

LEHIGH COUNTY JAIL

INMATE

GUIDELINES

September 2015

INTRODUCTION

This guidebook will explain the rules and regulations of the Lehigh County Jail. Each of you will be treated with fairness and respect. In return, you will be expected to conform to the rules and regulations of this institution.

The rules and regulations contained in this booklet do not cover all situations that may arise, but rather serve as a basic guide for inmate conduct and jail procedures. These rules and regulations are subject to change at any time with written notification. If you have any questions about procedures or services available, ask your Housing Unit Officer for assistance.

An Inmate Notification Notebook is available at the Corrections Officer podium on each housing unit for your review. This notebook will contain all current handbook and policy changes as well as any additional operating instructions relevant to the inmate population.

NOTE

Our foremost concern is the safety of the community, staff, and inmates. In the event of an unusual situation and/or disturbance, the Corrections Officers of this institution will issue direct orders to all inmates. Failure on your part to comply with these direct orders will leave this administration no alternative but to consider you as an active part of the disturbance and/or problem.

While we have a responsibility to you to maintain a safe, secure, and humane correctional institution, we must also protect the community. We have assured the citizens of Lehigh County that we will use every legal means available to us to prevent escapes and maintain order.

SEXUAL ABUSE/HARASSMENT PREVENTION AND INTERVENTION

The Lehigh County Jail has a zero tolerance policy toward inmate sexual abuse and/or harassment. While you are incarcerated, no one, neither inmate nor staff member, has the right to sexually harass you or pressure you to engage in sexual acts regardless of your age, sexual orientation, size, race or ethnicity. You have the right to be safe from unwanted advances and acts. Any sexual acts between inmates and staff, whether consensual or not, is illegal.

Confidentiality

If you are a victim who has reported sexual abuse/harassment, your identity and the facts of the report itself shall be limited to those who have a need to know in order to make decisions concerning your welfare and for investigative purposes.

What to do if you are victimized

Report the incident immediately to a staff member. Staff will separate you from the assailant and escort you to meet with medical staff members. You do not have to name those involved; however, the more specific your information, the easier for staff to help you. You will receive protection whether or not you have identified your attacker or agreed to testify against them.

Even though you may want to clean up, it is important to see medical staff before you shower, wash, brush your teeth, drink, eat, change clothing or use the bathroom. Medical staff will assess you for injuries and ensure that you receive appropriate care. You will also be checked for sexually transmitted diseases. We will see that you are provided counseling if you request it.

How to report an incident

You can tell the housing unit officer, sergeant, case manager, nurse, or any other staff member that you trust. You may use a request slip, sick call slip, or write a letter. You can contact a family member or friend and have them contact us.

Understanding the Investigative Process

Once reported, the Lehigh County Jail will conduct an internal investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement. If criminal charges are brought against the offender, you may be asked to testify during criminal proceedings.

Counseling Programs

Crisis counseling, coping skills, and mental health counseling are all available to you. Most people need help to recover from the emotional effects of sexual assaults/harassment. If you have been the victim of sexual assault/harassment, recently or in the past, staff is available to counsel you.

Remember

- LCJ will investigate all reported incidents of sexual assault/harassment.
- If you are a victim, report it immediately.
- Do not accept gifts or favors from others. Most come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Be alert

- Be direct and firm if others ask you to do something you do not want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, self-help programs, or religious services.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to a staff member.

INMATES WITH DISABILITIES

We make every effort to accommodate the needs of inmates with disabilities as defined by the Americans with Disabilities Act or Federal Rehabilitation Act and their regulations.

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1. THE CORRECTIONS OFFICER ("C.O.")

Corrections Officers are responsible for the supervision and control of the inmate population. Corrections Officers are held accountable for the enforcement of rules and regulations concerning the inmate population on housing units and throughout the jail. Sergeants and Lieutenants are responsible for ensuring Corrections Officers effectively supervise the inmates in accordance with written policies. As an inmate, you should not routinely expect Sergeants or Lieutenants to immediately respond to your concerns. You need to address your concerns and issues with the Corrections Officer who is assigned to supervise your housing area. The Corrections Officer is your primary contact for your day-to-day concerns.

2. ACCOUNTABILITY

Your behavior is expected to be respectful and rational, and you will be held accountable for your actions as long as you are here.

Any acts of vandalism or destruction of County property or any acts of aggression or assault on staff will result in the filing of new criminal charges and/or the receipt of a major institutional misconduct. At minimum you will be required to pay for damages you are responsible for.

Inmates are expected to remain calm, quiet, and orderly. Loud and disruptive behavior will not be tolerated, especially on your housing unit.

3. HOW TO ADDRESS STAFF

When talking or writing to a staff member, inmates are required to refer to the staff member by rank or title and their last name if known. Example: "Officer," "C.O.," "Case Manager," "Sergeant," etc. or "Officer Smith," "Case Manager Jones," etc., or Mr., Mrs., Ms., etc.

4. FIRE AND EMERGENCY EVACUATION PROCEDURES

- A. In the event of a fire or other emergency requiring evacuation of the building, follow Corrections Officer's instructions. It is imperative that you listen carefully and follow instructions as directed. Disruptions will not be tolerated.
- B. In the event of a security or medical emergency (code red, green or blue) on your unit or your floor, you are required immediately to enter your cell and secure the door.

5. **BAIL PROCEDURES**

A list of bail bond agencies is posted in the Reception Diagnostic area, Inmate Notification Notebook, and also is available from your Case Manager upon request.

6. **CLASSIFICATION**

- A. All inmates must be classified prior to leaving the Reception and Diagnostic Unit. A Case Manager will meet with you within 3 to 10 days upon your arrival to complete an interview and obtain information from you. Your classification status will be determined based on many factors including, but not limited to, prior criminal convictions, present charges, institutional adjustment and special needs.
- B. Pre-trial detainees have the right to contest their classification. You may do so by submitting a written appeal to the Deputy Warden of Treatment within 10 days of receipt of your Classification Notification Form.

7. **LAWYERS AND LEGAL MATTERS**

- A. If you wish to contact the lawyer of your choice, you may do so in writing via U.S. Mail or by using the telephones made available to you.
- B. Non-collect telephone calls to attorneys of record will be considered, subject to the discretion of Treatment personnel. Requests for such calls shall be submitted in writing to your assigned Case Manager. After verification of the identity of the attorney and verification of the legitimacy of the request, the Case Manager may coordinate a call.
- C. Accumulation of papers including mail, photographs and legal papers having to do with your current case(s) cannot exceed one cubic foot. See 33-C-Outgoing Mail for procedures to mail excess materials.
- D. If you are in need of Notary service, a Notary ticket must be purchased via the Commissary for each document to be notarized. One notary ticket is required for each document being notarized. After you have received your ticket(s), you must submit a written request slip to the Notary. When you are called, report to the Treatment Department with your movement pass, the unsigned documents to be notarized, purchased notary tickets, and your ID.

- E. If you need legal mail to go out certified, submit a written request to the Case Manager. You are responsible for all costs of certified mail (see section on Outgoing Mail for further details). Legal mail is defined as mail to:
 - 1) Elected federal, state or local officials.
 - 2) Appointed federal, state or local officials.
 - 3) Staff members of these officials.
 - 4) Attorney of record.
- F. If you qualify as indigent as described in the section of this handbook titled "Inmate Welfare," and you want to send out legal correspondence, submit a request to the commissary for a "legal welfare package."
- G. You are expected to follow all court orders.

8. **SMOKING**

Smoking in this facility is prohibited. Cigarettes, any other tobacco products, matches, and lighters are considered contraband. Tobacco is considered a controlled substance under Department of Corrections definition.

9. **UNAUTHORIZED AREAS**

"Unauthorized area" is defined as any area in which you are not permitted at that time, unless directed or accompanied by a staff member. The below stated list includes, but is not limited to, areas which are considered unauthorized:

- A. Any cell or housing unit other than the one to which you are assigned.
- B. The Housing Unit Officer's podium/work station.
- C. Case Manager's office without permission.
- D. Telephone area if not using the telephones.

10. **ID BADGE**

- A. You were issued an ID badge at the time of booking.

- B. The issued ID badge shall be worn affixed to your breast pocket or collar of your uniform shirt or jumpsuit, with the picture facing out, at all times when you are off your assigned housing unit.
- C. You shall not be permitted to attend off-unit programs, including but not limited to: visitation, bible studies, educational classes, group counseling, etc., without your issued ID badge.
- D. You must also present your ID badge prior to receipt of any on-unit services, including commissary, medication call, and sick call.
- E. In the event a replacement ID is needed, you shall be issued disciplinary action citing "Violation of any regulation contained in the inmate handbook; loss or destruction of issued ID badge."
- F. Upon receiving confirmation that the institutional misconduct has been served on you, the floor Sergeant shall process the new ID badge and issue same to you.
- G. You shall be required to pay the replacement cost for the new ID badge if you are found guilty at your misconduct hearing. You may choose to waive your hearing and agree to an Informal Adjustment, which will require you to pay the cost of the replacement but not have a misconduct on your record.

11. MAINTENANCE OF CELLS

For your health and safety, you are expected to keep your living area neat and orderly at all times. Your living area includes your assigned cell and the common dayroom area.

A. Daily Inspection Procedures

- In an effort to promote good hygiene and sanitation, a formal cell inspection and dayroom inspection shall be performed every day by 8:45 a.m. by the Housing Unit Officer assigned to your unit.
- By 8:45 a.m. your bed must be properly made and all other articles placed where they belong.
- The dayroom television or telephones will not be turned on, nor will other activities begin until the inspection is completed and all is satisfactory.
- You are not permitted to be on your bed when the daily inspection is performed.

- A general cleaning (G.I.) will be held each Saturday. For the bottom tier, G.I. will take place during the 11:45 a.m.-2:45 p.m. blackout period. For the top tier G.I. will take place during the 3:30-5:00 p.m. blackout period.
 - During G.I. you shall place your underbed storage unit on your bunk and thoroughly clean your cell: under the bunk, floor, toilet, sink, etc. The dayroom, showers and yard will also be thoroughly cleaned during G.I.
- B. All beds shall remain made between the hours of 8:45 a.m. and 9:00 p.m. as detailed as follows. Note: On days when brunch is served, your bed does not have to be made until 10:00 a.m.
- Bottom sheet wrapped around mattress, tucked under at the head, foot and both sides.
 - The top sheet and blanket shall be placed on top of the bottom sheet, in that order, and tucked in at the foot of the bed, also at both sides of the bed. If the pillow is not integrated into the mattress, the pillowcase will be on the pillow, and the pillow will be at the head of the bed.
 - Second sheet or blanket may be used as a cover when lying on top of your made bed (between 8:45 a.m. and 9:00 p.m.). When you leave your bunk, the extra sheet or blanket must be folded four times and placed at the bottom of your bed or put in your under bed storage unit.
- C. Other Cell Standards
- You are only permitted to enter your own assigned cell.
 - When ordered to your cell and at all lockup times, you must close your own door.
 - Your cell door, cell window, cell vents, and outside window must be free of any obstruction.
 - Nothing is permitted to be hung on any walls or ceiling of cell.
 - Nothing is permitted to be hung from or on any structure in your cell including your cell light.
 - Writing on or defacing any walls, doors, furniture, or other property is prohibited.
 - You are responsible for mopping and sweeping your cell as needed and for cleaning the area immediately outside the cell.

- Your laundry bag shall be hung on the provided hooks. Double occupancy cells will have two (2) laundry bags hanging on the hooks.
- Your towel shall be hung on the provided hooks and/or placed neatly on the towel bar on the side of your desk.
- Your footwear must be stored neatly under the lower bunk.
- You are not to use a vacant bunk to place or store any of your property.
- You are only permitted to have one mattress on your assigned bunk.
- You are only permitted one trash can in your cell.
- A maximum of 3 air fresheners per cell can be opened at any time. Additional unopened air fresheners must be stored in your under bed storage container.
- Your issued and/or purchased toiletries (examples: shampoo, soap, deodorant, shaving gear, etc.) shall be kept on your shelf above the hooks or in your under bed storage unit.
- You may keep an unlimited number of personal photographs and greeting cards in your personal property. Your desk surface, however, may be used for your television, up to four (4) freestanding personal photographs, up to four (4) greeting cards, writing pad, and a pen or pencil. Photographs from magazines or other publications are not permitted.
- You are not permitted to keep more than seven (7) books including religious books, magazines and newspapers, per inmate, in your cell.
- Your desk shelves are intended for surplus toiletries which do not fit on the shelf above the hooks, your issued cup and spoon, approved magazines, books, letters, etc. Desk shelves are not for clothing storage.
- All property other than those items mentioned above must be stored in your provided under bed storage container. Property not in the provided storage containers or areas shall be considered contraband and, therefore, subject to confiscation.
- Any accumulation of mail, photographs, and/or other papers including legal papers pertinent to current legal proceedings, in excess of approximately one (1) cubic foot, shall be considered contraband as it

presents a fire hazard. You have the option of discarding some of your excessive property or mailing it out at your expense. Details for mailing large parcels are noted in Section 33.

- Toilets are not garbage cans and should not be used as such. Any inmate found to have caused a toilet blockage by flushing garbage or other inappropriate items will receive a formal misconduct and will also be required to pay for the maintenance service call if found guilty.
- Garbage cans and under bed storage containers shall not be used as stools or chairs.
- You are required to observe quiet time between the hours of 2330 and 0600 during which the volume of televisions and conversation will be kept very low.
- You are required to turn off your television when you or your cellmate are not inside of your cell.
- You are responsible for the contents of your cell. Any item found on your person or within your cell which was not received through proper channels or which has been altered from its original approved condition shall be considered contraband.
- No items are authorized to be used as television stands, desk covers, shelf covers, desk seat cushions or rugs.

12. MEZZANINES (UPPER LEVEL OF HOUSING UNITS)

You are not permitted to congregate or "hang out" on the mezzanine level of housing units. If you are housed on the lower level of the housing unit, you may only go to the upper level if directed to do so by the Housing Unit Officer.

13. UNAUTHORIZED MEETINGS

You are not permitted to gather or meet with other inmates in groups on the housing unit unless in a scheduled activity. You are not permitted to assume any authority over other inmates.

14. CLOTHING AND LAUNDRY PROCEDURES

- A. At the time of admission, you will be issued sufficient linens and facility clothing which you shall be expected to wear during your incarceration. You are not permitted to possess any personal clothing.

- B. Listed below is the normal allotment of clothing and linens given to each inmate. Any surplus items found in your possession will be confiscated as contraband and disciplinary action will be taken. The number of issued items may occasionally be less than the numbers listed below as a result of facility-wide shortages.

- 3 Uniform Shirts
- 3 Uniform Pants
- 4 Underwear/Briefs
- 4 Under Shirts
- 4 Pairs of socks
- 1 Sweat Shirt
- 4 Bras (Females)
- 2 Night Shirts (Females)
- 2 Towels
- 2 Sheets
- 1 Pillow Case
- 2 Blankets

If you were issued less than the authorized items, you must submit a request to the Laundry Officer, requesting that you be issued the missing items. The request must be annotated with the number of items you are requesting, the type of item(s) and the size of the item(s). (Example: 1 Uniform Shirt, Size 2X.) The request shall then be given to the Housing Unit Officer, who will verify that you in fact need the requested item(s), sign the request, and forward the request to the Laundry Officer.

You are responsible for these items. All County issued property must be turned in when you are discharged. If any items are damaged or lost, the cost of the item may be charged to your account.

- C. The facility will be responsible for the laundering of your clothing and linens. It is your responsibility, however, to adhere to the posted laundry schedule for your housing unit. There shall be no exceptions.
- D. You are not permitted to launder any of your clothing in your cell. Wash lines are not permitted.

15. APPROVED PERSONAL PROPERTY AT BOOKING

- A. Inmates committed to Lehigh County Department of Corrections shall be permitted to keep the following on their person at the time of booking. The

Lehigh County Department of Corrections assumes no responsibility for any approved personal article, which you choose to keep in your possession.

- 1) One wedding band (solid metal, no stones).
 - 2) One religious cross or medallion - no larger than a half dollar (not to exceed \$25.00 in value) to be worn on a prison-issued chain.
 - 3) "MEDICAL ALERT" bracelet or necklace.
 - 4) One-cubic foot of legal papers pertinent to current legal proceedings.
 - 5) Snapshots -- no more than five (5), no Polaroids -- no nudes.
 - 6) Prescription or medically-approved non-prescription glasses or contact lenses.
 - 7) Dentures.
 - 8) Hearing Aid.
 - 9) Prosthetic Devices.
 - 10) Address Book (non-spiral bound).
 - 11) One pair of sneakers without metal clips (replacement value of no more than \$40.00). No boots.
 - 12) Approved or issued specialty health care item(s).
 - 13) Kufi, one color, no lettering or attachments.
 - 14) Hijab, one color, no lettering or attachments.
 - 15) Bible or Koran.
 - 16) 5 personal letters.
- B. Removable hairpieces such as wigs and toupees, body piercing jewelry, and nail extensions may not be worn. These items must be surrendered at the time of booking and placed in your property bag with the exception of nail extensions, which will be discarded. Body piercing jewelry and nail extensions that cannot be readily removed in the Admission/Discharge area may be removed in the Reception housing unit. Body piercing jewelry must be removed before transfer off the Reception unit.

- C. All other property will be inventoried and be placed in a property storage bag/pouch and secured in the facility property room. You are encouraged to have all valuables released to family or friends. Lehigh County will not consider reimbursement in excess of \$150.00 for any lost property items stored by the Department of Corrections for longer than thirty (30) days.

16. **RELEASE OF PERSONAL PROPERTY**

- A. If you desire to release your personal property, you must submit a request slip to the Housing Unit Officer, who will countersign it. The floor Sergeant will then take the request to the lobby. If you release any of your property, you must release all of it. Additional information can be found in the Inmate Notification Book.

Your request slip must state the following information:

Your name as indicated on your ID card
Your inmate ID number
Your housing unit and cell number
Receiver's proper name (they will need ID for proof)
Housing Unit Officer's signature

- B. Should you be returned from the Community Corrections Center, you have 10 days from your return to have your property picked up from the Community Corrections Center.
- C. If you are permanently discharged from the facility you have 30 days to have any property left here picked up. After 30 days it will be disposed of.

17. **PERSONAL APPEARANCE**

- A. You are expected to present yourself in a clean and neat manner at all times. Showers and individual bars of soap are available during blockout hours until 10:00 PM daily. You are expected to shower at least three times a week. A 15 minute shower is adequate.

If you are indigent, there are hygiene items available through welfare commissary. Feminine hygiene articles are available for issue or through commissary purchase.

If personal cleanliness and hygiene become a problem (failure on your part to keep clean), you will be notified by staff and be required to correct the situation immediately.

- B. You are required to be properly dressed at all times when outside of your assigned housing unit. Proper attire shall include prison issued uniform shirts and pants, as well as socks and shoes (no sandals). Sweat shirts, if worn off the housing unit, must be worn under the uniform shirt. T-shirts are to be tucked in to your pants.
- C. The issued inmate uniform must be worn properly: shirts not worn backwards or inside-out, pants not rolled up above the ankle, pants pulled up to waist, not hanging down around buttocks, etc.
- D. Headphones are not to be worn off the housing unit.
- E. While in your housing unit you are permitted to remove your uniform shirt provided you are wearing a T-shirt. Uniform pants and footwear, including socks, are required.
- F. Female inmates are required to wear their issued bras at all times when outside of their cell. After 8:00 p.m. female inmates may wear their issued nightshirt in their assigned housing unit. Issued uniform pants must be worn with the issued night shirt when you are out of your cell.
- G. Barber services are available. Procedures can be found in the Inmate Notification Notebook on your Housing Unit. Inmates on disciplinary segregation will not have routine access to barber services unless they have an upcoming verified court date for trial or sentencing.
- H. No items are authorized for wear as replacements for any body piercing. Any items worn are considered contraband and subject to confiscation.
- I. No items, except for those sold by the commissary, are authorized to be worn in your hair. Any unauthorized items worn are considered contraband and subject to confiscation.
- J. Any items sold by the commissary, obtained from the medical department, or obtained by other authorized means which are used as "Makeup" are considered contraband and subject to confiscation.
- K. If you are found in possession of any hygiene item sold by the commissary, which is manufactured for and sold for use by a specific gender, the item will be considered contraband and subject to confiscation.

- L. Shaving. County provided shavers are available between 7 PM and 10 PM, Sunday through Thursday. When using a county provided shaver, you are only permitted to shave facial hair. After using the shaver, you are responsible to sanitize it with the provided disinfectant. You may also sanitize the shaver before using. Shaving head hair is not permitted. Personal shavers can be purchased from the commissary.

18. **INMATE MOVEMENT**

- A. You shall wear your Inmate ID with the photo visible when moving throughout the facility.
- B. You shall not consume food during movement.
- C. You shall not engage in any loud talking, running, horseplay, or other boisterous conduct during movement.
- D. You shall present your movement pass at staff request any time during movement.
- E. You shall not loiter in any unauthorized area and shall report immediately to your assigned destination.
- F. You shall move along the right side of hallways during movement and shall not block doors, hallways, or sally ports.
- G. Except for emergencies, you shall move between the ground floor and the fourth floor via elevators #2 and #3.
- H. Inmate workers, when directed or accompanied by staff, may use elevators #1 or #4.

19. **MEALS**

- A. You were issued a cup and spoon at the time of booking. It is your responsibility to sanitize your cup and spoon at least weekly utilizing the hot water available on the housing unit. You are responsible for these items and must turn them in when you are discharged. If the cup and/or spoon are damaged, lost, or stolen, you are required to replace them through the commissary, or the cost of the item will be charged to your account
- B. All meals must be eaten in the dayroom at tables provided. All inmates must be seated when eating meals. You may only put your drink in your issued cup. Food items provided as the meal may not be taken to your

room except for fresh fruit from your tray, prepackaged pastries (example: cookies) and one (1) cup of available beverage.

- C. You will be served an adequate amount of wholesome and freshly prepared food. A licensed dietitian approves our menus.
- D. If you cannot eat certain types of food because of medical problems, contact the facility doctor through a sick slip. The doctor will authorize special diets only when it is clearly a medical issue.
- E. Neutral diets (meatless) are provided upon forwarding a request to the Deputy Warden of Treatment. Once chosen, this will be your ongoing diet until you are discharged.

20. **INMATE ACCOUNTING**

- A. You may be required to reimburse the County for damaging prison property.
- B. You are not permitted to have money in your possession. If you had any money at the time of your commitment, it was counted and placed on your inmate account. Any monies found on your possession after commitment will be considered contraband and result in disciplinary action against you. Contraband will not be returned.
- C. Deposits are accepted in the prison lobby or through the mail. Acceptable forms of payment are cash or money order. Cash will not be accepted through the mail.
- D. Commissary expenditures, medical fees, check disbursement fees, mail fees, stop payment fees, account listing fees, billable telephone calls, ID badge replacement and dormant account fees will be deducted from your account.
- E. Payroll checks should be sent to your family or released with your property to family or friends in the community. Under no circumstances will payroll checks be accepted by this facility.
- F. No inmate will be permitted to transfer money from one inmate to another. The only exception to this rule would be an immediate family relationship where both are incarcerated at the same time. All such requests must be submitted in writing to the Warden or his designee for review.
- G. If you wish to send money out of your account you must complete a Cash Slip indicating the amount to be deducted and the name and address of the payee. An addressed stamped envelope must be completed and accompany

the Cash Slip. A verification form will be returned to you to be completed and sent back to Inmate Accounts. A processing fee of \$3.50 will be deducted from your account for each check.

- H. Upon discharge, you will be issued a portion of your account balance. See Inmate Notification Book for additional information on balance amounts. Within three weeks a check for the account balance in excess of this amount will be sent to you via U. S. mail. When discharged to another facility, you must write to Inmate Accounts requesting your balance. You need to include your name, LCP identification number, identification number at your present facility and the address where the balance is to be sent.
- I. Additional information regarding Inmate Account procedures can be found in the Inmate Notification Book.

21. SEARCHES

Any and all of your person, property and housing quarters are subject to random search by Corrections personnel. In addition, you shall be subject to random urine tests. When directed to provide a urine sample, you will have two hours to do so. Failure to provide a urine sample will result in a misconduct report being served against you. Searches will be performed regularly. You do not have the right to be present for any property or housing unit searches.

22. MEDICAL SERVICES

- A. Medical staff will evaluate you during the booking process. A reception screening examination will be conducted, which includes a Tuberculosis test. If you have any special medical/mental health needs, inform the medical staff member at the time of your interview.
- B. If you wish to see a nurse, doctor, dentist, psychiatrist or Mental Health Coordinator for non-emergency concerns, you need to complete a Sick Call Request form which is located in the day room area of the housing unit and place it in the locked medical box on the housing unit. Do not use an inmate request to staff in place of a sick call request.
- C. If you are housed on 3C or 4C2 and want to be scheduled for sick call, you need to report your medical problem to the medical personnel conducting segregation rounds. The medical personnel will collect the information from you during daily rounds.

- D. You will be required to pay a processing fee for administrative costs associated with providing routine medical/dental care. If you are indigent, medical staff will provide treatment regardless of your inability to pay for services. The Inmate Processing Fee Policy is located in the Inmate Notification Notebook.
- E. If you have an emergency medical problem, you should contact correctional personnel immediately.
- F. If you become aware of any behavior or situation suggesting another inmate is potentially suicidal, please inform a staff member immediately. Prompt action on your part is necessary to ensure the person's safety and to have them seen by mental health staff. You may be the only person that the inmate has shared these feelings with. He or she may ask you not to say anything to anyone. However, you must notify a Correctional Officer because it could save a life.
- G. If you have any questions about the medical services provided within the facility, or how to properly contact the appropriate person, please refer your questions to your Housing Unit Officer.
- H. You are not permitted to use any medication other than those prescribed or approved for you by the facility physician, or available in the commissary. If you are issued any medication which has been authorized to be kept on your person and taken as prescribed, this medication is intended strictly for your personal use. The sharing of any medications is prohibited.
- I. Medication will be administered by the nursing staff at prescribed intervals. During medication call it is your responsibility to present yourself to the nurse. When receiving medication you are required to report to the medication line with your inmate ID and personal cup containing enough fluid to swallow your medication in the presence of the nurse. If you are locked down during medication call, it is your responsibility to hang your ID on your cell window and stand at your cell door with your personal cup containing enough fluid to swallow your medication in the presence of the nurse. The nurse will check your mouth to see that your medication has been swallowed.

If you are called to the Medical Department to receive your medication, it is your responsibility to take your cup. You are required to immediately swallow your oral medications.

- J. When you receive medical attention it is your responsibility to follow the instructions of the physician, dentist, psychiatrist, nurse or mental health practitioner, or any other medical personnel.
- K. Do not write "follow up" on Sick Call Request Forms. Medical personnel will determine if the sick call meets the definition of a follow up.
- L. To avoid contracting communicable diseases – STAY CLEAN!
- Wash your hands, to include backs of hands and wrists, with soap and water. Wet hands with water, apply soap and rub hands together for **at least 15 seconds**. Rinse and dry with a towel.
 - Take frequent showers.
 - Change your clothes and bed linens.
 - Keep cuts and abrasions clean and covered with a bandage.
 - Clean your cell and its contents: bunk, desk, toilet, etc.
 - Do not share personal items such as towels.
 - Avoid skin-to-skin contact with others.
 - Avoid any exchange of bodily fluid.

Submit a Sick Call Request Form if you see any pimples, "bites" or lesions developing on your body. The location may be red, swollen or painful, or have pus or other drainage.

23. **INSTITUTIONAL JOBS**

- A. All sentenced inmates of this facility may be required to hold an institutional job. Refusal to accept a work assignment by a sentenced inmate will be considered a misconduct violation.
- B. Institutional jobs will be awarded based on the needs of the facility and your institutional custody level. Sentenced inmates will be given first consideration, when possible, over unsentenced for institutional jobs.
- C. If you wish to work, you should submit a written request to your Case Manager.

- D. Pretrial and unsentenced detainees are not required to work, except to keep their immediate living area and living quarters clean in accordance with facility standards or as part of an Informal Resolution sanction.
- E. Federal inmates and other select maximum custody inmates are only eligible for jobs on their respective housing units or floor of their housing unit.
- F. Jobs requiring outside clearance are subject to the approval of the Warden.
- G. Inmates who work will be paid according to the current inmate pay plan. Your pay shall be posted on your inmate account weekly.
- H. You may be dismissed from your institutional job as a result of poor job performance, or having been found guilty of a misconduct resulting in Disciplinary Segregation or as a specific sanction determined by the Misconduct Hearing Board.
- I. In the event an inmate who is assigned to work off the housing unit is sick, he/she must report to work and apprise the Work Supervisor of the illness. The Supervisor will then call Medical and ask them to see the inmate and assess the illness. The decision will be made by the Medical staff on duty if the inmate appears to be legitimately too sick to perform their institutional job, or else direct the inmate to return to the work assignment. Medical staff shall apprise the Work Supervisor either way. The inmate will also be charged the processing fee associated with a routine sick call.

24. UNAUTHORIZED ITEMS

This handbook shall serve as an inclusive list of articles you are permitted to have in your possession. Exceptions will require written authorization from the approving authority. (Example: medical items authorized by the Medical Department). All approved articles must remain in their original approved form.

When the item is no longer needed, it must be returned to the approving authority.

Contraband is defined as any item not permitted by law or policy to be in an inmate's possession. Authorized items may also be contraband if altered, used for other than its intended purpose or in excess of allowed quantity.

If you are found to be in possession of contraband, the following procedures will be followed:

- A. Contraband articles will be confiscated.
- B. Misconduct or informal resolution will be issued noting the articles confiscated.
- C. Confiscated items will be placed in secure storage until completion of the Misconduct Hearing. Articles found to be contraband will be disposed of and not returned to you or placed in your personal property storage.

25. **INMATE DISCIPLINARY PROCEDURES**

- A. Institutional life shall be governed by standards of behavior designed to promote correctional objectives and to maintain the general welfare of the institutional community.
- B. Ignorance of the rules contained within this booklet is not an acceptable excuse for violations and/or infractions. An Officer or Case Manager upon request, will explain any section that is not clear to you. You are expected to treat all personnel with respect.
- C. Failure on your part to abide by established regulations and directives shall result in appropriate disciplinary action. If your actions warrant the filing of criminal charges, this will be done in addition to the issuance of a misconduct.
- D. Formal misconducts and any sanctions you may receive may keep you incarcerated for a longer period of time. Formal misconduct reports may be considered for sentencing, work release, and parole recommendations.
- E. For a complete listing of institutional misconduct charges and an explanation of the entire misconduct hearing process, refer to your copy of the Inmate Disciplinary Procedures issued to you at the time of your booking.

26. **INFORMAL RESOLUTION**

- A. Informal Resolution is a process that enables prompt and fair disposition of minor rule violations. Informal Resolution allows you to avoid any formal record of the disciplinary action through the application of appropriate sanctions by the issuing staff person.
- B. When an offense is handled informally, the inmate will be advised of the disciplinary action imposed. No appeal is permitted.

- C. The sanction imposed by the issuing staff person as a result of Informal Resolution will be recorded in writing by completion of an "Informal Resolution Report."
- D. Sanctions that may be imposed on an Informal Resolution include:
- Reprimand or warning.
 - Extra work assignment (eight [8] hours maximum).
 - Removal of cell TV for up to one week.
 - Room detention, up to twenty-four (24) hours. NOTE: Inmates on room detention cannot work an institutional job or go to a non-contact screen visit.
 - Suspension from institutional job (not to exceed three [3] days).
- NOTE: May only be imposed by Work Supervisor.
- E. No more than five (5) minor misconducts will be handled by informal resolution within the same thirty (30) day period.

27. HORSEPLAY

Horseplay of any kind shall not be tolerated. Body punching, wrestling, or any other form of horseplay will be considered an assault and a Misconduct Report shall be issued.

28. PAROLE

- A. If you are serving a maximum sentence of less than two (2) years, the Lehigh County Office of Probation and Parole determines your release. If you are serving a maximum sentence of two (2) or more years, the Pennsylvania Board of Probation and Parole determines your release.
- B. You must serve your minimum sentence before you are "eligible" for parole. Your minimum date is only a target date for parole consideration. Your maximum date is your legal sentence. Parole is not a right; it is a privilege. County parolees may be eligible for "Earned Time;" see your Case Manager for further information.
- C. Inmates supervised by Lehigh County Office of Probation and Parole, who returned to the county prison as a parole violator, **will not be reparaoled** if

they are found guilty of a major misconduct or if it is your second violation on that particular case.

- D. You should begin planning for parole the day you are sentenced. Release on parole generally requires you submit an address where you intend to live upon your release. Parole authorities will investigate your "Home Plan" and advise you if it has been approved.

29. **COUNTS**

- A. Formal and informal counts will be conducted at designated times each day and other times as required.
- B. Upon receiving notification from your Housing Unit Officer, you will report to your assigned cell and close your cell door behind you. You are to remain at your assigned bunk, in full view of the officer, until the check is completed, and the count is cleared. You shall be required to present your ID during count upon request of Corrections personnel.
- C. You and your cellmate are not authorized to switch assigned bunks unless directed by the Housing Unit Officer. An unauthorized change in bunk assignment will result in disciplinary action for interfering with count.

30. **REQUEST SLIPS**

- A. Request slips (inmate's Request to Staff) are available in your dayroom for all interdepartmental communications.
- B. All request slips must be filled out properly, giving all pertinent information involved in the specific request, as well as your complete name, institutional ID number, and your assigned housing unit. You must sign all requests. Please be specific with any questions or concerns, and address your request slip to the appropriate person or office. DO NOT send out multiple request slips regarding the same issue to different parties. Repeated, frivolous request slips may result in disciplinary action.
- C. All request slips must be prepared and submitted in a respectful and courteous manner.
- D. A sealed box is provided in each dayroom for you to deposit your completed request slips. The respective Case Manager will empty these boxes by 8:30 a.m. Monday through Friday. Your requests will be addressed on a daily priority basis.

31. TELEPHONE CALLS

- A. Telephones have been installed within the facility for your use. Telephone calls are a privilege, not a right! Do not abuse the privilege.
- B. Your telephone calls may be intercepted, recorded, monitored or divulged. Calls to your attorney will not be recorded, provided your attorney has submitted a written request for same to the Warden's office.
- C. At booking you were issued a personal telephone identification number to use in making phone calls from the inmate phone system. **DO NOT SHARE YOUR TELEPHONE IDENTIFICATION NUMBER WITH ANYONE!** Using another inmate's number is not permitted and will result in disciplinary action.
- D. Specific information on how to use the inmate telephone system is located in the Inmate Notification Book.
- E. You are authorized to make a free local call at the time you are committed, to notify relatives of your situation. ALL other telephone calls you place will be COLLECT. Be conscious of the fact that, when calling long distance, the longer you talk the greater the cost to the other party.
- F. A TTY is available through the Case Manager for use by deaf and/or hearing impaired inmates.
- G. You are not permitted to call the witnesses or victims of your crime.
- H. You are not permitted to call staff at work or at home.
- I. Three-way calls, to include calls with a third party on a cell phone or similar calls, are not permitted.
- J. All telephones have an automatic shut-off device which allows a fifteen (15) minute call. A signal will sound thirty (30) seconds prior to the termination of your call.
- K. Telephones will be available within established hours, subject to the discretion of the Warden or his designee.
- L. Damage and/or abuse of the telephones will result in a major misconduct report being issued. You shall be personally responsible for the cost of the damages. You may also lose your telephone privileges as well as have criminal charges filed against you.

- M. Chairs are not permitted in the telephone area.
- N. You are not permitted to sit on the floor when making a telephone call.
- O. In the event you are experiencing problems with the telephone system, the called party, that is your family or friend, should contact the phone vendor. If the problem is a bad Telephone ID, notify the Warden's Office by Request to Staff form. For broken phones, notify the Housing Unit officer.
- P. Inmates on Administrative Segregation status will only be permitted one (1) fifteen-minute collect call per day.
- Q. Inmates on Disciplinary Segregation are not permitted telephone calls. The only exceptions are legal calls as requested by the attorney of record and for verified family emergencies. The calls will be made through the Case Manager with the Warden's approval.

32. VISITS

Non-contact screen visitation is available in accordance with the established non-contact visiting schedule. You will need your telephone identification number for the visit telephone. It is your responsibility to notify visitors of approved visits, established visiting hours, and visiting rules. It is also your responsibility to read, understand, and follow the visitation rules. You are not permitted to visit with victims of your crime.

For more information on visiting schedules, refer to the Inmate Notification Notebook.

33. MAIL PRIVILEGES

A. Incoming Mail

- 1) Incoming mail will be delivered Monday through Friday (excluding County and Federal holidays).
- 2) All incoming mail must include your name as it appears on your ID and your ID number.
- 3) Non-privileged incoming mail will be opened and examined for contraband. Because of the need to maintain institutional security and public safety, the Warden or designee may read mail. Any letters containing contraband will be held for further inspection and disposition.

- 4) Incoming privileged mail will be opened by the officer in your presence, checked for contraband and then given to you. Privileged mail is defined as mail sent to or from the following individuals or organizations in an envelope containing their embossed return address identifying them as:
 - a) Elected federal, state, or local officials.
 - b) Appointed federal, state, or local officials.
 - c) Staff members of these agencies.
 - d) Attorney of record.
- 5) Any monies received in personal or legal mail must be turned over to the Housing Unit Officer. For information regarding the handling of money sent to you, refer to the Inmate Accounting section of this handbook.
- 6) Letters or other parcels must be sent through the U.S. Postal service or other established mail carrier. We will not accept any mail dropped off by family, friend, etc., at this facility.
- 7) The mail clerk reserves the right to dispose of "junk mail" which is defined by the U.S. Post Office's bulk rate mail.
- 8) Mailroom staff reserve the right to accept or discard books, magazines or booklets that are not permanently bound by the publisher, as well as material that has been photocopied, scanned, duplicated or retrieved from the Internet. If accepted, such materials will be limited to three pages and its acceptability based on legitimate penological interests. Mailroom staff will only accept books or magazines mailed directly from a publisher, not a local bookstore. Mailroom staff will also accept new books from Amazon.com (but not from private vendors or resellers working through the Amazon website.)
- 9) Mailroom staff will not accept items such as, but not limited to, the following:
 - a) Envelopes with stickers, lipstick, bodily fluids, or any type of attachment (see Inmate Notification Book for additional items).
 - b) Letters or envelopes written with anything other than blue or black pen or lead pencil.

- c) Musical or voice box greeting cards.
- d) Greeting cards and photographs larger than 8" X 10" and oversize books larger than 9"X 11".
- e) Polaroid type photographs.
- f) Books, magazines, or newspapers not received directly from a publisher or amazon.com. Inmates may have a total of seven of these items in their possession at a time. Excess items will be returned in whole to the sender at the inmate's expense.
- g) Any material that is sexually explicit or features nudity. This includes any and all material that contains: nudity on a routine or regular basis; a pictorial depiction of actual or simulated sex acts; or that fall within the guidelines of judicially defined obscenity.
- h) Any publication, printed material which contains anything that may compromise the safety and security of the institution, including but not limited to:
 - (1) Information regarding the manufacture of explosives, incendiaries, weapons, or escape devices.
 - (2) Instructions regarding the ingredients and/or manufacture of poisons or drugs (including alcoholic beverages).
 - (3) Clearly inflammatory writings or photographs advocating violence, uprising, criminal activity, or guerrilla warfare against the government or any of its institutions.
 - (4) Tattooing patterns or information pertaining to performance of tattooing.
- i) Personal checks or payroll checks.
- j) Money orders older than 30 days.
- k) Plastic-coated credit card type cards.
- l) Stamps, envelopes, and stationery.
- m) Any metal objects, including jewelry.
- n) Any type of item sold in the commissary.

- o) Nude photographs. Defined as any photographs showing the male or female genitals, pubic area or buttocks with less than a non-see through covering or showing the female breast with less than a non-see through covering of any portion thereof below the top of the nipple.
 - p) Any gang related materials.
- 10) Inmates who receive unacceptable items will be notified of the same via MAILFORM 1. This form allows the inmate to choose one of four options. The options are to return the item to the original sender at the prevailing rate (noted on the form), send the item to a third party at the prevailing rate, dispose of the item at no charge, or appeal the decision to the referenced Deputy Warden. If the appeal option is selected, one of the three other options must also be selected by the inmate to provide direction in the event the appeal is denied. If the form is not received by the mailroom within seven calendar days from the date on the form or if the options section is left blank, the item(s) will be returned to the original sender at the cost noted on the form. Mail considered unacceptable will not be allowed partial delivery.

B. Publications

- 1) All publications must be new and shall be mailed directly from the publisher. The facility also accepts publications from Amazon.com. This does not include Amazon re-sellers or private vendors working through Amazon. All purchases must be paid in advance.
- 2) A check must accompany the order for the publication. All orders must clearly spell out this address:

Name of Inmate
Inmate ID#
Lehigh County Jail
38 N. Fourth Street
Allentown, PA. 18102

- 3) Inmates who fail to order publications in the above manner may be subject to a misconduct. Bill-me-later plans and/or misleading return addresses are prohibited and unacceptable for ordering publications.
- 4) Refer to the Inmate Notification Book for additional Inmate Account procedures.

C. Outgoing Mail

- 1) You shall place all outgoing correspondence in the mailboxes provided within your dayroom areas prior to lockup.
- 2) Outgoing mail is to be sealed, with the exception of when a cash slip is attached. Outgoing mail is not typically read, censored, or reproduced. The facility retains the right to "spot check" non-privileged outgoing mail when there is reason to believe that security may be impaired or that mail privileges are being abused.
- 3) All outgoing mail must have your name, your ID number and the facility's address on the envelope. Envelopes without this return address information will be opened. If the sender can be identified it will be returned to you. If the sender cannot be identified it will be disposed of.

Envelopes must have the following return address information:

Your Name, ID #
Lehigh County Jail
38 North 4th Street
Allentown, PA 18102

- 4) Regular outgoing mail is limited to folded paper or cards inside of an envelope. Inmates who want to send other items such as fabric, crafts or commissary items must follow the large parcel procedure.
- 5) You may send large parcels or bubble wrap envelopes through the outgoing mail using the following procedure:
 - a) Items are placed in a special packing envelope that is available through commissary.
 - b) You shall take unsealed packages and large envelopes to your Case Manager who will inspect the contents, weigh the package, initial and date the envelope and seal the contents in the inmate's presence and take the parcel to the Treatment Department to be weighed.
 - c) Case Managers will return the parcel to you with a slip denoting the cost of postage.

- d) You will need to purchase sufficient postage from commissary to mail the package; affix said postage to the parcel, and give it to your Case Manager for mailing.
 - e) The Case Manager will take the parcel to the mailroom for deposit with the U.S. Postal Service.
- 6) The prison reserves the right to dispose of any outgoing mail which is returned as undeliverable by the U.S. Postal Service for invalid address.

D. General Information on Mail

- 1) There shall be no limit to the number of correspondents.
- 2) Correspondence may only be sent to or received from inmates of this or another correctional institution with prior approval. Mail received without prior approval will either be considered contraband and/or discarded.
 - a) Approval may be granted for one of the following reasons:
 - (1) Legal - Codefendants in a case may correspond only until such time as their case is disposed of. Receipt of inmate correspondence through a third party is considered contraband.
 - (2) An immediate blood relation, spouse of legal marriage or verified shared parenting of child.
 - (3) Legitimate treatment need.
 - b) Contact your Case Manager for further information regarding inmate-to-inmate correspondence.
- 3) Correspondence with victims or witnesses relating to your crime or charge is prohibited. Only the Warden may grant exceptions.
- 4) Third-party mail from anyone at another facility, including rehabilitation facilities, sent along with mail from an authorized source will be considered contraband.
- 5) Any serious violation of established mail regulations may result in suspension or close scrutiny of any individual's mail.

34. COURT CLOTHING

- A. You will only be offered the opportunity to change into your street clothing for criminal Trial and Sentencing proceedings. You will not be offered the opportunity to change for Arraignment, Central Court or Parole Violation hearings.
- B. You may receive one complete set of personal clothing for appearance in court. Court clothing for male inmates may consist of no more than: one (1) suit coat, one (1) pair of pants, one (1) dress shirt, one (1) tie, one (1) pair of socks, one (1) pair of dress shoes (sneakers cannot be dropped off as court clothing). Court clothing for female inmates may consist of no more than one (1) dress or one (1) skirt/pants and one (1) jacket, one (1) slip, one (1) blouse, one (1) pair of stockings/socks, one (1) pair of dress shoes.
- C. The Lobby Officer will authorize court clothing if you are scheduled for trial or sentencing in Lehigh County.

35. COUNSELING/CASE MANAGEMENT

- A. A Case Manager is available to meet with you to discuss any problems you may have. If you wish to see the Case Manager, fill out a request slip indicating the specific nature of your problem or difficulty. The Case Manager will set up a time to meet with you if necessary. Be advised, however, that the number of Case Managers is limited and, therefore, so is their time. The Case Managers need to prioritize their request slips on a daily basis in order to best meet the needs of the entire inmate population. For the most part, all scheduled contacts will be goal-oriented with a specific purpose or issue to resolve.
- B. Uniformed supervisors are also available to meet with you on a one-to-one basis. This avenue should be used especially after 4:00 p.m. weekdays and on weekends/holidays when Treatment staff is not available.
- C. You are encouraged to utilize all available resources to address any personal shortcomings which may have contributed to your incarceration. Treatment staff may provide you with specific information and assistance to address your needs.
- D. There are various programs available within the institution. These programs will continually be expanded and modified. Information about current programs will be posted on the bulletin board, in the Inmate Notification Notebook, and available through the treatment staff.

- E. You may be required to attend prescribed counseling as a condition of a Program Agreement. Your full cooperation is required and expected. Failure to abide by prescribed programs may result in a negative recommendation to the Judiciary, Parole Authorities, and/or Work Release Reviewing Authority.

36. ELECTRONIC LAW LIBRARY AND LIBRARY BOOKS

- A. An electronic law library is available to all general population inmates for legal research. You are authorized access for your criminal case or conditions of confinement.
- B. You have access to the e-law library computer through a sign-up sheet noting designated times. You are permitted access during your normal blackout period.
- C. Copies of cases will not be provided. Take detailed notes of the legal issues involved. You are not permitted access to prison employee records, records of other inmates or other prison records.
- D. Legal forms will be made available through your Case Manager by completing an inmate request. A list of available forms can be found in the Inmate Notification Book. To receive copies of completed petitions, attach the petition and the correct number of copy tickets to an Inmate Request to Staff form addressed to your Case Manager.
- E. Inmates on disciplinary segregation status will not have direct access to the e-law library. Disciplinary segregated inmates who want legal materials must submit an Inmate Request to Staff addressed to the Treatment Supervisor and providing the citation of the case(s) needed. Copies will be limited and will be reviewed for relevance.
- F. Misuse or damage to the computer and/or the cabinet will result in disciplinary action.
- G. Mobile library carts containing recreational reading material is available on all general population units.

37. RELIGIOUS SERVICES/ARTICLES

- A. A variety of religious activities are made available to you at this facility. You will be expected to be quiet and respectful while services are in progress. You may be suspended from attending specific programs if you are disruptive.

- B. All religious programs and activities must be overseen by an approved community volunteer.
- C. If you would like to request information regarding religious counseling, or the need to see a member of the Clergy, you must submit a written request slip addressed to the Treatment Supervisor stating your specific need.
- D. Religious articles and materials shall be considered on a case-by-case basis with the following exceptions. The basic consideration will be whether the article or material is considered detrimental to the security or orderly running of this institution.
 - 1) Prayer rugs are accepted in the institution under the same procedures that apply to books, religious and secular, and other approved items. They must be sent from the manufacturer or store. Prayer rugs will not be released from inmate property.
 - 2) Inmates are permitted to retain their approved kufi at the time of booking. Inmates may order a kufi directly from the commissary or directly from a manufacturer or store. Approved kufis may not be homemade, contain any lettering or have any attachments. The kufi may be any one color.
 - 3) Female Muslims are permitted to wear a hijab (a one-piece, one color scarf) to cover their hair at all times in the institution. The hijab may be obtained in the same manner as a kufi. They will also be provided with long-sleeve sweatshirts to insure their arms remain covered.
 - 4) Rosaries are available from a priest at Catholic Services. These are the only approved rosaries. Rosaries are not to be worn or otherwise displayed in the cell.

38. RECREATION - GENERAL POPULATION

- A. Daily indoor and outdoor recreation (weather permitting) is offered.
- B. Board games, when available, may be signed out from the Housing Unit Officer for your use during block-out.
- C. You are not permitted to practice boxing, martial arts (kick boxing, Karate, Tae Kwon Do, etc.), or any other forms of offensive or defensive tactics. This includes "shadow boxing" by yourselves or with others.

- D. You are not permitted to climb to the level of the screens in the housing unit outdoor exercise area.
 - E. Pull-ups are only permitted on the installed pull-up bar.
39. Televisions are located in the common dayroom areas. The Housing Unit Officer will make the TV viewing decisions for dayroom televisions.

40. **COMMISSARY**

You will have access to a commissary where you may purchase approved items such as snacks, hygiene articles, and other items not provided by the institution.

- A. The commissary schedule will be posted in the Inmate Notification Notebook. You will only receive your commissary on the days scheduled for your housing unit.
- B. Completed commissary order forms must be deposited in the appropriately labeled box located in your assigned housing unit and in accordance with the schedule. Only one form may be deposited for each commissary order.
- C. All slips must contain the following information:

- Your Name
- ID Number
- Housing Unit
- Cell Number

Failure to include all information may result in your order being discarded and not processed by Commissary personnel.

- D. You are permitted to spend up to \$80.00 each time you receive commissary. The only exceptions would be when purchasing a radio, television/cable, sneakers or shaver. Therefore, you are not permitted to have in excess of \$80.00 worth of commissary in your possession at any time. Violators will be subject to disciplinary action, and excessive items will be confiscated as contraband.
- E. There are further restrictions of the amount of some commissary you are permitted to have in your possession. Some examples of restrictions include:
 - Purchased batteries must be immediately placed inside your approved radio or shaver.

- You are permitted to purchase spare batteries. If the radio or shaver uses (1) AA battery, you are allowed to possess one (1) spare battery. If the radio or shaver uses two (2) AAA batteries, you are allowed to possess two (2) spare batteries. Any batteries over this amount are considered contraband.
- F. The total cost of your purchase will be deducted from your account. When you receive your order, you are responsible for confirming the contents of the bag in the presence of the issuing staff person and signing the necessary receipt. Any adjustments must be noted immediately. Once you sign the receipt, or walk away from the issuing staff person, the commissary vendor shall no longer be responsible for the contents of your bag.
- G. Questions or problems dealing with account balances must be put in writing and sent to "Inmate Accounts." Be sure to indicate your name, location, and ID number on all requests.
- H. You must have money on your account to place an order. No credit will be extended. Money that has been dropped off or sent in for you will normally be credited to your account within two (2) business days.
- I. Once you have submitted your commissary order, no additions or changes will be made. The commissary takes no responsibility for errors made in filling out the order form. If an item you ordered is not in stock, it will be removed from your order. There will be no substitutions. When the Commissary personnel process your order, they enter the items in the order listed. Once your order reaches the \$80.00 limit, they stop, regardless of other items ordered.
- J. Trading or bartering commissary is not permitted. Any inmate found in possession of commissary products including but not limited to radio and/or television which were not received through the proper channels will be issued a misconduct and the item(s) will be confiscated. Procedures to transfer a television can be found in the Inmate Notification Book.

41. **INMATE WELFARE**

- A. If you have no money on your account, the County may provide limited welfare at no cost to you while you are incarcerated. Welfare will be considered only if you have NO FUNDS (less than one dollar) on your account at the time of the request, and show no record of account activity within the past seven (7) days.

- B. For further information regarding receipt of Welfare, see the Inmate Notification Notebook.

42. PRIVATE BUSINESS

- A. You are not permitted to incorporate or to engage actively in a business or profession while under the supervision of the Department of Corrections. If you have engaged in a business or profession prior to incarceration, you are expected to assign authority for the operation of such business or profession to a person in the community. You must be in compliance with all County, State and Federal Law. Any request for exceptions to the above must be submitted in writing and approved by the Warden.
- B. Even though you have turned over the operation of a business or profession to another person, there may be an occasional need for a decision substantially affecting the assets or prospects of the business. The Warden may, upon request from you, authorize a special visit for such extraordinary requests.
- C. Conducting a business of any type in this facility, such as running a private store, etc., or any violation of the above-mentioned procedures will result in the issuing of a misconduct. Violations will be dealt with in accordance with the Institution Disciplinary Procedures.

43. GRIEVANCES

- A. All residents are encouraged to work out their problems and differences with the staff on an on-going basis.
- B. If you believe that your problem needs further review, see the Inmate Notification Notebook for the current policy and the detailed procedure on informal and formal grievances.
- C. Before you submit a formal grievance, you must attempt to resolve the issue informally by contacting the appropriate staff member or supervisor, depending on the grievance.
- D. Not all issues are grievable under the grievance policy. See the current policy for the list of grievable and non-grievable issues.
- E. No inmate shall be punished, retaliated against or otherwise harmed for good faith use of the grievance system.

- F. The procedure described above applies only to grievances about unfair or improper treatment by the institution. It does not apply to a petition or writ dealing with your legal situation. You are not expected to use this system frivolously. Constant frivolous complaints or harassment through the grievance system will not be processed.
- G. You must prepare and submit all grievances in a respectful and courteous manner.

44. HOUSING REIMBURSEMENT:

Any inmate committed to the Lehigh County Jail will be charged a \$60.00 processing fee which will be deducted from your account balance until paid in full. Inmates exempt from the processing fee are:

- Those incarcerated under contracts paid by a third party, e.g. the Federal Marshal's Service
- Offenders who have been administratively transferred from another jurisdiction including those here on a writ

If you are subsequently acquitted of the associated criminal charges, you may within 30 days of acquittal request the return of the paid processing fee.