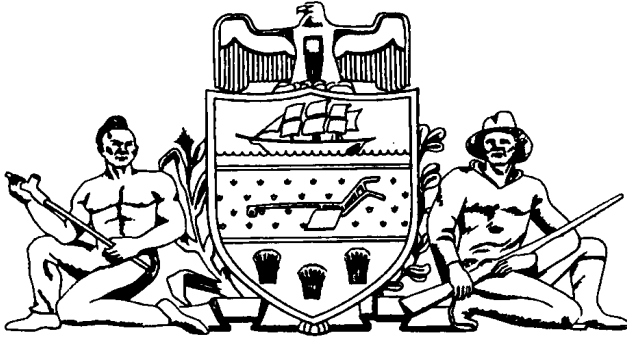




DAUPHIN COUNTY PRISON



Information for Families and Friends of Dauphin County Prison Inmates



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INMATE CLASSIFICATION

The Dauphin County Prison utilizes a comprehensive classification system in an attempt to meet the needs of each inmate. Inmates shall be placed in the Classification Unit as soon as they have been processed by the Booking Officer and shall remain in this unit for up to ten days, excluding weekends and holidays, after commitment.

During this time, an inmate shall receive a physical examination, be interviewed by a chaplain or religious volunteer, an intake worker, and may be seen by various outside agencies such as representatives of Pre-Trial Services, Public Defender, and/or the Parole Office. The inmate is also seen during this time by two (2) Treatment Supervisors to determine appropriate classification, relevant housing issues and programming requirements. From the information gathered, it shall be determined where an inmate shall be housed, according to individual needs.

There shall be no visitation while housed in the Classification Unit.



PHONE CALLS

No personal calls or long distance calls are provided to inmates. Only verified emergencies (i.e. hospitalizations, deaths) will be addressed on an as-needed basis. Inmates are encouraged to communicate with family, friends and others by writing or by setting up a phone account.

SETTING UP A PHONE ACCOUNT

The following instructions apply to setting up a phone account. The phone company that handles the inmate phone system is Inmate Telephone, Inc (ITI). Inmates will usually receive their PIN number the next business day after they are incarcerated. **They must write this PIN number down and keep it secure throughout their stay in DCP.** If they lose their PIN number, they may send a request slip to Deputy Warden of Security to have the pin number reissued.

For individuals that wish to receive collect phone calls from inmates at DCP, an account must be established with ITI. Neither DCP nor the inmate can establish an account. The account must be established by the individual who wishes to receive calls. Phone accounts are set up according to phone numbers, not the inmate's name or DCP number. The individual establishing the account must specify the phone number to which they wish to apply the funds and only that number will be able to receive calls. Multiple accounts with different phone numbers may be established.

Commissary money cannot be transferred directly to an ITI account at this time. Inmates are permitted to transfer

funds from their commissary account to outside individuals, but DCP is not responsible if the account is not established per the wishes of the inmate.

There are three ways someone can set up a phone account:

- (1) Call ITI at 814-949-3303 to set up the account. The person will need to have a credit card.
- (2) Use a computer to connect to ITI (www.inmatetelephone.com) and set up an account online.
- (3) Call ITI at 814-949-3303 to get the ITI mailing address and instructions on how to send a money order through the mail. That person will have to get a money order and mail it to ITI to set up the account.

There are specific hours for telephone usage on a daily basis, and it shall be the inmate's responsibility to schedule their calls. The maximum time allowed per call is 15 minutes. The system will notify the parties when time is running out to permit the parties to end their call. If the call does not end after 15 minutes, the system will automatically terminate the call.

DCP does not 'block' calls from inmates. During the announcement prior to the start of the call, instructions will be given how to block unwanted calls. If you block a call, **all calls** from DCP are blocked. To unblock your number, you must contact ITI.

After an account is set up, it is suggested that individuals write and inform the inmate that calls can now be accepted.



MEDICAL SERVICES

Dauphin County Prison maintains contracted medical services within the facility for the purpose of providing health care to the inmate population. As inmates are processed through the Classification Unit, medical information/history are gathered to develop a long range individualized plan of care.

In accordance with the Dauphin County Prison Policy of Financial Responsibility, fees will be charged for certain medical and dental services and over-the-counter medications. Please see the section in this handbook on “Fees for Service.” The Medical Department at Dauphin County Prison is contracted to offer medical service to those inmates who are in need of medical attention. Inmates will never be denied medical, dental, or any other appropriate medical service.

Routine Sick Call: Sick call is usually conducted daily, five days per week, for routine treatment of acute or chronic illnesses. Inmates wishing to be seen on Sick Call should fill out a request slip and place it in the Medical box located in each housing area. Inmates requiring physician attention will be assessed and referred to the appropriate physician/physician assistant. Minor illnesses will be treated by medical personnel.

Emergency Medical Care: Emergency medical care is available and not only the medical service staff, but security staff as well, have been trained to respond to emergency situations in an appropriate manner.

DCP and its Medical provider are bound by and subscribe to all HIPAA regulations. Therefore, very limited information may be released to anyone other than the inmate receiving treatment.

MAIL

All inmates shall be entitled to use the U.S. Mail service for the purpose of sending and receiving mail; however, DCP reserves the right to inspect/screen all mail for contraband. All incoming and outgoing mail shall be properly addressed. Mail received without a return address shall not be delivered to the inmate. It is the inmate's responsibility to inform anyone corresponding with them that they must place a return name and address in the upper left-hand corner of the envelope. Incoming mail must be properly addressed with the inmate's proper name; the prison does not recognize nicknames. **EXAMPLE:** Inmate Name; (inmate number if known); Dauphin County Prison; 501 Mall Road; Harrisburg, PA 17111

There is no limit on the amount of mail an inmate may send or receive while incarcerated; however, inmates may keep only 12 personal letters in their cell. Excess letters shall be sent out at the inmate's expense or placed in storage. There shall be no limit on the amount of legal mail that may be retained, if it pertains to the inmate's pending case(s).

Inmates shall be permitted to receive books and magazines during incarceration, provided they are mailed from the original source (magazines and newspapers from the publisher, books from the bookstore) through the United Postal Service only. There is also a limit on the number of books and magazines that may be kept in the cells. An inmate shall be permitted to retain up to three (3) personal books (in addition to one Bible, Qu'ran or comparable item), five (5) publications (magazines), and ten (10) snapshot sized photos.

Correspondence shall be returned to the sender for the following reasons: Cash enclosed (only cashier, certified, registered checks or money orders accepted – no personal checks); unauthorized enclosures [stamps, return envelopes, stationary, stickers, glue, glitter, plastic cards, flowers, electronic devices, perfume, lipstick, food, maps, calendars, confetti, journals, tape, internet printouts, gang related material/photos, unknown substances, unauthorized correspondence between inmates, unauthorized publications (i.e. pornography), photos with frames, or photos in excess of 10 or larger than 4x6 inches].



TREATMENT SERVICES

The Treatment Department provides Counseling, Educational, Operational, and Community Connection services to approximately 1,000 inmates housed in the prison. The department is separated into four areas:

(1) The ***Counseling Department*** provides treatment planning, group counseling, one on one individual counseling, and casework advocacy services. Four Therapeutic Communities are also available to the inmates. This section is supervised by the Treatment Coordinator.

(2) The ***Educational Department*** provides GED/ABE/ESL, Life Skills, and Job Skills classes (LASER Program). This section is overseen by the Education Supervisor.

(3) The ***Operations Department*** provides services by assigning inmates to trusty status, outside work details, and processing those inmates requested by Work Release staff to move to the Work Release Center. The Operation Department is responsible for classification including the initial intake procedure, identifying problems in conjunction with the medical and security staff, and proper housing of all inmates. The operations staff handles all parole recommendations and provides secretarial/clerical support services. This section is supervised by the Treatment Evaluator.

(4) The ***Community Connections*** section is supervised by the Community Connections Coordinator. This section provides Religious programming through two full-time Chaplains and covers all religions. This section also provides group services through our 300 volunteers.

COMMISSARY

All inmates in general population are eligible to order commissary items on a weekly basis. Inmate accounts are set up automatically upon commitment. Family members may put monies on the account by placing a money order in the drop box located in the front entry of the prison. The money order should include the inmate's proper name and DCP# if known.

INDIGENT INMATES

On occasion there may be a need to provide basic necessities to inmates who are legitimately without any funds in their commissary account. Inmates must be committed for at least 30 days before an indigent determination can be made and will be done on a case-by-case basis. However, upon commitment, all inmates receive basic hygiene necessities. Any inmate identified as indigent will be eligible for a supplemental hygiene kit on a bi-weekly basis. Kits also include two envelopes and paper, and DCP provides postage.



CLERGY VISITS

A clergy person visiting an inmate must be the official representative of the inmate's faith group. Should the clergy be related to the inmate, another official representative must be designated to visit. Inmates are to provide the Prison with the name of their clergy (Priest, Rabbi, Pastor, Imam, or other Spiritual Advisor) at the time of commitment in order for the Chaplain to validate that they are an official representative of the inmate's religious affiliation. Clergy approved to visit an inmate will be recorded by the Chaplain as they are verified and approved. Clergy are allowed visits, either contact or non-contact, depending on the circumstances. These visits may take place between 8:00 -10:30am, 1:00-1:50pm, 2:15-3:30pm and 6:00-8:30pm daily, and is limited to approximately ½ hour. Situations requiring a visit at another time are to be referred to the Chaplain who will provide for such visitation if determined necessary.

VISITATION

The policy of the Dauphin County Prison is to encourage visits with family members, friends and relatives. It is expected that all inmates and visitors will comply with the rules and regulations governing the visitation policy. The visitation schedule, which is subject to change, is posted on each block. **IT IS THE INMATE'S RESPONSIBILITY TO NOTIFY VISITORS** of the scheduled time and day of visits, of any changes which may occur, and of the rules and regulations governing visitation.

Please see posted Rules in Mainside Lobby.

Inmates shall be granted one visiting period per week for 50 minutes. These visits shall be non-contact.

Those inmates housed in a Classification or Restrictive Housing Unit are not eligible for a visit. Additionally, it may become necessary for the Shift Commander to temporarily suspend an inmate's visitation privileges due to a disciplinary infraction which occurred during visitation. Visitation privileges may be suspended indefinitely during any emergency and will not be made up.

Visitation for the general population is non-contact. A contact visit (or merit visitation) is an earned privilege for inmates who completed a Therapeutic Community or the LASER Program.



PROPERTY

Inmates that wish to release personal property to family or friends must submit a written and signed request slip to the Custody Major. All request slips must list specific items to be released, full name and address of the person items are to be released to. Individuals picking up property must have a picture ID.

If an inmate has been released from DCP, proper notification and authorization from the former inmate is required.

All items must be picked up between Monday and Friday from 8:00 AM - 4:00 PM.

COURT CLOTHES

Inmates must submit a written request slip to the Shift Commanders for approval. All requests must list specifically what items will be brought in for a specific inmate. Jeans, sneakers, underwear, and t-shirts, will not be approved. If clothing is already being held for an inmate, an exchange of clothing must be made.

All clothing drop offs and exchanges are handled between Monday and Friday from 8:00 AM - 4:00 PM.

FEES FOR SERVICE/FINANCIAL RESPONSIBILITY

The Dauphin County Prison Board of Inspectors has approved a policy for Financial Responsibility, under which fees are charged to inmates for Room & Board, certain Medical services and medications, and other services. The Financial Responsibility Policy also includes funds to be deducted from an inmate's account as restitution for damage, defacing, or destruction of Dauphin County Prison property.

ROOM AND BOARD - \$10.00 for each day spent in the institution, beginning with the date on which the inmate was sentenced. The per diem rate will be increased by \$5.00 for each commitment period after the first commitment. For purposes of Room and Board charges, a County Parole Violation is considered a sentence. Inmate workers who appear on the work detail list (i.e. work 5 days a week, 8 hours a day) will receive credit towards their room and board.

Delinquent accounts will be turned over to a collection agency. Balances not satisfied through a collection agency will be recorded on an inmate's permanent record. An inmate who has previously been incarcerated in Dauphin County Prison, was released with an outstanding balance, and is committed again to DCP, will be required to pay any outstanding balance on record. Therefore, he/she will be assessed 100% of any money he has in his/her possession at recommitment. When money is received at the Prison for an inmate after recommitment, 50% is applied to the negative balance and 50% is placed into his/her Commissary account for use by the inmate.



FEES FOR SERVICE/FINANCIAL RESPONSIBILITY (continued)

When an inmate is returned to DCP from the Work Release Center, it takes the work release Business Office a few days to send a check for monies due that inmate; however the check is considered to be funds in the possession of the inmate the day he was returned and 100% of that check is applied to the inmate's outstanding balance at DCP.

MEDICAL SERVICES: Sick Call (\$3.00); Doctor's Call (\$5.00); Dentist's Call (\$4.00). No fees will be charged for initial commitment medical screening, psychiatric services, and emergency services. Any inmate who believes that they were charged a fee for service inappropriately may submit a written explanation as to why they believe they should not have been charged.

Inmates will never be denied medical care for legitimate medical complaints requiring essential medical care. Inmates will never be denied medical care for any reason whatsoever, even if the complaint is unfounded. Inmates will never be denied care, even for non-essential medical services, or care for frivolous complaints, solely because the inmate cannot pay the required fee.

OTHER COSTS: NOTARY SERVICES (\$2.00); PHOTOCOPIES (\$.15 per copy for inmate's own material or law library copies. \$1.00 per page for copies that require research) and PRISON-RELATED RESTITUTION - Inmates found guilty of damaging, defacing, or destroying Dauphin County Prison property, or the property of another individual, will be assessed the amount necessary to repair or replace said property.

Receipts will be given to all inmates and it is the responsibility of each inmate to retain those receipts either in their cells or property box.

Please note: This pamphlet is meant as an informational resource for family and friends only and is not to replace DCP's Rules, Regulations or Policies.

If there are any changes to any Rule, Regulation or Policy, appropriate notice shall be given to all inmates and staff.

Informational sessions will be held once each quarter. Notice of the quarterly sessions shall be posted in the main lobby of DCP.

September 2, 2008