



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



November 2006



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This Handbook is updated and revised by Pennsylvania Department of Corrections personnel.

This Handbook was produced in collaboration with the Pennsylvania Department of Corrections.
The Handbook is not Pennsylvania Department of Corrections policy.

TABLE OF CONTENTS

Introduction	5
Acknowledgments	6
Understanding the Pennsylvania Prison System	7
The Pennsylvania Department of Corrections.....	8
Terms You Need to Know.....	9
What Happens When a Person Is Incarcerated in a State Prison?.....	13
Classification and Custody Level.....	14
The Correctional Plan.....	15
Specialized Correctional Programs.....	16
Special Management Unit Program.....	16
Long-Term Segregation Unit Program.....	16
Special Needs Unit.....	16
Mental Health Units.....	16
Misconducts.....	17
Mail Privileges.....	18
Inmate Grievances.....	19
Visitation.....	20
The Visiting List.....	21
Special Visits.....	21
Contact Visits.....	22
Identification.....	22
Clothing.....	22
Security and Searches.....	23
What Happens If You Break the Rules?.....	24
Visiting Procedures.....	25
Checklist for Visitation.....	26
Inmate Property/Commissary.....	27
Telephone Calls.....	27
Pre-Release Programs.....	28
Parole.....	29
Re-Entry and Community Corrections.....	31
Community Corrections Centers.....	31
Who May Participate?.....	31
Are the Community Corrections Centers like Prison?.....	31
How does the Program Help Residents?.....	32
How does the Program Help the Community?.....	32
How can the Community Help?.....	33
Commutation.....	34
Why is Security Important for You?.....	34
Policy on Drug Interdiction and Contraband.....	35
Transportation Programs.....	35
Inmate Accounts.....	36
Taking Care Of Yourself And Your Family	38
Support Groups.....	39
Relationships and Prison.....	40
Dating.....	40
Thinking about marriage.....	40

Planning to marry someone in prison	41
Married to someone in prison.....	41
Thinking about divorcing someone in prison	42
Parent of an inmate	42
Your Children and the Prison	43
Special Circumstances.....	45
A Death in the Family	45
Holidays	45
When Your Friend or Family Member is a Capital Case	46
Legal issues	46
Family Finances	47
Monthly Family Budget.....	48
Budget Guidelines.....	49
Is Moving Right for You?	49
When the Inmate Comes Home	51
Relationships Outside the Home.....	52
Self Help Support Groups for Substance Abuse	53
National Resources	54
Internet Services Website – Attachment A.....	56
Community Corrections Centers – Attachment B.....	57
Mailing List – Attachment C.....	60
Families Outside Transportation Bus Schedule and Fees – Attachment D	61
Pennsylvania Prison Society Transportation Bus Schedule – Attachment E.....	62
Family Virtual Visitation – Attachment F.....	63
Resources for Prisoners’ Families in Pennsylvania – Attachment G.....	64
Reference Books – Attachment H.....	67
Handbook Evaluation	68

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.

The Family Corrections Network gave us valuable information about available resources in Pennsylvania. Jim Mustin, the Director of Family Correction Network, was very helpful with suggestions and encouragement.

Ned Pfundt of Western Pennsylvania Family Services, which is the parent agency of Families Outside, made time in his busy schedule to provide us with resources and services in Western Pennsylvania.

Melissa Crabbe, Program Director and Barbara Toews, Restorative Justice Program Manager of the Pennsylvania Prison Society, also generously contributed their time and expertise.

Finally, we want to thank the Pennsylvania Department of Corrections, particularly the staff of the Bureau of Inmate 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 headed by the Secretary of Corrections. The Secretary is responsible for the overall management and operation of the Pennsylvania Department of Corrections to ensure the safe, humane incarceration of adult and young adult offenders committed by the Commonwealth's judicial system.

Since 1990, the Department of Corrections added nearly 16,800 new cell beds to the system. Some of the major construction projects completed within the last few years include the replacement of modular housing units, expansion at some of the state's newer institutions, renovations to SCI Laurel Highlands, new institutions at Pine Grove, Fayette and Forest, a major expansion at Quehanna Boot Camp, as well as an expansion in the Community Corrections program. In addition, the Department of Corrections has added a number of new programs that are designed to improve inmates' skills as parents, employees and citizens to better prepare them to eventually return to their communities.

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.

Pennsylvania Additive Classification Tool (PACT) – An additive classification system that is designed to be objective and behavior driven in that an inmates' custody level and control are dictated by a "just deserts" model. Classification decision making is centralized, monitored and controlled through an automated data system by Central Office classification personnel. The system is designed to reduce overclassification of an inmate resulting in the placement of the inmate in the least restrictive security level based on an objective assessment of his/her custody needs.

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 gives 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), and Long-Term Segregation Unit (LTSU). 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, the facility staff meet and 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 for 12 months and is within two years of parole review, he/she can apply to the Unit Management Team in his/her facility for consideration for a promotional 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. A promotional transfer for a female inmate is limited to two facilities. The inmate must comply with promotional level 2 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 is the person who helps the inmate make a Correctional Plan.

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 decide if the inmate is ready to be released or needs to serve more time.

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.

Long-Term Segregation Unit Program

This Department program has been established as a mode of confinement for the housing of an inmate who has been formally identified as having a sustained inability to conform to the requirements of general population housing. These cases may include an inmate who fails the Special Management Program, who has a serious escape history, serious assaultive behavior resulting in death or serious injury, engaging in negative influences or facility disturbances, involvement in unauthorized organizations, activities that threaten the community, sexual predatory behavior and possession of weapons or implements of escape. Due to the unique nature of an inmate housed in this unit, a staff intensive approach will be used. Positive behavior, willingness to conform to stated rules and regulations, among other matters, will determine whether the inmate will progress through the various levels of confinement. Placement into this unit can be for an undetermined length of time.

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 as mentally ill, emotionally unstable, mentally retarded and physically or developmentally challenged. 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 a hearing is held.
- If the hearing examiner finds that the inmate is guilty, he or she will decide what penalty 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 ten 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 facility 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 from another facility, 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 includes prohibited correspondence as well as illegal drugs, coins or paper money. This can also include inappropriate materials such as violent 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)

The inmate and staff are strongly encouraged to resolve concerns informally, however guidelines are in place for the formal review of all complaints. Every grievance is tracked through an automated grievance tracking system designed to report the status of each grievance at each facility.

The informal resolution of grievances takes shape after the inmate files an official complaint and the grievance is assigned to a management level employee for investigation. At this point, the investigating staff can meet with the inmate to discuss options available to the inmate in resolving the complaint. The inmate may be offered up to a maximum five working days to discuss the complaint with other staff members. If the inmate resolves the matter within the five working days the grievance is recorded as "resolved." If the grievance is not resolved at this point, the Grievance Officer is mandated to provide a written response to the inmate's complaint within 10 working days, submit a copy to the inmate and a copy of the response to the Grievance Coordinator for tracking purposes.

There is a three-phase approach to the grievance process. The inmate files the initial grievance with the Grievance Coordinator, designated as the Facility Manager's Assistant, at the facility where he/she is being housed. Once the grievance is received, the Grievance Coordinator must assign the grievance a tracking number and assign it to a Grievance Officer for investigation or review. The inmate may grieve any concern except those identified and related to the Inmate Disciplinary Procedures and the Administrative Custody Procedures, 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 ten 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 Grievance Coordinator before the required time elapses.

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

The final phase of the 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. The inmate will receive a copy of the **DC-ADM 815, "Personal Property, Basic/State Issued Items and Commissary/Outside Purchases."**

The facility commissary is a store located inside the facility specifically for inmates. It carries a wide variety of items ranging from candy bars to televisions. This includes personal care items such as shampoo, soap, and toothpaste. Each inmate is permitted to visit once a week and may purchase up to a certain limit. You may send money to the facilities' Business Office, Attention Inmate Accounts, so that the inmate may purchase large items at the commissary. Items available in the commissary must be purchased from the commissary. The inmate, family and/or friends of the inmate are permitted to purchase approved items from approved vendors on the master commissary list, with the approval of the Facility Manager/Designee. For example, if the inmate buys a television at the commissary, you can be sure that the television is the type permitted in the facility.

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 phone calls depending on his/her location and custody level. Currently, the inmate can only call you collect, so you will have to pay for the call. Find out what the rate per minute is to accept a call. Recently enacted legislation will permit another method of payment. The inmate will have a choice of calling collect or prepaying for his/her calls by taking the money from his/her account. The inmate will still not be able to use phone cards. The inmate is assigned specified hours for use of the telephone and are given a specified amount of time to talk.

If you cannot afford to accept collect telephone calls from the inmate, 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. This is considered a misuse of the phone system. Misuse of the 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.

PRE-RELEASE PROGRAMS

Preparation begins for an inmate's release to the community when he/she comes close to the end of his/her release or parole. The Department has a program that is designed to help the inmate readjust to his/her community. This is the Community Orientation and Reintegration (COR) program.

The COR program has two phases. The first phase occurs inside the prison about one month before the inmate's release from a facility. The second phase will occur in a Community Corrections Center, and last 30 to 45 days. It involves an inmate who is placed in a center by the PBPP or on pre-release.

During the first week of the COR program the first phase will focus on job readiness activities that will allow the inmate to practice specific skills, such as completing job applications, participating in mock job interviews and role-playing scenarios about how to resolve common workplace conflicts.

In the second week of the first phase COR program activities include sessions on decision-making and problem solving, citizenship, alcohol and other drugs, reuniting with family, relapse prevention, money management, anger management, parenting and character development.

During Phase II, the inmate practices the skills he/she has learned in real life situations. This phase works on parenting skills, budgeting, and developing resources. The program will include a mentoring program that will link the inmate to positive role models in the community who will help him/her return to his/her home and community.

In some cases, the inmate may be transferred to a Community Corrections Center as early as a year before the end of his/her minimum sentence. Although the inmate is living in the community he/she has not been paroled. An inmate in the center is still in the custody of the Department.

Community Corrections Centers are state operated half-way houses. Fourteen are now in operation. They are located in urban communities throughout the Commonwealth as follows: four in Philadelphia, three in Pittsburgh and one in each of these communities - Scranton, Allentown, Harrisburg, York, Johnstown, Sharon and Erie. One Center in Philadelphia and one in Pittsburgh provide services to women. The remaining twelve serve male offenders. **(See Attachment B for a list of CCC's).**

To be eligible for the program, the inmate must have completed at least one-half of his/her minimum sentence and be one year from the end of his/her minimum sentence. The inmate must receive the facility's recommendation and approval from the Department and no objection from the sentencing judge.

If the inmate is assigned to a community program, he/she is expected to find a job or participate in educational and vocational training. He/she is also responsible for paying rent, food shopping and preparation and general housekeeping. Each resident is required to make scheduled regular payments toward restitution, fines and costs, child support and rent.

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).

RE-ENTRY and COMMUNITY CORRECTIONS

Community Corrections Center

The Bureau of Community Corrections directly operates a network of 14 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 Resource Specialists operate in each Region as direct links between community resources, institutions, centers and the people returning from incarceration to communities.

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 possible return to prison or 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 – 50% of which goes to the victims of their crime(s).

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 COR 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.

Community Orientation and Re-Integration (COR) is what community corrections is about. COR starts in the institutions as general instruction about what is necessary to be successful once in the community. This continues in Centers and Contract Facilities as COR phase 2. COR phase 2 is 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.

WHY IS SECURITY IMPORTANT FOR YOU?

For your safety and facility security, when you make contact with an inmate, 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 inmate, you will hear "safety and security" mentioned quite often. You will not be able to bring gifts or food to the inmate. You will pass through metal detectors and possibly be searched when you come to visit because of concerns for your safety and security.

Sometimes it may seem that "security" was designed to be a wall between you and the inmate. However, the purpose of security is to keep everyone safe. This means not only the staff of the prison but the inmates 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 inmate could use this item and other contraband items to jam locks, harm another inmate and/or staff, to disrupt the facility, or to escape.

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

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 inmate. 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 against controlled substances.

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

TRANSPORTATION PROGRAMS

Visiting may be difficult for you, not only because of the distance between your home and the facility where the inmate 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, which is responsible for operating this program and addressing any problems or concerns.

You can contact Families Outside at:

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

Services are not restricted to Pennsylvania residents, but are available to anyone who can get to Pittsburgh at the pick-up location.

In the Philadelphia area, the Pennsylvania Prison Society has several programs that aid in visitations. One of these is the Family Transportation Bus Services. 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.)**

You can contact the Pennsylvania Prison Society at:

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

Another program that helps friends and families keep in touch is the Family Virtual Visitation Program. This pilot program with the Department is made possible by the PA Commission on Crime and Delinquency (PCCD) grant funds. The program uses computerized telecommunications equipment to allow family to visit with an inmate when distance or other circumstance prevents him/her from visiting at the facility. This is not intended to substitute for face-to-face visiting, but gives a family who could not visit otherwise a chance to see the inmate.

The Family Virtual Visitation Program is currently operating in various State Correctional Facilities. **(See Attachment F for a list of these facilities).**

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. Please call or visit their website for locations. 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:

Please call or visit their website for fee information.

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 if cash is being paid. Please call or visit their website for locations where this form can be obtained. The following information must be provided:

Receive Code: 3209

Company Name: JPAY

Account Number: Inmate Number (space) Inmate Last Name

Fees:

Please call or visit their website for fee information.

Internet website is www.jpays.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 Muncy Parents and Children Together" (IMPACT), "Long Distance Dads" and "Bethesda Family Services Foundation." Most of the facilities in the Pennsylvania prison system have parenting programs. These programs can help your family maintain the family relationship and improve 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 is located in three facilities, SCI's Greene, Graterford and Pittsburgh. A female is 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 is a long period of 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 or change it to a life sentence.

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. The warrant is good for 30 days. By law, all executions are carried out at the State Correctional Facility at Rockview.

Several things you need to know about legal issues:

- The appeal process is slow, and waiting seems like forever.
- After each appeal, a new execution date is set. 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. You should feel free to call you're the inmate's attorney and ask questions. 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

Your loved one's with old friends can cause you some anxiety about how things will work out when he/she begins to re-enter the social world. 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 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 Cresson

P.O. Box A Old Route 22
Cresson, PA 16699-0001
(814) 886-8181

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 Greensburg

RD 10 Box 10 Route 119
Greensburg, PA 15601
(724) 837-4397

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

**Will be closing in calendar year
2004-2005

ATTACHMENT D

Fees for trips in 2004 to the institutions listed below are as follows:
(FEES SUBJECT TO CHANGE)

Adults = \$10.00 to \$20.00
Children (Ages 0-13) = \$5.00 to \$10.00

Trips are made monthly from Downtown Pittsburgh

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

Any questions regarding this program must be directed to Families Outside which is responsible for operating this program and addressing any problems or concerns.

Families Outside
6401 Penn Avenue, 2nd Floor
Pittsburgh, PA 15206-4051
(412) 661-1670

ATTACHMENT E

The Pennsylvania **PRISON SOCIETY**

JUSTICE AND COMPASSION SINCE 1787

www.prisonsociety.org

BUS SCHEDULE FROM PHILADELPHIA TO STATE CORRECTIONAL INSTITUTIONS

Contact Denise Wells at 215-564-4775, or dwells@prisonsociety.org

We travel to each institution once every other month. Tickets are \$15 dollars per person, round trip.

OCTOBER 2004

Wed. 10/20/04 Camp Hill
Mon. 10/18/04 Albion, Cambridge, Mercer
Fri. 10/22/04 Houtzdale, Pine Grove, Cresson
Thurs. 10/28/04 Laurel Highlands, Somerset
Thurs. 10/21/04 Dallas, Retreat
Thurs. 10/21/04 Waymart

DECEMBER 2004

Wed. 12/22/04 Camp Hill
Sun. 12/19/04 Albion, Cambridge, Mercer
Mon. 12/27/04 Houtzdale, Pine Grove, Cresson
Thurs. 12/23/04 Laurel Highlands, Somerset
Mon. 12/20/04 Dallas, Retreat
Mon. 12/20/04 Waymart

FEBRUARY 2005

Fri. 02/18/05 Camp Hill
Mon. 02/21/05 Albion, Cambridge, Mercer
Fri. 02/25/05 Houtzdale, Pine Grove, Cresson
Thurs. 02/24/05 Laurel Highlands, Somerset
Sat. 02/26/05 Dallas, Retreat, Waymart

APRIL 2005

Wed. 04/20/05 Camp Hill
Fri. 04/22/05 Albion, Cambridge, Mercer
Fri. 04/29/05 Houtzdale, Pine Grove, Cresson
Sat. 04/30/05 Laurel Highlands, Somerset
Thurs. 04/28/05 Dallas, Retreat
Thurs. 04/28/05 Waymart

JUNE 2005

Wed. 06/22/05 Camp Hill
Sat. 06/18/05 Albion, Cambridge, Mercer
Sun. 06/19/05 Houtzdale, Pine Grove, Cresson
Fri. 06/24/05 Laurel Highlands, Somerset
Sat. 06/25/05 Dallas, Retreat, Waymart

AUGUST 2005

Fri. 08/19/05 Camp Hill
Mon. 08/22/05 Albion, Cambridge, Mercer
Mon. 08/29/05 Houtzdale, Pine Grove, Cresson
Thurs. 08/25/05 Laurel Highlands, Somerset
Fri. 08/26/05 Dallas, Retreat
Fri. 08/26/05 Waymart

NOVEMBER 2004

Sat. 11/06/04 Fayette, Greene
Sun. 11/07/04 Pittsburgh, Greensburg
Tues. 11/09/04 Coal Township
Tues. 11/09/04 Muncy
Thurs. 11/11/04 Smithfield, Huntingdon, Rockview
Sat. 11/13/04 Frackville, Mahanoy

JANUARY 2005

Mon. 01/03/05 Fayette, Greene
Thurs. 01/06/05 Greensburg
Sat. 01/08/05 Coal Township, Muncy
Mon. 01/10/05 Smithfield, Huntingdon, Rockview
Tues. 01/11/05 Frackville, Mahanoy

MARCH 2005

Sat. 03/05/05 Fayette, Greene
Sun. 03/06/05 Greensburg
Sat. 03/12/05 Coal Township, Muncy
Thurs. 03/10/05 Smithfield, Huntingdon, Rockview
Mon. 03/07/05 Frackville, Mahanoy

MAY 2005

Mon. 05/02/05 Fayette, Greene
Thurs. 05/05/05 Greensburg
Sun. 05/08/05 Coal Township, Muncy
Thurs. 05/12/05 Smithfield, Huntingdon, Rockview
Sat. 05/14/05 Frackville, Mahanoy

JULY 2005

Sat. 07/02/05 Fayette, Greene
Sun. 07/03/05 Greensburg
Fri. 07/08/05 Coal Township
Fri. 07/08/05 Muncy
Mon. 07/11/05 Smithfield, Huntingdon, Rockview
Sun. 07/10/05 Frackville, Mahanoy

SEPTEMBER 2005

Mon. 09/05/05 Fayette, Greene
Sat. 09/03/05 Greensburg
Sat. 09/10/05 Coal Township, Muncy
Fri. 09/09/05 Smithfield, Huntingdon, Rockview
Tues. 09/06/05 Frackville, Mahanoy

ATTACHMENT F

Family Virtual Visitation Program

The Family Virtual Visitation Program is currently operating in eight (8) facilities, which include:

SCI Albion (Erie County)
SCI Cambridge Springs (Crawford County)
SCI Coal Township (Northumberland County)
SCI Dallas (Luzerne County)
SCI Greene (Greene County)
SCI Mahanoy (Schuylkill County)
SCI Muncy (Lycoming County)
SCI Pine Grove (Indiana County)

Philadelphia Area:

Virtual visits are arranged in cooperation with the Philadelphia office of the Pennsylvania Prison Society. Families go to the Prison Society's Philadelphia office to participate in the visits.

You can contact the Pennsylvania Prison Society at:

The Pennsylvania Prison Society
2000 Spring Garden St.
Philadelphia, PA 19130-3805
(215) 564-4775 x 103

Pittsburgh Area:

Virtual visits are arranged in cooperation with the Pittsburgh office of the Pennsylvania Family Services of Allegheny County (Families Outside). Families go to the Families Outside Pittsburgh office to participate in the visits.

You can contact the Family Services of Allegheny County at:

Families Outside
6401 Penn Avenue, 2nd Floor
Pittsburgh, PA 15206-4051
(412) 661-1670

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

2520 Lisburn Road

Camp Hill, PA 17001-0598

jabell@state.pa.us

Phone: (717) 730-2715

Area Served: Pennsylvania

Programs & Services

Coordinates transportation, children's centers in visiting areas, parent education, self-help groups Pennsylvania facilities.

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.

