



**A Handbook for the Families and
Friends of
Pennsylvania Department of
Corrections
Prison Inmates**



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INTRODUCTION

If you are a friend or family member of a person incarcerated in a state prison, your life has changed in many ways. Some call this "doing time outside" or "waiting at the wall."

Whatever you may call it, this time can be painful and difficult for you. You may have lost the person who supported the family financially or who cared for your children. Relatives and friends may act differently, while others may act as if you are the criminal.

In addition, your relationship with the inmate has changed. Your contacts will be subject to the rules of the Pennsylvania Department of Corrections. The incarcerated person loses choices about when he or she can make phone calls or have visits. This can be frustrating for the person outside who has to make changes in his or her life in order to maintain the relationship.

This handbook was designed to help you understand more about the Pennsylvania prison system. Hopefully, this will guide you as you cope with these changes in your life.

The handbook is divided into two sections. The first section, *Understanding the Pennsylvania Prison System*, will explain how the Pennsylvania Department of Corrections works and the rules that affect your relationship with your friend or family member.

The second section, *Taking Care of Yourself and Your Family*, will discuss some issues that affect your life outside the prison and provides some resources to help you with resolving some of the more common problems you may experience. Of course, not everyone will experience the same problems, but we hope to at least give you a starting point from which you can find the resources that apply to your own situation.

There is an evaluation form at the end of this handbook. Please let us know what we can do to improve the next edition.

ACKNOWLEDGMENTS

Many people contributed to this handbook. The idea for creating a handbook for an inmate's friends and family came from Reconciliation Ministries, Inc. whose handbook served as a model for our own. Their Executive Director, Alice Arceneaux, graciously gave us permission to use some of her agency's materials. We wish to thank her for her generous contribution.

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Finally, we want to thank the Pennsylvania Department of Corrections, particularly the staff of the Bureau of Treatment Services, who worked with us on this project. Although both of us were anxious to develop this handbook, the Department of Corrections made it a reality by supporting our efforts and publishing this handbook. This handbook would not exist if not for the Department of Corrections.

Understanding the Pennsylvania Department of Corrections Prison System

THE PENNSYLVANIA DEPARTMENT OF CORRECTIONS

The Pennsylvania Department of Corrections is responsible for operating Pennsylvania's state prisons and community corrections centers. There are more than 15,000 employees, 26 state prisons, 15 community corrections centers, nearly 50 contract facilities and a training academy under our jurisdiction.

The agency is headed by a secretary of corrections. A major initiative of this administration is that of Justice Reinvestment. In 2012, Gov. Tom Corbett convened a working group of criminal justice experts and bi-partisan legislators to review the state's criminal justice system and use data to determine changes and improvements to the system. Changes to the system are underway. The overall goal of Justice Reinvestment is to change the system for the better and to reinvest any monetary savings back into the community to provide community-based services to prevent crime. System changes, along with preventive community measures, should result, in time, in the reduction of the state prison population without jeopardizing public safety.

The DOC's mission statement is:

The Pennsylvania Department of Corrections operates as one team, embraces diversity, and commits to enhancing public safety. We are proud of our reputation as leaders in the corrections field. Our mission is to reduce criminal behavior by providing individualized treatment and education to offenders, resulting in successful community reintegration through accountability and positive change.

If you have access to a computer with internet in your home or at a public library you can obtain additional information from the Department of Corrections website www.cor.state.pa.us. **(See Attachment A for internet information).**

TERMS YOU NEED TO KNOW

Administrative Custody - A status of confinement for non-disciplinary reasons that provides closer supervision, control and protection than is provided in general population.

Boot Camp - Highly structured, short-term prison treatment programs modeled after military basic training. These programs emphasize physical exercise, strict supervision and discipline, and are designed for young, first-time offenders.

Capital Case – An inmate physically committed to the Department under a sentence of Capital Punishment, pending sentencing under a jury recommendation for Capital Punishment, or whose sentence of Capital Punishment has been vacated, but is awaiting re-sentencing where a sentence of Capital Punishment may be re-imposed.

Commissary Items- Items that are offered for sale by the facility through the Commissary and are intended for personal use or consumption by the inmate.

Community Corrections Center (CCC) - A residential facility operated directly by the Bureau of Community Corrections to provide residential and treatment services to certain inmates selected for placement into a community setting prior to or as part of parole.

Contraband – Any item possessed by an inmate or found within the facility that is illegal by law or expressly prohibited by those legally charged with the administration and operation of the facility or program.

Custody level – Refers to the degree of staff supervision and control necessary to monitor the behavior of an inmate. Custody levels range from level 1 (Community Corrections) to level 5 (maximum). Custody levels are determined secondary to evaluating each inmate on the Pennsylvania Additive Classification Tool (PACT), an objective, behavior-driven classification assessment based on a “just-deserts” philosophy.

Custody level override - A classification action that requests a custody designation and a facility placement assignment more or less restrictive than the inmate's scored custody designation.

Department – The Pennsylvania Department of Corrections.

Detainer – Refers to a request filed by a criminal justice agency with the facility in which an inmate is incarcerated, asking the facility either to hold the inmate for the agency or to notify the agency when release is imminent. Detainers are usually based on outstanding criminal charges, outstanding parole or probation violations, or additional sentences already imposed against the inmate.

Disciplinary Custody - The maximum restrictive status of confinement to which an inmate guilty of a Class 1 misconduct may be committed. Inmates shall be placed in disciplinary custody status for periods no longer than 90 days per misconduct charge.

DNA Detection of Sexual Violent Offenders Act– A state law that requires a blood sample be taken from inmates who have been convicted of certain sexual and violent offenses.

Facility Manager – The Superintendent of a State Correctional Institution or State Regional Correctional Facility, Commander of a Motivational Boot Camp, or Director of a Community Corrections Center.

Grievance - A formal written complaint by an inmate related to a problem encountered during the course of his/her confinement.

Hearing Examiner – An employee of the Department’s Office of Chief Counsel, who conducts inmate misconduct hearings and who serves as an impartial party in the inmate disciplinary process for rule violations and misconducts. The Hearing Examiner reviews evidence, determines relevance of witnesses, interviews witnesses, determines guilt or innocence, and imposes sanctions consistent with Department policy DC-ADM 801, “Inmate Discipline.”

Indigent Inmate - An inmate shall be deemed indigent if the combined balances of his or her facility account and any other accounts are \$10.00 or less at all times during the thirty days preceding the date on which the inmate submits a request to a person designated by the Facility Manager. If the inmate is physically able to work but refuses to work or has self-confined, the inmate will not be considered indigent.

Life Sentence - A court sentence for the balance of a persons’ life for conviction of first or second-degree murder. The Governor can grant a minimum sentence date only after the Board of Pardons holds a public hearing and recommends commutation of the sentence.

Lock-down - Securing a correctional facility or unit by restricting prisoner movement to their housing area.

Long-Term Segregation Unit (LTSU) – A housing unit or group of cells designated to house inmates classified as custody level 5H.

Maximum sentence - The last day of the court sentence confinement for one or more sentences.

Minimum sentence - A date set by court sentence for the earliest consideration for parole privileges.

Mental Health Unit – A housing area or group of cells designated for inmates confined in a facility-based mental health unit licensed by the PA Department of Public Welfare, Office of Mental Health and Substance Abuse Services.

Misconduct – A written report completed in response to a violation of a formal rule or regulation by an inmate in the custody of the Department.

Misconduct hearing - A hearing held in the prison to determine if a misconduct report is substantiated and, if so, what discipline the inmate will receive.

Non-Contact Visit - A visit in which the inmate and the visitor are not permitted to be in physical contact and are generally separated by a physical barrier.

Pennsylvania Additive Classification Tool (PACT) – An objective scoring tool that is used to determine custody level.

Parole - The granting of conditional community release of a resident by the legal authority of the Pennsylvania Board of Probation and Parole (PBPP). The action will affect the legal transfer of supervisory jurisdiction from the Department to the PBPP.

Parolee - An individual who has been paroled from a State Correctional Facility and is under the jurisdiction of the PBPP, but who may be lacking a specific approved home plan, employment, or who requires specific treatment programming prior to being released into a private community residence.

Parole Officer - A person who supervises offenders paroled from prison. The inmate has agreed to abide by certain conditions outlined by the Board of Probation and Parole.

Reclassification – The yearly review of an inmate's current custody level, misconducts, program behavior and escapes in order to determine a custody score and custody level.

Restitution - A special condition of a court sentence ordering the inmate to make payments to the victim of the original crime and pay a fee to the Crime Victim's Compensation Board.

Revocation - Refers to an administrative decision ending a parole because the offender violated the conditions of parole. An offender is entitled to a hearing before the Board of Probation and Parole before a decision to revoke the supervision period is made.

Restricted Housing Unit (RHU) – A special housing unit in the facility that provides a safe and secure setting for inmates placed in Disciplinary Custody for up to 90 days per misconduct charge when found guilty of a Class 1 misconduct. The Restricted Housing Unit (RHU) includes Administrative Custody, a separate special non-disciplinary housing providing closer supervision, control and protection for inmates.

Special Management Unit (SMU) – Special units within designated Department of Corrections facilities designed to safely and humanely handle inmates whose behavior presents a serious threat to the safety and security of the facility, staff, other inmates or him/herself.

Special Needs Unit (SNU) – A housing unit established to provide a safe and secure setting and specialized treatment services for those inmates identified as being unable to function in a general population housing unit. Inmates in this category may include those diagnosed as mentally ill, emotionally unstable, mentally retarded, and physically or developmentally challenged. Placement does not require the mental health commitment process.

Special Visit - A visit by an Official Visitor, the inmate's religious advisor, or attorney. As special visit is a visit in addition to the regular weekly visit, or an approved visitor who is not on the inmate's visiting list.

Technical Violation - A violation of parole not involving a violation of the law.

Unit Management Team – The individuals assigned to operate a housing unit with the responsibility for security, risk management, and program delivery. The Unit Management Team may act as the Hearing Examiner and decide Class 2 misconducts in those facilities where the Secretary has specifically approved their use in this manner.

Youthful Offender – The Juvenile Act, 42 Pa. C.S.A. §6301, et seq. defines a child as an individual whom is under the age of 18 years, is under the age of 21 years who committed an act of delinquency before reaching the age of 18 years, and/or was adjudicated dependent before reaching the age of 18 years and who, while engaged in a course of instruction or treatment, requests the court to retain jurisdiction until the course has been completed, but in no event shall a child remain in a course of instruction or treatment past the age of 21 years.

Zero Drug Tolerance Policy - A policy that states that NO drug possession or use will be tolerated in state prison facilities.

WHAT HAPPENS WHEN A PERSON IS INCARCERATED IN A STATE PRISON?

When an inmate enters into the Department, the diagnostic and classification process begins. This means that the inmate is tested for mental, physical, and emotional problems so that he/she can receive a correctional plan. It also shows the inmate's strengths, such as his/her education, skills, and emotional stability.

A female inmate entering into the Department will go through the State Correctional Facility at Muncy. A male inmate coming into the Department will go through the State Correctional Facility at either Graterford, Pittsburgh, or Camp Hill; however, every man is classified at the Diagnostic and Classification Center in Camp Hill. The whole diagnostic and classification process takes about four to six weeks. A newly committed inmate is separated from the general population inmates during this time.

When an inmate first arrives into the Diagnostic and Classification Center the Reception staff does the following:

- looks over the identification of the new inmate,
- makes sure all the paperwork is in order, and
- calculates what the inmate's sentence should be, based on the length of the sentence, how much time the inmate has already served and other factors.

The inmate is searched to make sure that no contraband is being brought into the facility. He/she is photographed and fingerprinted. The inmate will also get special clothing that identifies his/her from a general population inmate as a new, unclassified inmate.

The inmate is assigned a corrections counselor and is given his/her first cell assignment. He/she will also get an Inmate Handbook which explains the rules about inmate behavior, inmate grooming, telephone calls and religious programs.

Many tests are performed before putting the inmate in population with other inmates. The initial medical screening rules out obvious medical problems, emotional problems, and TB. The staff also give tests that tell if the inmate has a mental illness. The inmate takes IQ tests and tests that measure educational achievement. A new inmate will also take a test that tells if he/she has a problem with drugs or alcohol and how serious the problem is.

The inmate is also interviewed by other treatment professionals. Interviews by corrections counselors, psychologists, drug and alcohol treatment specialists, chaplains, educators, and medical staff help to decide what treatment or education the inmate needs and how closely he/she needs to be supervised. An inmate covered by the DNA Detection of Sexual and Violent Offenders Act are required to have a blood sample taken, which is sent to the Pennsylvania State Police (PSP).

CLASSIFICATION AND CUSTODY LEVEL

After all the tests and interviews are completed, the inmate is assigned a custody level. The custody level determines the amount of security needed to manage the inmate. In addition, a Needs Assessment is completed which tells the prison staff what needs the inmate's needs are in treatment and education.

To find out what needs the inmate has and to determine what custody level is right for him/her, the Pennsylvania Additive Classification Tool (PACT) is used. The PACT is a series of questions, and each question's answer has a score that when added together given a total that tells what custody level is recommended for that inmate.

The inmate may be assigned a custody level of 2, 3, or 4. Custody level 2 means that the inmate is suitable for a minimum security facility. Custody level 3 is medium security and custody level 4 is close security. There are special situations where the inmate may need less security or much more security than is available in these 3 levels.

Custody level 1 is only used for an inmate being placed into a Community Corrections Center. Custody level 5 is used for an inmate who needs maximum security and is placed in the Restricted Housing Unit (RHU), Special Management Unit (SMU). If the inmate needs to be in one of these custody levels, the corrections counselor will request what is called a classification override. If the Department's Central Office agrees that it is justified, the inmate will receive the special custody level.

When all of this is completed, a Classification Summary is developed for use by the staff at the facility in working with the inmate. The summary includes the following information: a photo, description of what the inmate looks like, problem areas, an official version and an inmate version of the crime, criminal history, how the inmate functioned during his/her time in prison, education and work history, social history, medical information, the inmate's sentence, custody level and needs assessment information.

The Classification Summary makes sure that the prison staff has a complete picture of the individual inmate. This is important in order for the inmate to get the most benefit from his/her time spent in prison and helps the classification counselor know what the inmate needs as far as treatment and education.

When the Classification Summary is complete, staff decide which facility best meets the educational, treatment, and security needs of the inmate. One factor that is considered is whether the inmate has enemies in a facility who may wish to harm him/her so that the inmate can be kept safely away from them. The facts of the report of enemies must be verified. Another factor that decides placement is where space is available at that time.

The inmate's custody level is reviewed with him/her every year of his/her sentence. If the inmate maintains proper behavior, works and actively participates in recommended programs, he/she will generally be assigned to the less restrictive housing. If the inmate achieves custody level 2, is compliant with program recommendations, and has served at least two years of the sentence in state confinement, and is not scheduled for a parole review during the next 9 months, he/she can apply to the Unit Management Team in his/her facility for consideration for an incentive based transfer to his/her home region. A life sentenced inmate in custody level 2 and 3, who completed ten years of his/her sentence and meets the criteria may apply for promotional transfer to his/her home region. An incentive based transfer for a female inmate is limited to two facilities. The inmate must comply with incentive based transfer criteria to apply for a hardship transfer.

THE CORRECTIONAL PLAN

When classification is completed and room becomes available, the inmate may be moved to another facility. When the inmate gets to the facility, he/she will meet with the corrections counselor who will review the Correctional Plan with the inmate.

The Correctional Plan is intended to serve as a "road map" for the inmate to help him/her chart behavior and program activities during his or her time in prison. The Correctional Plan lists problems and treatment needs to be worked on by the inmate and recommends specific programs that the inmate needs to attend. Additionally, the Correctional Plan makes it clear that the inmate is expected to maintain good housing, work and school evaluations and remain misconduct free.

In addition to the program needs, the Correctional Plan looks at the inmate's custody level and interests. The Correctional Plan is signed by both the inmate and the counselor and is reviewed and updated at least once a year. The Correctional Plan includes maintaining good behavior, going to school if needed and having a job in the facility. The results of the Correctional Plan are given to the Pennsylvania Board of Probation and Parole so that the Board knows whether the inmate has worked on his/her program and how the inmate has behaved while in prison. This will help the Parole Board decide if the inmate is ready to be released or needs to serve more of the sentence in prison.

SPECIALIZED CORRECTIONAL PROGRAMS

Special Management Unit Program

These Department programs have been established for the humane handling of a disruptive and/or violent inmate whose presence in a general housing unit represent a continuing threat to the orderly operation and security of a facility. As the inmate represents a risk to the well-being of other inmates and staff, his/her program is specifically designed for him/her to progress through specific phases based upon his/her behavior and ability to adjust under reduced levels of supervision. Each phase offers progressively more privileges and services until it is determined that the inmate can again achieve general population status at a designated facility.

Secure Residential Treatment Unit (SRTU)

This Department program has been established to provide management, programming, and treatment to an inmate who exhibits serious mental illness (SMI), chronic disciplinary issues and an inability to adapt to a general population setting. This is a secure diversionary mental health unit for mentally ill inmates who do not currently meet commitment criteria according to the Pennsylvania Mental Health Procedures Act and require a secure setting due to their demonstrated problematic behavior in less secure environments. The unit is intended to provide focused staff interaction, programming, and treatment to this select inmate population. The focus of the SRTU is to convey sufficient skills in behavioral control, coping, and compliance with recommended treatment to reach the most adaptive level of functioning in order to be placed in the least restrictive setting possible.

Special Needs Units

These Department units were established to provide a safe and secure setting, along with specialized treatment services for an inmate identified as being unable to function in a general population housing unit. An inmate in this category may include someone diagnosed mentally ill, emotionally unstable, physically or developmentally challenged or diagnosed with an intellectual disability. Placement does not require the mental health commitment process.

Mental Health Units

These Departmental units are certified mental health units housed within a correctional facility. They are operated by vendors under contract to the Department of Corrections. They are licensed and monitored by the Department of Public Welfare.

MISCONDUCTS

(DC-ADM 801)

The Pennsylvania Department of Corrections establishes the rules and regulations that the inmate must follow while in custody. When the inmate comes into the prison system, he/she receive an orientation and a handbook that explains how the inmate is expected to behave, as well as what happens when he/she breaks the rules. Violations of rules are called misconducts, also referred to as “write-ups” by the inmate population.

Misconducts range from very serious violations, such as assault, to less serious violations such as presence in an unauthorized area. The inmate can receive multiple charges for multiple violations on any given misconduct. For example, an inmate involved in a fight may receive one misconduct that includes multiple charges such as fighting, refusal to obey an order to break up the fight, and using abusive language.

When the inmate breaks a rule and is discovered, the following things happen:

- The report is written up.
- The report is investigated.
- The Shift Commander reviews and either approves or disapproves the filing of the charge.
- If a charge is approved either an informal resolution or a formal hearing is held.
- Less serious charges are eligible for disposition at an informal resolution which involves the charged inmate meeting with the Unit Manager.
- All reports approved for a formal hearing are heard by the Hearing Examiner.
- If the Hearing Examiner finds that the inmate is guilty, he or she will decide what sanction the inmate will receive for the misconduct.
- The inmate can appeal the misconduct within 15 calendar days if he or she feels the decision was unfair to the Facility Program Review Committee.
- The inmate can submit a second level appeal to the Facility Manager within seven calendar days.
- The inmate can submit a final appeal to the Chief Hearing Officer (Office of Chief Counsel) within seven calendar days of the Facility Manager’s decision.
- The inmate receives the penalty. Penalties for misconducts range from losing privileges to being transferred to the Restricted Housing Unit (RHU).
- The inmate’s adjustment in the RHU will be reviewed by the Facility Program Review Committee every 90 days.

MAIL PRIVILEGES

(DC-803)

Writing letters can be an inexpensive way to maintain a close relationship with the inmate. The inmate may send up to eight one-ounce letters first class per month at the Department's expense. Mail leaving the facility is not searched, so the inmate can feel free to openly discuss problems he/she may be having or other issues that he/she may be uncomfortable discussing on the telephone. It is difficult to discuss sensitive issues while other inmates and prison staff are standing nearby.

For you, however, there are a number of rules that you should obey if you wish your mail to arrive intact. You have to address mail properly. **Write the inmate's name and number on the top line. This should be followed by the name and address of the facility. As the sender, you will need to clearly write your name and address in the upper left hand corner of the envelope.**

The inmate can correspond with friends, family members, attorneys, news media, legitimate business contacts, and public officials as often as he/she wishes. However, he/she is not allowed to correspond with another inmate, a former inmate, parolee, co-defendant, probationer, or victim of his/her criminal acts, except with written approval from the Facility Manager. Attempting to correspond with any of these individuals through a third party, such as yourself, is not allowed. This means you cannot send or forward a letter to anyone not allowed to correspond with the inmate.

When you write to an inmate the letter is opened and examined for contraband. Contraband is anything an inmate is not permitted to have including prohibited correspondence as well as illegal drugs, coins or paper money. This can also include inappropriate materials such as nude photographs or pictures, pornography or material related to weapons, such as gun advertisements.

It is very important to remember that all inmate mail is opened and examined for contraband. Anything that you send to the inmate will be seen by other people. You may want to send the inmate an intimate reminder of your life together. If you do so, it will be examined by prison mailroom staff as a part of normal security procedures. In addition, it may also be misplaced or stolen once the inmate receives it. If this happens, it could be seen by a great many people inside and outside the facility. If you don't wish a photo to be seen by anyone other than the inmate, **DO NOT** send it to the facility.

INMATE GRIEVANCES

(DC-ADM 804)

When an inmate has a concern that he/she is unable to resolve, the inmate is encouraged to attempt to resolve his/her concern informally prior to submitting a grievance. A staff member who receives either an oral or written concern from an inmate is expected to attempt to resolve a non-frivolous concern. Every grievance that is filed is entered into the Automated Inmate Grievance Tracking System. This system is designed to track each grievance filed and offers reports on various grievance statistical information.

The grievance process is a three-step process. First, the inmate files the initial grievance with the Facility Grievance Coordinator, at the facility where the event occurred. Once the grievance is received, the Facility Grievance Coordinator must enter the grievance into the Automated Grievance Tracking System which assigns a number to the grievance. The grievance is then assigned to a Grievance Officer for investigation and response to the grievance. The inmate may grieve any concern except those identified and related to the Inmate Disciplinary Procedures, the Administrative Custody Procedures, and a publication denial because these matters are outlined in other Department policies.

The Grievance Officer is designated in policy as a Department Head or Management level staff person. The Grievance Officer reviews the complaint and provides a response to the inmate within 15 working days, unless an extension is granted. The inmate is advised of any extension to further review the complaint. The inmate may request an extension to the timeframes set forth in policy by contacting the Facility Grievance Coordinator before the required time elapses.

Step two of the grievance process is considered the first level of appeal to the Facility Manager. If the inmate is not satisfied with the findings of the Grievance Officer, he/she may appeal the findings to the Facility Manager for review. The inmate must file this appeal within 15 working days after the receipt of the initial review response from the Grievance Officer. The Facility Manager shall respond to the inmate within 15 working days.

The final step of the grievance process is the inmate's appeal to the Secretary's Office of Inmate Grievances and Appeals. This office reviews all final appeals and renders a decision based on the policies, directives and procedures of the Department and applicable laws and regulations. Every effort will be made to respond to the inmate appeal within 30 working days.

VISITATION

(DC-ADM 812)

Visitation by relatives and friends is encouraged by the Department. Visitation helps to keep the inmate's family together. A child needs to know that his/her mother or father is still a part of his/her life and that he/she will be able to see his/her parent. A husband and wife need to be able to share his/her daily struggles and joys with each other. Visitation is also important to the morale of the inmate. Research has shown that an inmate who receives regular visits readjusts much better once he/she is released from prison.

Facility officials realize that visits are important to inmates and family members. At the same time, they are concerned about security. Therefore, they have rules geared toward the safety of everyone in the prison, which includes the inmate and his/her visitor(s). This means you will have to follow specific rules.

The thing to consider is whether you are eligible to visit. The following categories of individuals will usually not be allowed to visit the inmate:

- A former inmate of any correctional system
- A person who is currently under parole or probation supervision
- A current inmate on pre-release status
- A Department employee
- A former Department employee
- A current, active volunteer for the Department
- A current or former contract employee
- A victim of the inmate

If you belong to any of these categories and have a good reason for wanting to visit the inmate, you may send a written request to the Facility Manager of the facility. The Facility Manager or a staff member acting on his/her behalf will review the request. The request will be approved or denied. You must do this and receive approval **before** you intend to visit.

Each facility has some differences in visitation hours. Before you visit, get information on the Department website or telephone the public information officer (you can also obtain this information directly from the inmate) to learn about the current visitation hours, rules and guidelines. **(See Attachment C for listing of SCI's)**. The inmate's counselor can advise you if the visitor's list has been submitted. The following three prisoner groups have very different rules:

- **An Inmate in the Central Diagnostic Classification Center** cannot receive regular visits during his/her first 10 days in the facility. Attorneys and spiritual advisors will be permitted. When the 10-day period has elapsed, the inmate will be permitted visits from persons on his/her approved visiting list.
- **At the Quehanna Boot Camp**, visiting is limited to Sundays and state holidays. It is the responsibility of the inmate to notify his/her immediate family when he/she may receive a visit, which is coordinated with the staff.
- **Capital Case visiting privileges are as follows:** A Phase I inmate is permitted one non-contact visit per week. Visits will be a minimum of one hour long. Extended visits may be approved based on how much space is available in the non-contact visiting area. The length of an extended visit must be pre-approved by appropriate facility staff. A Phase II inmate are permitted non-contact visits with his/her legal counsel of record, spiritual advisor and immediate family.

The Visiting List

You cannot visit an inmate unless your name is on an approved visitor's list. The inmate has to designate you as a person allowed to visit. Immediate family members are defined as spouse, children, parents, grandparents, brothers, sisters, or an aunt or uncle with whom the inmate has made his or her home. This relationship must be shown in the inmate's prison records. This list should also include the name of any minor child. Friends are permitted to be placed on the visiting list.

The inmate is the one responsible for filling out the forms for the visitor's list. When you visit your identification will be checked to see if it matches the visitor's list. If the inmate has not updated any changes to your name or address you will probably not be able to visit. So be sure that you give the inmate accurate and up to date information. In return, he/she needs to give you current information about visiting times or any new rules.

The staff is not permitted to tell you the names of people on an inmate's visitor's list. If you want to know who is on the list you will have to ask the inmate.

There are special rules for a child's (minor's) visit. A minor is anyone under the age of 18. These rules apply to every minor, including the inmate's own child(ren) and immediate family. At the inmate's request, facility staff will mail a written permission form (DC-313 or DC-313A) to the parent or legal guardian of the minor. This form must be completed and signed by the minor's parent/legal guardian and returned by mail to the inmate's counselor. After the form is received, the inmate may add the minor to his/her visiting list. The minor may then visit the inmate, accompanied by an adult who is also on the inmate's approved visiting list.

When giving permission for a minor to visit, the parent or legal guardian has to indicate in writing that he/she is aware of the charges against the inmate, that the proposed minor child was not a victim of the inmate, and that they approve the visit.

A contact visit may be allowed with a minor child who has been a victim of the inmate with the approval of the Facility Manager. You are not allowed to bring a minor child on facility grounds and leave him/her in the car while you visit the inmate. Staff check vehicles after you enter the facility. If a child is seen in your vehicle, your visit will be terminated.

The inmate can be approved to hold a small child during the visit. It's important that you keep your child under control. If you **do not** control your child, facility staff may end your visit early. Play areas are available for children in most visiting rooms.

Special Visits

Special visits can be arranged based on special circumstances, such as out-of-state family and/or friends traveling long distances or for a hospitalized inmate. These visits have to be arranged well in advance and approved by the Facility Manager. If you or someone you know would qualify for a special visit, write to the inmate and his/her counselor a couple weeks before your planned trip and ask if arrangements can be made for a special visit.

Contact Visits

If an inmate is in general population, you will be able to have visits in a relaxed setting, supervised by facility staff. These visits are held in a setting where you and your friend or family member will be permitted to have some limited physical contact. Both of you may embrace when meeting and departing. You may also sit side by side. If a small child is visiting, the inmate may hold the child on his/her lap.

You will also be able to eat and drink items that you can purchase within the visiting room area. It is important for you to follow the rules and regulations for visitation so that your visit is not suspended.

Identification

Make sure that you have proper identification when you arrive at the facility or you will not be able to visit. You will need either one form of photo identification or two forms of non-photo identification. One form of identification should provide your date of birth. The acceptable forms of identification are given below:

- **Photo identification:** Acceptable forms of photo identification include a **driver's license** or ID issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address. **An ID card** issued by a federal, state, or local government agency or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, or address. **School ID**, with photograph. **U.S. Passport. A Certificate of U.S. Citizenship** (INS Form N-560 or N-561) or a **Certificate of Naturalization** (INS Form N-550 or N-570); **Alien Registration Receipt Card with photograph** (INS Form I-688) or a **Temporary Resident Card** (INS Form I-688). **Any other form of identification that contains a photograph may be given to the officers.**
- **Non-photo identification:** Any two of the following are acceptable identifications: Voter's registration card, U.S. Military card or draft record, vehicle registration, U.S. social security card issued by the Social Security Administration, Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350), original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal, U.S. Citizen ID Card (INS Form I-197), ID card for use of Resident Citizen in the United States (INS Form I-179), school record or report card, day-care or nursery school report, learner's permit or temporary driver's license, Native American Tribal document, **and any other document that contains information such as name, date of birth, sex, height or eye color, and address.**

Please be sure to sign in upon your arrival. You will be asked for identification so both signatures can be compared. If you travel by private vehicle, you will be asked to register the year, make, model and license number of your vehicle.

Clothing

When you visit the facility you need to be aware of what you are wearing. Remember that you will have to go through a metal detector. Clothing with metal snaps or other bits of metal can set off the detector, so you can speed up the process by not wearing clothing that may cause problems and delays.

You will want to spend as much time as possible visiting the inmate, so **do not** wear clothing that will keep you tied up going through security checks.

You are expected to dress appropriately. Each facility has a dress code that does not permit visitors to wear a bathing suit, an extremely short skirt/dress, shorts, halter-tops, or clothing made of see-through materials. Visitors are required to wear shoes. There are often limits on clothing that makes reference to obscene language, drugs, sex or violence. Failure to comply with the facility's dress code will result in your not being permitted to visit.

Security and Searches

A visitors may be searched before going into the facility. This search **may** include the use of an Ion Scanner and/or a K-9 dog search team. This is to make sure you are not carrying in any contraband. Cameras, tape recorders, radios, drugs, alcohol, weapons, pocket knives, food, sunglasses, wallets, cigarettes, lighters, gum, hats, hooded garments, coats, pagers, cellular phones, handbags and car keys are not permitted in the visiting area and are considered to be contraband. A good idea is to leave everything but the absolute necessities in the car.

A visitors are also subject to searches during and after visiting. If you refuse to comply with the search procedures, your visiting privileges will be suspended. If a visit is seen as a threat to the security and order of the facility, the visit will not be permitted or it will be ended if the visit has already begun.

If you have a metal medical implant, it may cause you problems with the metal detector. You should contact your physician for a statement that describes the device and its location. For example, some dialysis patients have titanium implants in their abdominal wall that they may not even be aware they have. If in doubt, contact your physician prior to the visit and ask if you have such a device. This will save time when you go through the metal detector.

The metal detector can also detect metal jewelry. If you have piercings, no matter where they are, you should remove the jewelry before you go to the facility. Do not bring any kind of gift to the facility, including money. Funds for the inmate, in the form of money orders or certified checks, will only be accepted by mail. You may take cash in small denominations and coins into the visiting room for the purpose of using the vending machines. These monies may be carried in a small "see through" purse type container.

Food may not be taken into the facility. Snack items and soft drinks may be bought and eaten where vending machines are provided. A dollar bill changer is available, however, it is recommended you bring change.

A visitors may bring up to three plastic bottles of formula or white milk, original unopened jars of baby food, three loose diapers, and factory-sealed baby wipes. These items must be hand carried or in a clear plastic bag only. All items are subject to search and all vacuum-sealed containers will be opened.

Remember, do not violate your visiting privilege by bringing unauthorized materials with you. If you have any questions about what you may or may not bring, ask the desk officer.

While visiting, use good judgment and discretion in dress and behavior so as not to embarrass others in the visiting area. Embracing is permitted at the beginning and end of each visit. You may be tempted to try to have more physical contact.

This is upsetting to other visitors who have children with them and can cause your friend or relative to be written up and your visiting privileges to be suspended. If you appear to be under the influence of alcohol or a controlled substance, you will not be permitted to enter the facility.

What Happens If You Break the Rules?

Your visiting privileges can be suspended for violation of visiting rules or due to inappropriate behavior between you and the inmate. In addition, the inmate may receive a misconduct and could be placed in the Restricted Housing Unit. Since the number of misconducts affects whether an inmate is paroled or not, you may hurt his or her chances of getting paroled.

The Facility Manager will inform the visitor the reasons why visits have been suspended. A visitor whose privileges have been suspended or limited may direct concerns about those privileges to the Facility Manager. If they are not satisfied with the Facility Manager's response, they may write to the Regional Deputy Secretary.

Visitors may apply for reinstatement, appeal suspensions or banned visits by writing the reasons to the Facility Manager. A second appeal can be written to the Regional Deputy Secretary.

Some rule violations have more severe consequences. If you try to get into the prison with a fake ID, you can be banned from the prison. Any visitor, including immediate family members, who attempts to bring or does bring drugs into any Pennsylvania Department of Corrections facility will be permanently banned from visiting any Department of Corrections facility. You have to decide whether a quick "high" is worth not seeing your friend or family member again until his or her sentence is over.

If you are caught with contraband anywhere within the facility or on the grounds, you will be arrested and prosecuted. It is against the law to bring any form of contraband into a correctional institution.

Contraband includes:

- money
- implements of escape
- unprescribed drugs
- drugs which are prescribed but you are not authorized to have
- drug paraphernalia
- intoxicants or materials used for fermentation
- poisons
- weapons
- property of any other persons
- any item that you have that poses a danger to others
- any petition or other unauthorized writing which is apparently intended for distribution or circulation
- any item that has been altered from its original condition
- any item used to show a gang affiliation

The PA Department of Corrections' visiting procedures against controlled substances are as follows:

VISITORS TO PENNSYLVANIA DEPARTMENT OF CORRECTIONS FACILITIES

The Pennsylvania Department of Corrections trust that all visitors will support this agency's commitment to making all department facilities drug free. This will ensure a safer environment for all inmates, staff and public in the Commonwealth of PA.

We expect our staff to treat all visitors in a respectful, professional manner. We ask that all visitors extend the same courtesy to our staff. Abusive language toward the staff will not be tolerated and may be grounds for denial of entry into the facility.

Parking on facility property is a privilege. If you choose to park on grounds you are subject to a search of your vehicle with a K-9 Unit. Refusal to consent to a vehicle search will require that the vehicle be removed from facility property.

All persons entering the institution must pass through a metal detector. In addition, randomly selected persons entering the premises are subject to being scanned by an Electronic Drug Detection Device. This device detects the presence of drug traces on persons, property and clothing. If the presence of drug contraband is detected, the visitor will be given the option of removing an article(s) of outer clothing believed to be contaminated and washing his/her hands. A second test will then be performed.

It is the policy of the Department of Corrections not to conduct strip searches on visitors. If the second test is positive, the visitor may request a non-contact visit. A non-contact visit may be approved by the Facility Manager/designee upon his/her review.

The Department reserves the right to deny entrance to the facility to any persons believed to be a threat to the safety, security, or good order of the correctional facility. The Facility Manager will use the following guidelines when the visitor has tested positive with the Electronic Drug Detection Equipment:

1st offense—as outlined above

2nd offense—visiting privileges will be suspended for 30 days

3rd offense—(if within six (6) months of visiting privileges being reinstated for the second offense), visiting privileges will be suspended for 180 days.

4th offense—(if within one (1) year of visiting privileges being reinstated for the third offense), visiting privileges will be suspended for a minimum of one year. Reinstatement of visiting privileges will require the written approval of the Facility Manager.

5th offense—(if within one year of visiting privileges being reinstated for the fourth offense), visiting privileges will be permanently rescinded. Reinstatement of visiting privileges will require the written approval of the Regional Deputy Secretary or Secretary/designee

CHECKLIST FOR VISITATION

- Confirm that the inmate has not been transferred and has visitation privileges.
- Confirm that your name is on the visitation list and is accurate in regards to name and address. When you write or talk to the inmate, remind him or her to make any necessary changes before you visit.
- If this is a special visit, call before leaving to be sure that arrangements for your visit have been made and are in place.
- Check clothing and jewelry for problem items.
- If you are bringing a child and you are not the legal guardian or parent, have the notarized statement from the child's parent or legal guardian with you.
- Arrive on the designated day during proper visiting hours.
- Leave purses and wallets in your car, either in the glove compartment or in the trunk. Be sure to lock your car!
- Nothing that could be used as a weapon should be in your car, such as knives, scissors, or firearms.
- Nothing that could be considered contraband should be left in your car. All visitors' vehicles that are parked on facility grounds are subject to search. Remember, contraband includes money, implements of escape, unprescribed drugs, drugs which are prescribed but you are not authorized to have, drug paraphernalia, intoxicants or materials used for fermentation, poisons, weapons, property of any other persons, any items that you have that poses a danger to others, any petition or other unauthorized writing which is apparently intended for distribution or circulation, any item that has been altered from its original condition, and/or any item used to show a gang affiliation.
- Do not leave any minor children waiting in the car or your visit will be ended.
- Treat prison officials with respect.
- Do not have any contraband on you when you enter the facility.
- Do not bring anything to give to the inmate. Inmates are not permitted to take anything from the visiting area.

INMATE PROPERTY/COMMISSARY

(DC-ADM 815)

The inmate will receive basic issue items, upon arrival, free of charge. He/she may also choose to purchase additional hygiene items as well as limited amounts of food items through the facility commissary. The inmate is limited on the amount of personal property permitted due to the space available for safe storage that is limited to a footlocker or two record center boxes.

The inmate is permitted to purchase a radio and television through the commissary. The television and radio is engraved to ensure the owner is quickly identified. The inmate can purchase a few personal items from outside sources with prior approval. All packages containing personal property must come directly from the vendor and not from family or friends. In the event a package is received and is not acceptable due to security reasons, the inmate must pay the costs of return shipping. **DC-ADM 815, Personal Property, Basic/State Issued Items and Commissary/Outside Purchases** procedures are available on the public website www.cor.state.pa.us, located under DOC Policies.

The facility commissary is a store located inside the facility specifically for inmates. It carries a wide variety of items such as food, hygiene products, pharmaceuticals, personal care, office supplies, phone cards, clothing items, footwear, and electronic items. Items available in the commissary must be purchased from the commissary. Each inmate is permitted to order items once a week and may purchase up to a certain limit. You may send money to an inmate by using www.jpays.com. Procedures for using JPay are also located on the public website www.cor.state.pa.us, in the frequently requested items section.

TELEPHONE CALLS

(DC-ADM 818)

Telephone calls are more expensive than at home and are monitored by facility staff. The inmate is permitted to make telephone calls whenever the telephones are available (15 minute limit per call) for use except for inmates housed in L5 housing units, Special Management Units (SMU) and any other specialized housing unit. The inmate can make two types of calls, collect/prepay where the cost of the telephone call must be borne by the called party and pre-paid calls purchased by the inmate using money from his/her account. Inmates are not permitted to use phone cards.

If you cannot accept collect telephone calls or your local telephone company does not have a third party billing arrangement with our inmate telephone provider, you can set up a pre-pay account with our inmate telephone provider which will allow you to receive collect calls made by the inmate.

If you cannot afford to accept collect telephone calls from the inmate or set up a pre-pay account, write to him/her and explain why you cannot accept his/her calls every time he/she calls. Some families have lost their long distance calling service or had the telephone company block their ability to accept collect calls because they were unable to refuse to accept calls they really could not afford.

It is against the rules for you to place a third party call when you are talking with the inmate. The inmate is prohibited from making three-way, call forwarded and calls to a call forwarding service using a local telephone number. This is considered a misuse of the telephone system. Misuse of the telephone phone system or other violations of the rules may result in the inmate not being allowed to use the telephone. It is considered a privilege for the inmate to place telephone calls.

PAROLE

www.pbpp.state.pa.us

Parole is the conditional release of an inmate from prison who will continue serving his/her sentence in the community under supervision. An inmate who is sentenced to prison for more than two years will become eligible for parole consideration after serving the minimum sentence given by the sentencing court. An inmate with a life sentence is not eligible for parole.

Parole is not a right. The Pennsylvania Board of Probation and Parole must consider the following factors when determining if the inmate will be released on parole:

- The nature and circumstances of the crime
- The behavior of the inmate while in prison
- Injury to the victim
- Input from the sentencing court, the District Attorney, the Department of Corrections, and the victim
- Prior criminal history
- Prior parole failures
- Victim Input
- Community Sensitivity
- Any other relevant information

The Board of Probation and Parole will consider all these things in order to protect the safety of the public. Most inmates who are now in prison will return to the community one day, either after serving their entire sentence or upon parole by the Board.

When an inmate is sentenced to prison in Pennsylvania, the sentence is not a set number of years, such as 10 years, but rather the sentence is usually a range of years. For example, 10 to 20 years. In this case, the 10-year sentence is called the minimum sentence because it is the minimum number of years the inmate must serve, while the 20-year sentence is the maximum number of years the inmate may serve. This type of sentencing is called indeterminate sentencing. By the end of the minimum sentence, the inmate will meet with the Board of Probation and Parole.

In order to be paroled, the inmate must be reviewed by the Board of Probation and Parole. The State Parole Board may decide to refuse, delay, or grant a conditional release. Getting a "conditional" release means that the inmate is released with conditions he/she needs to meet. The parole officer checks on the inmate to see that he/she is meeting the conditions of parole.

An inmate who has been paroled must meet the general conditions of parole, and in some cases special conditions of parole. The inmate must agree in writing to these conditions.

General Conditions of Parole include:

- Must be under the supervision of a district office or sub-office and not leave that district without prior written permission of the parole supervision staff.
- Must get written permission of parole supervision staff before moving to a different address.

- Must keep in touch with the parole supervision staff by:
 - Reporting regularly as instructed and following written instructions of the supervising staff.
 - Notifying the supervision staff within 72 hours of an arrest, receipt of summons, citation or offenses punishable by imprisonment.
- Must obey all state, county, local and federal criminal laws, the vehicle code and the liquor code.
- Must not have illegal possession of drugs.
- Must not use drugs without a valid prescription.
- Must not sell narcotics/drugs.
- Must not own guns or other weapons.
- Must not assault anyone.
- Must pay fines, costs and restitution imposed by the sentencing court.

Special Conditions of Parole can include, but are not limited to:

- Inpatient or outpatient drug and alcohol treatment.
- Mental health treatment.
- Not having contact with listed persons, such as the victim of the crime.
- Sex Offender Treatment

As you can see from these lists, the inmate will have obligations to the legal system long after he/she is released from prison. The obligations are not optional. If the inmate does not meet them, he/she can be returned to the prison for the remainder of the maximum sentence. The time at home will not count toward time served if the inmate violates parole supervision or commits a new crime.

Taking care of these obligations can be expensive and time consuming. You may be tempted to urge him/her to skip payments or Alcoholic Anonymous meetings because the family needs the money or you want to spend time with him/her. If you use drugs or alcohol, you may not want to change your lifestyle. However, you need to remember that encouraging even minor parole violations can have serious consequences.

Before the inmate is released, he/she must have a place to live. If the inmate wants to return to your home and you are willing, your home will be visited by parole officials to determine if it is a suitable residence. Be sure that you understand the limitations imposed by the conditions of parole.

If you live in public housing, you may wish to check with the housing authority to see if you are permitted to allow the inmate to live there with you. Most public housing authorities do not permit a paroled inmate or those with a felony drug conviction to live there.

If the inmate experienced problems in your home that led to his/her imprisonment, he/she may not be permitted to return to your home. These problems can include child abuse, molestation, or substance abuse.

In some cases, a parolee may be paroled into the Community Corrections program. The inmate may need some additional structure prior to release on parole. If you have questions and have access to a computer, you can check the website www.pbpp.state.pa.us for information and frequently asked questions (FAQ).

Reentry in the Correctional Institutions

Reentry Preparation

Preparation to reenter the community begins on the day of commitment to the Pennsylvania Department of Corrections (PADOC). Classification procedures and needs assessments kicks off the process by which necessary programming is identified. All programming within the PADOC is designed to assist the offender in recognizing errors in thinking and identifying methods for making appropriate behavioral changes when necessary. It is designed using research supported; evidence based practices and developed with their eventual reintegration back to the community in mind.

PADOC also assists offenders with preparation for their return to the community in a number of other ways. Aside from offering educational and vocational courses PADOC staff provides services to aid the offender in acquiring appropriate personal identification, securing necessary medical insurance, and in preparing to enter the workforce.

PADOC and PENNDOT have entered into an agreement that allows offenders to renew their PA Driver's License or apply for a Non-Driver's Photo ID. Procedures in place at the institutions include making application, having the photo taken, and forwarding to PENNDOT for processing. Time frames associated to this process allows enough time for the ID to be returned to the institution for distribution to the offender on his day of release. Similar procedures are also in place with the Social Security Administration thus allowing for an offender to also acquire a duplicate SS card for use as appropriate ID when released to the community. An offender is also encouraged to apply for a copy of his/her birth certificate while incarcerated. Appropriate ID is necessary for accessing any services and for obtaining employment in the community.

Although unable to make application for Medicaid for all inmates the DOC has procedures in place for submitting COMPASS applications for those offenders returning to their community with serious mental health issues or chronic medical conditions.

Employment is a key ingredient to successful reintegration. Workshops are delivered at the institutions to assist the offender in developing resumes, learning basic computer skills, practicing interview skills, and properly filling in job applications.

Resource Access

PADOC offers a wealth of resource information for the offender preparing to go home. The Institution Library's all have a dedicated "Reentry Section". There is an extensive collection of employability publications in this section. Also included is a resource directory for each of Pennsylvania's 67 counties. These directories include contact information, hours of operation, fee schedules, and program services offered by agencies and organizations within the designated county. The directories include this information for many areas of concern that an offender may be faced with upon their return home such as: drug and alcohol services, medical assistance, housing, transportation, food, childcare, and mental health issues.

The DOC public website also provides a list of reentry resources at www.cor.state.pa.us, just click on Reentry.

Remember Reentry begins the day upon commitment to the PADOCC and is an ongoing concern throughout the offender's incarceration. One method of Reentry could be through the PADOCC's vast system of community corrections facilities.

RE-ENTRY and COMMUNITY CORRECTIONS

Community Corrections Center

The Bureau of Community Corrections directly operates a network of 13 state Community Corrections Centers and manage contracts with private organizations to operate nearly 50 private facilities throughout the Commonwealth. These are typically referred to as "half-way houses." Some are licensed by the Pennsylvania Department of Health as in-patient alcohol and other drug programs.

Community Corrections Centers and Contract Facilities are staffed by Treatment and Security personnel. Administrative and Support staff oversee operations to ensure that services and Department legal and policy mandates are being completed. Contract sites are routinely visited and inspected a by Contract Facility Coordinator whose job it is to insure contract compliance and quality assurance with services delivered.

Community Corrections Centers provide:

- A continuation of life skills training and rehabilitation counseling, which begins in the institution
- Safe and supervised transitional housing
- Personal and family counseling by trained staff
- 24-hour supervision and administrative support
- Individualized treatment services for mental health problems, substance abuse and sex offense histories.
- Referral for employment counseling, job search and medical services
- Liaison with the Office of Victim Services to assure that victims are aware of significant changes in an inmate's status
- Help with developing plans for ones eventual full return home

Who may participate?

The Community Corrections Centers accept eligible offenders, who are incarcerated in state correctional institutions, and demonstrate a desire and commitment to actively participate in the program. Acceptance is also based upon approval by the committing court, the Department of Corrections and, for those nearing parole status, by the Pennsylvania Board of Probation and Parole.

Are the Community Corrections Centers like prison?

No. They are residential facilities of various types located in small and large communities across the state. They are staffed twenty-four hours a day, seven days a week to monitor the activities of residents and to provide guidance as they re-enter life in the community.

The resident, with staff approval, have the freedom to work at regular jobs and to have more frequent contact with their families and greater leisure time. However, residents are held accountable for their actions and all privileges must be earned. Residents are supervised within the center and are held accountable in the community. If necessary, privileges may be restricted.

The use of alcohol or drugs is strictly forbidden. Because many residents have a history of drug and alcohol abuse, all must submit to random, frequent urinalysis tests. A positive urinalysis or violation of center rules will result in immediate disciplinary action, including referral to intensified treatment programming. On the other hand, constructive behavior earns greater levels of freedom and movement toward full return to the community.

How does the program help residents?

The Community Corrections program provides a variety of support services designed to help participants overcome the behavior that caused their incarceration, and to successfully re-enter the community.

Employment is required by all residents who can physically work. Residents are also expected to assist with housekeeping responsibilities in the Center. In addition, they are expected to pay rent, court costs and restitution.

Each resident is assigned to an on-site counselor, who helps residents to work through issues of daily living and to deal with their post-criminal behavior. They are expected to become aware of the impact their behavior had on their victims and the community.

When appropriate, residents participate in mental health and drug abuse counseling with professional therapists and support groups – at the centers and in the community. They are assisted in making contact with employment counseling and other services. Staff also communicate with employers to help resolve job-related issues and to verify work attendance.

Community Correction Centers allow residents to rebuild family relationships damaged by incarceration. Residents are able to slowly reestablish themselves emotionally and repair bonds broken by poor decisions that led to a criminal lifestyle. The positive effects of family support and guidance, coupled with the directive supervision of center staff, are important reasons emotional change and positive growth are possible in people.

How does the program help the community?

The program presents an opportunity for the resident to constructively change behavior and to reunite with their family, friends and the community.

Employment and financial management of personal resources are necessary components of life. As such, Community Corrections oversees the finances of each resident in its centers. Budgeting and fiscal responsibility are an integral part of the requirements. Residents are expected to work; pay rent based on a percentage of their net income and satisfy their legal and family obligations. Those unable to work based on medical prohibitions contribute by involvement with community service. All resident are further required to perform community service as a condition of placement in a center.

Re-Integration is the cornerstone of community corrections. In general re – integration begins in the institutions as general instruction about what is necessary to be successful once in the community. This continues in Centers and Contract Facilities. The re-integration process includes individualized treatment aimed at meeting the needs of each resident at a center. Those with the greatest need receive assistance geared to meet these needs. Those persons who have resources and abilities that require only supervision receive service that matches their needs and the requirements of the law. As such resources are concentrated on those people who will benefit the most from them. Research has shown that this approach to treatment is most successful in reducing recidivism.

How can the community help?

The Department of Corrections and the Board of Probation and Parole are partners in making successful re-entry the norm in Pennsylvania. In order to be truly successful community groups, agencies and individuals can make a major contribution. Often people need to hear what the right thing to do is from someone other than those in a supervisory role. Volunteers can add that objective opinion in a telling and convincing manner any number of different ways. The ability to communicate the right ideas to people coming out in our neighborhoods from centers and institutions is just one way communities can help.

We welcome volunteers to participate in support groups, to serve as mentors, and to provide other volunteer services. Volunteers help by providing employment opportunities for residents and encouraging a positive community atmosphere.

COMMUTATION OF SENTENCES BY GOVERNOR

History shows governors grant few inmates commutation of their sentences. The Governor can grant commutation, a sentence change, after the Board of Pardons holds a public hearing and recommends the Governor grant commutation. The official application is purchased from the Board of Pardons, 333 Market St. Harrisburg PA 17126-0333. The rules of the Board of Pardons requires they research each application and ask the judge, district attorney, Facility Manager/designee and the crime victim(s) for his/her opinion on the merits of the application for commutation. The Board must interview applicants convicted of crimes of violence. Only representatives and witnesses can attend the public hearing.

CONSTITUTIONAL CLEMENCY PROCESS

APPLICATION IS PURCHASED:

To begin the clemency process, the applicant must request (in writing) an official application from the Board Of Pardons. The request must be accompanied by an \$8.00 check (made payable to the Commonwealth of Pennsylvania) to receive an official application. The application is free to applicants who will be requesting commutation of their death sentence. Instructions for completing the applications are included with the application. The only way to obtain an application is directly through the mail from the Board Of Pardons. There are websites that do provide copies of the Application For Clemency but these are not recognized as the official Application For Clemency and lack the designated tracking number.

PLEA TO GOVERNOR:

Applicants can apply to the Governor to ***commute death sentence to life imprisonment, commute life imprisonment to life on parole, commute my minimum sentence, commute my maximum sentence and grant me a pardon.*** Once the applicant has completed the application, they should forward it to their representative. The application is then filed with the Board Of Pardons. The filing fee cost is \$25.00 (subject to change). Applicants who are requesting commutation of their death sentence do not need to pay the filing fee.

RECOMMENDATIONS:

Once the application is filed with the Board, the Judge, District Attorney, Superintendent, and, if a public hearing is granted, the victim or the surviving family members will be asked for their opinions on the merits of the clemency plea. Additionally, the PA Board of Probation and Parole will provide a Summary Investigative Report on the Applicant and the State Police provides the criminal history record to the Board of Pardons for their review.

FACILITY REPORT TO THE BOARD:

The notification to the Superintendent begins the staffing process. Conduct, academic, vocational, work/housing, religion, medical, counseling, psychological and psychiatric reports are prepared and included in a comprehensive Commutation Summary. The staff, specifically the Superintendent, recommends for or against clemency based on the merits of the application and the findings of the reports contained in the Commutation Summary. The reports and recommendations are then sent to **Department of Corrections Central Office** where additional recommendations are made by Executive Staff. Meritorious Applications For Clemency that are supported by the Institution and by Executive Staff at Department Of Corrections, Central Office receive an interview by Video Conference with the Secretary of Corrections. The Secretary after completing the interview with the Applicant and reviewing the submitted Commutation Summary reports formulates a decision to recommend or not recommend clemency. The completed reports and recommendations are then forwarded to the Board of Pardons.

MERIT REVIEW:

Next, the application is processed for merit review. If two of the five Board members publicly vote yes for applicants who did not commit crimes of violence, the applicant is granted a public hearing. If three of the five members publicly vote yes for applicants convicted of crimes of violence, the applicant is granted a public hearing.

DENIAL OF A PUBLIC HEARING:

If the two or three votes are not received at the merit review the application is denied a public hearing. The applicant may re-apply 12 months from the date of the final adverse decision. If a second application is denied the applicant may re-apply 24 months after the date of the final adverse decision. The Pardons Case Specialist and/ or the Board Of Pardons Staff Members can provide assistance in determining the eligibility date to re-apply.

RECONSIDERATION REQUEST:

A request for reconsideration of any decision may be made to the Board. The Applicant shall show a change in circumstances since the Application was filed, or other compelling reasons, sufficient to justify reconsideration. Dissatisfaction with the Board's decision is not grounds to request reconsideration. The Board will take action on requests for reconsideration at the next possible Public Hearing. Meritorious requests may be addressed by the Board upon a public motion by any member. A request for reconsideration will be granted only upon a majority vote of the Board. If the matter to be reconsidered is the denial of a public hearing, another merit review vote will be taken immediately. The date of the original final adverse decision of the Board will be used in calculating eligibility for re-filing.

GRANTED A PUBLIC HEARING:

If the applicant is granted a public hearing, they will receive notification of the hearing date. Applicants convicted of Murder, Voluntary Manslaughter or attempts to commit Murder or Voluntary Manslaughter will receive notification of a personal interview with the Board. The Board schedules 60 minutes for each interview. The hearing date will be set after the interview is completed. The public will be notified of the hearing date. The victim or surviving family of the victim are notified and asked to review the merits of the application. The applicant may have people who support their application present at the hearing which is convened at the:

Supreme Court Courtroom
Capital Rotunda Room 437
Main Capital Building
Harrisburg, PA

Applicants for *commute death sentence* are granted a public hearing when they apply. They will receive notice of the personal interview with the Board and the hearing date. Applicants are provided with an Application For Clemency when issued an Execution Warrant that has been signed by the Governor. Board Of Pardons regulations at 37 PA Code & 81.231 require that an Applicant seeking commutation of a death sentence must file an Application with the Board within **ten (10)** days of the Governor's issuance of a warrant.

AT THE PUBLIC HEARING:

The representative, applicant's supporters and those in opposition each have a total of 15 minutes to present their case. The representative and the applicant's supporters for commute death sentence and those in opposition have a total of 60 minutes to present their case. After all the applicants are heard the Board adjourns to Executive Session and then returns to vote publicly.

IF THE BOARD RECOMMENDS CLEMENCY:

If the applicant receives the required majority or unanimous votes, the application and written recommendation goes to the Governor's Counsel for further investigation and then to the Governor for final decision. Recommendations from the Board and the Warrant of Commutation from the Governor states applicants for commutation of Murder, Voluntary Manslaughter and attempts to commit Murder or Voluntary Manslaughter must serve at least one year in a community corrections center, unless the applicant is certified terminally ill, before becoming eligible for parole. Once parole is granted, an applicant is on parole for life and will be interviewed weekly for the first six months.

GENERAL INFORMATION:

Commutated applicants violating conditions of the warrant of commutation or violating parole may be recommended for revocation to the Governor by the Board after a hearing.

WHY IS SECURITY IMPORTANT FOR YOU?

For your safety and facility security, when you make contact with an offender, whether by mail, telephone, or visiting, you may not be able to do so at a time or in a way that is convenient for you. As a friend or relative of an offender, you will hear "safety and security" mentioned quite often. You will not be able to bring gifts or food to the offender. You will pass through metal detectors and possibly be searched when you come to visit to ensure your safety and security as well as others.

Sometimes it may seem that "security" was designed to be a wall between you and the offender. However, the purpose of security is to keep everyone safe. This means not only the staff of the prison but the offenders and visitors as well. Prison is a place that can be very dangerous if anyone violates security. While you may be sure your friend or family member would not misuse an item that is contraband to hurt someone, someone else could steal it and use it. Observing security procedures is one way that you can help to protect everyone from harm.

You may also wonder why some items are contraband. For example, it is difficult to understand how something as harmless as bubblegum could be a security risk. Yet an offender could use this item and other contraband items to jam locks, harm another offender and/or staff, to disrupt the facility, or to escape.

Drugs are particularly dangerous in the prison environment. An offender who has illegal drugs may be assaulted by other another offender(s) who want to steal his/her drugs. If an offender overdoses or becomes ill because of taking the drugs, he/she may be afraid to ask for help for fear of prosecution.

If you are caught bringing in contraband you can be prosecuted and your visiting privileges will be terminated. This is a serious criminal offense and can lead to you going to prison as well. You don't want to hurt yourself or your family by doing this. Naturally, you want to help the offender. However, if he/she asks you to bring in contraband material, you can help him/her best by observing the rules and refusing to do it. **Help keep everyone safe!**

POLICY ON DRUG INTERDICTION AND CONTRABAND

Pennsylvania has adopted a zero-tolerance approach against controlled substances in the state facilities. Zero tolerance means that the Department of Corrections is not willing to tolerate any violation of the rules concerning controlled substances.

Visitors are subject to search upon entering facility grounds. This search includes their vehicle and its contents. Visitors may also be scanned with electronic drug detection equipment and/or scanned with a drug detection dog. If a visitor refuses a search or a scan, the visit will be denied and the visitor will be directed to leave. PA State Police intervention may be necessary for visitors that are in the possession of controlled substances and dangerous contraband. Visitors that scan positive for drugs either by electronic drug detection equipment or K9 air scan may receive a non-contact visit or have their visit denied.

TRANSPORTATION PROGRAMS

Visiting may be difficult for you, not only because of the distance between your home and the facility where your loved one is incarcerated, but because of the expenses involved. Two agencies have transportation programs that can make visitations more affordable.

In the Pittsburgh Area, Family Services of Western Pennsylvania has created the Families Outside Program, which serves families of inmates. In order to help maintain the link between a child and his/her incarcerated parent(s), Families Outside provides low-cost transportation to most state and federal facilities throughout the Commonwealth of Pennsylvania. Fares are kept low (about one-third of the cost of commercial carriers). The fares for a child are set at about one-half of the adult fare. Volunteer coordinators are assigned to each facility to help the passengers during the trip. **(See attachment D for bus transportation and fees.)** Any questions regarding this program must be directed to Families Outside, who is responsible for operating this program and addressing any problems or concerns. Their contact information is as follows:

**Families Services of Western Pennsylvania/Families Outside
Second Floor, 6401 Penn Ave.
Pittsburgh, PA 15206-4051
(412) 661-1670**

In the Philadelphia area, The Pennsylvania Prison Society also has a Family Transportation Bus Service. This program offers affordable bus transportation service from Philadelphia to 24 State Correctional Facilities. The agency makes trips to each facility every other month. **(See attachment E for bus transportation schedule.)** Any questions regarding this program must be directed to The Pennsylvania Prison Society, who is responsible for operating this program and addressing any problems or concerns. Their contact information is as follows:

**The Pennsylvania Prison Society
245 N. Broad Street, Suite 300
Philadelphia, PA 19107
(215) 564-6005**

FAMILY VIRUTAL VISITATION

Another program that helps friends and families keep in touch is the Family Virtual Visitation Program. The Virtual Visitation program affords inmates placed far from home the chance to visit via videoconferencing with their families in Erie, the Greater Philadelphia Area, and Pittsburgh. The Erie location hosts our newest virtual visitation site which opened on January 1, 2012. The PA DOC offers the Virtual Visitation Program in cooperation with ScotlandYard Security Services, Inc. whom the PA DOC contracted with in November 2011.

The Family Virtual Visitation Program is currently operating in various State Correctional Facilities and three host sites for families across the state. **(See Attachment F for details).**

For more information about how to contact these agencies, see the Pennsylvania Resource list at the end of the Handbook. **(See Attachment G for a list of these resources).**

INMATE ACCOUNTS

Inmates are not permitted to have any type of money while they are incarcerated. This includes paper money and coins. To allow inmates to buy things they need or want, their money is held in their inmate account. Money from their jobs in the prison and gifts from family and friends are the usual source for their funds. The inmate can use the money in these accounts to buy items from the commissary or pay for services, such as cable television and telephone calls.

If you want to send money to an inmate, you must be on the inmate's visiting list. Money sent must be in the form of a money order or a certified check. Do not send cash or a personal check. The entire piece of mail will be returned to the sender, with a notice that it is being returned because of non-permitted contents. Please remember to include your friend or family members full name and inmate number, as well as your name and complete address on the money order.

The Department of Corrections encourages you to put money on the inmate accounts electronically using one of the two following options:

Western Union

Western Union requires that the Quick Collect form be used to send money if cash is being paid. These forms can be filled out at any Western Union office. The sender must provide the following information:

Pay To: PA Dept. of Corrections
Code City: PADO
Code State: PA
Account Number: Inmate number, Inmate Last Name

Fees:

Cash: \$11.95

Phone or Internet – ranges from \$11.95 to \$74.00, depending on amount sent and state sent from.

Internet website is www.westernunion.com

Phone Number is 1-800-634-3422

JPay

JPay requires that a MoneyGram Express payment form be filled out at any Wal-Mart or MoneyGram location if cash is being paid. Maximum amount that can be sent is \$1,000. The following information must be provided:

Receive Code: 3209

Company Name: JPAY

Account Number: Inmate Number (space) Inmate Last Name

Fees:

Case: \$8.95

Phone or Internet – ranges from \$3.95 - \$11.95 depending on amount sent. The fee for amounts sent over \$300 to \$1,000 varies according to state.

Internet website is www.jpayers.com

Phone number is 1-800-574-JPAY

If your friend or family member owes fines, costs or restitution, a percentage of any money you deposit may go to paying his or her debt in accordance with DC-ADM 005.

Taking Care of Yourself and Your Family

The first part of this manual focused on how to deal with the Pennsylvania Department of Corrections. The second part of this manual is equally important. While you are concerned about taking care of the inmate, it is very important that you also take care of yourself and your family.

Much of society's concern is focused on the victim of the crime or on the offender. Yet, your life has also been affected, often through no fault of your own. Professionals are beginning to realize that the families of offenders are also victims of the criminal. You may feel guilty, or others may try to make you feel like a bad parent because your child is incarcerated. Many families feel stigmatized because another family member has been incarcerated. While this is unfair, you may need help to deal with these issues or just need someone to talk to who understands.

SUPPORT GROUPS

One of the most difficult consequences of having someone that you care about being incarcerated is the sense of isolation and sadness. Many people feel embarrassed about the inmate's incarceration. They do not feel comfortable talking about it with other friends at a time when they need support more than ever. In addition, other people in your life, like your parents or other friends, may want you to abandon the incarcerated person. You may feel depressed at times. This is natural because you are grieving the loss of the relationship that you had before the arrest. Just as you hurt when you grieve for other losses, this loss will hurt for some time. One of the ways to help yourself feel better is to talk about these issues with others who are in the same situation.

Support groups for prisoners' families and friends are a good way to share problems and solutions in a safe and comfortable setting. Several agencies provide support groups. These agencies are listed in the section "Resources for Prisoners' Families in Pennsylvania" which you can find in the back of this handbook.

There are many types of support groups available. Some support groups are focused on relationship issues, while others help a child deal with his/her parent's incarceration.

A special type of group is the self-help support group. These groups generally focus on a specific problem and are led by people who are recovering from that problem. Some examples are Alcoholics Anonymous and Al-Anon groups. While the inmate is in prison, they may be involved with this type of group. Alcoholism or drug addiction affects the whole family, not just the user, and the Al-Anon and Al-Ateen groups are designed to help family members cope with the unique problems caused by the disease of addiction. These groups practice confidentiality, so you don't have worry that you might meet someone you know there.

While these groups can be very helpful to you and your family, they can also help you to maintain a bond with the inmate. Inmates who undergo drug and alcohol treatment often experience changes in attitudes and lifestyle. If you attend the family self-help groups like Al-Anon or Al-Ateen at the same time, you will be better able to understand the inmate's new experiences and ways of thinking.

If you yourself are actively misusing alcohol or drugs, this will be a problem when the inmate is released from prison. The inmate may not be permitted to or want to return to your home if he/she will be living with an ongoing substance abuse problem. Alcoholics Anonymous or Narcotics Anonymous can help you deal with your own issues, so your friend or family member can return to a healthy home situation.

RELATIONSHIPS AND PRISON

Being a parent, spouse, or close friend to someone in prison is often hard. Having an intimate relationship with an inmate in prison causes stress and strain. You may feel that it is up to you to sustain and nurture the relationship. At times, you may feel that you are "doing time" just like the inmate. In this section, suggestions are offered to help you keep yourself and the relationship healthy.

Dating

If you are dating someone in prison, it may be difficult to really get to know the inmate. You may be the inmate's only connection to the outside world. The inmate may lean on you more so than if you were dating on the outside. Therefore, your letters, visits, and telephone communications become very important to the inmate. The inmate may also depend heavily on you to send gifts, money or to do things you don't really want to or can't afford to do.

Try not to let the inmate put pressure on you. Don't focus only on the needs of the inmate and don't feel pressured into taking care of only his/her needs. Be sure to find time for yourself and keep a proper focus on your own needs and feelings. When you communicate with each other, try to talk about your past and your goals and hopes for the future. A more balanced relationship will help you decide if you want to maintain this relationship after the inmate is released.

Thinking about marriage

A lot of thought should go into the decision to marry someone who is in prison. Think about what you will be giving up and how you will cope with the separation. Do you think your love will survive these difficult years?

Consider whether you are in this relationship for comfort and/or convenience. If you are in this relationship because it makes you feel needed, you may want to talk with others about your decision. Look in the back of this handbook and locate a group where you can meet people who have been in this situation. **(You may want to read some of the books referred to in Attachment H).**

People in your community may make harsh judgments and reject you for your choices. At times, family members of an inmate may face difficulties, such as losing jobs or housing. Try to take it slowly when making this decision. Try to hold your emotions in check and consider what it will be like to be married to this person while incarcerated and after he/she is released.

Planning to marry someone in prison

If you plan to marry an inmate, he/she will have to submit a request for marriage in writing and send it to the prison chaplain or his/her counselor. The chaplain and counselor are required to interview you and the inmate. There may be more than one counseling session. If the marriage request is granted, you and the inmate will have to pay for the cost of the marriage license.

In each facility, there are local rules as to where and when marriages are performed. If the ceremony is going to take place within the facility, you may be able to have either the prison chaplain or someone on the outside who is qualified perform the service. Keep in mind that all persons going into a facility will be subject to security provisions for inmate visits.

Married to someone in prison

Having your spouse incarcerated may put a lot of strain on your marriage. You have to deal with both the physical and emotional separation. Pennsylvania does not allow for conjugal visits. You will not be able to communicate with each other in a natural setting. In order to stay committed to each other, you will need to find ways to express your love and concern for your spouse. You will also need to find ways to help your marriage continue to grow.

Here are some suggestions:

- Write letters daily and share honest details about your lives. Tell your spouse about your schedule and events you have planned.
- Visit often, weekly if possible.
- Talk on the telephone as your budget will permit.
- Bring some of your friends to visit with your spouse (refer to Visiting Section).
- Share a common interest, such as reading the same book or watching the same television show.
- Share your budgeting concerns with each other.
- Make decisions about finances, children, housing, and jobs together.

Your spouse may feel a lack of control in your relationship. The inmate may be angry or irritable when you are not around, when he/she telephones you or when you miss a visit. Your spouse may also get upset if you have to make an emergency decision about an important matter without his/her input. Some inmates are also uncomfortable having to depend upon others. These changes are normal and your spouse's fears are understandable. In these situations, talk about your feelings and concerns with each other openly and honestly. You will also have to learn to say no when you cannot do something for your spouse. Overall, you need to take care of yourself even if your spouse feels threatened at times.

Thinking about divorcing someone in prison

If your marriage was not good before your spouse went to prison, it probably will not get better while he/she is incarcerated. Consider the needs of yourself, your spouse, and your children if you have any. Talk to someone you can trust about the situation.

If you decide to divorce your spouse, remember that your child may have a legal right, except if the child is a victim, to visit and have contact with his/her father or mother. It is important for your ex-spouse and your child to continue expressing his/her love and support for each other, even if your marriage is over. If possible, help arrange visits for your child. If you do not want to see the inmate yourself, make arrangements for another adult to bring your child to visit. Read over the section on Visitation about the rules for children visiting at facilities.

You can also encourage your child to communicate with his/her Mom or Dad by writing letters and sending holiday or birthday cards to his/her parent. Let your child know that it is all right for him/her to care about and to contact his/her incarcerated parent.

Parent of an inmate

Having a child who is incarcerated can place a heavy burden on you. You may have many mixed feelings. You may feel guilty and think that you should have done more for your child. You may feel that you have done something wrong which lead to your child being incarcerated. These feelings of guilt are shared by many parents. It is common for parents to become consumed or obsessed with their incarcerated child, such as thinking that you need to "make up for" what you think you did not do "right" in the past. You might need to remind yourself that every person is responsible for his/her own actions and that you are not responsible for your child's incarceration. To become obsessed with your child will only put you in a facility; it will not free your son or daughter.

You may also feel angry with your child for what he/she did. Your child might have brought you embarrassment and/or shame from people in your community. You may also be suffering physical and emotional hardships or have feelings of resentment and even hate. These feelings you experience may be mixed with feeling of love. Anger mixed with love is common. Don't try to mask these feelings because they are normal. Talk about your feelings with family members or friends you feel comfortable talking with. This will help you find a way to move towards accepting the fact that one of your children has ended up in a facility.

Eventually, you will come to terms with these mixed feelings. However, it is important for your own health and well being to continue to live a full life on your own. Get involved in activities that you enjoy. Consider doing a new activity or starting a hobby that you have always wanted to do. Concentrate on your spouse or other children. Taking an interest in them will help you adjust to the new situation. **(See Attachment G for books on this subject.)**

YOUR CHILDREN AND THE PRISON

A child can experience many different emotions when a parent is in prison. He/she are often confused and fearful. If the child was home when the parent was arrested, he/she many feel upset by the sight of a parent being handcuffed or may feel guilty if he/she opened the door for the police to come into the home.

A child may also feel guilty about having a parent in prison. He/she may think it is his/her fault. He/she may think, "If only I was a better child, this would have never happened." He/she may be too young to understand that it was Mom or Dad who did something wrong and that he/she is not to blame.

He/she may feel that he/she lost someone close to him/her and not know what is going to happen now that his/her Mom or Dad is gone. A child may also feel abandoned and lonely and may feel left out when a parent goes to a facility. You and your family may be busy trying to make ends meet and supporting the inmate in a facility. As a result, you may not have as much time for your child as you did before all this happened. He/she may feel like he/she is being shuffled around in the process. A child needs reassurance that the absent parent and the caregiver parent still care for him/her.

At first, a child may also feel anger or fear toward his/her Mom or Dad who is in a facility and not want anything to do with him/her. A child may feel the inmate caused him/her a lot of pain and not want to deal with the situation. If substance abuse or domestic violence occurred in the home before the arrest, the child may be fearful of having a parent who might be released to re-abuse him/her.

Shame may affect a child of an inmate. He/she may be embarrassed because he/she needs time off for visiting his/her parent in a facility. Other children may bully and tease him/her. Studies show that some children will withdraw while others become aggressive and hostile. Having so many different strong feelings can make the child feel sad or upset. Therefore, it is important for you to try to get the child to talk about his/her feelings.

If a child does not talk about his/her feelings, he/she may act them out, sometimes in destructive ways. He/she may do poorly in school, wet the bed, get into fights, cry a lot for no reason, steal things, or have bad dreams. You may notice some of these or other new behaviors in your child. These changes in behavior are cries for help, and they need to be heard.

To help your child deal with these feelings it is important to tell him/her the truth about what is happening. It is more frightening for your child not to know the truth. Telling him/her that Mom or Dad is away at school or in the Army can be harmful because your child will wonder why Mom or Dad never comes home to visit. When you tell your child a story to protect him/her from the truth, you have to keep making up more stories to answer his/her questions.

By telling your child the truth, you can help him/her build trust in you. Therefore, talk with your child and answer his/her questions honestly. One way to share what is happening with your child is to say something like this, "Daddy or Mommy did something wrong; he/she broke the law. He/she is not a bad person because they did a bad thing. He/she loves you and does not like to be away from you, but he/she was sent to a facility

to be punished.” From here you can talk about what life is like without Dad or Mom being home and talk about visiting at the facility. You can also talk with your child about what to say to kids at school or folks in your neighborhood. Tell your child the truth. When he/she sees that you can handle the new situation, your child will feel more confident that he/she can also handle the truth.

Keep in mind that every child is different and will react to the truth about his/her parent being in a facility in different ways. Help your child draw his/her own conclusions about the situation. Overall, you and your child will have a better relationship and feel good about each other because you are dealing honestly with the new situation together.

The first talk will be one of many. Your child will continue to have questions and feelings about his/her parent being locked up. You may also notice that your child is competing with Mom or Dad in a facility for his/her time and attention. This may happen when your child is feeling insecure. Your child needs your attention, love, understanding, and honesty more than ever now. If you feel too much stress of your own to help your child deal with the situation, talk with someone else about the problem. You may be able to talk with a school guidance counselor or call a prison ministry group in your town. You may also be able to find a Big Brother or Big Sister for your child. In some communities you may be able to connect with other families who have loved ones in a facility. These people can help support you and your child because they understand your situation as no one else can. Check the list of resources in the back of this handbook to locate a group in your area.

Overall, encourage your child to stay in touch with his/her Dad or Mom in prison. Suggest that he/she write letters and send holiday or birthday cards. You can also tell him/her to send school work, report cards, photos of themselves, or pictures he/she has drawn to his/her parent who is in a facility if permitted by facility rules.

Also, encourage and support your child to do things that help him/her feel better. Help him/her explore outside interests and special talents, such as sports, painting, dancing, biking, or reading. Try to make time to do some of these activities with your child. The activities will help build up his/her confidence so that he/she can feel good about themselves. By helping to build your child's confidence, you will find that you are building your own confidence at the same time. You can be a family, even with one parent in a facility! Your child need to know this.

You may want to consider counseling for your child. In the Philadelphia area, the Pennsylvania Prison Society has a group for children of incarcerated parents. Support for a child with an incarcerated parent is a community-based 12 week support group for children ages 8-12. In other areas, check with local family service agencies to see if any groups are available.

The Department offers a number of parenting programs such as “Inside Out Dads” for male inmates. For the female inmates, SCI-Muncy offers a Support Group, Parenting Teenagers Group, Child Development Group, Positive Parenting Group (for inmates who have crimes against minors that are not of a sexual nature), and the PA Family Support Alliance Group. They also offer "Inside Muncy Parents and Children Together" (IMPACT) which is a small visitation center that allows mother to visit with their children. SCI-Cambridge Springs offers a 10-week Parenting program, Family Support Groups, and Mother/Child Retreats for their female inmates. These programs can help your family maintain a strong relationship and improve one's parenting skills.

If you are angry with your partner, you may want to punish him/her by withholding visitation. This is harmful to your child. Studies have shown that a child who stays in touch with an incarcerated parent(s) tend to adjust much better. **(See Attachment G for a listing of books for children of incarcerated parents).**

SPECIAL CIRCUMSTANCES

A Death in the Family (DC-ADM 812)

If a family member passes away, you may want the inmate to attend the viewing or the funeral. A family member includes a spouse (legal or common law), children, parents, grandparents, brothers, sisters, aunts, uncles, or step relatives with whom the inmate made his/her home. Unfortunately, this may not always be possible. In order for an inmate to temporarily leave the prison for a funeral, permission must be granted by the Department. The inmate must contact his/her counselor to submit a request for such permission. If permission is granted, the inmate or his/her family must pay the cost of taking the inmate to the funeral, including the cost of staff and transportation. These costs may be very expensive.

Do not expect to have a long visit with the inmate at this time. Usually the inmate is only permitted to view the deceased individual and is promptly returned to the facility. The inmate will have to remain handcuffed during the visit to the funeral home. Even a short visit with other family members is not usually permitted. Unless the inmate was very close to the person who passed away, you may want to reconsider whether a very short visitation is worth the expense.

Holidays

Holidays are very stressful times for people who are separated from each other. This is particularly true for an inmate and his/her family. Visitations can help ease this time for you and your child. A heavy demand for weekend or holiday visits may require a limited schedule for these visits. If this becomes necessary, the facility will post a special schedule for visitors, so your visits at the holidays may be more limited than usual.

If you have a child, holidays may be particularly difficult. He/she may miss his/her parent more than usual. In addition, you may have financial difficulties. Angel Tree programs provide gifts for children with incarcerated parents and are often available from local churches. If you are interested, you may get more information about this program in the Resources Section of this handbook.

If you wish to give the inmate a gift, you must plan ahead. For example, if you wish to send a book, it must be ordered from the publisher and sent directly from the publisher to the inmate. No gifts can be given directly to an inmate. Gifts must be shipped directly from the vendor. In addition, you should check to see if the inmate is permitted to have a particular item. Even if the item is permitted, it may have to be a very specific type.

When Your Friend or Family Member Is a Capital Case

Capital Case Housing Units for a male are located in two facilities, SCI Greene and SCI-Graterford. Female capital case inmates are housed at SCI-Muncy.

Visitations with Capital Case inmates are limited depending on whether they are in Phase I or Phase 2. Contact visits are not permitted in either phase. Additional information is available on page 22 of this booklet.

If you feel the need for more support than you can get from friends and family, don't be embarrassed to seek out counseling or to join a support group for families of Capital Case inmates. If you have access to the Internet, there are many organizations that give support to inmates' families.

Legal issues

In Capital Cases, there can be a long time between the time of sentencing and when the sentence is carried out. The legal process is very long and complicated. After the accused person is found to be guilty, a separate hearing is held to see if there are any circumstances that might affect what sentence is given. The next step is formal sentencing by the judge. Often there is a delay between the verdict and formal sentencing as the judge considers various issues that are raised by the attorneys. After the formal sentencing, the State Supreme Court automatically reviews the sentence. The court can either allow the sentence to remain as it was, change it to a life sentence or send the case back to the trial court.

If the Supreme Court upholds the sentence, the case goes to the Governor's Office where it is reviewed by legal counsel and finally by the Governor. Only the Governor may set the execution date, which is done by signing a document known as the Governor's Warrant. All executions are carried out at the State Correctional Facility at Rockview.

Several things you need to know:

- The appeal process is slow, and waiting seems like forever.
- After each appeal, a new execution date is set if the sentence is upheld. The execution date is often published in the paper or announced on the news before you hear the news from your attorney. Do not panic. Call the inmate's attorney. An appeal may be filed and the execution date postponed. This may happen many times in the appeals process.
- Lawyers are often hard to reach. . Be polite and be persistent.

FAMILY FINANCES

The family members on the outside and the family member inside the facility both become very concerned about money issues. Having a family member in prison can cause a real strain on your budget. You may have lost a paycheck or a child's caretaker. You probably will have to come up with money for a mortgage payment or rent, as well as money for food, clothing, medication, and all of the normal living expenses.

If the inmate is incarcerated far from your home, you will also have the expenses of long-distance collect calls, travel, food, and motel costs when visiting. In the inmate's desire to see you and phone you, he/she may forget how tough it is to budget these expenses. He/she may want you to buy things that you just cannot afford. Life in a facility can be boring if the inmate is not involved with programming. He/she may want you to buy a television or send money to buy things at the commissary. This can leave you torn between showing that you care by sending money or paying bills that have to be paid.

Even if the inmate understands that you cannot afford to send much money, money can still be a problem. The inmate in a facility may have many different feelings about finances. The inmate may feel guilty and/or worthless since he/she is not contributing to the family budget. The longer he/she is in a facility, the more difficult it is for the inmate to understand how much things cost and how difficult it can be to survive on the outside.

The inmate may also become angry if you apply for some temporary financial or medical assistance from a social service agency, such as welfare or Medical Assistance. However, you need to consider your child's health needs and his/her need for a stable home and good nutrition. There are a number of programs designed to provide short-term assistance. If you have a child, you can have a surprisingly high income and still receive some types of assistance. Pennsylvania's Department of Public Welfare has many special programs to help maintain families through crises. Your local County Assistance Office will have information about these programs.

Financial issues can be a problem for any family, inside or out. One of the best ways to share financial responsibilities is for you to go over the family budget with the inmate at least once a year. Make sure you work on the budget together and talk with each other about financial concerns. Be honest about your financial situation and listen to the inmate's concerns. Figuring out your budget with the following guide sheet can help you plan a budget and help you answer all the inmate's questions about finances.

Monthly Family Budget

Date: _____

EXPENSES:

Housing	
Rent/Mortgage	
Utilities	
Gas	
Electricity	
Water	
Garbage Removal	
Other	
Health Care	
Health Insurance	
Life Insurance	
Doctor's Bills	
Medication	
Other	
Children	
Clothing	
Child Care	
School Supplies	
Other	
Personal Care Needs	
Laundry	
Hair/Body Care	
Entertainment	
Other	
Crisis/Unexpected	

Communication	
Phone	
Cable	
Internet	
Food	
Groceries	
Eating Out	
Transportation	
Car Payment	
Car Insurance	
Car Repair	
Gas and Oil	
Other	
Visitation	
Transportation	
Lodging	
Food	
Other	
Miscellaneous	
Lawyer Fees	
Money to Inmate	
Other	
TOTAL EXPENSES:	

INCOME			
Salary/Wages		Social Security Disability	
Food Stamps		Child Support	
AFDC		Pension	
Medicaid/Medicare		Other	
Other			
		TOTAL INCOME	
	Minus	TOTAL EXPENSES	
		DIFFERENCE	

Budget Guidelines

If some of the items on this budget do not apply to your family, just skip over them. If you have expenses that are not listed, write them in a category for "Other" expenses. For some items, you may have to figure out an "average" expense. For other items, you might know the exact amount. Be sure to enter an amount for the category of "Crisis/Unexpected" needs.

Telephone calls from the facility can be costly. If you work together with the inmate on an amount that you can afford to spend on calls, this can help keep the charges to an affordable amount. This the inmate understand that you want to talk to them, but you both need to be aware of the costs and how much you can afford to spend.

IS MOVING RIGHT FOR YOU?

In Pennsylvania, an inmate is placed in facilities that provide enough security for his/her custody level, dependant on cell space availability. This type of facility may or may not be close to the family home. Since there are only two facilities and one boot camp in the Pennsylvania system that hold female offenders, the inmate will probably be incarcerated in a distant area. This can make visiting difficult.

Frequent visitations may be too expensive or may not be possible because of work or school schedules. Your child may be upset because he/she misses his/her parent who is in a facility. If your health is poor, visits may be impossible. At this point, you may think about moving to be closer to where the inmate is housed.

This is a serious decision to make. One of the problems with moving to be closer to the inmate is that an inmate can be moved at any time by the Department. There are no guarantees that the inmate will do all of his/her time in one location. You may move and in a short time find that the inmate has been moved to a different part of the state.

One alternative to moving is to consider having the inmate request a transfer. Because the inmate's custody level is re-evaluated each year, the inmate may be eligible for a lower custody level and be able to transfer to a less secure facility closer to your home. However, one of the most important factors in being reclassified at a lower custody level is the inmate's behavior. The fewer and less severe misconducts the inmate receives, the more likely he/she will be reclassified at a lower custody level. Getting no or very few misconducts is one way the inmate can help to decrease the distance between you.

If this option is not appropriate for you, you may still wish to move to be closer to the facility. Relocation can be very difficult. Therefore, before you make a decision to move you should ask yourself the following questions:

1. Do you have family, friends or an organization in the town where you want to relocate?

If you do not have any family or friends in the area, try to contact some organizations, such as the prison ministry, and see if they can offer you assistance. You may be able to contact other inmates' families who live near the facility. Ask them about locating housing, schools, health care facilities, and agencies that can help you find a job.

Plan to visit the town a few times before you move so you can get a feel for the area. Use these special visits to apply for a job or locate housing. You may also want to check out the school where your child will attend. Familiarizing yourself with the new location will give you a feel for whether you really want to live in a specific area. It is better for you to realize that moving to a new area is not what you expect it would be **BEFORE** you actually make the move with your family.

2. How does your family feel about moving?

Think about how a move will affect your family. A child has friends, relatives, and school activities that will be hard to leave. One suggestion is to have a family meeting where everyone can share his/her feelings and concerns about moving. If everyone agrees to move, keep your family informed about the steps in the moving process.

If you decide to move and you have a child, it is best to wait and move after school is out. This will make the transition to a new school easier for your child. It is also easier to move when the weather is warm and sunny rather than when it is cold and possibly snowy.

3. Do you have the resources to make a move?

Moving is expensive. During the process of relocation, you will have expenses for lodging, transportation, and food. You may have to pay someone to take care of your child while you are out looking for housing and a job. You may need to have a deposit for rent once you find housing. These expenses can easily add up to \$1,000 or more. Make sure you have money saved before you attempt to move.

Another thing you need to consider is the location of the facility. Most facilities in Pennsylvania are located in rural areas. If you have always lived in an urban area you may have difficulty in adjusting to a different way of life and the lack of available resources. In most rural areas there is no public transportation available. If you do not have a car you will not be able to go anywhere unless someone is willing to give you a ride.

Some rural areas have very limited shopping and services. You may have to drive a long way just to go to the grocery store or get a haircut. If you have special medical needs, specialists may not be located near your new home. Rural counties often have fewer social services and other resources available, so programs that you or your child use in your current home may not be available in the new location.

Finding employment in rural areas can also be difficult. Although you may be highly skilled, there may not be much of a demand for your skills in that area. Even low-paying jobs may not be available in some areas.

If you do decide to move, be careful not to burn your bridges when you move. You may decide to return to the area in the future. If renting, try to negotiate with your landlord if you need to get out of your lease. If you just abandon the lease, your landlord can file a complaint at the magistrate's office to recover the amount of rent you owe for time remaining on the lease. Be sure to give notice at your current job before you leave so that you will be able to use them as a reference.

Moving may work for you, but it requires consideration of a number of issues. Careful planning can help to make your move a successful one.

WHEN THE INMATE COMES HOME

If the inmate receives a parole date, you will probably have some time before he/she returns to your home. You both have been anxiously awaiting the time when the inmate could come home. Expectations that everything will be perfect are common with friends and family members. However, these expectations may not be realistic.

Even if the inmate had a relatively short sentence, both of you have experienced many changes since you were last together. The person who remained outside had to become the head of the household. If you were a housewife before you're the inmate's arrest, you may have had to become more independent or began working outside the home. You might have had to use daycare for your children for the first time. If you are male, you may have had to handle childcare and home care duties.

For the inmate, the facility experience was a radical change from his/her previous life. Even the most humane facility environment is stressful. The prison environment is made up of very strict rules, and the inmate must be aware of his/her behavior.

On the positive side, the inmate received treatment and education that addresses problems that could have limited his/her ability to get along in society. For example, if the inmate has a substance abuse problem when arrested, he/she will probably have received treatment. Education is available for most inmates. The inmate may have grown both emotionally and intellectually as a result of attending these facility programs. Either way, the inmate has had many experiences that could change the way he/she acts in certain situations.

If you have a child, he/she has probably grown up in a one-parent household. He/she may not remember a time when both parents lived together. Your child may not be used to sharing you with someone else or obeying someone else.

With all of these changes, it may take a while after the release before your family settles back into a comfortable routine. Meeting the obligations of parole, getting the family financially stable, and dealing with mandatory treatment can be overwhelming. You may feel as though you are starting all over again. If you have difficulty in dealing with some of these issues, you might want to seek some support or counseling to help you through this period.

Although counseling can be expensive, many agencies have sliding fees to make help available for anyone who needs it. Services that have sliding fees charge fees based on the ability to pay. If you go to an agency that has sliding fees you may have to document your income to receive the discounted fees, but you may receive reduced fees or even free services.

Some agencies have transition groups that are specifically designed to help you and the inmate to adjust. These are run by professionals and can assist a former inmate in his/her adjustment to life outside of the criminal justice system. Support is offered in order to help a parolee avoid returning to the criminal justice system and to develop other skills necessary to "make it" in society. The groups also provide support for the family or an inmate in order to help them adjust to the difficulties that result from an inmate's return to society. For example, in western Pennsylvania, "Families Outside" runs such a group. If no groups are available in your area you may want to speak with a counselor or a social worker for individual counseling.

Relationships outside the home

You may have fears that reconnecting with people from the past will cause problems again. You may fear your loved one will get involved with the wrong crowd, commit another crime and get sent back to prison. However the inmate may feel he or she needs to "catch up" with everyone after being away for so long.

Realize that getting back into the mainstream of life will be challenging for your loved one. You need to give the person space to make decisions. There is an expression, "as you want a man to be, think of him so." Try to have a positive attitude and trust him/her. Hopefully, your positive attitude will help him/her to make the right decisions.

Realistically, you cannot control what any person feels or does. The only person you can control is you. Trying to keep track of someone every minute will only imprison you and will hurt the relationship. If the person you care about does something wrong and goes back to the facility, it is not your fault or responsibility. You can be supportive and caring, but in the end they will make the choice whether or not to get into trouble.

The feeling of having to start all over is justified. Many parts of your life will be different and may be difficult. Your friend or family member will have to find a job, which can take some time. Sometimes employers are not willing to hire someone who has been incarcerated. Be patient and have confidence that he or she will find work. They can use your encouragement at that time.

It can help to remember that starting over can mean a fresh start as well. Your loved one has had the opportunity to get the tools to make a better life for your family. On the following pages, you will find resources that can help you through the transition period.

SELF HELP SUPPORT GROUPS FOR SUBSTANCE ABUSE ISSUES

Al-Anon/ Alateen

Al-Anon's purpose is to help families and friends of alcoholics recover from the effects of living with the problem drinking of a relative or friend. Similarly, Alateen is our recovery program for young people. Alateen groups are sponsored by Al-Anon members. The program of recovery is adapted from Alcoholics Anonymous and is based upon the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service. The only requirement for membership is that there be a problem of alcoholism in a relative or friend.

Corry - District 12 Al-Anon Info Serv (814-665-5445)
Rt 1 Box 292 16407

Lancaster - Al-Anon Intergroup (717-393-7767)
PO Box 186, 17608

Philadelphia - Al-Anon Info Serv of Delaware Valley (215-222-5244)
4021 Walnut St, 19104

Pittsburgh - Al-Anon Info Serv (412-572-5141/1-800-628-8920 local)
204 37th Street Room 102, 15201-1859

Sharon - Mercer County Pennsylvania AIS (734-983-6430)
PO Box 42, 16146

Alcoholics Anonymous

In the U.S.. look for "Alcoholics Anonymous" in any telephone directory. In most urban areas, a Central A.A. office, or "Intergroup," staffed mainly by volunteer A.A.s, will be happy to answer your questions and/or put you in touch with those who can; or you can write to: A.A. World Services, Inc., P.O. Box 459, New York, NY 10163 - (212) 870-3400.

Narcotics Anonymous

World Service Office in Los Angeles
PO Box 9999

Van Nuys, California 91409 USA

Telephone (818) 773-9999

Fax (818) 700-0700

Business hours are Monday through Friday, 8:00 AM to 5:00 PM local time.

NATIONAL RESOURCES

Aleph Institute

9540 Collins Avenue

Surfside, FL 33154

(305) 864-5553

Area Served: USA

Programs & Services

Provides Jewish religious education, counseling, emergency assistance, and referrals for Jewish prisoners and their families. Publication: Institutional Handbook of Jewish Practice and Procedure.

AngelTree - Angel Camping Prison Fellowship Ministries

Pennsylvania Office Address:

Prison Fellowship

PO Box 10613

Pittsburgh, PA 15235-0613

Phone: (412) 829-0299

Fax: (412) 829-0325

Programs & Services

Angel Tree is a faith-based Christian program of Prison Fellowship to reach out to children in the United States whose parent or parents are incarcerated. Angel Tree is a year-round program that helps children to get necessary school supplies, provides mentoring, camping programs, and Christmas care.

Bethel Bible Village

Phone: (423) 842-5757

P.O. Box 729

Hixson, TN 37343

Area Served: USA

Programs & Services

Provides a Christian group home for children whose lives have been shattered by crime. Services include transportation, parent education, information, referrals, case management, group activities, religious ministry, family reunification support, public education and advocacy.

Big Brothers Big Sisters of America

National Office

230 N. 13th Street

Philadelphia, PA 19107

Phone: 215-567-7000

Fax: 215-567-0394

Programs & Services

BBBSA provides one-to-one mentoring relationships between adult volunteers and children primarily from single-parent families in over 500 programs throughout the United States.

Center for Children of Incarcerated Parents

Phone: (626) 449-8796

P.O. Box 41-286

Eagle Rock, CA 90041

Area Served: USA

Programs & Services

Provides parent education, self-help support groups, information, referrals, mentoring, family reunification support, family therapy, public education, legal assistance and advocacy. Provides technical assistance, training, policy development and research services in a variety of areas related to children of prisoners. Publications: provides a clearinghouse for publications and audiovisuals to prisoners (free) and others (at cost). Contact Center for list.

Child Welfare League of America (CWLA)

Phone: (202) 942-0270

440 First Street, NW

Washington, DC 20001

Area Served: USA

Programs & Services

Provides information and referrals, technical assistance to child welfare agencies and public information and advocacy.

Publications: Working with Children and Families Separated by Incarceration - A Handbook for Child Welfare Agencies, \$18.95; Parents in Prison: Children in Crisis; State Agency Survey on Children with Incarcerated Parents; Children with Incarcerated Parents: A Fact Sheet.

CURE (Citizens United for Rehabilitation of Errants)

Phone: (202) 789-2126

P.O. Box 2310

Washington, DC 20013

Website: www.curenational.org

Area Served: USA

Programs & Services

Provides advocacy to bring about prison reform including equitable rates for inmate phone calls. Provides information on reform and rehabilitation to offenders and their families. For a list of CURE's state chapters and affiliates, see the CURE web site at www.curenational.org.

Kairos Outside

Phone: (407) 629-4948

140 North Orlando Avenue, #180

Winter Park, FL 32789

Website: www.kairosprisonministry.org

Area Served: USA and International

Programs & Services

Provides mentoring, religious ministry, family reunification support and weekend retreats for female adults significant to the incarcerated.

Tough Love International

Phone: (800) 333-1069

P.O. Box 1069

Doylestown, PA 18901

Area Served: USA and International

Programs & Services

Provides self-help support group for parents of out-of-control children and young adults.

ATTACHMENT A

Internet Services

<http://www.cor.state.pa.us>

DOC Policies – Department of Corrections Policies can be accessed by clicking on DOC Policies on the website main page.

Inmate Locator – Allows you to find where an inmate currently in the custody of the Pennsylvania DOC is housed. If you have trouble finding an inmate, try entering LESS information, such as only entering the inmate's last name. The Inmate Locator can be accessed by clicking on Inmate Locator on the website main page.

Institutional Information – You can access information about each institution by clicking on the Institutions link on the website main page and then selecting a specific institution from the institution map. The type of institution information available includes:

- Contact Information – the institution address, phone number, and major contact names.
- Visiting Rules – a list of the visiting rules for that institution, including the visiting hours.
 - Driving Directions – uses Map quest to provide driving directions to each institution.

ATTACHMENT B

REGION I

REGIONAL OFFICE

1355 West Cheltenham Avenue
Elkins Park, PA 19027

Telephone: (215) 560-1600

Fax: (215) 560-1601

PHILADELPHIA CCC #2

407 North 8th Street

Philadelphia, PA 19123

Telephone: (215) 560-3041

Fax: (215) 560-4120

PHILADELPHIA CCC #3

219 East High Street

Philadelphia, PA 19144

Telephone: (215) 560-4885

Fax: (215) 560-5774

PHILADELPHIA CCC #4

1628-1630 North 15th Street

Philadelphia, PA 19121

Telephone: (215) 560-5328

Fax: (215) 560-5621

PHILADELPHIA CCC #5

1221-1223 Bainbridge Street

Philadelphia, PA 19147

Telephone: (215) 560-4543

Fax: (215) 560-5508

REGION II

REGIONAL OFFICE

33 North Cameron Street

Harrisburg, PA 17101

Telephone: (717) 787-8127

Fax: (717) 787-5407

ALLENTOWN CCC

608-610 Hamilton Street

Allentown, PA 18101

Telephone: (610) 821-6741

Fax: (610) 821-6558

HARRISBURG CCC

27 North Cameron Street

Harrisburg, PA 17101

Telephone: (717) 787-4427

Fax: (717) 772-6929

JOHNSTOWN CCC

301 Washington Street

Johnstown, PA 15901

Telephone: (814) 533-2416

Fax: (814) 533-2622

SCRANTON CCC

240 Adams Avenue

Scranton, PA 18503

Telephone: (570) 963-4215

Fax: (570) 963-3077

YORK CCC

317 West Market Street

York, PA 17401

Telephone: (717) 771-4541

Fax: (717) 771-4546

REGION III

REGIONAL OFFICE

1301 Beaver Avenue

Pittsburgh, PA 15233

Telephone: (412) 770-1447

Fax: (412) 770-1445

PITTSBURGH CCC #1

915 Ridge Avenue

Pittsburgh, PA 15212

Telephone: (412) 322-6806

Fax: (412) 565-5112

PITTSBURGH CCC #2

501 North Negley Avenue

Pittsburgh, PA 15206

Telephone: (412) 565-5360

Fax: (412) 565-5381

PITTSBURGH CCC #3

535 South Aiken Avenue

Pittsburgh, PA 15232

Telephone: (412) 681-1202

Fax: (412) 565-3597

ERIE CCC

423 West 8th Street

Erie, PA 16502

Telephone: (814) 871-4281

Fax: (814) 871-4711

SHARON CCC

300 West State Street

Sharon, PA 16146

Telephone: (724) 983-5135

Fax: (724) 983-5708

ATTACHMENT C

MAILING LIST FOR PENNSYLVANIA STATE CORRECTIONAL FACILITIES

SCI Albion

10745 Route 18
Albion, PA 16475-0001
(814) 756-5778

SCI Benner

301 Institution Drive
Bellefonte, PA 16823
(814)-353-4629

SCI Cambridge Springs

451 Fullerton Avenue
Cambridge Springs, PA 16403
(814) 398-5400

SCI Camp Hill

P.O. Box 8837
Camp Hill, PA 17001-8837
(717) 737-4531

SCI Chester

500 E. Fourth Street
Chester, PA 19013
(610) 490-5412

SCI Coal Township

1 Kelley Drive
Coal Township, PA 17866-1020
(570) 644-7890

SCI Dallas

1000 Follies Road
Dallas, PA 18612-0286
(570) 675-1101

SCI Fayette

50 Overlook Drive
LaBelle, PA 15450-1050
(724) 364-2200

SCI Frackville

1111 Altamont Boulevard
Frackville, PA 17931-2699
(570) 874-4516

SCI-Forest

1 Woodland Drive
Marienville, PA 16239-0307
(814) 621-2110

SCI Graterford

P.O. Box 246 Route 29
Graterford, PA 19426
(610) 489-4151

SCI Greene

169 Progress Drive
Waynesburg, PA 15370
(724) 852-2902

SCI Houtzdale

P.O. Box 1000
Houtzdale, PA 16698-1000
(814) 378-1000

SCI Huntingdon

1100 Pike Street
Huntingdon, PA 16654-1112
(814) 643-2400

SCI Laurel Highlands

P.O. Box 631, 5706 Glades Pike
Somerset, PA 15501
(814) 443-0305

SCI Mahanoy

301 Morea Road
Frackville, PA 17932
(570) 773-2158

SRCF Mercer

801 Butler Pike
Mercer, PA 16137
(724) 662-1837

SCI Muncy

Box 180 Route 405
Muncy, PA 17756
(570) 327-3395

SCI Pine Grove

189 Fyock Road
Indiana, PA 15701
(724) 465-9630

SCI Pittsburgh

P.O. Box 99901
Pittsburgh, PA 15233
(412) 761-1955

Quehanna Boot Camp

South HC Box 32
Karthaus, PA 16845
(814) 765-0644

SCI Retreat

660 State Route 11
Hunlock Creek, PA 18621
(570) 735-8754

SCI Rockview

Box A
Bellefonte, PA 16823
(814) 355-4874

SCI Smithfield

P.O. Box 999
Huntingdon, PA 16652
(814) 643-6520

SCI Somerset

1590 Walters Mill Road
Somerset, PA 15510-0001
(814) 443-8100

SCI Waymart

P.O. Box 256 Route 6
Waymart, PA 18472-0256
(570) 488-5811

ATTACHMENT D

Fees for trips in 2013 to the institutions listed below are as follows:
(FEES SUBJECT TO CHANGE)

Adults = \$20.00 to \$30.00

Children (Ages 0-13) = \$10.00 to \$15.00 (Rates vary based on location of institution)

Trips are made monthly to the below institutions from Downtown Pittsburgh, PA. Updated monthly schedules are posted on the Families Services of Western PA website:
<http://fswp.org/services/trips-state-correctional-facilities>.

Institution
Albion
Benner/ Rockview
Cambridge Springs
Camp Hill
Coal Township
Dallas / Retreat
Fayette
Frackville
Graterford
Greene / Waynesburg
Houtzdale
Huntingdon / Smithfield (Trips are made twice a month to these Facilities)
Mahanoy
Muncy / Allenwood / Lewisburg
Somerset / Laurel Highlands
Waymart

Any questions regarding this program should be directed to Families Services of Western PA who is responsible for operating this program. Contact information is:

Family Services of Western PA/Families Outside
6401 Penn Avenue, 2nd Floor
Pittsburgh, PA 15206-4051
(412) 661-1670, extension 628 or 608.

INMATE FAMILY TRANSPORTATION SERVICES

2013-2014 Bus Schedule

ALBION

Monthly, 2nd Friday
1:00 a.m.—12:30 a.m.

October 11, 2013
November 8, 2013
December 13, 2013
January 10, 2014
February 14, 2014
March 14, 2014
April 11, 2014
May 9, 2014
June 13, 2014
July 11, 2014
August 8, 2014
September 12, 2014

BENNER & ROCKVIEW

Bimonthly, 2nd Thursday
4:00 a.m.—9:30 p.m.

October 10, 2013
December 12, 2013
February 13, 2014
April 10, 2014
June 12, 2014
August 14, 2014

CAMBRIDGE SPRINGS & MERCER

Bimonthly, 3rd Monday
1:00 a.m.—12:30 a.m.

October 21, 2013
December 16, 2013
February 17, 2014
April 21, 2014
June 16, 2014
August 18, 2014

COAL TOWNSHIP

Bimonthly, 2nd Friday
5:30 a.m.—7:30 p.m.

November 8, 2013
January 10, 2014
March 14, 2014
May 9, 2014
July 11, 2014
September 12, 2014

DALLAS & RETREAT

Bimonthly, 4th Monday
6:00 a.m.—7:30 p.m.

October 28, 2013
December 23, 2013
February 24, 2014
April 28, 2014
June 23, 2014
August 25, 2014

FAYETTE

Bimonthly, 3rd Friday
2:00 a.m.—9:00 p.m.

November 15, 2013
January 17, 2014
March 21, 2014
May 16, 2014
July 18, 2014
September 19, 2014

FOREST

Monthly, 2nd Monday
2:00 a.m.—9:30 p.m.

October 14, 2013
November 11, 2013
December 9, 2013
January 13, 2014
February 10, 2014
March 10, 2014
April 14, 2014
May 12, 2014
June 9, 2014
July 14, 2014
August 11, 2014
September 8, 2014

FRACKVILLE & MAHANAY

Bimonthly, 2nd Monday
5:30 a.m.—7:30 p.m.

November 11, 2013
January 13, 2014
March 10, 2014
May 12, 2014
July 14, 2014
September 8, 2014

GREENE

Monthly, 1st Friday
2:00 a.m.—9:30 p.m.

October 4, 2013
November 1, 2013
December 6, 2013
January 3, 2014
February 7, 2014
March 7, 2014
April 4, 2014
May 2, 2014
June 6, 2014
July 11, 2014*
August 1, 2014
September 5, 2014

HUNTINGDON & SMITHFIELD

Bimonthly, 3rd Monday
5:00 a.m.—9:00 p.m.

November 18, 2013
January 20, 2014
March 17, 2014
May 19, 2014
July 21, 2014
September 15, 2014

HOUTZDALE

Bimonthly, 2nd Friday
4:00 a.m.—9:30 p.m.

October 11, 2013
December 13, 2013
February 14, 2014
April 11, 2014
June 13, 2014
August 8, 2014

LAUREL HIGHLANDS & SOMERSET

Monthly, 1st Monday
4:00 a.m.—9:30 p.m.

October 7, 2013
November 4, 2013
December 2, 2013
January 6, 2014
February 3, 2014
March 3, 2014
April 7, 2014
May 5, 2014
June 2, 2014
July 7, 2014
August 4, 2014
September 1, 2014

MAHANAY

See FRACKVILLE & MAHANAY

MERCER

*See CAMBRIDGE SPRINGS
& MERCER*

MUNCY

Bimonthly, 2nd Tuesday
5:00 a.m.—7:30 p.m.

November 12, 2013
January 14, 2014
March 11, 2014
May 13, 2014
July 8, 2014
September 9, 2014

PINE GROVE

Bimonthly, 3rd Friday
3:00 a.m.—9:30 p.m.

October 18, 2013
December 20, 2013
February 21, 2014
April 18, 2014
June 20, 2014
August 15, 2014

PITTSBURGH

Bimonthly, 4th Wednesday
2:00 a.m.—9:30 p.m.

November 27, 2013
January 22, 2014
March 26, 2014
May 28, 2014
July 23, 2014
September 24, 2014

RETREAT

See DALLAS & RETREAT

ROCKVIEW

See BENNER & ROCKVIEW

SMITHFIELD

*See HUNTINGDON &
SMITHFIELD*

SOMERSET

*See LAUREL HIGHLANDS
& SOMERSET*

WAYMART

Bimonthly, 4th Saturday
6:00 a.m.—8:00 p.m.

November 23, 2013
January 25, 2014
March 22, 2014
May 24, 2014
July 26, 2014
September 27, 2014

The Pennsylvania
PRISON SOCIETY
SINCE 1787

245 N. Broad Street, 2nd Floor
Philadelphia, PA 19107
Tel: 215-564-4775
(listen to prompts)
busing@prisonsociety.org
www.prisonsociety.org
www.facebook.com/PrisonSociety

This schedule is subject to change. Any changes will be posted ASAP.

ATTACHMENT F

Family Virtual Visitation Program

The Pennsylvania Department of Corrections hosts the Virtual Visitation Program in cooperation with ScotlandYard Security Services. This program affords inmates, placed far from home, the chance to visit via videoconferencing with their families. We are pleased to offer the following three (3) Virtual Visitation Centers where visitors can virtually visit:

Philadelphia, PA
The Allegheny Business Center
Center
2243 W. Allegheny Avenue
Philadelphia, PA 19132
215.320.5510

Pittsburgh, PA
5001 Baum Blvd, Suite 410

Pittsburgh, PA 15213
412.687.4851

Erie, PA
The Booker T. Washington

1720 Holland Street
Erie, PA 16503
814.455.1097 or 1098

ScotlandYard Toll Free: 877.658.8474

Virtual Visitation is available at the following facilities:

**Albion
Cambridge Springs
Coal Township**

**Dallas
Greene
Mahanoy**

**Muncy
Pine Grove**

An inmate wishing to participate in the program directs his/her request to the Facility's Virtual Visitation Facility Coordinator who provides the inmate with a packet regarding the program. This information packet includes the relevant policy. Upon admittance to the program the inmate must sign an agreement to abide by the policy. Anyone on the inmate's approved visiting list may visit the inmate via virtual visitation.

ATTACHMENT G

RESOURCES FOR PRISONERS' FAMILIES IN PENNSYLVANIA

18th Street Development Corporation/Raising Others' Children

1815 South 18th Street
Philadelphia, PA 19145
(215) 271-0052

Area Served: Point Breeze

Parent Organization: Point Breeze Area Agencies/Organizations

Established: 1989

Programs & Services

Provides parent education, self-help support group, information and referrals, case management, and mentoring for care givers raising children not their own.

Bethesda Family Services Foundation

P.O. Box 210
West Milton, PA 17886
staff@bfsf.org, www.bfsf.org
Phone: (570) 568-2373

Area Served: USA

Established: 1995

Programs & Services

Provides parent education, self-help support group, information and referrals, religious ministry (if requested), family reunification support, and family therapy.

Publications: Foster Care Program Description, \$10.00; Family Systems Model, \$10.00; Parenting Program Overview, \$10.00; Bad Dads (video), \$15.00.

Capital Area Head Start-Woodside Center

451 Mall Road
Harrisburg, PA 17111
Phone: (717) 558-7598

Area Served: Dauphin County

Established: 1994

Programs & Services

Provides parent education and case management.

Pennsylvania Coalition Against Domestic Violence/National Resource Center on Domestic Violence

6400 Flank Drive, Suite 1300 Harrisburg, PA 17112

(717) 545-6400

(717) 545-9456 fax

HOTLINE: 1-800-932-4632

Programs & Services

Coordinates a statewide network of community-based programs for domestic violence victims.

Provides referrals to a network of 65 local agencies in most Pennsylvania counties. Call the hotline number for services in your county.

Family and Corrections Network

32 Oak Grove Road, Palmyra, VA 22963

Phone (434) 589-3036

Fax (434) 589-6520

E-mail: fcn@fcnetwork.org.

Web site is www.fcnetwork.org.

Programs & Services

Family and Corrections Network (FCN) is a gateway to policy, practice and research on families of offenders.

Family Services of Western Pennsylvania/Families Outside

6401 Penn Avenue, 2nd Floor

Pittsburgh, PA 15206

Phone: (412) 661-1670

Area Served: Western Pennsylvania

Programs & Services

Provides low-cost transportation, self-help support group, re-entry assistance, employment assistance, information, referrals, coping skills, and family videos. Transition Groups and Support Groups are facilitated by professionals and volunteers and are designed to provide support to the "families outside", those who must deal with the pain of having a loved one in the prison system. Children and adults learn the coping skills necessary to deal with the pain, dislocation and stigma associated with incarceration. Individual and family counseling is also available through Family Services of Western Pennsylvania. Prison Staff Liaison: Families Outside is happy to assist families who need to make contact with the counselors, medical personnel or administrators of the Commonwealth's various institutions. Families Outside Newsletter is distributed to families, inmates, prisons, churches, social organizations and volunteers. The newsletter provides monthly information related to meetings and transportation schedules.

National Clearinghouse for the Defense of Battered Women

125 South 9th Street, Suite 302

Philadelphia, PA 19107

Phone: (215) 351-0010

Area Served: USA

Established: 1987

Programs & Services

Provides information, referrals, technical assistance, public education and advocacy, and legal information and resources.

Parents Anonymous of Pennsylvania

2001 North Front Street

Building #1, Suite 210

Harrisburg, PA 17102

1-800-448-4906

Provides parent education, self help groups and additional information.

ParentWISE, Inc.

409 Coulter Avenue, Suite 2

Greensburg, PA 15601

pwise@a1usa.net

Phone: (724) 837-5410

Area Served: Westmoreland County

Parent Organization: Parents Anonymous

Established: 1976

Programs & Services

Provides parent education, self-help support group, information and referrals.

Pennsylvania Department of Corrections

1920 Technology Parkway

Mechanicsburg, PA 17050

Phone: (717) 728-2000

Programs & Services

The Pennsylvania Prison Society

2000 Spring Garden Street

Philadelphia, PA 19130

Administrative Office: 215-564-6005

Programs/Direct Services Office: 215-564-4775

Toll Free: 800-227-2307

Fax: 215-564-7926

E-mail: geninfo@prisonsociety.org

Programs & Services

Parenting Skills Education is provided to inmates at 16 state correctional facilities. The Family Resource Center at SCI-Graterford loans books, games, toys, and arts and crafts materials to children and families while they visit at the prison to facilitate a happier and more enjoyable family visit. Support for Kids with an Incarcerated Parent is a community-based 12 week support group for children ages 8-12.

Prisoner Visitation and Support

(215) 241-7117

1501 Cherry Street

Philadelphia, PA 19102

pvs@afsc.org, www.prisonervisitation.org

Agency Head: Eric Carson, Director

Area Served: USA

Established: 1968

Programs & Services

Provides volunteer visitors to prisoners who get no, or few, other visitors.

SCI Cambridge Springs

(814) 398-5400

451 Fullerton Avenue

Cambridge Springs, PA 16403

Contact: Parenting Program Director

Area Served: Pennsylvania

Parent Organization: Pennsylvania Department of Corrections

Programs & Services

Provides children's center in visiting area, enhanced visiting, parent education, self-help support group, information, referrals, family reunification support, and public education and advocacy.

SCI-Muncy

(570) 546-3171

P.O. Box 180

Muncy, PA 17754

Contact: Parenting Program Director

Area Served: Pennsylvania

Parent Organization: Pennsylvania Department of Corrections

Programs & Services

Provides transportation, children's center in visiting area, enhanced visiting, parent education, self-help support group, information, referrals, gifts for children, family reunification support, and public education and advocacy.

Publication: Parenting Program.

ATTACHMENT H

REFERENCE BOOKS

Engagement or Thinking of Marriage

Considering Marriage: A Premarital Workbook for Couples Separated by Incarceration by Mary K. Friskics-Warren.
American Correctional Association 1-800-825-BOOK

Parent of an Inmate

Waiting on the Outside by Kathy Royer, Herald Press. ISBN#0-8361-3454-0 \$5.00

As Free As An Eagle: A Survival Guide for Inmates and Families
American Correctional Association ISBN #0-929310-63-2 1-800-825-BOOK

99 Days and a Get Up: A Guide to Success Following Release for Inmates and Their Loved Ones by Ned Rollo, American Correctional Association; ISBN # 1878436198
\$9.95

Children with an Incarcerated Parent

When Andy's Father Went to Prison by Larry Raymond, Martha Whitmore Hickman and Abby Levine. Albert Whitman & Co.; ISBN #0807588741 \$13.95

Nine Candles (First Person Series) by Maria Testa, Amanda Schaffer
Carolrhoda Books; ISBN #0876149409 \$19.95

Prisons: Inside the Big House (Pro/Con) Andy Hjelmeland
Lerner Publication Company: ISBN #0822526077 \$25.00

My Mom Went to Jail by Kathleen Hodgkins, Suzanne Bergen (Reading level 4-8)
The Rainbow Project, Inc.; ISBN #1931273006 Paperback \$8.00

Let's Talk About When Your Parent Is In Jail (The Let's Talk Library by Maureen Wittbold)
Powerkids Press; ISBN #0823950433 \$17.95

Fathers in Prison by Larry Wolfgang, Stone Creek Publishing Company;
ISBN # 0967130506 \$9.95

Prices are approximations and subject to change. You may be able to order these books from your local bookstore or the internet. Also, check your local library.

