

# **WYOMING COUNTY CORRECTIONAL FACILITY INMATE HANDBOOK**

## **MISSION STATEMENT**

The Mission Statement of the Wyoming County Correctional Facility is established as follows:

1. Wyoming County Correctional Facility is part of the Criminal Justice System in Wyoming County. Its primary function is to detain Inmates as ordered by the Courts in a manner which assures maximum possible safety for the public, the Correctional Staff and its population.
2. The Facility shall provide a holding area for pre-trial and post-trial detainees.
3. The Facility shall provide punishment of sentenced offenders through the act of incarceration.
4. The Facility shall provide the opportunity for programs, treatment and interaction that will prepare the person for responsible community living. Among these programs are religious training and worship, education, recreation, work programs, and health services.
5. The Facility shall be planned, developed, built, and established to meet the requirements of the United States Constitution, Pennsylvania Constitution and relevant Federal and Pennsylvania Statutory and Case Law.

## **INTRODUCTION**

1. The Correctional Facility rules, regulations, and prohibited acts are published here to clarify expected behavior and explain the procedures of the Inmate disciplinary system. The objective of this rulebook is to achieve and maintain order, eliminate disruptive behavior, and to enable all Inmates to live in a safe and orderly environment.
2. The rules contained in this booklet will explain what is expected of each Inmate while incarcerated at this Facility. They are intended to ensure safe custody, decent living conditions, and fair treatment for all Inmates.
3. Upon discharge or transfer from this Correctional Facility, this booklet is to be returned to the releasing Officer. If an Inmate fails to return this booklet, there will be a \$7.00 fee charged payable prior to his/her release.

## GENERAL RULES

1. Rules are constructed so that all Inmates are provided a course of conduct which is most likely to ensure the safety, security, and orderly operations of the Correctional Facility.
2. There are three (3) basic rules at this Correctional Facility. The violation of any of these basic rules is a serious offense:
  - a. NO ESCAPE: Escape or any attempt to escape is a felony. Escape is not only limited to an Inmate leaving the grounds. Other considerations include, but are not limited to: being “out of place” at any time, altering/tampering with cell doors and/or their locking mechanisms, altering/tampering with cell or door windows.
  - b. NO CONTRABAND: Contraband is defined as any item in an Inmate’s possession which was not issued by a staff member of this Facility or sold through commissary to this Inmate. Contraband is also defined as any item an Inmate is not permitted to possess when confined.
  - c. NO DISORDER: Disorder is defined as a breach of the peace or public order. Examples of disorder are: fighting/assault, disrespect toward a staff member, refusal to obey an order given by a staff member, causing a disturbance, taking hostage(s), immoral sexual conduct, threats, etc. Punching, sparring, boxing, wrestling and practicing martial arts are elements of fighting and therefore forbidden.
3. The Inmate is reminded that situations may arise which are not covered by specific rules and regulations in this booklet. Each Inmate is urged to use good judgment.
4. **WYOMING COUNTY CORRECTIONAL FACILITY RULES AND REGULATIONS ARE SUBJECT TO CHANGE OR MODIFICATION AT ANY TIME.**

## SPECIAL ATTENTION

**Each inmate is advised that if he/she is threatened, attacked or molested by another Inmate, visitor, or staff member, it is to be reported immediately to the Warden/Deputy Warden/Lieutenant. After identification of the party(s) involved is confirmed and a full report is completed, any action this Administration takes will be swift. Criminal charges will be immediately filed if appropriate.**

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## **ACT 84**

As mandated by Act 84: The Inmate Restitution and Information Exchange Bill (42 PA. C.S.A. Sec. 9728), Wyoming County Correctional Facility shall, on a weekly basis, notify the Clerk of Courts of Wyoming County of all individuals sentenced by the Court of Common Pleas of the 44<sup>th</sup> Judicial District that have a balance on his/her personal institutional account in excess of forty (\$40.00) dollars. The Clerk of Courts shall then ascertain which, if any, individuals are obligated to this court for restitution, fines or costs, and shall direct the Warden to deliver to the Clerk of Courts all monies in excess of forty (\$40.00) dollars from each such individual's account.

### **ADMISSION**

1. Upon arrival, newly committed Inmates are processed through the intake unit. They are immediately pat-searched. All accompanying property is also searched for contraband.
2. The Inmate will be subjected to booking procedures. This booking process involves acquiring certain personal history information, photographs, and fingerprinting when required.
3. Personal property, valuables, and monies will be held for safekeeping. All such property not permitted to remain in the Inmate's possession shall be listed and described on an inventory sheet by the Intake Officer(s) in the presence of the Inmate. The Officer(s) and Inmate shall both review the listing. Family or friends should pick up all valuables. Inmates are encouraged to release personal items valued at \$50.00 or more to a family member or friend within five (5) business days of their commitment. The Wyoming County Correctional Facility and the County of Wyoming, PA, will not be responsible for any valuable (\$50.00+) personal items that become lost, stolen, or damaged while an Inmate is incarcerated after five (5) business days have passed since his/her commitment.
4. Inmates will call to the attention of the booking Officer any cuts, bruises, or other injuries. Inmates are also encouraged to disclose any medications they are prescribed at time of commitment.
5. Sentenced Inmates and Inmates transferred from other Correctional Institutions will be strip-searched and showered prior to placement in a housing block. A pre-trial Detainee may be subject to strip searched and shower if he/she meets certain criteria, and the Supervisor approves the motion.
6. Upon admission, Inmates will be issued the following items:
  - Inmate hand book
  - One (1) pair of loafers
  - Two (2) blankets
  - Two (2) orange uniforms

- Two (2) Underwear
  - Two (2) Pair of Socks
  - Two (2) Bras (Females Only)
  - One (1) mattress
  - One (1) mattress cover
  - One (1) laundry bag
  - One (1) visitation list
  - One (1) sheet
  - One (1) towel
  - One (1) Inmate Handbook
  - One (1) Shower Shoes
  - One (1) Tote
- a. Each Inmate is responsible to keep his uniforms, bedding, etc. in the same condition as he/she received them. Intentional damage may result in disciplinary action, and/or financial reimbursement for the item(s) destroyed.
7. Following the intake process, the Inmate shall be permitted one (1) connected telephone call to an attorney, bondsman, family member or other party.
- a. If contact to the desired party is not possible by telephone, a stamped envelope and two (2) sheets of writing paper will be provided in lieu of the telephone call.

**ALLOWABLE PROPERTY**

1. The following list details the specific items and amounts thereof permitted per Inmate in his/her living quarters:

\* County Issued Items

1. County Mattress/Pillow.....	1 total
2. Blanket.....	2 total
3. Sheet.....	1 total
4. Mattress cover .....	1 total
5. Orange County Pants .....	2 total
6. Orange County Shirts .....	2 total
7. Underwear.....	2 total
8. Socks.....	2 total
9. Bra (Females Only).....	2 total
10. Blue County Shoes .....	1 total
11. County Towel .....	1 total
12. County Wash Cloth.....	1 total
13. Laundry Bag .....	1 total
14. Inmate Handbook .....	1 total

- 15. Shower Shoes .....1 total
- 16. Tote..... 1 total

\* Hygiene Items From Commissary

- 1. Bars of Soap.....4 total
- 2. Shampoo.....2 total
- 3. Conditioner..... 2 total
- 4. Deodorant.....2 total
- 5. Toothpaste.....2 total
- 6. Toothbrush.....1 total
- 7. Afro Pick.....1 total
- 8. Comb/brush..... 1 total
- 9. Antacid.....2 total
- 10. Eye Saline Solution..... 2 bottles
- 11. Lip Balm.....1 total
- 12. Contact Case .....1 total
- 13. Baby Powder .....2 total
- 14. Foot Powder .....2 total
- 15. Hair Tie .....2 total
- 16. Toothbrush Holder.....1 total
- 17. Soap Dish .....1 total

\*Candy Items from Commissary

- 1. Candy Bars..... 10 each
- 2. Candy Bags.....6 any combination
- 3. Crackers (PB, Cheese, etc.).....6 any combination

\*Beverage Items from Commissary

- 1. Single Serve Drinks.....30 any combination
- 2. Instant Coffee (4oz.).....5 bags total
- 3. Tea Bags.....48 total
- 4. Sugar (10 count) ..... 50 total
- 5. Sugar Substitute (10 count)..... 50 total
- 6. Creamer (10 count) ..... 50 total

\*Chips and Snacks from Commissary

- 1. Chips/Popcorn/Pretzels/Trail Mix/Peanuts/etc.....10 any combination
- 2. Little Debbie Products (6 count).....2 boxes or 12 count
- 3. Oatmeal Variety (10 count).....2 boxes or 20 count
- 4. Combos.....6 total
- 5. Condiment Squeeze (10 count).....2 boxes or 10 total
- 6. Cookies.....6 total
- 7. Pastry/Cake.....6 any combination
- 8. Beef Stick/Sausage Products.....6 any combination

- 9. Ramen Soup.....30 any combination
- 10. Rice (Instant, etc.).....6 any combination
- 11. Hot Refried Beans.....6 any combination
- 12. Chicken in a Pouch.....6 total
- 13. Tuna Pouch.....6 total
- 14. Sardine Pouch .....6 total
- 15. Peanut Butter (tube).....5 total
- 16. Pop-Tart.....4 total
- 17. Granola Product.....6 total
- 18. Cheese Squeeze.....5 total

\*Miscellaneous Items

- 1. Drawing Pad/Legal Pad.....3 any combination
- 2. Manila Envelope.....4 total
- 3. Envelope # 10.....10 total
- 4. Single Stamps.....10 total
- 5. Security Pen.....2 total
- 6. Colored Pencils.....1 pack or 24 total
- 7. Dictionary.....1 total
- 8. Plain White Paper.....10 sheets
- 9. Air Freshener.....3 total
- 10. Cards (Holiday, Love, etc.).....4 total
- 11. Plastic Tumbler with Lid/Insulated Mug with Lid.....2 total
- 12. Puzzle Crossword/Word Search Books.....2 any combination
- 13. Bible.....1 book
- 14. Stamped Envelope .....10 total
- 15. Eye glasses (prescription/reading).....1 total
- 16. Spoon.....2 total
- 17. Soup Bowl w/ or w/out lid .....2 total
- 18. Seasoning (10count).....5 total

\*Clothing

- 1. White Socks (Male/Female).....5 pair
- 2. T-Shirt (Male/Female).....5 total
- 3. Briefs/Boxers.....5 any combination
- 4. Sweat Shirt-Orange.....1 total
- 5. Panties (Female).....5 total
- 6. Sports Bra (Female).....5 total
- 7. Shoes/Sneakers.....1 pair
- 8. Commissary Shower Shoes.....1 pair
- 9. Towel/Washcloth.....2 each

\* Accumulation of items (Cell Content Limitations)

- 1. Pictures (No Polaroid's) .....10 total
- 2. Personal Letters .....20 total
- 3. Library Books .....2 total
- 4. Current Newspaper .....1 total

Materials exceeding these limits will be considered contraband and may warrant disciplinary sanctions if excess materials are not mailed home, donated to the Facility and/or destroyed according to policy.

- 2. **Be advised, Allowable Property List is subject to change due to Administrative directive and/or commissary vendor product inventory alteration.**
- 3. All items purchased are to be used for the intent in which they were manufactured.
- 4. Once a container of a product purchased from commissary is empty, it is to be discarded, not used for other purpose(s).

**ATTORNEYS**

If an Inmate wishes to hire an Attorney, he/she will be permitted to contact one. The Attorney selected will be of the Inmate's own free choice. Staff members of this Facility will not advise or give recommendations to Inmates. A list of Attorneys can be found in the yellow pages of the area phone books, which will be made available upon request. If requesting to use Facility phone, an Inmate must submit a written request to the Administration identifying the Attorney's name, phone number he/she is requesting to contact.

**BAIL**

- 1. A list of bail bondsmen licensed in Wyoming County, PA will be provided upon request. An Inmate who is eligible for bail and desires to call a bail bondsman will be permitted to call any bail bondsman on this list. An Inmate must submit a written request to the Administration identifying the bondsman's name, phone number he/she is requesting to contact.
- 2. An Inmate who is eligible for bail and desires to call a family member, friend, or other party as an attempt to request assistance in obtaining bail will be permitted one (1) connected telephone call to the party desired at the time of his/her commitment. Any further request for bail calls must be submitted in writing to the Administration.

**BEHAVIOR**

1. An Inmate's behavior while incarcerated at this Facility is of the utmost importance.
2. The following factors may affect the length of an Inmate's sentence, parole, minimum, classification status, and/or petitions that the Inmate may file pertaining to work release/furloughs.
  - a. Disrespect toward staff members, visitors, and/or other Inmates.
  - b. Misconduct report(s)
3. The Adult Probation Department and President Judge shall be furnished with information pertaining to and/or copies of misconduct reports issued to Inmates during their incarceration.

### **CELL AND CELLBLOCK RULES**

1. An Inmate may use only the cell and bunk to which he/she is assigned. Each Inmate, regardless of his/her status, is responsible for keeping his/her assigned cell clean and sanitary. Beds are to be made at 7:00 A.M. Personal items kept in the cell are to be in an orderly arrangement. Cells may be inspected daily.
2. Each Inmate shall actively participate in maintaining of his/her assigned living quarters.
3. No blankets, sheets, towels, clothing or other articles are permitted to be draped over the top or bottom bunk, nor hung on cell doors or dayroom railings.
4. Mattresses, pillows and bedding are to remain in the cell and on the bunks. They are not to be placed onto or used on the floor.
5. No Inmate is permitted to paste, tape, pin, or otherwise post any photographs, pictures, clippings, drawings, cards, or other décor to his cell walls, cell door, bunk, lighting fixture, or other surface of the cell, cellblock, yard, or other accessible area of the facility.
6. No materials, attachments, or substances are to be applied to any lock, door, window, lighting fixture, ventilation inlet/outlet, drain, electrical outlet, intercom, or other fixtures/equipment within this facility.
7. Cells are inspected by an Officer prior to an Inmate's housing assignment and noted. The cell is to remain clean and in the same condition it was when this Inmate was assigned to it. Prior to an Inmate's assignment to another block or release from this Facility, the cell will be inspected for its cleanliness and material condition. Any damage discovered may result in disciplinary, civil, and/or criminal action.
8. Inmates housed on the first tier (ground level) are not permitted on the second tier (second level), unless granted (temporary) express permission by an Officer.
9. Throwing/kicking of articles of any kind within the cellblock area is strictly prohibited.
10. Any loud or excessive noise, such as whistling, singing, yelling, screaming, banging, or other disturbance is strictly prohibited.

11. Inmates are not permitted to yell or talk to maintenance personnel or visitors as they pass through the cellblocks or main corridor. [EXCEPTION: Inspectors, Prison Society members, or other Official visitors may request to speak to specific willing Inmate(s).]
12. Inmates are not permitted to communicate, whether verbally, through (hand) signals, or in writing, with Inmates housed in other cellblocks or Inmates under lockdown/restriction status; the recreation schedule may require two (2) or more cellblocks to receive recreation in the same area at the same time. Also, occasionally, group sessions may be available for the general population and will be held in a common area. In these two (2) instances, Inmates from different cellblocks are permitted to converse with each other.
13. No Inmate is permitted to pass, send, receive, transfer, or leave ANY items in any form, for the purpose of delivering such items or materials to any Inmate assigned, segregated, or situated in any area outside his assigned cellblock.
14. Inmates are not permitted to leave personal items, articles, etc., in the cellblock dayroom during scheduled lockdown periods. All items remaining in cellblock dayroom will be confiscated by staff during scheduled lockdown periods.
15. The improper utilization of a toilet, IE: flushing of food, wrappers, paper, etc., will not be tolerated and will result in a \$15.00 maintenance fee.

### **CLASSIFICATION**

1. To help ensure staff and Inmate safety, each individual committed to this Correctional Facility will be classified. Classification determines which housing block the Inmate will be assigned. There are four levels of classification:
  - a. Maximum/Close
  - b. Medium
  - c. Minimum
  - d. Work Release
2. Classification is determined by, but not limited to:
  - a. Type of offense.
  - b. Amount of bail.
  - c. Prior criminal record.
  - d. Detainer.
  - e. Sentence.
  - f. Potential for or history of violent behavior.
  - g. Risk of escape.
  - h. Mental or emotional condition.
  - i. Physical condition.
  - j. Program needs.

3. Inmate classification is an ongoing process. Depending on an Inmate's actions, behavior, and/or attitude, he/she may be reclassified to another level.

### **COMMISSARY**

1. A current commissary price list is available to all Inmates.
2. Inmates with money on their account may fill out a commissary order form for items to be purchased from the Company under contract with the Wyoming County Correctional Facility. Commissary order forms are passed out Monday nights.
3. The Administrative assistant and/or an Officer(s) will dispense commissary items on each Thursday, or as schedule permits. Holidays may affect the day of distribution due to a delay in delivery.
4. A limit to the total commissary purchase is \$40.00 per Inmate, per week.
5. Commissary items may not be purchased by an Inmate and then passed to an Inmate housed in a separate cellblock.
6. Purchases will be made according to the current commissary list and the availability of items.
7. Commissary purchases are limited to a "cash on account" basis only. No credit allowed.
8. Inmates are prohibited from accumulating goods for the purpose of operating any "in cell" store. The buying, selling, or bartering of goods is not permitted.
9. Commissary order forms must be submitted for order, no later than, 10:00 P.M. Monday night.

### **CONTRABAND**

1. An Inmate is prohibited from having in his/her possession or control any item which was not:
  - a. Issued to him/her by a staff member of this Correctional Facility;
  - b. Purchased by him/her through the approved Inmate commissary procedures;
  - c. Otherwise authorized for him/her by the Facility Administration.
2. If an Inmate becomes aware of contraband anywhere within the Correctional Facility or on the Facility grounds, he/she must report it immediately to a Duty Officer.
3. Any contraband discovered on the grounds of the Wyoming County Correctional Facility is subject to immediate seizure.

### **DEATH IN INMATE'S IMMEDIATE FAMILY**

1. Should an Inmate receive notification as to the death of an immediate family member and wish to attend services, certain procedures must be followed.

2. Immediate family members include the following:
  - a. Spouse
  - b. Parent or legal guardian
  - c. Sibling
  - d. Child
  - e. Grandparent
3. The Inmate, or his/her family representative, shall immediately notify the Warden/Deputy Warden/Lieutenant.
4. The Sheriff's Department normally handles the duty to perform Inmate funeral transports. The Inmate or family representative must agree to be responsible for all costs incurred to perform the transport. Costs include, but may not be limited to, (Deputy) Sheriffs' time and mileage. The Inmate's representative will be advised to contact the Sheriff's Department for specific costs and transportation arrangements.
5. The Inmate, or his/her legal counsel, must petition the Court to affect an order authorizing the Inmate's transport to the funeral service(s).
6. The use of restraints is a mandatory requirement on such transports.

### **DENTAL ATTENTION**

1. A Dentist affiliated with this Correctional Facility is available only on an emergency extraction and repair basis. An Inmate must first submit a "Medical Attention" form to see Facility Doctor/Nurse. If Facility Doctor/Nurse determines that dental work is necessary, an appointment will be set up.
2. Long-term incarcerates desiring routine dental work may do so only if they are able and willing to assume the cost of the work in writing.

### **DISCIPLINARY INFRACTIONS [MISCONDUCTS]**

#### **Misconduct Codes**

#### **CLASS 1: (30-180)**

- 100 Killing
- 101 Assaulting any person (includes sexual assault or an armed assault). A charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate.
- 102 Escape from escort or from a secure institution
- 103 Setting a fire (only when found to pose a threat of serious bodily harm or in furtherance of a prohibited act within the Greatest Category.
- 104 Possession, manufacture or introduction of a firearm, sharpened instrument, knife, dangerous chemical, explosive, ammunition or weapon of any kind.

- 105 Rioting
- 106 Encouraging others to riot.
- 107 Taking hostage(s)
- 108 Possession, manufacture or introduction of a hazardous tool or hazardous contraband. (Tools most likely to be used in an escape or an escape attempt or to be used as weapons capable of doing serious bodily harm to others; tools hazardous to institutional security or personal safety, e.g. a hacksaw blade)
- 109 Possession, introduction or use of any narcotics, marijuana, drugs, tobacco or related paraphernalia not prescribed for the individual by WCCF medical staff.
- 110 Refusing to provide a urine sample or to submit to authorized drug testing.
- 198 Interfering with a staff member in the performance of his/her duties. (Conduct must be of the Greatest Category nature.) This charge is to be used only when another charge from the greatest category is not applicable.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution. (Conduct must be of the Greatest Category nature.)

**CLASS 2: (15-75)**

- 200 Escape from community or WCCF programs or activities.
- 201 Fighting with another person.
- 202 Tattooing; self-mutilation; self-inflicted injury. Possession of tattooing paraphernalia.
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion and/or blackmail. Demanding or receiving money or anything of value in return for protection against others to avoid bodily harm or other threats.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or mask.
- 208 Possession of any unauthorized locking device and/or lock pick.  
Tampering with or blocking any locking device (including keys).  
Destroying, altering, interfering with, improperly using or damaging any security device, mechanism or procedure.
- 209 Adulteration of any food or drink.
- 211 Possession of any officer's or staff member's clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work or to participate in a work stoppage.
- 215 Introduction of alcohol into the facility.

- 216 Giving or offering a bribe or anything of value to an official or a staff member.
- 217 Giving money to or receiving money from any person for purposes of introducing contraband or for any other illegal or prohibited purpose.
- 218 Destroying, altering or damaging county property or the property of another person having a value in excess of \$100.00. Destroying, altering or damaging life saving devices regardless of value.
- 219 Stealing (This includes data obtained through the unauthorized use of communications; access to disks, tapes, computer print outs or from other equipment on which data is stored.)
- 220 Demonstrating, practicing or using martial arts, boxing, wrestling or other forms of physical encounter, military exercises or drills.
- 221 Being in an unauthorized area with a person of the opposite sex without proper authorization.
- 222 Making, possessing or using intoxicants.
- 223 Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol.
- 224 Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate.)
- 229 Interfering with a staff member in performance of his/her duties. (Conduct must be of a High Category nature.) This charge is to be used only when another charge of a high nature is not applicable.
- 299 Conduct which disrupts or interferes with the secure or orderly running of the institution. (Conduct must be of a High Category nature.) This charge is to be used only when another charge of a high nature is not applicable.

**CLASS 3: (0-40)**

- 300 Indecent exposure
- 302 Misuse of authorized medication
- 303 Possession of money or currency unless specifically authorized
- 304 Loaning of property or anything of value for profit or increased return.
- 305 possessions of anything not authorized for retention or receipt by the Inmate or not issued through proper channels.
- 306 Horseplay
- 307 Refusing to obey an order of any staff member. (May be categorized and charged in terms of greater severity according to the nature of the order being disobeyed; e.g. failure to obey an order which furthers a riot would be charged as 105 Rioting; refusing to obey an order which furthers a fight would be charged a 210 fighting; refusing to provide a urine sample when ordered would be charged as 110 refusing to provide a Urine Sample).
- 308 Violating a condition of a furlough.

- 309 Violating a condition of community service.
- 310 Unexcused absence from work or any assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Disrespect toward a staff member/visitor.
- 313 Lying or providing a false statement to a staff member.
  
- 314 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security or official paper. (may be categorized in terms of greater severity according to the nature of the items being reproduced; e.g. Counterfeiting release papers to effect escape –Code 102 or Code 200).
- 315 Participating in an unauthorized meeting or gathering. Greater than 3 inmates in a cell.
- 316 Being in an unauthorized area.
- 317 Failure to follow safety or sanitation regulations.
- 318 Using any equipment or machinery which is not specifically authorized.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failure to stand for count.
- 321 Interfering with the taking of count.
- 323 Hair cutting; shaving head (giving or receiving)
- 324 Gambling
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contact with the public.
- 328 Giving money or anything of value to or accepting money or anything of a value from another inmate or other person without proper authorization.
- 329 Destroying, altering or damaging government property or the property of another person having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person and/or one's quarters in accordance with posted standards.
- 331 Possession, manufacture or introduction of a non-hazardous tool or other non-hazardous contraband. (Tool not likely to be used in an escape attempt or to serve as a weapon capable of doing serious bodily harm to others or not hazardous to institutional security or personal safety; other non-hazardous contraband includes such items as food or cosmetics).
- 332 The improper utilization of a toilet, IE: flushing of food, wrappers, paper, etc.,
- 398 Interfering with a staff member in performance of his/her duties. (Conduct must be of a Moderate nature.)

399 Conduct which disrupts or interferes with the security or orderly running of the institution. (Conduct must be of a Moderate Severity nature.)

**CLASS 4: (0-20)**

400 Possession of property belonging to another person.

401 Possessing unauthorized amounts of otherwise authorized clothing.

402 Malingering, feigning illness.

403 Failure to make bed after count

404 Out of cell without uniform on.

405 Passing of anything to another inmate not authorized through proper channels.

406 Unauthorized use of mail or telephone privileges (Restriction or loss of telephone privileges may be an appropriate sanction.)

407 Conduct with a visitor in violation of institutional regulations. (Restriction or loss of visiting privileges for a specific period of time may be an appropriate sanction)

408 Conducting a business

409 Unauthorized physical contact. (e.g. kissing or embracing)

498 Interfering with a staff member in performance of his/her duties. (Conduct must be of a Low/Moderate nature.)

499 Conduct which disrupts or interferes with the security or orderly running of the institution. (Conduct must be of a Low/Moderate nature.)

- Informal Resolutions: Are allowed when the rule infraction and/or circumstances of the incident does not rise to the level of a major infraction but is above the level of a minor infraction that could be resolved through housing unit action. It will be the joint responsibility of the citing staff member and a supervisor to determine whether an inmate will be offered the option of an informal resolution, and if ordered, what sanctions will be applied. Participation by an inmate in informal resolutions shall be on a voluntary basis only. An inmate needs not be informed which sanctions will be imposed prior to deciding whether he/she accepts the informal resolution. An “Informal Hearing” will then be conducted by the supervisor, within twenty-four hours of the violation, and, if the inmate accepts, they must sign a statement that they agree to participate in the informal resolution.
- Guilty Plea Agreement: May be offered in lieu of a formal misconduct hearing. If an individual is offered such agreement, they will waive the twenty-four (24) hour notice, and also waive the appeal process. All decisions are final if an agreement is signed.

**DISCIPLINARY PROCESS**

1. An inmate charged with rule infractions (major or minor) will receive a written statement of the rule violated and will afford a formal disciplinary hearing on rule violations in front of an impartial hearing committee. No staff member involved with the alleged misconduct will be seated on the hearing committee or conduct disciplinary proceedings.
2. Disciplinary hearings are convened a practical. Hearings will generally be held within 10 days, excluding weekends and holidays, after the alleged violation.
  - a. A disciplinary hearing may be held in less than 24 hours from the time an inmate receives a copy of their misconduct only with the Inmate's written consent.
  - b. A disciplinary hearing may be postponed or continued for a reasonable period of time, given good cause. Reasons for postponement or continuance must be documented.
  - c. Prior to the misconduct hearing, the Disciplinary Chairperson, may offer a plea agreement in lieu of a full disciplinary hearing.
3. At the disciplinary hearing, the Inmate will be given the opportunity to submit a plea of guilty or not guilty.
4. The hearing officer must inform the inmate that the decision of the committee may be appealed to the Warden within 10 days in writing.
5. The appeal must be written legibly. Appeals that contain profanity or vulgar language that is not relevant to the misconduct will not be accepted.
6. The Warden will consider the merit of the appeal based on whether there was substantial evidence to support the charges, when there was substantial compliance with applicable policies and procedures and whether the sanction imposed was proportionate to the rule violation.
7. After receiving and reviewing the appeal, the Warden may:
  - a. Order a new hearing.
  - b. Reverse the initial verdict.
  - c. Reduce the punishment imposed.
  - d. Impose a more appropriate sanction.
  - e. Affirm the decision made by the Panel.
8. All decisions will be made within 15 days of the appeal and a written copy of the decision will be provided to the inmate.

### **DISCIPLINARY SANCTIONS**

1. If, as a result of a disciplinary hearing, an Inmate pleads or is found guilty of an infraction(s), there are five (5) potential disciplinary sanctions (and/or combination(s) thereof) which may be imposed by the Disciplinary Hearing Panel:

- a. **Warning/Reprimand:** The inmate is issued a written warning/reprimand which will be kept in the Inmate's file for review if further behavioral issues occur.
- b. **Loss of Privilege(s):** The Inmate is denied certain privilege(s) for a specific period of time.
- c. **Mandatory Work Detail:** The Inmate is required to perform a specific work detail inside this Facility's grounds, which is determined by the Disciplinary Hearing Panel.
- d. **Cell/Dorm Restriction:** The Inmate is required to stay in his/her assigned cell/dorm at all times except two scheduled hours per day.
- e. **Disciplinary Segregation:** The Inmate is moved to the Disciplinary Segregation housing area. The Inmate is locked down in his/her cell at all times except one (1) scheduled hour per day.
- f. **Restitution:** The Inmate will be required to pay for any damages and/or cost the facility may have to endure.

**SENTENCING GRID FOR DISCIPLINARY INFRACTIONS**

<b>CLASS</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>
<b>1</b>	<b>30-60</b>	<b>60-90</b>	<b>90-120</b>	<b>120-180</b>
<b>2</b>	<b>15-30</b>	<b>30-45</b>	<b>45-60</b>	<b>60-75</b>
<b>3</b>	<b>0-10</b>	<b>10-20</b>	<b>20-30</b>	<b>30-40</b>
<b>4</b>	<b>0-5</b>	<b>5-10</b>	<b>10-15</b>	<b>15-20</b>

Numerical values \_\_\_ - \_\_\_ (ex. 10-20) indicate the span of days in **Disciplinary Segregation** status that may be imposed by the Disciplinary Hearing Panel when an Inmate pleads or is found guilty of an infraction(s). The Disciplinary Hearing Panel reserves the right to impose a sentence that may differ from the guidelines set forth in the sentencing grid due to special circumstances, housing limitations, and/or the severity of the infractions. When an Inmate pleads or is found guilty of numerous infractions, the sentences imposed may run concurrent, consecutive, and/or suspended. The following list describes the status levels of adjustment:

- Level 0: Inmate has no infractions on record.
- Level 1: Inmate has one (1) infraction on record.
- Level 2: Inmate has two (2) infractions on record.

Level 3: Inmate has three (3) infractions on record.

Level 4: Inmate has four (4) or more infractions on record.

### **DRESS CODE**

1. All Inmates are required to be properly dressed at all times.
  - a. Footwear is required at all times. Shoes/sneakers must be worn at all times when outside of cellblock (no shower shoes). This includes yard, gym, library, etc.
  - b. Uniform is to fit and be worn properly, as intended when manufactured. This means uniform is not to be worn inside out, and pants are to be worn at waist level. Failure to do so may result in disciplinary action.
  - c. At no time are the sleeves to be ripped off of a white t-shirt.

### **DRUG & ALCOHOL, MENTAL HEALTH, ETC. PROGRAMS**

1. The Wyoming County Correctional Facility offers several programs, such as drug and alcohol rehabilitation, mental health, and AA.
2. The Drug and Alcohol Program at the Wyoming County Correctional Facility is open to all general population Inmates, depending upon availability.
3. As a condition set forth during sentencing by the Court, certain Inmates may be required to participate and succeed in the Drug and Alcohol Program at the Wyoming County Correctional Facility prior to their eventual release. These Inmates receive first priority status.
4. If an Inmate is interested in enrolling in one or more of these programs, he/she must submit a written request to the Warden/Deputy Warden.
5. Inmates are expected to conduct themselves in an attentive and respectful manner when participating in these programs. Failure to do so may result in suspension or termination from this program and/or disciplinary action.

### **EYE CARE**

1. This Facility does not provide routine vision care services. Such services will be provided only upon recommendation by the Facility Doctor. Should an Optometrist determine it necessary for the Inmate to receive eyeglasses while incarcerated, the Inmate will be responsible for the costs of the eyeglasses and service rendered.
2. Should an Inmate damage his eyeglasses, it will be recommended he/she contact a family member or other responsible party to have the eyeglasses picked up for repair and returned. If the Inmate has no one to do this for him/her, the Warden/Deputy Warden will make arrangements to have the glasses repaired. The Inmate will be responsible for the cost of any replacement parts and/or repairs.

### **FOOTWEAR**

1. New shoes (containing no metal) may be shipped directly from the manufacture.
2. You must wear proper footwear at all times when outside of your cell. Specifically, unless an emergency arises, all Inmates are required to wear either sneakers or Facility-issued blue shoes while in exercise yard, gymnasium, or while on a transport outside the Facility.

**GENERAL (SECURED) VISITATION**

1. Each Inmate is permitted visitation.
2. Visiting hours vary according to the housing location of the Inmate. Weekly visitation hours are as followed:

**VISITING HOURS**

Block	Day/Time	Day/Time
Alpha	Monday/9:00 A.M.-11:00 A.M.	Thursday/6:00 P.M.-8:00 P.M.
Bravo	Tuesday/1:00 P.M.-3:00 P.M.	Friday/6:00 P.M.-8:00 P.M.
Charlie	Tuesday/6:00 P.M.-8:00 P.M.	Friday/1:00 P.M.-3:00 P.M.
Delta	Monday/6:00 P.M.-8:00 P.M.	Thursday/9:00 A.M.-11:00 A.M.
Echo	Saturday/9:00 A.M.-11:00 A.M.	Sunday/6:00 P.M.-8:00 P.M.
Disciplinary Segregated Males	Wednesday/9:00 A.M.-11:00 A.M. *30 minutes total	
Disciplinary Segregated Females	Wednesday/6:00 P.M.-8:00 P.M. *30 minutes total	

3. If the normally scheduled visitation hours for an Inmate are unsuitable for a valid reason, this Inmate must submit a written request to the Warden for his review.
4. The Inmate shall submit a “Visitor Authorization” form, which is a listing of ten (10) individuals for whom he/she desires to have visiting privileges granted. Visitors on this list be must eighteen (18) years of age or older. Legal spouses under this age will be permitted visitation. Each visitor must present a valid picture identification card prior to entry into this Facility. Each list is subject to approval by the Warden or his designee. If anyone on the listing is denied visiting privileges, the Inmate will be notified and advised to submit an alternate name. The Warden or designee may deny visiting privileges under the following circumstances:
  - a. Any person currently on County, State, Federal probation/parole, bail, or having a suspended sentence.
  - b. Commonwealth or Federal witnesses who are to testify against the Inmate.
  - c. Petitioners of a protection from abuse or exclusionary order, to which the Inmate is named a respondent.
  - d. Any person, who is a known threat or behavioral problem, has violated visitation policy in the past, or is a convicted felon.
  - e. Any person who is under the influence of drugs or alcohol.

- f. Upon arrival, you will have seven (7) days to adjust a submitted visitation/phone list.
5. Dependent children under the age of eighteen (18) years of age will be permitted to visit provided they are under the supervision of their parent(s) or legal guardian. Children under the age of eighteen (18) must have a parent(s) or legal guardian with them at all times while inside the facility.
6. A "Supplementary Visitor Authorization" form will be handed out on the last Friday of each month.
7. Any entries submitted with incomplete information will not be approved.
8. Visitors must be properly attired. Men are expected to wear a presentable shirt. Women are expected to wear an appropriate blouse. No halter-type, tube tops or similar type tops are permitted. No high cut-off shorts are permitted by anyone. All persons, including children, are required to wear shoes.
9. Visitors are not permitted to carry food, drinks, purses, coats, jackets, or other nonessential items into the visitation room.
10. In the event of an emergency or other demanding situation, the visit may be canceled, temporarily interrupted, or terminated without prior notification.
11. Visitors are subject to search at any time. Any person refusing to be searched will have his/her visiting privileges terminated.
12. **IT IS YOUR RESPONSIBILITY TO REMEMBER WHO IS ON YOUR VISITATION LIST!**

### **GRIEVANCES**

1. "Inmate Grievance" forms are available by asking a duty Officer.
2. Complaints by Inmates are to be submitted in writing for review by the Warden. All communications will be kept confidential and will be answered by the Warden at his/her earliest convenience. The Warden reserves the right to designate the Deputy Warden/Lieutenant to answer certain grievances.
3. Filing a fraudulent grievance or a grievance containing offensive language will not be tolerated, and may be subject to disciplinary action.
4. You have the right to appeal a grievance response by filing a Grievance Appeal Form to the Warden within ten (10) days.

### **HAIR CARE**

1. Hair is to be kept clean and well groomed
2. Condition of hair cannot present a health hazard.
3. Artificial hairpieces are not permitted.
4. Haircuts will be scheduled approximately every month.
5. Braids, dreadlocks, buns, etc. will not be permitted.
6. Inmates who are on the work release program will be charged \$10.00 for a haircut. (price subject to change with notification)

### **INDIGENT INMATE: COMMISSARY**

1. In order to be considered indigent, an Inmate must not have had any monies in their account for the previous (14) fourteen days.
2. Inmates who submit an indigent request form will receive the following items (monthly)
  - One (1) pen
  - Two (2) stamped envelopes
  - Four (4) sheets of writing paper
  - Two (2) bars of soap
  - One (1) tooth brush
  - One (1) shampoo
  - One (1) tube of toothpaste
  - One (1) stick of deodorant
3. Abuse/misuse of indigent assistance by an indigent Inmate shall result in suspension or termination of this service in regard to this Inmate.

### **LIBRARY**

1. Library hours are as follows:
  - Monday 9:00 A.M. – A and B Block
  - Tuesday – Closed
  - Wednesday 8:00 P.M. – C, D, E Block (ISO if necessary)
  - Thursday 8:00 P.M. – Closed
  - Friday- Closed
  - Saturday 9:00 A.M. – All Blocks
  - Sunday – Closed
2. Inmates may only have two books checked-out from the library.
3. Books may not be passed to other inmates or from one block to another.
4. Inmates may only possess the following reading materials at one time:
  - 2 Library Books and 2 Purchased Books
  - 1 Current Newspaper
  - Other materials may be approved upon request
5. Reading materials approved from outside of the institution must come directly from the publisher. (example: Amazon)

### **LAUNDRY**

1. Laundry service for Inmates is provided twice per week.
2. The laundry service schedule varies according to cellblocks. Weekly laundry service for each cellblock is scheduled as follows:

HOUSING LOCATION	DAYS
Alpha	Monday/Thursday
Bravo	Tuesday/Friday
Charlie	Wednesday/Saturday
Delta	Tuesday/Friday
Echo	Monday/Thursday

Isolation	Wednesday/Saturday
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3. On a scheduled day of laundry service, each general population Inmate must place all soiled laundry in a laundry bag and place this in the cellblock dayroom at a designated area.

### **LOCKDOWN**

1. Lockdown is announced over the block intercom two (2) times prior to each lockdown period. Lockdown is announced five (5) minutes prior to, and at the actual time of lockdown. All Inmates are to proceed to their cells in an orderly manner at the "FIVE MINUTES UNTIL LOCKDOWN" announcement. All Inmates are to be in their assigned cell, at/by the time of the second announcement: "ALL BLOCKS LOCKDOWN."
2. Normal daily operation lockdowns are scheduled at the following times:
  - 2:30 P.M. – 3:30 P.M
  - 10:30 P.M. – 7:05 A.M.
    - Times are subject to change without prior notice
3. Lockdown may be announced and ordered into effect at any time when directed by the Warden/Deputy Warden/Lieutenant. Lockdown may last for an indefinite period of time, should any material conditions, disruptions, diversions, or other emergencies arise which may be interpreted as a safety or security breach. When such an announcement is made, Inmates shall proceed to their cells in an orderly manner and lockdown immediately. Cells will be reopened as soon as the Warden determines the emergency or other situation is resolved or rectified.

### **MAIL**

1. All Inmates are permitted to send and/or receive an unlimited number of letters via United States Postal Service (USPS) each week.
2. All incoming non-legal mail will be opened and inspected for contraband. Inmate mail will not be held. Materials received but not permitted in the Inmate's possession will be returned to sender or placed into storage until his/her release from this Facility. Such materials include, but are not limited to, the following: pornography, explicit photographs, postage paid envelopes, stamps, stationary, blank envelopes, Polaroid photographs, correspondence from Inmate(s) currently housed in another correctional institution, stickers, novelty cards, envelopes of excessive size, etc.
3. Incoming postal mail from Attorneys, Courts, Department of Corrections personnel, and other public officials shall be opened and inspected for contraband while in the presence of the addressee.
4. Correspondence with an Inmate who is currently incarcerated at another correctional institution is strictly prohibited. In cases where such person is a lawful spouse, a written request may be forwarded to the Warden for his review. If exemption is approved, the Inmate will receive written notification from the

- Warden or his designee. Before such exemption will be considered, the Warden of the other correctional institution must also grant permission in writing.
5. Correspondence with an (alleged) victim(s) of the Inmate's (alleged) criminal act is prohibited.
  6. The Warden/Deputy Warden/Lieutenant reserves the right to prohibit an Inmate from receiving incoming mail from ex-Inmate(s), probationer(s), and parolee(s).
  7. All outgoing mail should only have the return address on the top left corner as shown in the following example:  
Inmate name, Block and Cell number  
Wyoming County Correctional Facility (WCCF)  
10 Stark Street  
Tunkhannock, PA 18657
  8. Excessive markings/drawings on the envelopes of outgoing mail will not be tolerated.
  9. Incoming Inmate mail will be delivered Monday-Friday, except on holidays.
  10. Inmates are to advise persons from whom they receive correspondence that name and return address is required on all incoming/outgoing mail.
  11. Packages will be opened and inspected. Acceptable packages must have prepaid postage or they will be returned to sender.

### **MARRIAGE REQUEST**

1. The Inspectors of the Wyoming County Prison Board must review an Inmate's request for marriage service while incarcerated at the Correctional Facility. Unless a valid condition exists requiring the marriage to be performed prior to the Inmate's release, such a request will normally be disapproved.

### **MEALS AND FOOD REGULATIONS**

1. All Inmates are provided three (3) meals per day. Meals are served at the following times (approximate):
  - a. Breakfast 7:15 A.M.
  - b. Lunch 11:30 A.M.
  - c. Dinner 4:15 P.M.
2. Inmates will take their meal tray from the serving officer. Upon completion of the meal, Inmates will stack their trays at the end of the table nearest the cellblock door. Left-over food is not to be disposed of in the block waste cans.
3. Inmates are responsible for returning their trays and flatware in the condition in which they received them.
4. Any inmate with food allergies or religious prohibitions to certain food items should inform the Warden in writing; food substitutions will be arranged upon appropriate documentation.

### **MEDICAL ATTENTION/MEDICATIONS**

NOTE: RE: Pre-existing medical condition(s)

- It is the responsibility of each newly committed Inmate at this Facility to notify medical personnel upon commitment of any pre-existing medical condition(s). Necessary, on-going, and continuous medical attention, treatment following commitment which may require community hospital/physician treatment, or an ongoing treatment plan shall not be refused or discontinued if, in the opinion of the Facility Doctor, such medical treatment, treatment plans, etc., should continue. However, reimbursement for such will be required unless the Inmate is covered by some form of medical/disability insurance obtained privately.
1. The Facility Doctor or his/her assistant is available on a regular basis. If an Inmate request to be seen by Medical Staff, he/she must submit a "Request for Medical Attention" slip. When the Facility Doctor arrives on site, Inmates will be called to the medical area.
  2. Any emergency illness or injury is to be reported to a Duty Officer immediately.
  3. Medications used by any Inmate in this Facility must be prescribed or approved by the Facility Doctor (or his/her assistant)
  4. All medications will be distributed strictly by the instruction of the Facility Doctor, at specific time(s) specified by the Facility Doctor. When the medication cart arrives at the doorway, Inmates are to arrange themselves in alphabetical order in a single file line. All medication(s) must be taken in the presence of the distributing Officer. An Inmate who fails to be present for medication call when required (without valid reason) will not receive his/her designated medication(s). This act will be recorded as a refusal.
  5. A refusal by an Inmate to take prescribed medication will be recorded and reported to the Facility Doctor. Refusal may result in the authorized termination of the prescription.
  6. Regardless of the number of dosages remaining, medication prescribed for use over a specific period of time will not be distributed after the final date of that specific period, unless extended by the Facility Doctor.
  7. The Facility Doctor (or his/her assistant), at his/her own discretion, may order the discontinuation of the use of any medication prescribed to an Inmate, at any time.
  8. Medication not prescribed by the Facility Doctor shall not be brought into this Facility unless permission is obtained from the Facility Doctor or on-duty nurse. This action shall only be approved due to urgent conditions. Such requests will only be considered by the Facility Doctor or on-duty nurse when presented by the Warden/Deputy Warden.
  9. Medications are distributed strictly in accordance to the directions of the Facility Doctor. An Inmate is not permitted to ask the distributing Officer to alter the medication or its dosages.
  10. Misuse/abuse of medication, medical services, or failure to comply with the orders of the Facility Doctor (or his/her assistant), nurse or distributing Officer may result in the discontinuance of services or medication.
  11. Inmates will be financially responsible for any self-inflicted injuries caused while incarcerated at the Correctional Facility. Self-inflicted injuries include, but are

not limited to, the following: suicide attempt, deliberately punching, kicking, or head-butting any hard surface, etc.

### **MEDICAL AND DENTAL SERVICE FEES**

1. Medical care shall be provided to each Inmate housed at this Facility, regardless of his/her financial standing/account balance.
2. The following fees will be assessed for the service provided:

SERVICE PROVIDED	FEE
DOCTOR VISIT	\$5.00
NURSE VISIT	\$3.00
DENTAL VISIT	\$5.00
NEW PRESCRIPTION	\$5.00
VISION	\$5.00
TRANSPORT TO HOSPITAL/DOCTOR APPOINTMENT	\$5.00

3. Service fees are subject to change. A notice will be posted prior to any service fee change.

### **MEDICAL TRANSPORTS**

1. Instruments of restraint will be used during all medical transports. Doctors and other medical personnel have no authority to order the removal of any restraint devices while administering medical services. Inmates remain subject to the rules and regulations of the Wyoming County Correctional Facility while on a medical transport.

### **MEDICATION DISTRIBUTION SCHEDULE**

1. The medication distribution schedule occurs daily as follows:
  - a. 8:00 A.M.
  - b. 12:30 P.M.
  - c. 5:00 P.M.
  - d. 9:00 P.M.
2. A “med call” will be announced when the distributing officer opens the block doorway. Inmates are to have their sleeves rolled up (if applicable) and be in alphabetical order awaiting medication.
3. After consuming medication, Inmates are to show their hands and mouth before leaving the Officer distributing medication.

### **PERSONAL HYGIENE**

1. It is recommended that all Inmates shower daily. All Trustee Inmates who work inside this Facility are required to shower each day prior to reporting to work.
2. If a complaint is verified concerning an Inmate being unclean, this Inmate will be ordered to shower on a more frequent basis. Severe cases may require the Inmate to be escorted to the medical intake area for a proper shower in the presence of Officer(s).
3. Shower shoes must be worn while showering.
4. Littering or loitering in any shower room is prohibited.

### **PERSONAL PROPERTY AND CLOTHING**

1. Inmates are permitted to retain the following necessary personal items:
  - a. Prescription or reading glasses. No plain-lens or non-prescription lens, fashion eyeglasses or sunglasses.
  - b. Prescription contact lenses, a lens case and a minimum quantity of saline solution normally required to maintain them.
  - c. Dentures or partial plates.
  - d. A wedding band, by its traditionally accepted definition. Band cannot exceed \$200.00 in value. Band cannot have any stones or protrusions of any kind.
  - e. One (1) religious medal and chain. Medal must be no larger than a half-dollar and have no stone. The neck chain must be of reasonable size and length, light in weight.
  - f. Personal legal paperwork (within reason).
  - g. Personal prosthesis devices permitted only after physician's approval.
2. Clothing is to be retained and stored in the cell and not allowed to hang or lay about in the block, tiers, steps, yard or other areas. Clothing, or other personal or issued property, discovered lying about in any areas outside of the cells will be confiscated.
3. When outside your cell in block dayroom, you must wear: Facility-issue orange pants, Facility-issue orange shirt or orange sweatshirt, and proper footwear. When in exercise yard, gymnasium, or on transport outside of this Facility, you must wear acceptable footwear (sneakers or Facility-issue blue shoes). When leaving your cell block for any reason, other than recreation, (e.x. Library, sick-call, visitation, etc.), you must wear Facility-issue uniform (orange pants, orange shirt).
4. One set of clothes, suitable for Court (jury selection, jury trial) or eventual release, and personal possessions not permitted to be in the Inmate's possession while incarcerated, will be stored in the property room. All items will be returned to the Inmate at the time of his/her release. Inmates having an excess amount of personal property must make arrangements to have such property released to family or other responsible party.
5. Each Inmate is permitted to keep a total of twenty (20) personal letters in his/her cell. Upon inspection/search of your cell, excess letters/mail will be removed and secured in your personal property storage. Disciplinary action may result.

6. Each Inmate is permitted to keep ten (10) photographs (<5"7") in his/her cell. Polaroid photos and/or photos containing offensive or obscene image(s) will not be permitted. Photos, pictures, or other décor shall not be pasted, taped, or otherwise posted on any walls, overheads, bunks, or other areas.
7. All personal property in the Inmate's possession or in storage shall accompany him/her at the time of his/her release or permanent transfer from this Correctional Facility. Personal property left behind after an Inmate's release will be held for a period of thirty (30) days. If no claim is made for the property during this period, it will be donated to charitable organizations or disposed of.
  - a. Exception: This rule does not apply to any cash balances remaining in the Inmate's personal commissary, Trustee or work release accounts, which, due to any unforeseen circumstance, may be inaccessible at the time of his/her release. In such cases, a check will be written and mailed to the Inmate's forwarding address. The Inmate is responsible for leaving an accurate mailing address.
8. Any monies deposited into an Inmate's account cannot be released to a visitor or mailed to an acquaintance without specific approval by the Warden/Deputy Warden (for legal purposes only).

### **PROPERTY OF WYOMING COUNTY CORRECTIONAL FACILITY**

1. All Facility property issued to the Inmate for his/her duration at this Facility, or placed/entrusted into his/her temporary possession/custody, must be returned in the same condition as it was issued.
2. All Facility/County property accessible to Inmates is not to be marked, defaced, trashed, altered, removed, replaced, damaged, or destroyed on part or on whole. Violation of this regulation may result in civil, disciplinary, and/or criminal action.
3. Inmates who damages or destroys County property will be financially liable for all costs incurred regarding replacement of that property.

### **PUBLICATIONS**

1. Books must be shipped to this Facility directly from the publisher or bookstore from which they were purchased. Any publication deemed inappropriate by the Administration, such as pornography, will be refused and will remain in the Inmate's personal effects until his/her eventual release.
2. The Inmate's family or acquaintance must be responsible for the payment of publications shipped to an Inmate housed at this Facility.
3. Publications must be in **new** condition to be shipped to the Facility.
4. Any publication that is sent to the facility that does not meet the set standards will be placed in the individuals personal bag. At no time will you be able to retrieve such items.

### **RAZORS**

1. Each Inmate will have available to him/her a disposable razor. It will be labeled with his/her name, and stored outside the cellblock when not in use. Razors are labeled and distributed from a Zip-Lock plastic bag. After use, the razor is to be placed into the bag in the same condition as it was received. Alterations to razors of any kind are strictly prohibited and may result in disciplinary action and possible criminal charges.
2. An Inmate who wishes to receive a razor must sign a "Razor Request" form, which is posted daily in each cellblock. This form will be removed from the cellblock at 7:00 A.M. Any Inmate who fails to sign this form will be considered ineligible to receive a razor that given day.
3. Razors are available to general population Inmates from a block control Officer between the hours of 8:00 A.M.-9:00 A.M. (Monday-Wednesday-Friday), excluding holidays. Razors will be issued at 8:00 A.M. and returned before or at 9:00 A.M.
4. Razors are available for work release Inmates during the evening by request to the Shift Supervisor.
5. No Inmate will be permitted to pick up a razor on the behalf of another Inmate. Razor is to be returned by the Inmate to whom it was issued.
6. Scissors are not available for use by any Inmate to trim beard. Anyone desiring their beard trimmed must have it done by the visiting barber.
7. One (1) disposable razor will be issued by this Facility into each Inmate's razor storage each week.

### **RECOGNITION OF PERSONNEL**

1. It is proper to address ALL staff, Court officials, law enforcement Officers, and counselors by their proper names (ex. Mr. Green, Ms. Brown). You may also use the titles "Officer", "Warden", "Ma'am", etc. Other forms of address are not acceptable.
2. Disrespectful actions or language directed toward any Correctional Facility staff members, Court officials, law enforcement Officers, counselors (legal, social, or religious), medical staff, or visitors will not be tolerated. Such behavior may result in disciplinary action.

### **RECREATION**

1. Weather permitting, general population Inmates will be permitted to go to the outside yard each day for a minimum period of two (2) total hours.
2. Inmates are permitted to enter the yard only after an Officer has cleared the area of any safety/security issues.
3. On days when the weather is inclement (or other cases announced), Inmates may be permitted to use the indoor recreation area (gymnasium).
4. Traveling between the block and the recreation area is to be done in an orderly fashion (single-file, no talking/gesturing).

5. Inmates going to recreation (outdoor/indoor) will be required to remain at that location for the duration of the exercise period. Inmates will depart recreation area as a group.
6. No martial arts training, horseplay, arguments, yelling, loud swearing or altercations of any kind are permitted while in the yard or indoor recreation area/gym.
7. Leaning or pounding on the glass areas of the yard or indoor recreation area/gym is prohibited.
8. Inmates will have an opportunity to use a basketball at the outdoor/indoor yards weather permitting. At no time should this ball be kicked or bounced off of the wall. If caught doing these activities the ball will be taken.
9. The exercise yard and/or gymnasium may be secured for an indefinite period of time by the direction of the Warden or his/her designee, should any material conditions, disruptions, or diversions arise which may be interpreted as a safety or security breach.

## **RELIGION**

1. Each Inmate shall be allowed to satisfy the needs of his/her religious life consistent with the orderly operations of this Correctional Facility.
2. Alternating representatives from several different denominations conduct interdenominational religious services each Sunday. The specific time of each service will be announced to all blocks.
3. Those Inmates who desire to see a Minister, Rabbi, Priest, or other religious advisor not affiliated with this Correctional Facility should submit a request in writing to the Administration. The Administration may permit an Inmate to receive a visit(s) from his/her personal religious advisor. The Inmate's personal religious advisor must be a legitimate clergy member and will be required to present proper identification and credentials prior to entering this Correctional Facility.
4. Inmates attending religious services are not permitted to pass, send, or receive any items from religious advisors without prior approval from the Warden/Deputy Warden.

## **REQUEST**

1. "Inmate Request" forms are available by asking a duty Officer.
2. Requests that can be routinely answered or resolved will be routed to the Deputy Warden/Lieutenant.
3. Inmates who wish to discuss a problem or issue with the Warden/Deputy Warden/Lieutenant may submit a written request and briefly state the reason for the requested interview. A meeting for legitimate requests may be granted at the

Warden/Deputy Warden/Lieutenant's earliest convenience. Requests may be submitted in a sealed envelope for confidential reasons.

- a. Demanding to speak to the Warden/Deputy Warden/Lieutenant will not be tolerated and may result in disciplinary action.
4. Numerous, repetitious, and/or frivolous requests will not be recognized. Requests of a discourteous or demanding nature will receive automatic disapproval.
5. Requests containing profanity or requests containing words of a threatening nature will be held in the same regard as if the language written had been spoken. Profane, obscene, and/or disrespectful language in its written form will not be tolerated and shall result in disciplinary action.
6. Any request for Facility telephone use must include the requested contact person's name and telephone number.

### **SEARCHES AND SHAKEDOWNS**

1. All cells and cellblocks will be searched routinely by Correctional Officers.
  - a. Cell searches will be performed on a random basis, due to an Inmate's suspicious behavior, or to aid in an investigation.
  - b. An Inmate may request to be present during a search of the cell he/she is housed in, unless this Inmate's presence would create a safety/security issue or hinder an on-going investigation.
  - c. An Inmate may be strip-searched prior to the search of the cell he/she is housed in.
  - d. During a shakedown, the entire Facility will be under lockdown status until the shakedown has been completed.
2. Inmates are subject to search at any time, which includes a pat-search or a strip-search.
3. An Inmate may be strip-searched at any time if an Officer(s), the Warden, Deputy Warden or Lieutenant has a reasonable suspicion that this Inmate may have contraband on his/her person. A visual inspection of body cavities will typically be conducted during a strip-search.
4. All Inmates will be pat-searched prior to being moved from the block they are housed in to another permitted location (ex. Library, gym, yard, visitation, etc.) within this Facility, then pat-searched again when returning to the block.
5. Inmates who have been granted daily work furloughs by the Court will be strip-searched (each work day) when they report back into this Facility. This includes a thorough visual inspection of all body cavities.
6. Inmates being escorted on a transport outside of this Facility (i.e. court hearing, doctor appointment, etc.) shall be strip-searched prior to transport, then strip-searched again upon return from transport.
7. All visitors and property entering, exiting, or present on Facility grounds are subject to search at any time.

### **TELEPHONE CALLS**

1. Cellblock telephones are set up on an Inmate phone system called SecurusTech. [phone number 1-800-844-6591, internet address: <http://www.securustech.net>]. Incoming calls are blocked. It is the Inmate's responsibility to notify family members and/or friends to contact SecurusTech in order to set up an account. Inmates will not be permitted to contact this service corporation in an effort to set up an account on their own behalf.
2. Upon admission, new commitments will be given an "Inmate Telephone Number Request Form". This form needs to be filled out accurately and completely to have telephone numbers added to your call list. Up to ten (10) numbers may be added.
3. Upon arrival you will have seven (7) days to adjust a submitted visitation/phone list.
4. Telephone list may take up to 72 hours to be processed, not counting weekends or Holidays.
5. Inmates are expected to govern telephone usage time among themselves.
6. General population Inmates may use the phone system from 7:00 A.M.-2:25P.M., 4:15 P.M.-10:25 P.M. When a Facility/cell block lockdown is announced, Inmates are expected to end their phone conversation immediately. Failure to do so will result in disciplinary action.
7. Use of telephones is a privilege. Abuse of this privilege may result in disciplinary action and/or loss of these privileges.
8. Staff members of this Facility are not permitted to relay any telephone messages from outside parties to Inmates unless it is of an emergency nature or is a first-time call in connection with a new commitment. Emergency calls are subject to confirmation.
9. Inmates are allowed to use Facility phones ONLY if pre-approved by the Administration.
10. A "Supplementary Telephone Authorization" form will be handed out on the last Friday of each month.
11. Telephone calls to outside agencies/departments, etc., are not permitted.
  - a. These calls include, but are not limited to:
    1. Wyoming County Adult Probation Department
    2. Wyoming County Domestic Relations Department
    3. Local Magistrates
    4. State, Federal, or other County Courthouses/Departments/Agencies.
    5. Attorneys that are representing an Inmate for pending charges in another jurisdiction.
  - b. Correspondence with the above mentioned outside agencies/departments, etc. is to be conducted through written letters.
  - c. Telephone calls may be approved only if verified through that party.

Support Options	Contact Info
Phone	800-844-6591
Phone - Spanish	866-561-6718
Fax	800-578-2627
Email	<a href="mailto:customer_service@securustech.net">customer_service@securustech.net</a>
Web Access & Chat Link	<a href="http://www.SecurusTech.net">www.SecurusTech.net</a>
Mail Payments	P.O. Box 650757, Dallas, TX 75265-0757
Mail Correspondences	P.O. Box 1109, Addison, TX 75001

### **TELEVISION**

1. Any damage to or attempt to damage a television (TV) will result in the immediate loss of television privileges for the entire block for an undetermined amount of time. Disciplinary action will be brought against any individual(s) found to be directly responsible.
2. Inmates are to decide amongst themselves the programs they wish to view. Disruptions created over what programs to watch will result in the loss of TV privileges for the entire block for an indefinite period of time. Repetitive complaints or requests to Officers to settle viewing disagreements will be regarded as disruption.
3. TV privileges will be revoked as a disciplinary measure for any block disruptions or rule infractions by the block as a whole.
4. Personal televisions are not authorized for use at this Facility.
5. TV remotes will be kept on the window ledge closest to the door.

### **TRUSTEE STATUS**

1. The Wyoming County Correctional Facility provides opportunities for qualified Inmates to earn money and/or complete Court Ordered community service hours while performing work details within this Correctional Facility. Selected Inmates are considered Trustee Inmates. Potential candidates for Trustee status are selected by the Administration based on the following criteria:
  - a. Behavior
  - b. Staff recommendation(s)
  - c. Personal hygienic practices
  - d. Sentence status; Inmate must be sentenced
  - e. Offense(s) committed
  - f. Detainer(s) or pending charge(s)

2. Inmates interested in gaining Trustee status may request this privilege by submitting a written request to the Warden/Deputy Warden/Lieutenant. Final determination is made by the Warden/Deputy Warden/Lieutenant.

### **VOTING**

1. Eligible Inmates interested in voting or registering to vote must submit a written request to the Warden/Deputy Warden/Lieutenant. Eligible Inmates include the following:
  - a. Detainees; those who are untried and awaiting Court action
  - b. Inmates sentenced to misdemeanor charge.
2. Voting shall be done on an absentee ballot via the United States Postal Service (USPS).
3. Sentenced felons are not eligible to vote.

### **WORK RELEASE PROGRAM**

1. The Work Release Program at the Wyoming County Correctional Facility permits qualified (sentenced) Inmates to retain or gain employment status during their incarceration. This program allows selected Inmates to satisfy financial obligations set forth by the Court and to assist in their family's financial needs while incarcerated.
2. Placement into this program is determined by an investigation into several criteria. Ultimately, the President Judge must approve an Inmate's work release petition in order to receive eligibility. The Warden (or his/her designee) may then determine whether the Inmate meets the necessary criteria for placement into the work release program.