



PHILADELPHIA PRISON SYSTEM

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COMMISSIONER

Louis Giorla

This Inmate Handbook is the property of the Philadelphia Prison System and must be returned to the facility Receiving Room when you are released from custody or transferred to another jurisdiction.



**A Message from the
Commissioner of Prisons**

As an inmate of the Philadelphia Prison System, you are a citizen under legal restraint. You have lost no rights as a citizen or privileges except those that must give way to the safety and security of other prisoners, correctional personnel, and the community.

This handbook outlines the rules and regulations of the Philadelphia Prison System. It is your responsibility to know and follow them.

During your stay you will have access to the various services offered by the PPS. They include medical, behavioral health, drug and alcohol counseling and recreation.

If eligible, you will be permitted to work, attend school, or participate in vocational training.

I strongly encourage you to make the best possible use of your time while in the Philadelphia Prison System. Please take full advantage of the programs and services available to you in an effort to prepare yourself for your release.

Louis Giorla, Commissioner
Philadelphia Prison System

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INTRODUCTION

Philadelphia Prison System Mission Statement and Goals

To provide a secure correctional environment that adequately detains persons accused or convicted of illegal acts; to provide programs; services, and supervision in a safe, lawful, clean, humane environment; and to prepare incarcerated persons for re-entry into society in a frame of mind that will facilitate their becoming law-abiding citizens.

Within the context of the PPS mission, the general goals of the PPS are to:

- promote community safety by providing a secure correctional environment;
- affirm the dignities and rights of individuals;
- provide a safe environment for both staff and inmates;
- provide humane treatment in the context of a willingness to learn and change;
- foster healthy interaction among staff and inmates;
- process all persons expeditiously through the system to ensure prompt, lawful admission, detention and discharge;
- provide facilities, services, and programs that are adequate and appropriate for inmates in the system and that meet or exceed accepted correctional standards; and,
- operate an efficient and cost-effective system.

IMPORTANT!

STATE OF EMERGENCY!!!

It is expected that at all times, inmates must follow orders issued by staff. However, during any declared emergency (fire, riot, blackout, etc.), each inmate must follow orders of staff **at once and without question**. This is for your safety and the safety of the facility. Failure to follow orders will result in disciplinary action and/or criminal prosecution.

IMPORTANT!

SMOKE-FREE POLICY

Staff, inmates and visitors are prohibited from smoking or carrying tobacco products inside of the Philadelphia Prison System (PPS). All (PPS) facilities are smoke free. All cigarettes, matches, lighters, chewing tobacco, and other tobacco products are considered contraband and will be confiscated. Possession of these items is a disciplinary infraction and will result in a report of misconduct (SEE Disciplinary Proc)



I. Intake Procedures

First Twenty-Four (24) Hours

You have been transferred into the custody of the Philadelphia Prison System. The following is a description of what takes place during your first 24 hours in the PPS.

You were placed into an Intake/Receiving area holding cell for processing. When you arrived, you were asked to report all injuries related to your arrest and/or any medical problems that needed immediate attention to the correctional staff. You were also asked to report any medications that you were taking and the reason why you were taking them to the medical staff. All medication(s) must be turned over to or approved by the medical staff. If you have not reported all such injuries, illnesses, or medications, please let a Correctional Officer know of these now.

Your picture will be taken for and printed on your identification armband. Do not to tamper with or alter your armband in any way. You are required to wear it at all times, and must show it to staff before receiving Commissary, visits, mail, or whenever instructed by staff. In the event your armband needs replacing, notify your Housing Officer immediately.

While in the Receiving/Intake Room, you will be allowed to use the telephone. A telephone will be available again once you have been assigned to an Intake housing area and later when you are assigned to a general population housing area. You will be asked to supply the PPS with information about your emergency contact(s).

You will be asked to give five (5) telephone numbers of individuals to whom you expect to make personal telephone calls, including family members, friends, and/or your attorney. You will be permitted to change these numbers after 90 days in custody.



If you have difficulty with the English language and are considered Limited English Proficient, you can request the assistance of an interpreter when trying to access services. This service is available to you during your stay in the PPS. To access this service contact your Social Services Work Case Manager.

Personal Property

You will be asked to turn over all of your personal property and cash. You will receive a receipt for your property. Sign all receipts issued to you. Keep your receipt(s). After your release, you will need your receipt to pick up your personal property.

All of the cash that you turn over to the Correctional Officer during the intake process will be deposited into your “Inmate Account.”

All of your personal items will be sorted according to: 1) what you may keep; 2) what can be stored at PPS in your “Personal Effects Envelope”; and 3) what will be discarded. Some items that you arrived with will not be stored for more than 30 days (backpacks and

duffle bags, bulky items, etc.). You must make arrangements for pickup or shipment of these items.

Valuables that you are not permitted to keep with you are placed in your Personal Effects Envelope. You will sign a receipt for these items and be given a copy. If you are transferred to another facility, your Personal Effects Envelope will be transferred with you. When you are released, all of the approved items stored for you will be returned to you. Items including clothing, jewelry, etc. left over two (2) years will be considered abandoned. Money left over one (1) year will be considered abandoned.

Your personal effects may also be sent home. When you have a visit, speak with the visiting area Officer, who will have you complete a special form stating what items you want to send home and with whom. You and the Officer will sign the form. The Officer will give the form to your visitor, who will take it to the facility Cashier's office after the visit. Your visitor must show valid photo identification, including a signature, in order to receive the item(s) from the Cashier. If you need information that is contained in your personal effects while you are in custody, your Social Services Work Case Manager can assist you with obtaining it.

You may keep the following items in your possession:

- wedding band (solid band with no stones);
- 1 pair sneakers or shoes without steel tip;
- 1 pair shower shoes;
- allowable religious material as follows: 1 religious medal/medallion (no bigger than 50 cent piece) and chain, 1 religious head gear, 1 religious text (Koran, Bible, Torah, etc.);
- writing material (fifty sheets of paper);
- limited reading material that does not pose a security problem, that is material that does not contain information on security threat groups, making weapons, explosives, inflammatory ethnic material, or escape methods (refer to Policy and Procedure 4.G.2, Incoming Publications, for a more detailed explanation of unacceptable reading materials.);
- legal materials;
- small personal address and/or telephone book (not bound by metal fasteners) or paper with phone numbers and addresses on it;
- prescription eyeglasses or contact lenses and cleaning solution approved by the medical services provider;
- hearing aids approved by the medical services provider;
- "Medic-Alert" materials (medal/medallion, bracelet, card, etc.) approved by the medical services provider;
- dentures and prosthetic devices approved by the medical services provider; and
- family pictures (quantity limited to five no larger than 5"x7").

If you are wearing work or hiking boots when you are admitted to the PPS , they will be taken from you. You must make arrangements within 30 days to have them picked up by a friend or relative. After 30 days, the boots will be discarded.



The quantity of items that you are allowed to keep with you will be limited, especially if they pose a fire or security hazard.

If you are still holding any money or personal items that you did not disclose after the processing of personal effects is completed, it will be considered contraband and will be confiscated and/or discarded. This may lead to disciplinary action and/or additional criminal charges.

Civilian Clothing

You will turn over the clothing you arrived in, which will be inventoried, tagged, and stored. The condition of your clothing will be recorded on the clothing receipt. After checking the receipt for accuracy, you will be instructed to sign the receipt, and you will be given a copy for your records. Any vermin-infested clothing will be disposed of and a record of the action taken will be made on the clothing receipt.

Search and Shower

Personal searches are necessary to ensure that no contraband enters the system and to detect undisclosed medical or physical conditions. A shower is mandatory.

PPS-Issued Items

You should have the following items issued to you:

- two jumpsuits (while in quarantine);
- two shirts (after quarantine);
- two pairs of pants (after quarantine);
- two clean sheets;
- one blanket (October 15-April 15);
- one towel;
- one face cloth;
- one toothbrush;
- one tube of toothpaste;
- one comb;
- one cup;
- one spoon;
- one pair of blue shorts DC and HOC (April 15 to Oct 15)
- one sweatshirt (October 15-April 15);
- one jacket (October 15-April 15);
- sanitary napkins upon request (females only); and
- one Inmate Handbook.

You will sign for these items and are responsible for them. The clothing, towel, bedding, and handbook are to be returned when you are released from custody.

Medical Screening

You will be escorted to the Intake medical area, where a medical professional will:

- record your medical history, including alcohol or other drug use information (as reported by you);
- administer a tuberculin (TB) skin implant (PPD), to be reviewed in 48-72 hours;
- note any necessary medications (as reported by you);

- make referrals to appropriate medical or psychiatric services;
- offer you a rapid HIV test;
- collect your urine and blood for sexually-transmitted disease testing.

If you need your glasses, hearing aid, or other medical appliance brought or sent to you and did not already notify the medical staff, you may submit a Sick Call request to see a medical staff member. Please note the procedures for submitting a Sick Call slip in Chapter VIII Medical Services.

Assignment to a Housing Unit

You will be assigned to an Intake housing unit or to other specialized housing as directed by health care staff, PPS staff, or by the Court.

Restorative and Transitional Services Screening

After your assignment to an Intake housing unit, a Social Services Work Case Manager will see you and will conduct an initial screening. The Social Services Work Case Manager will address any emergency needs you have. At that time, you may make changes to your telephone list. Note, however, that changes cannot be made again for 90 days.

Orientation

An orientation session will be held in the Intake housing unit to explain PPS rules and procedures and to inform you of the services available to you.

Orientation topics include:

- the medical clearance and housing classification processes;
- the grievance process and the discipline process;
- mail, Commissary, telephone privileges, visiting procedures, and handling of valuables;
- Health Services, Restorative and Transitional Services, HIV/AIDS testing and counseling, substance abuse treatment programming; and
- official visits (e.g. lawyers, religious visitors).

A question and answer period is part of each Orientation.

You will find each of these topics covered in greater detail elsewhere in this handbook.

Classification

Classification is an objective method of grouping inmates for housing and programming based on:

- current charges;
- prior criminal history;
- prior institutional behavior;
- length of sentence;
- medical and psychological history;
- stability factors; and
- other relevant factors particular to an individual.

You are assigned a custody level based on the above factors. The custody level may be altered to reflect conditions that warrant special attention, such as behavioral problems and medical or protection needs. You will remain on the Intake housing unit for approximately two to three days, until you have been classified and cleared medically.

Your custody level will be reviewed every sixty (60) days. Should you violate any PPS rules/regulations while in our custody, and you are found guilty of the infraction, you will be placed in punitive segregation. A review of your custody level will be conducted if you are found guilty of a disciplinary infraction or if there is a change in your legal status. You may appeal a classification decision by using the inmate grievance procedure described under Chapter V Inmate Responsibilities, Rights, and Privileges.

Juvenile inmates are not subject to the classification system and are housed with other juvenile inmates only—never with adult inmates.

II. Inmate Services and Procedures

Commissary

After you have been transferred from intake housing, you may purchase approved snacks and items for hygiene and personal use from the Commissary. This Commissary service is provided through a private vendor. Costs for Commissary items will be subtracted from your Inmate Account balance.

A complete Commissary menu is posted on each housing unit along with a schedule for pickup of order forms and delivery of Commissary items. Deliveries are made once a week. To order, use the following procedures:

- complete a Commissary Form, listing your name, prisoner identification number, housing area, date, and the items you wish to purchase. List the items in the order you want them most. See your Housing Officer if you are having difficulty filling out the form;
- Commissary orders may be submitted once a week, according to the schedule posted on your housing unit;
- you may spend up to \$75.00 per order, excluding non-standard items;
- non-standard items, such as sneakers and personal radios, are available and may be purchased on a separate non-standard form. Frequency and quantity of such purchases are limited. Fill in the non-standard items you want on your form;
- place your Commissary Form into the Commissary box located in your housing area. Commissary form pick up schedules vary for each facility. Schedules are posted on each housing area;
- inmates in Disciplinary Segregation will not receive Commissary while in this status. If ordered, Commissary items will be sent back and the inmate's account will be credited.

If you have a medical condition that requires restriction of certain Commissary food, you are encouraged to make healthy choices.



If you are confined to the Prison Health Services Wing (PHSW) hospital unit for any reason, you will be permitted to purchase personal items **only** (cosmetics) until you return to general population.

When your Commissary order is delivered to you, check the contents of the bag. Your order form will be marked to indicate 1) if any item was unavailable; 2) if your order exceeded the purchase limit for the week; or 3) if you did not have enough money available in your account to complete the order. If you have been charged for an item not included in your order, or if an item needs to be returned, the vendor will issue a credit slip for the exact amount. If you have any other problem with your order upon delivery, report it to the Commissary delivery person immediately.

You will receive a receipt with your Commissary order. Sign the receipt as evidence that you have received your order. The vendor will give you the bottom copy of the receipt for your records.



Access Corrections was formed by Keefe Group, the PPS' commissary provider, to allow family members and friends of inmates to deposit funds into an Inmate Account. This service provides a toll-free phone number (1-866-345-1884) and a website (www.accesscorrections.com) for deposits. Payments may be made by Visa or MasterCard. Additionally, kiosks which will accept Visa or MasterCard debit or credit cards and cash are located at all PPS facilities where visits occur, except at the 600 University Avenue facility. Kiosks are available 9AM to 9PM seven days per week. Deposits may be made at the kiosk without a visit. Funds may be deposited to any inmate account from any kiosk. These Kiosks are located in the visitor's lobby. Funds will be available to the inmate within 48 hours of deposit. If family members or friends wish to order limited personal items, such as underwear and socks, to be delivered to you with commissary, they may get further information online at (www.phillypackages.com).

Food Services

All inmates are provided three meals daily.

Meal menus and schedules are posted on the housing units. Meals are served in the housing unit dayrooms at Philadelphia Industrial Correctional Center (PICC), Curran-Fromhold Correctional Facility (CFCF), Riverside Correctional Facility (RCF), Cambria Community Center (CCC) and Mod 3. Meals are served in the central dining areas at House of Correction (HOC), Detention Center (DC), Alternative & Special Detention Central Unit (ASDCU) and 600 University Avenue.. (Inmates in special management status are served in their cells.)



When you have finished eating your meal, deposit any recyclable items in the recycle bins provided.

Special menus are provided on: Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, the Fourth of July, Labor Day, and Ramadan.

Medical Diets

The medical staff prescribes medical diets. If you are placed on a medical diet, the medical staff will instruct you about which items you should or should not eat and any other special precautions that you should take.

Going to Court

On a day that you are scheduled for Court, the 11:00 PM-7:00 AM Officer will wake you sometime between 3:00AM and 4:00 AM. At that time, you must take care of all your personal needs (shower, shave, etc.). The Court officer will escort you from your housing area. You will be escorted to breakfast if you have not already received it on your housing area and to receive scheduled medications, as necessary. You will then be taken to the Receiving Room where you will be searched and then given your civilian clothes for Court. You are not allowed to take anything to Court except legal papers. Do not bring anything else to the receiving room.

Upon returning from Court, you will be strip-searched and will change back into prison clothing. You are not permitted to bring anything back from Court that you did not take with you, except additional legal papers.

Civilian Clothing Exchanges

In order for you to have appropriate clothing for Court or release, your friends or family may bring you clean clothing for exchange during a visit. Exchange is made on an item-for-item basis and must be made on your regular visiting day. You may add a coat or sweater to your one set of clothing to take seasonal weather changes into account. You may not receive leather, fur, or suede clothing on exchange. Shoes are not accepted on exchange. You must sign a new exchange clothing card or print out sheet when you receive a clothing exchange.

Inmates must receive prior approval from a supervisor for a clothing exchange, and the clothing exchange is only to provide clothing for Court appearances or release. At the very beginning of the visiting process, the visitor must declare his/her intention to exchange civilian clothing. You and your visitor must sign a release for the old clothing being taken out of the facility. Note the specific visiting procedures in the "Visits" section in this handbook.

Hygiene

Showers are mandatory on admission. You are required to maintain your personal cleanliness throughout your incarceration at the PPS. You will be instructed to shower and change clothes if staff observes that you are in an unhealthy or unclean condition. Non-compliance will lead to corrective actions, possibly including formal discipline.

IMPORTANT!

If you have or develop an abscess, boil, or break in your skin immediately fill out a Sick Call slip and submit it to the medical staff for a medical evaluation.

Frequent hand-washing is the most important way to prevent the spread of illness.

You were supplied with basic hygiene items at Intake. Once these are exhausted, an assortment of these items may be purchased through Commissary. Specialty hygiene items may also be purchased through Commissary. Barbering and hair-care services are provided. A schedule is posted on your housing unit.

All PPS facilities are smoke-free and tobacco-free. This rule applies to all staff, inmates, and visitors.

Inmate Accounts

You are not permitted to have cash, other currency, or charge/debit cards inside the PPS facilities. An Inmate Account was established for you upon your admission to the PPS. Any money you had with you upon arrival was deposited in this account. Negotiable items (such as personal checks or bonds) were not deposited and were placed in your personal effects. You may choose to have someone pick them up. If you were transferred to the PPS from another jail or prison, checks from these facilities will be deposited in your Inmate Account.

Money may be placed on your account from the following sources:

- a check covering the balance of your account from another penal institution;
- social security retirement checks (not SSI checks);
- cash, US Postal Service (USPS) money orders or certified checks in any amount from your visitor or through the mail (no personal checks are accepted);
- money orders other than USPS money orders in a maximum amount of \$100.00;
- wage earnings (pay) from a PPS facility job assignment; and
- work release pay.

You may use the balance in your Inmate Account to purchase Commissary, newspapers, etc.

You also may send money from your account to people outside of the PPS for:

- legitimate family support;
- payment of legal fees;
- court costs;
- items consistent with your PPS discharge plan, such as books or tuition; and
- other approved expenses.

If you want to send money from your Inmate Account, complete a Request for Disbursement (D-Form), which is available on your housing area. You will sign the form in the presence of your housing unit supervisor, who will forward it to the Warden's office. You also must provide a postage-paid, addressed envelope in which your payment will be mailed. You will receive an approved copy of your D-form signed by the Warden or his designee prior to the disbursement being mailed. If the disbursement is not approved, you will be notified, and no money will be removed from your account. No disbursement will be approved for purchase of items supplied within the PPS or available through Commissary.

You must have enough money in your account to cover any transaction requested. No credit is given.

When you are released, any money in your account will be returned to you. If the Cashier's office is open when you leave, you will receive cash for any balance in your account up to \$100.00.

If you have more than \$100.00 in your account, you will be given \$50.00 in cash, and the Inmate Accounts Office will provide a check for the remaining balance. If the Cashier's office is closed when you leave, your account balance will be refunded to you (at the facility from which you were released) by the Inmate Accounts office in check form on the next business day, during business hours. (If necessary, you will be provided with a token and sufficient cash to get you home via public transportation).

A sentenced inmate relocated to another incarceration facility may request in writing that the remainder of his/her balance to be mailed to the address indicated in the written request. You have one year after release to collect any money left in your account. Money unclaimed after one year will be deposited into the City's general fund.

Laundry, Linen and Inmate Clothing

You will be provided clean linens (sheets, towel, and washcloth) and clothing appropriate for the season. Linens and prison-issue clothing are exchanged on a one-for-one basis each week.

Assigned inmate workers provide laundry service for your personal clothing, such as undergarments. The schedule for laundry service and linen exchange is posted on each housing unit.

If you do not have clothing suitable for Court appearance (see Civilian Clothing Exchanges under "Going to Court" and "Visits"), you may request a clothing exchange (see your Housing Officer). If necessary, you may submit a written request to your Unit Manager for your Court clothing to be cleaned. This normally will be approved if no reasonable alternative exists.

Legal Services

Access to all of the following procedures and legal services is provided throughout the PPS.

Legal Visits, Telephone Calls, and Correspondence

Confidential visits with your attorney and other authorized officials can be held in each facility's official visits area (see Visits). Uncensored, unmonitored legal telephone calls may be made from the law libraries and the housing unit. Correspondence to or from your attorney or other authorized officials are unrestricted and uncensored. Postage is provided free if you do not have sufficient money in your account to pay for legal correspondence (see Inmate Mail.)

Law Library

In each facility, a Law Library is available where you may do legal research, with the assistance, if necessary, of an assigned inmate Law Library aide. Reference materials on local, state, and federal law are available. Equipment is provided for note-taking and preparation of documents for submission to the Court.

Telephone books are available in the Law Library to assist you in seeking new counsel.

Each housing unit is scheduled for Law Library time. Add your name to the sign-up sheet that is posted on your housing unit near the Law Library schedule.

Legal Photocopying

Photocopying equipment is available for you to copy legal documents for submission to the Court, if they cannot be hand-copied. If you need this service, fill out a Request to Staff Form and give it to your Housing Officer.

Notary Services

Each facility provides notary services according to a schedule posted on your housing unit. To use this service, sign the notary list in the Law Library.

NOTE: Complete PPS Policies and Procedures regarding inmate legal access are available for your review in the Law Library.

Defender Association of Philadelphia

The Defender Association of Philadelphia is the organization in Philadelphia which provides legal representation for defendants in criminal cases who cannot afford to pay for legal representation. The Defender Association offices are located at 1441 Samson Street, Philadelphia, PA 19102-3004. The main telephone number is 215-568-3190.

The Defender Association is assigned by the Courts to represent their clients. The Defender Association receives funding for its operation through a contract with the City of Philadelphia, but the Association is not a City agency and has long traditions of political independence and of freedom to act solely in the interests of its clients.

More than 220 attorneys are employed by the Defender Association to represent clients who are charged with all levels of crime from misdemeanors (crimes where the maximum penalty is five years in jail or less) and felonies (maximum of more than five years) to murder and death penalty cases. Assistant Defenders represent clients in adult and juvenile Court cases and at civil mental health hearings.

All clients are represented by full-time attorneys who are licensed to practice law in Pennsylvania. At times, law students supervised by attorneys may assist in interviewing clients and may represent clients at some minor hearings. The client will always be informed that the interviewer is not an attorney. Any matter discussed with such a law student is covered by the "attorney-client privilege."

Defender attorneys rotate their assignments through the various units or divisions of the office. Due to its limited funding and the large number of cases that it handles, the Defender Association is unable to provide one specific attorney to represent a client throughout his/her case (except in murder cases).

Rather, an attorney is assigned to a specific Courtroom and is responsible for representing all Defender clients assigned there. If the case is postponed, the client most likely will have a different attorney assigned to the case. If the client is convicted and the sentencing is "deferred," the same attorney will handle the sentencing.

Important telephone numbers at the Defender Association:

- Defender Association, General Number: 215-568-3190
- Felony Waiver/Preliminary Hearing: 267-765-6549/6826
- Major Trial/Jury Trial Unit: 267-765-6874
- Special Defense Unit/Homicide Unit: 267-765-6877
- Juvenile Division: 267-765-6574
- Probation and Parole Unit: 267-765-6565
- Prison Services Unit: 267-765-6643
- Appeal Division: 267-765-6733
- Municipal Court Unit: 267-765-6778

*Prison Hotline: If your last case/detainer is disposed of and you feel you should be out of jail, call this number and leave a message: 215-972-4044.

Mail

Generally, you may correspond with any person, and you are encouraged to maintain communications with friends and relatives in the community.

Outgoing Mail

You may purchase writing materials and stamped envelopes through Commissary. Free inmate stationery is available on your housing unit.

Place your stamped letters in the U.S. mailbox on or near your housing unit. All stamped mail will be picked up and delivered to the Post Office. No outgoing inmate mail will be opened unless there is a Court order or other legal basis to do so.

Generally, corresponding with inmates in other PPS facilities or any other penal facility is prohibited. An inmate wishing to correspond with another inmate in another correctional institution must obtain the permission of the Wardens (or their designees) of both the facility in which the inmate sending the mail is housed and the facility of the intended recipient.

Indigent Mail

You are considered indigent if your account has less than \$5 in it for thirty days. If you do not have enough money in your Inmate Account to purchase writing materials, including stamps, you will be provided with envelopes and postage for up to three (3) personal letters and ten (10) legal letters per week. Place your letters in the locked box marked "indigent mail" on your housing unit. The box is emptied by staff each day. Once your indigent status is verified, the Mailroom Officer will affix the proper postage on the mail.

Incoming Mail

You may receive mail from any person not incarcerated. The Warden or designee must approve mail received from other institutions. Incoming mail is opened and is checked for money or contraband, but it is not read or censored except under a few specific circumstances.

If a money order is enclosed, a notation will be made on the envelope for your information, and the money order will be removed and placed in your account (see Inmate Accounts). Contraband (i.e. any item not approved for inmate possession) will be destroyed, returned to the sender, or referred for investigation.

Legal Mail

Incoming mail that includes a return address and is clearly marked “legal mail” is opened by staff, but only in your presence.

Packages

You may not receive packages except those containing items specifically approved by the PPS, or with the advance written approval of your Unit Manager and the Deputy Warden for Administration. Packages are opened and are checked by correctional staff, and you will receive the contents only.

Publications

You may receive books, magazines, and other publications from any source as long as they are sent directly to the facility from the publisher. Certain written materials are rejected and returned to sender or discarded, including pornography, illegally-marked material, and information on topics such as weapons, drugs, or prison disruptions.

Facility Addresses for Inmate Mail

Alternative and Special Detention Division (ASD)
8101 State Road, Philadelphia, PA 19136

Curran-Fromhold Correctional Facility (CFCF)
7901 State Road, Philadelphia, PA 19136

Philadelphia Detention Center (DC)
8201 State Road, Philadelphia, PA 19136

Philadelphia House of Correction (HOC)
8001 State Road, Philadelphia, PA 19136

Philadelphia Industrial Correctional Center (PICC)
8301 State Road, Philadelphia, PA 19136

Riverside Correctional Facility (RCF)
8151 State Road, Philadelphia, PA 19136

NOTE: The system’s complete Policies and Procedures on inmate mail are available for your review in the facility Law Library.

Personal Effects (Valuables)

If you were admitted to the PPS carrying any valuables that you are not permitted to keep with you, these items were placed in your personal effects envelope. You signed a receipt for these items and were given a copy. If you are transferred to another PPS facility, your personal effects envelope also is transferred.

You may send out items from your personal effects through a visitor. Speak with the visiting area Officer, who will have you complete a special form stating what items you want to send out and with whom. You and the Officer will sign the form. The Officer will give the form to your visitor, who will take it to the facility Cashier's office after the visit. Your visitor must show valid photo identification, including a signature, in order to receive the item(s) from the Cashier. If you need information that is contained in your personal effects, seek the assistance of your Social Services Work Case Manager.

Telephone Access

While in the Receiving Room area, you were allowed to make a five (5) minute telephone call. You were asked to give five (5) telephone numbers of friends and/or relatives and the telephone number of the legal counsel you would like to call while you are incarcerated.

At the beginning of your first call, you will be asked to state your name. This will be used on all future calls and will not be changed. It is important to use a name that everyone knows. You also were asked to select a Personal Identification Number (PIN) to access the telephone system. These telephone numbers will be entered into the automated telephone system and you must use your PIN to start a call. You will be able to change a telephone number during the first seventy-two (72) hours, while in intake housing, and then every ninety (90) days. To make changes, you must submit a change of telephone number slip to your housing Officer.

While on the housing area, you will be able to make two (2) types of telephone calls:

- direct call –Three calls per day. The total time for the three calls cannot exceed a total of ten (10)minutes There is no cost to the inmate or called party for these calls;
- collect call –Unlimited calls of up to fifteen (15) minutes each, subject to the availability of phones.

Each call you place will be assessed automatically to your PIN number. You must use a PIN number for all calls

IMPORTANT!

NOTE TELEPHONE CALLS ARE SUBJECT TO RECORDING AND MONITORING WITH THE EXCEPTION OF ATTORNEY CALLS
A list of all numbers called by a PIN is maintained.

Direct – Free Calls

Direct calls may be made to any PHILADELPHIA exchange except “685” or “686.”

You may not call any toll-free numbers.

1. Pick up phone and press 1 for English or 2 for Spanish
2. Enter your PID and PIN. If your PID is six numbers, you must start with a zero.
Example: If your PID is 111111 you must first enter 0111111 and then enter your three digit PIN code.
3. Press 1+ 215 or 267 plus local phone number to place a FREE CALL.

Collect Calls

1. Pick up phone and press 1 for English or 2 for Spanish.
2. Enter your PID and PIN. If your PID is six numbers, you must start with a zero.
Example: If your PID is 111111 you must first enter 0111111 and then enter your three digit PIN code
3. Enter 0 + area code + phone number to make collect calls.

All Calls

If the person you are talking to touches the switch-hook on his/her telephone for any reason such as call waiting, transfer, hold, or third party, your call will be terminated. If you press additional buttons after placing your call, your call may be terminated.

IMPORTANT!

**REMEMBER,
DO NOT SHARE YOUR CODE or PID WITH ANYONE!!!**

There is a legal aid telephone access service available at the Law Library. The telephone system has been set up to contact various legal service organizations throughout the city. There is no charge to contact these legal organizations. A list of these legal services or organizations is posted in the Law Library. Calls to numbers from this list may be placed as direct calls in the housing unit and time use rules will apply. Attorney calls from the housing unit are not subject to recording and monitoring.

Eligible inmates under the Americans with Disabilities Act (ADA) may request assistance from PPS staff.

The PPS offers the option of setting up prepaid calling accounts. This option is called Advance Pay and allows inmates to place calls to designated phone numbers without the restrictions of standard billing. This allows numbers that would otherwise be blocked from collect calling to accept inmate calls, which have associated costs. Service fees are associated with this feature. The toll free number for families and friends to obtain information or to set up an account is 1-866-230-7761. Hours of operation are Monday-Friday 7am to 11pm CST and 6am to 7pm CST on Saturday and Sunday. An automated system is available 24 hours per day, seven days per week at 1-800-483-8314. Information may also be obtained at www.GTL.net.

Inmates may also purchase pre-paid phone cards themselves from Commissary. There is a limit of two \$10.00 cards per week.

Visits

So that you may maintain ties to your family, friends, and community, the PPS provides scheduled times for you to receive visitors.

Adult Visits

Visiting hours are posted on the bulletin board in your housing unit. Each facility provides a one-page handout, which includes the visiting schedule, a list of items that you may receive at visits, the clothing exchange procedure, and directions to the facility.

You may mail copies of the handout to your designated visitors.

Visiting Hours

Detention Center (DC)- Visiting hours are from 10:00 am -6:00 pm, Monday through Friday. Visitors must sign in by 4:30pm and visiting hours will terminate promptly at 6:00pm.

House of Correction (HOC) - Visiting hours are from 10:00am – 6:00pm, Monday thru Friday. All visitors must sign in by 3:30pm and visiting hours will terminate promptly at 6:00 pm.

Philadelphia Industrial Correctional Center (PICC)-Visiting hours start at 10:00am – 6:00pm, Monday thru Friday. All visitors must sign in by 4:45pm and visiting hours will terminate promptly at 6:00pm.

Curran-Fromhold Correctional Facility (CCF)-Visiting hours for General Population starts at 8:30am–10:00pm, Monday thru Friday. Protective Custody visits start at 7:30am-10:00am. Lock-in status visits start at 10:00am–10:00pm. All general population visitors must sign in by 7:30pm and visiting hours will terminate promptly at 10:00pm.

Riverside Correctional Facility (RCF)-Visiting hours start at 10:00 am - 6:00 pm Monday through Friday. Visitors may start signing in at the visiting trailer at 9:30am located across from the main gate at CFCF. All visitors must be signed in by 5:00pm and visiting hours will terminate promptly at 6:00pm. Additionally, RCF inmates with school-age children may apply for Saturday visits with their children at the House of Correction.

Alternative and Special Detention (ASD)- Visits are held in the House of Correction Visiting Room. Visiting hours are from 9:00 am - 3:00 pm only on **Saturday and Sunday**. All visitors must sign in by 1:30 pm.

Juvenile Visits

Visiting hours for juveniles are 3:00 pm – 6:00 pm Monday thru Friday.

Holiday Visitation

There are no visiting hours on the following holidays: Martin Luther King, Jr., Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, and Veterans Day. We will continue to hold visits on Thanksgiving, Christmas, and New Year's Day (Monday-Friday).

Visit Duration

Adults and juvenile inmates are entitled to receive a one-hour visit per week. The inmate may opt to take the full hour or two half-hour visits: one half-hour on his/her regular visiting day as indicated below; and the other half-hour on any other day (Monday through Friday). If the inmate does not have a visit on his/her regular visiting day, he/she will forfeit a half-hour of his/her visiting time and will only be entitled to a half-hour visit that week. No more than two adults and two children may visit at one time. A parent or guardian must accompany anyone under the age of eighteen (18).

The inmate's regular visiting day depends on the first letter of his/her last name:

A - C Monday
D - H Tuesday
I - M Wednesday
N - S Thursday
T - Z Friday

Visitor Processing

Visitors arriving at a PPS facility must present official photo identification (e.g. passport, driver's license, non-driver's license). Birth certificate and proper legal paper work showing guardianship for minors under the age of eighteen (accompanied by their parent or guardian) must be presented to the Officer at the reception desk at the time of a visit by children. School age children (6-17 years old) will only be admitted after 3:00pm, except on school closing. The Officers will give the visitor a check-in number, which is used to call the visitor in order of arrival. All visitors will be searched prior to the visit. Attempts to introduce contraband into the facility will result in suspension of visiting privileges and/or criminal prosecution.

IMPORTANT!

NOTE: Any visitor found in possession of drugs, weapons, cellular phone, or pager will be arrested and prosecuted to the fullest extent of the law. No cigarettes are allowed at any time.

Unless the inmate's visiting privileges have been restricted, the inmate and visitor(s) may briefly embrace and kiss at the beginning of the visit and again at the end of the visit. The inmate and visitor(s) may hold hands during the visit. Any other forms of physical contact are prohibited and are cause for termination of the visit and/or suspension of future visiting privileges.

Acceptable Dress by Visitors

Listed below are basic criteria that visitors must observe when entering the institution to visit an inmate:

- no plain white tee-shirts;
- no clothing that closely resembles an inmate uniform;
- no clothing with hoods attached;
- no hot pants/short-shorts (Bermuda shorts are permissible) or torn jeans;
- no see-through or revealing clothing;
- no halter tops, tank tops, sleeveless tops, or crop tops;
- no mini skirts or dresses (must be within two inches of the knee);
- tops exceeding hip length must be worn when wearing spandex tights and "stretch" pants (the top must cover the hips when the visitor raises his/her arms above the head);
- no low rise pants or skirts revealing undergarments;
- no clothing with hoods attached or jackets;
- no flip-flops or slippers; and
- panties/undergarments must be worn

Prescription eyeglasses, dentures, prosthesis, etc. must be approved by the medical staff and authorized by the Deputy Warden of Administration.

Staff will not permit books, magazines, or other periodicals in through the visiting process. Paperback books, magazines, or periodicals, prepaid only, may be mailed directly from the publisher. Publisher mailed packages are searched.

Clothing Exchanges

In order for you to have appropriate clothing for Court or release, your friends or family may bring you clean clothing for exchange during a visit. Exchange is made on an item-for-item basis and must be made on your regular visiting day. You may add a coat or sweater to your one set of clothing to take seasonal weather changes into account. You may not receive leather, fur, or suede clothing on exchange. Shoes are not accepted on exchange. You must sign a new exchange clothing card or print out sheet when you receive a clothing exchange.

Inmates must receive prior approval from a supervisor for a clothing exchange, and the clothing exchange is only to provide clothing for Court appearances or release. At the very beginning of the visiting process, the visitor must declare his/her intention to exchange civilian clothing. You and your visitor must sign a release for the old clothing being taken out of the facility.

Shoes, Boots and Sneakers

The inmate must purchase sneakers through the Commissary vendor. Shoes and boots will not be accepted from visitors under any circumstances.

Miscellaneous

Plastic or musical greeting cards, tobacco products, cosmetics, jewelry, and medications will not be accepted through visits.

Inmate Funds

Visitors may deposit money to the accounts of inmates during visiting hours. The person leaving the money must visit the inmate when the transaction is completed at the Cahier's Office. Cash or money orders will be accepted; no personal checks will be accepted. A visitor may also place a money order in the designated box in the Visiting Lobby without visiting the inmate. Inmates may receive funds for personal use through the mail. These funds may be in the form of USPS money orders or certified checks. Money orders other than USPS money orders will be accepted in the amount of a \$100.00 or less. All funds will be deposited into your Inmate Account.

Directions to PPS Facilities

By Car:

From South Philadelphia or Center City, take I-95 North to the Cottman Avenue exit. Turn right at the traffic light onto State Road. At the third traffic light, the Curran-Fromhold Correctional Facility, the House of Correction, and Riverside Correctional Facility will be on your right. At the fourth traffic light, the Detention Center will be on

your right. PICC is located on your right a few yards past the Detention Center. Visitor parking is available only on the grounds of the House of Correction, and is subject to availability; however, visitors may park on the west side of State Road.

From North or Northwest Philadelphia, take Roosevelt Boulevard to Rhawn Street, make a right, then proceed to State Road, and make a left. Note the locations of the facilities above.

By Bus:

From the Bridge and Pratt Street station, take the 84 Bus that runs along State Road. The 84 bus runs via State Road to the Philadelphia Prison System Facilities (PPS).

There area also other buses that run in close proximity to the PPS facilities. Refer visitors to SEPTA (215-580-7800 or 215 580-7777) for assistance in planning their route and/or fare information.

By Train:

Take the Trenton local (R-7) from 30th Street Station, Suburban Station, or North Philadelphia Station to Holmesburg Junction. The visitor will descend from the station to Rhawn Street at Tulip Street, between Torresdale Avenue and State Roads. Walk from the station or transfer to the 84 bus. Special transfer tickets may be purchased. For SEPTA schedule and fare information, call 215 580-7800 or 215 580-7777.

III. Security Procedures

Emergencies

Emergency situations include fire, power blackout, disturbance, etc. You must follow orders of staff immediately and without question at all times including whenever any emergency is announced verbally by a staff member or officially over the loudspeaker. This rule is for your safety and the safety of every other person in the facility, whether inmate, staff, or visitor. Failure to follow orders will result in disciplinary action and/or criminal prosecution. Expect some or all routine operations and procedures to be suspended during emergencies until safety and security are restored.

Evacuation

Some emergencies may require evacuation of all or part of the facility. Again, follow instructions immediately if you are ordered to evacuate your area.

Drills

Evacuation drills are conducted regularly in all areas of each facility. These enable both staff and inmates to be well prepared for rapid, safe evacuation in the event of an actual emergency. Pay close attention and follow all instructions immediately during fire/emergency drills. Preparedness and prompt response help protect your safety and the safety of all others.

Inmate Head Count

The PPS is responsible to know the whereabouts of all inmates in its custody. Each facility must count its entire population several times per day. This is called "Count."

When the "count" is announced, you must be at your assigned location to be counted. Failure to comply will result in disciplinary action against you. When the count runs smoothly and without interference, the facility will be able to provide all activities and programs to the entire population without delay.

Inmate Movement

All inmate movement beyond the housing areas of each facility is carefully controlled and monitored. In order to leave your housing unit, you must be properly dressed.

Individual Movement

Individual movement may be either escorted or unescorted. Escorted movement requires that you be under constant supervision by staff. For most unescorted movement to interviews, visits, etc., you will be issued a movement pass.

Mandatory Movement

Mandatory movement requires that you leave the unit and go to a particular destination. This type of movement occurs, for instance, when you are scheduled for a Court hearing, a medical appointment, or an institutional misconduct hearing. You must respond promptly when your name is called.

General Call-Out

General call-outs are used for group movement to scheduled activities such as recreation, certain work assignments, religious services, etc.

Recalls

You must respond to all recalls by returning promptly to your housing unit. Routine recalls are announced prior to count.

Movement Passes

Any other movement from your housing unit requires an authorized pass. Movement passes must be maintained in good condition. Alteration of a movement pass will result in disciplinary action. In emergency circumstances, such as fire evacuations or emergency counts, no passes are required.

Searches

Periodic routine and special unannounced searches of inmates, housing units, and other facility areas are conducted as often as needed to discover and eliminate contraband and to ensure the safety and security of the facility. Introduction or possession of contraband may be a violation of the law and will result in discipline and/or prosecution. Searches are conducted in an orderly manner to avoid embarrassment, use of force, and destruction of property.

Body Searches

There are three (3) kinds of body searches:

Non-intrusive Searches – metal detection and narcotics scanning devices will be used. Follow all directions when ordered to submit to search using these devices.

Pat Search - a physical inspection of you and your garments will be conducted for the discovery of contraband. Jackets, coats, gloves, and headwear will be removed, and searched for contraband.

Strip Search - is the removal and searching of all clothing and visual inspection of the unclothed body. A strip search will be conducted by someone of your same sex and out of view of others except in case of an emergency.

These searches are necessary to prevent introduction of weapons, drugs, and other contraband, health hazards, theft, and waste. No search will be conducted in a dehumanizing manner.

Cell Searches (Shakedowns)

You will be informed when your cell is to be searched, and during a cell search, you must submit to a strip search that will be conducted by someone of your sex. Once your clothing has been searched, you will be allowed to dress. At this time you must vacate your cell so that your personal belongings and cell can be searched (see Personal Property for a list of items and quantities permitted in your cell or living area at any given time). Any item(s) in your cell in excess of what is allowed will be confiscated (see Personal Property).

You may observe the search from a reasonable distance. If you are not present when a shakedown is called, an inmate representative will observe the search of your cell.

Special Management

Inmates who threaten the secure and orderly operation of any PPS facility may be removed from the general population and placed in individual cells in special units.

The various forms of separation from the general inmate population include the following:

- **Pre-Hearing Segregation:** temporary separation from the general population is ordered when an inmate has a Report of Inmate Misconduct pending, and there is reason to believe the inmate's continued presence in general population would pose a serious threat to life or security;
- **Disciplinary Detention:** temporary separation from the general population imposed by the disciplinary hearing officer after a finding at an impartial hearing of rule violation; (see Chapter VI, Inmate Discipline);
- **Administrative Segregation:** separation from the general population ordered and regularly reviewed by a special committee appointed by the Warden when the continued presence of the inmate in general population would pose a serious threat to life, safety, property, or security; the inmate has the right to seek release from administrative segregation by direct petition to the Warden; and

- **Protective Custody:** a form of separation from the general population ordered and regularly reviewed by a special committee appointed by a Warden for inmates requesting or requiring protection from other inmates for reasons of health or safety.

Special management housing is similar to general population housing, reflecting only the extra control necessary to maintain the level of security required. Programs and activities are available to inmates in special management to the extent possible, within the physical and security confines of the unit. Telephone privileges, however, are restricted for inmates in disciplinary detention. There may be extra restrictions on personal property, reading materials, television viewing, and Commissary for those in disciplinary detention.

IV. Unit Management

Unit Management

All PPS housing areas are operated, to varying degrees, under a system called unit management. Generally, unit management provides for decentralization of authority under Unit Managers and enables the facility to deliver services and programs to inmates in the management unit areas or directly on the housing units. The newer facilities are built with housing areas grouped around staff offices and multipurpose spaces.

The staff team for each management unit, or unit team, ordinarily includes the Unit Manager, a Sergeant, a Social Services Work Case Manager, and the housing unit Officers.

Functions handled at the unit level generally include unit administration, casework, counseling, medical triage, group activity, volunteer activities, personal grooming services, disciplinary hearings, program and job assignments, dining, and leisure activities.

The unit team holds monthly town hall meetings on the housing areas, at a time when the majority of the staff and population can attend.

Housing Unit Procedures

Access to Services and Programs

A variety of forms are available on your housing unit to help you gain access to various programs and services. These include Inmate Grievance forms, Sick Call requests, Commissary requests, general Request to Staff forms, etc. You may complete any form and place it in the appropriate locked and labeled box on or near your housing unit. Request for Disbursement forms (D-forms) also are available at your housing area and should be given directly to the housing Officer upon completion.

Sick Call is available Monday through Friday excluding Holidays and is conducted by health service staff in a private area (see Medical Services). Commissary services are provided on an order-and-deliver basis (see Commissary). The schedule for linen exchange and personal laundry service is posted on your unit (see Laundry, Linen, and Inmate Clothing).

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A daily activity schedule is posted on your housing unit, showing all activities, programs, and services for each shift. These schedules are updated as necessary.

Unit Staff

Security staff provide supervision on the unit. They are responsible for enforcement of rules and regulations and for the security, safety, and sanitation on the unit. You are required to respond promptly and cooperatively with the housing unit Officer's instructions.

Your Social Services Work Case Manager visits his/her assigned housing unit(s) every day. To contact your Social Services Work Case Manager, you may:

- (1) speak to him/her on the unit; or
- (2) write your name next to an available time slot on the sign-up sheet at the housing unit Officer's desk; or
- (3) complete a Request to Staff form and place it in the Restorative and Transitional Services box.

Your Social Services Work Case Manager will speak to you on the unit or in his/her office. All formal Restorative and Transitional Services consultations are private.

Sanitation

You are responsible for keeping your own cell clean and tidy. Cleaning supplies, such as soap, paper towels, and mops, are available from staff on the unit. If you have been directed to clean your cell and it remains dirty, you will be subject to disciplinary action. Inmate Workers are assigned to help keep the common areas of the unit clean and tidy; however, you are responsible for general cleanliness and tidiness at all times (picking up after yourself, etc.).

In order to prevent the spread of germs, please note the following information:

- 1:100 bleach solution placed in a spray bottle is to be used to disinfect: surfaces equipment, and mattresses.
- Bleach solutions must be prepared daily. They lose their strength after 24 hours. Anytime the odor of chlorine is not present, discard the solution.

Personal Property

In your personal living area, you may keep items that you

- were permitted to keep with you upon admission;
- received through the mail;
- received through visits;
- purchased through Commissary;
- were issued by the PPS
- were approved by medical staff (such as keep-on-person medications).

All approved items are listed, including the quantities permitted at any one time:

<u>PPS-Issued Items</u>		<u>Writing/Reading Materials</u>	
Pants (Institutional Issue)	2	Writing Paper (Sheets)	50
Shirt (Institutional Issue)	2	Pens	5
Sheet	2	Pencils	5
Blanket	1	Stamped envelopes	20
Pillow Case	1	Greeting Cards	5
Sweatshirt (Institutional Issue)	1	Writing Pads	5
Jacket (Institutional Issue)	1	Envelopes	20
Towel	3	Books/Magazines	5
Washcloth	5	Newspapers	5
8oz Cup	1	<u>Hygienic/General Health Items</u>	
Spoon or Spork	1	Cream Rinse (Shampoo)	2
<u>Clothing</u>		Deodorant	2
Robe	1	Powder	2
Undershirts (White Only)	8	Lotion	2
Undershorts	8	Shaving Cream	2
Socks (pair)	8	Brush	1
Panties (Female)	8	Comb	1
Bra (Wireless)	8	Toothbrush	2
Pajamas	2	Toothpaste	2
Shoes (Pair)	1	Toothbrush Holder	2
Sneakers (Pair)	1	Soap Dish	2
Shower Shoes	2	Soap	3
<u>Religious Items</u>		Rash Ointment (such as A & D)	1
Medal/Medallion (No Larger Than Half-Dollar)	1	Hemorrhoidal Ointment 2oz.	1
Chain for Medal/Medallion	1	Vitamins 100 ct	1
Religious Head Gear	1	Acne Cream	2
Religious Text (Koran, Bible, Torah, Etc.)	1	Chewable Antacid	1
<u>Medical Items</u>		Tylenol - Generic	5
Denture Set	1	Vitamins (Bottle)	1
Prosthetic Devices (As Approved)		Cough Drop (Packs)	2
Prescription Eyeglasses	1	<u>Personal/General Items</u>	
Contact Lenses (As Approved)	1	Pictures	5
Contact Cleaning Solution	1	Wedding Band	1
Medic-Alert Materials (As Approved)		Acrylic Mirror 6x4.5	1
<u>Food Items</u>		Handball	1
Candy Bars	15	Personal Radio	1
Cookies	5	Batteries (AAA) 4 pack	2
Chips/Pretzels	15	Headphones for personal radio	1
Soups	15	Games	1
Pastry/Cakes (box)	4	Laundry Bag	2
		Detergent (Clothing)	2
		Bowl (plastic)	2
		Playing Cards (Decks)	2

V. Inmate Responsibilities, Rights, and Privileges

Inmate Responsibilities

As an inmate in the PPS, you are responsible to know and to abide by all applicable PPS and facility rules, procedures, and schedules. Information is available to you through orientation sessions, inmate handbook, town hall meetings, bulletin boards, the Law Library, and direct instructions from staff.

You must follow promptly all direct instructions and orders given by staff. You must respond promptly to all “call-outs” and announcements that apply to you. If you do not agree with an order, you still must follow it. (You may question it later by asking to speak with a supervisor. A formal inmate grievance procedure is available if you are unable to obtain clarification through informal means.)

You are responsible to treat others (staff, inmates, visitors, and volunteers) with respect and consideration and to conduct yourself properly at all times. You must address others in a dignified manner, by name. In exercising your rights and privileges, you must at the same time respect the rights and privileges of others. You are responsible to refrain from any activity that would deprive others of their rights to a safe, secure, and humane environment. You are responsible for keeping yourself and cell or personal living area clean and tidy at all times.

Inmate Rights

You retain many, but not all fundamental rights while you are incarcerated. The PPS has a duty to ensure that you are not denied any of these fundamental rights and at the same time maintains the authority to regulate, through policies and procedures, your exercise of them.

For a more complete description of PPS Policies and Procedures regarding inmate rights, you may refer to the policy documents themselves. Copies of Policy and Procedure 3.F.1-10, Inmate Rights, are available for your review in the facility Law Library.

Your basic rights during your incarceration are summarized below:

- cell housing or multiple-occupancy housing, with the specific housing assignment conditioned on your classification and the appropriate housing available;
- clean and orderly surroundings;
- adequate toilet, bathing, and laundry facilities;
- adequate lighting, heating, and ventilation;
- living conditions that are in compliance with local, state, and federal fire and safety laws and regulations;
- a wholesome, properly prepared, nutritionally adequate diet;
- gender-specific medical care;
- to be addressed by name rather than number;
- clean clothing, appropriate to size and season;
- participation in the classification process; you are entitled to present opinions and preferences (see classification);
- personal grooming choices regarding appearance; this choice is limited by PPS requirements for safety, security, identification, and/or hygiene;

- protection of legitimate property and financial interests through a power of attorney;
- searches of your person or property that are consistent with policy and standards;
- meaningful access to the Courts; the staff of the Philadelphia Prison System will not retaliate against an inmate who exercises rights of access to the Courts;
- access to counsel (see legal services);
- correspondence with family and friends (see Chapter II, Inmate Services and Procedures);
- access to a Law Library (see legal services);
- freedom to grieve a problem (see Inmate Grievance Procedure, below);
- free exercise of religious beliefs; you will be provided the opportunity to participate in the practices of your religious faith that are deemed essential by the faith's judicatory; your religious practices will be limited only if they threaten the safety of people involved or if they disrupt order in the facility (see religious programs);
- due process at disciplinary proceedings (see Chapter VI, Inmate Discipline);
- freedom from discrimination by staff based on race, gender, sexual preference, ethnicity, language or physical impairment;
- access to (and equivalent opportunities for female inmates to participate in) programs and services (see Chapter II, Inmate Services and Procedures, and Chapter VII, Inmate Programs);
- health care services comparable in quality to those available in the community (see Chapter VIII, Medical Services); and
- access to a Commissary service that supplies female and male hygiene and personal grooming items.

Personal Treatment

No inmate will be subjected to corporal punishment, personal abuse, deliberate or unnecessary personal injury or exposure to disease, deliberate or unnecessary property damage, harassment, or unnecessary or excessive force.

Inmate Grievance Procedure

An inmate may initiate a grievance concerning the following issues:

- an alleged violation of civil, constitutional, or statutory rights;
- a condition existing within the PPS that creates unsafe or unsanitary living conditions;
- the circumstances or application of any written or unwritten policy, regulation, or rule of the PPS, including its programs;
- the lack of a policy, regulation, or rule;
- an alleged criminal or prohibited act by a staff member, contract employee, volunteer, or other inmate(s);
- any written or unwritten policy, regulation, or rule of the PPS, including its programs;
- accuracy of information in the inmate's file, including the calculation of the inmate's release date;
- the circumstances or application of any provision of any Court orders under which the PPS must operate;

- medical diagnosis or treatment, including the quality and timeliness of treatment; and
- classification and reclassification decisions.

A complete set of the inmate grievance procedures will be posted and Inmate Grievance forms will be available in all housing areas, Restorative and Transitional Services offices, and prison Law Libraries. The procedure and forms will be available in English and Spanish. If no forms are available, you may write your grievance or complaint on a plain piece of paper. Regardless of your status, prison staff members are available upon request to assist you in filling out the grievance form.

All written grievances are confidential. Only the Commissioner of Prisons may authorize the disclosure of your grievance.

Place your grievance in the designated locked box on or near your housing area. The contents of the box will be collected each day before noon and will be forwarded to the Deputy Warden for Administration.

Inmate Property Claims

If your property is lost, damaged, or destroyed, you may submit a claim for compensation by completing and submitting a Property Claims Form (available from your Unit Manager) and submitting it to the Deputy Warden for Administration.

The claim will not be honored if the damage or loss was caused by an inmate or resulted from a rule violation. If an institutional investigation determines that your claim has merit, it will be forwarded to the City's Risk Management Office. (The PPS itself does not have the authority to settle claims.) If the Risk Management Office settles the claim while you are still in custody, the settlement amount will be placed in your Inmate Account. If you are no longer in custody, the PPS Business Office will inform the Risk Management Office of your last known address.

Inmate Representatives

Under the unit management system, inmates may speak for themselves at the regular monthly town hall meetings of unit staff and inmates. These meetings are chaired by the Unit Managers, and all unit staff attend and participate, including the Social Services Work Case Manager, Sergeant, treatment staff, and others, as necessary.

The purpose of the town hall meeting is to maintain a steady flow of communication and information between staff and inmates. The agenda may include inmate programs, unit activities, services, housekeeping, upcoming events, and unit concerns or problems.

Each unit has an elected or appointed unit representative. Each facility's inmate representatives meet as a group with the Warden, food serves, medical services, commissary provider, etc. once each month to discuss issues that affect the facility's population as a whole.

Releases of Information

During your incarceration, the PPS maintains a number of records and documents about you, including the following:

- custody file;
- social service file;
- medical file; and
- Inmate Accounts file.

These files are combined into one inactive file after your discharge.

Under no circumstances is any other inmate permitted to see any of your records. This confidentiality rule applies to both paper (“hard copy”) files and to electronic (computerized) files.

Custody Files

A number of criminal justice agencies, such as the District Attorney’s Office, the Defender Association of Philadelphia, the Federal Bureau of Investigation, etc., have access to the PPS automated information system and can read custody information only. Custody information is released to the Courts and to other authorized law enforcement agencies upon request.

The following information is regarded as public information and may be released, upon request, to the general public and to the news media:

- time and method of commitment;
- bail information;
- parole and sentencing details;
- charges (only if convicted);
- housing facility; and
- future Court dates.

The PPS does not release information about charge(s) against pretrial inmates; however, the District Attorney’s Office and the Philadelphia Police Department do routinely release information about arrests and charges against Detentioners.

Restorative and Transitional Services and Inmate Accounts Files

Information in these files is confidential and is not released except to the Court (or to the State Parole Board, if applicable). However, other agencies or individuals, such as your attorney, may frequently request information for authorized purposes. In such cases, your Social Services Work Case Manager will consult you and, if you agree, will ask you to sign an Inmate Authorization to Release Records or Information form. The Social Services Work Case Manager will then respond to the request in writing. Any information provided to your defense attorney is provided also to the Court and to the District Attorney’s office.

Medical Files

Information in this file is strictly confidential and is released only if you sign a release-of-information form provided by the health service provider, the PPS, or as otherwise provided by applicable law.

Inmate Voter Registration Policy

It is the policy of the PPS to allow inmates to register and vote in accordance with applicable local, state, and federal law.

Who Can Register and Vote

You may register and vote if you have been a citizen of the United States for at least one month before the next election; have lived in Pennsylvania for at least 30 days before the next election; will be at least 18 years of age on the day of the next election, and fall into one of the following categories:

- Pretrial Detainees – individuals who are confined in a penal institution awaiting trial on charges of a felony or a misdemeanor.
- Convicted Misdemeanants – individuals who are confined in a penal institution for conviction of a misdemeanor only.
- Individuals who have been released or will be released by the date of the next election from a correctional facility or halfway house upon completion of their term of incarceration for conviction of a misdemeanor or a felony.
- Individuals who are on probation or released on parole, including parolees who are living in a halfway house.
- Individuals who are under house arrest (home confinement), regardless of their conviction status or the status of their conditions of confinement.

Who Cannot Register and Vote

The following individuals cannot register or vote while incarcerated:

- Individuals who are currently confined in a penal institution for conviction of a felony, even if they are also incarcerated for one or more misdemeanor offenses, and who will not be released from confinement before the next election.
- Individuals in a halfway house or other alternative correctional facility on prerelease status for conviction of a felony and who will not be released before the date of the next election.
- Individuals who have been convicted of violating any provision of the Pennsylvania Election Code within the last four years.

Residency Rules

If you are currently confined for the conviction of a misdemeanor or while awaiting trial, you must register from your last known address before confinement or an address that you have established as a permanent residence.

If you were registered to vote before being confined, the residence to which you are registered to vote is considered to be the address that you have established as your residence/permanent address.

How to Register to Vote

If you are qualified to register to vote, you may apply to register. Registration forms are available in the Law Libraries year round. The completed registration forms can be mailed at any time through the indigent mail process and put into the mail directly. PPS staff will apply postage.

Volunteers approved by the Office of the Commissioner or his/her designee from non-partisan volunteer voter registration and voter education organizations may visit the facility prior to the elections to educate you on your rights and assist you in registering to vote, to the extent such assistance is permissible by Law.

How to Vote

The Office of Philadelphia County Commissioners, Voter Registration Division will mail the “Official Absentee Ballot” to you. Upon receiving your absentee ballots, you must complete the ballot in private, enclose it in the envelope marked “Official Absentee Ballot” and then place it in the second envelope on which is printed the declaration of the elector (voter). You will fill out, date, and sign the declaration of the elector printed on the envelope. You will seal the envelope and then place it into the mailbox. Postage is not necessary and will be applied by PPS staff.

VI. Inmate Discipline

Disciplinary Procedures

The PPS inmate rules, regulations, and disciplinary procedures are designed to maintain order in the system and to provide protection to the public, inmates, and staff. These procedures apply to all inmates.

You must follow all rules and must refrain from committing prohibited acts that are outlined in this handbook. If, at anytime, you violate a PPS rule or regulation, you may be subject to the disciplinary procedure described below. Disciplinary action is intended to correct behavior, not to humiliate or to degrade. The specific penalties that may be imposed for rule violations are listed under Disciplinary Dispositions.

The PPS inmate discipline procedures are designed to ensure:

- security, control, and safety;
- due process rights for all inmates;
- disciplinary practices that are fair and consistent;
- proper documentation of all rule violations and subsequent discipline, if any.

Procedures

If you do not follow the rules, staff may warn you or speak with you informally. Otherwise, you will be “written up.” The Inmate Misconduct Report (“write-up”) will describe your unacceptable behavior in detail. You will receive a copy of the report.

A Security Supervisor will conduct a fact-finding review of your case. You may be placed in pre-hearing segregation if the supervisor determines that your continued presence in the population would pose a serious threat to yourself, to others, or to the security of the facility. Following the preliminary review, the supervisor will refer your case for:

- additional investigation;
- police investigation;
- an informal hearing and disposition (minor infractions only); or
- a formal hearing and disposition.

If you are referred for a formal hearing, it will be scheduled within seven (7) working days. Working days do not include Saturdays, Sundays, or holidays.

You will be given at least 24 hours notice before a hearing. A hearing may be scheduled but postponed due to court dates, medical appointments, investigations etc.

Informal Disposition

If you are charged with a minor infraction, the supervisor may recommend an informal hearing.

A staff member who was not involved in the incident will hear your testimony, will judge your case, and will order appropriate disciplinary action (such as extra work duty). You will have to agree, in writing, to accept the discipline ordered by the staff member.

In an informal hearing, the disciplinary actions are limited. You will not be placed in disciplinary detention. You will not lose any "good time." However, a record of the hearing will be placed in your social service file.

If you do not want an informal hearing, or if you do not want to accept the informal disposition, the misconduct report will be referred for a formal disciplinary hearing.

Formal Disciplinary Hearing

If your case is referred for a formal hearing, the Disciplinary Hearing Officer will conduct the hearing. You will have the opportunity to be present, to make a statement or to remain silent, to present documentary evidence, and to call witnesses. If, however, you are disruptive, you will be removed, and the hearing will be conducted in your absence.

The Disciplinary Hearing Officer (DHO) may postpone a hearing for a good reason. You also may request a postponement, which may be granted by the DHO for a good cause and for a reasonable period.

At the hearing, the DHO will make a decision based on all the evidence presented.

Disciplinary Representation

If you want help or advice in presenting your case, you may request that a staff member from an approved list be appointed to assist you during your hearing.

Disciplinary Dispositions

The DHO may impose one or more of the dispositions listed below:

- continuance pending outcome of criminal charges or your availability to attend the hearing;
- dismissal of any or all charges and expungement of the record;
- counseling to help you correct your behavior;
- loss of job and referral for job assignment review;
- reprimand;
- referral for filing of formal criminal charges;
- change in housing;
- assignment of extra work (up to 30 hours for minor and 45 hours for major infractions);
- forfeiture of good time/earned time;
- restriction of any privilege for a specified time (your non-legal mail, visiting, or other privileges may be withheld, but only when the violation involves rules regulating that activity);
- confiscation of property;
- restitution for damages;
- suspension of execution of any disposition imposed;
- placement in disciplinary detention (cells are comparable to general population cells in terms of furnishings, light, heat, and ventilation.) for not more than seven (7) days for a single finding on a minor infraction; seven (7) days plus suspension of Commissary and social phone call privileges for up to seven (7) days for multiple minor offenses arising from the same episode; fifteen (15) days for a single finding on a major infraction; fifteen (15) days plus suspension of Commissary and social phone call privileges for up to fifteen (15) days for multiple major infractions arising from the same episode; thirty (30) days for a single finding on a critical infraction; thirty (30) days plus suspension of Commissary and social phone call privileges for up to thirty (30) days for multiple critical infractions arising from the same episode. Consecutive dispositions may be imposed for separate offenses arising from separate episodes;
- Commissary and social telephone calls automatically are forfeited in disciplinary detention status;
- fine, as appropriate to the inmate's misconduct and ability to pay;
- referral to mental health.

Earned Time/Good Time

If you are found guilty of a disciplinary infraction, you may lose all or part of your earned time/good time. Detailed information regarding earned time/good time is available in Chapter IX of this handbook and in the facility Law Libraries.

Disciplinary Detention

If you are assigned to a period of disciplinary detention, you will be placed in a separated (Special Management) unit. Your telephone privileges will be restricted. There also will be limitations on personal property, reading materials, television viewing, and Commissary.

No inmate is confined in disciplinary detention continuously for more than thirty (30) days without the facility Warden's approval. If you are confined for more than sixty (60)

days, you will be provided the same programs, services, and privileges as inmates in administrative segregation status (see Special Management).

Record of Findings

The disposition of your case will be recorded on a Disciplinary Hearing Summary Report form. The DHO will give you a copy of the report. All documents relating to the matter will be placed in your social service file.

Appeals

You may appeal the decision of the DHO to the Warden, in writing, within five (5) days of your hearing. The Warden will consider your appeal within five (5) days. You will receive a copy of the Warden's decision.

Prohibited Acts

The acts and behaviors listed below are specifically prohibited in the PPS. Inmates also must obey all provisions of the Pennsylvania Criminal Code. Turn to the previous section, Disciplinary Procedures, for a complete description of the consequences of violating any of these regulations.

Minor Infractions:

1. Lying or providing a false statement to a staff member.
2. Encouraging, facilitating, or otherwise conspiring with others to commit any minor infraction.
3. Being in an unauthorized area.
4. Failing to follow safety or sanitation regulations.
5. Loaning property or anything of value for profit or increased return.
6. Possession of minor contraband, such as food or money. This offense shall not include possession of drugs, weapons, or alcoholic beverages.
7. Changing cells or beds without official authorization.
8. Fighting with another inmate, if no injuries occurred and/or if no weapon is used – both inmates spontaneously engage in a fight, scuffle, wrestling or horseplay that results in no injuries to either inmate and/or no weapons involved.
9. Theft of property with a value of less than fifty dollars (\$50.00).
10. Creating a disturbance; disturbing other inmates or staff by refusing, despite request, to cease actions that substantially interfere with facility programs or activities.
11. Refusal to comply with a valid order by a member of the staff.
12. Being disrespectful towards any staff member (by using profane, obscene, or otherwise demeaning speech, gestures, correspondence, or actions).
13. Wearing or possession of unauthorized clothing.
14. Gambling.
15. Failure to be in possession of proper identification.
16. Abuse of medical services including malingering, abuse of medication, or misrepresentation in the use of medical identification or medication orders.
17. Refusal to work or failing to perform work as instructed by a staff member (non-sentenced inmates are able to quit their job assignments).
18. Unauthorized use of the telephones.

19. Sexual harassment or propositioning of any person.
20. Having an unexcused absence from work or any assignment (non-sentenced inmates are able to quit their job assignments).
21. Violating any other posted rule or regulation approved by the PPS.
22. Unauthorized distribution of printed materials or publications.
23. Destroying, altering, or damaging property with value of less than (\$50.00).
24. Possessing property worth less than \$50.00 belonging to another person.
25. Possessing an unauthorized number of postage stamps/stamped envelopes.
26. Violating any municipal, county, state, or federal law of summary or misdemeanor class that is otherwise not listed or comprised within a minor infraction.
27. Being in possession of excessive inmate personal property.
28. Obscuring cell doors, beds, vents, windows, cell light or sprinkler head.\
29. Refusal to attend school (juveniles only)
30. Refusal to complete schoolwork assignment, juvenile's only.

Major Infractions:

1. Tampering with or damaging security equipment and locking devices.
2. Setting a fire.
3. Extortion or blackmail, or demanding or receiving anything of value in return for protection against others to avoid bodily harm.
4. Engaging in sexual acts - not involving threat or force.
5. Indecent exposure.
6. possession or introduction of major contraband, such as drugs or drug paraphernalia, including prescribed medication deemed dangerous by the assigned physician but not taken as directed; alcoholic beverages; identification of an employee or another inmate; and gang related materials.
7. Theft of property with a value of more than fifty dollars.
8. Fraudulent sale or use of commissary privileges, medical cards, or any identification cards.
9. Counterfeiting, forging, or reproducing without proper authorization any document, article of identification, money, security items, or official paper (This infraction does not apply to documents related to an inmate's criminal case.).
10. Destroying, altering, or damaging property with a value of more than (\$50.00).
11. Refusing to provide a urine or breath sample.
12. Violating a condition of furlough, Work Release Program Agreement, Global Positioning Satellite (GPS) Monitoring Program Rules and Conditions, PPS twelve (12) hour pass authorization or any other conditional or temporary release.
13. Violating any municipal, county, state, or federal law of felony class that is otherwise not listed or comprised within a major infraction.
14. Possessing property worth more than \$50.00 belonging to another person.
15. Interfering with the taking of a count or late return for count.
16. Encouraging, facilitating, or otherwise conspiring with others to commit any major infraction.
17. Threatening an employee, or outside visitor with bodily harm or injury.


18. Possession or introduction of tobacco and/or tobacco related products.
Tobacco includes any products which contains tobacco, including, but not limited to: cigarettes (pre-made or rolled), cigars, pipe tobacco, chew, or snuff. Tobacco related products include any product used in the use of tobacco, including, but not limited to: lighters, matches, or rolling paper.
19. Smoking.
20. Leaving the facility and/or PPS campus without proper authorization.
21. Positive result on an analysis of breath, blood, or urine for consumption/ingestion of alcohol and/or Controlled Substances (constitutes a major infraction of PPS rules and regulations and is a violation of a court ordered work release sentence and court ordered weekender sentence).
22. Self-injury, when this act is done for manipulative purposes rather than as a result of a suicide attempt, determined by the mental health care professional.
23. Tattooing/body piercing – receiving, performing, or assisting in tattooing, or body piercing.
24. Unauthorized use of any computer.

Critical Infractions:

1. Murder.
2. Rape.
3. Any sexual assault.
4. Holding a hostage.
5. Escaping, attempting to escape, or making specific plans to escape.
6. Rioting or inciting others to riot.
7. Assaulting any staff member, whether contact occurred or not, such acts of aggression toward a staff member; includes, but is not limited to punching, kicking, striking, spitting, throwing liquids, throwing bodily fluids/feces, or solid objects.
8. Assault on inmate by inmate – when the inmate (aggressor) attacks another inmate (victim) without warning for no apparent reason that causes serious bodily injury to the victim.
9. Assault on any non-staff person if personal injuries results, for example – visitor, student, or official visitor.
10. Fighting with another inmate if personal injuries results, and/or if a weapon is used – both inmates spontaneously engage in a fight, scuffle, wrestling or horseplay that results in either inmate receiving injuries and/or if a weapon was used.
11. Giving or offering any official or staff member a bribe or anything of value.
12. Encouraging, facilitating, or otherwise conspiring with others to commit any critical infraction.
13. Possession or introduction of electronic devices, such as: cellular phone, pager, telecommunication equipment, tape recorder/player or any other electronic device that jeopardizes the security and safety of the facility.
14. Possession or introduction of weapon(s).

VII. Inmate Programs

The PPS encourages all inmates to engage in programs that may reduce their sentence, improve chances for a productive and crime-free life after release, and make incarceration as productive as possible. The PPS will take reasonable steps to provide meaningful access to PPS programs for persons who have English Language difficulty and who are considered Limited English Proficient (LEP). Limited English Proficiency will not prevent inmates from accessing important programs. You may participate in some of the informal activities, such as recreation, religious activities, and library services, on your unit or when they are announced. To find out about enrolling in formal programs and enrolling in programs for Limited English Proficient inmates, talk with the Social Services Work Case Manager assigned to your unit.



NOTE: When you enroll in formal programs, including work programs, you will receive earned-time credit for participation. This credit may be applied toward possible sentence reduction in accordance with the earned-time/good-time program approved by the Common Pleas Court (see Chapter IX, Parole & Release Procedures).

Educational Programs

Several education programs are available in the PPS facilities. You may be able to continue your education while you are incarcerated. GED classes are available in English and Spanish. Let your Social Services Work Case Manager know if you would like to enroll.

Educational Television Programs

While you are on your housing area, you may have the opportunity to view educational television programming that is available to all inmates. These programs include Pre-GED instruction, safety and sanitation guidelines, available programs, etc. Please pay attention to these programs, as they may have information that will be helpful during your incarceration.

Pennypack House School

The Pennypack House School is a part of the Philadelphia School District. It is headquartered at the Philadelphia Industrial Correctional Center, but has branches offering adult basic education at almost all PPS facilities. Emphasis is placed on getting students ready to take and pass the General Educational Development (GED) examination, which is accepted generally in the community as a substitute for a high school diploma.

Classes are held five (5) days per week following the school district calendar and are available for juvenile and adult inmates. A summer school program is offered also. Some branches offer additional classes, such as Art.

PLATO

PLATO is an automated, computer-based education program, available at all the major PPS facilities (PLATO stands for Program Logic Automated Teaching Operation). An

instructor is available at each PLATO lab to assist students in getting started and making the most of each course offering.

At PPS, the PLATO program emphasizes GED preparation, adult basic education, and basic literacy instruction as well as English as a second language, computer literacy, and substance abuse/health education. PLATO also includes an on-line encyclopedia.

Tutoring

If you are not ready to enroll in a formal class but would like to continue your education, one-to-one tutoring may be available.

Several volunteer groups provide trained tutors who visit the PPS on a weekly basis to provide tutoring on such subjects as reading and math. In addition, "Hooked-on-Phonics" is offered at the PPS.

Library Services

Recreational reading materials are made available on the housing units. In most facilities these books and magazines are stored in a central area and are circulated among the housing units.

Treat books with care and return them when you have finished reading them so others can benefit from them too. (For information about Law Library services, see Legal Services)

Recreational Activities

The PPS provides recreation services for all inmates. These services include both indoor and outdoor activities, weather permitting.

Athletic activities, whether outside or in the gymnasiums, include organized team sports as well as individual activities such as weight training and calisthenics. The weekly schedule for your facility is posted in your housing unit. Intramural competitions among housing areas and facilities are organized, especially during holidays.

Table games, reading materials, movies, and television are available on all housing areas.

Correctional staff plan and direct all of these activities. Inmates are encouraged to suggest special activities that are not part of the normal schedule.

Religious Programs

PPS offers opportunities for spiritual expression and growth through participation in religious programs.

Religious services of each major faith occur on a regular basis in all the facilities. Information concerning the times and locations of religious services is posted in your housing area. Services are announced prior to the beginning of the service. Participation is voluntary. If you are not in general population you will not be permitted to attend group services, but you may request to speak with a chaplain.

Each facility has a staff chaplain who assists in coordinating all the religious programming in the facility and is available to answer any questions you have about religious practices.

Catholic, Jewish, Islamic, and Protestant chaplains are available to provide you with spiritual help and counsel. If you would like to speak with a chaplain, submit a Request to Staff Form or ask your Restorative and Transitional Services Work Case Manager to contact the chaplain's office for you. If you wish to speak with the pastor, rabbi, minister, or imam from your place of worship in the community an official visit may be arranged by contacting the Chaplain's office within your facility.

Restorative and Transitional Services

Every housing area has an assigned Social Services Work Case Manager that handles "case management" activities for the inmates in the unit. This case manager will meet with you to develop a service plan to help you make constructive use of your time here. He or she will:

- refer you to activities and programs;
- monitor your progress/institutional adjustment;
- follow up, if necessary, to help solve problems;
- serve as liaison when necessary between you and other individuals, programs, or agencies; and
- give you realistic encouragement and support.

The Social Services Work Case Manager has access to your institution file and can assist you with concerns you may have regarding your incarceration. In addition, he or she can help prepare or arrange for any reports that are to be sent to the Courts or other officials regarding your adjustment and/or progress while incarcerated.

The Social Services Work Case Manager will be present on your housing area at some time each day. You may speak with the Social Services Work Case Manager at that time. You may sign up or request an appointment, or you may address a Request to Staff form to the Social Services Work Case Manager and place it in the designated box on or near your unit. (The boxes are emptied and sorted each weekday.)

The Inmate Services division also offers a variety of other services, including:

- discharge planning;
- anger management;
- group counseling; and
- individual counseling

Additions or changes to these programs will be made as the need arises.

Treatment for Alcohol/Chemical Dependency (OPTIONS)

If you think alcohol and/or drugs played a part in your incarceration or has negatively affected your life, you may decide to participate in the Opportunities for Prevention and Treatment Interventions for Offenders Needing Support (OPTIONS) program. OPTIONS is available in most PPS facilities and provides the following services:

- assessment;
- education regarding abuse of alcohol and other drugs;
- outpatient treatment;
- inpatient treatment in therapeutic living environments;
- twelve step programs;
- family therapy;
- release to community-based programs such as the Forensic Intensive Recovery Program (FIR); and
- discharge planning.

If you want to know more about substance abuse and substance abuse treatment, or if you want to get help, ask your Social Services Work Case Manager for more information or for a referral to an OPTIONS counselor.

Vocational Training and Services

PPS offers a variety of job (vocational) training programs as well as on-the-job vocational training (see lists below) You may ask your Social Services Work Case Manager to be considered for a vocational training program if you have been incarcerated for at least three (3) weeks.

If you are eligible you will be given a vocational assessment to help identify your skills, aptitudes, and interests. You may then be enrolled in a work skills program or in a training course.

Vocational training courses are currently offered in the following areas:

- Horticulture
- Building Maintenance
- World of Work (general work skills)
- Word Processing
- Janitorial
- Desktop Publishing
- Culinary

On-the-job vocational training positions are available in the following fields:

PHILACOR

Barricade Construction
Carpentry
Culinary Arts
Dry Cleaning
Engraving
Furniture Refinishing
Furniture Upholstery
Janitorial Services
General Products
Laundry
Office Assistant
Printing

MAINTENANCE

Carpentry
Electrical
Maintenance Mechanic
Painting
Plumbing
Refrigeration
Roofing
Stonemasonry
Welding

OTHER

Food Services

Transportation and Delivery
Upholstery
Recreation

Laundry
Law Library

Work Programs

A number of work opportunities are available for inmates in all the PPS facilities. All assigned workers are paid a small daily wage (\$1.50 per day for most workers); this pay is deposited directly into your Inmate Account. Work assignments are intended:

- to provide you with positive work habits and marketable skills;
- to keep you productively occupied; and
- to prepare you for work opportunities after release.
- to allow inmates to earn income to use in the Commissary, etc.

Work slots are available in such areas as cleaning crews, grounds keeping, Law Library, laundry, and trash crews. Additional work/training slots are listed under Vocational Training.

Preference is given to sentenced inmates because they are required to participate in work or programming while they serve their sentences. However, if you are unsentenced, you may also apply for work if you have been in jail for at least three (3) weeks.

To hold a job you must be assigned formally by the Inmate Placement Committee (Note: You are still responsible for keeping your personal living area clean and tidy. This is required of every inmate and is not a formal, paid work assignment.)

Work Release Program (WRP)

If you are sentenced you may be approved by your sentencing judge(s) for participation in a work-release program. There are two ways for an inmate to be assigned to a work-release program:

- 1) A court may sentence an inmate to the work-release program or
- 2) PPS may recommend an inmate for participation in the work-release program.

The work-release program allows you to leave the PPS grounds each workday to work at an approved job in the community, or to attend school. Your progress in the program is monitored, and you must demonstrate a high level of responsibility and self-discipline. The work-release program offers an excellent opportunity to prepare for community reintegration.

Program staff will assist you in finding an appropriate placement. The job may be one you held prior to your incarceration, or a new one. Your employer or school administrator must agree to cooperate with the work-release program and to support you in complying with the program's rules and regulations. If you are earning income at a job you must pay room and board to the PPS (calculated on a sliding scale).

The work release program offers you an opportunity to further your education and / or to earn and save income, provide support for your dependents, and maintain or establish a means of support that you can continue upon your release.

What is Phase Movement?

Phase Movement are steps or stages used as incentives for WRP participants. These incentives motivate the participants in spending more structured time in the community, afford them the opportunity to strengthen their familial bonds and assist with their transition from partial-incarceration to re-entry to their community.

Phase I is the most restrictive with the least privileges; Phase II is a secondary stage where the WRP participant gains independent financial responsibility; and Phase III is the least restrictive with the most privileges.

Phase I

Participants are not permitted to work more than forty (40) hours per week. Participants are **never** allowed to work seven (7) days a week. They must have at least one day off! Participants become eligible for a five (5) hour bi-weekly pass after working twenty-one (21) days in succession. After two five (5) hour bi-weekly passes, the WRP participant becomes eligible for a seven (7) hour bi-weekly pass. All paychecks must be signed over to the ASD-Cashier and Room and Board will be deducted. Participants may use their money by signing D Forms. Passes are privileges and not a right. They are issued with the approval of the ASD Warden or Deputy Warden, the discretion of the Work Release Director or his/her designee and the Social Work Supervisor or his/her designee.

Phase II

After eight (8) weeks, WRP participants who are not financially delinquent in their room and board may become a Phase II level. In addition, they must have documentation of acquiring a minimum of ten (10) points in each of the five below listed categories, and a total of 71 overall points. While in Phase II status, the WRP participants are permitted to work up to sixty (60) hours per week. Passes are still bi-weekly but are increased to twelve (12) hours, which start at 10am. Phase II participants are allowed to cash their own paycheck and pay their own room and board, thus promoting financial responsibility. They are also responsible for obtaining tokens and/or a transpass for their own means of transportation to approved destinations. Phase II participants are not allowed to be behind in room/board payments for any reason. After twelve (12) weeks of being financially responsible, they will automatically receive Phase III level status.

Phase III

This Phase of the program is substantially the same as Phase II, except that the inmate may receive a weekly twelve (12) hour pass on weekends.

VIII. Medical Services

Physical Examinations at Intake

See Chapter I, First 24 Hours, Medical Screening

Skin Test (PPD) for Tuberculosis (TB)

At Intake, a tuberculin skin implant (PPD) was administered. It will be reviewed by medical staff between forty-eight (48) to seventy-two (72) hours later to determine if you have been exposed to TB (tuberculosis). If the PPD is positive, you will receive a chest

x-ray. The doctor also may order that a sputum sample (mucous from the lung) be taken for additional testing. You will remain in intake housing until clinical staff approve your transfer to other housing.

Routine Sick Call

Sick Call is provided weekdays at each facility. Complete a Sick Call request slip and place it in the Housing Unit locked box marked "Sick Call." If you need help filling out the slip, any staff member will help you. The health care provider will pick up the Sick Call slips from the locked box some time after 11:00 PM each day. Medical staff will arrange for you to be seen based on your request. For example, an urgent need will be addressed the next day and routine care will be scheduled within 5 business days. You will be informed of when you will be seen no later than the day after you submit your Sick Call request.

If your request is not medical in nature, for example if you want to see your Social Services Work Case Manager, that request will be forwarded to the appropriate department. Sick Call requests that are behavioral health in nature will be forwarded to the behavioral health services provider for scheduling of an appointment to see a clinician.

You will receive a response to all Sick Call requests that you submit.

You must remain in your cell if you are on a block, and in your section if you are in a dormitory, until Sick Call is announced. If you do not wish to go to Sick Call, you may refuse by going to medical and signing a cancellation slip in the presence of medical staff and a Correctional Officer. You will be treated fairly and courteously and are expected to treat all staff in the same manner.

If you have a medical emergency, inform any staff member immediately.

All medical records are confidential including your Sick Call slip.

Medications

Any medicines prescribed for you are given out according to a doctor or physician extender's orders. You may be allowed to keep certain ("Keep on Person" – KOP) medications in your housing area, including those purchased from Commissary. Many medications are distributed in 15 day packages {"blister packs"} that you will keep in your cell and take as directed by your provider, or you may be required to receive medications directly from clinical staff. If your medications are not KOP it is your responsibility to go to the medication room to receive your medications. An announcement is made when medications are to be distributed.

Please note that Commissary-purchased medication will not be permitted in your personal living area if you are hospitalized in the Prison Health Services Wing

Dental Care

Dental staff are available to provide routine and emergency dental treatment, as needed. If you need to see the dentist, submit a Sick Call Request form describing your dental need.

Behavior Health Care

The behavioral health care program offers short term, acute, intensive, treatment for mental illness within all Philadelphia Prison System facilities. Inpatient hospitalization in the Detention Center's Prison Health Services Wing (PHSW) is available when necessary for treatment of severe mental illness. Transitional care housing units (TU) are located in PICC and RCF and provide care for inmates who are determined to need further treatment for being chronically or seriously mentally ill.

You may request an appointment with the behavioral health care provider by:

- (1) Speaking with or submitting a Request to Staff form to your assigned Social Services Work Case Manager; or
- (2) Submitting a Sick Call Request form indicating that you would like to see a behavioral health care provider.

NOTE: Treatment for alcohol or chemical dependency is provided through the OPTIONS program, not through the mental health program.

NOTE: Medical and behavioral health staff are not permitted to make phone calls on behalf of inmates, and will not allow inmates to make phone calls from the medical and behavioral health department.

Medical Emergencies

IMPORTANT!

MEDICAL EMERGENCIES!

If you have an emergency medical problem, tell your Housing Officer immediately. This will enable staff to get medical help as quickly as possible.

IX. Parole and Release Procedures

Bail

If you have been held over in the county facility on a case or cases where a bail has been set you may arrange for a family member or friend to post bail for you. Bail may be paid at the Philadelphia Criminal Justice Center, 1301 Filbert Street, 24 hours every day and at the CFCF Bail Office at the Curran-Fromhold Correctional Facility (CFCF) at 7901 State Road from 8a.m. to 8p.m. Cash and credit cards (with valid photo identification of the person whose name appears on the credit card) are accepted.

The bail papers may be brought to the CFCF Visitor's Lobby for processing. The person must enter through the Visitor's lobby area of the building and present the papers to the Officer. The Officer will contact the staff that will process the paperwork.

If you have enough money on your account to post bail, request to see your Social Services Work Case Manager for assistance. You must submit a Request for Disbursement Form (D-Form) for the bail amount. The forms are available on the housing unit. Your Social Services Work Case Manager will obtain the bail papers or “walk the bail through” for you.

NOTE: Bail information cannot be given out while you are at Court. If someone plans to pay your bail after a Court appearance, the PPS cannot give the information to the Bail Clerk until both you and any new paperwork have been returned.

Also, if you have a probation detainer or any other case that has no bail, you will not be released even if bail can be paid for one case.

Philadelphia County Probation and Parole Detainers

Technical Violations Only (no new cases)

Technical violations include: absconding (not reporting), non-payment of fines and costs, positive urines, failure to complete court-ordered programs, etc.

Your first hearing should be held at the prison within ten days of your detainer being lodged. You may not be present at this hearing. A Trial Commissioner, District Attorney, Public Defender and Probation Officer will review your violation of probation summary. If all agree, your detainer will be lifted and you will be notified. If your detainer is not lifted, you will receive a subpoena for your hearing before your Probation/Parole judge. This hearing will be scheduled within 30 days of the date of your detainer being lodged. If either of these hearings (10 days or 30 days) are not held within the time limits, please call the detainer hotline at 267-765-6898; leave a message with your police photo number (PP#) and the date your detainer was lodged. **Please leave only one message. The hotline is reviewed frequently.** Byron Cotter, Director of Alternative Sentencing Unit of the Defender Association of Philadelphia and his staff will ask that your detainer be lifted (certified). If it is lifted and you are released, you should immediately report to your Probation/Parole Officer. If you have any questions, go directly to Byron Cotter’s office at the Defender Association of Philadelphia located at 1441 Sansom Street. If it is not lifted, a request will be made for the earliest date possible for your violation hearing.

If you have a new case

Your first hearing should be held within 10 days of your detainer being lodged (see above). A second hearing should be held before your violation judge within 30 days of your detainer being lodged; however, your back judge might continue this second hearing until the outcome of your open case.

If you are found not guilty, your violation hearing should be held within 10 business days of the completion of the open case.

If you are found guilty, your violation hearing should be held within 20 business days of the completion of the open case.

If you are not scheduled for a violation hearing within these time periods, please call the detainer hotline at 267-765-6898, and Byron Cotter's staff will ask for your detainer to be lifted (certified). **Please leave only one message. The hotline is reviewed frequently.**

Please note: your detainer does not have to be lifted if your hearings are not held within these time periods. Although most detainees are lifted, if you have a serious prior record, it may not be lifted. If your detainer is not lifted, Byron Cotter's staff will request that your violation hearing be listed as soon as possible.

Special Release Programs

If you are unable to post bail, you may still be eligible for release through special programs established by court decrees.

The Pretrial Services Program will review the case files of all inmates unable to make bail after a period of time has passed. The waiting period for review is dependent on the seriousness of the charge.

You will not be considered for release under these programs if you have been charged with murder (or attempted murder or related offenses), rape (or attempted rape or related offenses), aggravated assault, robbery, certain weapons offenses, and/or if you have a state parole violation.

If your case file passes the initial screening, you will be interviewed by a staff member from Pretrial Services. He/she will explain the rules and conditions if you are released. If you break any part of your agreement, you will be rearrested and will be returned to the PPS.

If you are approved for release under electronic monitoring, your release will occur after your home address is confirmed and the electronic monitoring device and machine is installed.

Early Parole/Work Release Opportunities

Byron Cotter, Esquire, Director of the Alternative Sentencing Unit of the Defender Association of Philadelphia, and his staff will send each inmate a letter 45 days after they have been sentenced. All sentenced inmates will receive this letter. If you do not receive a letter within 45 days, you can call (267) 765-6897 and (267) 765-6563. Byron Cotter, Esquire, and his staff will review your sentence and other information, including your criminal history, prison adjustment report, sentencing order(s), your trial file, and your violation of probation file. All of your open cases must be completely finished before your file can be fully reviewed for early parole or work release. Once Byron Cotter and his staff have reviewed your sentence and other information, they will determine when and if an early parole or work release petition can be filed for you. An explanation of the review will be included in your letter.

Institutional Adjustment Summary for Early Parole/Work Release

Byron Cotter and his staff will request an Institutional Adjustment Summary be prepared by the date that he informs you a petition will be filed on your behalf. Your adjustment

must be satisfactory or Byron Cotter's office will not file a petition for you. You will be expected to have a clean disciplinary record and a positive report from work or program supervisors and your PPS Social Services Work Case Manager. You must demonstrate that you have earned the privilege of an early parole recommendation by your accomplishments during the period of your sentence, not just the absence of negative behavior. Earning a GED, making significant progress in drug treatment (OPTIONS), earning a vocational training program certificate, etc., are some examples of such behavior. Often the judge will order an inmate to complete one of these programs before Mr. Cotter can file a petition. It is important that you complete the condition ordered as soon as possible so that Mr. Cotter can file your petition.

If you are recommended, the Defender Association will submit a petition for early parole/work release to your sentencing judge. A letter will be sent when this petition is filed with your judge. When the judge responds to the petition, a letter will be immediately sent notifying you of the decision. **PLEASE DO NOT CALL THE DEFENDERS ASSOCIATION. YOU WILL RECEIVE A LETTER EVERY STEP OF THE WAY.** If you were represented by private counsel or court-appointed counsel, and this counsel will not handle your early parole or work release options, then you should send a letter to Byron Cotter, Esquire, and notify him that you wish him to handle your matter.

Earned Time/Good Time

This program allows the Commissioner of Prisons, if you have a minimum sentence of less than two (2) years and your judge ordered, at the time of your sentencing, that you are eligible for a "reentry plan," to credit you with time off your minimum sentence in exchange for participation in selected programs and/or work assignments and for behavior consistent with PPS rules and regulations. The maximum credit allowed is two days off for each seven days of your minimum sentence. (If you are serving a sentence with a mandatory minimum or state sentence, you are not eligible for early parole.)

The PPS CMR office will compute your earliest possible ET/GT release date. Approximately five weeks before this date, your Restorative and Transitional Services Work Case Manager will interview you and will review your record for disciplinary history and participation in work and other programs. The Restorative and Transitional Services Work Case Manager will forward the information to the CMR office. From there, it will be forwarded to the Probation Department and attached to a parole petition, which will then be submitted to the sentencing judge for consideration. Byron Cotter's office does not handle ET/GT petitions. Any questions you have regarding ET/GT petitions should be directed to your prison Restorative and Transitional Services Work Case Manager.

Parole

If you are sentenced, you will want to keep track of your sentence and its effective (starting), minimum and maximum dates. After these dates have been computed by the PPS Classification, Movement, and Registration office, your assigned Restorative and Transitional Services Work Case Manager will be able to supply you with this information. However, you are not required to initiate your own parole application(s). This is done automatically at the appropriate time.

County

If you are serving a county sentence, a petition for parole will be submitted to your sentencing judge by the Probation Department prior to your minimum date. Several weeks ahead of that date, your Social Services Work Case Manager will prepare a progress report that will be forwarded to the Probation Department and will be attached to the parole petition. The progress report will cover the entire period of your sentence and will include a review of your behavior and discipline record and of your enrollment and progress in work, programs, and activities.

If the judge approves your petition for parole, you will be released on your minimum date unless the judge specifies a different date. You will be given a notice of when and where to report to your county Probation/Parole Officer.

State

If you are serving a state sentence (i.e., a maximum sentence of two years or more), a parole hearing will be scheduled for you before representative(s) of the Pennsylvania Board of Probation and Parole. Prior to the hearing, State Parole staff will prepare a petition for parole. The petition will include a progress report prepared by your Social Services Work Case Manager with the recommendation of your facility Warden regarding your parole. The progress report will cover the entire period of your sentence and will include a review of your behavior and discipline record and of your enrollment in work, programs, and activities.

If the Board approves your parole, you will be notified of any conditions that must be met prior to your release, such as approval of your proposed address, clean urine test, etc. You will be released when all the conditions have been met. You will be notified when and where to report to your state Parole Officer.

PPS Release Procedures

You will be released from custody when the release requirements of all your custody cases have been met for example, if bail has been posted, the Court has ordered release, and/or your sentence has been completed.

When correctional staff notifies you that you are being discharged, you must gather all of your belongings, including PPS-issued items, and carry them with you to the admission and discharge area. You must account for all items issued to you by the PPS, including this handbook. You will change into civilian clothing. If you have none, clothing will be given to you.

You will be given a discharge form that shows the dates of your detainment at PPS and your photograph. The Department of Public Welfare will accept this form as an official government photo identification if you apply, for example, for Medical Assistance. You will be given a Discharge Information Packet that contains information on obtaining assistance and/or contacting agencies that will help with your return to the community, including information on housing, medical treatment, substance abuse programs, job training, etc. You will also be given a summary report of your medical conditions and prescriptions so that you may seek continued medical treatment in the community.

If you are released during the regular business hours of the Cashier's office, you may pick up your personal belongings there after you have exited the secure area of the facility. The Cashier will issue up to \$100.00 in cash from your Inmate Account balance. If you have more than \$100.00 on account, you will receive \$50.00 in cash from the Cashier and the remainder as a check issued by the Inmate Accounts office.

If the Cashier's office is closed when you are released, you will receive public transportation token and sufficient cash for a transit transfer. You may return during regular business hours to pick up your belongings at the Cashier's office and your account balance from the Inmate Accounts office. You must have your personal property receipt.

If you are released to another jurisdiction, your personal property, medical records and prescription medications will be sent with you when you are transferred. You must request in writing that your account funds to be transferred to the new jurisdiction.

DNA Testing

DNA testing is required by the State of Pennsylvania (Act 14 of 1995) for the following offenses:

- murder;
- rape;
- sexual abuse of children;
- indecent assault;
- harassment; and
- stalking.

A blood sample and fingerprints will be taken prior to any type of discharge or release. This includes pre-release and work release. Information regarding Act 14 is located in all facility Law Libraries.

X. HIV/AIDS Prevention and the Condom Availability Program

The PPS encourages all inmates to agree to ("Rapid") HIV testing and counseling. Early identification of HIV can lead to treatment that can assure normal life expectancies.

Health education programs are offered by the Philadelphia Public Health Department AIDS Coordinating Office (AACO), and by the Prison Aids Project at PPS to prevent the transmission of Acquired Immune Deficiency Syndrome (AIDS) and other Sexually Transmitted Diseases (STDs). AACO health educators stress dangers of high-risk sexual practices and explain how STDs are transmitted.

HIV counseling, voluntary anonymous confidential HIV/AIDS testing and condoms are available for the inmates. PPS will assure that adequate treatment services, including medical and behavioral health care are provided to HIV positive inmates and/or inmates who have AIDS or AIDS-related conditions.

The medical services provider offers all inmates an HIV test at Intake. Inmates may choose to take the test, or they can refuse to take the test. After Intake, if an inmate decides to take the test, the inmate should submit a Sick Call request..

The Condom Availability Program is an ongoing program that is supported by AACO. Inmates are permitted to be in possession of six unopened condoms in their living quarters to prevent the transmission of AIDS/HIV and other Sexually Transmitted Diseases. Inmates will be responsible for the proper disposal of used condoms. Condoms are not treated as contraband.

Inmates are prohibited from engaging in sexual acts. Inmates observed in sexual acts will be issued an Inmate Misconduct Report. However, sexual acts do occur within prisons, so condoms are available for the inmate population at the following designated locations throughout the facility:

- Medical Intake;
- Medication windows;
- Treatment/triage areas;
- Physician Sick Call rooms;
- AACO Health Educators' offices.
- Commissary
- Prison Aids Project staff

The Prison Aids Project Health Educators will conduct health education programs, in English and Spanish, that serve the PPS inmate population. The Prison Aids Project Health Educators will make lubricated condoms available for inmates along with prevention brochures as a routine part of their educational outreach.

Inmates (male and female adults) may purchase up to six condoms at one time from Commissary using the Commissary ordering form.

In order to address public health STD concerns, AACO funds two agencies, Action AIDS and Philadelphia Fight, to provide case management and care outreach services for HIV positive PPS inmates.

The central goal for both of these programs is to work with the client to assure that, when he or she is discharged, that there is a plan for the support needed to continue to receive ongoing medical treatment. All HIV positive inmates known to AACO and PPS providers will be offered a referral to one of these programs.

Information about community treatment resources is available from AACO, from Action AIDS representatives, in the Law Libraries ,and in the Discharge Information Packet that each inmate receives at the time of release.