



DAUPHIN COUNTY
P E N N S Y L V A N I A
POLICIES AND PROCEDURES

Dauphin County Prison Inmate Handbook

July 2023

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ADMISSION & ORIENTATION

101 Status

All persons legally confined to the Dauphin County Prison will be held until ordered released by Courts of the Commonwealth of Pennsylvania, the Dauphin County Common Pleas Court, or any other jurisdiction by which he/she is confined.

102 Admission

When you arrive at the Dauphin County Prison, you will be processed. You will be seen by Medical, assigned an institution number, photographed, and searched prior to being placed in Classification. While in Classification, an inmate will be interviewed by a chaplain or religious volunteer and be interviewed by Treatment for the Classification Assessment. You may be seen by various outside agencies, such as representatives of the Public Defender, and/or the Parole Office. Your personal possessions, valuables, and money will be removed and will be held for safekeeping; an inventory sheet will be given for all items. The prison is not responsible for any personal items, such as wedding bands, commissary items, glasses, etc., which may be kept by you in the institution. You are allowed to make two free local or long-distance telephone calls on the inmate phone in Classification to each of the following: a family member or friend, an attorney, and a bondsperson. ***Your phone calls may be monitored by Prison officials*** and are limited to 15 minutes during the admission process; attorney calls will not be recorded. If you do not use your two free calls while in Classification, they will expire and cannot be used later.

You will be issued an Inmate Handbook, prison uniforms, identification badge or bracelet, a tablet, bedding, a towel and washcloth, laundry bag, a hygiene kit (chargeable item), roll of toilet paper, and 1 pair of shower shoes. All items, except the hygiene kit, disposable underwear, shower shoes, and toilet paper, are your responsibility to return to the correctional staff upon your release from the Prison. Failure to do so will result in withholding of your money to reimburse the County. Other items are available from the commissary. Paper, writing utensil and stamped envelopes may be provided for new inmates, with or without funds, from the commissary.

103 Orientation

You will be seen by a member of the Prison Treatment Staff within 5 business days of your commitment for initial classification assessment. Educational, vocational, and counseling opportunities, as well as work and other institutional programs available at the Prison, will be explained. Your housing/classification will be reviewed. Verification that you have been issued an Inmate Handbook and are able to read and understand the information in it, to include the institutional rules and regulations (i.e., schedule of inmate fees, inmate disciplinary procedures, grievance procedure, inmate rights and the use of inmate request slips), will be made. You will be given the opportunity to ask questions regarding the Inmate Handbook at this time.

104 Treatment Assessment Plan

Upon arrival at your initial housing location, the Treatment Specialist will conduct an intake interview and formulate a Treatment Plan for every inmate based on that interview. This Treatment Plan will include recommended programming you should attend while in Dauphin

County Prison. The list of recommended programs will include Addictive/Compulsive Behaviors, AIDS Awareness, GED/Adult Basic Education, Sex Offenders, Support Skills, and Violence Intervention. It is your choice to attend programming, but keep in mind that your program attendance history will be included in all future Classification Assessments, parole applications and any institutional adjustment reports used for Court.

You will also be asked to complete a second PREA (Prison Rape Elimination Act) Risk Assessment form.

105 Prison Rape Elimination Act of 2003 (PREA)

The Prison Rape Elimination Act (PREA) was passed in 2003 with unanimous support from both parties in Congress. The purpose of the act was to “provide for the analysis of the incidence and effects of prison rape in federal, state, and local institutions and to provide information, resources, recommendations and funding to protect individuals from prison rape” (Prison Rape Elimination Act, 2003). In addition to creating a mandate for significant research from the Bureau of Justice Statistics and through the National Institute of Justice, funding through the Bureau of Justice Assistance and the National Institute of Corrections supported major efforts in many state correctional, juvenile detention, community corrections, and jail systems.

The act also created the National Prison Rape Elimination Commission and charged it with developing draft standards for the elimination of prison rape. Those standards were published in June 2009 and were turned over to the Department of Justice for review and passage as a final rule. That final rule became effective August 20, 2012.

In 2010, the Bureau of Justice Assistance funded the National PREA Resource Center to continue to provide federally funded training and technical assistance to states and localities, as well as to serve as a single-stop resource for leading research and tools for all those in the field working to come into compliance with the federal standards.

Zero Tolerance Policy:

It is the policy of Dauphin County Prison (DCP) to prohibit any form of sexual abuse and/or sexual harassment of an inmate. The Dauphin County Prison has zero tolerance for all forms of sexual abuse or sexual harassment of any individual under the supervision of DCP. Anyone who engages in, fails to report, or knowingly condones sexual harassment or sexual abuse of an inmate will 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 DCP is subject to disciplinary action and/or sanctions, including possible dismissal 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 will be investigated thoroughly, objectively, and promptly including third-party and anonymous reports. All allegations of a criminal nature will be reported to CID in the District Attorney’s Office. 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 Dauphin County Prison, 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.
- By 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. Calls made on the inmate telephones to the PA DOC PREA Hotline Option on the phone system will not be monitored. The PREA Hotline telephone number is posted in all housing units and available by request.

Dauphin County has a process in place for counseling options that can be coordinated through the Treatment Department upon request.

SECURITY

To ensure the safekeeping and custody of all persons committed to the prison, several security measures are continuously in effect. Cooperation is required so that correctional staff can perform their tasks without interference or delays.

201 Counts

Counts are conducted to verify the presence and safety of inmates. Scheduled counts are established by the Warden and are announced by the Correctional Officers and/or on the Public Address System. Unscheduled counts are also made at the discretion of correctional staff and can occur anytime, day or night.

Failure to cooperate during an institutional count is a serious disciplinary infraction and will be dealt with in accordance with the disciplinary section of this handbook.

202 Searches

Strip Search: You are subject to a strip search at any time upon determination of reasonable suspicion that you are in possession of contraband. You will also be subject to a strip search upon return to the institution following any outside activity or transportation, or from an inmate work assignment. A strip search is an unclothed search and is conducted in private by an officer of the same sex.

Body Cavity/Digital Search: You are subject to a body cavity/digital search at any time upon determination that you have attempted to, or have been involved in, introducing contraband into the prison. In this case you will be sent to the booking center and run through a body scanner. If the body scanner shows abnormal results, you will be sent to the hospital for a search or subject to go on a dry cell watch.

Pat-Down Search: You are subject to a pat-down search at any time upon the order of a Correctional Officer. A pat-down search is a search performed by a Correctional Officer by hand while you are clothed.

Cell Search: Your cell, living area and belongings are subject to a search at the discretion of a Correctional Officer. Random cell searches are conducted daily. You will be required to vacate the cell prior to the search.

Body Scanner Search: You are subject to a body scanner at any time upon determination of reasonable suspicion that you are in possession of contraband.

203 Urinalysis and Breathalyzer Analysis

You are subject to submit to a urinalysis and/or breathalyzer test as directed by a Correctional Officer/and or Medical staff when there is evidence to indicate that you may be using alcohol and/or drugs.

204 Deadly Force

Deadly force, applicable to current laws, will be used when it is necessary to prevent the escape of an inmate and/or to protect correctional staff and other persons who are in imminent danger of death or serious bodily injury.

205 Shakedown Inspections

Periodic and unannounced shakedowns of housing units will be performed to search for and confiscate contraband. Contraband is anything that is altered from its original and intended purpose, is not Prison issued and/or is determined to be excessive. This search is necessary for the safety of both correctional staff and inmates. Failure to cooperate during a shakedown is a violation of institutional rules that will result in disciplinary actions.

206 Internal Movements

Group movements are performed in an orderly fashion with no talking or unnecessary noise. Movement begins and ends at the order of the Correctional Officer. When your housing area is called, you should proceed to and from assigned program areas, the gym, or other activities in an orderly and prompt manner. Once you attend a program, you are required to remain there for the entire period. Inmates will not be allowed to leave a program prior to its finishing time unless authorized by a staff member. Failure to report to your assigned area or being in an unauthorized area may result in disciplinary action. Upon returning to your assigned housing area from any activity, you are to report directly to your cell/dorm unless otherwise instructed.

Inmates may not communicate with each other while moving throughout the facility. This includes signing, verbal conversations and/or the passing of messages.

HOUSING UNIT ROUTINE

301 General

The housing unit general use areas will be cleaned daily. Beds must be made neatly anytime you are out of your cell or bed. You are responsible for cleaning your individual cell/ dorm room. Cleaning supplies to sweep, mop, and clean will be provided to you. Television, tablet, and telephone privileges may be withheld if you fail to comply with housing unit sanitation regulations.

Noise will be kept to a minimum at all times. It is the responsibility of the Correctional Officer assigned to the housing unit to determine what the acceptable noise level will be. The administrative staff will conduct sanitation inspections without notice. Any problems that arise will result in suspension of privileges (television, tablets, common area time, etc.). Correctional Officers will make frequent checks of each housing unit. These patrols are for ensuring the safety and security of each inmate. Do not delay an officer.

General Condition of Cells: You are responsible for the general condition and cleanliness of your cell. You will be held responsible for damages to your cell that are the result of negligence or malicious destruction. Failure to immediately report cell damage to correctional staff may result in your being charged institutionally or criminally if the situation warrants.

Trash: Trash will be removed daily as scheduled. Place all trash in the provided container. You should refrain from throwing trash on the cell floor, into the corridor, on the cell block or anywhere other than a designated trash container. Failure to comply could result in loss of privileges and/or disciplinary action.

Clotheslines: Clotheslines of any kind are not permitted. Destruction of County property to make a clothesline is strictly prohibited and will result in disciplinary action and personal financial responsibility.

Windows and Walls: Pictures, posters, or papers are not permitted on any walls or windows. Drawing or writing on walls is strictly prohibited and will be subject to disciplinary action and restitution. Placing objects on window ledges is forbidden. Do not obstruct the view of your cell in any way. This includes hanging items on bars, hanging linens from the edge of a bunk, making tents or any other obstructions. Violations will result in confiscation of these items and/or disciplinary action. Cell doors cannot be obstructed in anyway. Bunks may not be moved to obstruct the entryway.

Laundry: Institutional and personal clothing will be laundered at least weekly for all inmates. The institution is not responsible for lost or damaged personal clothing.

Laundry schedules are posted in your housing unit. You will be provided with sheets and a blanket. Bedding will be laundered as scheduled by the Prison Laundry. All bedding must be turned in at the time of your release. Linen items and/or blankets that have been altered or destroyed will incur a financial responsibility to be billed at the time of release.

You will be provided with the following linen items: 2 bed sheets, 1 washcloth and 1 towel which are exchanged weekly on a one for one basis. You will also receive a blanket which is exchanged monthly on a one for one basis. All personal items such as underwear, socks, gym shorts and t-shirts are to be placed in your Prison issued green laundry bag and marked

with your name. These laundry bags will be collected for laundering and returned to you afterwards.

Program / Class Sign-up Sheets: Speak with a Treatment Specialist for information on programming and classes.

302 Emergencies

In the event of an emergency (e.g., seizure, severe drug withdrawal, suicide attempt, illness, fire, injury, etc.), you should make whatever noise or action necessary to alert staff to the situation.

Evacuation or Other Emergencies: The facility has emergency plans for fires, natural disaster, civil defense, power outage, and other such emergency situations. You will be called upon to either evacuate the area or to seek a safer, more secure location. If an evacuation is necessary, you should quickly and quietly assemble in a single line near the exit indicated by the staff and follow instructions in an orderly manner until arrival at the proper evacuation site. Evacuation drills may be held periodically.

Natural Disasters: In a natural disaster, such as tornado, high winds, earthquake, etc., evacuation may be unnecessary. The staff will direct you to the safest, most secure part of the area. Generally, you will want to stay away from windows or doorways. You may be directed to take your mattress and bedding materials with you. Close the door to the cell/housing unit/room upon leaving. It is important that you follow the exact directions of staff that have been trained for these emergencies.

Telephone and tablet communications may be temporarily suspended during an emergency situation at the discretion of the Prison Administration.

303 Meals

Three meals are served daily. Upon completion of a meal, the contents of each tray will be returned to the food cart. You will be served 1 tray or 1 bag per meal. Extra helpings or trays are not served. If you do not wish to eat part of the meal, you must dispose of that food immediately (NO EXCEPTIONS). Do not ask for special food orders; individual food preferences cannot be honored, and substitutions cannot be made on trays. You must pick up your own tray, as no one else can pick it up for you (this does not apply to segregated inmates). Mealtimes are scheduled by housing location. Approximate mealtimes for each housing unit are posted on the common area schedule. If you do not respond for your meal during the designated mealtime, you are forfeiting that meal.

Medical Diets: A member of the Medical Department will prescribe a medical diet if you are found to need one. The kitchen will then see that you receive your diet as ordered. The need for a medical diet will always supersede any other special diet request.

Religious Diets: In keeping with dietary laws of recognized religions, religious diets may be arranged for, appropriately and within reason, through request to the Chaplain. The Prison does not serve pork items on the menu that may conflict with the Islamic and Jewish faiths.

Requests for a special medical or religious diet may take a few days to be verified and for you to be added to the list.

Medical Screening of Inmate Kitchen Workers: Inmates employed in the kitchen will be medically screened prior to being assigned to work in the kitchen and will be re-screened at least annually while assigned to the kitchen. The screening will include an examination and medical file review by the appropriate Medical Department staff.

304 Dress Code

You must wear appropriate clothing whenever outside of your cell. Appropriate clothing is defined as your full inmate uniform, undergarments, your Prison identification and footwear. Your Prison ID must be visible at all times. You are required to be properly dressed in your Prison uniform at all times. Uniforms are to be appropriately worn. Uniform pant legs are to be worn unrolled and not tucked into socks. Arms and hands should at no time be hidden from view inside shirts or pants. Gym shorts may be worn in the gym and as determined by the Block Officer. No exceptions.

Adequate footwear and undergarments can be purchased through the commissary. Inmates without funds can receive these items through their indigent allotment monthly. While in the main institution, you may not possess personal ("street") clothing at any time with the exception of personal socks, underwear, white (un-marked) t-shirts and approved footwear. Bras with underwire are prohibited but may be used if underwire is removed. Personal clothing that is altered may be confiscated and disposed Prison issued items that have been altered may result in restitution.

305 Allowable Inmate Property

Allowable property is dependent upon your classification status. Prison issued items will include:

- Inmate Uniforms
- Bedding
- Towel
- Washcloth
- Laundry Bag
- Property Bag
- Reusable Drinking Cup
- Shower Shoes
- Hygiene Kit
- Tablet – issued while on the Classification block

All inmate property must be stored in clear property storage bags except:

- a. opened hygiene/commissary items can be stored neatly on the sink, desk or neatly under the bed
- b. footwear can be stored neatly under your bed (only 1 pair of shower shoes and 1 pair of sneakers will be permitted at any time)
- c. towels/clothing drying on the provided hooks

Nothing should be stored on the desk when you are out of your cell. Items that do not fit in your provided storage container must be released. With the exception of a plain wedding band or religious medallion smaller than a fifty-cent piece, no jewelry is permitted. The above noted exceptions must be approved by Security staff.

The Prison will store one set of personal clothing. This clothing must be clean and will be stored in a sanitary manner in the Inmate Property Room. (See Section 505 for Court Clothing and Property Release/Exchange)

306 Personal Hygiene

You are expected to keep yourself clean and neat by observing a high standard of personal hygiene. You will shower at least twice a week. Female inmates will be provided articles for feminine hygiene when needed. If you are considered to be indigent, you will be provided with articles to maintain satisfactory personal hygiene through the indigent allotment.

All products for personal hygiene are provided for the intended purpose only.

CONDUCT & DISCIPLINE

To ensure the safekeeping and custody of all persons committed to the facility, several basic behavioral expectations and general inmate rules have been established. You are required to follow these directives or be subject to disciplinary action.

401 Behavioral Expectations

1. You must abide by all rules and regulations as published in the Inmate Handbook.
2. You are expected to always follow directions of correctional staff and employees of this facility regardless of your opinion.
3. A high degree of personal hygiene and maintaining a clean, orderly living area are required.
4. You will be held responsible for damages you cause to any part of this facility, to include graffiti. This may include financial responsibility.
5. Noise levels must be maintained at an acceptable level as determined by staff. Loud talking and obscene language is prohibited.
6. Making disrespectful or threatening remarks towards staff, volunteers, prison visitors or other inmates is prohibited.
7. Fighting and horseplay of any kind are prohibited. The practice of Martial Arts (Judo, Karate, MMA or other types of self-defense practices), drilling or marching is prohibited.
8. You are required to remain in your designated area unless otherwise instructed by staff.
9. When first assigned to a new cell, the cell will be searched by you and a Correctional Officer. All damages, including graffiti, will be documented by the officer and reported to the maintenance department.
10. Tampering with any locking device is strictly prohibited including removal, destruction, blocking, or otherwise causing the device to become inoperable. No gate or door is to be propped open.
11. No written notices are to be posted without written permission from the Warden.
12. You are not permitted to be in the possession of and/or circulate any petition.

402 General Inmate Rules

1. You will promptly report directly to designated areas at or before count time.
2. You will not use furniture in any way other than its intended purpose.
3. You will not loiter in the officer's walkway or officer's workspace.
4. You will not enter restricted areas, such as the officer's workspace.
5. You will not enter another inmate's cell or dormitory.
6. You will make your bed when not occupied, always maintaining a neat and orderly cell.
7. You will be properly dressed at all times when out of your bed.
8. You will always maintain good hygiene practices.
9. You will maintain a clean and orderly living environment.
10. All property will be placed in the property storage bags when not in use.
11. You will not hang anything on the walls, on the bars, or in the windows. Cell vents will not be obstructed in any manner. Window ledges will not be used as a storage area.
12. Movement throughout the facility will be single file on the opposite side of the cell block bars or dayroom areas with no talking.

13. To receive a fresh roll of toilet paper, you must submit the empty core to a Correctional Officer. You are not permitted to accumulate a surplus of toilet paper or other prison issued items. Excess items will be confiscated.
14. You will always be required to wear your identification card when out of the cell or dormitory. Identifications are Prison property and must be returned to Prison staff before release from the Prison. Loss or damage may result in disciplinary action and reimbursement.
15. After lights out, there will be no unnecessary noise to include playing of games, talking from one cell to another, etc.
16. All inmate cells will be inspected regularly for sanitation and proper property storage. Any directions by staff to bring your cell or dormitory into compliance will be completed without delay.
17. Blankets are not to be used when outside of the cell or bunk area for those housed in a dayroom.
18. The use of headwear is prohibited with the exception of religious ceremonies or winter hats for outside work details during colder months.
19. You are not permitted to pass any items such as letters or notes, between cellblocks or other areas in the Prison.
20. You must have permission from Prison Administration to maintain contact with another inmate. Permission will only be granted to direct family relations and is at the sole discretion of the Warden or designee.

403 Inmate Disciplinary Procedures:

In an effort to adequately protect the staff and inmate population and regulate the behavior of the inmates of Dauphin County Prison, disciplinary procedures will be implemented consistent with legal requirements and the rules and regulations of the Prison.

Inmates who refuse to conform to institutional rules and regulations will be disciplined. Depending upon the nature of the offense, the misbehavior may result in reclassification to disciplinary housing, denial of one or more privileges, and/or restitution for damages or injuries.

The following are the class and level of charges which will be subject to change without notice to the inmate:

Class I - Misconduct Charges

Level I:

1. Any felony, misdemeanor, or summary offense. (Including Aggravated Assault, Assault, Rape, Fighting, Kidnapping, Escape, Ethnic Intimidation, Theft, Self-mutilation, etc.)
2. Possession of Contraband. (Including money, implements of escape, tobacco products or smoking materials, unauthorized possession of drugs and/or drug paraphernalia, unauthorized possession of alcohol or materials used for fermentation, weapons or other items which in the hands of an inmate present a threat to self, others or the security of the institution.)
3. Inappropriate behavior (actions or abusive/obscene language) and/or harassment toward staff, official visitors, or other inmates.
4. Unauthorized use of dangerous or controlled substances (including positive urinalysis results).

5. Smoking.
6. Engaging in sexual acts.
7. Bribery, extortion, blackmail, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing. Loaning any property for profit.
8. Body punching, horseplay.
9. Refusing or failing to produce a urine specimen within one (1) hour of the time first requested.
10. Involvement in gang-related activities, possession of gang-related items. (Any inmate that receives gang-related mail or pictures must turn them in to the Shift Commander by 10:00 p.m. each day to avoid disciplinary action.)
11. Engaging in or encouraging group insurrection.

Level II:

1. Destroying, altering, tampering with or damaging property of the County or another person.
2. Wearing a disguise or mask, or the use or possession of another person's Identification.
3. Indecent exposure.
4. Threatening another person with bodily harm, or with any offense against his person, family or property.
5. Unauthorized use of mail, telephone or tablets.
6. Failure to stand count, interference with count.

Level III:

1. Blocking or tampering with a locking device.
2. Engaging in or encouraging any group activity without prior approval by the Warden or designee. (Including possession or circulation of a petition.)
3. Disruptive behavior or interference with the security or orderly running of the institution
4. Refusing to obey an oral or written order.
5. Refusing to work or encouraging others to refuse to work.
6. Breaking restriction or quarantine.
7. Lying to an employee.
8. Possession of Contraband. (Including extra Prison issued items, anything not specifically allowed, or an item that has been altered in any way.)
9. Gambling, conducting a gambling operation, or possession of gambling paraphernalia.
10. Presence in an unauthorized area.
11. Using abusive or obscene language to an employee.
12. Violation of Administrative Directives.
13. Conspiracy to commit any misconduct.
14. Failure to report presence of contraband.

Class II - Misconduct Charges

1. Taking unauthorized food from the dining room, kitchen, or Officer's Dining Room.
2. Tattooing or other forms of self-mutilation.
3. Unexcused absence from work.
4. Failure to follow Safety and Sanitation Regulations.

404 Misconduct Disciplinary Reports

When a staff member of the institution believes that an inmate has violated any of the rules and regulations of the Prison and the matter warrants the taking of formal action, the staff member will complete an inmate disciplinary report and submit the report to the shift commander for review.

405 Custody

If you require special housing to ensure your safety, the safety and security of the Prison, the safety of other inmates or for disciplinary reasons, you will be reclassified to some form of appropriate housing. It is the policy of the Prison that inmates be housed in the least restrictive environment pursuant to the safe and orderly operation of the facility.

Inmates whose behavior poses an immediate threat to themselves, others, or the safe and orderly operation of the facility may require special housing. Participation in privileges and regularly scheduled activities such as recreation and visitation are not permitted while the threat remains. Inmates in this status may have a modified schedule to maintain hygiene and may be given an alternate meal of finger foods, which is the nutritional equivalent to the regular meals served, if it is determined that allowing you a regular meal could jeopardize the security or sanitation of the facility.

Continuous confinement in any segregation status for more than 60 (sixty) days requires the review and approval of the Deputy Warden of Treatment and/or the Director of Unit Management.

406 Administrative Custody

There are several different forms of Administrative Custody. These include: Protective Custody (PC), Segregation (SEG), Restrictive Housing Unit (RHU), Reclassification (RECLASS), and Classification (CLASS).

Placement in Administrative Custody: You may be reclassified to some form of Administrative Custody for the following reason(s):

1. You are pending a hearing for a serious violation of institutional rules or regulations.
2. There is a pending investigation of a serious violation of institutional rules or regulations.
3. Your request for protection or staff determines that it is necessary for your protection.
4. You are pending reclassification after a period of time spent in Disciplinary Custody.
5. You are a serious risk to yourself, other inmates or to the security of the institution.
6. You have demonstrated that you cannot be safely housed in the general population. This could include continuous behavior problems, present or past behavior, or emotional or mental problems that would prohibit safe housing in general population.
7. The Prison Physician believes you should be removed from the general population for medical observation, evaluation, and/or treatment.

Inmates reclassified to Administrative Custody will receive some form of notification stating the reason(s) for placement in this status.

Conditions of Administrative Custody: Schedules for visitation, recreation, treatment programs (if applicable) and meals will be posted in your housing area along with a list of allowable property.

Review of Status: Inmates will remain in Administrative Custody only as long as the reason(s) for their initial placement there remains valid. Each inmate's case will be reviewed weekly by the Chief Deputy Warden of Security/Deputy Warden of Treatment, the Director of Unit Management and Medical staff, if applicable. Inmates should be returned to general population when the need for segregation no longer exists.

407 Disciplinary Custody:

Following an incident of misconduct, you may be removed from your current housing to disciplinary custody while awaiting your disciplinary hearing. Any time spent in disciplinary custody will be counted towards your sanction should you be found guilty at your disciplinary hearing.

Placement in Disciplinary Custody: Disciplinary Custody is a status of confinement to be used for inmates who have committed serious violations of institutional rules. Disciplinary Custody is considered a positive measure to preserve the order and security of the institution. You may be reclassified to Disciplinary Custody following a hearing in which you have been found to have committed an act of misconduct warranting such sanction.

Conditions of Disciplinary Custody: You will not have the privileges of televisions, telephone calls, personal property or commissary (except hygiene items, toilet articles, legal/correspondence materials, and tablet access to religious books and Law Library).

Visits are not permitted while on Disciplinary Custody. Legal and religious advisor visits will be permitted in accordance with DCP policy. You will be permitted to maintain in your cell any combination of approved property.

You will be provided access to the facility Law Library by tablet. Other legal issues can be forwarded to the Law Librarian via request slip.

While in disciplinary custody, you will be provided with Prison uniforms, (1) one pair of shower shoes and (1) one pair of sneakers. Additional pairs of personal undergarments are permitted. No other personal property is permitted. You will receive one hour of exercise per day, five days per week, and will be permitted a daily shower and weekly shaves.

408 Inmate Disciplinary Rights

When a Disciplinary Report is referred to the Disciplinary Hearing Board, the accused inmate has the following rights:

The right to have a written copy of the charge(s) against them at least twenty-four hours prior to appearing before the Disciplinary Hearing Board.

The right to have a full-time member of the staff or a general population inmate who is reasonably available to represent them before the Disciplinary Hearing Board.

The right to call witnesses and present documentary evidence in their behalf, provided institutional safety and security would not be jeopardized.

The right to be present throughout the Disciplinary Hearing Board Hearing except during Board deliberations and except where institutional safety and security would be jeopardized.

The right to be advised of the Disciplinary Hearing Board's decision, the facts supporting the Board's decision (except where institutional safety and security would be jeopardized), and the Board's disposition in writing.

The right to appeal the decision of the Disciplinary Board to the Warden within five (5) days of notice of the Board's decision and disposition.

409 Disposition of Charges

The Disciplinary Hearing Board will determine whether the inmate so charged is guilty of the cited violation(s), based on the evidence presented. The Hearing Board will consist of a unit manager or designee and a member of the Security Department.

No sanctions will be imposed for any misconduct charge for which the inmate is found not guilty, with the exception of restitution for County property damaged through accident or not intentionally. In these cases, the inmate will be responsible for the cost of repair or replacement of damaged items.

Inmates found guilty of any misconduct will remain in lock-in status and may be subjected to any one or more of the following sanctions:

- A reprimand (verbal or written).
- Suspension of privileges for a specified period of time.
- Payment of the fair value of property lost, damaged or destroyed; or for expenses incurred as a result of the misconduct.
- A change, suspension, or removal from job assignment.
- Filing of additional criminal charges.
- Payment for cost of Medical treatment required as a result of inmate's inappropriate acts.

410 Appeals of Disciplinary Hearing

Any inmate who has been found guilty of a misconduct may submit an appeal to the Warden or designee within 5 calendar days. No appeals from a finding of not guilty are permitted. The DCP Misconduct Hearing Appeal form can be requested from a Treatment Specialist.

The appeal must include a brief statement of the facts relevant to the appeal. Appeals that are not brief and are found to be an attempt to harass, intimidate, or burden the reviewers to distract them from their duties by placing a hardship on them to determine the appeal points may be rejected on that basis. Further, the text of any appeal must be legible and presented in a courteous manner, free of vulgarity and profanity or language and symbols attempting to harass, intimidate, or extort the reviewers. Only the inmate who has been found guilty of a misconduct will be permitted to seek review. The inmate grievant must sign the appeal, and only one appeal is permitted in the case of each misconduct.

411 Inmate Rights

You will have access to all court systems to pursue any civil or criminal issues pertaining to your confinement, conviction, or any right protected by constitutional or statutory provision or common law. You will have access to legal supplies and law library.

You will not be subject to physical or mental abuse, harassment, or corporal punishment from staff. Force or disciplinary actions are used only in authorized situations. All inmates are entitled to live in a healthy and safe environment.

The use of inmates for medical, pharmaceutical, or cosmetic experiments is prohibited.

You will be given the opportunity to participate in religious and treatment programs if they do not pose a safety or security threat to the prison.

You will not be discriminated against based on your criminal charges, race, national origin, color, creed, sex, physical, or mental handicap, or sexual orientation. If you feel that you are being discriminated against, you may utilize the grievance procedures and pursue this action to final resolution.

OUTSIDE COMMUNICATION

501 Telephone Calls / Video Visitation Tablets

You will be authorized to use the telephones and inmate tablets in your housing unit as scheduled. All calls and videos, whether local or long distance, can be completed on a "Collect" basis or through debit calling. Debit calling is tied to your inmate account. You will be issued a Telephone ID (TID) number during intake processing. This number will allow you to make debit calls from the inmate telephone system. You are not allowed to use any other inmate's assigned TID number. Use of another inmate's TID number is strictly prohibited and will result in disciplinary action.

You must sign up for a 15-minute time slot for video and wall telephone use during recreational time.. Any time slots that are selected but not used are forfeited and cannot be used by someone else. No one is authorized to use the video kiosks or wall telephones during count or mealtimes.

Three-way telephone calls are strictly prohibited and will result in disciplinary action.

Inmates on disciplinary custody status will only be permitted phone calls during verified emergency situations (i.e., death in the family). This is facilitated through Prison Administration and the Treatment Department.

The staff will not accept any outside calls for you or pass along any messages. If, in the judgment of the Shift Commander, an incoming call is determined to be of an emergent nature, you will be notified without delay and authorized to return the call. In the case of a verified emergency, you may request a non-collect phone call through the Shift Commander.

All telephone calls / video calls, except for attorney-client calls, are subject to monitoring and recording. If special assistance is needed due to a visual or hearing impairment, please notify your Treatment Specialist.

502 Correspondence

The Prison's policy is to not limit the amount of **authorized** correspondence.

Incoming Mail: All personal mail such as letters, pictures, and drawings will be digitally delivered to you via the inmate tablet system. Your mail must be addressed as follows:

Dauphin County Prison
John Doe #11111
P.O. Box 247
Phoenix, MD 21131
Booking #

Legal Mail: Security staff will handle all legal mail from public officials, the court, or an attorney in your presence. This mail will not be read by the staff member.

Any mail received which poses a threat to the security of the institution, or is deemed inappropriate by the Warden or designee, will not be distributed. This mail will be confiscated

and held for further inspection, investigation, and determination for criminal charges. (e.g., pornography, information on topics such as drugs, weapons, prison disruptions, etc.).

If unauthorized mail is received, Mail Room staff will return the mail to the original sender. Mail received for an inmate as “returned to sender” will not be distributed.

Incoming mail containing payroll checks, certified checks, or money orders, which is addressed to the attention of the Business Office (501 Mall Road, Harrisburg, PA 17111) and not accompanied by personal or business correspondence, will be processed by the Business Office, and a receipt will be forwarded to you the same day with the housing unit mail. If accompanied by correspondence, it will be returned to the sender, as all correspondence will only be received digitally. Payroll checks, certified checks, or money orders will be forwarded to the Business Office, who will bring it to you to endorse. After the funds are credited to your account, you will receive a receipt. Personal checks, currency, and coins are not accepted for deposit or credit and will be returned to sender.

Outgoing Mail: All outgoing mail will be processed by Mail Room staff and must have your name as the sender as designated in our records. No mail will be sent out with an alias or nickname used, or if the outside envelope contains drawings, graffiti, etc. The return address must be that of the Prison (501 Mall Road, Harrisburg, PA 17111). Any mail using a different address will not be processed. If you have been court ordered to refrain from all contact with an individual (physical, written, or verbal), and unauthorized mail sent by you is discovered, you will be subject to disciplinary actions, and/or criminal charges. All outgoing mail will be logged by staff before leaving the facility.

Stamped envelopes are available through the commissary. All outgoing correspondence must be sealed by you prior to placing it in the mail collection box.

Inmates without funds may receive stamps, paper, and envelopes from the commissary with their indigent allotment.

Inmate-to-Inmate Correspondence: All requests to correspond with another inmate, whether in the Dauphin County Prison or any other jurisdiction, must be approved in writing by the Deputy Warden of Treatment. Only verifiable marital or biological relationships will be considered for approval. Approved inmate-to-inmate digital correspondence for inmates within the Dauphin County Prison will be closely examined by the Custody Major Investigator or designee for security reasons. Correspondence containing information related to prison operations, prison staff, or other security-related issues will result in immediate termination of the approved privileges.

503 Visiting

Relatives & Friends: A visiting schedule and Visitation Rules are provided during orientation. Relatives and friends may visit unless currently being supervised by Adult Probation and Parole (any jurisdiction), released from the Dauphin County Prison within the last 6 months, or if otherwise disapproved by the Warden. Any person not authorized to visit for any of these reasons may contact the Warden via written correspondence for reconsideration. Visitors must present two (2) forms of identification, one of which must be a picture ID, and one of which must show a correct address. Persons under the age of 18 may visit if accompanied by parent or legal guardian. An inmate's spouse who is under the age of 18 may visit with a marriage certificate providing proof of such marriage.

Visitors will be dressed in a manner acceptable to the Administration. NO shorts will be permitted, on either sex, except on children under the age of 12. Shorts are further defined as pants above the knee. All females are required to wear a bra. Tight clothing (such as spandex), halter tops, bathing suits, plunging necklines, see-through tops, short skirts (2 inches or more above the knee), items with holes in them or otherwise revealing articles of clothing will not be permitted. All visitors will be required to wear appropriate undergarments. Undergarments must be appropriately covered at all times. Visitors are not permitted to bring ANY personal items (i.e. purse, wallet, pictures, baby bottles or pacifiers, toys, diaper bags, blankets, hats, coats, keys, cigarettes, lighters, matches, etc.) into the visiting area.

Visitations are 50 minutes and visitors must be signed in 30 minutes prior to the start of each visit. You will be allowed up to one (1) adult and two (2) children at a time during your visit. All children must be controlled and supervised during time of visitation. If the parent or guardian fails to control or supervise children in their custody, your visit will be immediately terminated. Children are not to be left alone in the lobby at any time. An inmate receiving more than one (1) adult visitor is required to determine how the visit is to be split, keeping within the 50-minute time period. Once a visitor leaves the visitation area, they will not be permitted back into the area. Visits held in the visiting room are subject to monitoring and recording.

Visitors will be refused visitation privileges if:

- a) they arrive after sign-in time,
- b) they are in violation of the dress code,
- c) they do not present proper identification,
- d) they appear to be intoxicated or under the influence of drugs,
- e) they do not supervise their children in the Prison,
- f) they display disruptive behavior, or
- g) their presence otherwise disrupts the visiting procedure.

This is not an all-inclusive list of actions that may result in the suspension or cancelation of a visit. Prison Administration holds the right to deny or suspend a visitation in response to any behavior or action deemed inappropriate, disruptive or in violation of Prison policy.

Visitors who fail to comply with any of the above rules and regulations will be required to leave the Prison and may have future visiting privileges revoked at the discretion of the Warden and/or designee.

Inmates serving time in Administrative or Disciplinary Custody or housed in the Classification Unit, Restrictive Housing, or Segregation are not eligible for visits. Additionally, it may become necessary for the Shift Commander to temporarily suspend an inmate's visitation privileges due to a disciplinary infraction which occurred during visitation. Visitation privileges may be suspended indefinitely during any state of emergency and will not be made up.

It is your responsibility to inform your visitors of any changes in your visitation times due to a reassignment of your housing area.

There are no provisions for general contact visiting.

Requests for special visitation (during non-visiting hours or longer than the standard time) for inmates may be approved at the discretion of the Deputy Warden of Treatment.

Special visits must be approved in advance. No more than one special visit a month will be approved, unless authorized by the Warden.

Professional Visitors: Individuals authorized as professional visitors include attorneys, bondspersons, clergy, law enforcement officials, Pennsylvania Prison Society, or professional service staff who have received prior approval for this status by the Deputy Warden of Treatment. The Prison will attempt to provide surroundings during professional visits that ensure the privacy of the conversation. Professional visitations may be delayed during count and feeding times. Professional visitation hours are posted on the Dauphin County Prison website and in the lobby for reference.

504 Releasing & Receiving Funds

Visitors are permitted to use the banker's kiosk located in the Lobby, 24 hours a day, to deposit cash or use a credit card to deposit money onto your inmate account. There is a nominal fee for these transactions.

Visitors are also permitted to deposit money orders into the drop box located in the Lobby for credit to your account. No cash or other forms of funds will be accepted by Prison staff for deposit into your account (exception: payroll checks or certified checks through MAIL only).

Money orders must be made payable to Dauphin County Prison and addressed to the attention of the Business Office when being sent by mail. Do not include an inmate name or number on the envelope or the mail will be forwarded to the processing center and cause a delay to the availability of funds.

All payroll checks must be payable to the inmate.

Delinquent accounts will be turned over to a collection agency. Balances not satisfied through a collection agency will be recorded on an inmate's permanent record. An inmate who has previously been incarcerated in Dauphin County Prison, was released with an outstanding balance, and is committed again to DCP, will be required to pay any outstanding balance on record. Therefore, at the time of recommitment, inmates will be assessed 100% of any money in their possession. Thereafter, when money is received at the Prison for an inmate after recommitment, 50% is applied to the negative balance and 50% is placed into his/her Commissary account for use by the inmate. Upon discharge, if you have no debt, your account will be cleared, and a debit card will be issued to you for the balance. Once discharged you must report to the lobby to speak with a representative of the accounting department. If you are released during non-business hours, please contact the Business Office during business hours to make arrangements.

Upon discharge, if you have debt, you must report directly to the Lobby to speak with the Business Office during normal business hours, at which time an invoice will be issued to you. If you are released during non-business hours, an invoice will be mailed to you.

If you are transferred to another county or state institution, an invoice will be mailed to you at that institution.

505 Receiving, Release, Transfer, & Disposition of Personal Property

Receiving Personal Property: Generally, only clothing needed for court appearances will be accepted into the Prison. Property being dropped off at the facility may only be done during regular lobby hours, Monday through Friday from 8 a.m. to 4 p.m. Family, friends, or counsel may drop inmate court clothing off at the facility. Inmates may request court clothing by submitting an Inmate Request Form. An approved request slip must be on file with the facility before any clothing will be accepted. Inmates are permitted court clothing only for jury selection and a jury trial. You may request personal property to be brought into the Prison by completing an Inmate Request Form. No court clothing, including footwear, is permitted in the back of the facility. Footwear must be purchased from the commissary. If specialty footwear is required, it must be approved by the Warden or a Medical Provider for verified medical purposes or court appearances.

Property Releases/Exchanges: You may request to have any or all personal property released to someone outside the institution by completing an Inmate Request Form prior to the actual release and submitting it to a Treatment Specialist or the Unit Manager. Unclaimed personal property will be held for 30 days after your release date. Requests to release property must include the full name, current address, and telephone number of the individual to whom the property will be released.

Legal Documents: You may keep your court and legal papers in your possession, subject to security and safety restrictions. In the case of excessive legal papers that may cause safety concerns, arrangements can be made to have legal papers stored in the Inmate Property Room with ready access or released to an authorized designee.

506 Bail

Information about Bonding Companies (professional bondspersons) is available upon request from a Treatment Specialist. Inmates should designate a family member or friend to initiate contact with the bond company and make the necessary arrangements. The treatment department is also able to help facilitate this process.

507 Voting

Pre-trial inmates (untried inmates or those awaiting court action) will be eligible to register to vote or to vote by absentee ballot while incarcerated at Dauphin County Prison. Inmates who wish to vote must be registered to vote at least 15 days before a primary or general election (exact dates will be provided annually to DCP by the Dauphin County Bureau of Registration and Elections).

Those inmates interested in registering to vote, or in voting, should submit a written request to the Treatment Department. This request must be received at least one (1) week before the last day for registration (see Treatment Staff for date). Dauphin County Prison is NOT an eligible address for voter registration purposes. All inmate requests for voter registration

and absentee ballot will be facilitated by the Treatment Department and the Dauphin County Bureau of Registration and Elections. Treatment Staff and Election Bureau Staff will ensure that an inmate is registered to vote at an acceptable address in Dauphin County or another county within Pennsylvania or another state, in compliance with state and federal laws, and that the inmate's request for an absentee ballot is delivered to the appropriate Pennsylvania county or other state, if the inmate's registration is somewhere other than Dauphin County. All registration applications and absentee ballots will be hand-delivered via designated Prison and Election Bureau staff.

Sentenced felons are not eligible to vote.

INSIDE COMMUNICATION

601 Requests

Inmate Request Slips are used to ask for general assistance or information. They are available to you in your housing units. These forms should be filled out neatly and clearly, describing your request only in the area provided for your request. If the slips are not filled out appropriately, they will be returned unanswered. If you have difficulty completing the slip, ask a Correctional Officer or Treatment Specialist for assistance. Once the Inmate Request Slip is completed, it should be placed in the appropriate locked mailbox to be forwarded to the appropriate staff member. At no time will the request be handed to a staff member to deliver. **Do not continue to write the same request or to the same person repeatedly. This is a waste of County property. Misuse of the Inmate Request System may result in disciplinary action.** When submitting a request, be as specific as possible to avoid delays in response.

602 Furlough

During incarceration, it may become necessary for an inmate to obtain a furlough due to death in the family or serious illness of an immediate family member. It is the inmate's or family's responsibility to make the necessary arrangements for the furlough. Upon receiving notice of the situation, the inmate or family will call the Public Defender's Office or a private attorney to prepare the necessary paperwork to be presented to the judge for final approval of the furlough. **The Prison does not grant furloughs.** This can only be accomplished by an order from a judge.

Based on the information submitted, the court will decide whether to grant furlough to an inmate or not. It is not the Prison's decision. The court will determine the length of an inmate's furlough and the inmate should make certain they are back at the Prison within the allotted time. An inmate not back in the Prison by the time ordered will have an escape warrant issued and will receive additional charges. The inmate or inmate's family is responsible for all costs associated with the furlough.

Inmates should also be advised it is prohibited to use alcohol or drugs while on furlough. The inmate will be subject to urinalysis upon return from furlough. A positive urine or a refusal to cooperate will result in a disciplinary infraction and be forwarded to the approving judge for review.

603 Grievance Procedures

Dauphin County Prison has an internal grievance procedure in place to promote awareness and positive intervention between staff and inmates to identify and resolve issues at the lowest possible level, and to facilitate the flow of information between the units and agency leaders. The grievance procedure will provide a means for identifying issues and facilitating corrective action, thereby contributing to a safer environment for staff and inmates. The grievance procedure gives inmates a formal mechanism for review and redress of pertinent issues and ensures a fair and timely decision.

A grievance is a complaint an inmate may have about the behavior or action toward an inmate by a staff member or another inmate, or any matter of concern, including conditions of confinement.

An inmate must write out the complete grievance, being as brief but specific as possible, soon after the alleged occurrence. The written complaint should present all relevant information on the matter. Based on the information at hand, the findings will be reviewed, and the decision and the reason will be provided in writing to the complainant. Those wishing an extra measure of confidentiality for a grievance may request an envelope from the caseworker. Grievances must be filed no later than 10 days after the problem occurred. You need to wait for a response to your original complaint before filing additional complaints on the same issue.

There will be no reprisals against any inmate who files a grievance; however, abuse of the grievance system will be cause for disciplinary action. Any deliberate falsification of information included in a grievance will be interpreted as abuse of the system. Before writing a grievance, **please take every possible action to resolve the matter**. First, bring the matter to the attention of your housing unit officer. Very often, the officer will be able to resolve your problem. If not, submit an Inmate Request Slip, along with any informal reviews (inmate request slips) to the Unit Manager requesting an inmate grievance form. This request should be placed in the locked grievance mailbox to be forwarded to the Unit Manager. An inmate grievance form will be provided to you by the Unit Manager, Monday through Friday, for you to proceed with the Grievance Procedure. **This is a last resort**. Clearly state your complaint on the form and state the relief you are seeking. Once you have completed the form, place it in the locked Grievance mailbox to be picked up by the Unit Manager or designee.

The following matters are grievable:

- a. An alleged violation of civil or constitutional rights
- b. An alleged violation of jail policy
- c. An alleged criminal or prohibited act by a staff member
- d. An alleged condition existing within the facility that creates unsafe or unsanitary living conditions
- e. A dispute about the assessment of a specific fee or service charge, including, but not limited to medical fees
- f. The substance, interpretation, and application of policies, rules, and procedures of the institution that affect them personally
- g. Individual employee and inmate actions that affect them personally, including denial of access of inmates to the grievance procedure
- h. Reprisals against inmates by staff for filing either a grievance or an appeal, or for participating in a grievance proceeding
- i. Any matter relating to conditions of care, confinement, or supervision within Dauphin County Prison, except as noted herein.

The following matters are not grievable:

- a. State and Federal Court decisions
- b. County, State, and Federal laws and regulations
- c. Probation and Parole decisions
- d. Other matters beyond the control of the department
- e. Disciplinary hearing decisions, they may be appealed through another procedure
- f. Any items the individual agrees to in their Work Release Agreement
- g. Decisions made by the facility involving an individual's housing and classification
- h. Grievances filed more than 10 days after the problem occurred.
- i. Multiple grievances on the same issue prior to the written response to the original complaint

Emergency Grievances: Unit Managers will review incoming grievances to identify emergency grievances and to ensure the grievances are submitted according to established procedures. Emergency grievances are exempt from all screening criteria. Grievances that meet the established criteria will be processed, have an appropriate response, a reason for the response, and provide closure of the issue. You will be notified when grievances are submitted that do not meet the established criteria. Grievances that do not meet the established criteria will be returned to the offender stating the reason why the grievance does not meet the established criteria. A copy of the grievance will remain on file in the Deputy Warden of Treatment's office for one calendar year.

Grievance Procedure:

1. Attempt to resolve your issue by submitting your concern on an Inmate Request Slip to the counselor in your area.
2. If your issue persists and remains unresolved, speak with your counselor. Your counselor may be able to assist with resolution of your issue.
3. Request a grievance form from your counselor or unit manager.
4. Return your grievance form to your counselor or unit manager.
5. Allow time for an investigation into your complaint.
6. Once the investigation has been completed, a counselor or unit manager will review the findings with you.
7. If the complaint is not resolved, it will be escalated for further inquiry.
8. The Warden's response to your complaint is final.

Dauphin County Prison is committed to resolving your issues promptly, in a manner consistent with correctional professionalism. Thank you for your cooperation.

CLASSIFICATION

701 Purpose

Inmate classification is an ongoing process that begins upon your arrival at the Prison and continues through your reintegration into the community. This process is designed to meet the combined needs of the inmates and the institution while keeping within the Prison's goals and philosophies. The Dauphin County Prison utilizes Objective Jail Classification for inmate classification. This system uses several factors in determining your custody level and housing. It includes such factors as the seriousness of your current charge, seriousness of your prior convictions, prior institutional behavior, and prior institutional programming. We have three basic custody levels: minimum, medium, and maximum. You may decrease your custody level based on good behavior or increase your custody level based on poor behavior; however, the seriousness of your current charge and seriousness of prior convictions are the key factors in determining your custody level. Please be advised that it is your responsibility to notify your housing unit officer if you are having problems in your housing area or feel that your safety is in jeopardy.

702 Classification & Housing Unit Assignments

The minimum amount of time that you may expect to spend in Classification is 72 hours, excluding weekends and holidays, after commitment. After you have completed an initial classification assessment, and you have been medically cleared, your primary housing assignment will be determined, you will be moved to another housing unit. Refusal to report to your assigned housing unit is an institutional infraction and will result in disciplinary or administrative sanctions. There is no visitation or access to commissary while housed in the Classification Unit.²

703 Classification Reviews

Classification reviews will be conducted by the classification committee. The committee is comprised of members of the Treatment Department to include the Deputy Warden of Treatment, the Director of Unit Management and the Medical Department. Based upon the committee's decision and based on recommendations made by staff, you may be directed to change housing assignments or be housed with a new cellmate. You are expected to regard reassignments as orders and comply as directed. You may submit a request slip to a Unit Manager to review your status with the Director of Unit Management for reclassification. Classification problems of an emergency nature should be reported to the Correctional Officer assigned to the living area for prompt action by the Shift Commander. You may not change housing assignments without authorization.

704 Institutional Work Assignments

Minimum custody inmates can hold an institutional job unless they are on a work restriction by the Medical department. Medium and Maximum-security inmates cannot hold institutional jobs. The Treatment Department will review eligibility for institutional work details and assign inmates to various work assignments. Defined below are the rules and the qualifications for inmate worker status.

1. Before you can become an inmate worker, your classification must be changed to a blue, red, or yellow tag.

2. The job to which you are assigned will be based on your current charges, bail amount, length of sentence and incarceration history.
3. Tags will be changed according to job assignment and inmate security level.
4. Outside details are assigned on a merit basis.
5. You may request a certain position or a job change, but all inmate worker assignments are determined by the Treatment staff.

The Treatment Department staff evaluates and recommends inmate workers for placement in Community Work Details at other County agencies. In order to remain on a work detail, inmates must participate in programming, as defined by their treatment plan.

Inmate workers will be required to sign off acknowledging the rules and regulations of participating in work assignments. Please see "Rules and Regulations - Dauphin County Prison Inmate Workers."

INMATE SERVICES, ACTIVITIES, & PROGRAMS

There are several services available to you while at the Prison. If you are interested, you should submit an Inmate Request Slip stating specifically what service is desired.

Please address your request to the appropriate area or department personnel.

You may decline to participate in activities, services, and programs except for housekeeping, work assignments, or programs specifically mandated by the court or based upon written agreement. However, your program attendance is a consideration for determining favorable parole recommendations, and eligibility for the Inmate Worker and Work Release Programs.

801 Counseling

Treatment staff is available for general counseling and referrals to appropriate staff. No staff members are allowed to perform favors for you or provide special privileges beyond legitimate needs.

Mental Health counseling for individual and/or group counseling is available by request, as recommended, or as court ordered.

Additional programs are also offered. You should refer to the Treatment Program Schedule posted in your housing unit for current information.

802 Religious Activities

Scheduled services and study classes are offered as scheduled in such a location and in such a manner that inmates who do not wish to participate are not exposed to the service.

Requests for individual counseling regarding religious, personal, or family problems with accredited clergy, nuns and seminarians will be granted in accordance with professional visiting requirements (see 303). Such requests should be forwarded to the Chaplain.

You are permitted to wear an approved religious ornament or medal pertinent to your beliefs if it is 1 inch or smaller in diameter. Other approved religious articles are permitted, provided it is kept and utilized in your housing unit and does not interfere with Prison sanitation and/or security and is in accordance with the allowable property for your housing area. Any religious items are by request only and must be approved by the Deputy Warden of Treatment or designee. Requests should detail the item and its intended use.

Headwear for religious purposes is allowed on during prayer times or religious ceremonies.

803 Substance Abuse Counseling

Substance abuse education and counseling services are available to all general population inmates unless otherwise indicated. AA and NA meetings are support groups and are also available as scheduled. Participation in these programs may be limited due to size, and/or frequency. Preference will be given to those who are court ordered.

804 Education

Various educational programs are offered as listed on the Treatment Program Schedule or by specially posted announcements. Please see the Program Schedule posted on your housing unit for examples of educational programs.

805 Community Release Coordination

Assistance will be offered to those individuals in need of community reintegration, such as employment, housing, and community programming. Refer requests for this assistance to your Treatment Specialist. A listing of community resources is available after the frequently asked questions.

Residents diagnosed with mental health, and behavioral health disorders will be assisted with case planning services to help with reintegration back into their community. Case planning will include assistance with services such as drugs and alcohol counseling and treatment, employment and job training, mental/behavioral health therapy, and community housing support. Refer requests for services to the Mental Health or Behavioral Health Reentry Coordinators.

806 Library

Use of the Dauphin County Library System is available on the Inmate Tablet System. The Prison provides access to legal assistance as requested. Indigent inmates can order legal supplies including pen, paper, envelopes, and stamps using the indigent allotment. Such legal supplies are also available for indigent inmates. The Prison may also make available, on a limited basis, typewriters, word processors, and duplication services (at an established rate per copy).

If special assistance is needed due to a visual or hearing impairment, refer your needs to the Deputy Warden of Treatment.

Law Library: All legal material is provided to every inmate by way of personal tablets. You will have daily access to the Law Library. are unable to print from the tablets. The print button on the software is an inactive button and does not print. You are permitted to take notes of the legal materials from the tablet. There are no books or caselaw databases in the library. Directions on how to find resources on the tablets are posted on every block. The law library has numerous templates for motions, both state and federal. We do not provide forms for other counties or states. You will need to write to those counties or states for interested forms. There are also examples of Pennsylvania forms on the tablet. The Law Library staff will not conduct research for forms, statutes, rules, case law or give legal advice.

Typing privileges will be offered to inmates who are identified as pro-se status from the courts on criminal dockets only. You cannot declare yourself pro-se. If there is an attorney still listed on your dockets, you are not eligible. Typing is restricted to typing of motions and petitions. Grievances and personal letters are not allowed to be typed. Letters to the court can be typed if they are part of a motion. All motions can be handwritten in pencil or pen.

The law library staff will only copy your legal paperwork. You are not permitted to request copies of another inmate's legal work. Possession of another inmate's legal work will result in a disciplinary report. Law library staff will not copy personal paperwork, letters, essays,

business plans, song lyrics, poems, grievances, request slips, etc. A fee for all copies is assessed at the established rate.

For indigent inmates the request slip will be forwarded to the Law Library for approval prior to any copies are produced and are limited to legal motions and exhibits. Indigent copies will be limited to 10 pages per week. If you require more than 10 pages, you need to explain why they are needed to the Law Librarian.

Mailing legal materials: If you have money on your account, you can order stamped envelopes from commissary. If you need a large envelope mailed, notify your counselor. You must have the necessary funds on your account to pay for the postage.

Indigent inmates are provided stamped envelopes in each indigent allotment. The law library will not provide postage or envelopes. If you are mailing legal work to the Dauphin County Courts (Clerk of Courts, DA, Domestic, etc.) the envelopes can be delivered to the courthouse by interoffice mail.

If you want to mail materials registered mail or certified mail, you must have funds on your account, no exceptions.

807 Notary

Notary service is available upon request. Forward an inmate request to the Treatment Department. Incoming mail containing a document for notarization must be addressed to the attention of the Treatment Department (501 Mall Road, Harrisburg, PA 17111) and identify the inmate. The mail may not be accompanied by personal or business correspondence. Staff will coordinate the notarization process with you. You are responsible for cost reimbursement (refer to current Schedule of Inmate Fees posted in your housing unit). For notarized power of attorney forms, please attend your notary appointment prepared with the full name and address of the person you wish to assign as your agent.

808 Barbering Services

Barbering equipment, supplies and sanitizing products are available on each block for individual inmate use, at no cost to the inmate.

Special housing inmates will get access to barbering equipment only by request to the Deputy Warden of Treatment. If approved, security precautions may be utilized to ensure the safety of all concerned.

Dauphin County Prison will not be responsible for the results of any barber services performed by inmates.

809 Recreation

Indoor recreation activities (televisions and table games) are available in the general population housing units. The gymnasium is available for basketball, and aerobic exercises.

No food, drinks or personal property are allowed in the gymnasium or outside recreation areas. Appropriate clothing and shoes must be worn when in the gym. Any misuse of recreation equipment or inappropriate behavior is prohibited and will result in disciplinary action including restitution for damaged property.

810 Commissary

An account is maintained for each inmate entering the Prison. This account shows all monies received, purchases made, and the current balance of your account (which is available at any time using the inmate telephone system and your TID number). On a weekly basis, you may purchase various items through the commissary. Schedules and price lists are posted in your housing unit. Commissary orders are fulfilled on Fridays unless delayed due to a disruption in normal operations. Commissary orders are done using the Inmate Telephone System and your TID number. Once you have placed your order, you may not make any changes to it. You cannot add to the order, and you cannot remove items from the order. There is a \$100 ordering limit per week.

Once you have "confirmed" the order, it is complete, and your order cannot be changed. You will not be able to place another order until the following week. Once your order is placed, the amount of that order is subtracted from your Inmate Account. Commissary orders are delivered once a week to your housing unit. After checking that all items were received, you must sign the receipt. If you find any items missing, you must notify staff immediately.

Questions concerning an account should be addressed to the Business Office on an Inmate Request Slip. Exchanges of commissary items are not permitted.

If you are without funds for 30 days, you are eligible to receive commissary through the Indigent Program. Indigent Commissary can be ordered twice per month.

Individuals receiving Indigent Commissary will have their accounts updated upon receipt of money into their account. If you have a negative balance (cost recovery balance), 50% of any incoming funds will be applied to that balance. The remaining 50% will be deposited into your account.

811 Work Details

There are several different work details at the Prison for those inmates housed in the minimum-security housing units. If you want to be assigned to a work detail, complete an Inmate Request Slip and forward it to the Inmate Caseworker. Eligibility is based on the classification assessment and current medical status.

Inmates applying for work will be held to a higher standard of conduct than those inmates not involved in programs, this includes individuals who assume the duties of a block runner. It must be remembered that institutional work is a privilege, not a right. Most job assignments will require 7 days a week actual or "On Call" work duty.

All inmates applying for the kitchen detail must pass a medical exam and conform to all health and sanitation standards. Each inmate worker will receive a job duty orientation.

Sentenced inmates can be required to work. Unsentenced inmates may request work but will not be required to work. However, unsentenced inmates are required to maintain cleanliness standards in their cells and living areas as well as personal hygiene.

Kitchen workers and inmates in selected job assignments or selected for special projects will be paid weekly at the applicable rate as set forth by the Prison Board of Inspectors.

812 Work Release

Inmates sentenced to the Dauphin County Prison (or another jurisdiction) and who have no outstanding charges may be eligible for Work Release. Inmates being held on Dauphin County detainers may be eligible for Work Release if referred by their assigned probation officer. To determine eligibility, complete a Work Release Application and submit it to your Treatment Specialist. If accepted for Work Release participation, inmates will receive a thorough orientation upon being transferred to the Work Release Center.

HEALTH SERVICES

901 Concept

Health services at the Prison are designed to accomplish two purposes:

1. Safeguard the health of the individual inmate and the entire inmate population.
2. Ensure that physical and mental health factors are part of the treatment for each inmate.

Established fees are charged for medical visits and prescriptions. Medical treatment is not denied due to an inability to pay.

902 Medical Coverage

Medical staff is available 24 hours a day, 7 days a week to provide health care services. A physician visits the prison weekly and is on call for emergencies.

903 Physical Exams

You will receive a health care screening by medical staff within 24 hours of admission. You will receive a tuberculosis test and results screening within 72 hours of commitment, unless otherwise directed by Medical staff. You will receive a physical exam within 14 days after admission to the Prison. If you refuse the skin test or any part of the physical exam, you will not be cleared for general population and will be subject to disciplinary action and remain in Classification.

904 Sick Call

Sick call is conducted daily. To be evaluated for sick call, submit a sick call slip to the Medical Department. A fee is assessed for medical care obtained at sick call.

905 Emergencies

Medical emergencies will be evaluated and treated at any time. Be sure to notify an officer immediately if you have an emergency medical problem, or if you observe someone else having one. This will enable staff to get medical help as quickly as possible.

906 Medication

You will take prescribed medicine at the time it is dispensed. You will report to the Medical staff distributing medication without delay. You will be required to consume the medication in the Medical staff's presence and allow the Medical and Security staff to inspect your mouth and hands to ensure it was consumed. Refusal to follow this procedure may result in disciplinary action. Hoarding medication is strictly prohibited. A fee is assessed per prescription.

907 Hospitalization

When specialized consultation or hospitalization is indicated, arrangements will be made for these services. Elective surgery will not be the responsibility of the Prison. You will be

required to follow all the rules and regulations of the facility while you are in the hospital. You will not be permitted to utilize the phone or other means of communication unless authorized by the Warden.

908 Dental and Eye Care

Dental care and oral hygiene services are provided. In cases of dental problems, you must submit a Sick Call Slip to the Medical Department. The Medical Department will provide eye care for medical emergencies or chronic illnesses only. Routine eye exams and the purchase of prescription eyeglasses are your responsibility. You are responsible for contact lenses. The prison will not be responsible for complications that arise from their use. If you require prescription eyeglasses, you should put in a request to Medical.

909 Communicable Diseases

The spread of infectious diseases by individuals while in the Dauphin County Prison is a major concern of all persons involved with the Prison. During your time in the Prison, you must follow these precautions:

1. Do not have any sexual contact with fellow inmates
2. Wash hands prior to eating
3. Do not share any eating or drinking utensils
4. Do not share or use others' hygiene items (i.e., soap, toothbrush, comb, hairbrush, etc.)
5. Do not put foreign objects (pen, pencil, etc.) in your mouth
6. Practice good personal hygiene by showering regularly and washing clothing and bedding as scheduled
7. Keep living area clean
8. Do not use tattoo needles

You may request testing for HIV via a Sick Call Slip to the Medical Department. All testing is confidential and is performed by the Medical staff after signing an informed consent.

910 Mental Health Services/Suicide Prevention Program

Mental health services are available at the Prison. To schedule an appointment with a Mental Health Specialist, submit a Sick Call Slip to the Medical Department. DCP will monitor inmates who may show indications of suicidal risk with a system of observation and intervention designed to prevent them from attempting or committing suicide. **In the event you are experiencing problems or observe someone else who exhibits signs of suicide that need immediate attention, notify your housing unit officer or another staff member immediately.**

911 Sexual Harassment of or Sexual Contact with an Inmate

Any form of sexual harassment or sexual contact with an inmate is prohibited. ANYONE who engages in, fails to report, or knowingly condones sexual harassment or sexual contact with an inmate will be subject to disciplinary action and may be subject to criminal prosecution. A claim of consent will not be accepted as an affirmative defense for engaging in sexual harassment or sexual contact with an inmate. **If you report sexual harassment or sexual contact, you will be protected from retaliation.**

INMATE FINANCIAL RESPONSIBILITY PROGRAM

1001 Service Fees

Inmates will be charged for the following general services at an established rate:

1. Inmates may be charged for all copies requested unless otherwise noted.
2. Inmates may be charged for barber services through a 3rd party contract.
3. Inmates with no funds can receive a biweekly an Indigent Commissary allotment.

1002 Administrative Fees

Administrative fees at an established rate will be charged to inmates as follows:

1. Inmates will be charged a booking fee upon commitment. For more information, see the frequently asked questions section of the handbook.
2. Inmates requesting Notary services.
3. Inmates requesting services that incur financial obligations to the Prison.
4. Inmate worker shoes that have not been returned at release.

1003 Replacement Fees/Restitution

Replacement fees are charged at an established rate:

1. Misplaced, damaged/destroyed or lost tablets.
2. Misplaced, damaged/destroyed or lost Inmate Identification.
3. Amount of restitution for misconducts, including for the cleaning/painting of cells defaced by graffiti and replacement cost of destroyed property, the exact cost will be determined at the outcome of a disciplinary hearing.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

1) How long am I going to be in Classification?

- A) You will be housed in Classification at least 72 hours (3 working days), excluding weekends and holiday. Do not write a Request Slip asking when you will be moved. Generally, new commitments spend 7-10 days in Classification (including weekends).

2) What are the requirements for Work Release?

- A) You must be fully sentenced, have no open detainers, and appropriate institutional conduct for consideration. Questions about Work Release should be directed to the Director of Work Release using a PO (probation officer) form.

3) When will I get paroled?

A) Minimum Date

The defendant will be eligible for parole once he/she has reached their minimum date of the sentence. For example, "Joe Smith" is sentenced to 6 to 12 months incarceration. The defendant would be eligible for parole at his minimum date of 6 months.

A second example would be that the defendant is given a 6-to-12-month sentence with a time credit of 60 days. If the defendant is sentenced on 3/1/2021 with 60 days' time credit they would then be eligible for parole on 7/1/2021. The 60 days, or 2-month time credit, would be subtracted from the 6-month sentence to come up with a parole eligibility date.

B) Re-Entry

Re-entry is when a defendant would be eligible for parole if the sentencing Judge orders they are eligible for re-entry. This makes the defendant eligible for parole before his minimum date. Re-entry is usually used in connection with work release and/or treatment.

C) Revocation Half Date on Balance of Time Sentences

The defendant will be eligible for parole once he/she has reached their half date on their balance of time for a revocation sentence. For example, "Joe Smith" is sentenced to his balance of time of 10 months and 6 days incarceration. The defendant would then be eligible for parole on their half date of 5 months and 3 days (half of the total of the balance of time). This only applies to revocation sentences that are 5 months or greater. For example, if you got re-sentenced to 4 months and 16 days, you would just serve that full amount since it is less than 5 months.

D) Outcomes of applying for parole

The first outcome is the defendant is granted parole. If the defendant is granted parole, the parole investigator will meet with the defendant generally a week before the defendant is to be paroled. The purpose of this meeting is to complete an intake by gathering demographic information on the defendant as well as to sign any paperwork such as probation rules. If the parole investigator is unable to meet with the defendant,

it is the responsibility of the defendant to report to the probation office within 48 hours of release from incarceration to complete their intake. Once the intake is completed the case will be assigned to a probation officer within 2-3 days and the assigned probation officer will contact the defendant within 1-2 weeks.

The second outcome is that the defendant is denied parole. This generally occurs because they have failed to produce a suitable parole address, or they have demonstrated poor behavior at the prison or work release. If their parole is denied, they are eligible for parole again every 60 days from the date of denial.

4) What if the person I want to call has a block on their phone?

- A) **No** personal calls or long-distance calls will be made for you. Only **verified** emergencies (i.e., hospitalizations, deaths) will be addressed on an as-needed basis. In this situation, you are encouraged to communicate with family, friends, and others by other means such as writing.

5) When will I receive commissary and visitation?

- A) You will receive both when you are classified to a regular housing unit. The times and days of both are based on the housing unit assignment and commissary delivery schedule. Interruptions in both may occur due to extraordinary circumstances such as facility wide lockdowns or the lock down of your specific housing area.

6) If I am in transit from another prison, when will I be returned?

- A) The Sheriff's office, not the Prison, is responsible for returning you to the facility you came from. Do not ask the Records Office or Treatment staff to place a call to them as they have no impact on the timing of your return.

7) What happens if I refuse or fail to complete a Court Ordered Program?

- A) You will get a negative parole recommendation from the Prison. The Judge will then decide to grant or deny parole. Keep in mind that the Judge ordered you to do something. Ignoring the Judge can hurt your chances for release.

8) What if I think my sentencing order is wrong?

- A) Your lawyer can petition the Court to change the sentencing order or just petition for parole. The Prison cannot act based upon what you or your family say.

9) To whom do I write about Furloughs?

- A) Furloughs are granted through the Courts. You should contact your legal counsel if a furlough needs to be requested. The Prison does not grant furloughs.

10) To whom do I write concerning my sentencing and/or detainers?

- A) The Records Office. Copies of any related documents may be requested through the Right-To-Know process, charges will apply at the established rate.

11) To whom do I write about counseling services?

- A) The Treatment Department

12) To whom do I write about Religious Services?

- A) The Chaplain

13) To whom do I write about my medical treatment including medications and diet?

- A) The Medical Department

14) What is a booking fee?

- A) Effective January 01, 2023, Dauphin County Prison (DCP) has stopped charging a Room and Board fee and instead now charges an individual Booking Fee of \$125.00.

15) Who is held responsible for the Booking Fee?

- A) All individuals who are processed through the Records Department at the Dauphin County Prison will be responsible to pay a Booking/Commitment fee unless they are covered by item #6 below.
- B) The fee will be charged for each time an individual is processed into the facility.
- C) All inmates who are serving a parole violation at the Dauphin County Prison.
- D) All inmates transferred to Dauphin County Prison, under agreement, from another institution unless covered by item #6 below.
- E) All processed inmates transferred from Dauphin County Prison, whether by Court Order or under an agreement, to another institution.
- F) Federal inmates housed at Dauphin County Prison under agreement with the US Marshals Service Contract will not be charged a Booking Fee.

16) How do I pay my Booking Fee?

- A) Upon processing through records each inmate will be responsible for paying the established Booking/Commitment Fee.
- B) Any funds an inmate brings to Dauphin County Prison upon commitment will be applied 100% to reduce the Booking Fee.
- C) Any funds deposited onto an inmate's account after arriving at Dauphin County Prison will be used to reduce the balance of the Booking/Commitment fee balance at 100%. This application of funds will remain in effect until the balance of the Booking/Commitment Fee is satisfied.
- D) Inmates that do not have funds on their account may qualify for indigent ordering through the commissary until they have paid the fee in full and have funds available on their account.

Dauphin County Resources

Help Ministries

413 S. 19th Street
Harrisburg, PA 17104
(717) 230-9550

- Short- and Long-Term Housing Assistance
- Assistance with access to Homeless Shelters
- Overnight Shelters in the Winter

YWCA Greater Harrisburg

1101 Market Street
Harrisburg, PA 17103
(717) 234-7931

- Veteran Services
- Housing and Homelessness
- Violence Intervention and Prevention Services

YMCA (Men's Transitional Housing)

701 North Front Street
Harrisburg, PA 17101
(717) 232-9622

Case Management Unit (CMU)

1100 S. Cameron Street
Harrisburg, PA 17104
(717) 232-8761 – Harrisburg Office
(717) 362-1212- Elizabethville Office

- Mental Health Case Management Services (Adult and Adolescent)
- Intellectual and Developmental Delay Services

Breaking the Chainz

2134 N. 6th Street
Harrisburg, PA 17110
(717) 525-9448

- Reentry Services
- Adult/Youth Programs

BRO 2 GO

1821 Fulton Street
Harrisburg, PA 17102
(717) 234-3664

- Mentoring for females and males.
- Support Groups

Amiracle4sure

1735 State Street
Harrisburg, PA 17103
(717) 232-0100

- Transitional Living Support
- Housing Assistance/Driver License/Birth Certificates
- Family Reunification Support Groups

Youth Advocate Program (YAP)

1515 North Front Street
Harrisburg, PA 17102
(717) 232-3150

- Mental Health Counseling Services

Center for Excellence

110 S. 17th Street (Hamilton Health Center)
Harrisburg, PA 17104
(717) 232-9971

- Group Support Sessions
- Referrals for Medicated Assisted Treatment

Merakey

1100 S. Cameron Street
Harrisburg, PA 17104
(717) 238-7662

- Free Walk-In clinic for Mental Health Services
- Every Tuesday, Wednesday and Thursday starting at 08:00am
- Only accepts Perform Care Insurance through Dauphin County and County coverage through Case Management Unit (CMU).
- Does not accept Medicare, Private insurance, Gateway, or High Mark

Road to Success

- See attached list of Case Managers and contact the case manager in the county you reside.
- Must be a Cumberland, Dauphin, or Perry County resident.
- Partners with 20 employers to provide employment opportunities.
- If employment obtained through agency will partnering agencies will provide transportation.

Alder Health Services

- Gender Affirming Services
- Health Care Services
- Cancer Screenings
- Mental Health Services

Mediated Assisted Treatment Agencies in Dauphin County (MAT)

Pennsylvania Psychiatric Institute Advancement in Recovery Program (PPI AIR)

2501 N. 3rd Street
Harrisburg, PA 17110
(717) 782-6844

- Methadone maintenance
- Vivitrol, Subutex, Suboxone, and Naltrexone
- Intensive Outpatient Programs (IOP)

Center for Addiction Recovery at UPMC (Mobile and Home Office Services)

2501 N. 3rd Street
2nd Floor
Harrisburg, PA 17110
(717) 782-4781

- Opioid and Alcohol Abuse Treatment
- Mental Health Treatment
- Mobile services offered to Upper Dauphin (Elizabethville, Williamstown, Lykens, Halifax, Millersburg, Wiconisco), Carlisle, and York residents.

Comprehensive Treatment Center

3601 N. Progress Avenue
Harrisburg, PA 17110
(717) 678-7779

- Buprenorphine Maintenance
- Methadone Maintenance
- Suboxone Maintenance
- Outpatient Detox

Rase Project

100 N. Cameron Street
Harrisburg, PA 17101
(717) 232-8535

- Transitional Housing
- Recovery Centers (Lancaster, York, Gettysburg)
- Medicated Assisted Recovery Services

Please be sure to contact the **Medical Assistance Service Center** at **1-877-395-8930** upon release to have your medical benefits reinstated if they were suspended while incarcerated.

Road to Success Case Managers

Cumberland County

New Hope Ministries

Phone: 717.516.1046

Cumberland County

Family Promise of Harrisburg Capital Region

Phone: 717.737.1100

Cumberland County

New Hope Ministries

Phone: 541.701.9052

Dauphin County

The Salvation Army

Phone: 717.233.6755, ext. 130

Dauphin County

Tri-County OIC

Phone: 717.963.0108

Dauphin County

Goodwill Keystone Area

Phone: 717.461.3316

Dauphin County

The Salvation Army

Phone: 717.233.6755, ext. 125

Perry County

Perry County Literacy Council

Phone: 717.567.7323

- Road to Success is currently limited to Cumberland, Dauphin, and Perry County residents.
- Will provide transportation to work with partnering companies for up to six months.
- Partners with 20+ employers to provide employment opportunities.