

Lawrence County Corrections
111 South Milton Street
New Castle, PA 16101

Inmate Handbook

Lawrence County Corrections Inmate Handbook

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INTRODUCTION

This handbook was developed for your benefit and guidance. The rules and regulations contained in this handbook do not cover all situations that may arise, but rather serves as a basic guideline. It will provide the basic information you will need to know while you are detained at Lawrence County Corrections. **These rules and regulations are subject to change.** If you have any questions regarding the contents of this handbook, ask a staff person for assistance. Anytime an opposite gender staff member enters a housing unit you will hear an audible tone. It is impossible to include every rule and regulation in this guide. Please use common sense while you are incarcerated.

FROM THE WARDEN

Lawrence County Corrections, located at 111 South Milton Street New Castle, Pennsylvania, is a County-owned and operated facility. It is governed by a Prison Board consisting of seven members; including the President Judge, the three County Commissioners, the Sheriff, the District Attorney and the County Controller. The primary function of this facility is to maintain those prisoners being held in custody, pending disposition of their respective cases by the Courts and those persons already convicted of a criminal act and sentenced to a period of incarceration in the Lawrence County Corrections Facility. We are charged by law to be responsible for the safekeeping, care, custody and control of all inmates in the Lawrence County Corrections Facility. Each inmate will be treated with fairness and respect; and in return, you are expected to obey all rules and regulations.

“Conduct yourself as an adult and you will be treated as an adult.”

You are expected to govern yourself by the basic rules of common sense and decency. You are also expected to have proper regard for other inmates, staff, and property in this facility. We hope you make the most of your stay here and take full advantage of the extensive programs which are explained in this handbook. Your conduct and attitude will be continuously monitored by the facility’s staff and will be considered when you request participation in our programs, privileges, and ultimately, parole.

You will be treated fairly, and without discrimination by all staff members, regardless of your sexual preference, sexual orientation, race, age, national origin, creed, sex, political views, religion, and/or economical status. The prison staff will assist you by answering any questions you may have regarding your incarceration, or any other reasonable request. You will be held responsible for all the rules and regulations contained in this handbook. You will keep this handbook from the time it is given to you, until you are released.

You are responsible for keeping it in good condition. If your handbook is lost or destroyed, you will be required to pay a charge of \$10.00 for its replacement. **Remember!** This handbook was designed and made available for your benefit.

BOOKING PROCEDURES

When you arrive at Lawrence County Corrections, you will receive a copy of this handbook and be given the opportunity to make a “collect” phone call (between the hours of 8am to 9pm) Phones may be turned off due to security reasons i.e. inmates going to court/transferring. Your personal property and money will be turned over to the Booking Officer. Your personal property will be kept safe during your stay. You will be permitted to wear your own personal white underwear, t-shirts (no print and no pocket) and socks. Bras must have no wires. You will be permitted to retain one set of “street clothes” and one set of clothes to wear in Court, including shoes; but these clothes must remain in your property bag, and you will not be permitted to take them into your housing unit. You may, however, take a reasonable number of the following items with you provided they pass security screening:

- Legal Materials
- Religious Material
- Prescription Eyeglasses
- Dentures/Dental Plates
- Prosthesis Devices (if approved)
- Ten (10) Unframed Photos (no larger than 4” x 6”)
- Ten (10) Personal Letters
- Stamps and Stationery Items, if brought directly from another correctional facility
- Wedding Band – At Security Discretion (\$50 or less), must be worn in during commitment.
- Watches – At Security Discretion (\$50 or less).
- Religious Medals – At Security Discretion (\$50 or less) and less than ½ dollar in size.

There is a \$25.00 booking fee charged to your account each time you are committed to L.C.C. The money you came in with will be entered on your account. You can use this account to buy certain items from the Commissary or the phone. The Commissary will be explained later in this handbook. Very soon after you arrive, you will be thoroughly searched, directed to take a shower (using a preventative lice/scabies shampoo), and photographed. The Booking Officer will then obtain general information from you. You will be issued an inmate ID card that must be on your person at all times. You will be charged \$10.00 if the ID card is not returned at your release. The counselor will then issue you an Admission Kit, which contains personal hygiene items. The cost of an admissions kit is \$2.50. (Subject to change)

You will be issued the following items of prison clothing along with a bar of soap and toilet paper & rulebook:

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A prison uniform consisting of the following items:

1. Shirt, pants or jumpsuit (1)
2. Gym shorts (1)

You will also be issued the following items of linen:

1. Sheets (2)
2. Towel (1)
3. Blanket (1)
4. Laundry bag (1)

The clothing and linen which are issued to you are in excellent condition. You will be held solely responsible for these items. You will be required to reimburse Lawrence County Corrections, if any clothing or linen is damaged, abused, destroyed, or remains unaccounted for at the time of your release.

After the Booking Process you will be seen by the Treatment Counselor & Medical. The Counselor will then ask you certain questions, in order to secure a short social history from you. You will then be assigned to the Classification housing unit for a MINIMUM of seventy two hours. Based on your behavior, the Counselor will make a classification assessment after the MINIMUM seventy two hours period. You will then be assigned to a Housing Unit based on your classification.

Additionally, at the time you are interviewed by a Counselor, you will be assisted in becoming involved in certain Treatment Programs, if you desire to participate. These Programs are explained in more detail further along in this handbook.

You can complete a visitation list. This list can only be changed once every thirty days. To maintain order and security, LCC will only approve immediate family members and close friends. You are only permitted to have five (5) adult names on the list at one time. If you do not provide the name, address, phone number and/or relationship, this list will be rejected.

Lawrence County Corrections will only permit two children of the incarcerated inmate, along with parent or legal guardian, in the visitation room for each inmate, at one time. It is your responsibility to inform your visitors that they must present proper photo identification in order for them to be permitted to visit.

THERE ARE NO EXCEPTIONS TO THIS RULE.

The following is a list of the forms of identification that will be accepted by LCC to permit a person to visit you in this facility:

1. A valid photo driver's license or photo identification card issued by the Pennsylvania Department of Transportation.
2. A valid passport with photo
3. A valid military identification card

Additional information about visiting can be found further along in this book.

LEGAL RIGHTS OF INMATES

As an inmate you have certain legal rights. These rights are listed below for your review.

1. You have the right to a specific type of housing assignment and arrangements, conditioned on your particular classification.

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2. You have a right to a copy of the rules and regulations of Lawrence County corrections at the time of commitment.
3. You have a right to housing conditions that meet with Federal, State, and Local fire and safety regulations.
4. You have a right to orderly, well-kept surroundings.
5. You have a right to be free from discrimination based on race, religion, national origin, sex, age, handicap, sexual preference, sexual orientation or political views in administration decisions and access to programs, services and privileges.
6. You have a right to adequate lighting, heating, and ventilation.
7. You have a right to adequate drinking water, bathing, toilet, and laundry facilities.
8. You have a right to clean clothing.
9. You have a right to a nutritional, well-balanced meals served three (3) times a day.
10. You have a right to personal hygiene items, consisting of toothbrush, toothpaste, shaving materials, soap, towel and linen.
11. You have a right to appeal a specific action, such as the conditions of confinement, the findings of Disciplinary Board, or the policies of the prison, without fear of retaliation or retribution.
12. You have a right to a minimum of two (2) hours of indoor/outdoor recreation per day, five (5) days per week, unless you have been assigned to Disciplinary Segregation status, then you have a right to one (1) hour per day, five (5) days per week. This does not include your first 72 hours or if the facility or housing unit is in lockdown. Administrative segregation is (2) hours a day (5) days per week.

NEWS MEDIA

1. You are not permitted to contact the news media without prior authorization from the Warden's Office.

PROGRAMS

1. Exercise equipment, such as basketballs, will be made available throughout the facility.
2. You will have access to clergy and religious services/materials.
3. You will be permitted to visit with those family members or friends who have been approved by Lawrence County Corrections. Each inmate will be provided with a minimum of thirty minutes of visitation two times per week dependent upon your behavior. If housed in Admin. Segregation or disciplinary segregation, you are allowed one 30 minute visit per week.

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4. You will be permitted to have private conferences with any of the following personnel. These conferences will not be restricted with time limitations, as long as they do not interfere with the orderly running of the institution, or jeopardize the Security of the Facility:
 - (a) Your own private counsel or counsel from the Public Defender's Office
 - (b) Investigators from the Public Defender's Office
 - (c) Probation/Parole Officers
 - (d) Law enforcement agencies, if you desire to speak with them
5. You will be permitted access to a Notary Public.
6. Lawrence County Corrections supplies all inmates with access to a mobile Law Library, that inmates have access to research their cases. Any copies requested from the mobile law library, will be delivered to you in a reasonable amount of time, at a fee of \$.25 per page. Jail staff is not permitted to give advice, answer legal questions or interpret material given.
7. You will be permitted to access writing materials and postage with which to communicate and correspond with family members, friends, public officials, attorneys, officers of the Court, etc. If, however, your correspondence is determined in any way to be a threat to the order and security of the facility, steps will be taken to restrict this right.
8. Your mail will be delivered to you as promptly as possible.
9. You will have access to an Inmate Telephone System during normal operations.
10. You will have access to a Counselor who will assist you if you are in need of guidance due to personal problems. The Counselor will also help you in selection of Programs. If you are in need of immediate Counseling Services, contact your Housing Unit Officer.

HEALTH CARE

During the booking procedure, the officer will ask you several questions pertaining to your physical and mental health. You are expected to answer these questions honestly, so that we are able to give you proper medical care. While you are here, you will receive a physical examination, and your medical history will be screened. The Nurse will complete a MANDATORY screening procedure. You may not refuse this procedure, since it is mandated by the Department of Health. You will also be given a tuberculosis screening. A Nurse will be available sixteen (16) hours a day. Physicians will be scheduled periodically to perform physical examinations and to handle the more serious medical problems.

Dental services are also available; however, this facility will only provide emergency dental care. No cosmetic dentistry will be provided.

Mental Health treatment is also available to assist you, if you require such treatment. Speak to your Counselor if you desire more information on this subject or fill out a sick call slip and place it in the box provided in your housing unit. Sick call slips are picked up daily ONLY at the a.m. med pass.

All medication will be dispensed by the Medical Staff. You will be locked down and called to the Housing Unit Officer's Station when medications are being dispensed. You will be required to bring a cup of WATER (only water) to receive your medication. You will also be required to

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show your inmate identification card to receive your medication. You must take the medication in front of the medical staff member. Any attempt on your part to hide or accumulate medication will result in disciplinary action being taken against you and the physician will be notified of your actions.

SICK CALL

Sick Call Request Forms will be available in each Housing Unit. If you desire to be seen by the Medical Staff, you will be required to place your name and any other necessary information on the form and then place the form in the appropriate box for pick-up at the appropriate time. There is no fee for initial medical screening, emergencies, psychiatric evaluation, or services deemed necessary by the medical staff. However, after your initial evaluation, any inmate requesting to see the nurse or doctor will pay a fee of \$3.00 for the nurse and \$5.00 for the doctor/dentist. Those inmates who are indigent will never be refused medical treatment, but a negative balance will appear on their commissary account. If you have a medical emergency, and you cannot wait for the normal Sick Call, see your Housing Unit Officer, immediately.

PERSONAL TREATMENT

1. We can assure you that you will not be subjected to the use of unwarranted force, embarrassment, or indignity while you are incarcerated at Lawrence County Corrections. (LCC).
2. We will take every precaution to protect you from corporal punishment, personal abuse, personal injury, damage to your personal property, or harassment of any kind. If you feel, at any time, that you are being abused, ask to see your Counselor or housing unit officer immediately.
3. All female inmates will be kept separated, at all times, from the male inmates, on occasion there will be a counseling group where male and female inmates are together.
4. All inmates will be granted the opportunity for work assignment; however, this depends solely upon your classification custody level, and jobs available.

BAIL/BOND

A list of Bail bondsmen will be posted in each Housing Unit. They must be certified in Lawrence County to be utilized.

LEGAL REPRESENTATION

The Public Defender's Office is located in the County Courthouse. The staff consists of attorneys whose job is to serve you. Personnel from the Public Defender's Office visit the prison on a daily basis, Monday – Friday (minus weekends & holidays), and have access to their clients during normal business hours, with the exception of meal time and periods of count. Public Defenders will represent any inmate who needs legal assistance regarding criminal matters and who cannot afford private counsel, as long as he/she meets the eligibility requirements.

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If you are in a pretrial status, or if you are convicted, but remain un-sentenced, you may request to be seen by a representative of the Public Defender's Office. To contact the Public Defender's Office, you will be required to complete a special form. These forms are provided in each Housing Unit. You may also make your request through your Counselor. If you wish to contact private counsel, you will be permitted to do so.

NOTARY SERVICES

Certain legal documents need to be notarized. This facility offers the services of a Notary Public. These services are subject to all applicable laws. It is advisable for you to submit a Request Slip to the Deputy Warden of Operations, indicating your need for Notary Services. **Decisions of the notary are final.**

TELEPHONE PRIVILEGES

Telephones have been placed on all Housing Units so they are readily accessible to all inmates. The telephone system will be operational seven (7) days a week. Inmate telephones are automatically turned on at 0800 and turned off at 2100 hours each day. Exceptions are the male and female Restricted Housing Units (RHU). These male RHU inmates will have limited access to telephone use on Tuesdays only. Female RHU will be Wednesday. Additionally, telephone usage is restricted at meal times and during all lock-down periods. No officer or employee is permitted to make any phone calls for you. Please do not ask any Staff member to do so. Admin. Segregated inmates may make calls during their (2) hour yard time Monday – Friday.

Incoming calls are not permitted.

Calls can be completed in two different ways:

- a. Collect - charges for the call are billed against the number called once the call has been answered. Charges for the line connect and surcharge fees will be assessed immediately when the call is answered even if answered by an answering machine. Collect calls to coin-operated telephones will not be accepted by the system. Calls to the Information Operator will not be accepted, so be sure you have the telephone number prior to placing a call.
- b. Debit Calling – charges for the call are billed against the inmate commissary account once the call has been answered. Charges for the line connect and surcharge fees will be assessed immediately when the call is answered even if answered by an answering machine.
 1. Additionally, there must be a minimum of \$7.00 remaining in the inmate account following assessment of the line connect and surcharge fees for the call to be completed. If the \$7.00 minimum is not available the call will be cancelled.
 2. To use Debit Calling you must submit a list of numbers to be entered into or deleted from the computer calling system. Use the Inmate Telephone Debit Authorization Form (obtained from the Block Officer) to submit these numbers. You may have a maximum of ten (10) numbers on this list, including your attorney, at any time. You may change this list once per week.

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Please note there is no reimbursement for truncated calls for any reason causing the termination of the call. Once the call has been answered, charges for the line connect and surcharge fees are assessed.

Each call will be limited to twenty (20) minutes in order to provide all inmates an opportunity to place their calls.

Threatening, profane and abusive language will not be tolerated and will be cause for termination of the call. Additionally, the number called will be locked and you will be subject to Administrative Action.

Third party calls (3-way calls) are prohibited. When third party calls are detected, the number called will be blocked and you will be subject to Disciplinary Action.

The Telephone ID Number (TID) issued to you at the time of your commitment is for your use only. Use of another inmate's TID or allowing another inmate to use your TID is strictly prohibited and may result in Administrative Action. Remember your TID is directly connected to your Inmate Account and allowing another inmate to use your TID could result in loss of funds from your account.

Note that all calls are recorded and are subject to monitoring, interception and information can be divulged.

Always remember that the Inmate Telephone System is a privilege, not a right.

TELEVISION PRIVILEGES

Television sets are available on general Housing Units. The TV sets may be turned on at 0800 if all unit cleaning is finished, and will be turned off at lock-down times. The TV sets are the property of LCC. Any damage to the set will be the cause for the removal of the affected unit, and the inmate(s) responsible for the damage will be held liable. The volume and channel selection will be at the officer's discretion. The volume will be maintained at a level loud enough for all to hear, but not loud enough to distract those involved in other activities. If an irresolvable dispute arises concerning program selection; the Officer will turn the TV off. At no time will any inmate be permitted to handle or operate the TV remote control.

DRUG/ALCOHOL TREATMENT SERVICES

LCC has qualified Counselors and Social Workers who visit the facility and counsel inmates who have special problems. Inmates with drug and/or alcohol problems are offered the opportunity to participate in individual and group counseling sessions. These services offer the help you may need to control your alcohol and/or drug problem. The programs are specifically designed to treat those offenders who can attribute their criminal behavior to drug and/or alcohol addiction. Inmates seeking assistance should write to one of the Treatment Counselors via an inmate request.

VISITATION PRIVILEGES

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Lawrence County Corrections encourages you to maintain ties with your family and friends through regular visits. You will be permitted visitors only during regular scheduled visiting times. Your particular visiting schedule depends upon the Housing Unit to which you are assigned. Check the schedule which is posted in your Housing Unit for your visiting day and time. Your visitors must have been approved by Lawrence County Corrections and shown on your visiting list. When you were classified, you were requested to complete a list of those persons with whom you wanted to visit. All visitors 18 years of age or over **MUST** show proper identification. Only two of the inmate's children under the age of 18 are allowed to visit at a time.

All visitors under the age of 18 must be accompanied by a parent or legal guardian and secure permission for a Special Visit. Otherwise, a minor will not be permitted access to LCC.

Again it is your responsibility to notify your visitors of the proper visiting schedule. It is also your responsibility to inform your visitors that they must show proper photo identification in order to be allowed to visit with you. If proper identification is not shown, the visitor will not gain entrance to the facility. You may not share your visit with another inmate. Any inmate found at an unauthorized visiting window will be removed from the visiting room immediately.

Visitation is an important and valuable privilege. Protect it! Inform your visitors that nothing will be accepted into the prison. You must abide by the following regulations or your visit will be terminated immediately and you will lose your visitation privileges:

1. You are not permitted to take anything into the visiting room. Visitors may not bring anything into the visiting room.
2. No visitor will be permitted access to the visiting room if he/she appears to be under the influence of alcohol or drugs. No disorderly visitors will be permitted access to the facility.
3. The exposing of any part of the body, which is normally covered by clothing, will be grounds for the immediate termination of your visit. If the action was on your part, disciplinary action will be taken against you.
4. Any visitors violating the above mentioned rules, or acting in an inappropriate manner, will be subjected to losing their visitation and/or being banned from any further visits.
5. No cell phone, pager, alcohol, drugs, tobacco products, weapons or recording devices.

If you wish to add or delete a person from your visiting list, you should contact the Housing Officer, ask for a Request form, delete the name of the person you wish to remove and add the person who you wish to visit with. You are only permitted to do this once every 30 days.

If you would like to have a "special visit", you will be required to submit a Request Slip to the Office of the Warden at least seventy-two (72) hours prior to your requested visit. The Office of the Warden will review your request and advise you within twenty-four hours of receiving the request, whether it has been approved or denied.

Contact visitation is not prohibited within LCC.

MAIL PRIVILEGES

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You will be permitted to correspond with family, friends, government officials, etc. as long as you do nothing which interrupts or interferes with the security of the facility. Your mail will be processed as soon as possible after it is received. Mail will be distributed to each Housing Unit according to schedule. All incoming mail will be inspected for contraband, money, and other unauthorized items. All certified checks and money orders received in the mail will be placed on your Inmate Account. No personal checks will be accepted.

Contraband will be confiscated and disposed of according to existing LCC policy. Contraband will include any of the following:

1. Material that would encourage deviant sexual behavior
2. Any material intended to encourage or assist in the disruption of the normal operations of this facility.
3. Any material that would encourage a riot, disturbance, or any other criminal activity.
4. Any information regarding the manufacture of explosives, weapons or drugs.
5. Any material which has a strong odor, or crayon consistency.
6. Any tobacco products.

Stamps and stickers of any nature will be removed from all incoming mail and discarded prior to distribution. All mail will be routed to the Receptionist for handling. Padded envelopes will not be distributed to inmates, nor will Polaroid-type photos with a double-backing. If an abundance of paper and/or stickers are sent, they may be rejected.

PRIVILEGED/LEGAL MAIL

All mail of a privileged nature will be delivered to you unopened, and opened by an Officer, in your presence. The Officer will check the envelope for contraband prior to giving it to you. Privileged Mail consists of the following:

- Letters from Commissioner of Corrections
- Letters from Judges/Courts
- Letters from Attorneys
- Letters from County Commissioners
- Letters from certain Government Officials

If probable cause exists to believe that certain "Privileged Mail" contains contraband, LCC may obtain a warrant authorizing that particular piece of mail to be opened and examined.

INCOMING PACKAGES

LCC will only accept packages that are clearly marked on the outside with the words, "Court Clothes", "Legal Material" or "Reading Material" being sent from the publisher. All unmarked packages will remain unopened, stamped "Return to Sender" and returned to the sender. If a properly marked package turns out to contain unauthorized items, the entire package will be returned to the sender. Any clothing mailed in must be pre-approved.

BOOKS

Regular Housing Units are to have no more than 5 books/and or magazines per inmate. Inmates in RHU are permitted 1 book and 1 bible.

OUTGOING MAIL

Outgoing mail will be placed in the approved mailboxes on the housing units. Stationery, stamps, and pens may be purchased in the Commissary. You will be permitted to send as many letters as you desire, as long as you write your name above the LCC letterhead which is pre-printed on the upper left-hand corner of the envelope.

All outgoing mail (except privileged mail) shall be left unsealed and will be sealed only after having been searched for contraband. An inmate wanting to correspond with an Inmate in another Correctional Facility can ask for a mail waiver. The mail waiver will be given to the Warden or Assistant Warden who will either approve or deny the request. Their decision is final.

COMMISSARY PRIVILEGES

Any money you may have had on your person at the time of your commitment was taken from you and placed in your Inmate Account. In addition, any funds that you may receive while you are here will also be credited to your account. You will receive a receipt indicating the amount of money credited to your account.

The money which has been credited to your Inmate Account may be used to purchase items through the Commissary up to \$100 per week (total includes special packs). Commissary can be ordered by phone on Tuesday and Wednesday and will be delivered the following week. The Commissary offers a variety of items consisting of grooming aids, snacks, hygiene items and certain over the counter medications. The food items which are sold in the Commissary are not meant to replace the well-balanced meals that LCC provides for you. For your continued good health, use the Commissary items only for the purpose that they were intended.

The prices for Commissary items have been established in a manner that ensures that you will be charged a fair price for all items. Your purchases will be immediately deducted from your account. If you are not present in your Housing Unit, due to an authorized absence, when the Commissary delivery is made, your order will be held for you, until you return.

If you are released before receiving your commissary order, you have 72 hours from the date of delivery to pick this up. You can not leave your order for another inmate. If transferred to another institution, you or your family member will have 30 days to pick up. Commissary order will be forfeited if not picked up. It is your responsibility to fill out a property release form.

You may not transfer money from one account to another.

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You will be required to check the contents of your Commissary Order in the presence of your Commissary Officer. If you choose not to follow this procedure, LCC will assume no responsibility whatsoever for incorrect or missing items.

If you receive an item which you did not order, we will process an adjustment by the next commissary day. If a Commissary item is not available, or out of stock, the Commissary will not substitute the item with another item, nor will they “back-order” the item. The item will merely be lined out, and you will be required to re-order the item at a later date.

You may also purchase tennis shoes, T-shirts, socks or underwear. The inmate must have the appropriate amount on his/her account at the time of the request.

Do not attempt to order more commissary than can be covered by your account. If this occurs, the entire order will be revoked, and you will not receive any commissary on that day.

INDIGENT COMMISSARY

1. To be considered for indigent status, you must have had no activity on your inmate account for two (2) consecutive weeks. Your Inmate Account must have shown a balance of zero (\$0.00) for two (2) consecutive weeks. Indigent kits are handed out once a month. There will be a \$4.50 (subject to change) charge for this kit that will be deducted from your account. This amount is subject to change per pricing changes.

An Indigent Packet will contain the following items:

1. Four (4) LEGAL-SIZED Envelopes with LCC Letterhead, Pre-stamped with postage
2. Four (4) Sheets of Writing Paper
3. One (1) Pencil
4. One (1) Small Tube of Toothpaste
5. One (1) Toothbrush
6. One (1) deodorant

Inmates who wish to purchase underclothing under indigent status must submit a Request Form to the Commissary Officer listing the items/sizes needed. You must be indigent for 6 months to receive clothing.

Items available:

1. One (1) Men’s Boxers or One (1) Women’s Brief
2. One (1) Men’s T-shirt
3. One (1) Pair Tube Socks
4. One (1) Sports Bra (one time per year)
5. One pair of shower shoes can be purchased upon commitment if inmate does not have approved footwear. (Captain will determine what footwear is approved or not)

Commissary for Indigent inmates will be passed out one of the commissary days during the month.

NOTE: You will receive one set in a six month period. These items will be deducted from your account. When the account is paid in full, the inmate must go through the indigent process again to be eligible.

ALL UNDERCLOTHING IS NON-RETURNABLE. RESTRICTED HOUSING UNIT COMMISSARY PRIVILEGES

Commissary purchases for inmates in the Restricted Housing Unit will be limited to only those items listed below:

1. Toothpaste
2. Toothbrush
3. Shampoo
4. Soap
5. Comb
6. Deodorant
7. Stationary
8. Stamps
9. Pen
10. Misc. medication
11. Hygiene items

INMATE PERSONAL HYGIENE

You will be expected and required to maintain very high standards of personal hygiene. A laundry service is available for maintaining clean clothing and linen.

Personal cleanliness is a mandatory requirement while you are here. Body odor is offensive to others and will not be tolerated. Take advantage of the shower, shaving and hair clippers. A bar of soap and toilet paper will be issued once a week. If you require additional soap or toilet paper during the course of the week, you will be required to purchase it from the Commissary.

Trousers/Gym-shorts, Shirt and Shoes/Shower-shoes must be worn to and from the shower.

Littering the floors of the Housing Units is prohibited. In addition to being unsanitary, it is unsightly, and will not be tolerated. Spitting is a despicable habit and creates highly unsanitary conditions. If you must spit, use the toilet in your cell, not the floor. Remember, this is now your home. **KEEP IT CLEAN!!** Mops, brooms and other cleaning items are provided for your use.

There is no excuse for a dirty cell.

INMATE HAIRCUTS

There is no beautician at the jail. We provide clippers for haircuts on Saturday and Sunday from 0800-1400 hours for regular housing units. Housing Unit Bravo and MS will need the approval of the block officer and the Shift Commander.

LAUNDRY FACILITIES

Prison laundry will be exchanged on a one-to-one basis. You will not receive a clean item unless you turn in a soiled item.

You will be responsible for all items which were issued to you when you were committed. A Laundry exchange schedule will be posted in all Housing Units. Lawrence County Corrections will not be responsible for clothing that is lost, stolen or destroyed.

LAUNDRY REGULATIONS

Anytime you leave the facility, except for court, you must turn in your uniform to the Booking Officer, before leaving.

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Inmate Laundry Workers are prohibited from performing any special favors for any inmate so please do not jeopardize anyone's job by asking for special treatment.

No personal clothing will be repaired, dry cleaned or pressed by LCC.

Anyone caught wearing personal clothing or having personal clothing in their cell will receive misconduct for contraband.

LCC will not be responsible for any damages to clothing, due to normal laundry operations.

You will not be permitted to perform any laundering operations in your cell. If you want to have your personal clothes washed, you will be required to fill out a request slip.

RAZOR POLICY

All razors issued for use within LCC shall be of a "disposable" type with a single blade encased in plastic. Any razor which is cracked, bent, broken, melted, or altered in any manner from its original condition, shall be considered "contraband" and shall be confiscated immediately. Any inmate possessing or in control of such contraband shall be dealt with according to the Disciplinary Procedure. No personal razor(s) of any kind will be accepted or permitted within the facility. You must shave in a reasonable amount of time, and immediately return the razor to the housing unit officer. You are not permitted to retain the razor. Razors will only be passed out after morning med pass on all housing units (Monday, Wednesday & Friday ONLY).

RECREATION

Each housing unit will have scheduled periods for recreation. This schedule is subject to change proper behavior during recreation is **EXPECTED**.

Certain sports equipment is provided for your use, but it is your responsibility to take care of it. At the completion of each recreation period, all sports equipment must be returned to the Housing Unit Officer. If you misuse or abuse any sports equipment, disciplinary action will be taken against you. Your participation in the recreation programs may be restricted for any misconduct or breach of security on your part.

When utilizing any of the recreation areas or recreational equipment, the inmate must be in full uniform at all times. One exception to this rule is that inmates are permitted to remove their issued uniform, only as long as they have their white undershirts, and shorts on (females are required to wear a bra under their white undershirts). All inmates shall place their uniform back on prior to exiting the recreation area. Jackets will be provided as necessary. Shorts may be worn, weather permitting just in the yard.

RELIGIOUS SERVICES/ACTIVITIES

LCC will make every attempt possible to provide you with a wide variety of Religious Services and Activities. Religious Services will be conducted every week. These services are interdenominational. Bible Study classes are also available. Inmates in Restricted Housing are not permitted to attend religious services or Bible Study in a group setting. If an inmate in Restricted Housing wishes to see a minister from a specific denomination, or perhaps a specific minister, he/she is required to submit a Request Slip to the Office of the Warden listing all the

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necessary information. The Office of the Warden will attempt to make the arrangements, provided all security precautions are met. Inmates in General Population are permitted to visit with a specific minister on their scheduled visiting day. However, the minister must show proper identification and be on the inmate's visitation list.

LCC recognizes that the right to marry, like many other rights, is subject to substantial restrictions as a result of incarceration and that prison administrators have the discretion to deny this right while incarcerated. Due to security concerns LCC denies all marriage requests.

EDUCATIONAL PROGRAMS

A General Educational Program is available for those of you who have not received a high school diploma. For those who participate, the General Equivalency Diploma (GED) examination is available to assist you in earning a General Education diploma. We encourage all inmates who have not graduated from high school to participate. Inmates under 21 can also attend classes for a high school diploma or G.E.D.

COMMUNITY/TREATMENT SERVICES

LCC is fortunate to have the services of a large number of volunteers who donate many hours of work with LCC inmates to offer programs, services and activities. We will attempt to make one or more of the following services available to you, dependent on your behavior:

1. Parenting for dads
2. **Veterans Outreach Programming
3. Commitment to Change
4. Narcotics Anon. and Alcoholics Anon.
5. Recovery Support Services
6. Adult Educational Services
7. Under 21 High School Diploma
8. HIV/STD Testing
9. Bible Study
10. *Sex Offender Treatment Programming
11. *Alcohol and Other Drugs (AOD)
12. Mental Health Services
13. Lawrence County Satisfaction Team
14. Adoption Support Programming
15. Witness Project
16. Rape Crisis Counseling
17. Grief Counseling
18. Teen Challenge
19. Jail to Job
20. *Back on Track

*only for TPV State inmates **only for Veterans

INMATE GRIEVANCE PROCEDURE

A Procedure has been established whereby you, as an inmate, may exercise your grievance rights. The following guidelines will help you to exercise these rights:

All inmates have the right to file a complaint concerning:

- Violations of prison policy by Staff Members
- Unnecessary or Excessive Use of Force by Staff Members
- Unsafe conditions existing within the facility
- Unfair Disciplinary Actions

You have the absolute right to file grievances without fear or retaliation from the Prison Staff. If you have a grievance, please make an attempt to resolve the problem by first discussing it with your Housing Unit Officer. If the Housing Unit Officer is not able to offer you satisfaction with your problem, ask to speak to the Shift Commander. Keep in mind that the Shift Commander may not be able to immediately assist you with your problem, therefore follow directions given to you by your Housing Unit Officers until the Shift Commander is available to speak to you. If you are still unable to get the satisfaction you feel you deserve, and then you may submit a Grievance to the Deputy Warden of Security in the following manner:

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Ask your Block Officer for an Inmate Request Form. Fill out the form and return to your Housing Unit Officer. The form will be signed in your presence. The Inmate Request Form will then be sent through the proper channels and you will receive a written response.

When you fill out the Inmate Request Form, make sure to list enough information so that we may give your grievance the attention it deserves.

Tell us where the incident took place, the date and the time, and any other staff members who you spoke to concerning the grievance.

Tell us what rule(s) you feel were violated.

Be sure to date and sign the form.

Remember! You must file your grievances within five (5) days of the date the incident took place! The administration has 15 working days to respond to the grievance.

If you are not satisfied with the decision of the Deputy Warden of Security regarding your grievance, you may file an appeal to the Warden within two (2) working days after you receive the decision.

The Warden will review your appeal and return a written response to you.

THE DECISION OF THE WARDEN IS FINAL!!!

INMATE RELEASE PROCEDURE

LCC will be notified by the proper authorities when you are to be released. No release will be considered official until LCC receives the actual release document and it has been processed through our Records Department. When your release documents have been received and processed, your name will be called by the Housing Unit Officer. You will be directed to collect all of your personal property and clothing. You will be required to return the Inmate Handbook, Inmate ID, along with your issued laundry and linen. The Housing Unit Officer will check your cell to ensure it is in order.

After the Housing Unit Officer is satisfied that everything is in proper order, you will be escorted to the Booking area where you will turn in all county-owned property, including but not limited to inmate ID cards. If you do not turn in your ID card you will be charged \$10.00. If you do not turn in your inmate handbook, you will be charged \$10.00. When you are released, you will receive a check for money remaining in your account. You will be required to sign for all of the items that have been returned to you, proving that you have all your belongings.

A WORD ABOUT PAROLE/PROBATION

If you are sentenced to a period of incarceration at LCC, we may be able to predict when you will be eligible for parole. Your actual Parole Release will take place only after LCC has received official notification from the Clerk of Courts and the Parole Release Order has been received by LCC's Records Department. Your minimum release date is not an automatic release date. Your

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incarceration can be extended by the Court to permit the completion of an investigation which will assist the Court in setting an appropriate, individualized Parole plan.

Everything you do while you are here has a bearing on determining whether or not you are ready for release.

Your good conduct while you are here will assure that a favorable recommendation for your Parole will be given to the Court. Your conduct and progress will be closely observed while you are with us and our observations will be reported.

As a rule, the Probation/Parole Department prefers that you return to your family and community. They also prefer that you have suitable employment at the time you are paroled. In deciding what suitable employment is, the Probation/Parole Department is primarily concerned that you will hold an adequate position that will afford you the opportunity to earn an honest living, and the ability to support your family.

STATE PAROLE

If you are serving an Aggregated State sentence, you may fall under the authority of the State Board of Probation/Parole, rather than the County system. An Aggregated State sentence is a combination of County sentences, running consecutively, that exceeds a maximum sentence of twenty-four months. If you are serving a State sentence in a County facility, it is the responsibility of the Pennsylvania State Board of Probation and Parole to process your parole release. The LCC Treatment Staff will file the necessary paperwork to start the State process for you.

FURLOUGHS

Furloughs may be granted by the Court who will allow you to leave the facility for a specified period of time. LCC does not have the authority to grant furloughs.

WORK RELEASE

LCC provides a progressive, yet selective, Work Release Program whereby certain inmates are permitted to leave the facility to work in the community. If you were employed for at least (6) months at the time you were committed, you may be permitted to maintain that job. Work Release is only available by Court Order, for sentenced Inmates.

SECURITY PROCEDURES/REGULATIONS

PRISON POPULATION COUNT

Prison population counts are made several times daily. Both Scheduled and Unscheduled Counts will be announced by your Housing Unit Officer. You will be required to return to your assigned cell immediately to lock down for the count. If you are an Inmate Worker and on a work assignment at the time of a Count, you will remain in your work assignment area until the Count is completed. All cells will be locked shut and remain locked, until the completion of the Count. Delaying, interfering with, or refusal to stand Count is a Class 1 Violation and will result in

disciplinary action. When a “lock-down for Count” is announced, you ***MUST*** go directly to your cell and remain there until Count has cleared.

DISCIPLINARY PROCEDURE

LCC has implemented a Disciplinary Procedure which is consistent with all applicable legal requirements. The Disciplinary Procedure is necessary to regulate the behavior of inmates and also to provide adequate protection to Staff, the public, prison property, and the inmate population as a whole. All disciplinary actions will be implemented in a fair and consistent manner. All violations of LCC Rules and Regulations will be reported by our Staff. If you violate a rule, a Disciplinary Report will be filed against you. This handbook contains a list of the Rules you will be required to follow. It is impossible to include every rule. Please use common sense in your actions.

YOU HAVE NO EXCUSE WHATSOEVER FOR FAILURE TO OBEY THE RULES!

CLASSES OF VIOLATIONS

LCC Rules and Regulations have been classified into three (3) separate classes. Class I and Class II violations are considered to be Major Violations and **MUST** be decided through a formal Disciplinary Board Hearing. Class III violations are considered to be Minor Violations and, at the discretion of the Reporting Officer and his/her Supervisor, may be handled through a formal Disciplinary Board Hearing, a 72 hour lock-up, or through informal inmate counseling.

CLASS I – HIGH VIOLATIONS (Range, possible 30 days to maximum 180 days)

1. Murder/attempted murder.
2. Escape or attempted escape.
3. Assault and/or fighting.
4. Rioting/Conspiracy or solicitation to riot.
5. Possession of implement of escape.
6. Carrying or possessing a deadly weapon.
7. Arson or setting any fire.
8. Theft/Robbery.
9. Sabotage or damage of security equipment.
10. Engaging in either heterosexual or homosexual acts with another person.
11. Conspiracy to escape or disrupt normal operations that could result in bodily harm to personnel or inmates.
12. Bribery/Attempting a bribe a staff member.
13. Threatening a staff member or inmate with bodily harm or injury.
14. Adulteration or poisoning of any food or drink.
15. Refusing to obey a lawful oral or written order.
16. Possession or use of an unauthorized controlled substance.
17. Presence in an unauthorized area.
18. Interfering with or failure to stand count.
19. Tampering with locking or safety devices.
20. Destroying or damaging facility property.
21. False alarms to agencies of public safety. (I.E. Pull Boxes)
22. Possession of Contraband.
23. Disrupting normal operations.

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24. Making false reports or accusations against Staff Members.
25. Insolence or disrespect toward a Staff member.
26. Creating a disturbance.
27. Kidnapping, taking hostage or holding any person against his/her will.
28. Breaking restriction or quarantine.
29. Possession/Consumption/Making intoxicating beverages.
30. Using abusive or obscene language to a Staff member.
31. Failure to report presence of contraband.
32. Conspiracy or solicitation to commit any Class I or Class II misconduct.
33. Exposing one's genitalia or female breasts to another person for no legitimate reason.
34. Attempting/Committing any felony, misdemeanor or summary offense otherwise not specified.
35. Repeated Class II Violations.
36. Interfering with a Staff member in the performance of duties.
37. Misuse of or accumulating authorized medication.
38. Counterfeiting, forging, or unauthorized reproduction of a document, article, identification, money, security or official paper.
39. Violations of conditions of work release, furloughs or temporary release.
40. Body punching/horse playing.
41. Lying to a Staff member.
42. Being intoxicated.
43. Gambling or possession of gambling paraphernalia.
44. Possession of stolen property.
45. Tattooing or self-mutilation.
46. Refusal to provide a urine sample.
47. Damaging or altering prison issued clothing.
48. Using abusive or obscene language, not directed toward a Staff member.
49. Loaning or borrowing property, except legal material.
50. Misconduct with a visitor while visiting.
51. Unauthorized use of mail or telephone

CLASS II – MEDIUM VIOLATIONS

(Range, possible 15 days to maximum 60 days)

1. Out of place within the facility.
2. Unauthorized assembly.
3. Wearing a disguise or mask.
4. Repeated Class III Violations.

CLASS III – LOW VIOLATIONS (Range, 72 hr Lockdown to 30 Days)

1. Littering or improper disposal of waste material.
2. Possession or circulation of a petition.
3. Taking unauthorized food from dining room or kitchen to cell or Housing Unit.
4. Failure to follow safety and/or sanitation regulations regarding person, quarters, and equipment.
5. Violation of telephone (20) twenty-minute time limit.
6. Violation of visiting rules.
7. Refusing to work.
8. Using equipment or machinery contrary to instructions or posted safety regulations.

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9. Being unsanitary or untidy/Failure to keep one's person or quarters in accordance with posted standards.
10. Possession of any unauthorized item, not specifically mentioned elsewhere.
11. Violation of any rule contained in the Inmate Handbook or any properly posted regulation, not specified elsewhere.

72-HOUR DISCIPLINARY LOCK UP

It shall be the policy of Lawrence County Corrections that inmates violating Class II and Class III regulation serve a seventy-two (72) hour room detention lock-up if deemed appropriate. Otherwise you will be sent to RHU. If you receive two (2) Class II, Class III violations or two seventy-two (72) hour misconducts within 30 days for the same infraction you will receive misconduct and sent to RHU for 15 days (no misconduct needed). If you receive three (3) 72 minor misconducts for any infraction within 30 days you will automatically be sent to RHU for 15 days.

- A. When an inmate violates a minor Class III regulation, the Officer involved shall determine the degree of discipline necessary.
- B. When the officer determines that the violation is deserving of a seventy-two (72) hour room detention, the inmate shall be given the option of pleading guilty and waiving his/her right to a Disciplinary Board Hearing, or refusing the option and being escorted to RHU.
- C. Inmates opting for the seventy-two (72) hour room detention shall be immediately locked in their cell for a period not to exceed seventy-two (72) hours, Inmates will be allowed out to shower once a day.
- D. Refusal to sign a seventy-two (72) hour slip will result in being moved to RHU.

DISCIPLINARY BOARD HEARINGS

All Disciplinary Hearings will be handled by the Disciplinary Hearing Board. The Board will hear the facts concerning all allegations made against inmates, evaluate the evidence, interview witnesses, and arrive at a determination.

The Disciplinary Hearing Board will be made up of three impartial persons, none of which were involved in the alleged violations. The Board will consist of:

1. Deputy Warden of Security – Chairman or their designee
2. A Treatment Staff member or their designee
3. One Security Staff member or their designee

Disciplinary Board Hearings will be held usually within five (5) days of the alleged incident, excluding weekends and holidays. Disciplinary Board Hearings may not be held earlier than twenty-four (24) hours after an incident occurred without a written waiver by the alleged violator.

The Chairman of the Disciplinary Hearing Board will document the reason(s) for any hearing being delayed.

An inmate charged with a violation will be given the opportunity to be present, make a statement, and present evidence; however, the inmate's presence is not mandatory. An inmate will be permitted to provide a written statement. Any witnesses who provide a written statement may be

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cross-examined by members of the Board; however any witness called by the Board may not be cross-examined by the inmate.

The inmate has absolutely no Constitutional Right to a confrontation with, or an examination of, his/her accuser because of the potential danger such a procedure would present in the institution environment; nor does an inmate have the right to have an attorney present during a Disciplinary Board hearing. A written copy of all findings will be given to the accused inmate and will also be made a part of his/her permanent prison record.

If witnesses are permitted to testify for the accused inmate, they must be reasonably available and willing to testify.

The accused inmate will be removed from the Hearing Room during Confidential Witness testimony, and the reasons for such exclusions will be documented by the Board.

DISCIPLINARY ACTIONS

The Disciplinary Board may, at its discretion, take any of the following actions, after hearing the facts of the case:

Dismiss any or all of the charges.

Refer the case to the District Attorney for filing of formal criminal charges.

Make a recommendation for forfeiture of Earned Time. Order restitution for damages.

Permanently or temporarily revoke Inmate Worker Status.

Reduce the Violation Class.

Reduce the sentence to a written warning, which will go in your permanent record.

Place the violator in Restricted Housing for a period of time consistent with the following:

Class I – **Possibility** of 30 days to a **Maximum** of 180 days.

Class II – **Possibility** of 15 days to a **Maximum** of 30 days.

Class III – **Minimum** of 72 hours cell confinement to a **Maximum** of 15 days.

The Disciplinary Board may also impose any or all of the following:

An inmate's telephone, visiting, yard, and/or other privileges may be withheld.

Privileges such as Commissary, use of exercise equipment, Bible Studies, etc. may be withheld until the Review Board determines that the inmate's behavior has improved sufficiently to be deserving of their return.

INMATE DISCIPLINARY APPEAL RIGHTS

All policies and procedures in this handbook are subject to change without notice 24
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Inmates shall have the opportunity to appeal the findings of the Disciplinary Board and/or any action taken by the Board, by using the following procedure:

DISCIPLINARY APPEAL PROCEDURE

1. All appeals must be made in writing.
2. All appeals must be directed to the Warden.
3. All Appeals must be submitted within 5 days after the hearing.
4. All appeals must include a brief statement of the facts relevant to the claim. The text must be legible and presented in a courteous manner.
5. The Warden or his/her designee will address all issues raised by the inmate, but will not be required to address any issues not raised in the written appeal.
6. The Warden or his/her designee will make a decision and include a brief statement explaining the reason(s) for the decision.
7. The Warden or his/her designee may reject any appeal which does not conform to the procedures, as outlined above.
8. The Warden or his/her designee may uphold the decision of the Hearing Board.
9. The Warden or his/her designee may uphold the Disposition, but modify the sentence imposed.
10. The Warden or his/her designee may vacate the entire Hearing and remand the case back to the Hearing Board for a re-hearing.
11. The Warden or his/her designee may dismiss the charge altogether and prohibit any re-charge.
- 12. THE DECISION OF THE WARDEN or HIS/HER DESIGNEE IS FINAL.**

INMATE DISCIPLINARY REVIEWS

Inmates in Restricted Housing shall be entitled to a formal review of his/her status at least every five (5) working days.

The review will be held by a Disciplinary Review Board.

The Review Board will consider:

- a. Any written request directed to the Board
- b. The return of any or all of the inmate's privileges
- c. Lock-down time reductions.
- d. Personal phone calls requested.

USE OF FORCE AND RESTRAINTS

The Use of Force has been authorized for all Staff at LCC and will be used to prevent escape; to prevent death or injury to staff, inmates or other persons; to protect property; to recapture an escapee; to prevent an inmate from inflicting injury on himself; and to cause an inmate to comply with a lawfully given order that the inmate physically resists.

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The Staff at LCC are trained to use the least amount of force necessary to achieve their authorized purpose and to stop the use of force when that purpose has been achieved. Staff members **MUST and WILL** resort to physical force if you give them no other alternative.

USE OF MEDICAL RESTRAINTS

Medical restraints are authorized for the purpose of controlling inmates with certain medical and/or psychiatric problems. This action may be necessary to prevent an inmate from doing harm to him/herself.

CONTRABAND

The Staff at LCC have received intensive training in the detection of contraband. For the purposes of this handbook, contraband will be defined as anything in the possession of an inmate which has not been issued to that inmate; or which has been received or purchases by that inmate by means other than those authorized by LCC rules. Contraband is also defined as anything which is not authorized in this institution or any item issued to an inmate which has been altered from its original state, or is possessed in a quantity greater than authorized. The following is a list of some contraband items:

- a. Deadly weapons or dangerous instruments.
- b. Any device or instrument for use in making, attempting or aiding in escape.
- c. Any drug(s) or intoxicating substance(s) or the paraphernalia to administer and/or manufacture the drug(s) or substance(s).
- d. Excessive issue (i.e. linen, uniforms, pillows, etc).
- e. Food from meals, excessive Commissary items.
- f. Unauthorized items (i.e. money, personal clothing, make-up, etc).
- g. Gambling devices.
- h. Medication or pills.
- i. Excessive letters, magazines, or newspapers.
- j. Items unauthorized for Restricted Housing.
- k. Excessive photos.
- l. Handmade craft items
- m. Any tobacco products.
- n. Any legal item that has been altered from its original use.

If you are caught with contraband, or attempt to bring contraband into the institution, disciplinary action will be brought against you, which could include the filing of formal criminal charges. Don't flatter yourself by thinking you can get away with bringing contraband into Lawrence County Corrections.

IF YOU HAVE IT, WE WILL FIND IT

HOUSING UNIT REGULATIONS

LCC is mandated by law to provide you with a safe, secure and controlled environment in which to live. To do so, everyone must do their part to make it happen. These are some basic rules which you will be required to follow:

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1. All vents in cells, hallways, sally ports and housing units must remain uncovered in order to insure proper air circulation throughout the facility.
2. Doors, walls, windows, ceilings, furniture and toilet units must be free of signs, posters, pictures, writing; and nothing can be taped or stuck on them.
3. Tampering with, blocking or destroying any locking device, life support system, and/or fire control system/device is strictly prohibited.
4. Inmates must be fully dressed when out of their cell. "Fully dressed" means shirt, pants (jumpsuit), and footwear. Gym shorts and white shirt may be worn to and from recreation and shower **only**.
5. Inmates may not enter any other cell but their own.
6. Only food items purchased from the Commissary will be permitted in your cell.
7. Inmates will not be permitted to have sexually explicit or offensive photos in their possession.
8. All property in cells, other than HB Housing Area, must be placed in the appropriate property bags provided. No property is permitted on the floor, with the exception of shoes. Property on the floor will be confiscated.
9. The Dayroom must be kept in a sanitary, orderly fashion at all times. Inmate Workers will accomplish the major cleaning during the 7-3 and 3-11 shifts. All inmates will be expected to do their part in maintaining the cleanliness of the Unit.
10. Nothing is to be dropped from the Mezzanine onto the first floor. Nothing is to be thrown from the first floor to the Mezzanine.
11. All beds must be made, cells straightened up, swept and mopped, before inmate activities start.
12. Cell sweeping and mopping will begin immediately after med pass for normal units.
13. Each inmate will be responsible for the daily sweeping and mopping of his/her own cell.
14. Block trustees will clean their areas at the block officer's discretion.
15. Inmate working in other parts of the facility, or out to Court, will straighten up their cell and make their bed before leaving the Unit.
16. Anytime an inmate is out of his/her cell, the bed must be made.
17. Blanket and sheets must be used on your bed and not used for any other purpose.
18. Towels are provided for bathing and must not be used for any other purpose.
19. Loud talking, whistling, singing or any other form of loud behavior is not permitted in the housing area.
20. If you are housed on the bottom tier, you are not to be on the upper tier.
21. If you are not housed in the bubble, you are not to be in the bubble.
22. You are responsible for the contents of your cell or living area and you will be held accountable for any contraband found on your person, among your belongings, or in your area. If you share housing with others, any contraband found in common areas of your assigned cell will be considered in your possession whether it belongs to you or not.
23. Therefore, you should inspect your cell or living area prior to leaving or immediately upon entering to make sure that you have complied with all housing area regulations and that no contraband is present.
24. You are not permitted at any time, to enter any cell other than your own nor are you to permit any other inmate to enter your cell unless officially assigned to the same cell.
25. No radio antennas or jail made speakers are permitted in this institution.
26. If you are housed in HC or HG, and are currently locked down, you are to ask permission to get out of your bunk for any reason.
27. Cards, games, checkers, etc., are not permitted to remain on the Dayroom tables after use, but must be returned to the Housing Unit Officer.
28. Inmates may not leave the Unit unless the movement is for an authorized purpose to include, mass movement to a specific activity, or going to a job assignment.

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29. Inmates must bathe on a regular basis. Those inmates not housed in Restricted Housing shall be expected to bathe at least once a day.
30. Loud or obscene language will not be tolerated.
31. Sitting on the tables is not permitted at any time.
32. Horseplay will not be tolerated and will be cause for disciplinary action.
33. Linens, mattresses or towels are not permitted on the floors, and with the exception of towels for showering, are not permitted out of the cells.
34. No personal possessions may be taken to Recreational Areas or Program Rooms. This includes letters, Legal Material, towels, etc.
35. Commissary and personal items may not be loaned, sold, borrowed or traded. No types of stores or canteen will be allowed.
36. Inmates may not transfer personal property or money to other inmates.
37. Inmates are strictly prohibited from covering the window on their cell door with anything that would prevent an Officer from looking into the cell. Covers will not be placed on any light fixture.
38. Cell doors will remain locked open except during meal time and lockup periods, or when the inmate is out of the Unit. Outdoor recreation is not considered to be “out of the Unit.”
39. The intercoms in the cells are for emergency use only; any misuse will result in disciplinary action.
40. The toilets in the cells require an interval of time between flushes. Repeated flushes will result in the toilet ceasing to function. Any misuse will result in disciplinary action.

If you are charged with a major infraction of the rules, you will be ordered to **IMMEDIATELY** lock up in your cell. Refusing to do so will result in additional charges being brought against you. **NEVER** hesitate or question any order given to you by an Officer. If you have received conflicting orders, always obey the last order you were given. Most rules and regulations have their basis in common sense and are not imposed without a reason.

LCC utilizes a Public Address System for most communications throughout the facility. If at any time you hear your name being called over the PA system, you must report immediately to the Housing Unit Officer’s station for instructions.

MEDICAL HOUSING

All inmates housed in Medical Isolation Segregation will remain locked in their cells unless Medical personnel specify otherwise. In addition, they will be permitted to attend only those activities approved by the Medical Staff. Medical Isolation Segregation inmates could be fed on disposable trays.

RESTRICTED HOUSING UNIT

Restricted Housing is used to house those inmates who find it necessary to be disruptive and refuse to obey the rules. If you are this type of person, we will remove you from General Population immediately, and place you in the Restricted Housing Unit.

“WE WILL NOT TOLERATE DISRUPTIVE INMATES IN OUR FACILITY”

The following list will give you an idea of what you can expect if you are assigned to the Restricted Housing Unit:

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1. One (1) hour of yard exercise daily, five (5) days per week. This includes shower time on days permitted.
2. You will be told when to bathe and shave.
3. You will be provided three meals a day.
4. Depending on your behavior your visitation privileges can be suspended by the Office of the Warden.
5. You will be directly supervised at all times.
6. You will be severely restricted with the items you may possess while you are in Restricted Housing. You are only permitted to have 5 pictures and 5 letters.
7. You will be escorted, in handcuffs and shackles, to and from all destinations.
8. You will not be permitted out of your cell except for the following:
 - a. Recreation (1 hour daily, 5 days a week)
 - b. Shower (three (3) days a week)
 - c. Visiting (when approved)
 - d. Medical appointments.
 - e. Transport to Court, hearings, etc.
9. You will not attend any group inmate activity at the same time as the General Population.
10. If you request religious services, you will be permitted to visit with a clergyman in the visiting room or a Program Room, as scheduled by the Office of the Warden.
11. The security wicket on your cell door (food pass trap door) will remain closed and locked at all times, except to give you a food tray, mail, linen and the Commissary items you are permitted.

INMATE MOVEMENT

All inmate movement will be made in a manner which maximizes movement capability without compromising security:

- a. All inmates must walk, in single file when moving inside the facility.
- b. There shall be absolutely no talking by inmates while an inmate movement is in progress.
- c. All inmate movements will be conducted via the most expedient and most direct route possible.
- d. No inmate shall communicate with any other housing unit/inmate during their movement within the facility.

EMERGENCY EVACUATION

An Emergency Evacuation Policy has been established to permit the safe evacuation of inmates, in case of an emergency. You will be taken to pre-determined areas, as directed by the Officer in charge at the scene. You **MUST** follow the instructions of all Officers, Work Assignment Supervisor, and/or any other Staff member. Go immediately to the designated area in an orderly manner. You must **WALK**. **DON'T RUN!** We will have periodic fire drills. You must never be certain if it is a drill or an actual emergency; therefore, you must treat all drills as if an actual fire or other emergency exists. Your failure to follow Evacuation Procedures and/or orders from staff, will result in disciplinary action.

FOOD SERVICES

LCC maintains a well balanced meal plan and serves three (3) nutritious meals daily. Our menus are prepared under the guidance of the prison physician. An announcement will be made at mealtime and it will be your responsibility to make sure you are available for all meals. If you miss a meal through your own fault, you will have to wait until the next meal to eat. For those of you who may require a meal substitute, because of religious beliefs or a special diet authorized by the Doctor, a substitute will be provided. You will be required to eat in the Dayroom, unless you are housed in Restricted Housing. In this case, you will be required to eat in your cell.

Before the food cart arrives at the Housing Unit, the Unit Officer will order all inmates to be locked-down. When the food cart arrives, the Unit Officer will direct the inmates, one cell at a time, to obtain their food trays and beverages. This is not a social event or recreation period. You will have twenty (20) minutes to finish your meal. After the meal has been completed, the food trays will be returned, at the direction of the Housing Unit Officer. Once the Unit Officer accounts for all food trays and utensils, you will be permitted to resume normal operations. Yard will not begin and phones will not be turned on until all trays/sporks & cups are accounted for and the Housing Unit is cleaned up.

Once you return your tray, spork and cup, you are to return to your cell and lockdown. Those inmates with cells are required to lock their cell door shut. Once all cells are secured, the officer will count the trays, sporks and cups. Any shortages will result in the block remaining on lockdown and possible disciplinary action. After cleanup and all items are accounted for, you will return to normal operations.

MEAL REGULATIONS

1. You must be fully dressed while dining.
2. You may not bring any prison cups, books, papers, or other non-food items to the table at mealtime.
3. Quiet talking is permitted; however, moving from one table to another is prohibited.
4. No food from the meal may be retained in your possession.
5. You must return all eating utensils along with your tray.
6. All uneaten food and waste material must be place in the proper receptacle.
7. Throwing food or waste materials will be cause for disciplinary action.

INMATE PROPERTY

As previously discussed in this handbook, you are restricted as to the type and amount of clothing you are permitted to store in this facility. If you accumulate excessive clothing or property, you will be notified by the Booking or Block Officer. It is your responsibility to arrange for someone to pick up the excess within fourteen (14) days. You will not be permitted to exchange, give or receive property, with, to or from any other inmate. However, you may authorize your valuable property to be released to another person by signing a Property Release Form.

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When you are released from this facility you have thirty (30) days in which to pick up your property. If you are released to another facility it is your responsibility to make arrangements for any property that is left behind to be picked up within thirty (30) days of your release date. You can utilize the inmate property release form. Any and All property that remains past the thirty (30) days of your release date is considered forfeited/abandon and will be disposed of.

INMATE WORKER PROGRAM

If you desire to be considered for an Inmate Worker position (block trustee, laundry, kitchen, midnight clean-up), you must submit a Work Detail Agreement and Report Form. This form may be obtained from the Block Officer. This document establishes your start date as an Inmate Worker and is the source document for compilation and justification for all Earned Credits submitted to the Clerk of Courts Office. Earned Credits are calculated on a \$1.50 per day of work basis and submitted to the Clerk of Courts Office for posting against Lawrence County Court of Common Pleas costs and fines only.

Please note that full acceptance into the Inmate Worker Program is subject to verification by the Medical Section and at least two of the following:

- a. Warden
- b. Assistant Warden
- c. Treatment Counselor

Failure to obtain these verifications will immediately remove you from the Inmate Worker Program.

Please note that final calculation and submission of any Earned Credits are submitted to the Clerk of Courts Office for posting following an inmate's sentencing and release from Lawrence County Corrections. This ensures the full amount of Earned Credits will be available to the inmate at the time of posting.

If you receive a Report of Misconduct resulting in your placement at RHU or other administrative action you will be removed from the Inmate Worker Program and will not be considered for reinstatement into the program during the current period of incarceration. All Earned Credits accumulated to the date of your removal will be calculated and forwarded to the Clerk of Courts Office upon your release from Lawrence County Corrections.

The Clerk of Courts Office will send a copy of the Disbursement Receipt to your address of record and return a copy to Lawrence County Corrections for filing.

INMATE JOBS

If you desire to be considered for an Inmate Worker job, you will be required to submit a Request Slip to be approved by the Housing Unit Officer, Medical, Counselor and the Office of the Warden. The following Inmate Worker jobs are available:

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Food Service

Laundry

Housing Units – inside crew

Facility Cleaning – outside of Unit

INMATE KITCHEN WORKERS

Inmate Workers assigned to the kitchen will be required to strictly comply with the following rules:

1. Wear a clean uniform everyday, including hat.
2. Shave and shower daily.
3. Keep fingernails short, neatly trimmed and clean.
4. Wash hands with soap and water after using the bathroom.
5. Undergo and pass a physical examination by the prison physician.
6. Report any disease or open sores to your Supervisor immediately.
7. During the preparation and serving of all meals, all kitchen personnel must wear a hat, hair/beard nets and gloves.
8. All beards, mustaches and sideburns must be kept trimmed close to the face, at all times.

Failure to abide by these rules will result in your removal from Inmate Worker Status.

REQUEST FOR INFORMATION

It is obvious that not all your questions can be answered in this publication. This section is to advise you of various avenues available to receive answers to your questions.

Officers assigned to your housing area are often a good source of information. For the most part, these officers will be able to answer many of your general questions that may arise on a day-to-day basis. However, they are not specialists in the areas of mental health, legal issues, medical issues, spiritual needs, drug and alcohol needs, educational needs or any other areas not directly related to their duties. The on-duty Shift Commander may be familiar with your area of concern. If you are unable to receive an answer and are directed to contact a particular Staff member, inmate request forms are available from the officer assigned to your housing area. These request forms are not to be utilized for personal writing material or any recreational use. Upon completion of the request form you are to hand it to the officer assigned to your housing area who will then forward it to the appropriate staff.

From time to time the Warden or Assistant Warden will tour the housing areas. The purpose of this tour is to observe the conditions and operations of the institution. It is not intended to be an opportunity for inmates to make oral requests or question the operations of the institution. These types of issues are to be submitted in writing on the request forms.

Once you have received an answer to your question, you are not to repeat the question to other employees in hopes of receiving a different answer. This type of behavior will result in

disciplinary action for conduct that disrupts. You are strongly encouraged to seek answers to any questions through the proper procedures.

COMMUNICABLE DISEASE/PRECAUTIONARY MEASURES

Good hygiene practices include but are not limited to:

- Frequent hand washing
- Keep your cell and living area clean and sanitized (Cleaning/sanitation chemicals and supplies are available upon request for your cleaning needs)
- Follow the jails cleaning and laundry schedules, do not forget to clean and sanitize your mattress, toilet and sink
- Shower daily and maintain good personal hygiene (hygiene items including soap, toothpaste, toothbrush, and shampoo are provided)
- Do not share cups, bowls, eating utensils, personal hygiene items such as razors, deodorant, soap, toothpaste, toothbrush, brushes, combs etc...
- Do not share opened food items or liquids with others
- If you maintain a personal bowl or cup, keep it clean and sanitized
- DO NOT engage in any risky behavior that would increase your risk of exposure to communicable or contagious diseases
- Report any known exposures to another inmate's bodily fluids or possible communicable disease or infestations to the cell block officer
- Report any medical concerns or conditions to the Medical Department via medical request form
- If you have a known communicable disease or other contagious condition you should notify the medical department and avoid any contact with other inmates and staff.
- You must avoid any behavior that could spread the disease or place others at risk of infection.
- It is a criminal offense to knowingly and purposely attempt to infect another person with a life threatening communicable disease.

SEXUAL HARASSMENT AND OR ABUSE

Sexual harassment or abuse of any type is not tolerated here.

ALL allegations of sexual abuse will be fully investigated and prosecuted to the full extent of the law. If you are ever sexually harassed, pressured, coerced or forced to perform acts of a sexual nature against your will, you should file a written complaint to the Deputy Warden using the inmate request form.

When filing this request, simply write "Sexual Harassment" or "urgent matter" on the form and drop it in the mailbox in your unit. Your request will be answered as soon as possible. If there is an imminent threat of violence or sexual abuse, report this immediately to your unit officer and all efforts will be made to protect you from harm.

Did you know...?

- Sexual assault/abuse happens to people of all ages, ethnic groups, social or economic

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- status, sexual orientation or disability.
- Sexual assault/abuse happens to males and females.
- Sexual assault/abuse is about power and violence. It is not about love.
- Sexual assault/abuse affects everyone, either directly or through the experiences of those incarcerated.
- It is common for survivors of sexual assault/abuse to have feelings of embarrassment, anger, guilt, panic, depression and fear even several months or years after an attack. The offender uses sex as a weapon to assault the *body*, the *mind* and the *spirit*. Any sexual contact between inmates is against the law.
- An investigation will be conducted by an Investigator appointed by the Office of the District Attorney of Lawrence County. You will face **felony** criminal charges.
- If you are found guilty, your time will be increased and you will face life long reporting requirements as a Sexual Predator or Sex Offender. Failure to register as a Sex Offender after your release from jail or prison could result in your probation or parole being jeopardized and as a result you may be returned to jail or prison.

Other things you should be aware of:

- Unprotected sex increases your risk of HIV infections, along with exposing you to other sexually transmitted diseases.
- If you have trouble controlling your actions, ask for help from your counselor, psych-nurse, the Medical Department, or other mental health staff.
- If you are thinking of sexually assaulting or sexually abusing another person, THINK TWICE!!
- What you should know about Sexual Assault/Abuse:
 - Lawrence County Corrections has a Zero Tolerance policy for Sexual Assault/Abuse.
 - Sexual activity, whether consensual or not, will not be tolerated in Lawrence County Corrections.
 - Due to the serious ramifications of a criminal act of this nature, Lawrence County District Attorney has a Zero Tolerance policy for making false reports to Law Enforcement as well.
 - *In other words, TELL THE TRUTH. If you lie, you WILL face criminal charges as well!*

FINANCIAL TRANSACTIONS

Inmate Account:

The prison keeps a money account for you. Money you have when you come to the Jail will be added to your account. You may have money orders sent to the Jail by mail in your name for your account, cash or checks will not be accepted through the mail.

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You may use your money account for commissary or phone calls. You may fill out a money release form to have a check drawn from your account for a family member, an attorney, or to pay fines/court costs.

There are three methods in which visitors may deposit money on to an inmate's account.

1. **MONEY ORDER-** The money order purchased must contain the inmate's full name and mailed through the United States Postal Service. The envelope must be addressed as follows:

Your Name
Your Address
Your City, State Zip

Lawrence County Corrections
Inmates Name
111 South Milton Street
New Castle, PA 16101

ATTN: INMATE ACCOUNT

*Note: If Inmate Account does not appear on the outside bottom left of the envelope this will delay posting the money to the inmate's account.

2. **CASH-** may be deposited on the inmate's account during your scheduled visit or between the hours of 8:00 A.M.-10:00 P.M., Sunday thru Saturday. A Kiosk is located in the jail's lobby for this transaction and deposits will be posted to the inmate's account on or by the next business day. A fee will be applied for using this method.

3. **CREDIT CARD-**a credit card may be used to deposit money on an inmate's account either by using www.inmatedeposits.com, calling 877-650-4249, or by using the Kiosk in the jail's lobby. Please note: this method normally takes three business days to process the transaction. A fee will be applied for using this method. They will need your booking # if using the internet or phone to put money on your account.

LEGAL RESEARCH

Photocopying of legal documents will be permitted under the following guidelines:

- An inmate requesting photo copies must do so by submitting a request form to their counselor. You must submit a money release form along with this.
- Only legal materials will be copied (Books are not permitted to be copied. Copies of handwritten documents from legal books will not be made, unless they relate to a specific part of the photocopied items.)
- Once the Counselor has approved the request, they will retrieve these approved items from you and have them copied. No one will be permitted to come and make their own copies.

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- The number of copies will be limited to three per document. Additional copies may only be approved by the Deputy Warden of Operations.
- Upon receiving the approved copies, the inmate will sign a form stating that s/he received them and this form will be given immediately to the Office Manager by the Counselor for processing. A twenty five cent fee will be charged for each photocopy page made (one side only). This money will be deducted from the inmates account and a receipt will be given to the inmate to show the charges made to the inmates account.
- Inmates who are indigent will be provided legal copies in accordance with this policy and charges will be recovered by the jail once the inmate receives money on their account.

VISITATION SCHEDULE:

Unit	Day	Time	# of visits Per week	# of visitors permitted at one time
HB	MONDAY	1830-2200	1	2
Female				
RHU	MONDAY	1830-2200	1	2
HC	THURSDAY & SATURDAY	1830-2200	2	2
HD	SUNDAY & WEDNESDAY	1830-2200	2	2
HF	TUESDAY & FRIDAY	1830-2200	2	2
HG	THURSDAY & SATURDAY	1830-2200	2	2

PRISON RAPE ELIMINATION ACT (PREA)

- Sexual harassment of inmates is prohibited. Sexual Harassment is defined as sexual advances, request for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature, by one inmate directed towards another. Sexual harassment can also include repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.
- If you believe you have experienced sexual harassment by staff, inmates, contractors, or individuals/groups that have business with Lawrence County Corrections, you must report it as soon as possible. You may report it to any staff member. If you submit it in writing you must include names of all parties involved, the specific details of the incident(s), date(s), time(s), or place(s) of alleged incidents and any witnesses if any. You will not be retaliated against for reporting an incident of sexual harassment or for providing witness testimony.
- If you sexually harass another person (inmate, employee, visitor, contractor, volunteer, etc.) you will subject to being misconducted and it may be a violation of law.
- Sexual abuse of inmates is prohibited. Sexual abuse of an inmate by another inmate include 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: 1) contact between the penis and the vulva or the penis and the anus, including penetration, however slight; 2) contact between the mouth and penis, vulva, or anus; 3) penetration of the anal or genital opening of another person, however slight, by hand, finger, object or other instrument. Sexual abuse of an inmate by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate: 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, contractor, or volunteer has the intent to abuse, arouse, or gratify a 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, contractor, or volunteer 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, contractor or volunteer has the intent to abuse, arouse, or gratify sexual desire; 6) any attempt, threat, or request by staff member, contractor, or volunteer to engage in the activities described in the above 1) – 5) of this section; 7) any display by a staff member, contractor, or volunteer of

his/her uncovered genitalia, buttocks, or breast in the presence of an inmate; and 8) voyeurism by a staff member, contractor or volunteer. This does not refer to incidental physical contact that may occur during a search of an inmate's person in accordance with Lawrence County Corrections policy.

- If you are a victim of sexual abuse, you should report it to a staff member as soon as possible. All inmates, staff, contractors, and volunteers have a duty to report an incident of sexual abuse. Reports and allegations of sexual abuse will be investigated confidentially, thoroughly and promptly.
- A toll free Sexual Abuse Reporting Line (844-429-5412) has been established for the general public and inmates to anonymously report a sexual abuse. A report will be forwarded to the office of the Warden at Lawrence County Corrections.
- Lawrence County Corrections has an agreement with the Crisis Shelter of 1218 W. State Street, New Castle, PA 16101, to provide victim services to inmates who have been sexually abused or harassed.



Say NO to sexual assault/abuse!

Tell a Friend

Tell Staff

Tell Someone You Trust

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