YORK COUNTY PRISON
3400 CONCORD ROAD
YORK PA 17402-9580

Inmate/Detainee Handbook

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic #</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
</tr>
<tr>
<td>2</td>
<td>Address for Mailing</td>
</tr>
<tr>
<td>3</td>
<td>Admissions Intake Process</td>
</tr>
<tr>
<td>4</td>
<td>Barbering Services</td>
</tr>
<tr>
<td>5</td>
<td>Basic Inmate/Detainee Rights &amp; Responsibilities</td>
</tr>
<tr>
<td>6</td>
<td>Classification</td>
</tr>
<tr>
<td>7</td>
<td>Commissary</td>
</tr>
<tr>
<td>8</td>
<td>Communication With ICE Staff</td>
</tr>
<tr>
<td>9</td>
<td>Contraband</td>
</tr>
<tr>
<td>10</td>
<td>Counselor</td>
</tr>
<tr>
<td>11</td>
<td>Daily Schedule</td>
</tr>
<tr>
<td>12</td>
<td>Disciplinary Process</td>
</tr>
<tr>
<td>13</td>
<td>Disciplinary Charges/Prohibited Acts</td>
</tr>
<tr>
<td>14</td>
<td>Dress Code and Grooming Standards</td>
</tr>
<tr>
<td>15</td>
<td>Earned Time Policy</td>
</tr>
<tr>
<td>16</td>
<td>Emergency Drills</td>
</tr>
<tr>
<td>17</td>
<td>Finance Accounts</td>
</tr>
<tr>
<td>18</td>
<td>Grievance Procedures</td>
</tr>
<tr>
<td>19</td>
<td>Inspections of Persons and Property</td>
</tr>
<tr>
<td>20</td>
<td>Laundry</td>
</tr>
<tr>
<td>21</td>
<td>Legal Services</td>
</tr>
<tr>
<td>22</td>
<td>Library/Law Library</td>
</tr>
<tr>
<td>23</td>
<td>Mail Privileges</td>
</tr>
<tr>
<td>24</td>
<td>Marriage Requests</td>
</tr>
<tr>
<td>25</td>
<td>Meals</td>
</tr>
<tr>
<td>26</td>
<td>Medical Care</td>
</tr>
<tr>
<td>27</td>
<td>Official Counts</td>
</tr>
<tr>
<td>28</td>
<td>Personal Property</td>
</tr>
<tr>
<td>29</td>
<td>Prison Property</td>
</tr>
<tr>
<td>30</td>
<td>Programs</td>
</tr>
<tr>
<td>31</td>
<td>Recreation</td>
</tr>
<tr>
<td>32</td>
<td>Religious Services</td>
</tr>
<tr>
<td>33</td>
<td>Sexual Abuse/Assault</td>
</tr>
<tr>
<td>34</td>
<td>Telephone Access</td>
</tr>
<tr>
<td>35</td>
<td>Visitation</td>
</tr>
<tr>
<td>36</td>
<td>Work Programs</td>
</tr>
<tr>
<td>37</td>
<td>Work Release</td>
</tr>
</tbody>
</table>

Revised
August 8, 2016
1. INTRODUCTION

You are currently being detained at the York County Prison. It is our responsibility to ensure that you are housed in an environment that is safe and clean and that your daily needs are met while you are in our custody. All areas of the prison are subject to video/audio monitoring, recording, and divulging.

This handbook, orientation sheet and the orientation video will provide you with an overview of the general rules, regulations, policies and procedures that you are required to follow while in our custody. Inmates who require interpretative services may submit a request slip or staff member they are attempting to communicate with that they need a translator. The staff member will make arrangements to communicate with the inmate in their language of understanding.

The handbook will also provide you with an overview of the programs and services available to you while residing in this facility. You will be held accountable for your actions while in custody at this facility. Please note that this handbook will be revised annually.

2. ADDRESS FOR MAILING

See example envelope on mailing address:

<table>
<thead>
<tr>
<th></th>
<th>Stamp</th>
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</thead>
<tbody>
<tr>
<td>Your Name, ID #</td>
<td></td>
</tr>
<tr>
<td>3400 Concord Road</td>
<td></td>
</tr>
<tr>
<td>York, Pa. 17402</td>
<td></td>
</tr>
<tr>
<td>Correspondence Name</td>
<td></td>
</tr>
<tr>
<td>Address, State, Zip Code</td>
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</tbody>
</table>

3. ADMISSIONS INTAKE PROCESS

Upon your arrival at the York County Prison, you will undergo intake processing by a facility officer. In general, you can expect the intake processing procedures to occur as follows:

The processing officer will retain your clothes, personal property, valuables and money for safekeeping. The facility is required to provide you with an inventory sheet for all your clothing, personal property, valuables and money. It is important that you retain these receipts to claim your property, money and valuables when you are released. Passports, birth certificates, driver's license, credit cards and any jewelry will be inventoried and kept in the ICE or YCP records property room.

A. Each inmate/detainee is given an identification armband upon admission. Keep this armband on your wrist at all times! Failure to do so may result in disciplinary action. If the armband is damaged or lost, notify a staff member.

B. Your initial issue of prison property items is: two (2) jumpsuits or two-piece uniforms, two (2) sheets, one (1) blanket, one (1) towel, one (1) washcloth, one (1) pillowcase and one (1) laundry bag.

C. All inmates will receive, upon admission and then once a month or when there is a verified need, one (1) bar of bath soap, one (1) comb, one (1) tube of toothpaste, one (1) toothbrush, one (1) bottle of shampoo, and one (1) container of deodorant. Inmates may choose to purchase their own hygiene products from the commissary. If an inmate purchases their own hygiene products they may not request hygiene products from the prison, as they will be beyond their allowable cell contents for hygiene products.

D. Within the first (24-48) hours of incarceration all inmates/detainees will receive additional sets of personal clothing items. You will receive four (4) sets of socks, four (4) sets of undergarments, two (2) t-shirts. If your footwear is confiscated you will receive one (1) pair of shower shoes. Personal clothing can be re-issued in 6 month intervals or upon a verified need. If you require other footwear then the shower shoes you can request to speak to your counselor or you may purchase additional items from commissary.

E. Indigent Individuals: An indigent individual is defined as a person with an account balance of less than $15.00 for a period of three consecutive weeks or longer.

F. You will be able to request writing material, pencils and envelopes for your personal use from your housing unit counselor.

G. You will undergo a thorough medical examination conducted by approved medical examiners within 14 days after your arrival. Medical staff or trained officers will also conduct a pre-screening interview to assess your physical and mental health as part of the intake process. If you have any health conditions that require immediate attention from a medical provider, please inform our staff during your intake processing. Any information you provide to our medical staff cannot be shared with non-medical staff and will be treated with strict confidentiality unless there is a valid penological objective.
4. BARBERING SERVICES

To comply with sanitation and security concerns the prison contracts with an outside agency to provide haircuts for the inmates/detainees. The cost of the haircut is $13.00. Indigent individuals may request a free haircut every ninety (90) days. Haircuts are offered weekly. Haircuts will begin at 6:00 a.m. and continue until the approved list is completed. To request a haircut, ask your housing unit officer or your counselor for an “Inmate Haircut Request Form.” Complete the form and sign it. This form should be returned to your housing unit officer. By signing this form, you are authorizing the Business Office to deduct money from your account. You cannot choose which barber you would like to cut your hair. **THERE ARE NO REFUNDS!** You will still be charged if you decide you no longer want a haircut. The contract with the outside agency requires the prison to pay for the number of haircuts indicated, even if you refuse the haircut.

5. BASIC INMATE/DETAINEE RIGHTS AND RESPONSIBILITIES

It is the York County Prison’s policy to treat you with dignity and respect, while maintaining a safe, secure and sanitary facility. To assist us in our goal, please cooperate with our staff in the following respects:

- Follow and obey all safety, security, sanitation, rules, laws, policies, and procedures
- Follow and obey all orders given by staff members and contract personnel
- Respect staff and other inmates/detainees at all times
- Respect facility property and the property of others
- Keep yourself, your clothing and living area clean at all times

It is your responsibility to act responsibly and follow the rules of the facility and instructions of the staff. The failure to follow these rules and instructions may result in disciplinary action being taken against you, as necessary, to ensure the order and security of the facility. If you do not know if you are allowed to do something ask a staff member – never assume you are allowed.

6. CLASSIFICATION

Upon your arrival, you will be assigned to a pre-classification housing unit until you are interviewed by an intake counselor, receive a medical clearance and classified by the Classification Committee. During the classification process, staff will objectively classify you to a housing unit based on your assessment score. The classification assessment tool considers many factors to generate your classification level in conjunction with clinical judgment. Classification is divided into 5 custody levels: Minimum Security (CL 0), Medium Security (CL 1), Light Maximum Security (CL 2) and Maximum Security (CL 3). Inmates serving disciplinary custody time or are under administrative segregation are considered a CL 4.

**Minimum Security (0):** A housing unit that holds county inmates who are sentenced on all charges and have no outstanding warrants.

**Medium Security (1):** A housing unit that holds county inmates or immigration detainees that typically scores a 1 on the classification tool. This classification of inmate typically has low to moderate bail, normally has non-aggressive behaviors, nonviolent offenses and has a positive to satisfactory prison adjustment.

**Light Maximum Security (2):** A housing unit that holds county inmates or an immigration detainee that typically score a 2 on the classification tool, has moderate bail, has demonstrated some aggressive behaviors, possibly has a history of some violent or nonviolent offenses, and may have a positive to marginal prison adjustment.

**Maximum Security (3):** A housing unit that holds county inmates or immigration detainees that typically score a 3 on the classification tool, has violent or non-violent charges with a high bail, which may have significant prison/jail experience, has demonstrated violent behaviors or has maintained a marginal to poor prison adjustment.

**Appeal of Classification:** If you feel you have been improperly classified; you have the right to appeal your classification level and housing assignment. You may request a classification appeal form from your counselor. Please complete the form explaining why you believe your classification is incorrect and return it to your housing unit counselor. This is the only appeal process pertaining to classification. If you refuse your housing and do not provide staff a valid reason for doing so, you will receive a disciplinary charge for refusing classification.

**Classification Review:** If you have been in custody ninety (90) days or more, you may request a review and re-assessment of your classification level.
Reclassification: Once you have been housed in your current housing location one hundred and twenty (120) days, you may submit a request form asking your counselor to review your current custody level to see if it changes.

7. COMMISSARY

Commissary is available to all inmates/detainees who have money in their prison account, unless otherwise restricted due to housing or medical status. In order to receive commissary items, you must complete a “Commissary Order Form”. Orders are accepted once per week. Please ask a housing unit officer when you may submit your commissary order. Also, ensure that you have sufficient funds in your account to cover the cost of your purchase.

Each inmate/detainee is only permitted to order $50.00 of commissary each week. Excessive amounts of any item, particularly candy, are not permitted. If you have more than twenty-four (24) bars of candy, packets of crackers, bags of chips, etc, in your possession, the excess is considered contraband and will be confiscated. There are quantity restrictions on certain commissary items, noted on the order form. When you are first admitted you will receive a care package (cosmetics). If you require an additional care package after the first month, you will need to submit a request to your counselor. Paper and envelopes are also available from your counselor if you do not have any money in your account. If you have any complaints about commissary items please submit a commissary communication form. This form can be obtained from your housing unit officer.

The following also applies to commissary items:

A. Undergarments: In accordance with Pennsylvania’s State Health Codes, undergarments may NOT be returned for credit or exchange. This includes men’s boxer briefs, boxer shorts, t-shirts, socks, thermal underwear, women’s underwear, bras and nightgowns. Check your size carefully—IF YOU ORDERED IT, YOU OWN IT.

B. Sportswear: Sweat suits, gym shorts and shoes may be returned for credit, IF the product is clean and shows no signs of wear.

C. Damaged Items: Damaged products will be replaced IF noted at the time of delivery by the commissary representative. No product will be exchanged after the time of delivery.

D. Shortages: Shortages in order, IF noted by the commissary representative at the time of delivery, will be replaced the next day once the Commissary Company is notified of shortages.

E. Wrong Product: If an inmate receives the wrong product, or wrong quantity, due to his or her error in completing the order form, NO credit will be given. If the error is deemed to be the commissary company’s error, full credit will be give to the inmate’s account.

F. Credits: All credits will be given and money placed back in the inmate’s account, no later than the next Thursday following delivery of the order, provided the company receives such credits in a timely manner.

G. New Products: All requests for “NEW” products must be submitted to prison administration, not to the company or representative. All new products must be approved by the prison administration.

H. No Commissary items may be sent out or ordered from different housing units during your incarceration. You must buy only what you use while you are here. You cannot leave commissary to another person when you are released. You have (10) days to pick up a commissary order for which you were charged but unable to receive prior to your release.

8. COMMUNICATION WITH IMMIGRATION OR COUNTY STAFF

You are encouraged to speak informally with staff about everyday concerns and for information about facility policies and procedures. County staff is prohibited from engaging in personal communication outside the scope of your incarceration. Once each week, ICE staff will visit the housing areas and talk with the ICE detainees. You may submit written questions, requests or concerns to facility or ICE staff using a Request Slip. ICE detainees may also write to ICE staff concerning their case, certified documents, conditions of confinement and other concerns pertaining to their detention. ICE detainees must use the appropriate colored request slip to contact ICE staff. All inmates/detainees must submit a white in color request slip in order to contact York County Prison staff. You may request these forms from your housing officer.
9. CONTRABAND

Any item possessed by an inmate or found within the facility that is illegal by law or prohibited by those in charge of administration or operation of the prison. Contraband falls into the following categories:

- Any weapon, gun, firearm, or ammunition.
- Any unauthorized tool, explosive, corrosive or flammable material.
- Prison tools.
- Cash, currency, or items of value above the prescribed limits not permitted within the facility.
- Items not issued through approved channels.
- Alcohol or fermented beverages.
- County issued or personal items otherwise approved, but altered from their original approved condition.
- Prohibited items or valuables passed or stolen from one inmate to another.
- Any item which could be represented, displayed or drawn as gang graffiti or paraphernalia.
- Items reasonably believed to be usable to assist or affect an escape.
- Excessive amounts of any authorized item as defined in the section of Personal and Prison Issued Property.
- Outdated prescribed medications and non-prescribed medications.
- Controlled substances as defined by the Controlled Substance, Drug, Device and Cosmetics Act and drug paraphernalia.
- Mood altering chemicals not controlled or prescribed by medical authority.
- Possession of bodily fluids and hazardous wastes.
- Any other article specifically prohibited by state and federal statute, Prison policy or regulation.

10. COUNSELOR

The counselor is here to act as a liaison between you and outside agencies/professionals, such as probation officers, attorneys, caseworkers, and so on. The counselor is also here to assist you with any prison-related issues and will be on the block daily to discuss any concerns. Any questions or prison-related problems you have can be addressed to your counselor through a “Request Form” as well. These forms will normally be answered within 5 business days, unless the request requires more than normal investigation. These forms can be obtained from a housing unit officer. Please be specific and to the point when submitting your request.

Do not use these forms to obtain legal advice; this must be obtained from your attorney or public defender. Your Counselors may issue telephone calls for the following reasons:

1. Serious illness, hospitalization or death of a family member (after issuing the telephone call please submit a referral to the Chaplain; submit a referral to mental health)
2. Request by attorney, probation officer, case worker or government official;
3. To contact family or friends to arrange bail money;
4. At intake;
5. Extraordinary or unusual circumstances;
6. Release planning and community reentry;
7. Calls for other reasons shall require supervisory approval.

In the event you need to make an emergency phone call, contact your counselor by submitting a “Request Form” and your request will be considered.

Counselors shall provide indigent inmates with five (5) envelopes and ten (10) pieces of paper for legal correspondence and three (3) envelopes and ten (10) pieces of paper for general correspondence once per week.

11. DAILY SCHEDULE (subject to change)

6:00 A.M. ------------------------------------------Reveille
7:00 A.M. ------------------------------------------Breakfast
8:00 A.M. ------------------------------------------Medication Pass
8:45-11:45 A.M. ------------------------------------Visits
9:00-11:00 A.M. -----------------------------------Morning Recreation
11:45-1:00 P.M. -----------------------------------Protective Custody Visits
12:00 P.M. (Noon) -----------------------------------Lunch
12:00-1:00 P.M. -----------------------------------Youthful Offenders Visits
1:00-3:30 P.M. -----------------------------------Adult Visits
1:30-3:45 P.M. -----------------------------------Afternoon Recreation
3:30-5:15 P.M. -----------------------------------Children’s Visits (Thursday-Friday)
4:00 P.M. ------------------------------------------Medication Pass
6:00 P.M. ------------------------------------------Supper & Orientation Video
6:00-8:00 P.M. -----------------------------------Segregation Visits
7:00-9:00 P.M. -----------------------------------Evening Recreation
9:00 P.M. ------------------------------------------Medication Pass
11:00 P.M. ------------------------------------------Lock In
12:00 A.M. (Midnight) ---------------------Lights-out (Quiet)

12. DISCIPLINARY PROCESS (Disciplinary action shall not be capricious or retaliatory)

Many individuals have to share limited space inside the facility. It is extremely important that order and discipline be maintained. Order and discipline are not only for the benefit of staff, but also for the safety and welfare of you and other inmates/detainees. If you are accused of committing a prohibited act, you must be given a copy of the incident report during the formal investigative process and not less than twenty-four (24) hours before your appearance before the Institutional Disciplinary Committee (IDC). If the allegations are serious, you may be placed in a segregation unit for a temporary period. An official investigation will be started within twenty-four (24) hours of the responsible supervisor being notified of the incident or allegations.

After reviewing the report from the investigating officer, a supervisor may resolve the incident informally or forward it to the IDC, depending on the severity of the prohibited act and the information provided from the investigation. If the case is referred to an IDC member, the hearing will take place as soon as practical, but no later than seven (7) days after the alleged violation or conclusion of an investigation, excluding weekends and holidays.

If you do not agree with the IDC’s decision, you may appeal the decision using a “Disciplinary Appeal” form. At the end of your hearing, you will be offered this appeal form. You have five (5) days from the date of your hearing to submit your appeal. The completed appeal form can be given to any employee of the prison. The appeal form will be forwarded to the Deputy Warden of Security and within ten (10) days of submitting your appeal, you will receive a written decision from the Deputy Warden or his/her designee. This is the only appeal process pertaining to disciplinary matters.

13. DISCIPLINARY CHARGES/PROHIBITED ACTS

"HIGHEST" OFFENSE CATEGORY

100 -Killing
101 -Assaulting any person (includes sexual assault)
102 -Escape from escort; escape from a secure facility
103 -Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of greatest severity, e.g., a riot or an escape; otherwise the charge is classified as Code 218 or 321).

104 - Possession or introduction of a gun, firearm, weapon, sharpened instrument (shank), knife, dangerous chemical, explosive, escape tool, device, or ammunition
105 -Rioting
106 -Inciting others to riot
107 -Hostage-taking
108 -Assaulting a staff member, county employee or any law enforcement officer
109 -Threatening a staff member or any law enforcement officer with bodily harm
110 -Crimes Code violations (to be used when criminal charges are being initiated)

*198 -Interfering with a staff member in the performance of duties (conduct must be of the greatest severity). This charge is to be used only if another charge of greatest severity is not applicable.
*199 -Conduct that disrupts or interferes with the security or orderly running of the facility (conduct must be of the greatest severity). This charge is to be used only if another charge of greatest severity is not applicable.

"HIGHEST" OFFENSE CATEGORY SANCTIONS

A. Initiate criminal proceedings
B. Loss of privileges, e.g., commissary, vending machines, movies, recreation, etc
C. Disciplinary Segregation (up to 60 days)
D. Make monetary restitution, if funds are available

"HIGH" OFFENSE CATEGORY

200 - Escape/walk off from unescorted activities open or unsecure facility, proceedings without violence
201 - Fighting, boxing, wrestling, sparring, and any other form of physical encounter, including horseplay, that causes or could cause injury to another person; except when part of an approved recreational or athletic activity
202 - Possession or introduction of an unauthorized tool
203 - Loss, misplacement, or damage of any restricted tool
204 - Threatening another with bodily harm
205 - Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others, avoiding bodily harm, or avoiding a threat of being informed against
206 - Engaging in sexual acts
207 - Making sexual proposals or threats or harassing comments
208 - Wearing a disguise or mask
209 - Tampering with or blocking any lock device
210 - Adulteration of food or drink
211 - Possession, introduction, or use of narcotics, narcotic paraphernalia, or drugs not prescribed for the individual by the medical staff
212 - Possessing an officer's or staff member's clothing
213 - Engaging in or inciting a group demonstration
214 - Encouraging others to participate in a work stoppage or to refuse to work
215 - Refusing to provide a urine sample or otherwise cooperate in a drug test
216 - Introducing alcohol/tobacco into the facility
217 - Giving or offering an official or staff member a bribe or anything of value
218 - Giving money to, or receiving money from, any person for an illegal or prohibited purpose, such as introducing/conveying contraband
219 - Destroying, altering, or damaging property (government or another person's) worth more than $100
220 - Being found guilty of any combination of three or more high moderate or low moderate offenses within 90 days
221 - Signing, preparing, circulating, or soliciting support for prohibited group petitions
222 - Possessing or introducing an incendiary device, e.g., matches, a lighter, etc.
223 - Any act that could endanger person(s) and/or property
224 - Possession or knowledge of hard contraband (any item that inherently dangerous such as illegal drugs, tobacco products, alcoholic beverages, deadly weapons, dangerous instruments, explosives or any other article that could be used to endanger other persons or the preservation of order in the facility. Cameras, video, audio or related equipment, that can be used to make unauthorized photographs or audio-video recordings of inmates, staff or facility property.
225 - Violation of a condition of the Work Release or Reentry Program

*298 - Interfering with a staff member in the performance of duties (conduct must be of highest severity). This charge is to be used only when no other charge of highest severity is applicable.
*299 - Conduct that disrupts or interferes with the security or orderly operation of the facility (conduct must be of highest severity). This charge is to be used only when no other charge of highest severity is applicable.

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398 or 498) or conduct that disrupts (Code 199, 299, 399 or 499), the Disciplinary Committee should specify in its findings the severity-level of the conduct, citing a comparable offense in that category. For example, "We find the act of to be of high severity, most comparable to Code 213, "engaging in a group demonstration."

**HIGH** OFFENSE CATEGORY SANCTIONS

| A. | Initiate criminal proceedings |
| B. | Warning |
| C. | Disciplinary Segregation (up to 30 days) |
| D. | Make monetary restitution, if funds are available |
| E. | Loss of privileges, e.g., commissary, vending machines, movies, recreation, etc. |
| F. | Change housing |
| G. | Remove from program and/or group activity |
| H. | Loss of job |
| I. | Impound and store inmate's personal property |
| J. | Confiscate contraband |
| K. | Restrict to housing unit |

**MODERATE** OFFENSE CATEGORY

300 - Indecent exposure
301 - Stealing (theft)
302 - Misuse of authorized medication
304 - Lending property or other item of value for profit/increased return
305 - Possession of item(s) not authorized for receipt or retention; not issued through regular channels
306 - Refusal to clean assigned living area
307 - Refusing to obey the order of a staff member or officer's (may be categorized and charged as a greater or lesser offense, depending on the kind of disobedience: This includes refusal to be ready for medications and disrupting the medical department duties, continuing to fight when instructed to stop).
308 - Insolence or being disrespectful toward a staff member
309 - Lying or providing false statement to staff
310 - Counterfeiting, forging, or other unauthorized reproduction of money proceedings or other official document or item, e.g. security document, identification card, etc. (may be categorized as greater or lesser offense, depending on the nature and purpose of the reproduction, e.g., counterfeiting release papers to effect escape--Code 102 or 200).
311 - Participating in an unauthorized meeting or gathering
I. Impound and store detainee's personal property
J. Confiscate contraband
K. Restrict to housing unit

"LOW" OFFENSE CATEGORY
400 - Possession of property belonging to another person
401 - Possessing unauthorized clothing
402 - Malingering, feigning illness
404 - Using abusive or obscene language
405 - Tattooing, body piercing, or self-mutilation
406 - Unauthorized use of mail or telephone (with restriction or temporary suspension of the abused privileges often the appropriate sanction)
407 - Conduct with a visitor in violation of rules and regulations (with restriction or temporary suspension of visiting privileges often the appropriate sanction)
408 - Conducting a business
409 - Possession of money or currency, unless specifically authorized
410 - Failure to follow safety or sanitation regulations
411 - Unauthorized use of equipment or machinery
412 - Using equipment or machinery contrary to posted safety standards
413 - Being unsanitary or untidy, failing to keep self and living area in accordance with posted standards
498 - Interfering with a staff member in the performance of duties (offense must be of low moderate severity). This charge is to be used only when no other charge in this category is applicable.
499 - Conduct that disrupts or interferes with the security or orderly running of the facility (offense must be of low moderate severity). This charge is to be used only when no other charge in this category is applicable.

NOTE:
Any combination of high moderate and low moderate offenses during a 90-day period shall constitute a high offense.

"MODERATE" OFFENSE CATEGORY SANCTIONS
A. Initiate criminal proceedings
B. Warning
C. Disciplinary Segregation (up to 72 hours)
D. Make monetary restitution, if funds are available
E. Loss of privileges, e.g. commissary, vending machines, movies, recreation, etc
F. Change housing
G. Remove from program and/or group activity
H. Loss of job

****All offense categories include the Conspiracy or Attempt to engage in the prohibited offense. Conspiracy and Attempt carry the same gravity/sanction as the completed act.
14. DRESS CODE AND GROOMING STANDARDS

Inmates/detainees are required to keep themselves clean and to wear appropriate clothing and footwear during all activities. Any deviations from maintaining good personal hygiene and from wearing appropriate clothing could cause potential disciplinary action.

A. Jumpsuits or two-piece uniforms are to be worn at all times, whenever traveling outside of your housing units. If you have a two-piece uniform, t-shirts must be tucked-into the pants.
   - Inmates/detainees will not walk about the facility with their hands inside the waistband of their pants.
   - No article of clothing will be worn in a manner not normally intended for that item (using a shirt as a head band or head cover, etc.).
   - Orange uniforms – General population, Green uniforms – Hall workers, Burgundy uniforms – Kitchen workers.
   - No alteration or modification of facility issued clothing will be allowed.

B. Personal hygiene must be maintained while in this facility. Female inmates/detainees shall be provided articles for feminine hygiene when needed. Showers must be taken at least twice per week. It is recommended each inmate/detainee shower every other day. If there is a problem, showers may be ordered by a Supervisor.

C. Fingernails must also be maintained at a reasonable length while in this facility. Long fingernails are considered dangerous and unnecessary.

D. Wigs, hair extensions and fake nails must be removed. Jewelry that pierces your body is prohibited. If body piercing and hair extensions are not removed, you will remain isolated from others until they are removed.

E. Disposable razors will be issued and collected daily if not on a restrictive status. If you alter the razor in any way, you will receive a disciplinary report.

15. EARNED TIME POLICY (County Inmates Only)

All qualified inmates of York County Prison are offered the privilege to accumulate earned time. This is an opportunity for most inmates to have days subtracted from their minimum sentence making them eligible for parole or release at an earlier date. If an inmate qualifies for earned time (as described), he or she can receive a total of five (5) days per month. The amount of earned time is determined by the inmate’s ability to abide by the rules and regulations of the institution, and by participation in recommended treatment programs. It is important to remember, EARNED TIME IS A PRIVILEGE, NOT A RIGHT, AND IT CAN BE TAKEN AWAY. The Disciplinary Hearing Committee may recommend loss of any or all earned time if the inmate is found guilty of violating prison rules. The Deputy Warden will then determine if the earned time is to be taken away. There are certain limitations as to who is eligible for earned time:

A. You must be sentenced to a York County sentence (a maximum sentence of less than twenty-four (24) months and a minimum of thirty (30) days).

B. A York County Common Pleas Judge or District Justice must sentence the inmate.

C. If an individual is sentenced for a probation/parole violation to serve the unserved balance (“maxing out”), he or she will receive earned time provided the Probation/Parole Officer informs the Records Department the inmate will be “maxing out.” However, if an inmate is serving time for a parole violation he or she is not eligible for earned time, unless he or she is serving the maximum balance of his or her sentence.

D. No inmate will receive earned time if the York County Common Pleas Judge or District Justice specifies the inmate is ineligible to receive earned time, or if an inmate is here on a suspension, D.U.I. or a Domestic Relations contempt case.

16. EMERGENCY DRILLS

To ensure your safety in the event of an emergency, the York County Prison performs periodic emergency drills. The facility may not be able to inform you in advance of any drill. These drills are not designed to frighten or inconvenience you, but rather to ensure that you know what safety measures are essential for you safety. You are required to follow directions from staff regarding any emergency or non-emergency event and your failure to do so may result in disciplinary action.

17. FINANCE ACCOUNTS

Any money in your possession upon admission, any money mailed to you or any money received from visitors will be placed on your prison account. A receipt
will be issued to you for all money received. Once you receive a receipt, you can use the money to order from commissary, pay medical or dental co-pays, etc. If anyone wishes to send you money through the mail, it must be sent in the form of a U.S. Postal money order. Cash may be dropped off at the Business Office or with the visiting officer in the male wing of the prison. If you wish to send money to an individual or the Courts, it must be requested on a “Request Form” and verified by a staff member. The request form will then be forwarded to the Business Office and the request will be processed. This may take up to five (5) business days. This waiting period may be waived for an attorney, bail bondsman or the courts. Requests to send money for the purpose of making donations, paying bills or to order publications will not be approved.

Inmates/detainees are not allowed to transfer or receive negotiable instruments, money, or items of monetary value to or from staff, other inmates or their immediate families without prior approval of the prison administration.

**Please note: If you owe York County Prison Work Release Program money from a previous incarceration, a hold will be placed on your account and it will be “frozen” until such money is paid in full.

18. GRIEVANCE PROCEDURES

The prison has a formal process for raising concerns and addressing problems that you cannot resolve in your housing unit with correctional officers, counselors or supervisors. This process is called the Inmate Grievance System. It is also referred to as the 801 system based on the grievance form id number 801.

You have the right to submit grievances without fear of retaliation or punishment for seeking resolution to your complaints/grievances. You may seek assistance from other inmates or facility staff when preparing your grievance. You may obtain grievance forms (801) from your block counselor or housing unit officer. The following is an explanation of the Inmate Grievance System and what is expected from you and prison staff:

1. You are expected to try to resolve your complaints with the housing unit officers, counselors, staff from the department the problem originated or even a supervisor prior to submitting your grievance. Staff can often resolve many of your problems if you ask them for help. However, if staff is unable to resolve your problem you may submit a grievance form.

2. It is the policy of the York County Prison that every individual committed to its custody shall have access to a formal procedure through which to seek resolution of problems or other issues of concern arising during the course of confinement, including medical care, ADA accommodations and treatment.

3. Grievance forms should be completed and filed within ten (10) days of the act, acts or omission or conditions that form the basis of the complaint. In no event will any grievance be considered after six (6) months, unless for cause shown establishing the inmate/detainee was physically or mentally unable to file the grievance. No grievance will be considered more than one (1) year after the act, acts or omissions or conditions that form the basis of the complaint.

   a. In Block A of the form you are to provide a brief clear statement not exceeding the one page limit. Include the relief/resolution you are seeking.

   b. In Block B you are to list the actions you took to resolve your complaint before submitting the grievance.

Please submit completed grievances to a housing unit officer, counselor or a supervisor or place them in the grievance box on your housing unit. When you submit your grievance form you may keep the yellow copy for your records.

4. Grievances will be forwarded to the Grievance Coordinator everyday excluding weekends and holidays for resolution. You will normally receive a response within ten (10) business days from the date it was received. If your grievance requires investigation, the response time may take longer.

5. You are required to follow the rules of the grievance process. If you fail to comply with the following you will be issued a grievance rejection form noting the reason your grievance was rejected. You will be directed to submit another type of form or resubmit the grievance form with your errors corrected. Grievances will be rejected for the following reasons:

   a. Failure to utilize a procedure established to resolve your complaint that is not the Inmate Grievance System. Disciplinary appeals and work
board/classification appeals have their own separate appellant procedures. You will receive a rejection form if you have not exhausted those appeals and attached will be the appropriate form.

b. The grievance was not submitted within ten (10) days of the event, act or acts and you failed to provide a reasonable explanation for the delay in submission and it was not established that you were mentally or physically unable to submit the grievance.

c. Grievances may not be submitted on behalf of other inmates/detainees.

d. Group grievances are prohibited.

e. Failure to complete the grievance form completely.

f. The grievance is not legible, understandable and/or contains disrespectful language.

g. Grievances submitted on multiple events must be submitted separately.

h. The grievance did not set forth a complaint that can be remedied.

i. The grievance was previously addressed in another grievance response.

j. An inmate whose grievance has been returned for any of the above reasons may file an appeal as hereinafter provided.

6. If you feel the Grievance Coordinator has not resolved your complaint, you have the right to appeal the decision by completing and submitting the appeal form called an 804. These forms will accompany your 801 responses from the grievance coordinator. You must submit your 804 appeal form to the Deputy Warden of Treatment within five (5) days of receipt of the response from the complaint supervisor; otherwise your appeal may be rejected.

7. The Deputy Warden(s) will normally respond to the 804 forms within twenty-one (21) business days from the receipt of the appeal forms with an 805A form; however this may take longer if further investigation is required. When you submit the 804 appeal form you may keep the yellow copy for your records.

8. If you wish to appeal the decision of the Deputy Warden(s), you may submit an 806 form (“Request for Solicitor Review”). This form will accompany the 805A response from the Deputy Warden and must be completed within three (3) days of receiving the form. These forms will be forwarded to the Warden and then he or she will send the entire packet to the Solicitor, for his review. When you submit the 806 appeal form you may keep the yellow copy for your records.

9. The Solicitor will review the 806 form and prepare a written response to you. This is normally completed within thirty (30) days or as soon as an investigation is completed. If you are not satisfied with the Solicitor’s review, you may, within thirty (30) days of the date of the Solicitor’s written review, appeal directly to the Prison Board by writing a letter that explains the reason(s) for the appeal to: Chairman, Inspectors of York County Prison (Prison Board), 28 East Market Street, York, Pennsylvania 17401.

10. The Solicitor may refer the matter to the Complaint Review Board. Recommendations of the Complaint Review Board will be made to the York County Prison Board. If you are not satisfied with the decision of the Complaint Review Board, you may, within thirty (30) days of the date of the Board’s decision, appeal directly to the York County Prison Board. Such appeal shall be in a written form and explain the reason for the appeal. Mail the appeal to: Chairman, Inspectors of York County Prison, 28 East Market Street, York, Pennsylvania 17401.

11. Inmates/detainees who are transferred to another institution or released from the York County Prison may file a grievance in writing by addressing a letter to the Deputy Warden of Treatment, York County Prison, 3400 Concord Road, York, Pennsylvania 17402.

12. The grievance system shall not be considered exhausted unless all reviews and appeals have been taken on time and denied. Any attempt to alter your name, complaint registration number or the date of the notice will automatically void the grievance.

13. No harassment, punishment or disciplinary action will result simply because you are seeking resolution of a complaint.

15. Emergency Grievances: Emergency grievances include any immediate threat to an inmate’s safety, welfare or health. Inmates who have emergencies are encouraged to inform their housing unit officer who will notify the appropriate shift supervisor. If an inmate chooses to file a formal emergency grievance the grievance coordinator will act on it upon receipt.

16. Informal Grievances: Inmates are expected to try to resolve their grievances at the lowest level possible, including presenting informal oral complaints. Inmates may submit a request slip to a block officer, shift supervisor, counselor or other staff member to discuss their grievance.

17. Grievance Appeals to ERO: Detainees confined by Immigration Customs Enforcement (ICE) may appeal directly to ICE Enforcement and Removal Operations (ERO) by submitting a blue request slip detailing their concern and reason for appeal.

18. Fraudulent Grievances: Fraudulent means any grievance based upon allegations that are demonstrated beyond a reasonable doubt to be willfully dishonest and the product of a desire to abuse the grievance system, or embarrass or humiliate an employee of the County, or any other person or for any improper reason, other than a perceived legitimate complaint. The integrity and credibility of the grievance system requires every grievance to be evaluated, investigated and fairly decided. Grievances filed for fraudulent purposes deprive other legitimate complaints from a timely determination. You can be disciplined for fraudulently filing grievances. Any inmate/detainee who files a grievance that is found to be “fraudulent,” after a hearing by the Disciplinary Hearing Committee determines guilt or innocence of the disciplinary infraction, may be disciplined by loss of all prison privileges, loss of earned time accrued, and/or confinement in Behavioral Adjustment Unit for up to three (3) days.

19. A Nuisance Grievance is defined as a grievance that does not involve a claim of use of excessive force causing physical injury or specific Constitutional violations, and which are filed to embarrass, harass or waste time investigating trivial non-painful and non-life-threatening conditions.

20. Nuisance Filer: An inmate who files two (2) Nuisance Grievances within a thirty (30) day period shall be deemed a Nuisance Filer. Nuisance filings will not be processed through the normal procedures.

21. Grievance Restriction: An inmate who files 3 or more nuisance grievances and 1 or more fraudulent grievances within a 30-day period may be restricted to filing no more than one grievance each 15 working days. An inmate may be placed on grievance restriction for a maximum of 90 days. Subject nevertheless should an inmate who is on restriction suffer bodily injury or be denied treatment for a serious medical need may during a period of restriction file an 801 limited to these conditions and only these conditions.

22. Continuing a Grievance Upon Release or Transfer: In the event that you are transferred to another prison/jail or released and want to submit a grievance or continue the grievance appeal process to find resolution or exhaust your administrative remedies you must submit your request/grievance/appeal form in writing to: York County Prison, C/O Grievance Office, 3400 Concord Road York, PA 17404.

19. INSPECTIONS OF PERSONS AND PROPERTY

Upon admission, you will be subject to a search of your body and your property. Prison personnel will conduct this search. Searches are also routine requirements when entering or leaving the housing units. Pat searches will be conducted in a professional manner. During a pat searched, you must:

A. remove all items from your pockets and place them on a suitable surface;
B. stand still with your feet apart and arms extended outward, palms upward; and
C. follow the directions given by the staff member conducting the search.

Routine unannounced searches of the facility, inmates/detainees and their property will be conducted
as necessary. Strip searches may be conducted as deemed necessary when the facility has reasonable suspicion to believe that the inmates/detainees may be concealing a weapon or other contraband. All searches are used as means of interdicting contraband and ensuring safe and sanitary conditions in the facility. Searches are not intended to be punitive in nature. You may be permitted to be present during a search of your cell, as long as you are orderly, or unless the officer conducting the search determines:

A. Your presence would present an immediate threat to the security of the institution
B. The search is being conducted under emergency conditions
C. Your presence would impair an ongoing investigation of criminal activity or a violation of institutional regulations

However, your cell or living area may be searched even though you may not be present at that time. Care will be taken to prevent any damage, abuse or loss of your property.

20. LAUNDRY

Laundry services are offered at the prison for personal clothing items and prison issued clothing. Check with your housing unit officer to find out the day(s) and time(s) of the week this occurs for your housing area. The same items you turn in to be washed will be returned to you on the same day. The laundry will be picked up and delivered to and from the housing areas. Laundry items should always be placed loosely into laundry bags; as tightly stuffing the bags with laundry decreases the effectiveness of the laundering process. Washing of laundry in housing units is prohibited. Personal clothing can be washed with the prison issued items if necessary. However, THE PRISON DOES NOT ASSUME RESPONSIBILITY FOR LOST OR MISSING PERSONAL LAUNDRY ITEMS.

21. LEGAL SERVICES

Criminal Law: If you do not have an attorney and you do not have funds, you may apply for a Public Defender. The applications are available from your counselor. After turning in your application, you will be interviewed by one of the coordinators who work for the Public Defender’s Office. NOTE: The prison has no control of when your Public Defender will visit you at the prison. They will do everything they can to represent you. Telephone calls to Public Defenders are not permitted. You may write to the Public Defender’s Office via the courier mail (no stamp required): York County Public Defenders Office, 45 North George Street, York, Pennsylvania 17401.

Civil Law: If you have a legal problem, that is not criminal in nature, you may contact your own attorney. If you do not have an attorney, you may contact: York County Bar Association’s Lawyer Referral Service, 137 East Market Street, York, Pennsylvania 17401. You may also have your family or friend call them at (717) 854-8755 to arrange for an attorney to visit you; this will cost $50.00 for the initial interview. If your problem requires more than obtaining legal advice you will have to make fee arrangements with your attorney. Additionally, the law library provides case law and material for you to pursue civil proceedings pro se.

Notary Services: Notary services are available at the cost of $10.00. However, if you are indigent you may request free notary services for paperwork requiring notarization. Please submit a request slip to your counselor for this service. You must write on your request slip that you are authorizing the payment of $10.00 for the cost of notary services, if you are not indigent.

Photocopying legal documents: Procedure for obtaining copies is as follows: County inmates will fill out a white request slip for copies of legal material and submit it to your housing unit counselor. Copying of legal documents will cost .25 cents per copy. Indigent inmates may request fifteen (15) free copies per month. In order to receive free copies they must submit a request slip to their housing unit counselor.

ICE detainees must fill out a pink request slip for copies of free legal material and submit it to the ICE department. Requests for photocopies of legal material shall be denied only if: The document(s) might pose a risk to the security and orderly operation of the facility; there are other legitimate security reasons; copying would constitute a violation of any law or regulation; or the request is clearly abusive or excessive. Prison staff shall inspect documents offered for photocopying to ensure that they comply with these rules.

Group Legal Rights Presentations for ICE Detainees: At times, notifications will be posted to announce Group Legal Rights presentations. A sign-up sheet will be made available in each housing area and you will be given the opportunity to attend. Presentations are open to all detainees, regardless of the presenter’s intended audience, except when a particular detainee’s attendance would pose a security risk. Detainees in segregation will be allowed to attend if security is not
compromised. If it becomes necessary, presentations may be made to individuals in segregation, pending agreement with the presenter and security can be maintained. If a detainee in segregation cannot attend for this reason, and both he or she and the presenter(s) so request, alternative arrangements shall be made.

Pennsylvania Immigration Resource Center (PIRC) for ICE Detainees: Pennsylvania Immigration Resource Center is a nonprofit, nongovernmental organization dedicated to providing legal services in the area of immigration law. The contact information is: 112 Pleasant Acres Road, York, Pennsylvania 17402. Telephone: 717-600-8099

Do you want to know more about?
A. Why you are being detained?
B. How the Immigration Court system works?
C. What options you may have to remain in the U.S.?
D. What P.I.R.C. can do for you?
E. Give legal orientation presentations to groups of immigrants at the York County Prison that describe the Immigration Court process and ways that you might be able to stay in the U.S.
F. Meet with you privately to explain the legal process and answer your questions, if you don’t have an immigration attorney.
G. Self-help assistance if you don’t have an immigration attorney and you must represent yourself in Immigration Court.
H. In some instances, refer your case to free immigration attorneys and law school clinics.

22. LIBRARY/LAW LIBRARY

Check you housing unit for hours of operation. In order to attend the Law Library you must submit a request slip to your housing unit officer one (1) day in advance. Ask your counselor or housing unit officer for the schedule in your area. For safety and security reasons, only sixteen (16) people are allowed in the male libraries at one time and twelve (12) people are allowed in the female library at one time.

Library: You are permitted to check out leisure books during designated hours. It is important that you take care of the books and materials that you use and return them in a timely manner, so other inmates/detainees have the opportunity to read and enjoy them as well. All books must be signed out; only two (2) books may be signed out per inmate/detainee, per week. How to obtain a leisure book if you are in a housing unit that doesn’t offer library. You must submit a request slip to your housing unit counselor.

Law Library: You are permitted to access one of the designated law libraries to prepare your legal documents. Our facility provides inmates/detainees access to Lexis-Nexis, a Web-based research database that provides up-to-date access to legal materials in an electronic format, as well as legal books and publications.

The law library computers are ONLY available for legal research and preparation of legal documents and should not be used for personal correspondence or other personal matters. The law library computers do require a user name and password (logon) in order to be accessed. Inmates/detainees, who wish to utilize the law library computers, should submit a request slip to their counselor and an "account" will be created. In order to secure your saved legal documents, do NOT share your password with others. Please also keep in mind that failure to log off the computer at the end of your session will allow other inmates/detainees to access your saved documents. If you forget your password and/or if you are moved to another location throughout the prison, submit a request slip to your counselor so that your account may be modified.

You may print a copy of case law up to ten (10) pages in book format. If the case law is longer than ten (10) pages you must request permission from a Treatment Supervisor by submitting a request slip. You will not be allowed “extra” time in the law library, unless you have an immediate court deadline that you can verify. If you need additional time please submit a request slip to a Treatment Supervisor explaining your need. Due to damage or destruction of computers, printers, law books or other library materials is “destruction of county property”. If you notice any missing material or damaged property you must notify the assigned officer immediately.

The inmates/detainees who do not have access to the law library may request a law book from their counselor and may use the book for twenty-four (24) hours. Additional materials can be approved on a case-by-case basis. If you don’t know what law books are available ask your counselors for the list of materials that are in the Law Library.

23. MAIL PRIVILEGES

Definitions
1. Mail: Any written, typed, or printed communication of information, including
envelopes, letters, cards, photographs, periodicals and publications.

2. **General Correspondence**: General Correspondence is mail from the general public, organizations and agencies not included in the definitions of Legal Correspondence and Special Correspondence.

3. **Legal and Special Correspondence Definitions**: Legal Correspondence is mail that is addressed to or from an attorney, a judge who serves in the Commonwealth of Pennsylvania or any of the 50 states and any judge who serves on the Federal Bench or any administrative agency including all Appellate Court judges, the Attorney General of the United States and the Attorney General of Pennsylvania, the District Attorney of any county in the Commonwealth of Pennsylvania, any Court from any jurisdiction in the United States.

Special Correspondence is mail from embassies; consulates; the President and Vice President of the United States; members of Congress; Department of Justice; The Department of Homeland Security and departments falling under that title; U.S. Public Health Service including the Immigration Health Service Corps; health care practitioners and offices; administrators of grievance systems; and representatives of the news media.

   a. Correspondence shall only be treated as Legal and Special if the title and office of the sender (for incoming correspondence) or addressee (for outgoing correspondence) are unambiguously identified as a court or consular office or official on the envelope, and the envelope is labeled as “Legal Mail or Special Correspondence”.

4. **Indigent Individuals**: An indigent individual is defined as a person with an account balance of less than $15.00 for a period of three consecutive weeks or longer or has their account frozen.

5. **Homemade Artwork**: Homemade artwork includes original drawings, pictures or writings that are heavily covered with crayon, ink, marker, paint or pencil.

6. **Nudity**: Exposure of any male or female genitals and/or pubic area and/or female breast (nipple, areola) area including “see through” material with a purpose to excite and/or sexually stimulate the reader is considered nudity for purposes of this definition. (Exception—Periodicals and publications containing nudity may be permitted if the material has educational or medical value).

7. **Sexually Explicit Conduct**: Sexually explicit conduct is a written or pictorial depiction of actual or simulated sexual acts, in including, but not limited to, intercourse, sodomy (oral or anal) or masturbation.

8. **Obscene**: Offensive to accepted standards of decency. Inciting lust; lewd.

9. **Courier Mail**: Mail which can be sent within York County without using a stamp.

10. **Photographs**: A photograph is defined as an image printed on photo paper either by a company or an individual. Images printed on copy paper by an individual shall not be defined as a photograph.

11. **TDY and FTY**: Inmates currently active in the database but currently being held at another location.

**General Mail Information**

1. An inmate is permitted to correspond with the public, his/her attorney, and public officials. (Exception, see #8, a, b).

2. There is no limit to the number of correspondents to whom an inmate may send or from whom an inmate may receive mail.

3. Every effort shall be made to deliver incoming mail to the inmate within twenty-four (24) hours (excluding weekends and holidays), unless the mail contains content requiring review.

4. The prison doesn’t hold mail for inmates that are not currently housed at the prison (this includes TDY and FTY inmates. All such mail is automatically returned to the sender and is not forward to the inmate.

5. All inmates who are defined as Indigent will be permitted to mail out, free of charge, the following per week:

   a. Three (3) standard first class, pieces of general correspondence and;
b. Five (5) pieces of legal/special correspondence. Inmates who have mailed their five (5) pieces of legal/special mail for the week may request additional free legal mailings. Inmates shall submit a request slip to the mailroom explaining/justifying why they need additional free legal mailings. The mailroom shall grant the additional free mailings if the inmate has justified a need.

Indigent inmates must place the initials NF (no funds) in the upper right hand corner of the envelope where a stamp would be placed. Certified mail may not be sent out as NF (no funds).

6. In the event incoming mail contains any contraband, the entire mailing shall be denied. Denied mail will not be separated unless authorized by prison administration and shall be reviewed in accordance with section IX of this policy.

7. Suspension of Mail Privilege: An inmate’s mail privilege may only be suspended as a result of the following actions:
   a. Abuse: When an inmate is found to have abused mail privileges as outlined in the mail policy and/or by committing an infraction as described in the “Disciplinary Charges” section of the inmate handbook;
   b. Termination Request: When an individual requests termination of correspondence with the inmate;
   c. Security: On a case-by-case basis, the Warden or designee determines that it is detrimental to the security, good order, or discipline of the facility, protection of the general public, or if it might facilitate criminal activity;
   d. Court order: As directed by the court

8. Inmate(s) may not:
   a. Correspond with any other York County inmate, co-defendant, witness or victim(s) of the inmate’s criminal acts or the victim’s immediate family without prior written approval of the Warden/designee;
   i. If an inmate wishes to correspond with another inmate in the prison, the inmate must submit a request slip to their counselor. The request slip must include the name of the other inmate, the relationship between them, and the reason for the correspondence. The request will be forwarded to management for review and approval/denial. Normally, correspondence is only approved when the inmates have legitimate legal concerns to discuss and/or are legally married. However, communication between inmates may be granted when a legitimate need is shown.
   b. Correspond with a current/former employee, volunteer, or contract employee without prior written approval of the Warden/designee;
   c. Send or receive mail containing threatening or obscene material, criminal solicitations, plans for furthering a criminal activity, or mail containing personal information about an employee and/or his or her family, unless it is approved by the Prison Administration.
   d. Write to an individual who has informed the Prison that he/she does not wish to receive correspondence from the inmate;
   e. Receive packages through the mail (excluding approved publications and periodicals);
   f. Use the facility address to fraudulently identify himself/herself as an employee, agent or representative of the facility.

Incoming Correspondence

1. Incoming Correspondence May Contain:
   a. Post cards, letters, documents, commercially manufactured greeting cards and money orders, etc.
Mail must contain only correspondence for the addressed inmate. Correspondence for a third party is prohibited.

Internet pages, news clippings/articles, etc.

- The content of these items shall be reviewed by mailroom staff to ensure that the content is acceptable in accordance with this policy.

Identity documents such as passports, driver’s license, birth certificates, social security card, etc.) are considered contraband in an inmate’s possession. These items shall be sent to the following locations:

- Items pertaining to ICE detainees will be sent to Immigration and/or the ICE property room or safes;
- Items pertaining to county and state inmates will be sent to the YCP records department property room.

An Immigration detainee can request a copy of each document, by submitting a request slip to an ICE/ORO officer.

Money orders must list the inmate’s name as it appears on his/her inmate armband and must be issued in U.S. dollars.

- It may take up to one (1) business day for the money order to be processed into the inmate’s account.

Photographs - Ten (10) photos only, no larger than 5”x7” (no Polaroids).

Outgoing Correspondence

1. Outgoing mail may be opened and inspected if obscene material, commissary items or contraband are attached to or scribed on the mail or suspected to be contained therein.
   - Such mail will be opened, the contraband shall be confiscated.

   - Confiscated contraband that is altered will be destroyed and the mail may be returned to sender.
   - Confiscated contraband that is not altered will be reviewed by the assigned Supervisor who will make a determination on the disposition.

2. Outgoing mail must list the inmate’s name as it appears on his/her inmate armband and it must be printed in a legible, undisguised manner along with the inmate’s ID number.

3. The inmate shall seal and place all outgoing correspondence in the wicket of his/her door or in the collection box in his/her housing unit by the specified time.

4. All outgoing mail shall be recorded in the housing unit mail logbook by the assigned officer who shall:
   - Cross check the inmate names with the housing unit roster for proper housing location.
   - Document the inmate’s name, date the mail is being sent, prison identification number and the address and name to which the piece of mail is being sent.

5. The Warden/designee may authorize a review outgoing non-legal/special mail when there is reason to believe that the mail mentions or discusses illegal or unauthorized activity/materials.

6. Inmates who have funds on their finance account must purchase stamps from commissary for outgoing mail. Any attempt to send mail without postage will be returned to sender. Inmates may request funds be deducted from their finance account for the following reasons:
   - The inmate is on a restrictive status and cannot purchase commissary or depletes their supply of stamps;
   - The postage amount is unknown for such as foreign mailing, large envelopes;
   - The inmate wishes to send certified mail. This must be stated on the request slip. Certified paperwork may be obtained from the housing unit’s counselor.

Page 16 of 28  www.yorkcountyprisonpa.org  Revised 8/8/16
Indigent inmates cannot send mail certified unless approved by the Warden/designee. Mail must be accompanied by a request slip authorizing the mailroom to deduct postage and must be verified by a staff member.

7. Courier mail may be sent to the following locations without using a stamp: Public Defenders Office; Clerk of Courts; Sheriff’s Office; Probation/Parole, Domestic Relations; Children and Youth Services; District Attorney and York Adams MHIDD/Drug & Alcohol.
   a. To use this service, inmates must place the initials CM (Courier Mail) in the upper right hand corner of the envelope in place of the stamp.
   i. Mail addressed to a Judge will not be delivered via courier mail.

Incoming and Outgoing Legal/Special Correspondence

1. Mail meeting the definition for legal/special correspondence will be opened for the first time in the presence of the inmate and inspected for contraband, but not read.
   a. Inmates shall sign a receipt for legal/special correspondence to verify that the mail was opened in their presence. The receipt shall be returned to the mailroom for archiving.
   b. If upon opening the legal/special correspondence the staff member notices that the contents contain no legal material, the staff member shall not issue the contents to inmate. The staff member must complete a Daily report and forward it along with the mail to the shift supervisor.

2. Mail not meeting the definitions for legal/special correspondence may be opened and inspected for contraband.

3. Outgoing legal/special correspondence will be treated as such only if the name, title, and office of the recipient meet the legal/special definition and are clearly identified on the envelope.

Incoming Periodicals and Publications

1. All incoming books, magazines, and newspapers must be mailed from the original source.

   a. New periodicals/publications that are sent directly from a publisher, bookstore, book club or distributor and are accompanied by a packing slip with the source’s name shall usually be deemed to have come from the original source.
   b. Newspapers must be delivered by the United States Postal Service.

2. All periodical and publication subscriptions must be paid in advance.

Rejected Incoming Mail (Envelopes, Periodicals, Publications and Photographs)

Mail that is unopened and rejected for reasons listed below shall be returned to the United States Postal Service (USPS) or turned over to Law Enforcement if the content violates law. The inmate shall receive notice why the mail was rejected and returned to the USPS unopened, unless the notification will compromise the security of the prison or an ongoing investigation.

1. Mail falling into the categories below shall be rejected and returned to the USPS:
   a. Postage due;
   b. Mail that does not pass the metal detector;
   c. Mail that does not have the inmates approved name printed in a legible or undisguised manner.
   d. Mail with no return address or mail with an unverifiable return address.

Denied Incoming Mail (Envelopes, Periodicals, Publications and Photographs)

Inmates are prohibited from receiving mail that may pose a threat to the security, good order, or discipline of the institution that facilitates or encourages criminal activity.

1. Mail falling into the categories below shall be denied and the inmate will receive a denial form:
   a. Mail that contains or has contraband affixed to it with glue or other types of adhesives (including tape and stickers);
   b. Mail depicting or describing procedures for the construction or use of weapons, ammunition, bombs or incendiary devices;
c. Mail that depicts encourages or describes methods of escape from correctional facilities or contains blue prints, drawings or similar descriptions of any jail or prison;

d. Mail that depicts, displays or is drawn to promote or represent gang graffiti, illicit activities or recruit members or advocating racial supremacy or ethnic purity or attacking a racial or ethnic group;

e. Mail containing books larger than 11"x13" and/or weighing more than 4 lbs. unless approved by the Warden/designee.

f. Mail providing instructions or methods of tattooing to include tattoo templates, etc.;

g. Mail providing detailed instruction in the martial arts such as judo, karate, aikido, kung fu, and similar techniques;

h. Mail that is written in code, or in foreign language that cannot be interpreted by institutional staff to the extent necessary to conduct an effective search.

i. Mail that depicts, describes or encourages activities, which may lead to the use of physical violence or group disruption;

j. Mail that encourages or instructs in the commission of criminal activity;

k. Mail that advocates violence of any kind or literature that promotes hatred towards any group;

l. Mail that has instruction regarding ingredients or manufacture of poisons, drugs or intoxicating beverages;

m. Mail containing more than ten (10) photographs or larger than 5"x7" (inmates are only allowed to have ten (10) photos in their possession);

n. Mail that contains laminated or plastic covered/sealed items (Exceptions, see Incoming correspondence, # 1 c);

o. Mail that smells of cologne, perfume and/or other odors;

p. Mail containing any contraband as defined in the contraband policy;

q. Mail containing postage stamps, cash, personal checks, blank envelopes, stationary paper, card stock and or correspondence from a third party;

r. Mail containing homemade artwork;

s. Mail containing discolorations or unknown substances on envelopes, photographs, periodicals, publications or other materials contained within;

t. Mail containing greeting cards that are padded, glitter covered, battery-operated, and/or larger than 8 ½" x 11";

u. Mail containing used periodicals/publications or from Internet sources that allow individuals to sell, package, and send materials directly to an inmate;

v. Mail containing more than five (5) books (inmates are only allowed to have five (5) books in their possession);

w. Mail containing catalogs, “bill-me-later” or free gift transactions;

x. Mail containing nudity or sexually explicit conduct. This includes publications or photographs.

Denied Mail Review Process

1. All original mail denial forms shall be returned to the Mailroom. A copy of the denial form shall be maintained with the mail and/or grievance when an inmate chooses to appeal the mail denial.

2. Inmates shall be given the following options when the mail is denied due to contraband or deemed inappropriate:

   a. Destroy the mail;

   b. Return the mail to the sender (at the inmate's expense);

   c. Challenge the denial through the Inmate Complaint Review System.

      i. In the event the inmate challenges the confiscation, the mail shall be maintained in a safe, secure location until resolution of the complaint or until exhaustion of appeals.
d. The mail will be destroyed if the inmate fails to respond or complete the mail denial form within ten (10) business days.

3. Denied mail shall be logged by the mailroom documenting the date denied, date the denial form was returned and resolution.

4. Mailroom staff will have the mail destroyed when applicable.

Denied Mail Pick-up Request:

If your mail gets denied and you were authorized to have someone pick the material up, then you must submit a request slip to the mailroom informing them of the following:

1. Who the individual is that will be picking up the material;
2. Date and approximate time the individual will be picking up the material.

The mailroom will forward the material to the business office with the request slip, so the individual will sign for the material when it is picked up. The prison’s business office hours are 7:00am-4:30pm. If the material is not picked up on the date specified it will go back to the mail room for ten (10) days. After the ten (10) days the mail will be destroyed.

24. MARRIAGE REQUESTS

Marriages do not take place in the prison; they are performed at the nearest magistrate’s office. You will need to contact a paid attorney to obtain a furlough; the public defender’s office will not do the legal work required because of the time involved. The attorney must make arrangements with a magistrate to perform the marriage and have transportation provided. When the marriage ceremony is completed, you must return directly to the prison. If you are an ICE detainee, you should submit a “Request Form” to your Immigration Officer for further instructions. You will be responsible for all associated costs.

25. MEALS

Meals are served three (3) times each day: breakfast, lunch, and dinner. The meals are to be eaten in the dayroom of your housing assignment. Anyone housed in Administration or Disciplinary segregation units will eat in your cell. Ten (10) minutes prior to each meal, an announcement will be made to “prepare for...” this is your notice to be out of your cell/bunk, dressed in your prison issue clothing with your cup in your hand. At the officer’s order, “Line-up” you are to line up single file, get your meal and walk to your table (DO NOT RUN).

You are allowed one trip to the food cart. After you have finished your meal, remain seated until the tray cart arrives at your housing unit. In an orderly fashion, bring your tray to the cart. DO NOT BRING MORE THAN ONE TRAY TO THE CART. YOU MAY NOT TRADE OR GIVE YOUR MEALS TO OTHER INMATES OR DETAINEES.

Types of Meals: All meals served at York County Prison are nutritionally balanced, dietician-approved and properly prepared; this includes the portion sizes. There are three (3) types of meals offered: regular, common fare and kosher. Kitchen staff monitors regular meals so they do not contain pork or pork by-products. The common fare meal is entirely vegetarian and should fall within the dietary restrictions of almost all religions. It is considered common ground for most religions and subsequent dietary requirements. A kosher meal is prepared and offered to those inmates/detainees are Jewish. If you take any other food item then what you’re assigned, you will have a hearing with the RARC/Deputy Warden, which may result in removal from the special diet. If you are removed from a religious diet, you may appeal the decision directly to the Solicitor for the Prison Board using an 806 appeal from. You must inform the Intake Counselor and the medical department of any food allergies. The medical department may assign you to a medical diet if the nurse or doctor feels it is necessary.

The following also applies to meal times/serving meals:

A. NO food may be taken into your cell or bedding area, except medical issued snacks, commissary items and fruit that is provided with the meal. This will include a single serving of raisins, sealed cup of mandarin oranges or fruit, etc. However, you may only have one serving in your possession at a time. No hoarding or collecting of the fruit is allowed.

B. NO kitchen worker is permitted to give special food or extra food to any inmate/detainee.

C. The kitchen supervisor may substitute items on the menu.

26. MEDICAL CARE

Medical services are available for ALL inmates/detainees here at the York County Prison. You will be screened by the Medical Department within twelve (12) hours of your admission to the facility and then evaluated within fourteen (14) days of your admission by a medical professional. You MUST submit to tuberculosis skin test and/or chest x-ray, in order to
be placed in general population. Refusing this test or exam will result in disciplinary action. If you have any medical problems, inform the staff member who is examining you. If you have a medical condition which would/may prohibit you from being housed on a top bunk, inform the medical staff of this as well. An inmate will not be placed on a lower bunk unless there is a medical order for the lower bunk. MEDICAL CARE WILL NEVER BE REFUSED. Effective February 19, 1996, a policy for medical services was implemented at the prison, which requires inmates to make co-payments for designated medical services. However, this co-payment DOES NOT apply to ICE (Immigration Customs Enforcement) detainees. Inmates who do not have any money in their account will still be seen by the Medical Department and a negative balance will be placed against their account.

The following medical services require a co-payment and will be charged to an inmate's account:
- Nurse co-payment $3.00
- Doctor co-payment $5.00
- Dentist co-payment $5.00
- If referred by a nurse to see the Doctor additional $2.00

Free medical services: initial medical screening and physical assessment, prescribed medications, follow-up treatment/tests ordered by the medical staff, medically ordered chronic illness clinic visits, treatment for pre-existing chronic illnesses, VDRL/TB tests, medical care requiring immediate outside medical intervention, psychiatrist/mental health consultations, treatment for use of force (by staff), inmate confrontations, lab services, HIV testing and radiology, and medical emergency (as determined by staff members).

Sick Call: If you are not feeling well and require healthcare, whether it be medical, dental, or mental health care, you will need to submit a “medical request form”(also known as a sick call slip) in order to be seen by a nurse. This sick call program is in effect seven (7) days a week. The “medical request forms” are available in your housing unit. If you are located in a segregation unit and do not have access to the sick call slips they are available during every medication pass. Complete the form, including name, ID number and current housing assignment and explain the nature of your problem. Once you have completed the form, place it directly into the sick call box. If you are located in a segregation unit and unable to personally place the slip in the box you may hand it to the nurse during any medication pass. Please do not request sick call slips from the correctional staff or submit completed sick call slips to the correctional staff. Medical staff picks up these forms nightly. A nurse will determine how quickly you need to be seen by evaluating every sick call slip. All inmates/detainees who submit a sick call slip will be seen within forty-eight (48) hours of the slip being received by the medical staff. A nurse will review your medical concern with you, perform an assessment, and determine if you need to be seen by a doctor. A mental health counselor or mental health nurse will see those inmates/detainees who submit a sick call slip expressing mental health issues and, if necessary refer you to psychiatrist. A dental assistant will review sick call slips with dental issues and refer you to the dentist if necessary. Anytime a medical request form is submitted your account will be charged the necessary co-pay.

If the Doctor prescribes medication for you, a nurse will bring it to your housing area at medications passes. The medication passes occur every day, three (3) times per day; approximately 8:00 a.m., 4:00 p.m. and 9:00 p.m. Some medications, such as antibiotics, may be given to you to self-administer. To ensure you receive your medication at medication pass, the following rules must be followed:

A. Your housing unit officer will announce “MEDICATION.” It is your responsibility to be at the pod/dorm/cell door, with a cup of water, when the nurse arrives. NOTE: If you are not at the door with a cup of water, you will have missed your opportunity to receive your medication. If you demand your medication, you will be given your medication and you will also receive a disciplinary report for medical interference.

B. When it is your turn at the medication cart, show the nurse your I.D. armband. When the nurse gives you the medication, you are to take the medication in front of the nurse. After you have swallowed the medication, you must open your mouth and show the nurse you have indeed swallowed the medication.

C. If you are going to be absent during medication pass (due to visits, meeting with attorney, etc.) please inform your block or dorm officer so the medical department can be notified. TAKING A SHOWER OR BEING IN BED IS NOT AN ACCEPTABLE REASON FOR MISSING THE MEDICATION PASS.
D. Hoarding (mouthing or hiding) of medication is a serious offense; this will result in disciplinary action.

How to obtain copies of your medical records: You must contact PRIMECARE’s corporate office for approval at PRIMECARE MEDICAL INC, 3940 Locust Lane, Harrisburg, PA 17109, Attention: Privacy Officer. Once the corporate office approves your request, the prison’s medical records department will inform you of the copying fee if applicable. The records will be copied and placed into your property bag. You may not retain these records in your cell; however you may have someone pick them up from the prison.

27. OFFICIAL COUNTS
In order to maintain proper accountability of inmates/detainees at this facility, we conduct a minimum of three (3) official counts each day. Additional counts may be conducted at anytime under the direction of prison personnel. These counts will be approximately at 12:30pm; 5:00pm and 11pm. You are required to be quiet, dressed and standing by your cell door or bunk area until dismissed unless otherwise directed. During all counts, televisions will be off and there will be no movement or talking. Any disruptions during count may result in disciplinary action.

28. PERSONAL PROPERTY
All items in your possession, including clothing, commissary items, and personal hygiene items MUST FIT in the clear storage bag or locker you are assigned. Items that are drying may be placed outside the bag until dry (they may not be used to block view into the cell or bunk area and homemade wash/dry lines are prohibited). It is extremely important that your property be placed in your clear property bag and/or locker. In the event you are moved and are unable to pack your property, prison staff will collect your clear property bag or all property items contained within your locker. Staff will do their best to collect all of your property, but if you do not have it placed in the clear bag/locker as directed, it may not be collected. The prison will not be responsible for property that was not collected due to it not being properly stored in your assigned clear bag or locker.

Allowable Personal Items per inmate:
(4) pairs of socks
(4) sets of underwear
(4) bras (for female inmates/detainees)
(4) t-shirts (white t-shirts only)
(1) sweatshirt and pants (purchased from canteen)
(24) packs of candy, crackers, chips, etc. (combined)
(3) newspapers
(5) books or magazines total combined in cell including all religious materials
(1) small transistor radio with earphones
(2) religious headgear items
(1) religious medallion (no bigger than a fifty cent piece)
(1) wedding ring (no stones)
(3) white handkerchiefs
(2) pair of footwear including shower shoes (No steel-toed, speed laces or metal eyelets)
(10) photographs total in cell. (No larger than 5”x7”, NO POLAROIDS).

Legal documents

Court clothes: Civilian clothes are only authorized for Criminal jury trials. Allowable court clothes for males are as follows: one (1) suit jacket, two (2) dress shirts, one (1) pair of dress pants, one (1) tie, one (1) belt, one (1) pair dress socks and one (1) pair of shoes (not sneakers or boots). Court clothes for females are as follows: one (1) pants suit jacket, two (2) dress shirts, one (1) pair of pants, one (1) dress, one (1) belt, one (1) pair socks/nylons and one (1) pair of shoes (not sneakers or boots). These clothing items can be changed every other day. These clothes will be searched and placed in the appropriate property room for court clothes; they must be picked up within ten (10) days after your trial. If the clothing is not picked up within (10) days, it will either be destroyed or donated to the clothing reserve for inmates being released from prison custody or transfer to minimum security. The prison is not responsible for missing or lost court clothes.

Inmates attending any other court proceedings/hearings will be required to wear their orange prison uniform. You may not wear t-shirts, sweat shirts/pants or thermal underwear under you prison uniform.

Personal clothes: Inmates/detainees are eligible to receive four (4) sets of personal clothing items every six (6) months. Inmates/detainees may only possess a total of four (4) sets of clothing at any given time. If you are in need of clothing items, please submit a request slip to your housing unit counselor.

ICE Detainees Personal Property: Detainees may retain or receive certain personal items from their property, subject to security concerns. Detainees can submit a request slip to the ICE property room for missing or damaged property. This request slip will be investigated and forward to ICE officials. Detainees are encouraged to mail excess property out to friends or
The Chaplain’s Office to be cleared and you will then be called to the Chaplain’s Office to receive the item(s). Each person will be permitted to maintain no more than two (2) religious headgear items at one time. The religious headgear may be made of leather, cloth or beads. Religious headgear must be solid in color (black, white, brown and gray) as other colors may have gang representation. It shall fit flush to the head and must be no more than two-ply thick. The Turban wrapping material can be no longer than six (6) feet. The women’s Prayer Shawls can be no longer than one (1) towel size (23” x 40”), or triangular coverings (49” x 49” x 62”), and the material is to be one (1) ply sheer.

B. You will not be permitted to cover your face and Turbans cannot be worn in the hallways. Any item that does not fit this description cannot be worn while traveling in the hallway, at the door when receiving medication or meals or during recreation.

C. Crosses or religious medallions may be brought into the prison. They may not be any larger than a fifty-cent piece and must be on a lightweight necklace. Necklaces brought into the prison should be in an unsealed envelope with the name of the inmate/detainee and his or her I.D. number, also Immigration Alien number (if applicable). The cross or religious medallion will be sent to the Chaplain’s Office to be cleared by RARC and then you will be called to the Chaplain’s Office to receive the item.

D. Festivals and Feasts— In order for an inmate to participate in a special feast or service such as Ramadan, Eid, Passover, etc. he/she must be registered as participating in that particular faith and be approved by the Facility Chaplain/RARC.

E. Wedding rings may be brought into the prison. The ring(s) will also be sent to the Chaplain’s Office to be cleared and then you will be called to the Chaplain’s Office to receive the ring. You must be registered during admissions as married or have a marriage certificate with the ring. Any wedding bands or rings, which contain stones, are not permitted!

How to Release Personal and Valuable Property: You must fill out a request slip with the date and time of your removal or release. The facility can help with making shipping arrangements and if a detainee does not mail out his/her excess property within 30 days, the facility will make reasonable accommodations to store the property until the detainee’s removal or release. Ordinarily the amount stored may not exceed 40 lbs.

A detainee with a final order of deportation may receive one (1) bag/luggage of personal property to take with them. The bag/luggage cannot weigh more than twenty-five (25) pounds and must be able to fit into an overhead compartment. No electronic or breakable items, metal or sharp objects, liquids or medications. The bag/luggage must be dropped off to an ICE official Monday through Friday 8-4pm. No packages or bags will be accepted through the mail.

Any abandoned detainee property will be turned over to ICE. Any claims to pick up abandoned property will be directed to ICE officials.

Legal Materials: You may keep a reasonable amount of legal material in your cell or bedding area. If you have questions about your court trial, court notes or testimony, etc., you may write to your public defender or private attorney. No inmate/detainee is authorized to act as an attorney for another person, although you are permitted to help another prepare papers. No inmate/detainee will be denied access to the Courts or the privilege of corresponding with his or her public defender or private attorney. You may request a public defender application from your counselor at any time. Filing petitions for writs, etc., is the right of any person. At no time is a counselor or housing unit officer obligated to provide you with legal advice; this is to be provided by a public defender or private attorney.

Religious Items and Apparel: The Religious Accommodation Review Committee (RARC) must approve all religious items and accoutrements (excluding Bibles, Qurans, Torahs, etc.). You are permitted to wear religious headgear, crosses or religious medallions, in all areas of the prison unless there is a security concern. Religious headgear can be worn while traveling in the hallways (except for turbans), at the door when receiving medication or meals, and during recreation. The religious headgear can be removed and searched at any time for security reasons. The following applies to religious headgear, crosses or religious medallions:

A. Religious headwear for men and women, including kufis, yarmulkes, turbans, prayer shawls and crowns, may be brought into the prison. These items will be sent to the Chaplain’s Office to be cleared and you will then be called to the Chaplain’s Office to receive the item(s). Each person will be permitted to maintain no more than two (2) religious headgear items at one time. The religious headgear may be made of leather, cloth or beads. Religious headgear must be solid in color (black, white, brown and gray) as other colors may have gang representation. It shall fit flush to the head and must be no more than two-ply thick. The Turban wrapping material can be no longer than six (6) feet. The women’s Prayer Shawls can be no longer than one (1) towel size (23” x 40”), or triangular coverings (49” x 49” x 62”), and the material is to be one (1) ply sheer.

B. You will not be permitted to cover your face and Turbans cannot be worn in the hallways. Any item that does not fit this description cannot be worn while traveling in the hallway, at the door when receiving medication or meals or during recreation.

C. Crosses or religious medallions may be brought into the prison. They may not be any larger than a fifty-cent piece and must be on a lightweight necklace. Necklaces brought into the prison should be in an unsealed envelope with the name of the inmate/detainee and his or her I.D. number, also Immigration Alien number (if applicable). The cross or religious medallion will be sent to the Chaplain’s Office to be cleared by RARC and then you will be called to the Chaplain’s Office to receive the item.

D. Festivals and Feasts— In order for an inmate to participate in a special feast or service such as Ramadan, Eid, Passover, etc. he/she must be registered as participating in that particular faith and be approved by the Facility Chaplain/RARC.

E. Wedding rings may be brought into the prison. The ring(s) will also be sent to the Chaplain’s Office to be cleared and then you will be called to the Chaplain’s Office to receive the ring. You must be registered during admissions as married or have a marriage certificate with the ring. Any wedding bands or rings, which contain stones, are not permitted!

How to Release Personal and Valuable Property: You must fill out a request slip with the date and
approximate time the person will be at the prison to pick up your property (all property). You must have an officer verify that you are the person writing the request slip. They do this by signing or initialing the request slip. You than submit your request slip to the inner visiting officer or your block counselor. Please allow at least one business day for your request slip to be reviewed. If you are still being investigated by any law enforcement agency your property will not be released.

**All Personal Property:** When you are released from the prison any valuable property (i.e. jewelry, driver’s license/I.D., birth certificate, social security card, cell phones, etc.) left behind must be picked up within six (6) months. Any remaining property (clothing items, shoes, etc.) must be picked up within ten (10) days after your release. This ten (10) day policy also applies to any person who was removed from minimum-security/work release. The prison is not responsible for abandoned property; failure to have property picked up will result in disposal.

**29. PRISON PROPERTY**

**Allowable Prison Issued Items per Inmate:**

- (1) prison mattress
- (1) prison pillow unless attached to the mattress
- (1) prison pillowcase unless pillow is attached to the mattress
- (2) prison sheets
- (1) prison blanket (proven “cold” cells allowed a second blanket)
- (1) prison towel
- (1) prison washcloth
- (1) prison laundry bag
- (1) prison commissary bag
- (2) prison jumpsuits or a two-piece uniform (1 worn and 1 extra)

**Care of Housing Areas:**

A. Televisions are located in each housing area of the prison with the exception of those inmates placed on restrictions (i.e. B.A.U., I.C.U., Psychiatric Observation, etc.) The televisions may be on throughout the day, except during meals and count, and they will be turned off at 11 p.m. The majority vote determines the channel unless a Supervisor states otherwise. The Supervisor can and will remove the T.V. from a housing area if the housing unit becomes disruptive.

B. The cell and bed areas are numbered. Do not enter into another person’s cell or bed area as this may result in disciplinary action. Do not block the view into your cell or bunk with anything!

C. You are responsible for keeping your cell/bedding area and housing areas clean. You are also responsible to help clean the shower, sink, and toilet areas. Littering in or about the prison is a violation of prison rules. Spitting into water fountains, or any other areas, is prohibited.

D. Your cell or bedding area should be ready for inspection by 9:00 a.m. everyday (i.e. bed made, table areas orderly, floor completely cleared and clean). Extra clothing must be folded and placed at the foot of your bed, hung on hooks provided, or placed neatly in your locker, or clear bags. **Hanging prison issued or personal items on handrails is prohibited.**

E. Pin-ups are not permitted! Nothing may be attached to any cell wall.

F. The buildings are property of the County. Defacing the walls or damaging tools and equipment are all considered destruction of County property. You will be held responsible and required to pay the County for the damages. This includes writing on the walls, scratching any painted surfaces, or putting holes of any kind in a cell wall. Anything that is issued to you is County property. If you damage or destroy any County property, your account will be frozen until all the damages are paid in full.

**Housing Supplies: (Issued items)**

A. If your mattress or pillow is damaged, or if you do not possess these items, inform your block or dorm officer immediately. It is important an officer is aware of the condition of those items placed on restrictions (i.e. B.A.U., I.C.U., Psychiatric Observation, etc.). The televisions may be on throughout the day, except during meals and count, and they will be turned off at 11 p.m. The majority vote determines the channel unless a Supervisor states otherwise. The Supervisor can and will remove the T.V. from a housing area if the housing unit becomes disruptive.

B. Two (2) rolls of toilet tissue and one (1) bar of soap will be issued weekly. Any excess of toilet tissue or soap may be confiscated. You may purchase additional bars of soap through commissary.
30. PROGRAMS

A full range of programs is available to assist you in learning, growing and maturing. These are offered for those detained in general population; this does not include male inmates located in pre-class (South Block). There are educational programs (high school, G.E.D., English as a second language); self help programs (alcoholics anonymous, narcotics anonymous, life skills programs, parenting classes, drug and alcohol programs). Religious programs (church services, Bible study, Catholic counseling and services, Islamic, Jumah and Tyleem services).

The prison offers evidenced based programs to address thinking errors, substance abuse concerns, violence and hostility and mental health concerns. Sentenced inmates will receive a treatment plan that they will be required to complete. Failure to complete the prescribed programs could delay your release on parole. The programs used are shown to help you make better choices, promote sobriety, improve your quality of life and reduce your chance of returning to prison.

The prison reentry program is also designed to teach skills useful in every day living to secure employment, manage your finances, and provide you information on meeting your basic needs upon your release to the community. In some cases, you will receive a reentry plan to assist you with needs that you may have upon your release; at the very least you will receive a guide at release as to where you can receive help. Our reentry team and many of our volunteers will provide instruction and assistance in your release to the community.

Our programs will provide you the tools to develop pro social behaviors and be a productive law abiding member of society. Please submit a request slip to your counselor if you are interested in treatment and/or reentry services.

Volunteers from the community instruct some of the programs, so if the volunteer does not show up the program is cancelled. Some of the programs and services offered might require you to sign-up in advance; check with your counselor if you have any questions.

31. RECREATION/ACTIVITIES

**In-door activities:** You will be provided with the opportunity to participate in leisure activities. Leisure activities may include access to television, movies, games and game boards. Televisions will be turned off during official counts, meal periods, cleaning of housing areas and when it will interfere with other facility operations. Volume of television shall be kept at a reasonable level so as to not disturb other inmates/detainees or other facility operations.

**Dormitory recreation:** You will be provided with the opportunity to participate in the gymnasium activities once the housing unit officer has approved the opening of the gym. Activities may include exercising or basketball.

**Out-door recreation:** You will be provided with the opportunity to participate in outdoor activities once the housing unit officer has called your unit for recreation. Activities may include exercising or basketball. Recreation will be held in a courtyard or a grass yard. When in the grass yard you are not permitted to be within five (5) feet of the perimeter fence. Outdoor recreation will be provided weather and physical layout permitting. You will have access to clothing appropriate for weather conditions when available. See your housing unit recreation schedule for times.

32. RELIGIOUS SERVICE/ACTIVITIES/ACCOMMODATIONS

All inmates/detainees shall have access to religious resources, services, instruction and counseling on a voluntary basis. All inmates/detainees shall be extended the greatest amount of freedom and opportunity for pursuing any legitimate religious belief or practice within the constraints of security and safety considerations. Ask your housing unit officer for the schedule in your area.

a. During the admission intake process, you were asked to identify your religious affiliation. Identification with a particular religion does not automatically grant you a religious accommodation for that particular religion.

b. In order to receive a religious accommodation or change your religion you must submit a request slip identifying the accommodation requested and how it relates to your faith. You must also explain in the request slip and, in many cases, demonstrate to the RARC your sincerely held belief consistent with the religion identified. In cases where you are unable to adequately justify and/or
taken away by a Supervisor. There is an automatic twenty (20) minute time limit for each call. You are permitted a reasonable amount of outgoing phone calls per day, as long as use of the telephone is not being abused or dominated by any one person, or group.

ICE detainees are required to complete request forms addressed to ICE authority within the facility to make direct or free calls that are not allowed by prison policy. A list containing the phone numbers of pro bono attorneys, consulates, The Office of Inspector General and other legal services are posted in all housing units.

International calling cards: These cards are for international calls only and can be ordered only on certain days of the week. These cards can be requested for purchase from your housing unit counselor.

The following applies to ALL inmates/detainee using the telephones within each housing units of the prison:

A. No messages will be passed to any inmate/detainee, UNLESS IT IS AN EMERGENCY.

B. No calls are allowed during count time, meal times, or medication passes.

C. Any use of Personal Identification Number (PIN) other than your own is prohibited.

D. Inmates/detainees are not permitted to contact his or her Probation or Parole officer, Police agency, District Justice or any other county office. These departments have requested you write to them with your request, question or problem. Inmates/detainees are also prohibited from making phone calls to any individual with whom a "Protection from Abuse" (PFA) order is in effect. Inmates/detainees are prohibited from contacting current or former employees, volunteers, contract employees and/or other York County inmates/detainees, co-defendants, witnesses or victim(s) of the inmate’s/detainees’ criminal acts or the victim’s immediate family via telephone.

E. Harassing, threatening, nuisance or third-party (3-way) calls are prohibited.

F. Any violation of these procedures will result in the loss of phone privileges, disciplinary action and/or criminal prosecution. Phone privileges may also be suspended via court order.

G. Any inmate/detainee that is housed on Intensive Custody (ICU), Behavior Adjustment Unit (BAU), Administrative Housing (AH) and Pre-Hearing

33. SEXUAL ABUSE/ASSAULT

York County Prison has a zero tolerance standard for incidents of sexual harassment and sexual assault. All allegations of sexual harassment and assault will be investigated thoroughly in order to provide prompt medical and administrative intervention to those involved. While incarcerated in York County Prison, you have the right to be safe and free from sexual abuse and assault. The telephone number for inmates to call (at no cost) to report allegations of sexual abuse is 1-866-823-6703. This is part of the PREA requirements for third party reporting.

34. TELEPHONE ACCESS

A telephone is located in each housing unit for you to use. Inmates/detainees must set up a Personal Identification Number (PIN) prior to being able to place calls. Dialing instructions including how to set up your PIN are located in all housing locations. All calls are subject to monitoring, recording, and divulging information. Phone calls are a privilege and can be
Disciplinary (PH) status may use the telephone daily unless denied by a supervisor based on a security concern. Telephone calls shall be coordinated by the supervisor.

H. Any inmate/detainee that is housed on disciplinary status for infractions of the Prison rules will receive one personal call approximately every thirty (30) days. The housing unit counselor will facilitate request for legal/consulate calls.

35. VISITATION

Video Visitation: The goal of video visitation is to provide inmates, their families, friends, legal advisors and others another option to communicate. Video visitation allows individuals to communicate with inmates remotely instead of travelling to the prison.

Costs: Personal visits are $15 for 0-30 minutes; Professional visits are $25.20 for 0-30 minutes or $50.40 for 31-60 minutes. More information is available on the Prison website.

Adult Visitation: Upon admission, you will be provided a “Visitor’s List”. This form is to be completed with the names and addresses of up to eight (8) people from whom you would like to receive visits. No one will be permitted to visit unless his or her name is on your list prior to that visiting day. It may take up to twenty-four (24) hours for the list to be processed. Once approved, the visitor must provide valid photo identification at the time of visit. Photo identification can be a driver license, passport, military, permanent resident, state and school ID cards. The prison administration reserves the right to deny, suspend or ban visitors from visiting or prison property. Visits may be restricted based on security concerns including requests from outside law enforcement agencies, courts and or rule violations.

If you would like to add or remove names from your visitor’s list, you may do so by completing a request slip with this information; be sure to include the names and addresses of those you are adding or removing. You are permitted to change your visitor’s list every fourteen (14) business days. Each inmate/detainee is allowed three (3) half-hour visits per week, for a total of (1 ½) hours each week. Each visit may consist of two persons from your visiting list. Both visitors must be present at the time of sign in and only one will be allowed in the visiting room at a time. The visiting week runs from Sunday to Saturday.

Adult Visiting Hours:

Non-criminal, Medium and Maximum-security inmates/detainees:
8:45 a.m. – 11:30 a.m. (Sunday thru Saturday) – Male and female inmates
1:00 p.m. – 3:30 p.m. (Sunday thru Saturday) - Male inmates
1:00 p.m. – 3:30 p.m. (Monday thru Saturday) – Female inmates

Adult Protective Custody Visits:
11:30 a.m. – 1:00 p.m. (Sunday thru Saturday) – Main Male, Female and Immigration visiting areas

Segregation Visits (Intensive Custody Unit, Behavior Adjustment Unit, Administrative Housing and Pre-Hearing Disciplinary)
6:00 p.m. – 8:00 p.m. (Thursday thru Friday) – Female and Immigration visiting areas only

Youthful Offender Visits:
12:00 a.m. – 1:00 p.m. (Sunday thru Saturday) – Main Male and Female visiting areas

Work Release Center inmates:
10:00 a.m. –11:30 a.m. (Sunday thru Saturday)
1:00 p.m. – 3:30 p.m. (Sunday thru Saturday)
6:00 p.m. – 8:00 p.m. (Sunday thru Saturday)

All inmate/detainee visitations are secure (inmate/detainee and visitor are separated by a barrier) with the exception of those individuals who are classified on Work Release who have contact visiting privileges. Children from the age of fourteen (14) until their 18th birthday may visit by themselves during Adult visiting hours provided they have a signed permission slip from their parents or legal guardian. They cannot visit while school is in session unless on a school break. Former inmates/detainees may not visit for six (6) months after release.

Segregation Visitation: Any inmate/detainee that is housed on disciplinary status may have three (3) visits per week. Adult visitation will occur on the first, second, third and (in some cases the fifth) week of the month. Children visitation will occur on the fourth week of the month. Visits may be denied based on security concerns by a supervisor.

Children’s Visitation: Birth certificates or adoption papers must be shown for all children less than fourteen (14) years of age during their first visit. Once a child is given authorization to visit, such documentation will not be necessary for further visits. You may only have visits from your natural children (which needs to be verified by a birth certificate) or your adopted children (which needs to be verified by adoption
papers). The parent’s signatures must be on the birth certificate. If a birth certificate is not available, “certified” paperwork stating the child or children’s name, and the incarcerated parent’s name can be used in place of the birth certificate. Children thirteen (13) years old and under are not allowed inside the Prison except during children’s visiting hours. One (1) adult who is on your visitors list must accompany the child during the visit. The accompanying adult is to assist and keep order during the children’s visit; not to visit. No toys, diaper bags, oversized purses or tote bags are allowed in the visiting rooms. You are allowed one (1) children’s visit per week.

Children’s Visiting Hours:
Non-criminal, Medium and Maximum-security inmates/detainees:
1:00 p.m. – 3:30 p.m. (Sunday only) – Female inmate only
3:30 p.m. – 5:15 p.m. (Thursday and Friday only) - Male and female inmates

Children Protective Custody Visits:
3:30 p.m. – 5:30 p.m. (Wednesday only) – Immigration and female visiting areas.

Children Segregation Visits (Intensive Custody Unit, Behavior Adjustment Unit, Administrative Housing and Pre-Hearing Disciplinary)
6:00 p.m. – 8:00 p.m. (Thursday thru Friday) – Female and Immigration visiting areas only

Work Release Center inmates:
10:00 a.m. – 11:30 a.m. (Saturday & Sunday)
1:00 p.m. – 3:30 p.m. (Saturday & Sunday)
6:00 p.m. – 8:00 p.m. (Saturday & Sunday)

Official Visitation: Official visitors, including but not limited to attorneys, clergy, probation, parole, and law enforcement officers with proper identification or authorization may see inmates/detainees everyday between the hours of:
8:45 a.m. – 11:45 a.m.; 1:00 p.m. – 4:30 p.m.; 6:30 p.m. – 10:00 p.m.

36. WORK PROGRAMS

The Voluntary Work Program is designed to provide inmates the ability to learn skills, develop strong work ethics and earn money to assist them upon their release to the community.

The Work Board is responsible for assigning inmates to work within the prison and bases it’s decisions for employment on criteria for eligibility, prior work experience and unit team support. In order to be considered by the Work Board an inmate must have the support of their treatment counselor and a housing unit officer. If approved and selected by the Work Board, the inmate will be assigned to one of the following assignments: hall worker, cart pusher, librarian, kitchen, laundry or commissary. The Work Board makes the final determination where the inmate will work. Inmates placed into paid worker positions will have payments applied directly to their accounts.

A. All inmates must be incarcerated for sixty (60) days or longer before being eligible to submit an employment application.

B. Yes to anything listed below will stop the normal employment process. The inmate may then be eligible to work under the problematic review process.
   i. Current felony assault charges/convictions;
   ii. Current/prior assault charges/convictions against a prison employee or law enforcement official;
   iii. Current or prior charges/convictions for Escape;
   iv. Class I disciplinary reports within the last sixty (60) days;
   v. Class II disciplinary reports within the last thirty (30) days (this means from the time their disciplinary sentence has ended);
   vi. Currently serving disciplinary time.

Problematic Review Process: The problematic review process is to provide inmates who initially presented with higher risk factors, but demonstrated a period of positive prison adjustment the opportunity to be reviewed to work. Institutional work programs provide inmates constructive and meaningful opportunities to improve work ethic, learn skills and better prepare themselves for release to the community.

1. Inmates who do not meet the criteria for review under the normal employment process may be reviewed for employment under the Problematic Review Process.

2. If the inmate is tentatively eligible for employment under the Problematic Review Process the counselor shall continue processing the inmate using the Employment Team Action Form.
3. Once all of the signatures are received, a Treatment Supervisor shall forward the ETA form to the Deputy Warden – Treatment for final review and decision.

**General Rules and Position Definitions:** The Block Counselor, Work Board and Classification Committee must be aware that an inmate may be cleared to work, but not be medically cleared to work in the kitchen or another specific detail. Medical clearances must be reviewed thoroughly by all involved prior to placing an inmate in a worker position.

No one will be allowed to work outside of their housing unit unless they receive team support and are selected and assigned by the Work Board. Inmates may meet the criteria listed above, but if they do not receive team support, they will not be allowed to work.

If an inmate is fired for unsatisfactory work, he/she will not be eligible to work in the institution. Inmates may file an appeal with the Deputy Warden - Treatment by completing a “Work Board Appeal Form”.

**Canteen workers:** are responsible for the collection, ordering and distribution of the canteen items throughout the prison.

**Hall workers:** are responsible for the cleanliness of specific areas throughout the prison. They also move supplies and equipment throughout the prison as needed.

**Librarian workers:** are responsible for maintaining the law books and the general reading material in the library. The law librarian is not an attorney and, is not permitted to give out legal advice. His or her responsibility is to assist the other inmates/detainees in their search of information that will help in understanding their case.

All workers are paid a nominal weekly fee, which is placed on their prison accounts each Tuesday. The uniform for the canteen workers, hall workers, and librarians is green. If they have any job related problems, they report them directly to the Work Board. The Work Board will supply the workers with a written job description and an explanation of their working boundaries.

**Kitchen workers:** are responsible for preparing food, washing dishes, serving food, etc. These workers wear burgundy uniforms while employed by the kitchen. An inmate/detainee employed by the kitchen may not leave the kitchen unless he has first obtained permission from the person in charge (i.e. Kitchen Supervisor, Cook, and Officer). The kitchen is out of bounds at all times to any other worker, except kitchen workers. Workers assigned to the kitchen must:

A. Workers are required to wear hair nets regardless of length of hair
B. Workers with facial hair shall be required to wear beard guards when working in the food preparation or food serving areas
C. Wear a clean uniform daily
D. Shower daily
E. Keep fingernails short, neatly trimmed and clean
F. Wash hands with soap and water after each trip to the bathroom
G. Submit to a daily health screening prior to reporting to the kitchen
H. Be prepared for inspection by Kitchen Supervisor at 9:00 a.m. daily

**Inmate Compensation:** Inmates are compensated for the work they perform.

37. **WORK RELEASE PROGRAM (County Inmates Only)**

The purpose of the work release program is to allow inmates with regular full-time employment to keep their jobs while they are incarcerated. If you are sentenced on all of your charges, and the Judge has approved you for the work release program, have your employer contact the Work release Administrator. Any sentenced inmate may apply for work release but if you were convicted of a violent crimes, sex related crimes or have current or prior convictions for Escape, the prison will not recommend you for the program.

**Eligibility Requirements:**

A. Have a legitimate (above the table) job with a reputable business
B. Be covered under Workman’s Compensation or have proof of paid-up medical insurance
C. Have a dependable ride to and from work plus a back-up in case of emergency
D. Have a job within two (2) hours driving distance of York County Prison
E. Have not been previously removed from the Work Release Program or failed to pay room and board set by the Prison administration.