**

**TO Community Corrections Offenders
(POST ON OFFENDER BULLETIN BOARDS)**

FROM  John K. Sommers | Director

DATE June 10, 2011

RE Backpacks (Applies to both CCCs and CCFs)

Effective July 1, 2011, you will NOT be permitted to possess any type of bookbag/backpack in any Community Corrections Center or Community Contract Facility.

The only type of bag permitted in the Center will be a single opening bag that does not have any zippers or pockets. The type of bag that will be permitted is one similar to the "reusable bags" available at most stores for a purchase price of under \$2.00.

After July 1, 2011, all unauthorized bags will be deemed contraband. They will be confiscated and processed in accordance with department policy.

Lunch coolers with zippers or pockets will also be considered contraband after July 1, 2011.

Please refer questions to your Center Director.