

DATE _____

RE:

Dear _____,

Recently _____ was committed into the custody of the Pa Department of Corrections (DOC). The Department realizes this is a difficult time for the entire family: a time filled with many concerns and questions. Although it is difficult to address all your concerns, this letter contains information to help you understand the correctional process, what you can expect during incarceration, and what you can do to help during this time of separation.

The Department of Corrections' mission is to maintain a safe and secure environment for all inmates and to provide opportunities for inmates to acquire the skills and values necessary to become productive law-abiding citizens. In order to achieve this goal, all inmates entering the Department of Corrections, new commitments and parole violators, are initially placed at SCI-Smithfield to complete a quarantine period between 22 – 28 days. At the end of the quarantine period, new commitments will transfer to the State Correctional Institution (SCI)-Camp Hill to complete the Diagnostic and Classification process. Parole Violators will transfer to an appropriate SCI. All Inmates will receive a complete medical examination within seven (7) days of reception and any necessary medical follow-up.

A Corrections Counselor and Corrections Unit Manager was assigned _____ upon his reception into the facility. The assigned counselor and unit manager address concerns and/or problems as they arise. An inmate is encouraged to resolve any issues through these individuals; however, should they be unable to resolve an issue, an inmate grievance system is available for the inmate's use. Upon reception, each inmate is issued a copy of the PA DOC Inmate Handbook. The handbook outlines departmental inmate policies and is designed to assist an inmate in understanding the rules and regulations within the PA DOC.

The DOC is responsible for the care, custody and control of those committed to our facilities. Information to understand the process is set forth below:

- I. Reception
 - a. New commitments will be received to SCI-Smithfield from any of the 67 counties.
 - b. Parole violators will be received to SCI-Smithfield from any of the 10 supervising districts in the Commonwealth.
 - c. Upon reception to SCI Smithfield, every inmate will be authorized one (1) FREE 15-minute telephone call.

- II. Diagnostic
 - a. Medical examination and follow-up
 - b. Psychological testing and assessment
 - c. Drug and Alcohol assessments
 - d. Staff interviews

- III. Commissary
 - a. While housed at SCI-Smithfield, inmates will not be able to purchase commissary items. Upon reception, basic hygiene products will be issued to every inmate. These items will be available on the housing unit, should items need replenished.



- IV. Letters, Telephone contact and Visitation
- a. Inmates may send and receive letters. Upon reception to SCI-Smithfield, each inmate is provided 12 postage paid envelopes.
All non-legal mail sent to an inmate must be addressed as follows:
Smart Communications/PA DOC
Inmate Name / Inmate Department of Corrections number
SCI _____
PO Box 33028
St. Petersburg, FL 33733
 - b. To receive a Personal Identification Number (PIN) and receive approval for authorized telephone numbers, all Inmates must submit a completed Inmate Telephone Authorization form to staff for processing.
 1. Approved telephone lists are specific to each individual inmate.
 2. An inmate may call persons on their approved telephone list utilizing the inmate telephone system.
 3. These calls must be made collect.
 4. The person(s) receiving the call has the option to refuse the call.
 - c. Inmates are permitted visitation while incarcerated, however, visitation is unavailable to new commitments and parole violators at SCI-Smithfield. Only attorneys may visit with an inmate within the first 10 days of reception.
 - d. To initiate a visitation list: Family, friends, attorney, etc. for review and approval, an inmate must submit an Authorized Visitor's list to the assigned counselor.
 1. Visitor lists are specific to individual inmates. A person may not be on more than one inmate's authorized visitor's list without approval from the facility manager.
 2. Until an inmate is notified that a person has been approved on the authorized visitors list, that person will not be permitted to visit.

Questions and/or concerns may be directed to the assigned counselor or unit manager. The telephone number for SCI-Smithfield is 814-643-6520. If you do not know the name of the individual staff member, the receptionist may be able to assist when you call the institution. All new commitments to the PA DOC will transfer from SCI-Smithfield to SCI-Camp Hill to complete the classification and diagnostic process. Parole Violators will transfer to an appropriate facility. Due to security concerns, the DOC will not notify you of an impending transfer. It is the inmate's responsibility to notify you upon arrival at the next facility.

The Pa Department of Corrections maintains a website which provides information pertaining to inmate calls, video visitation, transportation services, email, mail and how to send money. The internet address is <http://www.cor.pa.gov>.

Sincerely,

SCI-Smithfield
Administration