

FRANKLIN COUNTY JAIL



INMATE HANDBOOK

This Inmate Handbook is intended to provide general information regarding facility rules, procedures, programs, services, and inmate responsibilities. It is not possible to address every situation, rule, policy, or procedure in this handbook.

The Franklin County Jail reserves the right to establish, modify, interpret, and enforce facility policies, procedures, directives, and operational practices as necessary for the operation of the facility.

Inmates are responsible for familiarizing themselves with the contents of this handbook and complying with all facility rules, policies, procedures, directives, and posted notices.

If you have difficulty reading or understanding any portion of this handbook, notify a staff member and assistance will be provided.

Information contained in this handbook may also be reviewed during the orientation process. Facility rules, procedures, and operational practices are subject to change. When appropriate, changes will be communicated through posted notices, inmate communications, or other approved methods.

All inmates are expected to treat staff, volunteers, contractors, visitors, and other inmates in a respectful and appropriate manner.

Inmates shall promptly comply with all lawful orders and instructions issued by facility staff. Failure to comply with staff instructions may result in disciplinary action, restrictions, or other appropriate corrective measures.

Inmates who disagree with a staff member's decision or instruction must still comply with the order at the time it is given and may address concerns through established request, grievance, or appeal procedures. Arguing, refusing to comply, or engaging in disrespectful behavior toward staff may result in disciplinary action.

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General Information

1. CONTACT INFORMATION

Mailing address: Franklin County Jail
1804 Opportunity Ave
Chambersburg, PA 17201

Phone Number: (717) 264-9513
Fax Number: (717) 264-6766

Business Hours: Monday through Friday 8:30 a.m. until 4:30 P.M.
Visiting Hours: Posted on every unit

2. THE FRANKLIN COUNTY JAIL MISSION AND VISION STATEMENT

MISSION: To support the counties mission statement and to protect the public by providing the care, custody and control of confined individuals who are accused of or convicted of a crime.

VISION: A community moving forward collaboratively to improve the lives of all residents while still honoring our heritage.

YOUR RIGHTS, PRIVILEGES AND RESPONSIBILITIES

Rights

- Be treated impartially and justly
- A nutritionally adequate diet
- Clean and adequately fitting clothes
- Personal grooming choices regarding appearance, which are limited only by facility requirements for safety, security, identification or hygiene
- Receive and send mail, including sealed correspondence with public officials, attorneys, officers of the court, and other members of the legal system, subject to necessary limitations
- Be addressed by name rather than in a derogatory manner
- Be supervised by staff, not inmates
- Be free from corporal punishment, deliberate personal injury, deliberate property damage, harassment or use of excessive force by staff
- Be free from discrimination based on race, religion, national origin, sex, age, physical or mental limitations or political views in administrative decisions and access to programs, services and privileges
- Have access to a grievance system
- Have access to legal counsel through unmonitored telephone calls (upon request from your attorney), unrestricted correspondence with attorneys and private visits except where reasons for restrictions exist
- Have access to legal materials

- Exercise, except when correctional interests dictate
- Have voluntary access to clergy and religious services
- Have access to healthcare

Privileges

You will have the opportunity to earn many privileges; however, they may be restricted or denied as a result of abusing the privilege, unacceptable institutional adjustment, misconduct or to ensure the orderly operation of the facility. These privileges may include, but are not limited to:

- Commissary
- Dayroom activities
- Recreational activities
- General use of telephones and electronic tablets
- Participation in programs
- Receipt of personal publications (books, magazines, newspapers)
- Have visits with friends and family within the guidelines established for the program. (Although visits can be limited or suspended due to inappropriate behavior.)

Responsibilities

In conjunction with your rights and privileges you have responsibilities. You have the responsibility to cooperate with any staff member. Generally, your behavior should be the same as that which is expected of any good citizen in the community. You should:

- Be respectful of others
- Obey the rules of the facility
- Obey the laws of the civilian community
- Not infringe upon another's rights or privileges
- Cooperate with staff at all times
- Be familiar with all the rules and regulations of the facility

You will be held responsible and accountable for all of your actions and behavior during your stay at the Franklin County Jail. When applicable the Franklin County Jail will pursue criminal charges with the appropriate authorities.

Admission, Classification and Orientation

3. ADMISSION

When you arrived at the jail you were processed. This means that you were searched, photographed, fingerprinted, personal data was compiled and a medical screening form was completed. Your personal possessions, valuables and money were taken from you for safekeeping, and a receipt was issued to you. Your classification will dictate your housing location, after the initial required quarantine time. If you did not go through any of the preceding steps, please alert a staff member.

You are entitled to one (1) free phone call once committed to the jail, for the purpose of obtaining bail, notifying family members, or notifying your employer. This call will be limited to five (5) minutes.

Part of the admission process required that a staff member ask you a variety of questions concerning your health and any medical problems you may have, and to record your answers. If at any time you believe you are experiencing a medical emergency, have any symptoms of alcohol or drug withdrawal, or if you are emotionally upset, **tell a staff member right away.**

4. ORIENTATION

Shortly after you were committed, you were given the opportunity to view our orientation presentation and have your questions answered by booking staff members. Throughout your incarceration, should you have any questions regarding this book, or the contents therein, you should ask either a correctional officer or correctional treatment specialist.

5. COMPUTATION OF TIME

The computation of time and the receiving and disbursing of detainees (official documents, issued by authority of the court, holding an individual in the custody of the institution) are handled by the records department. Any questions should be submitted by Request Slip to the Records Office.

6. SMOKING AND TOBACCO PRODUCTS

The Franklin County Jail is a non-smoking facility. You are not allowed to smoke or have any type of tobacco products in your possession including matches, strikers or lighters. These items are contraband and if discovered in your possession you will be subject to disciplinary measures.

7. USE OF FORCE

Use of force by staff against an inmate is justified when acting staff reasonably believes such force is necessary to:

- Protect themselves or another person
- Protect property from damage or destruction
- Prevent escape
- Recapture an escapee
- Prevention of an act of crime
- Prevent self-inflicted harm
- Effect compliance with rules and regulations when other methods of control have proven insufficient

8. CLASSIFICATION AND SEGREGATION

There are three (3) classification levels at the institution. They are: Minimum, Medium, and Maximum. The following factors are used when determining your classification:

- Severity of current charges/Convictions
- Prior offense history
- Escape History
- Institutional Behavior / Disciplinary History
- Prior Felony Convictions
- Detainers
- Alcohol/Drug abuse related problems/behaviors
- Sentenced SCI
- Fugitive status
- Institutional treatment programs recommended/completed

Classification is an ongoing process. You may be reclassified at any time during your incarceration.

9. ADMINISTRATIVE SEGREGATION

Administrative Segregation is a housing status used when an inmate's placement in general population is not appropriate. Placement in Administrative Segregation may result in restrictions on privileges and movement. Inmates assigned to Administrative Segregation will be notified of their status and housed in a location designated by the administration.

10. ADMINISTRATIVE SEGREGATION – MEDICAL (ASM)

You will be placed on ASM when ordered by the medical department. Privileges and activities may be limited based on your medical needs. You will be removed from this status only when authorized by the medical department or facility physician.

11. ADMINISTRATIVE SEGREGATION – MENTAL HEALTH (ASMH)

You will be placed on ASMH when mental health staff determine that closer supervision, observation, or specialized housing is necessary as you work closely with the MH team. Placement and removal from ASMH status will be based on clinical recommendations and facility safety considerations.

12. ADMINISTRATIVE SEGREGATION – PROTECTIVE CUSTODY (PC)

An individual will be placed on PC status when the administration determines that separation from the general population is necessary to protect the inmate, other individuals, or other institutional needs. Placement may occur at the inmate's request or at the discretion of the administration.

13. ADMINISTRATIVE SEGREGATION – SECURITY (ASS)

You will be placed on ASS if you present a risk to the security of the institution.

14. PRE-HEARING DISCIPLINARY SEGREGATION (PH)

You will be placed on Pre-Hearing DS when you receive a misconduct that is not resolved through an informal adjustment process. Conditions of confinement and privileges may be restricted pending the disciplinary hearing. Movement outside the cell may be subject to restraints and additional security measures as determined by facility staff.

15. DISCIPLINARY SEGREGATION (DS)

The Hearing Examiner will place you on DS after being found guilty of a misconduct violation through the disciplinary process. Conditions of confinement and privileges may be restricted for the duration of the disciplinary sanction. Movement outside the cell will be subject to restraints and additional security measures as determined by facility staff.

16. GENERAL POPULATION (GP)

General Population refers to inmates who are not assigned to any Administrative Segregation or specialized housing status. Inmates housed in GP may have access to showers, recreation, telephones, programs, and other activities in accordance with facility schedules and housing unit operations. Inmates are expected to attend meals and participate in housing unit activities as directed by staff. Access to privileges and activities may be modified due to institutional needs.

17. **LIVING WITH OTHER INMATES**

The jail is a group living environment. All inmates are expected to conduct themselves in a respectful and responsible manner toward staff and other inmates. You are responsible for your own actions and behavior at all times.

If another inmate threatens you, harms you, attempts to extort you, pressures you to participate in misconduct, or otherwise causes you concern for your safety, notify a staff member as soon as possible. Any incidents involving threats, assaults, theft, harassment, or other misconduct should be reported immediately.

The Franklin County Jail investigates reported incidents and may refer criminal conduct to the appropriate law enforcement agency for further investigation or prosecution when warranted. Inmates may also request information regarding the process for reporting criminal conduct to outside law enforcement agencies.

More than one inmate will be assigned to each cell or cubicle. **You cannot choose your housing area or cellmate.** Your housing area assignment can change at any time.

18. **NON-DISCRIMINATION**

You have equal access to programs, privileges and services regardless of your race, color, creed, sex, national origin, religion or physical limitations.

19. **PRISON RAPE ELIMINATION ACT of 2003 (PREA)**

The Prison Rape Elimination Act (PREA) was enacted to prevent, detect, and respond to sexual abuse and sexual harassment in correctional facilities. This policy helps ensure the safety, security, and dignity of all inmates by establishing standards for reporting, investigating, and addressing allegations of sexual misconduct.

Zero Tolerance Policy

It is the policy of the Franklin County Jail (FCJ) to prohibit any form of sexual abuse and/or sexual harassment of an inmate. The Franklin County Jail has zero tolerance for all forms of sexual abuse or sexual harassment of any individual under the supervision of the FCJ. Anyone who engages in, fails to report, or knowingly condones sexual harassment or sexual abuse of an inmate shall be subject to disciplinary action and may be subject to criminal prosecution. An inmate, employee, contract service provider, visitor, volunteer, intern and/or any individual who has business with or uses the resources of FCJ is subject to disciplinary action and/or sanctions, including possible dismissal and of contracts and/or services, if he/she is found after an investigation to have engaged in sexual harassment or sexual contact with an inmate. A claim of consent will not be accepted as an affirmative defense for engaging in sexual harassment or sexual abuse of an inmate.

Reporting Allegations of Sexual Abuse/Sexual Harassment

Every complaint or allegation of sexual harassment shall be investigated thoroughly, objectively and promptly including third-party and anonymous reports. All allegations of a criminal nature will be reported to PSP.

An Inmate, who is the victim of sexual abuse, sexual harassment, retaliation by other inmates, or staff for reporting sexual abuse or harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents, should report the abuse to a staff member as soon as possible.

Anyone can report an allegation or suspected incident of sexual abuse or sexual harassment; including inmates, staff, or third parties. This can include allegations that may have occurred at another facility. At the Franklin County Jail, there are multiple options to file a report; including, but not limited to:

- Inmates may notify any staff member either verbally or in writing.
- Inmates may report verbally, in writing via Request Slip or Inmate Grievance.
- In writing to the appropriate law enforcement agency.
- Inmates may report anonymously or through third party.
- Inmates may also report to an outside agency via the PA DOC PREA Hotline

(717) 703-2702 or *8477

Pennsylvania State Police
3800 Black Gap Road
Chambersburg, PA 17202
(717) 264-5161

Calls made on the inmate telephones to the PA DOC PREA Hotline (717)703-2702 or *8477 shall not be monitored. Calls to the Pennsylvania State Police (717) 264-5161 are subject to monitoring and any allegations of reports shall be forwarded to appropriate authorities.

Victim Support Services

Women in Need (WIN) (800-621-6660) or *6660 will provide all victim support services for inmates incarcerated in the Franklin County Jail. Calls to WIN will not be monitored by Franklin County Jail Staff.

20. PROTECTION FROM ABUSE

Physical, mental or emotional abuse of inmates, staff or visitors is not allowed. You are not allowed to control nor have authority over other inmates, staff or visitors. If you have a problem with another inmate, inform an officer right away. You may also submit a request slip identifying your concerns.

21. RIGHT TO VOTE

You may be able to vote even while incarcerated. You are eligible to vote if you are in jail convicted of a misdemeanor or if you are being held pre-trial for a felony or misdemeanor charge.

You **cannot** register or vote if:

- You are currently incarcerated for conviction of a felony and will not be released before the next election
- You have been convicted of violating any provision of the PA Election Code within the last four years.
- You are an illegal immigrant

If you would like to register, you can obtain a form by submitting a request slip to the Records Department. You will then be responsible for mailing the completed registration form to the Franklin County Voter Registration Office, 272 North Second Street, Chambersburg, PA 17201.

If you are registered and eligible to vote you must contact the Franklin County Board of Elections by U.S. Mail to request an absentee ballot application. You can contact the Franklin County Board of Elections at: **Franklin Voter Registration Office, 272 North Second Street, Chambersburg, PA 17201**. You must request that the ballot be sent to the jail, not the residence address listed on your registration. You will complete your ballot in secret and follow

all instructions provided on the form. You will need to place your completed ballot in a sealed envelope and forward it to the Records Department to affix postage. You will be charged for postage.

You should complete all processes as soon as possible to ensure your vote is counted.

Security

22. HEADCOUNT

Headcounts may occur at any time. Failure to cooperate or interfering with a headcount is a serious disciplinary infraction. Removal from your housing unit to the Restricted Housing Unit may occur. There are two types of headcounts.

Formal (standing) - When a formal or standing headcount is announced, you are to go directly to your assigned cell/cubicle or designated area to be counted. You will **stand on the floor** in your cell, cubicle or designated area where the officer taking the count can see and recognize you. You must present your I.D. card/wristband to be scanned. Do not talk to anyone or change your location while the officer is conducting count. You may not leave your assigned cell/cubicle or area until **“Count clear”** is announced.

Informal - Standing is not required. Follow the instructions of your Housing Unit Officer. Do not talk to anyone or change your location while the Officer is conducting count. You may not leave your assigned cell/cubicle or area until **“Count clear”** is announced.

23. LOCKDOWN

A lockdown may occur at any time. All activity in the dayroom will stop when lockdown is announced. You will go directly to your cell or cubicle. You must be quiet during lockdown. You may talk quietly in your cell or cubicle. Talking from cell to cell, cubicle to cubicle, or through vents or doors, is not permitted. You will subject yourself to disciplinary action if you do not abide by these rules.

24. CONTRABAND

Contraband is any item(s):

- You are not authorized to have
- Not issued to you
- Not permitted by written regulation
- Altered from its original form
- Presenting a possible risk of harm to others
- That jeopardizes security
- Excess amounts of authorized items

It is impossible to list everything that could be determined to be contraband. The following are some examples of contraband:

- Drugs/drug paraphernalia
- Tobacco products (including lighters, matches and strikers)
- Intoxicants or fermented beverages
- Gum
- Possession of unauthorized jail property, hoarding or excessive personal property
- Clothing or any items given or lent to you by another inmate

- Items of clothing or any item being used for anything other than its intended purpose
- Facility cleaning supplies when being stored in your cell or cubicle
- Latex gloves (unless given to you by a staff member for a specific cleaning assignment you are currently working on)
- Gang related materials/designs, altered clothing, signs or symbols
- Plastic garbage bags
- Empty containers (excess trash poses a fire hazard even if used as organizers)
- Pornography or pictures depicting nudity or partial nudity
- Loose medication
- Rubber bands, paperclips
- Altered headphones or radios
- Excess books or magazines
- Pictures or posters taken out of magazines
- Anything hung or attached to a cell/cubicle surface (wall, bunk, door)
- Anything with no name on it or in the wrong inmate's possession

All Contraband Will Be Confiscated and Disposed of.

25. SEARCHES

You, your personal property and housing unit are subject to random searches by correctional staff. When approached by correctional staff and ordered to submit to a search of your person, you are to do so immediately. At no time can you refuse to submit to any type of search. Searches of living areas will be conducted regularly.

26. UNCLOTHED BODY SEARCH

You are subject to an unclothed body search any time upon the order of a correctional staff member. You will specifically be subject to an unclothed body search when leaving or returning to the facility for any outside activity or transportation. This search consists of the removal of **all** of your clothing items. Correctional staff will then conduct a visual search of your person.

27. PAT SEARCH

You are subject to a pat search any time upon the order of a correctional staff member. This search consists of correctional staff physically patting down your person, while you are clothed. You are also subject to a pat search any time you leave and return to your housing unit.

28. CELL SEARCH

Your cell or other living area is subject to a search at the discretion of a correctional staff member. You do **not** have the right to be present for your cell to be searched.

29. UNIT SEARCH

Periodic and unannounced searches of housing areas will be made to search for and confiscate contraband. All contraband will be confiscated (altered items, extra linen, clothes, etc.). This is for the safety and security of the institution, correctional staff and inmates. If you fail to cooperate during a search you are subjecting yourself to disciplinary action. Searches will be completed without your knowledge or presence.

30. IDENTIFICATION CARD / WRISTBAND

You were issued a jail photo identification card/wristband (ID) at the time you were committed. You must keep this card or wristband on your person at all times. Wristbands will be worn on your left wrist. You will subject yourself to disciplinary action if you:

- Remove your wristband
- Alter or damage your wristband or electronic chip in any way
- Do not have your ID in your possession
- Refuse to give or show a staff member your ID

If you lose your ID or it becomes damaged, you are to report the loss or damage to a staff member immediately. If you lose your ID, intentionally damage or destroy it, or fail to return it when you are being processed for release, you will be charged a replacement fee. If you find your ID that you reported lost, and a new card was issued to replace the lost card, you will still pay the replacement fee. You must also turn in the oldest ID. You are subject to a Misconduct Report if you have more than one (1) ID in your possession.

A new ID may be issued if you change your appearance by cutting your hair, growing a beard etc. You must turn in your old ID when receiving the new one.

31. INMATE MOVEMENT

Anytime you are traveling outside of your housing unit you will walk on the right side of any corridor at a distance of approximately twelve (12) inches from the wall. You will walk single file if you are with others. You will walk quietly and orderly; do not run. Walk directly to the place you are to report to. Do not go anywhere else. Do not stop along the way to talk unless stopped by a staff member. You are to be silent while progressing through any hallway or corridor. If your movement is interrupted by staff you must stop, remain quiet then proceed when clear.

32. TRANSPORTS

When transported by Franklin County Jail staff, you will be required to wear handcuffs, waist belt/chain and leg irons while being transported in the facility's transport vehicle. You will also be required to have a seatbelt on.

While you are inside the transport vehicle:

- Do not take off the seat belt or restraints
- Do not tamper with anything in the vehicle
- Enter and exit the vehicle promptly when ordered
- Be quiet and orderly inside the vehicle and during all stops
- You cannot eat or drink inside the vehicle
- Do not do anything to cause an accident or distract the driver

33. APPOINTMENTS OUTSIDE OF THE FACILITY

- You are expected to follow all directions given by the transporting officer(s)
- You will be required to wear handcuffs, waist belt/chain and leg irons
- You will remain restrained throughout the entire appointment/procedure
- You will act appropriately wherever you go
- You may not have visitors come to your appointments or procedures
- You are expected to follow the orders issued by the doctor
- You are expected to obey the rules of the hospital and those of the jail

34. INPATIENT HOSPITALIZATION

If you are admitted to a hospital, you remain under the authority of the Franklin County Jail. You will be required to wear handcuffs and leg irons. You may have to share your room; if so, act appropriately.

- You are expected to follow all directions given by the transporting officer(s)
- You are expected to follow all orders issued by the doctor
- You are expected to obey the rules of the hospital and those of the jail
- You are **not** permitted to subscribe to television services.
- You **cannot** receive any property or money while you are in the hospital
- You will not be allowed to have visitors
- Incoming and/or outgoing phone calls will only be permitted with prior approval from the Warden
- Rules, regulations and policies of the Franklin County Jail apply to you while you are in the hospital

35. EMERGENCY PROCEDURES

In the event of an emergency, disturbance, evacuation, lockdown, or facility drill, all inmates shall immediately comply with the instructions and orders of staff. Failure to follow staff instructions may result in disciplinary action and may affect staff's ability to safely manage the incident.

If evacuation of a housing unit or other area becomes necessary, inmates will be directed to a designated location by staff. Inmates shall proceed calmly, quietly, and in an orderly manner.

Running, shouting, or engaging in disruptive behavior is prohibited unless specifically directed by staff.

During emergencies normal facility operations may be modified, delayed, restricted, or suspended as necessary to maintain the safety and security of the facility.

Inmates who are not involved in a disturbance should immediately comply with staff instructions and take reasonable steps to separate themselves from disruptive activity. Staff will make reasonable efforts to maintain the safety of all inmates during emergency situations.

36. ESCAPE

You will be charged with escape for breaking out of the jail building, walking away from a work/program assignment, hospital stay or from any escorted transport.

37. URINE TESTS / DRUG DETECTION

To maintain the safety and security of the facility, inmates may be required to submit to random, reasonable suspicion, or scheduled drug and alcohol testing. Testing methods may include, but are not limited to, urine testing, oral fluid (saliva) testing, breath alcohol testing, and trace drug detection screening.

When required to provide a urine sample, inmates shall comply with staff instructions. Urine sample collection may be directly observed by staff in a manner designed to preserve the integrity of the testing process while maintaining appropriate privacy.

Inmates who fail, refuse, or otherwise do not comply with testing procedures may be subject to disciplinary action.

The facility may provide water and allow a reasonable period of time for an inmate to provide a urine sample in accordance with facility procedures.

If the inmate fails to produce a sample after four hours, a misconduct will be issued. A non-negative indication from the testing may result in further investigation, additional testing, and/or disciplinary action in accordance with facility policy.

Dress Code

38. DRESS CODE

By violating the facility dress code, you will subject yourself to disciplinary action. The following will be strictly adhered to:

- All inmates are required to remain properly clothed while in housing units and common areas.
- T-shirts **will** be tucked in at all times
- Pants **will** be worn around the waist
- Any showing of your underwear, buttocks, genitalia or breasts is strictly **prohibited**
- Jumpsuits will be properly buttoned
- Pants will not be rolled up, with the exception for excess length. Pant length will not be above the bottom of the ankle
- Pants will not be tucked into socks.
- Shirts will not be tied or left open to expose midriff or breasts
- Work Cadre uniforms (i.e. kitchen uniforms) will only be worn while performing Work Cadre duties
- Tattered or torn clothing of any type will not be permitted. Such clothing will be confiscated
- Intentional damage to jail clothing will result in disciplinary action to include monetary reimbursement for damages.
- Wearing more than one layer of clothing is not authorized
- All clothing will be worn as intended (no socks on hands, etc.)
- **No** head coverings (Except for hairnets and approved religious head coverings). Religious head covering must be removed for inspection when ordered by a staff member.

39. INSIDE YOUR CELL OR CUBICLE

Clothing must fully cover the buttocks, genital area, and breasts at all times.

40. OUTSIDE YOUR CELL OR CUBICLE

When you are outside of your cell, including Dayroom and Recreation Yard you must wear:

- Jail issued uniform
- T-shirt
- Underwear (boxers **or** briefs)
- Bra
- Socks
- Shoes

Outside Communication

41. ACCESS TO MEDIA

Interviews with recognized media representatives are permitted. A written request to interview you must be submitted to the Warden from the media agency at least forty-eight (48) hours in advance. You will be asked if you would like to participate in an interview and must give consent prior to being interviewed. A member of the staff will be present for all interviews.

Interviews may be denied if the interview infringes on the privacy and dignity of any inmate or staff member, or compromises the safe, secure and orderly operation of the jail. Mailing to any media outlet is permitted.

42. TELEPHONES AND ELECTRONIC TABLETS

Each housing area dayroom is equipped with collect/debit phones for use during dayroom time and Electronic Tablets for use during specified hours.

Phone Usage

Debit Calls are a process that will take the amount due for each telephone call directly out of your Inmate Telephone/Tablet Account. You can transfer funds from your Inmate Spending Account to your Telephone/ Tablet Account.

To make any calls you must first set up your account using your PIN, which was given to you when you were processed. You will need to follow the instructions provided when you first use the phone to set up your password. It is your responsibility to keep this number safe as you will not be reimbursed for the misuse of your PIN. Do not give your number to others. Do not use another inmate's PIN. You will be subjecting yourself to disciplinary action. Upon placing your first phone call, you will additionally be asked to repeat a selected passphrase three (3) times (i.e. 'With ViaPath, my voice is my password'.) This will create a unique voiceprint for you. For all future calls, you must enter your Telephone ID, PIN and pass the voice biometric in order to successfully place a phone call.

To place a call you must listen to the instructions provided on the phone. Directions are in both English and Spanish. After twenty (20) minutes your call will automatically be disconnected. Do not make "back to back" calls, "hold a place in line" for other inmates, or "share" calls with other inmates. Do not damage or misuse the phones. Do not use 3-way or conference calling. Hang up when ordered. Your Housing Unit Officer, for sufficient reason, may disconnect your call. You are charged only for the time you are on the call.

In order for you to place a collect call, your friends and family are required to set up a pre-paid account with GTL. Information is provided on the Units.

Phone calls to your attorney may be made on your housing unit. You must submit an Inmate Request slip to ask for calls to your attorney to be unmonitored. If your attorney will not accept a collect call and you have no money in your Inmate Account, you must communicate with your attorney by mail, or have your attorney visit.

TABLET USAGE

The Tablets are an alternative communication device that also provides entertainment and educational content. Those inmates with tablet privileges will be required to submit all facility forms electronically. Inmates who do not have Tablet access will be supplied with paper forms.

There is a HELP App in the Profile section of the tablet to guide you through the core functions of the tablet

Video Visits: Tablets allow for you to have Video Visits with friends/family. These must be conducted at a tablet docking station.

Phone calls: Tablets allow you to make voice phone calls.

Messaging Service: Tablets will allow for you to receive and reply to messages. You may only initiate a message once an account has been established.

You are permitted to use the tablets in your assigned cells and in the dayroom, except during mealtimes and medication pass.

Inmates will not obtain a tablet for another inmate or share their account information, booking number, TID number, tablet usage, or earphones with other inmates.

Earphones are mandatory for activities with volume. One set is provided at commitment. Replacement earphones are available through commissary only.

All electronic tablets must be returned to the charging stations by 9 pm

All tablet usage is subject to be monitored and recorded.

Using the telephone or tablet to break the law will result in criminal charges. If you misuse or abuse the telephone/tablet, you will be subjecting yourself to disciplinary action, replacement fees, and possible criminal prosecution.

A TTD device is available for the hearing impaired. Arrangements for telephone calls will be made through the Treatment Department.

43. DOMESTIC RELATIONS

Contact with the Domestic Relations Office concerning child support must be done via U.S. mail addressed to: (When inquiring about child support, you must include your case number.)

Domestic Relations Office
175 Lincoln Way E
Chambersburg, PA 17201.

44. THE PENNSYLVANIA PRISON SOCIETY

The Pennsylvania Prison Society is a non-profit organization headquartered in Philadelphia, which has actively advocated prison reform since 1787. Volunteers visit the jail and will attempt to see every individual who wishes to talk to them. **They do not deal with legal matters.** It is best if you contact a Prison Society representative through the U.S. Mail at the following address:

230 South Broad Street
Suite 605
Philadelphia, PA 19102

45. PUBLIC DEFENDER'S OFFICE

While incarcerated and facing criminal charges, inmates will be represented by the Franklin County Public Defender's Office, unless a private attorney is obtained. You may contact this office by submitting a Request Slip, by telephone from your housing unit (this is a free call 717-709-7212) or by U.S. Mail at:

Public Defender's Office
14 North Main Street
Chambersburg, PA 17201

46. FRANKLIN COUNTY LEGAL SERVICES

Legal Services is a resource available to you. It is your responsibility to call or write them directly. Meetings with the contracted attorney are considered a legal visit.

Franklin County Legal Services
336 Lincoln Way East #B
Chambersburg, PA 17201
717-262-2326

47. IMMIGRATION SERVICES

Both Women In Need and Franklin County Legal Services offer Immigration services in Franklin County. In addition, following resources are available to you.

At commitment you are also afforded the opportunity to notify the consulate of your choice of your current legal situation. For further information on how to contact relevant consular officials, submit a request slip to the unit CTS.

Pennsylvania Immigration Resource Center
294 Pleasant Acres Road
Suite 202,
York, PA 17402
(717)-600-8099

United States Citizenship and Immigration Services
30 North 41st Street
Philadelphia, PA 19104
(800)-375-5283

48. MAIL

You are permitted to correspond with family, friends, officials and other community contacts with minimum interference, unless there is reason to believe that some limitation is needed to protect the public or the security and orderly operation of the jail.

All outgoing mail must have your first and last name in the return address. Mail without your entire name will be disposed of if the writer of the letter cannot be identified. **Do not draw or write on the outside of your envelopes.** These letters will be returned to you to be placed in another envelope at your expense.

Place your outgoing mail in the designated box located on your housing unit. Mail is picked up Sunday through Friday evenings (excluding evenings prior to holidays).

General Incoming Mail needs to be addressed to the Mail Handling Provider as follows:

Franklin County Jail, PA
Inmate Name, Booking Number
P.O. Box 247
Phoenix, MD 21131

Mail from one inmate to another must be pre-approved. You must request approval from your Correctional Treatment Specialist. If approved, letters will not exceed one per week. Mail from one inmate to another inmate that will **not** be permitted includes:

- The passing or receiving of notes from one inmate to another inmate
- Third party mail – mail sent out from an inmate to a person on the outside, then sent back in to the jail to another inmate
- Mail from inmates at other facilities without prior approval.
- Proof of relationship is mandatory prior to approval.

If any outgoing mail is rejected and/or returned to sender, you will receive a Rejected Correspondence Notice.

49. LEGAL MAIL

Incoming Legal Mail needs to be addressed as follows:

Inmate Name
Franklin County Jail
1804 Opportunity Avenue
Chambersburg, PA 17201

Mail received and appropriately marked as legal mail from attorneys, judges, parole/probation, government agencies, or other public officials is considered legal mail. Legal mail is opened and checked for contraband in your presence. Any contraband found will be confiscated. You must sign for your legal mail when receiving it. Mail that does not contain adequate information on the envelope to establish the fact that it is legal mail will be treated as general mail and returned to sender.

50. PUBLICATIONS

Publications are newspapers, magazines and books. You are permitted to have five (5) publications at any time. This can be any combination of newspapers, magazines or books. Books must be paperback. Any amount in your possession above this limit will be considered contraband and disposed of. You may only receive publications that are pre-paid. The publications must be sent to the jail, addressed to you. All publications must be shipped directly from the publishing company to the facility via the US Mail. Publications are subject to inspection for contraband and information that poses a risk to the safety and security of the facility.

Publications that contain information that poses a risk to the safety and security of the facility will not be forwarded to you. You will be notified, in writing, of the reason. The following list includes, but is not limited to, examples of information that will prevent a publication from being forwarded to you:

- How to defeat institutional security measures or equipment
- How to make weapons or incendiary devices
- How to make alcoholic beverages or drugs

- How to make coded messages, or contains coded messages
- Encourages or instructs in the commission of criminal activity
- Pornography, sexually explicit material or pictures depicting nudity or partial nudity
- Writings that advocate violence, group disruption, encourages gang friction
- Material which portrays, depicts or encourages violent or assaultive behavior
- Material which portrays, depicts or encourages racial, religious, national or any other hatred

Newspapers more than three (3) days old or magazines more than two (2) months old are contraband and will be confiscated and destroyed. It is your responsibility to voluntarily dispose of, donate, release to a visitor or mail out (at your expense) excess publications. The Unit Officer can provide you with FCJ Form 400.04-3 Excess Publications to properly handle this process. Excess publications found during any search will be confiscated; you will not be afforded the opportunity to send or mail out confiscated items. **Nothing will be placed in your property bag.**

Publications must have your name on the front cover. Publications found in another inmate's possession, altered in any way or are outside of your assigned cell or cubicle is contraband and will be confiscated and disposed of. Violation of this policy could result in the temporary loss of this privilege. Repeated violations could result in permanent loss of the privilege.

You are responsible to have your publications forwarded to another address when you are released. Publications that are received at the facility after your release will be returned to sender or disposed of.

Note: Daily newspapers provided to each unit will remain in the dayroom. Articles will not be removed or the paper altered in any way.

51. PERSONAL PHOTOS

Personal photographs can be received electronically through the tablet services. The approval or denial of photographs is dependent on the vendor.

Internal Communications

52. INMATE REQUEST SLIPS

Request Slips are made available for you to address any questions, problems or concerns you may have. These forms are available and must be submitted electronically on the tablets, unless your status restricts tablet usage. Paper Request Slips are available on your housing unit. For those on restricted status, the Unit Officer will place your completed Request Slip in the designated box located on your housing unit. A correctional treatment specialist will collect and process both electronic and paper Request Slips on normal business days.

Filling out a Request Slip correctly will help staff to respond to your request more quickly and efficiently. Failure to follow these instructions may result in your Request Slip being returned without a response.

Address only one (1) issue per Request Slip limited to the space provided. Ordinarily, no attachments will be accepted. Explain your issue or ask your question providing enough detail to enable the staff member to understand and help you. You may provide additional information pertaining to the issue when requested by staff.

Due to the large number of Request Slips that staff members receive, you need to be patient and allow a reasonable amount of time for a response. If you have not received a response within ten (10) business days, you may re-submit a request. Numerous and repetitious Request Slips will be returned without a response.

Request Slips containing disrespectful, threatening, or profane language may result in disciplinary action being taken and the Request Slip being returned without a response.

53. GRIEVANCES

The grievance procedure provides you with a formal process to report concerns involving alleged violations of your rights, jail policy, staff misconduct, unsafe or unsanitary conditions, or improper fees. No inmate will be disciplined for filing a grievance in good faith or for pursuing a remedy in the grievance procedure. No immunity is afforded to any inmate from civil or criminal liability for any of his/her acts or statements.

You must submit a grievance within five days after a potentially grievable event has occurred. All grievances must be on an individual basis. Grievances from a group or a representative of any group will not be processed. No grievance containing obscene language or vulgar remarks will be accepted.

You should use the grievance procedure only after addressing the problem first with your Housing Unit Officer or other staff members. These forms are available and must be submitted electronically on the tablet, unless your status restricts tablet usage. In that case, paper grievance forms are available on your housing unit. Completed paper Grievance Forms can be placed in the designated box located on your housing unit.

54. GRIEVABLE ISSUES

Not every complaint is a grievable issue. Complaints should be addressed on Inmate Request Slips. Examples of grievable issues are:

- An alleged violation of civil or constitutional rights
- An alleged violation of jail policy
- An alleged criminal or prohibited act by a staff member
- An alleged condition existing within the facility that creates unsafe or unsanitary living conditions
- A dispute about the assessment of a specific fee or service charge, including, but not limited to medical fees

55. NON GRIEVABLE ISSUES

- State and federal court decisions
- County, state and federal laws and regulations
- Probation and parole decisions
- Other matters beyond the control of the facility
- Disciplinary hearing decisions

56. THE GRIEVANCE PROCESS

Step I – The paper or electronic grievance will be received and time/date stamped by the Director of Inmate Management for review. If the grievance is incomplete, is not a grievable matter, and/or cites multiple issues it will be returned. A response will generally be returned within ten (10) business days.

Step II – If you are not satisfied with the Step I response, you may appeal the decision to a committee comprised of the deputy wardens or designees. The appeal must be filed within five (5) business days. A response will generally be returned within ten (10) business days.

Step III – If you are not satisfied with the Step II response, you may appeal the decision to the Warden or their designees. At this step, a grievance may be denied, granted, or deferred for a formal hearing. Damages may also be awarded at this stage. All decisions at this stage are final.

You will have access to both electronic and paper grievance records while you are incarcerated. Paper grievances will be returned to you with their responses. If you request additional copies of your paper grievances, you will be charged the legal copy fee.

Your electronic grievances can be accessed through your tablet. Free copies of your electronic grievances may be requested within 10 business days of your expected release date. This request will be handled by the Unit CTS. The requested copies will be placed in your Inmate File with the release form to be provided to you upon discharge. If you are to be released unexpectedly, you must make an immediate request for copies prior to leaving the building. Your request can be made either electronically or on paper. Every effort will be made to have the copies prepared for your discharge. You must pick up the copies within 10 days of release. No requests for copies of grievances will be granted once you have been discharged. If you request paper copies of your electronic grievances during your incarceration, you will be charged the legal copy fee.

Absent the above criteria, records for legal purposes may only be obtained by subpoena.

57. ABUSE OF THE GRIEVANCE PROCESS

Abuse of the grievance process will not be tolerated. The Warden will determine if you are abusing the grievance process and may restrict you from filing further grievances.

58. FAMILY EMERGENCIES

If you believe you are experiencing a family emergency, talk to your Housing Unit Officer or put in a Request Slip to see your Correctional Treatment Specialist.

Property

59. HOLD PROPERTY

When you were committed to the facility the property that you had with you that is not authorized in the facility was taken from you. A set of clothing will be stored to ensure you will have clothes to wear when you are discharged.

Property placed in your “Hold Property” will not be removed until you are discharged. You may release valuable property (secure storage items), by completing and submitting an Inmate Valuable Property Release Form. This allows you to authorize a person to come during

normal business hours and pick up your valuable property. The valuable property in its entirety must be taken. Items listed on the Property receipt constitute proof of ownership, not proof of value.

60. NEW COMMITMENTS

You will be issued the following jail property when being processed.

- Three (3) Pair white underwear
- Three (3) White t-shirts
- Three (3) Pair white socks
- Three (3) White sports brassieres (females)
- One (1) Clogs
- Two (2) Sheets
- One (1) Blanket
- One (1) Property bag
- One (1) Inmate Handbook
- Two (2) Jail Uniforms (Jumpsuits)
- One (1) Personal Hygiene kit
- One (1) Towel
- One (1) Laundry Bag

The property you are given may be affected by your status.

61. INCOMING PROPERTY

Work Release clothing is the only authorized clothing to be delivered to the jail:

- Five (5) Jeans or work pants with no more than five pockets (this counts the coin pocket in the front). No pockets on pant legs. No logos or camouflage
- Two sweat-shirts (**solid color, no logo larger than a quarter, no hood**)
- Five (5) Work Shirts - Button up or pullover type (**no** colored t-shirts unless required by employer). No logos larger than a quarter. No camouflage patterns. No hoods
- One (1) hat - baseball style - only if it is part of the work uniform and contains acceptable logo and/or lettering
- One (1) Season appropriate coat or jacket. No camouflage. No more than four (4) pockets. No hoods.
- Work shoes – no high tops, must be below the ankle bone or
- Work boots (plain or steel toed) must be required for employment
- Female Work Release inmates may also receive one (1) mascara, one (1) lipstick and (1) foundation. In original packaging, unopened, no glass (to be worn for work **only**)

All incoming property **must** be brought in all at once. If only a portion of it is brought in, the remainder will not be accepted for ninety (90) days. Inmates are able to have multiple places of employment. If new employment is obtained Inmates are able to have additional allowable clothing suitable for their job.

62. AUTHORIZED PROPERTY

When you obtain personal property through commissary, you are responsible to return jail issued property to the Property Clerk on a one for one basis. (For example, you have three (3)

FCJ issued T-shirts and purchase two (2) T-shirts on commissary. You must return two (2) FCJ issued T-shirts to the property clerk to maintain the minimum of three (3).)

If you choose to purchase personal property, you may accumulate up to:

- Seven (7) personal Underwear
- Seven (7) personal T-shirts
- Seven (7) personal Socks
- Seven (7) personal Brassieres
- Three (3) personal Towels

The amount of each individual item shall be limited to what is reasonable for personal use. Any excess amounts will be confiscated, documented and disposed of properly. The **only** other property, other than clothing, permitted in your possession is:

- Inmates wearing religious medallions at intake may request to have them returned to them upon the approval of the facility chaplain. All medallions will be placed on plastic necklaces. Medallions that cannot fit on the plastic necklace will not be permitted in the facility and will be placed in the inmate's secure storage.
- Two (2) pairs of long johns (worn on the unit only)
- Religious books (issued by the chaplain)
- Address book
- Five (5) books or publications in any combination
- Legal documents
- One (1) pair plastic framed Glasses (no case) **or** contacts with storage container
- One (1) pair plastic framed Reading Glasses
- Dentures with a storage container
- Medic alert bracelet or necklace
- Two (2) washcloths
- Writing material (paper and envelopes)
- Wedding band with no stones (if worn at intake and legally married).
- One (1) comb and one (1) palm brush
- Two (2) cups purchased by you from commissary
- Two (2) bowls with lid purchased by you from commissary
- Plastic spoons purchased by you from commissary (Limit to 2 spoons)
- Purchased commissary items should not be in excessive amounts; commissary items are limited to what is reasonable for personal use
- You may have one (1) pair of jail issued clogs
- One (1) pair of Tennis shoes (no laces)
- One (1) pair of shower shoes
- Two (2) decks of cards; marked with name
- Material for treatment and educational programs

Disciplinary Segregation and Pre-Hearing Disciplinary Segregation Property

When you are placed on a Restricted Housing status for a disciplinary violation, property not permitted on this status will be inventoried and stored. While procedures are in place to inventory and document your property, you assume the risk of lost or damaged items throughout the security incident and during required post-incident moves and accommodations.

All unopened and non-perishable items will be placed in secure storage. Opened food items will be disposed of immediately.

If proper ownership cannot be established for unmarked items, the property in question will be considered contraband. Excessive and Unauthorized items will also be documented and handled per policy.

Sanitation and Personal Hygiene

63. PERSONAL GROOMING & HYGIENE

Living in an environment where there are so many people and in such close quarters it is essential you maintain a high level of personal hygiene. You are required and expected to be odor free, clean and neat and to maintain a presentable appearance. Personal grooming and hygiene shall only take place in your assigned cell or shower area. Personal hygiene products can be purchased from the commissary. If you are indigent, you may request free basic personal hygiene products.

64. HAIR EXTENSIONS, WIGS AND FINGERNAILS

When you are processed into the facility you are **not** permitted:

- Removable hair pieces, wigs or toupees
- Artificial fingernails or nail polish
- Piercings of any type (Dermal piercings will be assessed)

Fingernails must be kept short. You will be required to trim your fingernails if deemed to be too long by staff.

65. HAIR CUTS

The facility has a licensed hair care professional that periodically visits the facility. There is a fee charged by the professional. To receive a haircut you must sign up on the Haircut Schedule List. See your Housing Unit Officer to get on this list. You will be permitted one (1) haircut every four (4) weeks. Once the list is turned in, you may not remove your name. If you refuse and are present in the facility you will be charged for a haircut. If you are not present in the facility when you are called for your hair cut you will not be charged (e.g. court or employment).

If you are considered indigent you will also be authorized to receive one (1) haircut every four (4) weeks. The fee for the haircut will be posted to your Inmate Account and taken out of any future deposits.

66. GENERAL POPULATION SHOWERS

- You must shower with soap **at least** three (3) times a week. It may be necessary to shower more often to remain odor free
- If you are assigned to the Work Cadre you **must** shower every day prior to reporting to your work assignment

- You may only use the shower during authorized times
- No showers after 9:00 p.m.
- You are required to be properly dressed going to and from the shower in your jail issued uniform.
- Loitering in the shower area is not permitted
- You must use the shower on your assigned tier on the side you are housed

67. PRE-HEARING AND DISCIPLINARY SEGREGATION SHOWER PROCEDURE

Showers will be offered three (3) days a week. Showers will be scheduled by your Housing Unit Officer. You are required to wear your jail uniform when going to and from the shower.

68. OTHER ADMINISTRATIVE SEGREGATION SHOWER PROCEDURES

Showers will be offered daily and scheduled by your Housing Unit Officer. You are required to be properly dressed going to and from the shower in your jail uniform.

69. DISPOSABLE RAZORS

Your razor will be stored in a razor caddy. You may check out your razor during scheduled times. To check out your razor you must show your jail ID card/wristband to your Housing Unit Officer. You must pick up and return your own razor. You cannot pick up or return a razor for another inmate. Razors issued will be logged.

When you return your razor to the officer it will be inspected. If your razor appears to be tampered with you may be issued a Misconduct Report.

A Misconduct Report will be issued to any inmate who has a razor in his/her possession without proper authorization.

70. NAIL CLIPPERS

Nail clippers may be purchased through commissary. If you are indigent, or your status does not allow nail clippers, you may send a request slip to the medical department to be placed on the list to use nail clippers.

71. CLEANING OF ASSIGNED LIVING AREA

All inmates are required to participate in cleaning their assigned living area. This does not qualify for work credits. Your living area consists of your cell or cubicle, dayrooms, interview room, multipurpose room, recreation yard and closets. You may also be required to clean empty cells. Television and dayroom privileges will not begin until all the cleaning has been accomplished and inspected by the Housing Unit Officer. Refusing to clean may result in the loss of these privileges. Refusal may also result in disciplinary action.

Inmates on bunk or cell confinement **will** participate in the daily cleaning of the unit.

Inmates on bunk confinement for medical reasons or unable to participate in unit cleaning for medical reasons, must have paperwork from the medical department verifying this and stating exactly what they can and cannot do. You will still be required to clean your personal area.

Discipline

72. UNIT ACTION

A Unit Action is the application of logical consequences for non-severe, undesirable behaviors where verbal action alone is not sufficient or effective. There will be no Unit Action for any Class I offense. Unit Action sanctions are issued by correctional staff, are not subject to supervisory approval and are not grievable. Unit actions, once served, are final. Below are the corrective actions that may be given:

- A written warning or reprimand
- Loss of privileges (up to five days)
- Extra work duties (up to five days)
- Confinement to your cell/bunk for up to 24 hours
 - Inmates on bunk confinement may attend one religious service per week.

A Misconduct will be issued for refusal to comply with a Unit Action.

Note: *Inmates on bunk or cell confinement **will** be permitted to attend programs. Work Release inmates on bunk confinement **will** be permitted to go to work.*

CELL CONFINEMENT

Cell confinement is total confinement to your cell or dorm area except for the following:

- Meals
- Shower
- Treatment or Religious programs;
- Visits limited to one (1) hour
 - *video visitation **not** included*
- One (1) one-hour specified daily exercise period;
 - **no telephone, television or tablet privileges**
- Work Release; work hours count toward total time; cell confinement continues during non-work hours

73. INFORMAL ADJUSTMENT

An Informal Adjustment is the application of consequences for less severe, undesirable behaviors where a Unit Action is not or has not been sufficient. There will be no Informal Adjustment for any Class I offense. Sanctions are imposed by correctional staff with the shift supervisor's approval. Restitution for damaged jail property may be charged to your account.

You will be informed of your sanctions **after** you sign an Informal Adjustment form waiving your right to a disciplinary hearing. If you refuse the offer of an Informal Adjustment, the original charge will be submitted to the Hearing Examiner, with a notation that an Informal Adjustment was offered and refused. An Informal Adjustment will **not** become part of your permanent record.

Note: *Inmates on bunk or cell confinement **will** be able to attend programs. Inmates serving a sanction on an Informal Adjustment will have their weekly visit limited to thirty (30) minutes. Inmates on bunk or cell confinement **will** participate in the daily cleaning of the unit.*

74. MISCONDUCT REPORT

A Misconduct Report is a written notice of the violation of the rules, regulations, or policies, as outlined by the charge categories. Depending on the nature of the offense, you will be subject to in-house disciplinary procedures and/or criminal charges. The Warden or designee can add additional rules to those listed in this handbook at any time.

If you are found guilty of a Misconduct Report, you will be charged a five dollar (\$5.00) fee. The following list includes, but is not limited to sanctions the Hearing Examiner can impose:

- Sixty (60) days disciplinary segregation (maximum) per incident
- Suspension of any or all privileges
- Payment of reasonable expenses associated with repairs or replacement of damaged, destroyed or missing property (county, inmate or staff).

75. FCJ DISCIPLINARY GRADING

Class I Offenses

- 1-1 Murder or any attempted murder
- 1-2 Assault on or physical intimidation of any staff member
- 1-3 Verbal intimidation of any staff member
- 1-4 Inciting, organizing, participating in, directing, assisting, or attempting to facilitate any mutiny, disturbance, or riot.
- 1-5 Trafficking, attempting to traffic, possession, manufacture or attempted manufacture of any weapon or article that has been modified into a weapon, is being modified into a weapon, or any sharpened instrument
- 1-6 An act of arson, possession of unauthorized incendiary or explosive material
- 1-7 Engaging in, attempting to engage in, or soliciting any sexual act or sexual contact with another person.
- 1-8 Escape, attempted escape, or possession of any implement(s) which could be used to perpetrate an escape, including any act of planning an escape
- 1-9 Tampering with any locking device, security device or institutional camera.
- 1-10 Kidnapping, taking a hostage or holding/retaining a person against their will
- 1-11 Trafficking, attempting to traffic, possession, manufacture, or consumption without authorization of any substance which could be used as an intoxicant, any controlled substance (not authorized by Medical staff) or drug paraphernalia
- 1-12 Testing positive, tampering with or refusing to submit to any lawful and properly authorized test for detection of drugs or alcohol
- 1-13 Any act of extortion, coercion, bribery, or threats of physical harm with the intent to deprive a person of money or property, or, as intimidation of witness, victim, staff member, inmate or volunteer
- 1-14 Refusing or failing to obey any lawful order issued by an authorized staff member, including verbal directives, written directives, facility policies, institutional regulations, or court orders.
- 1-15 Indecent exposure, open lewdness
- 1-16 Physical Assault on or fighting with another inmate
- 1-17 Smoking of any substance, possession or use of tobacco or any tobacco products
- 1-18 Possession or exhibition of any gang-related material
- 1-19 Destroying, altering, defacing or removing the inmate wristband/ID or being in possession of another inmate's wristband/ID; not wearing the wristband on the left wrist or the ID around the neck
- 1-20 Failure to report physical damage to one's cell caused by another, where evidence indicates such damage is related to an attempted escape or other substantial breach of security
- 1-21 Any act of tattooing, use of homemade tattooing device, receiving a tattoo, or any other forms of self- mutilation
- 1-22 Gang/Security Threat Group activity
- 1-23 Any intentional acts resulting in or that could be considered self-harm.
- 1-24 Throwing, spitting, smearing, or exposing another person to urine, feces, blood, saliva, semen, or other bodily fluids.
- 1-25 Interfering with, tampering with, damaging, or destroying emergency equipment, including but not limited to fire alarms, smoke detectors, sprinkler systems, emergency call systems, intercoms, or other life safety equipment.
- 1-26 Refusing to enter, remain in, or secure oneself in an assigned cell or housing area when directed by staff and/or refusing to accept housing assignment.
- 1-27 Attempting to commit or being an accessory to any Class I offense

Class II Offenses

- 2-1 Throwing or propelling any object toward another person or area in a manner that creates a safety, sanitation, or security concern.
- 2-2 Use, possession, distribution of, or obtaining unauthorized medication, including hoarding, accumulating, or any misuse of authorized medication
- 2-3 Verbal Assault on or fighting with another inmate; or making credible threats of bodily harm toward another inmate.
- 2-4 Stealing or possession of stolen property
- 2-5 Knowingly providing false or misleading information relating to jail operations, investigations, or official matters.
- 2-6 Wearing a disguise or mask, or making any change in appearance to avoid proper identification
- 2-7 Resisting, or interfering with, the performance of duties of any staff member
- 2-8 Applying graffiti, destroying, altering, defacing, tampering with, or misusing any property, equipment, or material belonging to another inmate, volunteer, staff member, the jail or any agency conducting business within the jail
- 2-9 Refusal to be searched, or to have possessions or housing area searched
- 2-10 Performing any personal services for any staff member and/or giving, or offering any official or staff member a bribe or anything of value
- 2-11 Possessing, introducing, receiving, transferring, concealing, or attempting to possess or transfer unauthorized property or contraband.
- 2-12 Using abusive, profane, or disrespectful language or conduct directed toward staff, volunteers, visitors, or contractors.
- 2-13 Being in an unauthorized area without permission, including another cell/cubicle, or housing area where you are not assigned
- 2-14 Any violation of the visitation regulations; to include video visitations
- 2-15 Failure to cooperate or interference with count procedures
- 2-16 Refusal to perform assigned work, or failing to perform work as instructed, malingering
- 2-17 Behaving in a reckless or negligent manner, horseplay
- 2-18 Possession of unauthorized jail property
- 2-19 Violation of mail, telephone or tablet procedures and regulations
- 2-20 Passing items to/from inmates housed on any segregation status
- 2-21 Refusal to display or show your FCJ ID when requested
- 2-22 Intentionally flooding or attempting to flood a cell or room
- 2-23 Violation of any specifically stated rule, condition, or regulation applicable to pre-release, authorized leave, or any other approved absence from jail
- 2-24 Attempting to commit or being an accessory to any Class II offense

Class III Offenses

- 3-1 Gambling of any type, trading, bartering, making debts, operation of a "store" for profit, loaning or giving personal property to others
- 3-2 Being unsanitary or untidy, failing to keep your person or living area clean
- 3-3 Alteration or misrepresentation of any paper or document
- 3-4 Failure to be properly clothed when inside or outside of cell or housing area
- 3-5 Posting items to walls, lights, fixtures or windows; obstructing the view of the interior of cell or housing area in any manner
- 3-6 Possession of unauthorized clothing
- 3-7 Taking, consuming or possessing unauthorized food from the kitchen, or retaining food from personal trays for later consumption
- 3-8 Failure to follow posted housing unit rules
- 3-9 Attempting to commit or being an accessory to any Class III offense

76. DISCIPLINARY PROCEDURES

You will receive a copy of the Misconduct Report notifying you of the violation(s) observed by the reporting staff member. The Misconduct Report will be completed within a reasonable period of time after the action has occurred or has been discovered. Every effort will be made to serve the misconduct within three hours after the incident unless unusual circumstances intervene. A Misconduct Report for escape or infractions occurring while outside of the facility, will be served when you return to the facility.

A shift supervisor may place you on Pre-hearing Disciplinary Segregation pending your hearing based on a Misconduct Report. Program participation and some privileges will be denied when placed on Pre-Hearing Disciplinary Segregation status.

A Disciplinary Hearing is normally held the following business day after the date of your Misconduct Report is served. Under certain circumstances, a hearing may be postponed.

You may request that witnesses be considered during your misconduct hearing. Any request for witnesses should be made at the beginning of the hearing. The Hearing Examiner has sole discretion to determine whether a requested witness or witness statement is relevant and necessary to the issues being considered. If the Hearing Examiner approves the request, the witness may be interviewed outside of your presence, or the Hearing Examiner may consider a written statement submitted by the witness. The Hearing Examiner may deny requests for witnesses or witness statements that are determined to be irrelevant, repetitive, unnecessary, or that would jeopardize the safety, security, or orderly operation of the facility.

You may request a staff member assist you; however, the staff member must agree to do so. You do not have the right to representation, as this is an administrative hearing.

You have the right to a misconduct hearing. However, the Hearing Examiner may remove you from the hearing room if your behavior becomes disruptive or if your continued presence poses a threat to the safety, security, or orderly operation of the facility. If you are removed, the Hearing Examiner may continue the hearing in your absence after ensuring you have been provided a reasonable opportunity to be heard.

If you plead guilty, or do not attend the hearing, witnesses will not be permitted. You may refuse to appear at the hearing for the offense(s) you are accused of. If you refuse to appear, a

staff member will document your refusal and notify the Hearing Examiner. The Hearing Examiner will conduct the hearing without you being present.

The Hearing Examiner will read the charges and will request a plea for each individual charge. If you refuse to make a plea it will be noted and regarded as a not guilty plea.

Upon conclusion of all testimony, you will be informed of the Hearing Examiner's decision. If you are found guilty at a Disciplinary Hearing, a sanction will be imposed. You will be notified of any sanctions as a result of the decision. The Hearing Examiner will impose sanctions consistent with the nature and circumstances of the violation. Sanctions on separate incidents will be served consecutively.

You will be informed of your right to appeal the decision and/or sanctions. You will also be provided with a Disciplinary Hearing Appeal form (FCJ Form 300.03-5). Sanctions will normally begin from the date of the infraction. Multiple misconduct sanctions will normally follow one another. Unless the Warden orders a reduction of the sanctions, the sanctions set by the Hearing Examiner will be served in full.

A record of verbal warnings, Unit Actions, Informal Adjustments, Misconduct Reports and any sanctions you receive is recorded. The Hearing Examiner can refer to your Inmate Disciplinary Record to determine your disciplinary history when making any decision on sanctions to be imposed.

The Hearing Examiner may use confidential sources of information as evidence at your disciplinary hearing. You will be made aware that confidential information was considered by the Hearing Examiner but will not be told the source.

77. APPEALS

An appeal must be submitted in writing to the Warden and/or their designee, within twenty-four (24) hours of your hearing, excluding weekend and holidays. Appeals must be based on one or more of the following:

- Procedures employed by the Hearing Examiner were contrary to procedures set forth in this Handbook
- The evidence was insufficient to support the charges
- The sanction(s) imposed was (were) in excess of the offense
- Request for examination of **new** evidence not available at the hearing.

Upon receipt of your written appeal, the Warden or designee will review your case and ordinarily respond to your appeal within five (5) business days from the date the appeal is received. The Warden or designee, upon reviewing your appeal may:

- Approve the hearing examiner's decision and sanctions
- Reduce or dismiss, wholly or in part, the sanctions given by the hearing examiner

The Warden or designee will issue a brief statement with the rationale for their decision. When answered, the Warden or designee will date the appeal form. **The Warden or designee will have final decision.**

78. ALLOWABLE ITEMS IN CELL FOR DISCIPLINARY SEGREGATION

Below is a list of authorized items issued per inmate while on Disciplinary Segregation

- One (1) Mattress
- Two (2) Sheets
- One (1) Blanket
- One (1) Uniform
- One (1) Pair of Socks
- One (1) T-Shirt
- One (1) Pair of Underwear
- One (1) Brassiere
- One (1) Towel
- One (1) Washcloth
- One (1) Security Toothbrush
- One (1) Toothpaste
- One (1) Soap
- One (1) Shampoo
- One (1) Conditioner
- One (1) Lotion
- One (1) Comb or Brush
- One (1) Deodorant
- One (1) Religious Text
- Three (3) Publications (excluding jail issued treatment/education material)
- One (1) Legal Pad
- One (1) Flex Pen
- One (1) Pair of approved jail issued footwear
- Five (5) Stamped Envelopes
- One (1) Address Book
- One (1) Pair of plastic framed prescription glasses **or** contact lenses
- One (1) Pair of plastic framed reading glasses
- Inmate Handbook
- Wedding Ring (no stones)
- Approved Medical Devices
- Approved Religious Items
- Dentures with cleaning & adhesive products
- Lip Balm
- Legal envelope (sold on Commissary)

Housing Unit Rules

79. GENERAL HOUSING UNIT RULES

The rules listed below are **some** of the rules that you are expected to follow while confined at this facility:

- Towels, blankets and sheets are to be used only for their intended purpose.
- When you are not in your bunk, it **must** be made with the blanket and sheets tucked neatly under the mattress
- You are not permitted to be lying under the covers between the hours of 0630 and 1830
- Property may not be stored on any bed. Mattresses and other bedding items will not be placed on the floor

- Do not hang anything on or from bunks, walls or ceilings. Do not post anything in any room or elsewhere in the housing area.
- Do not cover or tamper with lights, vents, or any other security equipment or block your door. Vents must remain uncovered to ensure proper air circulation throughout the facility.
- Do not drape or hang anything that may obstruct the view into your cell
- Do not write, draw, tag or place any form of graffiti on any surface
- Do not stand on your bunk, desk, sink, tables or chairs
- Do not stand, lean over, climb or sit on or loiter on the upper tier or railing
- Do not sit or lie on top of the tables in the dayroom, or any other area
- Do not sit, stand or loiter on the stairs
- Do nothing that would cause damage to property of the jail or another inmate
- Do not keep excess property or trash
- Do not throw anything
- Do not pass items from cell to cell
- Do not run inside the building
- Do not loiter in the showers, bathrooms or near the phones
- Once you have completed a call, allow others to complete their calls and do not monopolize the use of the phones
- All doors must be closed when not in use.
- Do not enter another inmate's cell or cubicle. Do not invite other inmates into your cell or cubicle
- Do not stand next to or near the doorway or entrance way of another cell or cubicle
- Do not sit or lie on another inmate's bed
- Do not place anything on an empty bed
- Do not keep cleaning supplies in your cell or cubicle
- You will shower, use the restroom and use the phone on the tier you are housed
- Do not place or flush anything in the toilets except for toilet and tissue paper
- If you are housed on the first floor you will only go to the second tier to go to and from a Visiting Room
- Misuse of the unit Hot Spigot will result in the loss of the privilege
- Commissary must be stored in your property bag
- No more than three (3) inmates in the kitchen area at one time.

If you choose to not follow rules or regulations (disobeying a direct lawful order) you will be subjecting yourself to disciplinary action.

80. Anti-Pornography Policy:

Pornographic material is prohibited within the facility.

Pornography includes any written, printed, photographic, electronic, or other visual or audio material that depicts, describes, promotes, or communicates sexually explicit conduct, sexual acts, or nudity.

Nudity includes the visible display of the genitals, pubic area, anus, or the female nipple/areola. Clothing that is transparent or see-through, allowing these areas to be visible, will be considered nudity under this policy.

81. GAMBLING

Gambling, wagering, betting, etc. in any manner is not permitted. Any items involved will be confiscated. Disciplinary action may be taken.

82. LENDING OF PROPERTY OR MONEY

Lending, selling, giving, borrowing or trading with any inmate or staff member is not permitted and may result in disciplinary actions being taken.

83. SANITATION OF HOUSING AREAS

Your housing area includes your cell or cubicle, dayroom, recreation yard, visiting room, classroom, multi-purpose room, interview room and showers and closets. You are responsible for the cleanliness of your cell and housing area. This includes but is not limited to the floors, doors, walls, screens, vents, windows, toilets, showers, bunks, desks, other equipment and storage boxes. You may also be assigned to clean empty rooms and closets within your assigned housing area. You are required to dust, sweep and mop the floor and empty trash in your assigned cubicle or cell daily.

84. INSPECTIONS

Your housing area, to include your cell or cubicle, will be inspected by your Housing Unit Officer daily for safety, security and sanitation. Dayroom activities will not begin until the daily inspections have been completed. You must be present during inspections, unless you are out of the facility, working an assigned job detail or attending a program. Your Housing Unit Officer may instruct you to correct areas that are found unsatisfactory.

Your housing area will be inspected, at least weekly by a member of the administration. This inspection will focus on cleanliness.

85. TELEVISIONS

The televisions provided in dayrooms are a privilege. Televisions are turned on daily when approved by your Housing Unit Officer. Televisions will be turned off during meals, cleanup, lockdowns, and when the jail is secured for the evening. Do not tamper with the television. Majority rules when deciding what channel the television will be on. **Arguments over television programming will result in the loss of the privilege.**

Programs and Services

86. TREATMENT PROGRAMS

There are a variety of programs offered by the treatment department. These programs are research-based and designed to reduce criminal behavior and increase marketable job skills. Correctional Treatment Specialists, correctional staff, contracted providers or volunteers may facilitate programs. These programs include, but may not be limited to:

- Moral Reconciliation Therapy
- Succeeding Under Supervision
- Drug and Alcohol Education
- Stress and Anger Management
- Victim Impact Awareness
- Educational
- Religious

- Job skills

All inmates are encouraged to participate. Some programs may require a limited number of participants while other programs may have specific criteria that must be met to participate. The treatment staff will work with you, if you express an interest in attending any of the programs offered.

You are expected to complete any and all programs that you request, or that are recommended by the treatment staff. If you are scheduled for a program, you are expected to attend. Attendance records are maintained on all participants. Failure to attend any treatment program as directed may affect your classification status.

87. ACT 30 OF 1997 – HIGH SCHOOL

Act 30 of 1997 of the Pennsylvania Legislature provides the opportunity for education for inmates of the Franklin County Jail who are the age of twenty (20) and under and are not high school graduates. Persons under the age of seventeen (17) are subject to the compulsory education laws of the Commonwealth of Pennsylvania.

88. RELIGIOUS SERVICES AND PROGRAMS

Religious services and programs will be made available to you in a manner consistent with maintaining a safe and secure facility. Religious services and programs are voluntary.

You will be asked to specify your religious preference as part of the Intake Process. You may change this preference during your incarceration by submitting a request slip to the Deputy Warden of Inmate Services. Any requests for religious items or accommodations must be consistent with your religious preference on file.

A Chaplain is available to meet the religious needs of all inmates in the facility. You must submit a Request Slip to speak to the Chaplain.

General population inmates are given the opportunity to attend the religious programming of their choice. Segregation inmates may have their religious needs met on an individual basis with the Chaplain or with visiting clergy. You are expected to conduct yourself in an acceptable manner during religious services and activities. Schedules for normal services and any special services will be posted for your information.

To request accommodation of religious practice or activity, you must submit a Religious Accommodation Request Form to the Deputy Warden of Inmate Services. You will be notified in writing of the approval or disapproval of this request.

89. RELIGIOUS MATERIALS AND ITEMS

Religious materials and items may be requested by completing a Religious Accommodation Request Form. Religious texts may be issued by jail staff or you may access them on your electronic tablet. Religious items that are issued to you must be used correctly and for their intended purpose. Books or items that are issued to you are jail property and should not be taken by you upon discharge.

90. LIBRARY

All inmates will have access to a variety reading material, unless specifically stated otherwise on an Administrative Segregation Form. Reading material will be stored on a mobile cart on each unit.

You are responsible for turning in your library material to your Housing Unit Officer prior to being released.

91. LAW LIBRARY

The Law Library is mobile and will be scheduled to be on each unit once per week. The ability to utilize the law library will be made available to inmates in Administrative Segregation including Disciplinary Segregation. If you are on Disciplinary Segregation you may submit a request slip to utilize the law library. The Tablet provides an electronic version of the Law Library and may be accessed during your tablet usage time.

You may also request the use of law library books. You must place a request slip to the assigned Unit CTS. The books may be signed out for three (3) days at a time. You are responsible for returning the books on time and in the same condition you received them.

92. NOTARY SERVICE

Notary service is available by submitting a request slip to the Treatment Department to request this service.

- Notary service will only be available on working days and at reasonable times.
- FCJ notaries will charge a nominal fee of \$5
- A Jail notary cannot provide legal advice, make legal recommendations or give legal opinions.
- Documents must be presented in English unless the notary can communicate in and read the language used in the document.
- The Jail Notary will ordinarily have 10 business days to complete a request.

93. PERSONAL VISITATION

Your friends and family may visit you during your stay. Visitation Schedules are posted on every unit. Children (under 18) must be accompanied by a parent or legal guardian. All personal visits are subject to video and voice monitoring

Violating visiting rules or procedures may result in:

- Termination of your visit
- A Misconduct Report
- Criminal charges
- The visiting privileges of you or your visitor may be suspended or revoked indefinitely

It is your responsibility to ensure your visitors know, prior to visiting, what is expected of them, and what is prohibited.

94. GENERAL VISITING INFORMATION

- Background checks may be conducted on all visitors over eighteen (18) years of age
- You are permitted one (1) visit per week. Visitors must register and start the visit together
- Ex-inmates of FCJ will not be approved unless they have been out of jail for at least six (6) months
- Former employees may not visit for two (2) years from date of separation without written approval from the Warden

95. VISITATION RULES

Listed below are **some** of the visitation rules that you and your visitors must follow:

- Visitors will only park in the designated area or be towed at the owner's expense.
- **All visitors and vehicles/possessions are subject to search** at any time. Any visitor, who refuses to be searched, will have his/her visiting privileges revoked indefinitely.
- All visitors eighteen (18) and over must have current and valid photo identification (ID). Acceptable forms of ID are a state issued driver's license or ID card, or a passport with visa for foreign nationals.
- Children must be accompanied by a parent or legal guardian.
- Children **must** remain seated. Only children small enough to reasonably be held in a lap may be held
- Visitors, who, in the opinion of staff, appear to be under the influence of drugs or alcohol, or whose presence disrupts other visitors, will not be approved for entrance into the facility. Visitors must dress appropriately for visits. Visitors wearing clothing that is sexually suggestive or that has writing or pictures that are obscene or offensive will not be permitted to visit. Short skirts, short shorts, bib-overalls, midriff tops or any other inappropriate attire will not be permitted. The Lobby Officer is authorized to deny a visit based on unacceptable dress.
- Obscene, demeaning, sexually explicit motions or verbal remarks will not be tolerated
- Anytime you leave the Visiting Room for any reason, other than receiving your meds, your visit will be terminated.
- Visitors may only visit one inmate at a time.
- Inmates are prohibited from visiting other inmates' visitors.

96. PROFESSIONAL VISITATION

Professional visitors are attorneys, law enforcement, clergy and other representatives from approved agencies on official business. Professional visitors are permitted Monday through Friday from 7 a.m. to 9 p.m. Professional visits will take place in the Attorney-Client Room. There is no limit on how many professional visits you may receive per week provided space is available; however each visit will be limited to one hour if there are other professional visitors waiting to be accommodated.

You are not permitted to accept anything during these visits without your visitor obtaining approval prior to the visit from a shift supervisor.

97. SPECIAL VISITS

Special visits for extenuating circumstances are considered on a case-by-case basis and are approved or disapproved by the Warden or designee.

98. COMMISSARY

Commissary is a privilege. It provides you with the opportunity to purchase snacks, personal hygiene products, writing materials and other items. You may order up to \$125.00 per week of commissary. You are required to purchase personal hygiene items from commissary after receiving your initial hygiene pack, unless you are indigent. You are not permitted to purchase commissary for others. This privilege will be limited for Pre-Hearing DS and Disciplinary and may be limited for other Administrative Segregation Statuses. It is your responsibility to keep track of the balance of your account and what you withdraw or spend.

Commissary may be ordered via the electronic tablet. If your status does not allow you tablet access, you may request a paper order form from your Unit Officer. Errors in placing your commissary order may cause your order to be rejected. Up to \$125.00 in commissary may also be ordered for you by your family and friends via the internet at: franklincountypackages.com

All credits for care package items are credited back to the person who ordered the package.

Note: Unit will be locked down for the distribution of commissary. When called forward, you will be given the opportunity to inventory and verify the items you received against your sales receipt. It is your responsibility to check your order. You will be required to sign your sales receipt after you receive your order. Your signature is certification that you received your commissary order and the necessary adjustments were made. **If you leave the pickup area and discover a mistake, it will be too late to have it corrected.**

You will not receive any refund/credit for an item you ordered and received in your commissary package, unless the item is defective.

If you are released prior to receiving your commissary order, your account will be credited for the entire purchase. If transported to another institution, a check will be mailed to that institution.

If you moved to DS status before the order is delivered, your entire order will be returned.

VENDING MACHINES

Vending machines will be available in selected units. The vending machines will only be used during authorized scheduled out of cell time. Every machine will withdraw funds directly from your Inmate Account.

It is your responsibility to safeguard your PIN number, the jail is not liable for reimbursement if it is lost, stolen, or given out.

Only General Population Inmates will be permitted to purchase items from the Vending Machines. You may purchase up to \$25.00 in vending items each day.

99. FREE COMMISSARY

Items necessary for personal hygiene are made available free of charge if you are indigent. Inmates are considered indigent if their account balance is below \$10; have not received commissary from any source or spent funds for phone, tablet, vending, etc. for a period of one week. Free items are limited and will be determined by the jail. Free items are handed out weekly. You may not accumulate an excessive amount of free items (more than two of any hygiene item is excess). You will subject yourself to disciplinary action for the excessive items and the items will be confiscated. Your Unit Officer will have a sign-up sheet for free commissary once a week (ordinarily Tuesday).

100. RECREATION YARD

Recreation yard will be offered on a daily basis, according to the Unit Schedule. All clothing will be properly worn, as intended (no socks on hands, etc.). You are not permitted to take **any** items to the recreation yard (i.e. cups, radios, cards, combs, chairs, electronic tablets, etc.). Cold weather apparel will be available when authorized.

- Inmates on cell/bunk confinement for longer than twenty-four (24) hours will only be permitted to attend one hour of recreation yard time in the recreation yard (Scheduled by Housing Unit Officer)

- If you are on Administrative Segregation or Disciplinary Segregation, you will be informed when and where your recreation yard time will be offered

101. MEALS AND PROCEDURES

BREAKFAST - served between 6:10 a.m. and 7:30 a.m.
 LUNCH - served between 12:00 p.m. and 1:30 p.m.
 DINNER - served between 4:40 p.m. and 5:30 p.m.

These times are approximate. You will have **about** twenty (20) minutes to eat. After receiving your tray, you are to take your seat immediately. You are not permitted to stand or leave your seat unless authorized by your Housing Unit Officer. You will not leave the dayroom area following a meal until dismissed by your Housing Unit Officer. Televisions will be turned off during meals and the cleanup.

Trading or giving other inmates food from your tray is **only** permitted with the table you are seated at. You are not permitted to take **any** food or any other items from meal trays to your cell or cubicle.

You are also not permitted to retain these items in your cell for any reason including Medical Snacks or Religious Meals. All uneaten items will be returned to the Officer.

All general population inmates are required to attend all meals

102. LAUNDRY

The schedule for laundry services will be posted on your housing unit.

- Ensure laundry bag is labeled correctly
- Place all laundry in laundry bag and ensure drawstring is tight

You are not permitted to wash laundry in your cell. Laundry will not be taken out of the bag while being washed or dried. The facility is not responsible for color changes in clothing.

103. LINEN SCHEDULE

Linen cleaning schedules can be found on the Laundry schedule posted on each unit.

Medical Services

104. MEDICAL SERVICES

The facility offers in-house medical services. Initial contact with the medical staff will occur during the intake process. Normally, an intake history is performed within twenty four (24) hours of your commitment. Any known medical condition you have needs to be reported to the staff member doing your intake examination. Services offered by the medical department include:

- Sick Call
- Doctor Call
- Dental Call
- Emergency medical services are available twenty four (24) hours a day

If you are experiencing a medical emergency or having thoughts of self-harm inform any staff member immediately.

105. FEES

You will be held responsible for all fees associated with medical services. **However, you will never be denied medical services because of the lack of funds.**

You will be charged an administrative fee of **\$5.00** for requesting to be seen for a sick call. You will also be charged \$5.00 for the following services:

- Any non-emergency medical service provided at your request
- Any injury or illness that was self-inflicted (you may be responsible for the entire cost of any treatment)
- Any injury or illness that results from your participation in any form of exercise
- When you are found guilty of a Misconduct for the assault or injury of another inmate or any injury that was a result of behavior which in criminal or in violation of FCJ Policy (you may be responsible for the entire cost of any treatment)

There will be a **\$10.00** administrative fee for the following services:

- If you are not referred to the doctor after being screened by the nurse, and you still demand to see the doctor
- Dental Services

There is no administrative fee for the following medical services:

- Required visits as part of the routine intake process
- Visits required for an initial physical examination, routine health assessments or screenings initiated by staff, and assessments or screenings to determine eligibility for work and program assignments
- Visits that directly result in the admission to a bed in the Medical Unit or placement on an Administrative Segregation status
- Referrals by a nurse
- Continuing care that is considered necessary follow-up treatments after an initial sick call visit concerning a specific condition
- Treatment of chronic illnesses
- Mental health services
- Emergencies (**not all accidents qualify as emergencies**)

106. SICK CALL

If you need to be seen by a nurse or doctor, you must first submit a Sick Call form on the electronic tablet. Paper forms will be available on your housing unit for tablet restricted statuses. Place the completed Sick Call form in the box designated for Sick Call slips located on your housing unit. You are required to be seen by a nurse prior to being seen by the doctor. You are also required to sign a Medical Service Fee form whenever medical service is rendered. If you refuse to sign the form, the medical staff will complete the form and annotate that you refused to sign. Any appropriate fee will be deducted from your account.

Note: Sick Call forms are **only** for being put on the Sick Call list. For any other medical questions, issues or complaints you will need to submit a Request Slip.

107. DENTAL TREATMENT

To request dental services, you will need to submit an electronic or paper Sick Call form. You will then be placed on the Dental Call list. You will be charged \$10.00 when seen by the Dentist.

108. MENTAL HEALTH

If you would like to see someone from Mental Health, you must submit a Request Slip or Sick Call. Mental Health sick calls/request slips are not subject to charges or fees.

109. MEDICATION PROCEDURES

It is your responsibility to know when your medication(s) are to be taken and to report to the appropriate medication passes. A cup and water are provided. Medication is delivered three (3) times a day. When the Medication Pass is announced, you are expected to:

- Report to the nurse at a designated location in a quiet and orderly manner. Do not lean on or touch the medication cart.
- Show the nurse your jail I.D. Card / Wristband
- Put the medication in your mouth, take a drink and swallow it.
- Open your mouth and show the Officer that you have swallowed all of the medication you were given.

Sleeping, being in the shower or using the bathroom are **not** acceptable excuses for missing the medication pass.

If you wish to refuse your medicine, you must tell the nurse directly not the officer.

- Medication Pass is for the distribution of medication only. The nurse will not answer any general questions unless they are pertinent to the medication pass. Any attempt to distract the nurse may result in disciplinary actions being taken. Talking or disruption in Medline is interference with the performance of staff and a Misconduct will be issued.

A medical order must be on file to receive any over-the-counter medication. Some over the counter medications can be ordered through commissary.

110. HEALTH CARE ITEMS OR EQUIPMENT

The medical department must approve any additional health care items or equipment that may be required. Examples include, but are not limited to:

slings	hearing aids
bandages	breathing apparatus
crutches	special clothing or shoes
walkers	adhesives
wheelchairs	solutions
special bedding	issued medicines (inhalers)

Money and Financial Information

111. ACCOUNTS

Your Inmate Account and Phone/Tablet Account are separate accounts.

Your Inmate Account is a spending account that is opened for you when you are committed. Any funds that you were given a receipt for will be deposited into your Inmate Account. Keep all receipts.

Franklin County Jail assumes no responsibility for cash sent through the mail. Personal checks and other unacceptable negotiables received through the mail will be returned to the sender.

Your friends and family may make deposits into your Inmate Account, your Phone/Tablet Account and their phone accounts via the kiosk in the lobby or the internet at:
<https://accesscorrections.com>

You may choose to transfer funds from your Inmate account to the Phone/Tablet account.

You can not transfer from your Phone/Tablet Account to your Inmate Account

Do not have them provide any more money than you need.

You will not be permitted to send money back out. You may request a **one-time** release of funds from your account within seven (7) days of your commitment. You must submit a Request Slip and include a self-addressed envelope, providing the following information:

- Name of person to make check out to
- Address
- Relationship
- Amount

A debit card will be issued to you at the time of your release after all authorized expenses have been deducted, with the balance of your Inmate Account. If you are transferred to another facility a check will be issued when you leave. Any deposits or credits received after your release shall be placed on a debit card. Debit cards should be picked up and signed for as soon as possible. Contact the Records Department to make an appointment for pick up.

112. BILLING PROCEDURES

Fifty percent (50%) of **all** deposits to your account, will be applied to your negative balance, the remainder will be deposited to your Inmate Account for personal use. This will continue until all negative balances are satisfied. If discharged or transferred to another correctional facility, fifty percent (50%) of the balance from your Inmate Account will be applied to any negative balance or room and board costs, prior to issuing you a reimbursement. All fees (medical/restitution) will be deducted in full from your Inmate Account. As a result it is possible to have a negative balance.

Negative balances remaining after discharge will be maintained on your permanent record. If recommitted, you will be required to pay any negative balance as outlined in this section.

113. FINANCIAL RESPONSIBILITY

You are responsible for any fees associated with the facility. These include medical, room and board, misconducts, haircuts, etc. **Should you be found guilty of destruction of property, you will be held responsible for the cost of replacement and/or repair of the property.** These costs will be deducted from your Inmate Account. The Balance of your account can be seized to pay for anything you damage up to the total cost of the item.

114. ROOM AND BOARD

If you are serving a sentence, you are responsible for paying the room and board costs. The fee for room and board is \$10.00 per day. You will receive a bill for the amount owed when you are discharged.

Note: Work Release Inmates see the Work Release Handbook

115. WORK CREDITS

If you are assigned to a work cadre position, you will receive compensation. Half of all such compensation will be applied to cost recovery balance.

116. MONEY

You are **not** permitted to have money in your possession at any time after you are committed to the facility. Any money found on your person will be confiscated. The money will be placed in the Inmate Trust Fund and a Misconduct Report may be written. Money confiscated because of a rule violation will **not** be returned to you.

Work Cadre

117. WORK CADRE

To be eligible for a Work Cadre assignment you must meet all the classification requirements. Work Cadre assignments such as Laundry, Food Services, Facility Cleaning and other details will be compensated. You may be mandated to a Work Cadre assignment. If you are mandated you will be compensated at the regular assignment rate. If you refuse to work, or intentionally do not perform work satisfactorily a Misconduct Report will be issued.

118. SELECTION FOR WORK CADRE

Selection for Work Cadre will be based on but may not be limited to:

- Classification
- Medical status
- Conduct during present incarceration (number of disciplinary actions)
- Overall attitude and cooperation with staff, adherence to rules, policies and procedures
- Recommendation from Housing Unit Officers and Correctional Treatment Specialist
- Length of time remaining on sentence or expected length of stay

119. ATTENDANCE

It is **your** responsibility to be up, showered, dressed, have eaten and be prepared for work. If you fail to report to work, as directed, you will be subjecting yourself to disciplinary action.

There will be no trading of shifts between workers.

You must work your entire shift.

You must schedule your personal visits around your work schedule. You will not be called back to the unit for a personal visit.

120. ILLNESS

If you are too sick to perform your Work Cadre detail or assignment, you must notify your Housing Unit Officer immediately to submit a sick call slip. You are still required to work until you are seen by Medical. If the medical department restricts you from participating in work assignments, you will remain in your bunk except for meals, medication, sick call, showering or using the restroom. It is your responsibility to follow the instructions given to you by the medical department. Violation of instructions will result in disciplinary action.

121. TERMINATION

If you quit or get fired from your assigned job, you are subject to disciplinary actions to include a misconduct. You will be reclassified.

Being Released

122. CELL INSPECTION

Prior to leaving your housing unit for release, your cell will be inspected by your Housing Unit Officer for any damages, cleanliness, graffiti etc. Your cell will be clean before you will be released from your unit. Damages will be deducted from your account.

123. DISCHARGES

When you are called to the Booking Area for discharge, bring **all** jail issued and personal property with you. You are not permitted to give, sell or lend any of your property to others when you are released. Your jail issued property will be inventoried and inspected. You will be charged for jail property that is missing, altered or damaged.

124. TRANSFERS TO OTHER INSTITUTIONS

When being transferred to another institution, all of your jail-issued property will be collected. You will be charged for jail property that is missing, altered or damaged. Your personal property will be inventoried. Property that is not authorized in other institutions will be packaged as Send Out property. You must provide the name and address/phone number of the person you are authorizing to pick up your property. It is your responsibility to contact that individual and notify them; if your property is not picked up within thirty (30) days it will be disposed of.