



Armstrong County Jail Inmate Handbook

Revised

11.08.11

Armstrong County Jail Inmate Handbook

The purpose of this handbook is to provide you with the general rules and regulations which you are expected to follow while you are confined in this institution. You are responsible for following all rules and regulations during your confinement.

You are expected to conduct yourself in an orderly and mature manner at all times, with due respect for the rights of others.

The purpose of this facility is to detain those individuals who are awaiting trial and to house and secure those inmates who are legally sentenced by a magistrate or court of common pleas. In carrying out this function, employees are directed and expected to treat each inmate in as a humane a manner as possible. All inmates irrespective of race, religion, creed, national origin or sex will be treated equally.

No member of the Jail Staff had anything to do with your being confined in this facility and until you are legally discharged, it is our task to ensure that you live in an orderly fashion in accordance with the rules of this facility. All violations by an inmate of the rules governing this facility will be filed in writing and will be made a permanent part of your Jail record. These records may be forwarded by me to the Judge before whom you will be tried or to the parole or probation personnel who may have an interest in you.

Periodic revisions may be made to this handbook as needed or as policy change requires. All changes will be made available to the inmate population as well as the staff as they are developed and implemented.

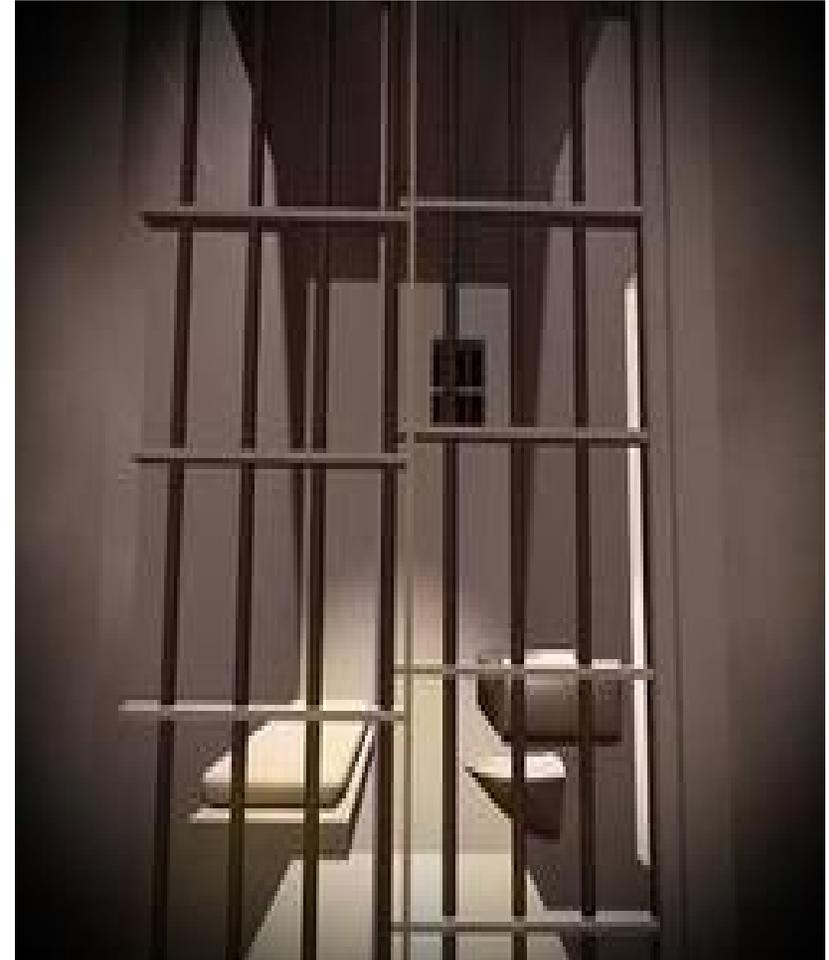
Failure to comply with these rules will result in disciplinary action being taken against perpetrators.

We are charged by law to be responsible for the safe keeping, care and custody of all persons committed to the Armstrong County Jail. Each offender or inmate will be treated with fairness and respect and in turn you are expected to obey the rules and regulations of this facility.

You are expected to govern yourself by the basic rules of common sense and decency and have proper regard for other inmates, personnel, and property in this facility.

We hope you will make the best of your stay here and make full use of the programs which are explained in this handbook.

Warden, Armstrong
County Jail



Armstrong County Jail
November Eight, Two Thousand Eleven

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Appendix A

TELEVISION RENTAL AGREEMENT

WHEREAS, the undersigned inmate of the Armstrong County Jail desires to rent a television to be provided by said Jail, under the terms and conditions set forth herein:

NOW THEREFORE, the Armstrong County Jail and inmate agree as follows:

1. Armstrong County Jail shall provide a television for inmate's use in the inmate's cell at the Armstrong County Jail for a period of fourteen days for a sum of \$31.50, beginning:

Start Date of Contract

2. All television rentals must be prepaid.

3. All rentals or renewals are final. There will be no refunds to inmate, or cancellation by inmate for any reason including release of inmate (including temporary). If inmate is placed in Segregated Housing Unit, rental television will be returned to the inmate for balance of rental period upon release from Segregated Housing Unit.

4. All renewals will be made on the fourteenth (14th) day of the agreement via Commissary Sheet, and payment will be immediately deducted from the inmate's account.

5. This agreement is not transferrable between inmates.

6. Inmate agrees that the volume of rented television will be maintained so as to not disturb other inmates, jail activities or jail routines.

7. Inmate agrees to pay for any damage to rented television during rental period, normal wear and tear accepted.

8. Inmate agrees to not tamper with television or it's connections.

9. Inmate agrees that Armstrong County Jail is not responsible for personal injury or property damage due to inmate's negligence in connection with this contract, and inmate agrees to hold Armstrong County Jail harmless from such claim resulting from such negligence.

IN WITNESS WHEREOF, Inmate has set forth his hand and seal to this contract, intending to be legally bound, this day and year set forth below.

Area: Jail Location Cell: # TV Serial: #

Contract Ending Date: Date Ending

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Appendix A – Television Contract

68. Work Release Program

Inmates sentenced to the Armstrong County Jail may apply for Work Release privileges whereby an inmate can continue outside employment while remaining subject to the control of the jail. The inmate would be released only as necessary for his/her employment.

The first step in the process is to request a Work Release application from jail staff. Please read and review the information to ensure you understand the program and its requirements. Fill out the application and send to the Work Release Coordinator. The W/R Coordinator will process your application through each court that has jurisdiction over you and it will go through the Warden, District Attorney’s office, Probation office and Victim Coordinator as well. The application process may take anywhere from 2-10 days.

If you are approved for the Work Release program you will be moved into the Work Release housing unit. The W/R Coordinator will go over the rules and regulations of the program that you must abide by to maintain W/R status. You will be urine tested prior to being allowed to go to work, and randomly thereafter. Violations of law and/or jail rules while in the W/R program may result in the immediate loss of W/R privileges as well as potentially the loss of parole/probation eligibility and/or criminal prosecution.

69. BailBonds

** A list of bail bondsmen is located in each housing unit.

66. Inmate Accounts

- A. Friends and family members may place money on your account by using the Kiosk in the jail lobby or over the internet by going to www.offenderconnect.com. The Kiosk accepts 5 dollar bills up to 100 dollar bills and accepts credit/debit cards as well. There are fees for each transaction; these fees are disclosed at the time of the transaction. (\$2.75 for any cash transaction and fees for credit card transactions are based on the amount of the transaction)
- B. Transactions made through the Kiosk or the internet are not automatically posted to your account, they still must be processed and posted by the jail on each weekday with the exception of Wednesdays when money is not processed due to ordering of commissary. Be mindful that some transactions may take up to 72 hours to post to your account.
- C. If you feel there is a discrepancy with your account you should write a request slip to the Deputy Warden for investigation. You will not receive a printout of your account history unless it is court ordered.
- D. The jail does not accept cash, money orders or personal checks, bonding purposes excluded.

67. Closing of your Inmate Account

If you are being permanently released you will receive a debit card loaded with the funds that are remaining in your commissary account, minus any cost recovery amounts owed to the jail. You will be issued a PIN number to utilize to access the funds on your account. The debit card may be used at any ATM or business that accepts debit cards. You will be given a brochure with the debit card, be sure to read it for terms/fees associated with the card. If you experience trouble using the card after your release, you need to telephone the number on the back of the debit card. DO NOT call the jail because we cannot re-set the card.

If you are being transferred to another jail or prison, a check will be sent to that facility with your account funds. Be sure that the jail has a good address for mailing purposes in the event that a check is returned for any reason.

General Rules

The following rules stress consideration and respect for all persons and property. They are designed to give you a better understanding of and to help you cope with life inside a jail setting as well as explaining what is expected of you the inmate. They also help with the orderly and secure operation of this facility. It is each inmate's responsibility to read their handbook and bulletin board, to be aware of information being posted and any policy changes. Ignorance of a rule or procedure does not excuse you from disciplinary action for non-compliance.

1. Personal Hygiene

All inmates are expected to maintain their own personal hygiene on a daily basis. Showers are provided and inmates will shower a minimum of 3 times on a weekly basis. Inmates will be in full uniform going to and from the shower and will shower on the same floor as their cell assignment. Hygiene products such as soap, toothbrush and toothpaste will be provided for inmates who cannot afford to purchase them from commissary. They must submit a Request Slip for these items which will be issued on the 8-4 shift on Sundays. One roll of toilet paper is issued on commitment and a new roll on Thursdays on the 4-12 shift. Inmates can only have \$2.00 dollars or less for at least 30 days to be indigent.

2. Tobacco Use

No smoking tobacco products are permitted in the Armstrong County Jail. Smokeless tobacco (snuff and side chew) will be permitted, but will be conducted in the inmate's assigned cell. All other areas are tobacco free to all inmates. Inmates are never permitted to have smokeless tobacco products outside of their cell except in the following circumstances:

a. Work Release inmates will be permitted to take smokeless tobacco products, purchased from commissary, out to work with them. They will however need to make arrangements to store the smokeless tobacco products at work or in their vehicle; you will not be permitted to bring them back into the jail for any reason.

b. Inmates being released will be permitted to take their smokeless tobacco products with them.

3. Tobacco Brought in on Commitment

All tobacco (and lighters/matches) that is brought in during commitment is considered contraband. It will be disposed before entering the Intake area.

4. Headcounts

Any time an order is given to prepare for count all inmates are required to return to their cells and secure their cell doors. Inmates who cannot secure their cell door due to physical limitations are still required to return to their cell. Inmates will be in full uniform for headcount and are NOT permitted to sleep or lay in bed during standing headcounts. 3am, 6am, and 11pm are not standing counts. Inmates that are out of their Housing Unit during count will remain in their current location until the count is cleared.

5. Televisions

a. Day room Televisions: Television programs will be determined by a majority vote. Inmates involved in other activities such as playing cards, checkers, chess, etc, are not permitted a vote. Any problems or arguments and the programming will be determined by the roving officer. Continued arguments or problems will result in the loss of TV privileges at the discretion of the roving officer.

b. Personal Televisions: Televisions may be rented by inmates from the facility under the terms and conditions set forth in the "Armstrong County Jail Television Rental Agreement". Inmates under disciplinary action or in the CLU are normally not permitted to rent TV's. Volume levels will be regulated by staff. Shift Supervisors are authorized to turn off the power to rented televisions to insure compliance of rules and for security reasons. See Appendix A for Contract.

6. Restricted Areas

a. Inmates will obey all "Restricted Area" signs posted throughout the facility.

b. Inmates are only permitted to enter the Housing Unit to which they are assigned, unless performing housekeeping duties and then only under direct officer supervision.

c. Inmates are only permitted to enter the cell to which they are assigned and must maintain a distance, equal to the length of their arm when fully extended, from all other cells.

d. All doors marked DR and SR are off limits to inmates.

e. Only inmates assigned housing on the upper level are permitted on the stairs or upper level. [Exception: inmates performing housekeeping duties]

63. Inmate Transports (Stun Belt)

The Armstrong County Jail may use a stun belt, also known as an Electronic Security Belt System, on inmates during a transport away from the jail. When activated, the stun belt discharges approximately 50,000 volts of electricity for a period of approximately 5 – 8 seconds. An officer will have the ability to remotely activate the stun belt that will be worn around your waist. If you do not comply with the instructions of the transporting officers, the belt may be activated.

The belt may be activated under the following conditions:

- a. Any attempt to escape
- b. Any outburst or quick movement
- c. Any hostile movement against any person
- d. Any failure to comply with the lawful direction of a transporting officer
- e. Any attempt to tamper with the stun belt

64. Drug and Alcohol Treatment

A sentenced inmate who desires counseling or treatment for drug and/or alcohol abuse should contact their attorney or probation officer. An inmate who is detained prior to trial should contact their attorney. They may arrange for an assessment to be performed by the Indiana / Armstrong Drug and Alcohol Commission. All treatment decisions would be made by a representative of the commission and not by the staff of the jail.

65. Mental Health Treatment

Any inmate who desires to receive counseling or treatment for mental health issues should request such services in writing directed to the jail counselor. These requests are then placed in a priority order by the Counselor. All psychiatric care is provided by the Family Counseling Center.

Laundry assistant will assist the laundry worker with the laundry duties. Laundry assistant will be limited to six (6) hours of work per day not to exceed six days in a single work week. Laundry assistant will be paid at the rate of twenty five cents per hour.

4. Outside Clearance Workers

Outside clearance workers primary responsibility will be to maintain the front lobby, vehicle sally port and all buildings and grounds on the exterior of the facility. These inmates will be housed in the Male and Female work release housing units.

Outside clearance workers will be limited to six hours of work per day not to exceed forty two (42) hours of work in a single week and will be paid at the rate of twenty five cents per hour.

62. Inmate Complaint System

1. All complaints shall be made in writing on an "Inmate Complaint Form". The form will be sealed in an envelope addressed to the Deputy Warden and dropped in the housing unit mail box located in the day room. You will receive a response to your complaint within 10 days of the date it is received by the Deputy Warden.

2. No inmate shall be disciplined for filing a complaint or otherwise pursuing a remedy in the complaint process. However, no immunity is afforded to any inmate from civil or criminal liability for any of their acts or statements, whether they are written or verbal.

3. No complaint shall be entertained from a group or from any representative of a group. All complaints must be on an individual basis.

4. No complaint shall be considered;

a. That deals with the outcome of legal proceedings.

b. That contains obscene language or vulgar remarks.

c. That deals with security issues.

d. That deals with the jails disciplinary procedure.

e. That is unsigned/absent an inmate name.

f. Is disrespectful in nature.

5. If an inmate is not satisfied with the answer they receive from a Deputy Warden, they may appeal to the Warden in writing on an "Inmate Complaint Form". The appeal must be submitted in writing within 10 days of receiving your response. You must enclose the original inmate complaint form and the Deputy Warden's response.

6. The inmate has the right to appeal the Warden's decision by writing the Armstrong County Prison Board President.

7. Weapons

Inmates are forbidden to possess, own, manufacture, or use any type of weapon. Inmates are also forbidden to use, in any way, any item, whether in its original form or altered in any way as a weapon, in mock fighting or with the intent to do physical harm to themselves or another person.

8. Contraband

Inmates are forbidden to possess on their person, in their cell, or in any area of the facility, any item that is considered contraband.

Contraband is defined as: Any weapon, money, drug, drug paraphernalia, tool, fermented beverage, keys, smoking tobacco or smoking tobacco related items or any accumulation of items which may result in a fire or safety hazard or is above and beyond the allowable amount and/or a reasonable amount. Any item belonging to and/or purchased by another inmate and not in their possession. Any implement of escape. Any item being used for something other than its intended purpose and any item that has been altered, in any way, from its original form. Any item not specifically mentioned is subject to the scrutiny of the administration as to whether or not it is considered to be contraband.

Commissary Medications: Tylenol, ibuprofen and aspirin are limited to a three day supply per inmate. All other commissary medications are limited to a seven day supply per inmate.

9. Day Rooms

Day rooms will be accessible to all inmates, under the predetermined schedule, providing they have completed their in-processing and classification and the inmate is not subject to a disciplinary action or segregation for any reason.

Each inmate is responsible to clean up after themselves in the day room. Any item left in the day room after the 11:00 pm headcount will be discarded by the 12 to 8 Rover.

The day room windows will not be obstructed for any reason. Shelves are provided for the storage of games, books, and cleaning supplies, etc.

Inmates are not permitted to gather or loiter on or under the stairs. The upper level and stairs are only to be used by those inmates assigned housing on the upper level. Loitering on the upper level is prohibited to all inmates. Inmates are not permitted to lean on, or hang anything from the safety railing.

10. Inmate Communications

Inmates are not permitted to communicate with inmates from other housing units for any reason. This includes but is not limited to; talking, shouting, notes, signs, and phone calls, third party communication of any type, sign language, and U.S. mail.

11. Vandalism

Vandalism is the destruction or defacing of property belonging to the county or another person and is prohibited. Inmates committing vandalism will be charged in a court of law and, if found guilty, will be required to pay compensation for the destruction of property.

12. Cells

Each inmate is responsible for the cleanliness of their assigned cell. This includes all fixtures (lights, toilet, sink), as well as the locker, bunk, floors, walls, windows, door, and all cell contents. Cleaning supplies are available upon request. All cells will be clean and neat at all times. Cells are subject to inspection at any time; however a routine inspection will be conducted at 10:00 am every day. At 10:00 am, every day, you are required to have your cell clean, your bunk made and all trash out of the cell. All bunks, when not in use, will be made with the sheets, blankets and pillow cases in their intended place and sheets and blankets tucked under the mattress.

You are not permitted to adhere, attach or in any way affix any item, photo, note letter, sign, etc. to your walls, windows, doors, lights, ceilings, bunks, lockers or fixtures.

Cell intercoms are for emergency use only. Covering or tampering with intercoms in any way is prohibited.

Covering or placing items inside, over, or upon air vents is prohibited. The re-direction of air flow is also prohibited.

Lockers whether foot or wall, will be kept neat and clean at all times. You may store commissary items in your locker; however perishable items such as bread, fruit, juice, milk, etc. must be kept on top of the locker for sanitary purposes. Any food kept from trays must be consumed before 6:00 am the following day or it will be confiscated and discarded. Locker doors will remain closed when not in use. You are not permitted to hang anything on your locker door. Hooks are provided for towels and washcloths.

61. Inmate Workers Categories and Pay

There are four types of inmate workers positions at the Armstrong County Jail. Inmate workers work week will start on Sunday and end on Saturday. The four categories of inmate workers are as follows:

1. Housing Unit Workers

Housing unit workers are responsible to clean the common areas of the housing unit to which they are assigned. This includes but is not limited to day room windows, the outside of cell doors, windowsills and frames, day room walls, stairs, floors, railings, tables, showers, book shelves and any other area as directed by a staff member. Housing unit workers are also responsible to stack and strap trays after each meal.

Housing unit workers are limited to two (2) hours of work per day or a total of fourteen hours of work per week and will be paid at the rate of twenty five cents per hour.

2. Inside Clearance Workers

Inside clearance workers are responsible to clean all areas of the inside of the jail except the main lobby, vehicle sally port and double red zones. Their work assignment will be determined by the officer supervising the work crew. Inside workers will be housed in the M.W.R., M, M.S, and F.W.R. sections.

Inside clearance workers will be limited to four (4) hours of work per day not to exceed twenty-eight (28) hours of work in a single week and will be paid at the rate of twenty five cents per hour.

3. Laundry

Laundry workers primary responsibility will be to clean laundry in other words, collect, separate, wash, dry, fold, stock, and assist in the re-issue of uniforms, whites, shoes, linens and blankets for the inmate population as well as maintain the laundry room as a clean and safe work environment. Laundry workers will be housed in the Male and Female work release housing units.

Laundry worker will be limited to eight (8) hours of work per day not to exceed six days of work in a single week and will be paid at the rate of fifty cents per hour.

60. Medical Services

Any inmate who feels they are in need of emergency medical treatment should notify the first Correctional Officer they come in contact with.

Any inmate who feels they are in need of non-emergency medical treatment should fill out a request slip. The slip must include your Name, Housing Unit and a brief description of the ailment or injury causing you to seek treatment.

No reasonable necessary medical services will be denied by the Armstrong County Jail. However it is the policy of this Administration that all persons being committed to this facility with a pre-existing medical condition are required to pay for any treatment they may receive for said condition, either directly or through an insurance provider.

Any inmate who cannot ensure they can provide appropriate payment may have treatment withheld for pre-existing conditions that do not constitute "serious medical needs" as that term is defined under the United States Constitution.

All non-prescription items needed by inmates (Noxzema, contact lens solution, medicated shampoo, etc) must be purchased through the jail at the inmate's expense. Inmates are not permitted to have family members bring in anything.

MEDICATION PASS

The Utility officer will pass medications beginning at the following approximate times:

7:30am; 12:30am; 5:00pm; & 10:00pm

"Med Pass" will be announced in your housing unit and you will line up at the door with a cup of water in hand. You will display your wristband to the Officer to verify your identity and he/she will pass the meds through the door to you. After taking your meds, you will display both your drinking cup and your mouth to the Officer to verify you have properly consumed the medication.

Co-payments are for the following: \$10 for doctor visit, \$5 for nurse visit, \$5 for each medication and a fee of \$20 will be charged for each occasion an inmate is transported out of the jail for the purpose of receiving medical, dental treatment or therapy services or undergoing a medical procedure.

Inmates are prohibited from obstructing the view into their cell for any reason.

13. Bunks

Once you are assigned a bunk you are not permitted to change bunks without prior approval. Mattresses, Pillows and Blankets will remain on the Bunk at all times.

14. Renting, Sales, or Trading

The renting, sales, loaning, borrowing, sharing or trading of goods or services with inmates, staff or volunteers, is strictly prohibited.

15. Locks and Security Equipment

Tampering with, removal of, damage to, destruction of, blocking of, or in any way making inoperable any lock, door or security equipment as well as any fire safety equipment is strictly prohibited and will result in criminal prosecution.

16. Wrestling, Horseplay

Wrestling, horseplay, mock fighting, martial arts practice, and other types of disorderly behavior are prohibited.

17. Sexual Behavior

Any sexual behavior by yourself or involving another person, whether voluntary or involuntary is prohibited. Any such activity will be treated as a misconduct and/or violation of the law.

18. Orders

You will, at various times, be given orders from officers, supervisors, and other staff members at the jail. When you receive an order you will promptly and properly do as you are instructed.

19. Searches

You, your cell, and your personal property are subject to search at any time. Interference with any search is strictly forbidden. Your presence during a search is not a legal requirement.

20. Profane Language

The use of profane or obscene language or gestures is prohibited.

21. Lock -Down

Inmates will immediately return to their cells any time an order for Lock-Down is given. Once in their cells inmates will secure their doors in the closed position. Inmates are not permitted to delay or in any way disrupt a lock-down. Failure to lock-down immediately when directed to do so will result in placement into the Secure Housing Unit.

22. Linen and Drinking Cup Exchange

Linen and drinking cup exchange will be conducted on Mondays in A-Pod and on Wednesdays in B-Pod during the 8 to 4 shift. Linen exchange is mandatory for all inmates regardless of commitment or release dates! Cups can be exchanged for clean sanitized cups.

When linen exchange is announced for your housing unit you will line up in an orderly fashion and you will have with you; Two Towels, One Washcloth, Two Sheets, and One Pillow Case. You will hold each item up so that the officer conducting linen exchange can inspect for damage. Once you receive your new linen you must inspect them for cleanliness and damage. If you do not immediately report damage to the officer, you will be held responsible.

23. Pillows, Mattresses, and Blankets

These items will remain on the bunks and will only be used for their intended purpose. These items will not be taken from the cell or placed on the floor for any reason. Blankets will be exchanged and laundered on an as needed basis; quarterly at a minimum. Inmates who claim to be allergic to wool need to provide documentation from a physician.

24. Uniforms

Inmates will be issued three uniforms upon commitment. Inmates must be in full uniform for all standing headcounts and any time they exit their cell. Inmates leaving their Housing Units must wear tennis shoes/clogs. Shower shoes are not acceptable foot gear outside of the Housing Unit except for medical reasons

Wearing of Uniforms:

Inmates are not permitted to alter their uniforms in any way, including items purchased from commissary. Pant legs may be rolled up to the ankle. Pant legs will be rolled up, when necessary, to prevent the inmate from walking on them and causing undue wear and tear. Inmates are not permitted to roll up shirt sleeves for any reason. T-shirts and underpants will remain inside the uniform at all times. Pant waistbands will remain above the waist. All uniforms will be of the appropriate size and during uniform exchange you will not argue with the issuing officer over the size you desire.

16. No pictures or writing on cell walls, doors, fixtures, or furniture. Defacing of any jail property will be referred to law enforcement for prosecution.

17. Covering of cell windows, lights, sprinkler heads and vents is prohibited.

18. Showers will be closed at 10:30 PM.

19. Doors will be kept in the locked open or locked shut position at all times.

20. Accumulation or saving of excess paper products is prohibited.

21. The intercom or call button will only be used in an emergency.

22. Requests for the Warden, Deputy Warden, and Doctor etc. will be hand written and dropped in the mail box provided.

23. Mattresses, Pillows, Blankets and sheets will remain on the bunks at all times.

24. Inmates may possess up to three hardcover books in their cell. These will be used for reading and no other purpose or they will be considered to be contraband.

59. Exercise Yard Rules

1. No tobacco products of any type are permitted in the exercise yard.

2. The noise level in the yard will remain at a reasonable level.

3. Inmates are only permitted to take a cup of water to the yard. No drink substitutes or food.

4. Inmates must remain in full uniform when going to and from the yard. Once in the exercise yard male inmates may remove their tops and T-shirts female inmates may remove their tops but must wear a minimum of a T-Shirt. All T-shirts must be in their original form. Inmates will wear proper foot gear at all times, no shower shoes.

5. No horseplay of any type will be allowed. Basketball and Ping Pong are NOT contact Sports. Physical contact between inmates is forbidden. Any misuse of exercise equipment or inappropriate behavior will result in loss of yard privileges and possible disciplinary action.

6. Inmates requesting to return to their cell/housing unit will be permitted to do so, however they must be pat searched and they will not be permitted to return to the yard.

7. Each housing unit has its own assigned basketball and inmates from one unit will not utilize another unit's basketball.

8. Inmates are not permitted to hang from basketball hoops or nets at any time. Basketball or net damage will result in the loss of that privilege for a period of time determined by the administration.

6. Inmates must open their Commissary bags in front of the Officer handing out the commissary in order to be eligible to claim that items are missing or damaged.

7. Once an inmate is transferred or permanently released the Armstrong County Jail will only hold Commissary items for forty-eight hours. Inmates unable to pick up their commissary will need to fill out a "Cash Slip" releasing their commissary to another person. The person picking up the commissary must have a current Photo I.D. The Inmate is also responsible to contact the person picking up the commissary; the Jail will not contact them for you.

8. Inmates are NOT permitted to transfer or give property to another inmate when they leave this Jail.

58. Housing Unit Rules

1. Inmates will be in full uniform while outside their cells and for all standing headcounts.
(11:00 AM, 3:00 PM, 8:00 PM)
2. Tobacco use or possession is only permitted in your cell. Possession of tobacco in any area outside of your cell is prohibited.
3. No standing on tables or stools. No sitting on tables.
4. Only the inmates housed on the upper level are permitted on the upper level.
5. Inmates will be in full uniform going to and from the showers.
6. No inmate is permitted to loiter on the upper level or on or under the stairs.
7. All inmates in the housing units will go directly to their cells anytime a headcount is called or a lock-down is ordered.
8. All cells will be kept clean at all times and will be ready for inspection at 10:00 AM.
9. All cells and inmates are subject to search at any time.
10. Inmates are not permitted to enter another inmate's cell. All inmates will remain an arm's length from any cell to which they are not assigned.
11. Any item left in the day room after lock down will be discarded.
12. Abuse or misuse of phones or jail property will not be tolerated.
13. Day room TV channels will be determined by majority vote. TV volume will be determined by staff.
14. All inmates are responsible to be ready and available for medication pass, meals, sick call, and any other scheduled event.
15. All inmates are responsible to clean up after themselves.

25. Uniform Exchange

Uniform exchange will be conducted every Thursday on the 4 to 12 shift. When uniform exchange is announced in your housing unit you will line up in an orderly fashion with two complete uniforms. You will show your uniforms to the officer conducting the exchange so they can inspect for damage. When you receive your new uniforms you must inspect them for damage. If you do not immediately report any damage to the issuing officer you will be held responsible for said damage. Correct uniform sizes will be determined by the issuing officer.

- a. Footwear may be exchanged by way of a written request to the Shift Lieutenant. Inmates must wear tennis shoes or clogs any time they exit their housing unit. (Exception will be for medical reasons only)
- b. Undergarments will be collected on Saturdays at the beginning of the 8 to 4 shift. Inmates will place all soiled undergarments in the laundry bag assigned to the inmate. (Your bag number is the same as your bunk number)

Inmates may purchase undergarments from commissary. Indigent inmates will be issued 3 pair of undergarments and socks, upon written request and confirmation of indigence. These undergarments will remain the property of the Jail and will be collected prior to release or permanent transfer.

- c. Sweats: Sweat pants and Shirts are available on commissary for purchase. Sweats will be placed in the garment bag and collected for laundry on Fridays during the 8 to 4 shift. Inmates are not permitted to alter in any way their sweat pants or shirts while incarcerated at Armstrong County Jail. Altering sweats in any way will result in confiscation of said item and disciplinary action.

Armstrong County Jail will not be responsible for damage to personal garments for any reason.

Any Officer may order an inmate to exchange or launder items outside of the predetermined schedule when doing so is necessary for sanitary or security reasons.

ALL SCHEDULED LINEN AND CLOTHING EXCHANGES ARE MANDATORY!!!

26. Request Slips

Request slips are available from the Roving Officer and are to be used for all non-emergency needs. Request slips must be filled out completely to include the Inmate's Name, Date, Housing Unit, Signature, and a brief but detailed description of the nature of the request. Upon completion inmates will place all slips in the mail boxes provided in each housing unit. Each inmate must complete their own request slip. Slips from groups of inmates and/or unsigned slips will be discarded without response. Request slips containing obscene or vulgar language or remarks will result in a disciplinary action being taken against the inmate.

27. Game Boards

Game boards are supplied for the enjoyment of all inmates. These items will only be used in the day room; inmates are not permitted to take these items into their cells.

28. Toilets

Toilets will only be used for their intended purpose. The flushing of any items other than human waste and toilet paper may plug your toilet. If misuse of your toilet is confirmed by the maintenance department you will be placed in the Secure Housing Unit because of a disciplinary action.

29. Gambling

All forms of gambling are prohibited. Inmates engaging in any form of gambling will be subject to disciplinary action.

30. Trash

All trash will be deposited in waste cans, and removed daily.

31. Cell Doors

All inmates are responsible to secure their doors in the locked open or locked closed position as applicable. DO NOT SLAM CELL DOORS!

32. Inmate Movement

All inmate movement outside of the housing unit will be done in single file, in an orderly manner on the designated or right side of the corridor.

54. Counseling and Education

Counseling and Educational (GED/High school) services are available upon written request. Eligibility for services will be determined by the department heads.

Emergency Counseling Services:

If you feel your counseling needs are of an "Emergency Nature" you should report this to the first Officer you come in contact with.

55. Church Services

Church services will be available in accordance with the posted schedule.

56. AA - NA – WORKSHOPS / Support Groups

Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) support groups are held regularly at the jail and do not require prior approval from the counseling department to attend. Any enemy/separation issues will be decided by the Counselor as for who will attend which groups and when.

57. COMMISSARY

1. Money to be used to purchase commissary items must be submitted via the Kiosk no later than 6:00 AM Tuesday morning. (internet money transactions may take up to 72 hours to post to your account)

2. Commissary sheets for the SHU or Lockup will be handed out Tuesday on the daylight shift.

3. All SHU and Lockup commissary sheets must be completed and returned to the Rover in the housing unit prior to the 11:00 PM head count on Tuesday night.

4. Commissary usually arrives on Thursday.

5. Special notice will be posted in the Housing Units if dates or times are to change due to Holidays or special events.

17. Activities and support groups will not be interrupted to pull inmates for visits. It is the inmate's responsibility to notify friends and family members of their schedule and to plan visits around these scheduled events.

18. Armstrong County Jail will not allow the violation of PFA's or Contact Restraining Orders.

19. Co-defendants are not allowed to visit.

20. Visits may be terminated after 20 minutes to allow for other inmates to receive visits. Visitors who travel over 100 miles will be allowed a minimum of one hour to visit.

21. SHU inmates will have a minimum of 30 minute visits but may run longer as space allows at the discretion of the Shift Supervisor.

53. Contact Visits

1. Any inmate wanting a contact visit must petition the Court. All Court Orders will be followed to the letter. Only persons named in the Court order will be permitted to participate.
2. All contact visit inmates will be strip searched before and after the visit.
3. All rules applying to general visits also apply to contact visits.
4. An Officer will be present for all contact visits.
5. All contact visits will be limited to a total of four visitors.
6. Inmates recently committed or with misconducts will not be approved for a contact visit. Contact visits are intended for inmates that have been in A.C.J. for a long period of time (before being transferred to a State facility, 10 months or longer).

Professional Visits

1. All "Professional Visits" Attorneys, Probation, etc. will be conducted in the Attorney/Client rooms or as directed by the Shift Supervisor.
2. All visiting rules apply to Professional Visits.

****Children Visits will be allowed during certain times of the year and information will be posted in regard to these visits. You may also receive child visits for completing the required number of parenting classes; ask the Counselor for more information****

33. Wrist Bands

Wrist bands will be issued to all inmates during in-processing and must be worn at all times. Inmates who lose, alter, or damage their wrist band will be charged \$5.00 for its replacement. Inmates who remove, sell, trade, or give away their wrist band, for any reason, will be charged for its replacement and may be placed in the Secure Housing Unit and may also be criminally charged with escape, attempted escape, or criminal conspiracy. Inmates must have their wrist band on their wrist at all times with the exception of Work Release inmates who are approved to remove them due to the nature of their job. You will display your wristband at each medication pass as well as to any staff member on request.

34. Razors

Inmates will only use razors for shaving. Inmates will only shave in their cells. Razors will be secured in the locked razor box in each housing unit with the inmate's name on it. These boxes will be unlocked every morning from approximately 6:30 to 7:00 am for inmates to shave. Any inmate found misusing or altering a razor in any way will be placed in the Secure Housing Unit and will receive a disciplinary action. If criminal charges are applicable inmates will be charged. Inmates in the Secure Housing Unit will receive an opportunity to shave during scheduled shower times and under direct Officer supervision.

- CLU Inmates will only shave if they have a Court Hearing and then only under direct officer supervision.
- SHU Inmates will only shave in their cell under direct officer supervision with their cell door locked.
- SNU Inmates will only shave in their cell with their cell door locked or under direct officer supervision.

Suicide Watch inmates will only shave under direct officer supervision. Inmates issued a razor will not be released until the razor is turned in.

35. Phones

Commitment Call:

Inmates will be granted a phone call upon commitment. This call is for the purpose of arranging bail or notifying friends or family of your location. Inmates who refuse their commitment call will not be granted another free call at a later time.

Inmate Phones:

- a. The phones come on at 8:00 am and turn off at 10:00 pm automatically.
- b. The party to which you are calling will be responsible for any charges. Prior arrangements must be made for collect calls by the called party. (to make arrangements for credit calls, the party must contact ITI Company at (814)949-3303
- c. The party you are calling will be informed via a recording that you are calling from the Armstrong County Jail and that their conversation may be recorded.
- d. Inmates may call the Public Defender’s office on Tuesdays and Thursdays between the hours of 8:00 am to 4:30 pm at 724-548-3258 or 724-548-3259. You must record your first and last name for the Public Defender to accept your call on your first phone call from the facility.
- e. Third party calls are prohibited.
- f. Inmates found misusing or abusing the phones or phone system, or conducting criminal activity by way of the phones or phone system, will be placed in the Secure Housing Unit under a disciplinary action. Any applicable criminal charges will be pursued against any person or persons using the phone or phone system to conduct criminal activity.
- g. All complaints about the phones or phone service will be addressed to DSI/ITI 4200 Industrial Park Dr. Altoona, PA 16602. Armstrong County Jail will not respond to complaints about the phones or phone system.
- h. Incoming calls are not permitted and will not be forwarded to the Inmate.
- i. Messages will not be accepted or delivered to inmates.
- j. Emergency and Hardship calls are available by request to the Counselor or the Shift Supervisor at their discretion.
- k. Inmate’s phone calls are not permitted to disrupt or delay: Headcounts, Lock downs, Medication/meal distribution, or any other mandated Jail operations.
- l. No inmate is permitted to hoard phone use or in any way interfere with another inmate’s phone use. No inmate is permitted to use another inmates T.I.D. number to place phone calls.

With the exception of attorney communications ALL HOUSING UNIT PHONE CALLS MAY BE RECORDED!! Said recordings will be conducted in compliance with 18 Pa. C.S.A. 5704(14).

36. Admissions

A. Commitment:

During your commitment ACJ staff will record information about you so that we can best provide for you while you are being held at this facility. All information concerning your medical and mental health history is confidential and will be treated as such. Providing false information may result in criminal charges.

52. Visits

General Visits

The visiting schedule is as follows (including Holidays):

The last visit will start no later than 2:45 P.M. and 7:45 P.M.

Sunday1:00 PM to 3:30 PM and 5:30 PM to 8:30 PM
 Monday.....1:00 PM to 3:30 PM and 5:30 PM to 8:30 PM
 Tuesday.....LOCKUP VISITS ONLY 1:00 PM to 3:30 PM
 Wednesday.....1:00 PM to 3:30 PM and 5:30 PM to 8:30 PM
 Thursday.....1:00 PM to 3:30 PM and 5:30 PM to 8:30 PM
 Friday.....1:00 PM to 3:30 PM and 5:30 PM to 8:30 PM
 Saturday.....1:00 PM to 3:30 PM and 5:30 PM to 8:30 PM

1. All visits will be on a first come first serve basis.
2. All visits will be conducted in the visiting rooms adjacent to the lobby.
3. All visitors must be on the “Approved Visitors List” or they will be turned away.
4. Only legal materials may be taken by inmates to the visiting rooms. All other items are prohibited.
5. Former inmates (from any facility) are not permitted to visit current inmates unless it has been thirty (30) days since their release or prior written approval is obtained from the Warden or Deputy Warden.
6. All visitors must show a current form of Photo ID.
7. All visitors must be 18 years of age. No one under 18 years of age is permitted on jail property without prior approval of the warden.
8. No more than two (2) adults may visit any one inmate at a time.
9. Only the items necessary to conduct the visit are permitted to be carried in by the visitor.
10. All visitors must be dressed appropriately.
11. The only items we will accept from visitors are items that need the endorsement or signature of the inmate. All endorsed items must be returned to the visitor and will not be kept by the inmate.
12. Visitors may only visit one inmate during a scheduled visit session.
13. Profane language or gestures and disruptive behavior are prohibited.
14. Special visit requests may be submitted in writing to the Warden or Deputy Warden.
15. Any violation of the rules of the facility will result in the termination of the visit.
16. Inmates will only receive one visit per day. It is the inmate’s responsibility to schedule visits with their visitors. Refused visits will be considered the inmate’s visit for that day.

O. Correspondence or visits with inmates from former inmates will not be permitted until thirty (30) days from the date of their release.

50. Copies

1. Copies will be made for inmates at a charge of twenty-five (25) cents per copy.
2. The inmate must fill out a cash slip authorizing the funds be taken from their account prior to any copies being made. If you do not have funds available you will not receive photocopies.
3. Copies will only be made on the 8 to 4 shift Monday through Friday; requests must be made to the Rover prior to the 11 a.m. headcount.
4. Make sure you include the number of copies you want of each paper along with your name, cell number and housing unit designation on the cash slip.
5. Completed copies will be issued on the 8-4 or the 4-12 shift.

51. Law Library

The Law Library computer will grant you access to reference material that will not be copied for you. You may take a pen and paper to the Law Library with you as you will need to write down the information yourself. Do not damage or misuse the computer; equipment damage will result in SHU placement and charges filed for restitution. Do not remove reference books/items from the Law Library. Inmates will submit a Request Slip to the 8-4 Lieutenant for requests to utilize the Law Library. The Lieutenant will schedule inmates for 1 hour blocks of time. If you refuse your scheduled time, you must submit a new request.

B. Search and Issue:

All inmates entering the Jail will be searched. The degree of search will be determined by your criminal charges and your known history during any previous periods of confinement. Once searched you will take a shower for sanitary purposes and be issued inmate uniforms, toiletry items, and linens. You will be issued one ink pen and after this issue you must buy them from Commissary as you will not receive another issued pen. Your street clothes will be inventoried, laundered and stored. You will not be permitted to wear street clothes inside the facility. Any cash you are carrying will be deposited into an account which you may use for commissary purchases. You will receive a receipt for both your property and your money. All jewelry will also be held in inmate property. The only exceptions would be a wedding band with no stones, a religious medallion (no larger than a .50 cent piece) with no stones, and a watch (under \$50 in value with no alarm). These items must also be of a non-contraband nature.

C. Booking Fee:

All Inmates committed to the Armstrong County Jail will be charged a booking fee of \$25.00 dollars. The only exception will be inmates housed for other counties under contract with Armstrong County. This exemption does not apply to inmates committed under out of county bench warrants.

D. Photographs and Fingerprints:

A photo and fingerprints will be recorded and kept on file.

E. Phone Call:

A phone call will be provided to you for the purpose of contacting your attorney, bail-bondsman, or family (see Appendix B for Bail Bondsmen).

F. Behavior:

The completion of the admissions process is essential to the safe and secure operation of this facility. Failure to cooperate, being combative or supplying false information will result in you being placed in the Secure Housing Unit because of a disciplinary action with the immediate suspension of all privileges.

37. Classification

Initial Classification:

All Inmates being committed to Armstrong County Jail will initially be sent to the Classification Unit or CLU. There you will remain in your cell for the first 72 hours. After 72 hours have passed you will be permitted day room privileges and visits providing your visitor's list has been submitted and approved.

While in the CLU you will be seen by the Medical Department to assess your medical needs and be tested for T.B. If you test positive for T.B. you will be returned to or remain in isolation until we can determine through further examination whether or not you are a threat to the rest of the inmate population or staff.

You will also be seen by a Jail Counselor at which time they will determine your Classification. If you have any questions about the Inmate Handbook, or any questions you have about the classification or re-classification process you should address them to the Counselor at this time.

38. Re-Classification:

There are several reasons why an inmate may be re-classified. The list below gives some examples but is not to be considered exhaustive:

- A. Periodic review: Conducted annually by the counselor.
- B. New Charges: When a classified inmate receives new charges for any reason.
- C. Misconduct: When an inmate receives a misconduct that doesn't result in criminal charges.
- D. Medical or Mental Status: When an inmate's medical or mental health declines or improves.
- E. Involvement in Programs: When inmates are involved in or complete self-improvement in-house programs that directly address the assessed needs of the inmate.
- F. Sentenced Reviews: When all charges against an inmate are resolved.
- G. Suicide attempts.
- H. Removal from Suicide Watch.
- I. Administrative Needs: When an inmates classification is adjusted to meet the needs of the facility Administration. This could move an Inmate up or down the classification scale.

3. Appeal Review:

Inmates may appeal their classification status by way of written request to the Classification Supervisor (Director of Treatment).

39. Allowable Property

The following is a list of allowable property at the Armstrong County Jail. All items listed or otherwise, are subject to administrative approval.

G. Certified Mail; Determination of mail to be sent "Certified or Registered" will be the responsibility of the inmate. The inmate must have funding in their account to pay for the postage and will need to fill out a cash slip requesting the funds be removed from their account to pay for the postage. The mail will not be sent if the funds are not available.

H. Magazines, Newspapers and Books. All reading materials must be subscription mailed from the publisher. Magazines, books and newspapers with nudity or pornography or ones that pose a threat to the safety and security of the facility or its inhabitants will not be accepted or held by this facility. All materials will be censored for security purposes.

I. Armstrong County Jail is not responsible for reading materials delivered without the inmate's name and proper address.

J. All incoming letters or correspondence must contain the following information or they will be considered contraband and placed in property:

(Inmates Name Here)

(Housing Unit Abbreviation and Cell # Here)

171 Staley's Courts Road

Kittanning, Pa. 16201

All incoming and outgoing mail must have the full address as shown above and the complete return address including the sender's full name.

K. Inmates being detained in this facility are not permitted to write one another without prior written approval from the Warden or Deputy Warden. (Brother and sister, husband and wife, or parent and children)

L. Inmates are not permitted to correspond with inmates in other facilities without prior written approval. To obtain permission to correspond with an inmate in another facility you must submit a written request to the Warden with the following information;

- a. Your Full Name
- b. The name of the person you wish to correspond with.
- c. The facility at which they are detained.
- d. Your relationship to the person you wish to correspond with.

Once approval is received from both administrations involved we will notify you.

M. Third party mail is NOT permitted. Third party mail sent or received will result in misconduct.

N. Any mail that contains crayon, paint, or marker drawings or writing will be placed in your property.

2. An inmate may be placed in PC at the discretion of the Counselor or Shift Supervisor without the inmate's request or consent if "Good Cause" or "Reasonable Concern" can be shown. Any inmate placed in PC in this manner will be granted a hearing, if desired, to present evidence to overturn the decision. The decision to overturn will be made by the Deputy Warden or his Designee and will be final.

2. Inmates under PC status may be placed in the Secure Housing Unit. All rules and regulations of the Secure Housing Unit will be applied to all inmates housed in the SHU. Inmates will remain in protective custody for a minimum of thirty days unless an earlier release date is approved by the Warden.

49. Mail

A. The Armstrong County Jail will provide each inmate with free postage on three (3) letters per 30 day period, if the inmate is indigent (\$2.00 or less on their account for 30 days). This includes your free letter upon permanent transfer to another correctional facility. The month for this purpose will be 30 consecutive days.

B. All mail sent or received will be logged. These logs are for administrative purposes only and will not be issued to inmates.

C. All personal mail may be censored or checked for security purposes.

D. Free postage from the facility is non-transferable. Any inmate caught selling, trading, giving away or stealing "Free Mail" will be subject to disciplinary action of which partial or complete suspension of "Free Mail Privilege" may be a part of the discipline imposed.

E. Envelopes provided by the jail are to be utilized for complaints and hand-carried mail to the courthouse and indigent inmates only. All inmates must purchase envelopes from Commissary for mailing out.

F. Privileged and Legal correspondence going to the Armstrong County Court House is free. All legal mail will be logged and sent to the inmate's housing unit unopened. The officer giving you the legal mail will open the letter in front of you and inspect it in front of you for contraband. Legal mail will not be censored or read.

A. Legal mail.

B. One (1) ring. Wedding band only, no gem stones.

C. One (1) watch. No alarms, under a \$50.00 value.

D. Eyeglasses or contacts. Two (2) pair.

E. Contact lens solution. Limit 1 (one) container.

F. Dentures with case.

G. Ten (10) photographs. If Polaroid the backs must be removed.

H. Bible or Koran or similar religious publication. Limit 1 (one).

I. Religious Medallion. No longer than 1-1/4 inches, no gem stones, with a chain no longer than 26 inches.

J. One Medical alert tag, Chain not to exceed 26 inches.

K. Prosthetic devices approved by state or county medical officials.

L. Toiletry items, subject to Jail approval.

M. Items purchased on Commissary.

Abandoned Inmate Property - Any inmate leaving property at the Armstrong County Jail after release or permanent transfer will have thirty (30) days from the date of release to pick up their property or it will be considered abandoned and will be discarded. This does not include commissary.

Release of Property – Approvals to release property to friends/family members will only be given in rare instances where the Inmate can display a dire need to do so. This will be done via request slip to the Warden, and only after approval by the Warden will the inmate fill out a cash slip stating to whom they want their property to go. Inmates are not permitted to release their ACCESS card to any person not named on the card. Inmates are NOT permitted to give their property to any other inmate when they leave the Jail. The person picking up the property (if approved) must have a current photo I.D.

40. Riots, Hostages and Disruptive Behavior

No inmate shall in any manner impede, obstruct or handicap an employee in the performance of his duties, engage singularly or in concert with others in action or conspiracy to escape or riot, or disrupt normal institution routine, nor detain or hold as hostage any other person.

It is the policy of the Armstrong County Jail and the Pennsylvania Department of Corrections, that there shall be no negotiation until the institution is brought under control and the hostages, if any, are released.

Furthermore, any employee taken hostage loses his rank, identity and authority as an official while being held hostage. Any orders or request made by such a hostage will not be recognized or acted upon by other staff or the Warden of this Jail.

During a hostage situation there will be no change to the policies of this facility. The orders and functions of all employees not held hostage will remain unchanged. Taking hostages and making threats will not cause or aid in release or meeting demands. Hostage takers will not be excused from prosecution.

ARMSTRONG COUNTY JAIL DISCIPLINARY SYSTEM

41. Penal Law Offenses

All Federal laws and laws of the Commonwealth of Pennsylvania are just as applicable to life in Jail as they are life on the street and criminal prosecution can be instituted against you if you chose to violate any criminal statute. In addition to criminal charges you may also be subject to disciplinary actions imposed by the Jail Administration for any violation of Local, State, or Federal Laws.

42. Inmate Behavior

All rules, regulations and procedures concerning inmates committed to the custody of the Armstrong County Jail have been developed in compliance with the prescribed standards of the Pennsylvania Department of Corrections. All inmates will comply with these rules, regulations and procedures which have been set forth for the protection and benefit of all parties involved.

Any conduct which is unlawful outside of the facility is also prohibited within the facility. In addition, you are expected to conduct yourself in a manner that is governed by the rules of common sense and decency, and to show proper respect to all staff members, volunteers, and your fellow inmates.

The misconduct of an inmate may be reported to the court for consideration in connection with the inmate's possible parole.

Notwithstanding any provision herein to the contrary, the imposition of discipline pursuant to this system shall not violate an inmate's right to be free from cruel and unusual punishment.

All misconducts will be dealt with by the Disciplinary System. If the charges against you are affirmed as a result of a hearing, the Hearing Officer shall determine the class of the offense based on your past record and the severity of the offense. The rules and infractions class of the Armstrong County Jail are as follows:

46. Administrative Segregation

At the discretion of the Administration an inmate who through their actions poses a threat to themselves or others or to the safety, security and good order of the facility may be placed in Administrative Segregation. Any inmate placed in administrative segregation shall receive written notice of the reason for this action and will receive a hearing to respond to the decision.

47. Secure Housing Unit

Any inmate who is formally charged with violating the facility rules and regulations shall be placed in the appropriate Secure Housing Unit (SHU).

1. While in the SHU you will be confined to your cell twenty three (23) hours a day Monday through Friday, and twenty four (24) hours a day on Saturday and Sunday except when showering.
2. You will be afforded one (1) hour of recreation in accordance with the existing "SHU Recreation Policy". You may be denied recreation if it is determined that you pose a threat to yourself or others or to the good order of the facility. Any such decision must be documented. A copy of the documentation will be provided for you upon written request to the Deputy Warden within five (5) working days of receipt of the request.
3. Violation of any facility rules and regulations while in the SHU will result in additional disciplinary actions.
4. Upon release from the SHU you will be re-classified and placed in the appropriate housing unit.
5. Inmates who have been placed in the SHU may receive early release from the SHU through the display of remorse and good behavior. Any uncompleted placement in the SHU may be carried over and applied to the inmate if they receive any additional disciplinary action while being housed at the Armstrong County Jail.

48. Protective Custody

1. Inmates who feel being placed in general population poses a threat to themselves or others may request to be placed in Protective Custody (PC). Inmates may inform any officer that they want to be placed in PC; however the decision to place an inmate in PC will be made by the Counselor or Shift Supervisor.

44. Disciplinary Sanctions

If it is determined by the Hearing Officer that a violation has occurred, the Hearing Officer may impose one (1) or more of the following disciplinary actions based upon the inmates past record and the severity of the offense:

- A. Confinement to a cell for a specified period of time not to exceed ninety (90) days for a Class A Violation, thirty (30) days for a Class B Violation.
- B. Loss of one or more privileges for a specified period of time not to exceed ninety (90) days for a Class A Violation, thirty (30) days for a Class B Violation. Privileges include but are not limited to; Commissary, personal phone calls, library, and television. You also may have your visits and recreation restricted, depending on the violation.
- C. Restitution for damages to property.
- D. Depending on the violation it may be reported to the sentencing authority.
- E. If you are under disciplinary status you will not be permitted to attend church, AA, GED classes, etc. Religious and educational materials will be brought to your cell. You will be denied access to programs performed by volunteers.
- F. Referral for criminal charges when applicable.

45. Appeals

Any inmate shall have the right to appeal the Hearing Officer's decision and any disciplinary action taken by the Hearing Officer to the Deputy Warden as follows:

- A. Such appeal shall be submitted in writing within two (2) business days of the inmate's receipt of the Hearing Officer's decision, specifying the grounds for the appeal.
- B. All appeals shall be reviewed and decided upon within five (5) business days of receipt of the written appeal. The inmate will be notified in writing of the decision.

CLASS A: Confinement to a cell in the Secure Housing Unit for a period of 30-90 (thirty to ninety) days; a loss of one or more privileges for 30 or more days, arrest for Penal Law Offenses and restitution when applicable.

CLASS B: Confinement to a cell in the Secure Housing Unit for a period of 5-30 (five to thirty) days; a loss of one or more privileges not to exceed thirty (30) days.

INMATES UNDER A DISCIPLINARY ACTION WILL FORFEIT ALL COMMISSARY PRIVILEGES EXCEPT FOR CORRESPONDENCE AND HYGIENE PRODUCTS. THERE IS NO USE OF TOBACCO WHILE UNDER A DISCIPLINARY ACTION.

Armstrong County Jail Inmate Rules of Conduct have been classified into two separate classes. Class "A" violations can result in the penalty of 30-90 days in secure housing while Class "B" violations can result in 5-30 days in secure housing. Both classes can result in the loss of privileges at the discretion of the hearing officer, to include but not limited to commissary restriction (hygiene only), telephone restriction, visiting restriction, cell restriction, and recreation restriction. If you are charged with a Class "A" rule violation, placement into secure housing is mandatory. If you are charged with a Class "B" violation placement in secure housing is at the discretion of the Shift Supervisor. In either case, you will be afforded a hearing within 3-10 days of the Misconduct Report to determine guilt/innocence and to have discipline imposed.

CLASS "A" VIOLATIONS

1. Violation of any federal, state, or local law.
2. Engaging in any sex act with another; with or without consent.
3. Assault/Fighting
4. Riot/Soliciting a Riot or sit-down strike
5. Possession of a weapon
6. Destruction, damage, tampering with any facility property (will result in criminal charges and/or restitution.)
7. Misuse, hoarding or trading of any medication. (Medication may be discontinued upon finding of guilt)
8. Tattooing/self-mutilation
9. Seductive or obscene acts to include exposing private body parts in a lewd or offensive manner to include masturbation.
10. Physical resistance to a direct order

11. Conveyance/attempted conveyance of any unauthorized item into or out of the facility.
12. Any unhygienic act to include (but not limited to) spitting or throwing urine, feces or any substance at or towards another person.
13. Attempting to establish a relationship with a staff member.
14. Any conduct that disrupts or interferes with the security or orderly operation of the facility.
15. Possession of major contraband (i.e.- instruments that could be utilized to facilitate an escape, facilitate an assault, or any other violation of law)
16. Refusal to submit a urine sample.
17. Failure to return from a Furlough at the designated time.
18. Interference with or causing delay in a headcount.
19. Any act not otherwise listed here within the rules that in the opinion of the Shift Supervisor constitutes a threat to the security of the facility, it's staff, other inmates, visitors, contractors or the acting inmate themselves.

CLASS "B" VIOLATIONS

1. Disobedience of a direct order from a staff member.
2. Possession of minor contraband- Contraband is property/items that have not been authorized for possession, has been altered, possessed in quantities above an allowable limit or property belonging to another.
3. Making false statements to a staff member, either verbally or in written form.
4. Disrespect towards a staff member, contractor, volunteer or visitor.
5. Gambling or wagering in any form.
6. Dealing, conducting, facilitating or participating in any transaction involving a staff member or another inmate for whom payment of any kind is made, promised or expected.
7. Entering the cell of another or being in an unauthorized location in the facility.
8. Tampering, alteration, exchanging identification wristbands. (\$5.00 restitution for loss or damage that requires replacement)
9. Committing an unhygienic act as in spitting, urinating or defecating in an unauthorized manner.
10. Possession of money.
11. Threats made verbally, by gesture or in written form.
12. Any violation of posted facility rules or regulations or those contained within the Inmate Handbook.

43. Disciplinary Procedures

If an officer has reasonable belief that you have committed an offense which constitutes a violation of any of the facility's rules and regulations, or any State, Federal or Local Law, you will be issued a "Disciplinary Action Report". This report will include: The names of persons involved, the Officers name, and your name, the date, time and location of the incident, a description of the incident, the rules that were allegedly violated, and the action(s) taken by the Shift Supervisor. Inmates will receive their Disciplinary Action Report within 24 hours of the infraction. All reasonable efforts will be made by the reporting officer to complete any Disciplinary Action Report and have it taken to the inmate prior to the end of the shift during which the infraction occurred. Upon receiving the Disciplinary Action Report the following shall occur:

- A. You will be required to sign and date the notice acknowledging that you have received the notice. Signing the report is not an admission of guilt.
- B. You will be required to indicate whether or not you want a hearing on the infractions you are accused of committing. You must also sign and date this.
- C. You will be reassigned to a cell in the SHU (or other area when necessary) until the outcome of your hearing.
- D. You will forfeit all privileges until the outcome of the hearing. This includes visits, church services, recreation, phone, TV, etc.
- E. You shall receive your hearing no sooner than 3 (three) days, and no later than 10 (ten) days from the date you received your Disciplinary Action Report. The Warden may waive the three day period and schedule the hearing sooner if circumstances require.
- F. At your hearing you will be provided an opportunity to explain your actions and provide the hearing officer with information for your defense. The hearing officer will prepare a written decision based on the information presented, and the inmate will be notified of the decision within 24 hours. The written decision of the hearing officer will state the reasons for a finding of guilt or innocence.
- G. The results of the hearing shall be reviewed by the Warden or his designee for approval, modification or disapproval. The inmate will be notified of any changes.
- H. Disciplinary changes and written findings of an infraction shall be made part of the Inmate's file.