

# Cambria County Prison



## INMATE HANDBOOK

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### **Cambria County Prison Mission**

Cambria County Prison, a minimum to maximum security, adult detention center located in Ebensburg, PA, houses 493 male and female offenders. The facility is comprised of one quarantine housing unit, one disciplinary housing unit, one female unit, one pre-release unit, and four male general population units that house inmates based on classification. The facility also has an indoor gymnasium, a medical wing, a food service department, and an in-house maintenance department.

The rules of the Cambria County Prison are designed to facilitate a reasonable amount of constructive interaction among inmates and staff, while providing order to manage the Institution. Some of the rules for this purpose may seem unwise or unreasonable to those governed by them. In this institution inmates cannot choose at will the rules that they will abide by. When these rules are disregarded, the inmate who does will find himself or herself subject to disciplinary action.

Christian M. Smith, Warden

## COUNSELING SERVICES

LEGAL NEEDS	Correctional Counselors are available to assist you, however cannot advise you on legal matters. They will handle legal questions by referring you to your attorney. They will provide you with the procedures to address your needs either in the facility or through the Courts. Direct phone calls to Probation Officers, Public Defenders, Magistrates, or Judges is prohibited. Contact must be through the mail to these individuals.
PHONE CALLS	Direct phone calls of a personal nature will be granted at the sole discretion of your unit Counselor and will be given on an emergency basis only.
ASSIGNED COUNSELOR	You will be informed during the classification process of whom your assigned Counselor will be. You may meet with your respective Counselor, when questions arise, by submitting an Inmate Request Form via the kiosks located on your Housing Unit explaining your need to speak to them.

## CLASSIFICATION AND ORIENTATION

CLASSIFICATION	All inmates will be housed in quarantine until a Counselor has interviewed them. The initial counselor interview will generally be conducted with 24 hours of incarceration, with the exception of weekends / holidays. Classification levels are designated Minimum, Minimum-Medium, Medium, Medium-Maximum, and Administrative Custody. Classification level is determined by a computer driven point system that is based upon a variety of factors including life stability factors, criminal history, incarceration history, current charges, etc. The lower the point score, the lesser the classification level. All general population inmates, regardless of classification level, are entitled to equal opportunities for nutrition, recreation, health care, visitation, religious services, personal hygiene, and mail and telephone services. Some restrictions exist for those classified as disciplinary, administrative, and protective custody. The restrictions are specified throughout this handbook. HG Unit has the additional privilege of pre-release classification and added work opportunities both within and outside of the institution. An inmate who does not agree with his classification level may appeal within 10 days of classification date, by submitting a request to the Warden via the kiosks located on your Housing Unit.
PREA	Any inmate under the age of eighteen years will be classified as a "Youthful Offender". As required by the Prison Rape Elimination Act of 2003, youthful offenders require special consideration as to institutional housing. Further information will be provided by a Shift Supervisor and the classification Counselor.
ORIENTATION	During the classification process, the Counselor will review an orientation video with the new commitments, answer any questions they may have, and have them sign that they have received an inmate handbook and that they have attended the orientation.

## LEGAL REPRESENTATION

PUBLIC DEFENDER	The office of the Public Defender serves the Cambria County Prison. To contact the office, you must fill out a Public Defenders Form and place it in the Request Box, which is located in each housing Unit. The forms will be given to the Public Defender's Office and they will contact you sometime in the near future. Phone calls to the Public Defender's Office will not be permitted.
I.C.E.	If you are here under ICE and do not have an attorney, you may write the Pennsylvania Immigrations Resource Center (P.I.R.C.), P.O. Box 3587, York PA. 17402 and state you need for an attorney

## NOTARY SERVICE

NOTARY	There is a Notary Service available for legal documents. A standard fee will be charged per document, but there will be no cost for indigent inmates. If more information is needed concerning the service, submit a written request to your Counselor.
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## RELIGIOUS SERVICES

CHAPLAIN	Questions concerning religious services may be addressed on an Inmate Request Form via the kiosk on your Housing Unit and directed to the prison Chaplain. Services are available in accordance to the schedule posted in each Housing Unit. Inmates may change their religious preference once per incarceration.
RELIGIOUS MATERIAL	Each inmate is permitted to have in their possession; one Bible and / or Rosary Beads or one Koran and / or Prayer Beads or one Kufee and / or Prayer Rug and five religious pamphlets. The Kufee can only be worn in your cell / cube and during Muslim Prayer Group in the chapel. It must be carried from your cell / cube to the location of the Prayer Group.
PRAYER BEADS / RUGS	Prayer Beads and Rosary Beads may be worn outside the cell / cube, but must be worn under your shirt. Prayer Rugs may be used in your cell / cube or at your Muslim Prayer Group only.

## INMATE PROGRAMS

**PROGRAMS**

The Inmate Services Department offers a variety of educational, vocational, and counseling programs. A schedule will be posted in your housing unit. You must request admission to a program by using an Inmate Request Form via the kiosk on your Housing Unit. Contact your assigned Counselor to find out what programs and services are available.

**SECTION I****PAGE 3****TOBACCO POLICY****TOBACCO**

Cambria County Prison is a tobacco free Institution. Any inmate found to be in possession of tobacco products or accessories will be subject to disciplinary action with the Institution and or a summary offense through the Court.

**SECTION II****MEDICAL DEPARTMENT****MEDICAL SERVICES****MEDICAL CARE**

All inmates will be cleared by Medical before entering the General Population Housing Units. Medical care shall be routinely and consistently provided to all inmates regardless of their financial standing. At no time shall Medical Staff deny treatment to an inmate due to indigent status or unavailability of sufficient funds to pay for the services. All inmates will be charged a fee for medical care that is provided to them, where applicable.

**INMATE CO-PAY FOR MEDICAL CARE****SICK CALLS**

To request to be seen by the Medical Staff, fill out a "Sick Call Request Form" and place both copies (white and yellow) in the Sick Call Box located in each Housing Unit. You will see the Nurse and be charged for the visit. If the Nurse determines that you need to see the Doctor / Dentist, they will refer you to them.

**INMATE ACCOUNT FORM**

When you see the Nurse, you will be asked to sign an "Inmate Account Form" so that the visit can be recorded and deducted from your account. Refusal to sign will not stop the co-pay from being debited from your account.

**CO-PAY EXCEPTIONS**

There are certain exceptions where you will not be charged a co-pay for services:

- Initial commitment, psychiatric and emergency screening.
- Initial treatment for chronic illness (i.e. diabetes, hypertension, asthma, or HIV related illnesses.)
- Follow-up treatment deemed necessary
- Injuries received on Prison work crew.
- Emergency services, as determined by the Medical Department Supervisor or designee.

**CO-PAY**

Nurse / Doctor co-pay incurred during the immediate medical care for self-inflicted or induced emergencies shall be the financial responsibility of the inmate.

- Nurse Visit - \$5.00
- Doctor or Dentist Visit - \$7.00 (only if not medically referred)

**MEDICATION**

There will be no charge for prescription medication ordered by the facility Doctor. All medication will be crushed and floated unless otherwise indicated.

**OVER THE COUNTER MEDICATION****MEDICATION**

Information relative to over the counter medication is available through the commissary and is posted on the bulletin board in each Housing Unit. You are permitted to have a total of (8) pills / tablets, (4 packets), in your possession at any one time.

**SECTION III****VISITING****GENERAL VISITS****POLICY**

The visitation policy is designed to give all inmates the opportunity to visit with family, friends, legal representation, and community resources. Everyone is given the opportunity to be eligible for visitation.

**VISITATION GUIDELINES****LEGAL / PROFESSIONAL VISITATION****LEGAL VISITATION SCHEDULE**

Legal or professional visitors may visit between 9am and 9pm. These visits do not have to be pre-scheduled.

**INMATE GUIDELINES FOR PERSONAL VISITATION****PERSONAL VISITATION SCHEDULE**

For personal visits, check the schedule for your visiting day and time. All personal visits will be appointment only and must be scheduled 24 hours in advance. You are responsible for scheduling your visit. No more than three (3) visits are permitted in one week. The week is defined as Monday through Sunday.

VISITING LIST	1	You must list the visitor's full name on the Visitors Request Form. If your visitor fails to show for your scheduled visit, you will be charged for the visit.
	2	It is the inmate's responsibility to notify the visitor that they have been placed on the visitation list.

## INMATE GUIDELINES FOR PERSONAL VISITATION (continued)

VISITATION LIMITS	1	No inmate is permitted to sign the visiting list more than three times per week. Signing the visiting list in excess of three times a week may result in disciplinary action.
	2	If you sign the visiting list and no visits appear for three consecutive visits, you will not be permitted visits the next week.
SHARING VISITATION	Inmates are not permitted to share visits with other inmates.	
APPROVED ITEMS	Only legal documents are permitted to be taken to visits. No food, candy, or writing instruments. Excessive mail, pictures, etc. may be sent out with a visitor through an approved request form.	
VISITING SUSPENSION	Visiting privileges may be restricted or discontinued in the event of an emergency situation or as a result of Disciplinary action by the In House Hearings Committee.	
VISITATION BY FORMER INMATE	<b>PROCEDURE FOR REQUESTING VISITATION APPROVAL FOR FORMER INMATE</b>	
	1	The inmate must submit a request form via the kiosk on their Housing Unit to their appropriate Counselor requesting the former inmate be permitted in. The request <b>must include</b> the person's name and relationship to the inmate. The relationship must be of a legal nature (parent / child, spouse / spouse, etc.) OR there must be a <b>verifiable</b> relationship in place (such as the inmate is a parent of child in custody of released inmate or the inmate lives at the same address as the released inmate, etc.)
	2	Once the relationship is verified and the restriction criteria are met, the inmate will receive approval or denial for the visit, and the lobby Officer will receive a photocopy of the request. No former inmates will be permitted to enter without an approved request.
	<b>DENIAL CRITERIA</b>	
	The following restrictions will prohibit any former inmate from entering the institution for an inmate visit	
	1	The former inmate must not be on bail for current charges
	2	The former inmate must not be a part of the inmate's current criminal case
	3	The former inmate must not be on probation or parole
	4	The former inmate must not have been a disciplinary problem while he / she was incarcerated at CCP
	Approval or denial of any visitor is at the discretion of Prison Administration	
Former inmates who do not meet the "relationship" criteria must wait six months before being permitted to visit.		
<b>VISITOR GUIDELINES FOR PERSONAL VISITATION</b>		
IDENTIFICATION	Visitors must show a valid State Photo I.D., Driver's License, or Federal Photo I.D. to be admitted into the Prison for a visit.	
ARRIVAL	All visitors are subject to be searched and be at the prison no later than 10 minutes prior to the visits start time. Anyone later than 10 minutes past the start time, will be denied a visit.	
AGE	All visitors under 18 years of age must be accompanied by a parent or legal guardian.	
CLOTHING	Visitors must be dressed appropriately. (No halter-tops, half shirts, short shorts, see through blouses, mini-skirts, etc.)	
VISIT TERMINATION	1	Any visitor suspected to be under the influence of drugs or alcohol will be denied a visit.
	2	Visitors are subject the rules of this prison. Any violation of these rules may result in termination of a visit and / or suspension of future
	3	Any visitor violating the cellular phone policy will be subject to a minimum thirty day suspension of visitation privileges.
	4	Visitors leaving the Visitors Room for any reason may not return.

LIMITS	Visitors will be limited to one (1) adult and a maximum of two (2) children per visit.
INMATE ACCOUNTS	Only cash and Postal money orders will be accepted. Cash will only be accepted through the kiosk. Postal money orders will be accepted at the desk in the lobby between the hours of 8:00am and 8:00pm. Signed receipts will be issued on all Postal money orders.

**SECTION III VISITING (CONTINUED) PAGE 5**

**CONTACT VISITS**

APPROVAL	Must be requested on an inmate request form via the kiosk located on your Housing Unit to the Warden. Contact visits will be permitted in accordance with the visiting schedule and will be based on the following:			
	1	Classification Status	3	Disciplinary history
	2	Sentence and release date	4	Participation in institutional programs / classes
PARENTAL CONTACT VISIT	Inmates who are receiving parenting services from an outside agency may be eligible for parental contact visits if requested by the outside agency. If approved, only the child, caseworker, and inmate may attend the visit (unless otherwise noted by the Deputy Warden of Facility Services). The above criteria will be considered when reviewing requests for parental contact visits.			

**GUIDELINES FOR INMATES / VISITORS DURING CONTACT VISIT**

1	Inmates will be strip-searched before and after the visit and all visitors will be subject to a pat search before the visit starts. Visits will be supervised by a Corrections Officer or an institutional Counselor.
2	All inmates and visitors are expected to conduct themselves in a respectable manner. A brief kiss and embrace is permitted at the beginning and end of the visit, but continued kissing and hugging is not permitted.
3	The inmate and visitor are to sit in a normal fashion and are permitted to hold hands. They are not permitted to fondle or caress any body areas of each other.
4	Inmates are permitted to hold and show affection with their children
5	Conduct that is found to be unacceptable by the Officer, or offends or disrupts other adults or children may result in the visit being terminated and the inmate may be subject to disciplinary action.
6	All rules governing General Visits are applicable to Contact Visits.

**SECTION IV MAIL**

**INCOMING MAIL**

SEARCH	Letters will be opened and checked for contraband. Any letters containing contraband will be returned to the sender. Legal mail will be opened and searched in your presence.	
PROHIBITED ITEMS	No personal checks, cash, stickers, crayon drawings, postage stamps, lipstick, tape, glitter, colored paper, colored envelopes, or instant Polaroid photos will be accepted through the mail. All mail received by inmates will have the postage stamp and seal removed prior to delivery. Plain white paper and plain white envelopes will only be accepted. Greeting cards and postcards will be photocopied with the copy going to the inmate and the original destroyed. They will be returned to the sender. Only Postal money Orders, Certified Checks, and Government Checks will be accepted through the mail. Mail received postage due or COD will not be accepted.	
BOOKS / MAGAZINES / NEWSPAPERS	1	All books, magazines, and newspapers must be sent directly from the publisher.
	2	No sexually explicit, pornographic, firearms and ammunition, martial arts, tattooing or other publications that may be a threat to the security of the Prison will be accepted.
	3	All magazines are permitted to be kept for 30 days and then sent out at your expense or donated to the prison library.
	4	Newspapers must be disposed of within 2 days of delivery.
	5	Only two books / magazines are permitted to be in your possession, if you receive new books and already possess two, you must either send out the old ones, dispose of them, or donate them to the prison library prior to receiving the new ones.
COMPUTER / INTERNET	Computer / internet print-outs are approved, but cannot be any greater than 1/8 in. thick (approx. 25 pages) per envelope, they cannot contain reading material or photos that are considered pornographic or a security concern.	
INMATE TO INMATE MAIL	Correspondence with other inmates housed in other institutions is prohibited without written pre-approval from the Wardens of both institutions. Correspondence with former inmates will only be permitted, with immediate family members, with prior approval by the Warden or his designee.	



DAILY FEE	Inmates who are committed and sentenced to the Cambria County Prison are responsible for paying a (\$10.00 a day) fee for room and board. Upon discharge, a sentenced inmate will be billed for each day spent in the Cambria County Prison. This time will also include pre-sentencing time.
STATE SENTENCE	All inmates serving a "State Sentence" (maximum exceeding 24 months) will be responsible for daily room and board fees beginning 30 days from the date of sentence.
COLLECTION PROCEDURE	Information concerning the actual fee and collection procedure will be given at orientation. Questions concerning this policy should be directed to the 1 <sup>st</sup> Deputy Warden.

**SECTION V INMATE MONIES (continued) PAGE 7**

**RESTITUTION**

Inmates who have abused or misused prison property will be responsible for restitution for any damages, including a labor charge. Inmates who inflict injury upon themselves, other inmates, staff members or civilians will be held financially responsible for the full cost of medical care for themselves and the injured persons and any loss of wages incurred as a result of the injury. Criminal charges may also be filed. Questions concerning this policy should be directed to the 1<sup>st</sup> Deputy Warden.

**INDIGENT**

INDIGENT STATUS	An inmate is considered indigent if he / she has been continually without funds, (\$2.00 or less), for a total of seven (7) days.
INDIGENT FORM	Once an inmate has been determined to be indigent, he / she must submit a Commissary Indigent Order Form to receive necessary hygiene or writing / stationary items. If an inmate is caught bartering any of the requested items, a misconduct will be issued. Indigent items cannot exceed the permitted limit of personal items allowed within the housing units.
HAIRCUTS	Indigent inmates will be provided one haircut monthly at their request. The cost for the haircut will be charged to an inmates account and will be deducted and paid to the prison when / if the inmate receives funds.
MEDICAL SERVICE	Indigent inmates will be provided necessary medical services. The cost for the medical co-pays will be charged to an inmates account and will be deducted and paid to the prison when / if the inmate receives funds.
LEGALWORK	Indigent inmates will be provided necessary legal copies. The cost for the copies will be charged to an inmate's account and will be deducted and paid to the prison when / if the inmate receives funds.

**GENERAL RULES / INFORMATION SECTION VI**

The following rules stress consideration and respect for all staff, inmates, and property. They are designed for the orderly and secure operations of the prison. Each inmate will be responsible to have knowledge of and comply with all of the rules herein. Ignorance of any rule does not excuse you from non-compliance.

**INMATE KIOSKS / REQUESTS**

Inmate Request Forms are available on the kiosks located on the Housing Unit. They are to be filled out by the inmate when he / she requires information or has a question that the Housing Unit Officer cannot address. The request will be completed and addressed to the appropriate location, i.e., Records, Accounting, Commissary, Inmate Services, etc. Request containing obscene language, or vulgar remarks, will not be addressed and may result in disciplinary action. Inmates also have the option to order commissary through the inmate kiosks as well as retrieve information, such as the inmate handbook. Any questions pertaining to use of the inmate kiosk should be addressed through the Housing Unit Officer.

**INMATE CELL / CUBES**

INSPECTION	You are to check your cell / cube before moving in and report any damage to the Housing Unit Officer. You will be responsible for damages to and any contraband found in your cell / cube after you have moved in.	
DAILY REQUIREMENTS	1	Cells / cubes will be swept and mopped daily.
	2	Cells / cubes will be kept clean and orderly at all times.
	3	Beds will be made at all times, when not in use. Inmates are only permitted one mattress.
	4	No clothing or any other items will be out on the beds or hung over the rails.
	5	Sheets and blankets will be tucked under the mattress.

**THE FOLLOWING RULES APPLY TO ALL INMATE CELLS / CUBES**

VENTS	All vents, (in cells / cubes, etc.) will remain unobstructed in order to ensure proper air circulation.	
CELL INTERIOR	Cell doors, walls, windows, lights, and ceilings will be kept free of signs, posters, and pictures.	
PRISON PROPERTY	1	Writing on or defacing walls, doors, furniture, uniforms, or other prison property is not permitted and may result in disciplinary action and restitution.
	2	County issued property (mattress, laundry bag, etc.) are not permitted to be used as exercise equipment.

ASSIGNED HOUSING	1	Inmates are only permitted in their assigned cells / cubes or housing areas.
	2	No loitering on the mezzanine level or in front of cells / cubes.
SHELVING	Storage shelves in cells / cubes – Hygiene items only permitted on top. Clothing items / laundry bags on hooks.	
LOCKERS	Lockers in cells / cubes – radio, 1 Bible or Koran, and glasses only permitted on top.	
TABLES IN CELLS	Not to be used as storage areas. Books, cards, papers, and pictures are to be stored inside the lockers.	
MATTRESS	No paper items, clothing, hygiene, or commissary items are permitted under the mattress.	

## THE FOLLOWING RULES APPLY TO ALL INMATE CELLS / CUBES

FOOTWEAR	All footwear must be placed neatly under the beds or in the lockers.
CELL DOORS	Cell doors are to be locked open or locked closed at all times.
OBSTRUCTING VIEW	Obstructing the view into a cell or cube is not permitted and may result in disciplinary action.
TOILET PAPER	Only toilet paper is permitted to be flushed down the toilets. Candy wrappers, chip bags, etc. are to be placed in the waste containers provided. Toilet paper is not permitted in dayroom area.
EMPTY CONTAINERS	Empty containers from hygiene or commissary items must be disposed of in the trash. These empty items are not permitted to be used for any other purpose.
FORMS	Accumulating extra blank forms: Grievances, Sick Calls, etc. is prohibited.
SEATING	Inmates are not permitted to sit on table tops, garbage cans, sink tops, or lockers. Inmates are not permitted to stand on tables, sinks, lockers, garbage cans, or toilets.
LOCKDOWNS	Talking from cell to cell or cube to cube during any lock down is not permitted and may result in disciplinary action.
SLEEPWEAR	Inmates must wear clothing to sleep in.
HEAD COVERING	Head coverings are not permitted.

## ITEMS PERMITTED IN CELLS / CUBES

## COUNTY ISSUED ITEMS

QUANTITY	ITEM	QUANTITY	ITEM
1	Inmate Handbook	2	Uniforms
1	Prison Issued Towel	1	Blanket
2	Sheets	1	Mattress
1	Laundry Bag	Crocs, underwear, bra, and socks (if none on person when committed)	

**\*\* At the time of your release, you will be responsible for turning in all County issued property to the Property Officer in intake. You will be charged for any County property not returned. \*\***

## PERSONAL ITEMS

CLOTHING / SHOES		HYGIENE ITEMS		RELIGIOUS ITEMS	
6	Pair under shorts	1	Pair shower shoes	1	Rosary / Prayer Beads
6	Bras (female)	1	Fingernail clipper	1	Bible / Koran
6	Pair socks	2	Washcloth	1	Kufee
1	Sweatshirt	2	Brown towels	1	Prayer Rug
1	Pair sweatpants	1	Chap stick	--	Approved religious reading material
1	Pair shorts	1	Comb	WRITING / READING MATERIALS / PICTURES	
6	T-shirts	1	Brush	1	Set colored pencils (12)
2	Thermal tops	--	Hygiene items (1 open and 1 new)	3	Regular pencils
2	Thermal bottoms	MEDICAL ITEMS		2	Pens – blue ink only
2	Pair shoes (athletic, casual, or croc's – no boots of any kind)	8	Pills / tablets from commissary	1	Dictionary
NON PERISHABLE COMMISSARY ITEMS		2	Packs Kleenex	20	Personal letters / cards
1	Radio (Name must be engraved on radio)	--	Prescription glasses / Contact lenses	10	Stamps / envelopes
1	Pair earphones	--	Dentures	1	Art / memo pad

4	Batteries (2 in radio and 2 spare)	--	Approved medical items (approved in writing by Medical)	1	Newspaper (no older than 48 hours)
2	Spoons	--	Prosthetic devices (approved in writing by Medical)	2	Books
1	Bowl	PERSONAL PROPERTY (Must be brought in at commitment, not sent in)		2	Magazines
1	Cup	1	Wedding band (no stones or jewels)	10	Photographs (no larger than 5x8)
4	Decks cards (2 playing and 2 pinochle)	1	Religious medal and chain (no larger than fifty cent piece)	--	Legal materials (within reason)

**SECTION VI**
**GENERAL RULES / INFORMATION (continued)**
**PAGE 9**
**LEGAL WORK**

LEGAL BOX	At the discretion of a supervisor, a cardboard box may be given to inmates to store excessive legal work. The ONLY items permitted to be stored in this box are legal documents. If personal mail, letters, etc. are stored in this box, it will be confiscated.
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**GUIDELINES FOR INMATES WHILE OUT OF CELL / CUBE**

GAMING TABLES	Only six inmates are permitted at one time at the gaming tables. Blue chairs are permitted only at the gaming tables.
HYGIENE	You are to shower daily, be properly clothed going to and from the shower and shower only on the level of the Housing Unit you are housed on.
SHOWER SHOES	Shower sandals are only permitted to be worn to and from showers / bathrooms or in cubes / cells.
LOCKING DEVICE	Tampering with any locking device is not permitted.
MARTIAL ARTS	Practicing of martial arts such as judo, karate, or other arts of self-defense and drilling or marching is not permitted.
TELEVISION	1 Televisions are provided for your recreation. You will be permitted to cooperate in determining the channel setting on the TV. If a dispute arises, the Housing Unit Officer will resolve the issue. Officers will adjust the volume or turn off the TV when deemed necessary.
	2 Inmates are not permitted to touch the TV or remote without the permission from the Housing Unit Officer.
	3 The TV will be turned off during Meals, Headcounts, Lockdowns, and at lights out.
STAFF	Inmates shall approach all staff with respect and courtesy. Staff personnel are to be addressed by their title and last name.
BODY PIERCINGS	Body piercing (nose rings, ear rings, etc.) will be removed by the Medical Personnel. Once the items are removed, no items permitted to be placed in the openings to keep them from closing. If items are used, disciplinary action may result.
OFFICER DESK	Inmates will stay clear of the Officers desk area unless they have questions for the Officer.
INMATE RADIOS	Inmate's personal radios must be engraved with their name. Will be played only with the earphones and are not permitted to be played outside their cells / cubes.
FURNITURE	No feet are permitted to be on the furniture in any area within the prison. Gray dayroom chairs are not to be moved.
OUTSIDE OF UNIT	All movement when outside of the Housing Units will be in single file and in an orderly and quiet manner down the designated right side of the corridors.
INTERCOMS	Inmates using the intercoms located at the doors and sliders throughout the prison will identify themselves and give their destination at each door or slider (e.g. Inmate John Smith going to the Kitchen). Non-compliance will result in passage being denied and may result in disciplinary actions.
CORRIDORS	Loud talking and or yelling in the corridors is not permitted and may result in disciplinary action.

**INMATE IDENTIFICATION (ID) CARDS**

COMMITMENT	You will receive your ID card upon commitment and you will be required to return it to the Intake Officer upon your release.
REPLACEMENT CARD	If your card is lost, damaged, or destroyed, notify your Housing Officer immediately. A Request Form will need to be filled out via the kiosks located on the Housing Unit in order to apply for a new card. There will be a \$5.00 charge for the replacement.
OUTSIDE OF CELL	Your card will be carried on your person at all times when you are out of your cell / cube and presented to any staff member upon request and whenever you are entering or exiting a Housing Unit.
PROGRAMS / ACTIVITIES	You will not be permitted a razor, visits, commissary, indoor recreation, law library, listening library, or attendance to any programs without having your ID card in your possession.

RAZORS	You are permitted to shave and must report to the Housing Officer and turn in your ID card in exchange for a razor being issued to you (one razor per day except weekends). Immediately upon completion of shaving, you must turn the razor back into the Office and receive your ID card. Failure to turn the razor in may result in disciplinary action.
BOARD GAMES	Board games will be provided in the Housing Units. At no times are games permitted in cells or cubes. The inmate ID cards will be used by the Officers to keep track of who has the games.

### SEARCHES / CONTRABAND

DEFINITION	Contraband is any item(s) not permitted by prison policy, or any permitted item(s) over the allowable amount, altered in any manner or any item(s) not used for its intended purpose. Inmates are subject to a clothed or unclothed search at any time.
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### SEARCHES / CONTRABAND (continued)

SEARCHES	Searches of Housing Units will be performed on an unannounced and irregular basis. You, your cell / cube and your belongings are subject to a search at any time. Your presence at cell / cube searches is not a legal requirement. You will be held accountable for any contraband or damage to Prison property discovered as a result of that search. When a search is made, you are responsible for cooperating with staff during the procedure.
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### DRUG / ALCOHOL SCREENING

Inmates may be drug tested or breathalyzed at any time at random, for reasonable cause, upon request of an outside agency, and after return from a furlough, work release, or work detail.	
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### PERSONAL PROPERTY

COMMITMENT	Your belongings, (wallet, watch, etc.) will be taken from you at the time of your commitment. An address to where they are to be mailed is to be provided upon commitment. If no address is provided, they will be mailed to the address on record. If there is no address, the property will be destroyed. The cost of mailing the items will be charged to your account.
RELEASE	Upon release from the prison, you will have 30 days to have someone come to the prison and pick up any items left behind. After 30 days, the items will be discarded. Any INS property left behind will be forwarded to INS authorities.
CLOTHING	No clothing will be stored in the prison except for the clothing worn at the time of commitment. Court clothing may be exchanged for this clothing when approved through an Inmate Request Form addressed to the Visiting Officer. Court clothing consists of slacks, shirt, sports coat, dress, skirt, blouse, dress shoes, socks / stockings, belt and a tie. Court clothes will be accepted between the hours of 8:00am and 8:00pm after the submission of and approval of a written request. When the clothes are accepted, the clothing in your property bag will be sent out with the person leaving the court clothes. Tennis shoes are not considered "court clothes" and will not be accepted.

### PRISON CLOTHING

UNIFORM	Inmates will be fully clothed (uniforms) when outside their cells / cubes.	
UNDER UNIFORM	If wearing sweatshirts, thermal shirts, and t-shirts are to be tucked inside the pants except during indoor or outdoor recreation.	
PANTS	1	Trousers will be pulled up around the waist at all times.
	2	Pant legs cannot be pegged, just rolled up if too long.
	3	No hands are permitted down the inside of the pants.
DORMITORY	If housed in an open style dormitory unit, a minimum of a t-shirt and shorts must be worn at all times, even while inside cubicle.	
RECREATION	Gym shorts, gym shirts, sweat pants, and sweatshirts are permitted to be worn to indoor / outdoor recreation.	
PRISON ISSUED	Prison clothing needing replaced, due to normal wear, will be replaced by a written request to the Property Officer.	

### HYGIENE

SHOWER	Inmates must shower daily between regular dayroom hours. Those housed in the DHU will shower according to schedule.
RAZORS	Razors area available M-F, according to schedule, through your unit Officer. You must turn in your ID card to receive a razor. Inmates are only permitted one razor per day (excluding weekends). Those inmates scheduled for court appearances prior to razors being distributed may be issued a razor before going to court.

HAIRCUTS	Haircuts are available for a fee. In order to receive a haircut, you must sign the "hair-cut" list posted in the unit. Indigent inmates will be afforded one haircut per month and money deducted from their account once they receive funds. US Immigration detainees, US Marshall inmates and kitchen workers will receive one haircut per month free of charge. Haircuts will be conducted Monday through Friday during morning and early afternoon hours, based upon commissary clerk availability.
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**LAUNDRY**

SCHEDULE	All laundry will be washed in the prison laundry in accordance with the established schedule posted in the Housing Unit.
WASHING OWN LAUNDRY	You are not permitted to wash laundry in your cells or in HB, HF, & HG dayroom sinks or showers.

**SECTION VI GENERAL RULES / INFORMATION (continued) PAGE 11**

**LAUNDRY (continued)**

BLANKETS / SHEETS	Blankets will be exchanged monthly and linen (sheets and pillow cases) will be exchanged weekly in accordance with the established schedule posted in the Housing Unit. Inmates are only permitted two sheets and one blanket in their possession unless they have a DOJ from medical. Linen will be exchanged on a one on one basis. If any blankets or sheets are torn or damaged, you will receive a major misconduct for destroying count property.
WHITES / COLORS	White clothing will be laundered twice per week and colored clothing will be laundered three times weekly, in accordance with the laundry schedule posted in the Housing Unit. If you turn in colored clothing on white days or white clothes on colored days or have items inside the laundry bags tied in knots, your clothes will be returned and not washed.
REPLACEMENTS	Linen and towels needing replaced due to normal wear will be replaced by submitting a request via the kiosk located on the Housing Unit to the Laundry Officer.

**TELEPHONES**

COMMITMENT	All telephone calls are completed, by using your pin number that you received at the time of your commitment. You are responsible for your pin number. Use by another inmate may result in disciplinary action. Phone services are provided through a contracted vendor with the vendor setting the rate. Inmates may pay for calls by debiting their inmate account and/or by placing collect calls. Called parties may also establish an account for an inmate, information on establishing an account can be found on the prison's website or in the prison lobby.	
PHONE LIST	You are permitted to place 5 personal numbers, plus your attorney's phone number(s) on your inmate phone account. This is done by completing an inmate telephone Request Form which can be received through your Housing Unit Officer and must be submitted within 10 days of commitment.	
RECORDINGS	All telephone calls made on the inmate telephones, with the exception of attorney calls are monitored and recorded.	
PHONE LIST CHANGES	Once numbers are placed on your account, changes, additions, or deletions will be made at six month intervals ONLY, at the prison's discretion.	
CALL DURATION	You will be permitted to make a total of ten 15 minute phone calls per day. Further restrictions may also be placed on your phone calls based upon your classification.	
PROHIBITED CALLS	No telephone use is permitted during meals, headcounts, or lock downs. No three-way telephone connections are permitted. Telephone calls to former inmates will only be permitted to immediate family members, with prior approval by the Warden or his designee. Phone usage may be suspended for violation of institutional rules.	
DIRECT CALLS	Direct telephone calls must be requested to your Counselor. To be eligible for a phone call you must meet the following:	
	1	Must be indigent for a period of 10 days.
	2	Must not have made any successful calls for 30 days either on the inmate phones or through a direct line.
	3	Must be free of misconducts, majors or minors, for ten days.
4	Must not be housed in disciplinary custody.	
EMERGENCY CALLS	Emergency phone calls may be granted by a Counselor or Shift Supervisor based upon the severity of the crisis and if it can be verified. Legal phone calls may be granted by a Counselor based upon the circumstances surrounding the request.	
IMMIGRATION	Immigration Consulate numbers are free of charge and are posted in your housing unit. You may request additional information on this service from your Counselor.	

**RECREATION**

RECREATION	Indoor and outdoor recreation are provided for the inmate population
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PURPOSE	A reading library is located in the Multi-Purpose room in each Housing Unit for the use of the inmates housed therein.
GUIDELINES	Each inmate is permitted to have a maximum of two (2) books and two (2) magazines in his / her cell or cube. The multi-purpose room is limited to three (3) inmates at one time. No physical calisthenics or religious activities are permitted in this room. If you are found to misuse this room, you will be restricted from it.

#### LAW LIBRARY

PURPOSE	A law library is available to provide you access to legal reference materials. Each housing unit is scheduled for one hour of library use Monday through Friday (except holidays).
LAW LIBRARY LIST	You must sign the posted list daily if you wish to use the library. The schedule is posted in each Housing Unit and only 10 inmates are permitted in the law library at one time. Inmates found to be doing anything other than legal work, will be immediately removed from the library and be subject to disciplinary actions.
PERMISSABLE ITEMS	The only items permitted to be taken into the law library are: pen / pencil, paper, and legal material. No candy or other edible items are permitted in the law library. The law library is to be kept clean and orderly at all times. Those inmates found to leave the area in disarray or found to be passing notes or letters will be subject to disciplinary actions, including restriction from the use of the law library.

### SECTION VI

### GENERAL RULES / INFORMATION (continued)

PAGE 13

#### LAW LIBRARY (continued)

COMPUTERS	The law library is equipped with 8 computer terminals containing LexisNexis legal materials and Immigration legal materials (on CD-ROM), and a word processing program. The word processing program is to be used only for printing legal documents such as a letter to the courts or a court order. Information from the CD-ROM database is not permitted to be printed. Any inmate found to be misusing the computers will be subject for disciplinary action, including payment for any damage sustained due to the misuse.
TYPEWRITERS	The typewriters are for legal work only and anyone caught using them for any other purpose, may result in disciplinary actions including restriction from the use of the law library. The typewriter ribbons will be replaced only when the old one is turned in to the Officer in Floor Control. Removing law books from the Law Library is not permitted. Do not remove pages from the law books. This will result in a major misconduct, restriction from the law library and being charged for the replacement cost of the book.

#### GUIDELINES FOR COPYING OF LEGAL DOCUMENTATION FOR THE PURPOSE OF FURTHER COURT ACTION

1	An inmate requesting photocopies must do so by submitting a request form via the kiosk to their Counselor.
2	Only hand written or typed copies of legal materials will be photocopied. Copying from legal books is not permitted.
3	The number of copies will be limited to five (5) per document and any additions will need to be granted by the 1 <sup>st</sup> Deputy Warden.
4	Once the Counselor has approved the request, they will get the items from you and have them copied. No one will be permitted to come and make their own copies.
5	A fee will be assessed for each photocopy made. This money will be deducted from your account.
6	Inmates who are indigent will be provided with copies in accordance with this policy and the prison indigent policy.

#### MEALS

MENU	A daily menu is posted in all Housing Units.
MEAL TIMES	Meals are served at the following times: Breakfast – 7am, Lunch – 11:45am, Dinner – 4:45pm (times are approx.)

#### MEAL SERVICE PROCEDURE

1	Meals are brought to the housing units via meal carts from the kitchen.
2	All inmates will report to their cells, and remain there until the Officer calls for them to report to the meal cart and receive a tray.
3	On odd days – top tier served first / Even days – bottom tier served first.
4	All inmates are served in their respective Housing Units in the dayroom.
5	Inmates will remain in an orderly line while waiting to receive their meal. Line jumping will not be permitted.
6	You will not be permitted loud talking during this time.
7	Upon receiving your tray, you are required to sit at the dining tables, six per table.
8	When you are finished eating and after all other inmates have been served, you may return your tray and all utensils to the food cart and return to your cell / cube.

**MEAL SERVICE GUIDELINES**

COMMISSARY ITEMS	No personal cups, bowls, or commissary items, with the exception of breakfast cereals are permitted to be taken to meals.
TALKING	Quiet talking is permitted during meals and only at the table which you are seated.
TABLES	Moving from table to table is not permitted.
TRADING FOOD	Trading or giving food to other inmates is prohibited.
CELLS / CUBES	No food or drinks from the meal trays is permitted to be taken to the cells / cubes.
TRAYS	Each inmate is only permitted one food tray per meal.
MICROWAVE / HOTSHOT	Microwaves and hotshots are not permitted to be used during meal times.
SPECIAL DIET	If you request a special meal for medical reasons, you must inform the medical department upon intake or through a sick call. If you request a special meal for religious purposes, you must submit a request to the Chaplain via the kiosk. Final approval is at their discretion. If approval is given, both the kitchen supervisor and the inmate will be notified.

**ANTI-PORNOGRAPHY POLICY**

No articles, drawings, pictures, books, or magazines deemed to be pornographic, shall be permitted within the prison. Pornography shall be defined as: sexually explicit behavior, whether written, graphic or any form of communications is not permitted. Any sexual behavior with yourself or with another person, whether voluntary or involuntary, is prohibited. Any such conduct will be treated as a misconduct and / or violation of the law.

**MONTHLY MATTRESS SANITATION**

SCHEDULE	Will be done monthly on 2 <sup>nd</sup> shift before 9:00pm linen exchange. Check the posted schedule on the Bulletin Board in your housing unit.
PROCEDURE	At 8:00pm, the inmates will report to their cells / cubes and remove their linens from their beds and start wiping down their mattresses and beds with a disinfect solution, given to them by the unit workers, before the clean sheets are handed out and the dirty sheets are collected.

**HEADCOUNTS****COUNT PROCEDURE**

- 1 When count is announced, all inmates in the housing units are to go to their own cell / cube or housing area. Inmates housed in HB, HF, HG, or in HA Sewing Room or Loft area must be sitting on their bed for count (and shift change).
- 2 Once count is called in, only the unit workers may be permitted out to finish cleaning the unit.

**COUNT GUIDELINES**

- 1 Delaying or interfering with count is a Class 1 misconduct and may result in disciplinary actions.
- 2 The 12:30pm and 5:30pm counts will be standing counts; all inmates must be standing in or at the door area of their cell / cube and be in full view of the Officer.
- 3 During the night-time counts, inmates must be visible to the counting Officer. If not visible, the Officer will awaken the inmate to ensure that he can take a visual account of him / her.
- 4 Any disruption or violation of the count procedure will result in disciplinary action.

**COUNT TIMES**

Counts will be conducted at a minimum of four times per day; 12:30pm, 5:30pm, 11pm, and 4am.

**GOING TO COURT HEARINGS, MAGISTRATE HEARINGS, POSTING BOND, OR DOCTOR APPOINTMENTS**

CLOTHING	1	Red jail uniforms and red jackets marked "Jail Transport" (if needed) will be worn by all inmates going out to scheduled appointments.
	2	The only undergarments permitted are socks and underwear for the men and socks, underwear and bras for the women.
	3	If the court permits you to wear court clothing for a jury trial, you may have Court clothing brought in during visits, by submitting an Inmate Request to the Visiting Officer. If court clothing is sent in, the clothing in storage must be sent out.

REGULATIONS	1	You are not permitted to associate or converse with the public while out on transport.
	2	Inmates who do not act properly while on transport will be subject to disciplinary action upon their return to the prison.
	3	While under the supervision of a transporting Officer, you must still be respectful and follow prison regulations.

**POSTING BOND**

Bond is to be posted at the courthouse or magistrate during normal business hours. Bond is accepted at the prison only after 4pm and on the weekend. Bond being paid at the prison must be paid by way of a certified check or money order. Bond may also be paid electronically at PAePay.com.

**HOUSING UNITS NIGHTLY LOCKDOWN**

9:45pm	Inmates housed in dormitory style units will be remanded to their designated areas and all other inmates to their cells or cubes.
11:00pm	Lights are turned out, and the inmates in all dormitory style units / areas, will be remanded to their beds. Inmates are not permitted out of their beds unless needing to go to the toilet. No exceptions.

**SECTION VI GENERAL RULES / INFORMATION (continued) PAGE 15**

**TRANSFER TO A TREATMENT FACILITY OR REHAB**

PROPERTY	If you are sentenced or court ordered to be transferred to a treatment facility or rehab from CCP, you are permitted to receive property to take with you. You must submit a request form via the kiosk located on the Housing Unit and have it approved prior to any property being accepted.
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**PROPERTY WILL BE ACCEPTED UNDER THE FOLLOWING GUIDELINES**

1	Property will only be accepted 3 days (72 hours) prior to the date of transfer.
2	Property will be contained in two (2) boxes, bags, or suitcases. More than two containers of property will not be accepted.
3	Food items will not be accepted.
4	Money will not be accepted.
5	Purses or wallets will not be accepted.

**PERMISSIBLE PROPERTY**

Max Quantity	Item	Max Quantity	Item
1	Identification card or driver's license	5	Shirts
5	Pants	5	Underwear / bras
5	Socks	5	Undershirts
1	Jacket or sweatshirt	1	Pair shoes (no boots of any kind)
1	Pair shower shoes	1	Set of sleepwear
1	Soap (must be new and unopened)	1	Shampoo (must be new and unopened)
1	Conditioner (must be new and unopened)	1	Toothpaste (must be new and unopened)
1	Shave cream; razors are not permitted (must be new and unopened)	1	Hairspray (must be new and unopened)
1	Toothbrush	1	Hairbrush

Lobby Personnel will inspect this property upon delivery to the prison, prior to the delivering party leaving the institution. Items not permitted are to be removed and given back to the delivering party.

**EMERGENCY EVACUATION**

During times of emergency, you are to follow the instructions of the Housing Unit Officer, work assignment Supervisor or other staff members. Failure to follow evacuation procedures and orders as given by the staff may result in disciplinary actions or criminal prosecution.

**EMERGENCY CALL BUTTONS**

Each cell is equipped with an Emergency Call Button to report any emergency situation. Use of the Emergency Call Button for any other reason than its intended use may result in disciplinary action.

**SEXUAL ASSAULT**

<b>POLICY</b>	All inmates incarcerated at the Cambria County Prison have the right to be free from incidents of sexual abuse or harassment, whether perpetrated by another inmate or an institutional employee or volunteer. Cambria County Prison practices a zero tolerance policy for sexual abuse or sexual harassment; all reported incidents will result in an administrative and / or criminal investigation by the District Attorney's Detectives Division.
<b>SEXUAL ABUSE INCLUDES</b>	Sexual abuse of an inmate or detainee by another inmate or detainee; and sexual abuse of an inmate or detainee by a staff member, volunteer, or contractor.
<b>Sexual abuse of an inmate or detainee by another inmate or detainee includes any of the following acts; if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:</b>	
1	Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
2	Contact between the mouth and the penis, vulva, or anus.
3	Penetration of the anal or genital opening of another person, however slight, by hand, finger, object, or other instrument.
4	Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to physical altercation.

**Sexual abuse of an inmate or detainee by a staff member, volunteer, or contractor includes any of the following acts, with or without the consent of the inmate or detainee:**

1	Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
2	Contact between the mouth and the penis, vulva, or anus.
3	Contact between the mouth and any body part where the staff member, volunteer, or contractor has the intent to abuse, arouse, or gratify sexual desire.
4	Penetration of the anal or genital opening, however slight, by hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, volunteer, or contractor has the intent to abuse, arouse, or gratify sexual desire.
5	Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, volunteer, or contractor has the intent to abuse, arouse, or gratify sexual desire.
6	Any attempt, threat, or request by a staff member, volunteer, or contractor to engage in the activities described in lines (1) through (5) of this section.
7	Any display by a staff member, volunteer, or contractor of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate or detainee.
8	Voyeurism by a staff member, volunteer, or detainee. Voyeurism by a staff member, volunteer, or contractor means an invasion of privacy of an inmate or detainee by staff for reasons unrelated to official duties, such as peering at an inmate using the toilet in their cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

**If you are a victim of sexual abuse or harassment, or have witnessed these actions; report it immediately**

Reports may be made to any institutional staff member using the following methods; verbally, on an inmate grievance form or a request form. Additionally reports may be made to a toll free hotline from the inmate telephones by selecting the "special services" menu and following the voice prompts. This hotline is operated by the Pennsylvania Department of Corrections and all reports will be forwarded to the Cambria County Prison's PREA (Prison Rape Elimination Act) coordinator for investigation. Calls are not recorded and there is no charge for the call, reports may be anonymous if desired. False reports by any means may result in disciplinary action. Additional information regarding your rights under PREA will be supplied during the inmate orientation process as well as through posted literature throughout the institution.

**DISCIPLINARY RULES AND INFORMATION**

**SECTION VII**

**DISCIPLINARY CUSTODY (DC)**

<b>DESCRIPTION</b>	A sanction of disciplinary confinement in the Disciplinary Housing Unit (DHU) which includes the loss or privileges as prescribed by the policies governing the DHU.
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**ADMINISTRATIVE CUSTODY (AC)**

DESCRIPTION	An inmate may be placed in AC if it is determined that he / she is a threat to themselves or the safety of others and or the security of the institution. Inmates housed in AC are subject to the same restrictions as those in DC. Inmates transferred to CCP from any other correctional facility will be placed in AC pending receipt of necessary transfer paperwork and review by the Program Review Committee (PRC). Once the paperwork is reviewed, if inmate is deemed not to be a threat to institutional security or safety, he / she will be placed into general population.
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**PROTECTIVE CUSTODY (PC)**

DESCRIPTION	You may request to be placed in PC for your own protection and are subject to the following conditions: You are required to serve a minimum of thirty (30) days and are subject to all rules listed on the Protective Custody Contract.
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**DISCIPLINARY MISCONDUCTS**

DESCRIPTION	There are two classes of misconducts. Inmates are required to conduct themselves in an orderly manner. Any violation of the Rules, Regulations, Policies, and Procedures of the prison will result in disciplinary action.
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**SECTION VII****DISCIPLINARY RULES AND INFORMATION****PAGE 17****DISCIPLINARY PROCEDURES**

SANCTIONS	Sanctions for Minor Misconducts will be imposed upon the Shift Supervisors review and signature. Inmates housed in HB and HG will be taken to the DHU for their unit lockdown.	
OFFENSES	First Offense	Eight (8) hours unit lock up
	Second Offense	Twelve (12) hours unit lock up
	Third Offense	Twenty four (24) hours unit lock up
ALTERNATE SANCTIONS	In lieu of the above sanctions, the following may be implemented; loss of telephone privileges, loss of visitation privileges, loss of work detail, additional work detail.	
FOURTH MINOR MISCONDUCT	Upon receiving a fourth Minor Misconduct, the inmate will receive a Major Misconduct. The charges on the misconduct will be the appropriate class II Misconduct and #239, Repeated Minor Misconduct, if found guilty the sanction will be a five day cell restriction and the procedure will re-start at an 8 hour lockdown.	
HEARING COMMITTEE	The In House Hearing Committee will address all Major Misconducts at a Disciplinary Hearing within seven (7) days of the misconduct being filed. If the misconduct is dismissed for any reason, the staff member may re-file the misconduct within a reasonable time.	

**UPON RECEIVING A MAJOR MISCONDUCT YOU ARE ENTITLED TO THE FOLLOWING**

1	Receive a copy of the misconduct within 24 hours of the misconduct being filed.
2	Have a staff member represent you before the Hearing Committee. This is at the discretion of the staff member.
3	Request witnesses on your behalf, by filing a Request Form for them, prior to the Hearing. You may present documentary evidence on your behalf.
4	Remain silent. Silence may not be used to support a finding that a prohibited act has been committed.
5	Be present throughout the Disciplinary Hearing, excluding the Hearings Committee deliberations, at the discretion of the Hearings Officer.
6	Be advised of the Hearings Committee decision, the facts supporting the decision and the Committee's disposition in writing.
7	Appeal the decision of the Hearing Committee to the Program Review Committee, via an Inmate Request Form, within 15 days.
8	Misconducts dismissed on a technicality may be resubmitted at the issuing Officer's discretion and Supervisor's approval.

**INMATES HOUSED IN THE DHU MAY**

MAIL	Receive mail with the exception of photos.	
VISITATION	Inmates may sign the visiting list once per calendar month. If an inmate signs the visiting list and the visitor does not show, it will still count as their one visit for the month. (PC inmates will follow the posted schedule.)	
PHONE CALLS	1	Receive one phone call every 30 days if approved by the PRC at a regularly scheduled 30 day review, PC inmates will follow the posted schedule.
	2	Emergency phone calls will be by requests to their Counselor.





143	Handling or tampering with prison property without permission
<b>CLASS II MISCONDUCTS</b> (They will be determined to be a Minor or Major Misconduct at the discretion of the Officer and Shift Supervisor)	
CODE	CHARGE
202	Gambling, possession of gambling paraphernalia or conducting a gambling pool
203	Possession of stolen property
204	Interfering with a staff member in the performance of their duties
205	Unauthorized assembly
206	Presence in or entering another cell / cube or unauthorized area
207	Loaning, borrowing, or giving property, except legal material
208	Refusal to exchange both sheets or blanket during linen exchange
209	Refusing to obey a staff members order / delayed compliance of the order
210	Extortion, blackmail, protection: demanding or receiving anything of value in return for protection against others or avoiding bodily harm

<b>CLASS II MISCONDUCTS (continued)</b>	
CODE	CHARGE
211	Destroying, damaging, or altering facility property
212	Possession of contraband
213	Disrupting normal operations or creating a disturbance
214	Using abusive or obscene language to a staff member or visitor
215	Conspiracy or solicitation to commit any class II misconduct
216	Giving false information to a staff member
217	Refusal to provide or altering a urine / blood sample; refusal to cooperate in a drug test
218	Wearing a disguise or mask
219	Littering or improper disposal of waste material
220	Unauthorized use of the mail or telephone
221	Violation of visiting rules
222	Possession or circulation of a petition
223	Body punching / horse playing
224	Taking food from the food cart to cell / cube and or taking extra food from food cart
225	Taking unauthorized food from the kitchen to the housing units
226	Failure to report to work or unauthorized absence from work
227	Refusing to work
228	Using abusive or obscene language not directed toward a staff member or visitor
229	Using equipment or machinery contrary to instructions or posted safety regulations
230	Being unsanitary or untidy / failure to keep yourself or your cell / cube in accordance with posted standards
231	Unauthorized contact with the public
232	Unnecessary running within the facility
233	Obstructing cell vents, windows, or cell entrance
234	Violation of any rule contained in the Inmate Handbook or any properly posted regulation not specified here
235	Possession, posting, or creating pornographic material

236	Making sexual proposals or threats
237	Refusing a breathalyzer test or other test for alcohol consumption
238	Refusal to clean assigned living quarters
239	Repeated (fourth or more) Minor Misconducts
240	Being disrespectful toward a staff member
241	Violation of Law Library regulations
242	Violation of Multi-purpose room regulations

**STATE PAROLE VIOLATOR DISCIPLINARY INFORMATION**

**SECTION VIII**

**DISCIPLINARY PROCEDURES**

<b>DESCRIPTION</b>	State Parole inmates housed in Housing Unit "F" will be subject to all rules and regulations governing inmates housed throughout the rest of the facility. If disciplinary action is warranted for violation of one of these rules or regulations, the disciplinary procedures will follow the parolee disciplinary matrix as posted in the unit.
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**SECTION IX**

**INMATE JOB ASSIGNMENTS**

**MALE INMATES**

<b>REQUIREMENTS</b>	The following is the minimum requirements to obtain a job position while incarcerated at the Cambria County Prison. To have any job position in the prison is a privilege and you will be expected to conduct yourself in compliance with the rules and regulations at all times. You are also required to comply with all orders from any staff member assigned to oversee your job duties and performance.
<b>MEDICAL</b>	You must be medically cleared from Quarantine and be assigned to a general Housing Unit before you will be eligible for a job position within the prison.
<b>UNIT WORKERS</b>	Once assigned to a Housing Unit, you may inquire by making a verbal request to the Housing Unit Officer about a unit worker position in the Housing Unit. It is the discretion of the Housing Unit Officer who they designate to the job positions. If the Officers decide you would be a good candidate, they will put your name on a list and when a job position comes open, you will be considered to fill that position. If your assigned position requires you to handle the food trays, the Housing Unit Officer will take the necessary steps to contact the Medical Department to assure you have medical clearance. In housing unit HD, inmates housed in Administrative Custody or have any history of assault on staff will be prohibited from working unless special permission is granted by the PRC.
<b>JOBS OUTSIDE OF HOUSING UNIT</b>	If you desire a job assignment working throughout the institution, you must be a low classification inmate and have a good conduct record. If you meet these requirements, you must submit a request for a job position. Outside clearance positions are available for the majority of the worker positions. Specific criteria must be met in order to obtain outside clearance. Inmates being housed under contract from another facility will not be eligible for outside clearance positions. You will need to discuss this with your assigned Counselor to see if you would be eligible for outside clearance. If you clear all criteria required to obtain a job, your name will go onto a waiting list until a position becomes open. The Supervisor in charge of job placement will assign you a job position in accordance with your medical clearance. For available job positions, speak to your unit Counselor.
<b>PAY SCALES</b>	Pay scales for job assignments range from \$0.50 per day to \$2.00 per day and are subject to change without notice. Special Duty assignments that may be assigned may be paid for with commissary items.
<b>RENOVATION CREW</b>	Renovation crew positions, working throughout the community, are also available, but require both recommendations from prison officials and a Court Order signed by a Judge. You will be reviewed, and your work history, conduct record and program involvement will be very instrumental in the decision whether to recommend you for the program.

**FEMALE INMATES**

The above procedure is the same for all female inmates with the exception of the job assignments. You will have to meet all the clearance requirements as the male inmates.

**GRIEVANCE PROCEDURES**

**SECTION X**

**GRIEVANCE PROCEDURE**

1	INFORMAL RESOLUTION	If you feel that someone or some action that has been taken against you is unjust or unfair, you must attempt to seek an informal resolution prior to filing a grievance. When seeking an informal resolution, the inmate is to speak to the housing unit Officer or work crew Supervisor explaining their complaint. If possible, the Housing Unit Officer or Work Crew Supervisor will take the necessary steps needed to reach a resolution.
2	GRIEVANCE FORM	If an informal resolution cannot be reached, an Inmate Grievance Form may be filed, they are available on the Housing Unit. The completed grievance form must detail the problem, the informal process used, and the remedy being sought. The completed grievance is to be submitted into the unit grievance box.
3	EMERGENCY GRIEVANCE	Emergency grievances may be referred directly to the Unit Officer. Emergency grievances are those involving an immediate threat to the welfare or safety of an inmate. The grievance coordinator will forward a response to you within 10 working days of receiving the grievance.
4	APPEAL	If not satisfied with the answer from the Grievance Coordinator, you may file an Initial Appeal in writing to the Program Review Committee. This appeal must be submitted on a request form via the inmate kiosk within 5 days of receiving the Grievance Coordinator's response. The request must include the inmates name, grievance number, the reason for the appeal, and the remedy sought. A response to the initial appeal will be returned to you within 15 working days.
5	FINAL APPEAL	If still not satisfied, you may file a final appeal in writing to the Warden. This appeal must be filed within 5 days of receiving the PRC's response. The request (written via the kiosk) must include the initial grievance, the PRC's decision, and a written explanation for the final appeal, including the requested resolution. A response on the final appeal will be returned to you within 15 working days. The Warden's decision shall be binding.
6	ASSISTANCE	If assistance is needed in filling out the request on the kiosk, you may request a staff member's help

## GRIEVANCE GUIDELINES

1	DISCIPLINE	No inmate shall be disciplined for filing a grievance or otherwise pursuing a remedy in the grievance procedure. However, no immunity is afforded to any inmate from civil or criminal liability for any of their acts or statements.	
2	INDIVIDUAL BASIS	All grievances must be on an individual basis.	
3	NON-GRIEVABLE	The following are non-grievable issues:	
		1	Federal, State, and Local laws regulations and decisions
		2	Parole Board decisions
		3	Disciplinary Board decisions (Independent review process)
		4	Classification Committee decisions (Independent review process)
		5	Telephone complaints (Independent complaint form)
		6	Television programming
		7	Inmate rules, policies, and procedures of the prison
8	Any matter concerning a Court Case, such as Bond, Charges, etc.		
IMMIGRATION		Immigration inmates may file an in-house complaint by following the above procedure or they may file a complaint with the US Dept of Homeland Security by completing an Immigration Request form and submitting it into the appropriate drop-box. A US Immigration Officer will collect these forms weekly.	

Christian M. Smith, Warden

Revised Date

February 28, 2018