

Handbook For
Family and Friends
of Pennsylvania
County Prison/Jail Inmates

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She was assisted by three students, Marisa Riffle, Amanda Wolfe, and Rich Ponick, who were earning Independent Study Credits. Their interest was guided by the desire to work with a faculty member on a project associated with criminal justice that would have relevance in the community.

INTRODUCTION

Dear family member or friend:

If you are a friend or a family member of a person incarcerated in a county prison/ jail, your life has been disrupted in many ways. At this time, you might be experiencing stress and confusion. You may feel confused about having to work with the criminal justice system. Your contact with your loved one will be determined by the jail staff who have specific rules and regulations governing your visit.

When incarcerated, a person loses the right to make choices about when he or she can make phone calls or have visits. This can be frustrating for people outside who have to make changes in their lives in order to maintain a relationship with someone who is incarcerated.

Your loved one may be the person who supported the family financially or who cared for your children. Therefore, you might be concerned about how you and your family will live. You may also be wondering how you will cope with everyday living while the person is incarcerated.

This handbook is designed to help you understand more about the Pennsylvania criminal justice system and county prisons/jails. Throughout this handbook the words "county prison" and "jail" mean the same thing. This handbook might not answer all of your questions, but it does give you a framework and lists some additional resources to consider.

The handbook is divided into three sections. The first section, *Understanding the Pennsylvania Criminal Justice System*, will explain how the system works.

The second section, *Understanding Rules and Regulations of County Prisons/Jails*, will discuss some issues that affect your life as you try to maintain contact with your loved one.

The third section, *Coping With Incarceration*, will provide some resources to help you resolve some of the problems you may experience. Hopefully, this Handbook will guide you as you cope with these changes in your life.

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UNDERSTANDING THE PENNSYLVANIA CRIMINAL JUSTICE SYSTEM

When a person is suspected of committing a crime, there are certain procedures that have to be followed. An offender will have to deal with the police and the court system as long as he or she is facing a criminal charge. From arraignment to sentencing, the accused and his or her family must cope with court appearances. This process can be confusing. In Appendix A, you will find a chart that explains the sequence of events in the criminal justice system.

In this section, the criminal justice process is explained. Hopefully, you will then understand the meaning of words used when a person is processed through the system.

Arrest:

This is when an individual is charged with committing a crime. A suspect is identified and apprehended by the police. Police can either take a person into custody immediately, or they can issue a warrant and have an individual picked up at a later time.

Arrest Arraignment (Initial Appearance):

After a person is arrested, he or she has to make an appearance before a judge or district magistrate. At this hearing, the offender will be informed of the charges. The accused, who is also referred to as the defendant, will be informed that he or she has the right to be represented by an attorney. If the person cannot afford an attorney, one will be appointed to him or her at the public's expense. The individual will be given paper work that explains how to request a public defender or court-appointed attorney to represent his or her case.

At this hearing, the judge or district magistrate will also make a decision about whether the offender should be released. In order to be released, a person might have to post bail or sign a paper assuring the court that he or she will return to face the charge.

Bail:

Bail is generally used to assure the court that an individual will show up at a later date to address the charge. The amount of bail set will be determined by

the judge or magistrate. The amount will be based on the nature of the offense and the offender's criminal history. The different types of bail are explained below.

There are 4 different types of money bail, or bonds as it is sometimes referred to:

1. **Fully secured bond:** The defendant will have to post the full amount of bail with the court.
2. **Deposit bail:** The defendant or others pay a percentage (generally 10 percent) of the face value of the bond to the court. After trial, the offender will receive most of it back, minus administrative fees.
3. **Cash bail:** The offender must pay the full bail amount in cash in order to be released. If the offender makes the court appearance, the money is returned.
4. **Surety bail:** The offender is released through services of some private bail bonds person who posts bail and charges a fee. The fee usually ranges between 5-20 percent. The bonds person may also require the offender to post something as collateral.

There are also other types of release that are used instead of bail. These alternatives are explained below.

1. **Release on recognizance (ROR):** The defendant is released on the promise to appear for trial. Certain criteria must be met, such as the offender must reside and work in the community, he or she must not have any serious criminal record, and he or she must have a good employment history. The defendant might also have to meet other requirements.
2. **Conditional release:** The offender is released pending trial on the condition that he or she will meet certain requirements, such as checking in with a pretrial release agency, staying away from the victim and witnesses, and maintaining residence. Other requirements can also be imposed.
3. **Supervised release:** This is similar to conditional release. The offender may be supervised by an officer of the court and must participate in counseling, seek employment, and/ or attend a substance abuse treatment program.
4. **Third party release:** The defendant is released to the custody of an individual or organization who will assume responsibility for the offender's court appearance, such as a relative, a parent, or a friend. Persons from an organization, halfway house, or treatment program may also become custodians.

Bail or pretrial release can be made either at the initial appearance or at other hearings. You can find the names of bail bond agencies by looking in the yellow pages of a local phone book. Also, some jails post a listing of local bail bond agencies.

The inmate may ask a friend or family member to post bond. Please read the section on posting bond under the section of *Coping with Incarceration* to help you make an informed decision.

Booking:

This is when the arrest is registered and the suspect is fingerprinted and photographed. This process usually takes place at a police station or a jail.

Preliminary Hearing:

The main purpose of a preliminary hearing is to determine whether there is probable cause to believe that the accused committed a known crime within the jurisdiction of the court. Probable cause means that there is a reasonable belief that a crime has been committed by the person arrested.

This court proceeding serves as a testing ground for information brought by a prosecutor against a defendant. At this hearing, the prosecutor will attempt to convince the judge or district magistrate that the defendant committed a crime and should be held over for trial.

The accused does have the option of waiving his or her right to a preliminary hearing. Waiving the hearing means that the defendant decides that he or she does not want a hearing at this level. The offender agrees that there is probable cause and will wait for the formal court proceeding.

Legal Representation:

The accused has the right to legal representation. If your loved one is not able to pay for an attorney, he or she may request that legal defense be provided. The different types of legal defense available to the defendant are listed below.

Defense attorney: A defense attorney can be hired by the accused who is financially able to pay for services.

Public defender: A public defender is a court-appointed attorney who is employed on a full-time, salaried basis by the government to represent offenders who are unable to pay for an attorney.

Court-appointed attorney: In some instances, the court might appoint a private attorney to represent a defendant. This happens when there are co-defendants in a case. One defendant is appointed a public defender, and the other defendant has to have a court-appointed attorney. This is done so there is not a conflict of interest when the defendants are represented in court.

Formal Court Arraignment:

At an arraignment hearing, the accused is informed of the charges, advised of the rights of criminal defense, and asked to enter a plea to the charges. The accused should consult his or her attorney about what type of plea to make.

There are five ways a defendant can plea, which are listed below:

1. Not guilty.
2. Not guilty by reason of some defense, such as insanity or self-defense.
3. Guilty.
3. "Nolo contendere," which means no contest.
5. The defendant can stand silent.

The judge or district magistrate may accept or reject the plea. If the defendant stands silent, the judge or district magistrate will enter a plea of "not guilty" for the defendant. If a defendant stands silent or enters a not guilty plea, a time is set for the trial. At this time, bail is again considered or the defendant is returned to jail to await trial.

A plea of "nolo contendere" means that the defendant will accept the penalty of a charge without admitting guilt. If a plea of "nolo contendere" or guilty is made, the offender will then be sentenced either at the present proceeding or at a later date.

Plea Bargaining:

The defendant will probably be given an opportunity to plea bargain. Sometimes this process starts at the preliminary hearing. A plea bargain involves negotiations between the prosecutor and the defendant and his or her attorney. With plea bargaining, the defendant will be required to enter a guilty plea in exchange for the state's reduction of charges or for a more lenient sentence. This means the defendant hopes to receive a lighter sentence than the judge would normally give him or her if convicted at a trial. A plea bargain does not go into effect until the formal court arraignment where the judge accepts the agreement.

Trials:

If a case is to go to trial, the defendant can choose between either a bench trial or a jury trial. At a bench trial, a judge looks at the facts of the case, and he or she will determine the guilt or innocence of the accused.

In comparison, a jury trial is made up of citizens from the jurisdiction where the offense occurred. Instead of a judge, the jury will be the finder of fact and

determine the guilt or innocence of the accused. The accused should consult his or her attorney about what type of trial to request.

Courts:

Each state has its own system of courts that includes both trial and appellate courts.

State trial courts: The trial courts conduct the day-to-day proceedings of criminal defendants. Trial courts hear misdemeanor and felony cases. Trial courts are fact-finding bodies whose job is to determine the facts of a case, such as, did the defendant commit the crime?

Within trial courts, the determination of a court's jurisdiction typically involves the type of case to be heard and geography (meaning that a county court will hear cases arising in its county).

State appeal courts: This court handles convictions and sentences that are appealed. Appellate courts are law-interpreting bodies whose job it is to determine if the laws were correctly applied and followed, such as, should the defendant have been provided defense counsel at trial?

The courtroom setting: The formal stages of the criminal justice process are played out in a courtroom. All participants, including observers, are required to act in a respectful manner. People who cause disruption will be forcefully and promptly removed from the court. They can also be charged with contempt of court which can result in a fine, time in jail, or some other sanction. Therefore, it is important for you to act respectfully if you decide to attend any court proceedings.

Court Personnel:

The following types of people have specific duties in the court room.

District Magistrates (also referred to as District Justices or Municipal Court Judges): This individual will determine whether there is enough evidence to support what the police said actually happened. This is called establishing "probable cause." A district magistrate can handle court matters up to and including a preliminary hearing. If the case is not decided by a district magistrate, it will go to a common pleas court where a judge presides over the hearing.

Judge: A judge presides over cases brought before the formal court.

Prosecuting attorney: A prosecuting attorney is a legal representative of the state with the sole responsibility for bringing criminal charges. This type of attorney is sometimes referred to as the District Attorney (DA), state's attorney, or county attorney.

Defense attorney: A defense attorney is a legal representative of the defendant whose sole responsibility is to defend his or her client.

Bailiff: A bailiff is a court officer who announces the arrival and departure of the judge. A bailiff also maintains order in the court.

Sentencing and Sanctions:

If the accused is convicted of an offense, a sentence will be imposed. In most cases, the judge decides the sentence, but in some jurisdictions, the sentence is decided by the jury. Depending on the charge, the court may rely on probation agencies or other designated authorities to determine an appropriate sentence.

Numerous factors go into the sentencing decision. The judge will consider the type of charge, the offender's past criminal history, and the circumstances surrounding the criminal event.

The judge will also consider the needs of the offender, such as whether he or she would benefit by some type of treatment. The judge will also consider whether the offender has solid ties to a community, such as having a job, a permanent place of residence, *etc.*

The sentencing choices that may be available to judges or juries include one or more of the following:

1. **Fines:** This is a monetary sanction which is usually imposed as a penalty for minor offenses.

2. **Restitution:** This is a monetary sanction which requires the offender to pay compensation (money) to the victim or to the victim's family.

3. **Probation:** This option allows the offender to remain in the community, but he or she will be subject to certain conditions and restrictions, such as drug testing or drug treatment.

A probation officer will be assigned to supervise the offender to oversee whether he or she abides by the conditions and restrictions. If the offender does not abide by the conditions, his or her case can be brought before a judge and other sentencing options can be imposed.

4. **Incarceration:** The offender can be sentenced to serve time in either a county prison or in a State or Federal prison. The judge will determine where an offender will serve his or her time, which is usually based on the length of sentence imposed for an offense.

Parole and Reparole:

Parole is considered a conditional, supervised release from prison before an offender's full sentence is served. This means that an offender is allowed to "walk off" his or her time on the outside under the supervision of a parole officer.

However, if the offender violates conditions of parole, he or she will be sent back to jail to complete the sentence. If this happens, no credit will be given for the time the offender was released. For example, suppose an offender was sentenced by a judge to serve 6 to 23 months in jail. After 6 months, the offender is paroled and walks off 9 more months and then violates parole. The offender would then be sent back to jail and have to serve the full sentence, meaning serve the remaining 17 months. No credit would be given for the 9 months the offender was released.

After returning to jail, the offender would have to remain incarcerated for a specific length of time, usually six months, before the inmate is allowed to file a petition requesting to be "reparoled." Upon receipt of the petition, a hearing date would be scheduled where a judge would determine whether an offender should again be released based on specific conditions.

It is important that you encourage your friend or family member to abide by all parole conditions when he or she is released so the time will count. Your loved one will be given a paper with the conditions clearly stated, so he or she knows what is expected.

Appeal:

A case can be taken to a higher court to ask that the decision of the lower court be changed or overruled completely. However, an offender may have to serve the sentence imposed until the appeal is heard by a court.

Obtaining Information About Court Dates:

The criminal justice process can be confusing because hearing dates can change with very little notice. Some ways to try to get knowledge about court dates or hearings is to call the Clerk of Courts in your county and ask for information regarding the date and time of a hearing.

You may also call the district magistrate's office and ask when a specific case is scheduled to be heard.

If the offender has an attorney, he or she may be contacted. However, keep in mind that an attorney does not have to give any information to family or friends of inmates. An attorney's relationship with an offender is confidential. Therefore, the attorney is not permitted to reveal any information to anyone without the offender's permission.

Be polite and patient when you contact criminal justice personnel. Be willing to assist them by providing the full name of the offender, his or her birth date, and any known date of when a charge was made.

UNDERSTANDING RULES AND REGULATIONS OF COUNTY PRISONS/JAILS

What Is a Jail?

Jails were designed as holding facilities for persons accused of committing crimes. In Pennsylvania, jails are referred to as county prisons. Therefore, the words "county prison" and "jail" mean the same thing. Originally, these facilities were used to house inmates serving short sentences as well as house those awaiting trial. People awaiting trial are referred to as "detainees." One half of the people in jails are detainees. The other half of the inmates are serving their sentences in the county prisons/jails.

Jails house a broad variety of inmates, such as the mentally ill, witnesses in protective custody, convicted offenders awaiting sentencing, probation and parole violators, prisoners wanted by other states, inmates from other jails or prisons, and in some cases, juvenile offenders. In Pennsylvania, most counties have separate facilities to house juveniles.

Some jails have classification systems which determine what area of a jail an offender will be housed in. However, some jails are too small to separate different types of offenders. Overall, inmates do not get to choose whether they will have cell mates or choose who their roommates might be. At any time, inmates can be moved at the discretion of jail staff.

Jail Populations:

In the United States, there are about 3,250 jails. In Pennsylvania, each of the 67 counties have a jail facility. In Appendix B, you will find an alphabetized list of all the county prisons in Pennsylvania. Under the column "County Class" you will find a number ranking each county. The numbers indicate the size of each county. The smaller the number, the larger the county, which means it is more densely populated (more people live there). Thus, a higher number mean a county is less populated.

Understanding this numeric ranking will help you understand about some decisions jail administrators have to make, such as whether a county will be able to provide programs for inmates or whether inmates will be sent to another county. More about this topic is discussed further in this section of the Handbook.

Some counties are too small to house inmates overnight. (These are counties usually with a number 8 ranking.) Therefore, offenders will be moved to another county to be housed until they can make bail or have their cases heard.

Jail Overcrowding:

The number of people housed in jails change on a daily basis. Overcrowding is a concern for jail staff. At times, a jail can have too many inmates and administrators will have to move some of the inmates to another county.

Smaller jails (with a higher number ranking) will be more likely to have to move inmates. When an offender is moved, jail staff are doing this out of necessity. Jail administrators are NOT trying to inconvenience an inmate and his or her family and friends. Be understanding if your loved one has to be moved because he or she will then be placed in a safe and more comfortable environment.

When an inmate is moved, jail staff are not allowed to tell family and friends the exact date and time for security purposes. A more detailed discussion about the importance of security is found under the section on **Jail Visitation** in this Handbook.

Jail Management:

Jails are managed and run locally either by the sheriff's office or by a county prison board. In Appendix B a list of the county prisons/jails in Pennsylvania is provided. Under the column "Governing Prison Authority" you can find out who runs the jail in your county.

Jail Personnel:

The daily operations of jails are run by wardens, administrative staff, and correctional officers. Depending on the size, the jail might also employ counselors, treatment staff, and medical staff. Listed below are the different types of people and a brief job description of each.

Warden: The warden is the top administrator. He or she serves as a manager to all other staff to ensure that they complete their duties accurately and efficiently.

Administrative staff: These employees have a wide array of duties ranging from office management to scheduling. Overall, they assist in the "everyday operations" of the county prison/jail.

Correctional officers: Correctional officers serve a very important role. They provide overall security to staff, inmates, and visitors. They also maintain order and discipline as they supervise inmates' daily activities.

Counselors: Counselors assist inmates by listening to their concerns and problems. They also assist in getting inmates into specific rehabilitation programs to meet their needs if programs are available.

Treatment and medical staff: Depending on the size of a jail, some people will be on staff to take care of inmates' treatment and/or medical needs.

Jail Rules and Regulations For Inmates:

Inmates must abide by specific behavioral guidelines when they are incarcerated. This allows the jail staff to maintain order and control. Inmates are usually given a handbook or view a video which explains the rules and regulations of the county prison/jail. It is helpful for you to encourage your loved one to abide by the rules and regulations while incarcerated.

Jail Programs:

At times friends and family of inmates are frustrated because they recognize the need for their loved one to be getting help, such as participating in drug and/or alcohol treatment. Counties receive money for such programs based on their populations. Specific amounts of money are then budgeted for the county prison. (See Appendix B for county classifications and Appendix C for the Annual Prison Budget for each county prison.)

The availability of providing programs will depend on the size of the jail. Many jails offer programs designed to assist inmates, such as providing them with educational and vocational programs. However, small jails do not have the money or the resources available to provide professional treatment to inmates. Therefore, jail administrators will try to do all they can to let nonprofessional people come in to help inmates, such as people from Alcoholics Anonymous or Narcotics Anonymous. Some jails also try to provide inmates with the opportunity to earn their General Education Diploma (GED).

Jail Visitation:

Visitation can be a stressful and frustrating experience not only for the inmate, but for his or her family and friends. Most county prisons/jails have similar rules and regulations governing visitation. To make visiting a pleasant experience, please take time to read and understand the rules and regulations at your jail. These rules are usually posted inside the jail. Some jails might have brochures explaining the specific rules and regulations for visitation.

Visitation helps everyone involved with the inmate. Visitation can boost the moral of your loved one and make his or her adjustment to incarceration more bearable. Visits can also keep your relationship with your loved one more stable.

Jail staff **WANT** you to have a pleasant visit. However, all aspects of the visits have to be controlled to ensure the safety of all. The following information are **general guidelines** that will tell you what to expect and explain some "dos & don'ts" about visiting.

Who may visit?

Each facility will have regulations about who is allowed to visit an inmate. In some instances, children (meaning anyone under the age of 18) are not allowed on county prison/jail grounds. In addition, some jails do not allow a convicted felon to visit an inmate unless he or she is related to the inmate.

Jail staff will be able to tell you who is eligible to visit. In some jails, inmates have to submit a list of visitors' names. Only those individuals listed will be able to visit an inmate.

Do I need Identification?

Yes. Each jail will have guidelines about what type of ID is required before you are able to visit an inmate. Be prepared to have proper identification. Depending on the facility, you will either need to have one form of photo ID or two forms of non-photo ID. Some acceptable forms of ID are as follows: a current driver's license, welfare card, military ID card, employee ID card, school ID card, or a Commonwealth non-driver ID card.

If you are allowed to use non-photo identification, it must be current. Different types of identification may include a voter's registration card, medicare card, learner's permit, vehicle registration, birth certificate, school ID card, immunization record, or a social security card.

Security, why is it important?

When you make contact with your loved one, 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 because of "security."

As a friend or relative of a inmate, you will hear "security" mentioned quite often. You will not be able to bring gifts or food to the offender or you may be searched when you come to visit because of "security."

The purpose of security is to keep everyone safe. This means not only the jail staff, but the inmates and visitors as well. The county prison is a place that can be very dangerous if anyone violates security. Observing security regulations is one way that you can help protect your friend or family member from harm.

Will I be searched?

All visitors will be searched upon entry to a jail. This is to make sure you are not carrying in any contraband. You may be asked to remove any metal objects, such as loose change, jewelry, watches, belts with buckles, car keys, etc.

Visitors may also be asked to take off outer clothing, such as jackets and sweat shirts. At some jails, ALL of the aforementioned items are required to be put in a locker or left in the waiting room before visitation.

Jail staff may also ask you to show them the bottom of your shoes; they are checking to make sure you are not bringing in contraband, such as razor blades.

Visitors will then be asked to either walk through a metal detector or be wanded-down with a hand-held metal detector. If a visitor refuses a search or is found with contraband, their visiting privileges will be terminated. Visitors can be subject to more intrusive searches if there is probable cause and jail staff suspect the visitor may be carrying contraband into a facility. Anyone caught with illegal contraband can have charges filed and be prosecuted.

What is contraband?

Contraband includes many different types of items, such as illegal or legal drugs, alcohol, tobacco products, and/or weapons. Any article not authorized by the jail administration is considered contraband.

Drugs are particularly dangerous in the prison environment. Inmates who have illegal drugs may be assaulted by other inmates who want to steal their drugs. If an inmate overdoses or becomes ill because of taking the drugs, he or she may be afraid to ask for help for fear of prosecution if anyone finds out.

You may wonder why some items are contraband. For example, it is difficult to understand how something as harmless as bubblegum could be a security risk. Gum has been used to disable locks (keyholes) on cell doors. Inmates have used

this item and other contraband items to harm inmates and staff, or to disrupt the institution.

As stated above, if you are caught bringing in contraband, you can be prosecuted. This is a serious criminal offense and can lead to you going to prison as well. If you have children, bringing in contraband could lead to them losing both parents. You don't want to hurt your loved one or your children. You naturally want to help your friend or family member. However, if he or she asks you to bring in contraband material, you can help them best by observing the rules and refusing to do it. **Help keep everyone safe!**

Can children visit an inmate?

Each jail will have specific rules and regulations governing children visiting inmates. Some jails do not allow any children (any person under 18 years old) to be on the premises. This means that children CANNOT be left in a car while you visit an inmate. Be sure to abide by this regulation. If you do not, your visit will be terminated.

At some jails, children can only visit an inmate after the offender has attended parenting classes. Some jails require that a special visit be arranged for an inmate to see his or her children. The children will have to be accompanied by a guardian. Therefore, you will have to ask jail staff what the specific rules and regulations are regarding children.

When can I visit?

Jails schedule specific times for family and friends to visit inmates. Most jails require you to sign in prior to the actual scheduled time for visitation. This allows jail staff the time needed to arrange for the inmate to come to the visiting area of the jail. At some jails, there are limited facilities in the visiting area; therefore, you may have to visit on a first-come, first-serve basis.

Jail staff do want to accommodate your desire to see a loved one in a timely manner; however, they may be limited by the visiting area at the jail. Please show courtesy and respect to jail staff as they assist you with visiting. **Remember jail staff want you to have a pleasant visit.**

How long will I be able to visit?

The length of time visitors can visit with inmates varies based on the facility. Most jails have a limited time which ranges between 20 minutes to one hour.

How many people can visit an inmate at the same time?

The number of people allowed to visit also varies based on the facility. Most jails have a limited area for visitors, so usually only one or two visitors can see an inmate at the same time. However, most jails will let numerous visitors split a visitation time.

What are special visits?

Special visits can be arranged for special circumstances, such as out-of-state relatives or friends traveling long distances, to persons visiting seriously ill or injured persons, and for other unusual circumstances. These visits must be arranged well in advance and approved by the warden. If you or someone you know qualify for a special visit, make sure you call well in advance before the day you want to visit so jail staff can make the proper arrangements. Jail staff can turn away any visitor if he or she does not arrange for a special visit.

What is a contact visit?

A contact visit is when you will be able to touch the inmate, such as holding hands across a table. Most jails do not allow contact visits on a regular basis. Instead, visitors talk with each other using telephones which are separated by a physical barrier.

However, some jails do allow certain inmates to have contact visits. Ask your loved one to let you know whether contact visits are available and if you qualify for a contact visit.

Can restrictions be imposed on visiting privileges?

Yes, unfortunately, some visitors abuse visiting privileges by disruptive behavior, improper conduct, or by participating in illegal activities. These behaviors can present a risk to security of offenders, visitors, and staff. Those involved with inappropriate behavior may have their visiting privileges revoked, meaning they will no longer be allowed to visit.

Can visitation be cancelled?

Visitation privileges can be cancelled by jail staff during a lock-down or in case of emergency. Therefore, if you are traveling a long distance to a jail, call in advance to make sure that there are no interruptions in visitation.

Is there a dress code?

Yes, most jails only allow clothing that is conservative, modest, and meets standards that are acceptable. Visitors should not wear clothing that is difficult to search, such as items with excessive pockets or padding or layering of one garment over another.

Unacceptable garments may include a low cut item exposing undergarments, tight fitting clothes, or clothes that refer to obscenity, alcohol, drugs or sex in any form. Unacceptable items also include very short skirts or shorts, excessive jewelry, or any item considered to be a threat to the security of inmates, visitors, or staff.

Can I bring certain items to an inmate?

Each jail will have specific regulations about what items can be brought to inmates. It is best for you to ask jail staff what can be brought to an inmate before you purchase any items.

Most items needed by inmates can be purchased at the jail commissary. The commissary is a "store" where each offender is allowed to make purchases on specifically assigned days by submitting an order. The commissary carries a large selection of items including shampoo, soap, toothpaste (toiletries), candy bars, potato chips, soda, *etc.* Staff process the order and deliver items to the inmate.

You may only be able to deposit money in your loved one's account so he or she can purchase what is needed. You may want to read the section on **Family Finances** so you are better prepared to know how much money you can give to an inmate.

Some items are accepted by mail, such as books, magazines, or newspapers. However, these items must be mailed to the inmate directly from a publisher. Read more about magazine subscriptions on page 18.

Can inmates earn money while incarcerated?

If an inmate has been sentenced, he or she may be able to work as a trusty while incarcerated. This means the offender can earn money (usually 25 cents an hour). The money can be used to buy items from the commissary.

Can I send money to an inmate?

You will not be able to send cash or a personal check. However, you can send a money order. Be sure to put the offender's full name on the money order.

Some jails require that you be on an inmate's approved visiting list prior to sending a money order. When you visit, ask your loved one if this is a requirement.

Can I bring court clothes to an inmate?

Yes, most jails allow clothing to be dropped off and given to the inmate to wear to court. Jail staff will tell you what items are appropriate.

Can I send mail to or receive mail from an inmate?

You will have to follow the directions for addressing the envelope to the inmate. You might have to include his number and the pod where he or she is housed.

For example:

Offender Name and DOC Number (if a DOC number is assigned)
Name of County Prison/Jail
P. O. Box or Street
City, State and Zip Code

The addresses for a specific county prison/jail are located in Appendix D.

Be sure to follow the directions so that the mail will reach the inmate. Some jails do not allow senders to place a pre-addressed return sticker on an envelope. Instead, the sender will have to hand write or type his or her name and return address in the upper left hand corner of the envelope.

Also, be aware that letters will be opened and checked for contraband. Mail is examined to prevent offenders from receiving or sending contraband or any other material that may compromise the safety and security of the county prison.

Several items that you will not be allowed to send to inmates include stickers or stamps, cash, or personal checks. Ask jail staff about their rules and regulations governing sending mail if you are not sure whether a certain item can be mailed to an inmate.

What should I do if I receive unwanted correspondence from an inmate?

If you receive unwelcome mail from an inmate, notify jail staff that you want the correspondence to stop. They may ask you to provide them with a copy of the letter(s) received. The inmate will then be directed to stop writing to you.

Can magazines or newspapers be sent to an inmate?

Yes, offenders may receive a reasonable number of magazines and newspapers. However, these items must be sent directly from the publisher. Jail staff may decide a publication is unacceptable if it jeopardizes the discipline and good order of the jail.

What about telephone calls?

You will not be able to call an offender. The offender will be able to contact family and friends by placing a collect call. Keep in mind that telephone calls from county prisons/jails can be very costly. Calls from correctional institutions are more costly than regular collect calls.

It is very important for you to find out what the rate is per minute. Another suggestion is for you to figure out your monthly financial budget in the next section of this Handbook. This will help you determine how much money you can budget to pay for collect calls.

Any telephone call may be monitored at any time for security purposes. Most jails will not allow a caller to be placed on hold while you answer a "call waiting" call; the phone call will be ended. In addition, third-party calls are not permitted. If you do not abide by these guidelines, the inmate can lose his or her ability to place phone calls.

What if I have an emergency message I need to give an inmate?

Jail staff understand the need for family members to notify offenders in the event of a serious family emergency. An emergency message can be relayed to the offender by jail staff.

It is important that you work agreeably with the staff and give them as much accurate information as possible.

If requested, the offender can be referred to an appropriate staff member for counseling and support. A telephone call or a special visit with family members may be authorized.

Can I smoke on county prison/jail property?

Smoking or using smokeless tobacco is prohibited in most jails. This means you probably cannot smoke on the premises while you are visiting. However, some jails may have a designated smoking area. Be sure to ask if smoking or tobacco products are permitted on the premises!

What is a per diem fee?

Some county prisons charge a daily fee to the inmate to help pay for the costs of incarceration. Appendix C lists the average daily costs to house inmates. The cost per day ranges from about \$25.00 to \$78.00 per day.

Some facilities will take a percentage of the money deposited to an inmate's account to pay toward the per diem fee. As stated, this money is used to offset the cost of an inmate's incarceration.

What if I have a specific concern about visitation?

Read through the rules and regulations of visitation policies to see if your concern is addressed. Other visitors may also help you understand the visitation process.

If the suggestions stated above do not help you to answer a specific question, politely ask jail staff to help you. As a last resort, you may contact the warden of the jail for assistance. Appendix B lists the names and telephone numbers of the wardens or sheriffs.

What else should I know about visitation?

Visitation can be an emotional time for most people. Realize that your loved one might not respond to your visits in the way that you expected. The offender has a lot of adjustments to make while incarcerated. If he or she is awaiting trial, the stress of resolving the case can be difficult.

Remember that jail staff want you to have a pleasant visit, and they are concerned about the security of all people in the jail. **Take time to be polite and courteous when you interact with jail staff.** A good rule of thumb is to "treat everyone else how you would like to be treated." **Be nice!**

COPING WITH INCARCERATION

In the first part of this manual the focus was on how to deal with the Pennsylvania Criminal Justice system. The second part of this manual explained briefly how jails work and **general** rules and regulations governing visitation. This section will discuss topics to help you cope with incarceration.

Feelings:

You may have mixed feelings about a family member or friend getting arrested and being sent to jail. If you have been trying to cope with someone who is a repeat offender or with someone who has been abusing drugs and alcohol, you may feel relieved that something has happened to stop the cycle of inappropriate behavior, even if it is only for a short period of time.

Even though you feel relief, you may also feel anxious about what will happen to your loved one. You may also have concerns about how you will manage now that the situation has changed.

You may also feel helpless that there is nothing you can really do for the offender. All of these feelings are normal. This might be the first time you are experiencing this situation, or you may be repeating it over and over again. Regardless, this can be an emotional and difficult time for you and your family. Look over the rest of this section for suggestions on how to cope during this time.

Posting Bond:

Your friend or family member might be asking you to post bond so he or she can get out of jail. You should consider whether it is a financially sound decision. Read the section on **Family Finances** to help you make this decision. Also, read the section under bail that explains the different types of bonds.

Relationships With Offenders:

Being a parent, spouse, or close friend to someone in jail is often hard. Having a relationship with someone in jail can cause stress and strain. At times, you may feel that you are being punished just like the inmate because of the hardships imposed upon you, both by your loved one and by having to interact with the criminal justice system.

Society does not put much focus on helping friends and family members of offenders. Yet, your life has been affected, often through no fault of your own.

Many families feel stigmatized by others because another family member has been incarcerated. Stigmatize means to experience rejection or negative attitudes from others.

During this time, remember to take care of yourself. Don't focus only on the concerns and needs of the offender. Find time for yourself and address your own needs and feelings.

Most communities have self-help groups, such as Al-anon, that have people who understand the hardships you are encountering. You may be able to find help with some issues or just have someone to talk with by contacting this type of group. Take a look at the Resources listed in this section. Often the most difficult step is picking up the phone and asking someone else for help or guidance.

Making Changes in Relationships:

You may be considering changing your relationship with someone while he or she is incarcerated, such as getting married, divorced, or separating. A lot of thought should go into making these decisions. Try not to let your loved one put pressure on you. Think about what your life will be like if a major change is made in your relationship at this time. Consider the overall needs of yourself, your children if you have any, and for your loved one. Talk with someone you can trust about the situation.

If You Are a 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. Or, you may feel that you have done something wrong which led to your child getting arrested and being incarcerated. These feelings of guilt are shared by many parents.

You may think that you need to do more for the child so that they do not have to suffer incarceration. However, you might want to remind yourself that every person is responsible for his or her own actions. You are not responsible for your child's arrest and incarceration.

You may feel anger at your child for what he or she did. Your family member might have brought you embarrassment and/or shame from people in your community. You may be suffering physical and emotional hardships. You may also have feelings of resentment and even hate. These feelings may be mixed with feelings of love. Anger mixed with love is common. Don't try to mask these

feelings because they are normal. Talk about your feelings with a family member or friend whom you can trust.

Eventually, you will come to terms with your mixed feelings. However, it is important for your own health and well being to continue to take care of yourself. Acknowledge your limitations. Get involved in activities you enjoy. Get together with friends and other family members who understand what you are experiencing.

Your Children and The Offender:

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

Children may also feel guilty about having a parent in jail. Some kids may think it is their fault. They may think, "If only I was a better child, this would never have happened." They may be too young to understand that it was Mom or Dad who did something wrong and they are not to blame.

They may feel they lost someone close to them and not know what is going to happen now that their Mom or Dad is gone. Children may also feel abandoned and lonely. You and your family may be busy trying to make decisions about the inmate and how you are to support yourself and your family. As a result, you may not have as much time for your children as you did before all this happened. They may feel like they are being shuffled around in the process. Children need reassurance that the absent parent and the care giver parent still care for them.

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 or her.

Shame affects many children of inmates. They may be embarrassed because other children might have read about his or her arrest. Other children may bully and tease them. Studies show that some children will withdraw, while others will become aggressive and hostile. Having so many different strong feelings can make the child or children feel sad or upset. Therefore, it is important for you to try to get them to talk about their feelings.

If children do not talk about their feelings, they might act them out, sometimes in destructive ways. They may do poorly in school, wet the bed, get into fights, cry a lot for no reason, steal things, or have bad dreams. You might notice some of

these or other new behaviors in your child or children. These changes in behavior are cries for help, and they need to be heard.

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

By telling your children the truth, you can help them build trust in you. Therefore, talk with your children and answer their 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 or she broke the law. He or she is not a bad person because they did a bad thing. He or she loves you and does not like to be away from you, but he or she was sent to jail." From here you can talk about what life is like without Dad or Mom being home. You can also talk with your children about what to say to kids at school or folks in your neighborhood. Tell your children the truth. When they see that you can handle the new situation, your kids will feel more confident that they can also handle the truth.

Keep in mind that every child is different and he or she will react to the truth about their parent's arrest and incarceration in different ways. Help your kids draw their own conclusions about the situation. Overall, you and your children will have a better relationship and feel good about each other because you are dealing honestly with the new situation together.

Your children need 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 children. These people can help support you and your children because they understand your situation as no one else can.

Also, encourage and support your children to do things that help them feel better. Help them 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 children. The activities will help build up their confidence so that they can feel good about themselves. By helping to build your children's confidence, you will find you are building your own confidence at the same time.

Check the resources in this handbook to locate a group in your area. On page 38, you will find a list of books for children with an incarcerated parent. You can be a family, even with a loved one in jail! Your children need to know this.

Special Circumstances:

A death in the family: If a family member passes away, you may want your loved one to attend the viewing or the funeral. Unfortunately, this may not always be possible. In order for an inmate to temporarily leave the jail for a funeral, the judge who originally sentenced the inmate must be contacted by the inmate's family or their attorney. Only if the judge is willing to issue a release order can the inmate be released. The family must make financial arrangements to pay sheriffs' deputies to escort the inmate. In addition, they must pay for the transportation costs of the inmate and the deputies. These costs can be very expensive.

If the inmate can meet these conditions, he or she will be taken to the funeral home. Do not expect to have a long visit with the incarcerated person at this time. Usually the inmate is only permitted to view the deceased individual and is promptly returned to the institution. 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.

Furloughs: Furloughs are a temporary release with conditions. They are granted to inmates under exceptional circumstances. If you think your family situation is exceptional, contact the warden or the offender's legal counsel and discuss the circumstances to see if a furlough can be arranged.

Holidays: Holidays are very stressful times for inmates and their families. Visiting your loved one at this time can be both rewarding and difficult. You may experience mixed emotions. You will feel happy by seeing your friend or family member, but sad that he or she is in jail. These feelings are normal.

Holidays can be especially difficult if you have children who miss their parent. Many jails will not allow visitation between a parent and children. Children may then wonder whether their Mom or Dad care about them. They may also wonder how pleasant the holiday celebration will be without their parent. You may also be concerned that you do not have financial means to provide your children with gifts.

A national organization, Angel Tree, provide gifts for children with incarcerated parents. There is more information about this program in the **Resources** section of this handbook. A representative from Angel Tree will send a gift or gifts to your child or children on behalf of the offender. This gesture gives children the message that their Mom or Dad still cares about them, even though they are incarcerated.

At this time, the jail might have to change the visitation schedule to accommodate more people visiting inmates. If this becomes necessary, be considerate of other visitors and jail staff.

Family Finances:

Both the family on the outside and the family member in jail become very concerned about money issues. Having your loved one in jail can cause a strain on your budget. You may have lost a paycheck or a child 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.

The inmate may desire to see you and phone you; however, he or she may forget how tough it is to budget these expenses. He or she may want you to 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 can't afford to send much money, money can still be a problem. Your loved one in jail may have many different feelings about finances. The inmate may feel guilty and/or worthless since he or she is not contributing to the family budget. The longer your loved one is in jail, 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.

Your loved one may also become upset 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 children's health needs and their need for a stable home and good nutrition. There are a number of programs designed to provide short term assistance. If you have children, 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 a crisis. Your local County Assistance Office will have information about these programs. These agencies are listed in the Blue Pages of your phonebook.

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 your loved one. Be honest about your financial situation. Figuring out your budget with the following guide sheet can help you plan a budget. A budget can also help you answer all of your loved one'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 Stamp		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 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 prison can be costly. If you work together with your partner on an amount that you can afford to spend on calls, this can help keep the charges to an affordable amount. This helps your loved one to understand that you want to talk, but that you both need to be aware of the costs and how much you can afford to spend.

Support Groups:

One of the most difficult consequences of having someone close to you being incarcerated is the sense of isolation and sadness. Many people feel embarrassed about their family member's or friend's incarceration. They don't feel comfortable talking about it with other friends at a time when they need support more than ever. 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 are a good way to share problems and solutions in a safe and comfortable setting. There are many types of support groups available. Several agencies provide support groups. These agencies are listed in the section **Resources for Families and Friends of Pennsylvania Inmates** which you can find in the back of this handbook.

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, Al-Anon, and/or Narcotics Anonymous groups.

While your family member or friend is in jail, he or she may be involved with this type of group. Alcoholism or drug addiction affects the whole family, not just the user. Al-Anon and Alateen groups are designed to help family members cope with their unique problems caused by the disease of addiction. Family members or friends who are trying to cope with another person's addiction attend these meetings. While these groups can be very helpful to you and your family, they can also help you to maintain a bond with your loved one.

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

Alateen at the same time, you will be better able to understand your loved one's new experiences and ways of thinking.

If you yourself are actively misusing alcohol or drugs, this will be a problem when your loved one is released from jail. Alcoholics Anonymous or Narcotics Anonymous can help you deal with your own issues, so your family member or friend can return to a healthy home situation.

Release:

Even if your loved one has been incarcerated for a relatively short period of time, both of you have experienced changes since you were last together. You may have had to become the head of the household and you may have become more independent or began to work outside the home. You might have had to use daycare for your children for the first time.

For the incarcerated person, the jail experience was a radical change from his or her previous life. Even the most humane jail environment is stressful. The inmate has very little control over his or her daily activities and has very little personal freedom.

With all these changes, it may take a while after the release before your family settles back into a comfortable routine. If you have difficulty in dealing with some of these changes, 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 them. 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 receive services at a reduced fee or even receive free services.

TERMS YOU NEED TO KNOW

Adjudication: The process by which a court reaches a decision that terminates a criminal case or a proceeding. It is a judgment, acquittal, or dismissal of the case.

Administrative segregation (AS): When an inmate is housed separately from the jail's general inmate population for other than disciplinary reasons, such as incompatibility with inmates, mental health reasons, at their own request, or any reason that calls for increased attention, surveillance, or supervision.

Bail: The amount of money specified by a judge to be posted as a condition of pretrial release for the purpose of ensuring the appearance of the accused in court as required.

Bail bondsman: Person in the business of posting bail for a criminal suspect who charges a percentage of whatever bail has been set.

Bench trial: Trial conducted by a judge who acts as both a finder of facts and determiner of issues of law.

Booking: The official registering of an arrest by the police that occurs at a police station or a jail. The physical presence of the accused is required for fingerprinting and photographing.

Citation: A written order issued by a law enforcement officer directing an alleged offender to appear in court at a specified time to answer a criminal charge.

Classification: Assigning inmates to suitable living quarters based on risk factors such as criminal history, type of offense, and behavioral characteristics.

Commissary: The prison store for inmates.

Contraband: Items not authorized by the jail administration which includes illegal items such as, explosives, deadly weapons, drugs, and/or controlled substances. Any item that is controlled, limited, or prohibited on the grounds, or within the secure perimeter of a correctional facility is considered contraband. This includes any item that is a threat to jail security.

County Prison: Another name for a jail facility.

Courts: Federal, state, or local courts with jurisdiction to conduct trials, accept guilty pleas, and act as fact finders and sentencers of persons convicted of crimes.

Crime: A specific act of commission or omission in violation of the law, for which a punishment is prescribed.

Defense attorney: The lawyer who represents the accused and the convicted offender in their dealings with criminal justice officials.

Detainee: Inmate awaiting trial who is held in a jail.

Detainer: A charge on a jail inmate from another jurisdiction. The inmate will be extradited (sent) to that jurisdiction once the current charge is adjudicated (decided).

Detention Center: Another name for a jail or a facility for juveniles.

Disciplinary custody: Confinement to the disciplinary unit, which is a separate housing unit where prisoners are confined to their cells at all times except for limited outdoor exercise, showers, and specific needs such as a medical visit.

Discretion: When criminal justice personnel have the authority to choose among alternative actions or not to act at all.

Extradition: The surrender and transportation of a person accused of or convicted of a crime in one state by another state holding the person in custody.

Felony: A serious crime carrying a penalty of incarceration for more than one year.

Fine: A sum of money to be paid to the state by a convicted person as punishment for an offense.

House of Corrections: Another name for jails.

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

Lock-up: A temporary holding facility, usually operated by a police department, that holds offenders pending bail or transport to jail; holds intoxicated persons until ready for release or juveniles pending parent custody or shelter placement.

Misdemeanor: An offense less serious than a felony and usually punishable by incarceration for no more than a year, a fine, or probation.

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.

Parole: The release of certain inmates from incarceration to continue serving their sentences in the community under varying degrees of supervision by a parole officer.

Parolee: A person who has been released with conditions before the end of his or her sentence. The individual is placed under the supervision of a parole officer.

Plea Bargain: The practice involving negotiations between a prosecutor, a defendant, and the defendant's attorney, which often results in the defendant entering a guilty plea in exchange for the state's reduction of charges, or for the prosecutor's promise to recommend a more lenient sentence than the offender would originally receive.

Pod: A specific housing section within a facility.

Prison: An adult confinement facility administered by a county, state, or federal government that houses inmates.

Probable cause: A reasonable belief that: 1) a crime has been committed, and 2) the person sought to be arrested committed the crime.

Probation: The release by the court of a convicted offender into the community with certain conditions, such as good behavior, under a suspended sentence. The offender is supervised by a probation officer.

Prosecuting attorney: A legal representative of the state with sole responsibility of bringing criminal charges.

Public Defender: An attorney employed on a full-time salaried basis by the government to represent persons who cannot afford to pay an attorney.

Recognizance: The release of an offender on his/her word of honor or promise to appear in court. The court is satisfied that the offender will appear and will not require the posting of bond or bail.

Restitution: Compensation for injury one has inflicted, in the form of payment of money to the victim.

Revocation: Refers to a court decision ending a parole because an offender violated the conditions of parole. An offender is entitled to a hearing before the court of original jurisdiction.

Special Visit: A visit granted when there is a special need which cannot be satisfied through normal procedures.

RESOURCES FOR FAMILIES AND FRIENDS OF PENNSYLVANIA INMATES¹

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 a recovery program for young people. Alateen groups are sponsored by Al-Anon members. Look up "Al-anon" in your local phone book.

District Office phone numbers:

District 12 : Phone: 814-665-5445

Lancaster - Al-Anon Intergroup 717-393-7767

Philadelphia - Al-Anon Info Serv of Delaware Valley 215-222-5244

Pittsburgh - Al-Anon Info Serv 412-572-5141 or 1-800-628-8920

Sharon - Mercer County Pennsylvania AIS 734-983-6430

Web site: al-anon.alateen.org

Alcoholics Anonymous

Look for "Alcoholics Anonymous" in any telephone directory. Most urban areas have a Central A.A. office staffed by volunteers who will be happy to answer your questions and/or put you in touch with those who can.

You can write to: A.A. World Services, Inc.

P.O. Box 459

New York, NY 10163

Phone: 212-870-3400.

Web site: alcoholics-anonymous.org

AngelTree - Angel Camping Prison Fellowship Ministries

Pennsylvania Office Address:

Prison Fellowship®

P.O. Box 10613

Pittsburgh, PA 15235-0613

Contact: Ministry Delivery Team Manager - West

Kim Craig Email Kim_Craig@pfm.org

Contact: Ministry Delivery Team Manager - East

David Sawtelle Email David_Sawtelle@pfm.org

Phone: 412-829-0299

Web site: angeltree.org

Programs and Services

Angel Tree is a faith-based Christian program of Prison Fellowship to reach out to

¹ Most of the resources listed can be found in the publication, "Serving Families of Adult Offenders: A Directory of Programs" published by the U.S. Department of Justice, National Institute of Corrections, Publication number: NIC017081.

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.

Bethesda Family Services Foundation

P.O. Box 210

West Milton, PA 17886

Contact: Jim Dressler, Parenting Program Coordinator

Phone: 570-568-2373

Email: staff@bfsf.org

Web site: www.bfsf.org

Area Served: USA

Established: 1995

Programs and Services

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

Big Brothers Big Sisters of America

National Office

230 N. 13th Street

Philadelphia, PA 19107

Phone: 215-567-7000

Fax: 215-567-0394

Email: national@bbbsa.org

Web site: bbbsa.org

Programs and 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.

Blue Pages

In the blue pages of local phone books, you can find listings for many types of assistance at township, county, state, and federal levels. If you are in need of a certain type of assistance and cannot find a telephone number, most blue pages list an "800" number which offers assistance in finding out about a specific type of agency.

Capital Area Head Start-Woodside Center

451 Mall Road

Harrisburg, PA 17111

Contacts: Diana Ciucci, Center Director; Alison Rosen, Agency Head/Director

Phone: 717-558-7598

Web site: keystonehumanservices.org

Area Served: Dauphin County

Programs and Services

Provides parent education and case management.

Center for Children of Incarcerated Parents

P.O. Box 41-286

Eagle Rock, CA 90041

Contact: Denise Johnston, Agency Head/Director

Phone: 626- 449-8796

E-mail: ccipdj@aol.com

Web site: www.e-ccip.org

Area Served: USA

Programs and 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.

Child Welfare League of America (CWLA)

440 First Street, NW

Washington, DC 20001

Contact: Cynthia Seymour, General Counsel

Phone: 202- 942-0270

E-mail: cseymour@cwla.org

Web site: www.cwla.org

Area Served: USA

Programs and Services

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

Citizens United for Rehabilitation of Errants (CURE)

P.O. Box 2310

Washington, DC 20013

Contact: Charles Sullivan, Agency Head/Executive Director

Phone: 202-789-2126

Web site: www.curenational.org

Area Served: USA

Programs and 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.

Family and Corrections Network

32 Oak Grove Road

Palmyra, VA 22963

Contact: Jim Mustin, Executive Director

Phone: 804-589-3036

E-mail: fcn@fcnetwork.org.

Web site: www.fcnetwork.org.

Area Served: USA

Programs and Services

Provides information, technical assistance and training on families of offenders, children of prisoners, parenting programs for prisoners, prison visiting, and the impact of the justice system on families. FCN's website has over 100 articles, an e-mail list, a direction of programs and links to offender family web sites.

Family Services of Western Pennsylvania/Families Outside

6401 Penn Avenue, 2nd Floor

Pittsburgh, PA 15206

Contact: Ned Pfundt, Coordinator

Phone: 412-661-1670

Area Served: Southwestern Pennsylvania

Programs and Services

Provides low-cost transportation, self-help support group, re-entry assistance, employment assistance, information, referrals, coping skills, and family videos.

Fathers Behind Bars, Inc.

525 Superior Street

Niles, MI 49120

Contacts: Marilyn I. Hamilton, Agent ; Arthur L. Hamilton, Jr., Agency Head

Phone: 616-684-5715

E-mail: fathersbehindbars2@msn.com

Area Served: USA and Canada

Programs and Services

Provides publications and technical assistance on self-help support groups for incarcerated fathers.

Internet Friends Outside

2533 Glen Dundee Way
San Jose, CA 95148
Contact: Jan L. Boldon, Agency Head/Director
Phone: 408-238-6091
E-mail: lbolden@aol.com
Web site: www.reentry.org
Area Served: USA

Programs and Services

Provides online inmate/family support group that sends cards and letters to inmates.

Message of Love

P.O. Box 65137
Washington, DC 20035-5137
Contact: Michele Aleibar, Agency Head/President
Phone: 301-340-1146
E-mail: info@aleibar.com
Web site: www.messageoflove.com
Area Served: USA

Programs and Services

Provides subscription service that sends monthly inspirational greeting cards to prisoners on behalf of family members.

Narcotics Anonymous

World Service Office in Los Angeles
PO Box 9999
Van Nuys, California 91409
Phone: 818-773-9999
Fax: 818- 700-0700
Web site: www.na.org

National Clearinghouse for the Defense of Battered Women

125 South 9th Street, Suite 302
Philadelphia, PA 19107
Contact: Sue Osthoff, Agency Head/Director
Phone: 215- 351-0010
Area Served: USA

Programs and Services

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

Open, Inc. - Offender Preparation and Education Network, Inc.

P.O. Box 472223

Garland, TX 75047-2223

Contacts: Katherine Greene, Assistant Director; Ned Rollo, Agency Head

Phone: 972-271-1971

E-mail: info@openinc.org

Web site: www.openinc.org

Area Served: USA

Programs and Services

Provides educational materials and programs for use by offenders and families to survive incarceration and make a successful transition back to the community.

ParentWISE, Inc.

409 Coulter Avenue, Suite 2

Greensburg, PA 15601

Contact: Terri Katzman, Agency Head/Executive Director

Phone: 724-837-5410

E-mail: pwise@a1usa.net

Area Served: Westmoreland County

Parent Organization: Parents Anonymous

Programs and Services

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

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

6400 Flank Drive, Suite 1300

Harrisburg, PA 17112

Phone: 717- 545-6400

HOTLINE: 1-800-932-4632

Web site: Parentwise.com

Programs and 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.

Pennsylvania Department of Corrections

If you go to their web site: www.cor.pa.us and click on "Institutions," you will be able to access information about county jails. The website can also provide you with other types of information, such as publications, statistics, *etc.*

Set Free Prison Ministries, Inc.

P.O. Box 5440

Riverside, CA 92517

Contacts: Kathy Rees, Business/Finance Manager; Philip Wagner, Director

Phone: 909-787-9907

E-mail: sfpmkyr@juno.com

Area Served: USA and Canada

Programs and Services

Provides free Bible correspondence school for inmates and their families.

Tough Love International

P.O. Box 1069

Doylestown, PA 18901

Contact: Patricia Lacy, Executive Director

Phone: 800-333-1069

E-mail: service@toughlove.org

Web site: www.toughlove.org

Area Served: USA and International

Programs and Services

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

BOOKS FOR CHILDREN WITH INCARCERATED PARENTS

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

Nine Candles (First Person Series) by Maria Testa, Amanda Schaffer
List Price: \$19.93 Carolrhoda Books; ISBN: 0876149409

Prisons : Inside the Big House (Pro/Con) by Andy Hjelmeland
List Price: \$25.26 Lerner Publications Company; ISBN: 0822526077

My Mom Went to Jail by Kathleen Hodgkins, Suzanne Bergen List Price: \$8.00
Reading level: Ages 4-8 Paperback - 20 pages (January 1997) The Rainbow Project, Inc.; ISBN: 1931273006

Let's Talk About When Your Parent Is in Jail (The Let's Talk Library by Maureen Wittbold) List Price: \$17.26 Powerkids Press; ISBN: 0823950433

You may be able to locate these books from your local bookstore or from Amazon.com.

Appendix A

The Criminal Justice Process

<u>Criminal Justice Activity</u>	<u>Possible Outcomes</u>
Reported Crime	
Investigation	Investigation Crime unsolved and no one arrested Suspect arrested
Arrest	Suspect detained and booked* Jail Bail Release on own recognizance
Preliminary Hearing	Dismissal of charges and suspect released Waive the charge to Formal Court Arraignment Tentative plea is made and either 1) suspect released or 2) suspect detained
Formal Court Arraignment	Formal plea is made Suspect either 1) released or 2) detained
Trial Court	Suspect acquitted (found not guilty) and released Suspect convicted and either 1) released, or 2) credit for time served, or 3) detained.

* If you have any questions about why your loved one is being detained, contact his or her attorney or public offender. If applicable, contact your county Pre-trial Services office.

**Appendix B
General Information About Pennsylvania County Prisons - Part 1²**

	County Class	Warden/Sheriff Contact Number	Governing Prison Authority	Governing Prison Authority Contact	Year Built	Year(s) Renovated	Last Ann. Prison Inspection
Adams County Prison	6th	Deborah A. Hankey (717) 334-7671	Adams County Prison Board	Thomas L. Collins (717) 337-9820	1948	1986, 1999, 2000	01/30/01
Allegheny County Prison	2nd	Calvin A. Lightfoot (412) 350-2100	Allegheny County Oversight Board	Walter R. Little (412) 350-5796	1995	N/A	10/04/00
Armstrong County Prison	6th	William J. Laughner (724) 548-3479	Armstrong County Jail/Prison Board	Larry Crawford (724) 548-3277	1872	1982	07/03/00
Beaver County Prison	4th	William J. Schouppa (724) 378-8177	Beaver County Prison Board	Dan Donatello (724) 728-3934	1856	2000	04/19/00
Bedford County Prison	6th	Gordon Diehl (814) 623-2955	Sheriff	Gordon Diehl (814) 623-2955	1995	N/A	02/08/01
Berks County Prison	3rd	George A. Wagner (610) 208-4809	Berks County Prison Board	Judith Schwank (610) 478-6133	1933	1993	01/31/01
Blair County Prison	5th	Larry Lavelle, Acting (814) 693-3155	Blair County Prison Board	John Eichelberger (814) 693-3030	1868	1983, 1990	02/08/01
Bradford County Prison	6th	Steven Evans (570) 297-5047	Sheriff	Steven Evans (570) 297-5047	1989	1993	09/14/00
Bucks County Prison	2A	J. Allen Nesbitt (215) 345-3701	Bucks County Prison Advisory Board	Charles H. Martin (215) 348-6426	1985	1988, 1999, 2000, 2001	11/15/00
Butler County Prison	4th	Richard P. Gigliotti (724) 284-5256	Butler County Prison Board	Tim McCune (724) 284-5222	1956	2000	08/10/00
Cambria County Prison	4th	Marlin A. Kovacs (814) 472-7330	Cambria County Prison Board	Ted Baranik (814) 472-1602	1997	N/A	09/05/00
Cameron County Prison	8th	James J. Fragale (814) 486-1122	Sheriff	James J. Fragale (814) 486-3338	1867	N/A	07/13/00
Carbon County Prison	6th	William F. Juracka (570) 325-2211	Carbon County Board of Inspectors	Dwight Nothstein (570) 325-2821	1994	N/A	08/03/00
Centre County Prison	5th	David Immel (814) 355-6794	Centre County Prison Board	Keith Bierly (814) 355-6700	1964	1985	02/07/01
Chester County Prison	3rd	John H. Masters (610) 793-1510	Chester County Prison Board	Karen L. Martynick (610) 344-6031	1957	1983, 1993	03/07/01

² Information retrieved from the Pennsylvania Department of Corrections Website: www.cor.pa.us.

	County Class	Warden/Sheriff Contact Number	Governing Prison Authority	Governing Prison Authority Contact	Year Built	Year(s) Renovated	Last Ann. Prison Inspection
Clarion County Prison	6th	John Rowley (814) 226-9615	Clarion County Board of Inspectors	David Cyphert (814) 226-4000	1995	N/A	10/10/00
Clearfield County Prison	6th	Samuel J. Lombardo (814) 765-7891	Clearfield County Prison Board	John K. Reilly, Jr. (814) 765-2641	1981	1998	07/05/00
Clinton County Prison	6th	Thomas V. Duran (570) 769-7680	Clinton County Prison Board	Daniel Vilello (570) 893-4000	1990	2001	07/14/00
Columbia County Prison	6th	Raymond Yachimowski, Jr. (570) 784-4815	Columbia County Prison Board	Leroy Diehl (570) 389-5610	1877	1995	10/17/00
Crawford County Prison	6th	Tim L. Lewis (814) 763-1190 x-222	Crawford County Prison Board	Robert M. Stevens (814) 333-7415	1996	N/A	06/14/00
Cumberland County Prison	4th	Earl F. Reitz, Jr. (717) 245-8787	Cumberland County Prison Board	Alfred Whitcomb (717) 240-6185	1985	N/A	02/01/01
Dauphin County Prison	3rd	Dominick L. DeRose (717) 558-1100	Dauphin County Board of Inspectors	Anthony M. Petrucci (717) 255-2740	1954	1978, 1986, 1991, 1996	02/21/01
Delaware County Prison	2A	James Janecka (610) 361-3200	Delaware County Prison Board	Charles Sexton (610) 565-6911	1998	1999	12/13/00
Elk County Prison	6th	Daniel Shannon (814) 776-5342	Elk County Prison Board	Joseph E. Koch (814) 776-1161	1885	1995, 1996	05/18/00
Erie County Prison	3rd	Charles Barber (814) 451-7500	County Executive	Judith M. Lynch (814) 451-6333	1994	1997	06/13/00
Fayette County Prison	4th	Larry Medlock (724) 430-1222	Fayette County Prison Board	Gary Brownfield (724) 430-1295	1887	1963	10/04/00
Forest County Prison	8th	Harry E. Tucker (814) 755-3541	Sheriff	Harry E. Tucker (814) 755-3541	1895	N/A	06/12/00
Franklin County Prison	5th	Ray E. Rosenberry (717) 264-9513	Franklin County Prison Board	Robert L. Thomas (717) 261-3810	1972	1992	03/01/01
Fulton County Prison	8th	Jim Pittman (717) 485-4221	Sheriff	Jim Pittman (717) 485-4221	N/A	N/A	04/17/00
Greene County Prison	6th	Harry D. Gillispie (724) 627-7780	Greene County Prison Board	Dave Coder (724) 852-5223	1980	1998, 2000	02/02/00
Huntingdon County Prison	6th	Duane I. Black (814) 643-2490	Huntingdon County Prison Board	Alexa Cook (814) 643-3091	1978	N/A	02/07/01
Indiana County Prison	6th	Carol L. Wilson (724) 349-2225	Indiana County Prison Board	Donald Bechwith (724) 465-3930	1973	1993, 1994	06/30/00
Jefferson County Prison	6th	Dan Ogden (814) 849-1933	Jefferson County Prison Board	David Black (814) 849-1653	1981	N/A	10/11/00
Juniata County Prison	7th	Glenn M. Leister (717) 436-8448	Juniata County Prison Board	R.L. Tim Varner (717) 436-7704	1833	1980	02/28/01

	County Class	Warden/Sheriff Contact Number	Governing Prison Authority	Governing Prison Authority Contact	Year Built	Year(s) Renovated	Last Ann. Prison Inspection
Lackawanna County Prison	3rd	Thomas P. Gilhoolley (570) 963-6639	Lackawanna County Prison Board	Randy Castellani (570) 963-6800	1997	1998	08/16/00
Lancaster County Prison	3rd	Vincent A. Guarini (717) 299-7800	Lancaster County Prison Board	Howard Shaub (717) 299-8300	1852	1992	10/25/00
Lawrence County Prison	5th	William F. Hall (724) 654-5384	Lawrence County Prison Board	Edward Fosnaught (724) 656-2178	1997	1998	01/11/00
Lebanon County Prison	5th	Robert L. Raiger (717) 274-5451	Lebanon County Prison Board	Rose Marie Swanger (717) 274-2801	1979	1987, 1989, 1996	02/27/01
Lehigh County Prison	3rd	Edward G. Sweeney (610) 782-3260	County Executive	Jane R. Ervin (610) 782-3001	1994	1989	10/31/00
Luzerne County Prison	3rd	Gene P. Fischl (570) 829-7741	Luzerne County Prison Board	Thomas Kowalski (570) 256-3950	1860	1987	11/2/05/00
Lycoming County Prison	5th	David A. Desmond (570) 329-4020	Lycoming County Prison Board	Thomas Marino (570) 327-2456	1986	1990, 1992	10/16/00
McKean County Prison	6th	Donald D. Morey (814) 887-3454	County Commissioners	Larry Stratton, Jr. (814) 887-3454	1990	N/A	06/16/00
Mercer County Prison	5th	Jeffrey P. Gill (724) 662-2700	Mercer County Prison Board	Dennis M. Songer (724) 662-3800	1976	1990	06/15/00
Mifflin County Prison	6th	Lloyd F. Hammond (717) 247-2960	Mifflin County Prison Board	Susan McCartney (717) 248-6733	1856	2000	02/28/01
Monroe County Prison	5th	Dave Keenhold (570) 992-3232	Monroe County Board of Inspectors	Mark P. Pazuhanych (570) 420-3470	1988	N/A	05/04/00
Montgomery County Prison	2A	Lawrence V. Roth, Jr. (610) 630-9390	Montgomery County Board of Inspectors	Richard T. Brown (610) 630-9390	1986	1999	12/12/00
Montour County Prison	8th	Fred R. Shepperson (570) 271-3039	County Commissioners	Bernice Swank (570) 271-3003	1892	1997, 2000	01/17/01
Northampton County Prison	3rd	Todd L. Buskirk (610) 559-3229	Northampton County Prison Advisory Board	William Argeros (610) 867-7081	1871	70's-90's	11/01/00
Northumberland County Prison	5th	Clarence A. Bixler (570) 988-4232	Northumberland County Prison Board	Robert B. Sacavage (570) 988-4163	1876	1984, 1997, 1998	01/23/012
Perry County Prison	7th	Donald Reisinger (717) 582-2262	Perry County Prison Board	C. Joseph Rehkamp (717) 582-2131	1990	N/A	03/08/01
Curran From-Hold Corr. Fac.	1st	Walter P. Dunleavy (215) 685-7802	Board of Trustees	J. Shane Creamer, Esq. (215) 685-7893	1995	N/A	03/07/00
Detention Center	1st	Harry E. Moore (215) 685-8580	Board of Trustees	J. Shane Creamer, Esq. (215) 685-7893	1963	1999	12/19/00
House of Corrections	1st	Thomas A. Shields (215) 685-8221	Board of Trustees	J. Shane Creamer, Esq. (215) 685-7893	1874	1927	03/22/00

	County Class	Warden/Sheriff Contact Number	Governing Prison Authority	Governing Prison Authority Contact	Year Built	Year(s) Renovated	Last Ann. Prison Inspection
Phila. Industr. Corr. Center	1st	Glen Guadalupe (215) 685-7103	Board of Trustees	J. Shane Creamer, Esq. (215) 685-7893	1986	N/A	12/20/00
Alternative/Special Det.	1st	David K. Adams (215) 685-8730	Board of Trustees	J. Shane Creamer, Esq. (215) 685-7893	1993	N/A	12/18/00
Pike County Prison	7th	Richard Caridi (570) 775-5500	Pike County Prison Board	Harry Forbes (570) 296-3476	1995	N/A	08/02/00
Potter County Prison	8th	Dale I. Cogley (814) 274-9350	Sheriff	Dale I. Cogley (814) 274-9350	1869	1996	05/19/00
Schuylkill County Prison	4th	Gerald Britton (570) 628-1455	Schuylkill County Prison Board	William Baldwin (570) 628-1303	1851	1967, 1984	03/28/00
Snyder County Prison	7th	George C. Nye (570) 374-7912	Snyder County Prison Board	Gregory L. Shambach (570) 837-4206	1991	N/A	01/23/01
Somerset County Prison	6th	Timothy J. Mapes (814) 445-1500	Somerset County Prison Board	Carl Brown (814) 445-1500	1981	1992	02/03/00
Sullivan County Prison	8th	Burton R. Adams (570) 946-7361	Sheriff	Burton R. Adams (570) 946-7361	N/A	N/A	09/13/00
Susquehanna County Prison	6th	William Brennan (570) 278-7166	Susquehanna County Prison Board	Lee Smith (570) 278-4600	1994	N/A	08/15/00
Tioga County Prison	6th	Ralph Youmans (570) 724-5911	Tioga County Prison Board	Charles James (570) 723-8191	1989	N/A	09/15/00
Union County Prison	7th	Oren C. Sheesley (570) 524-8712	Union County Prison Board	Max Bossert (570) 524-8638	1850's	1972, 2000	01/17/01
Venango County Prison	6th	Ronald Snyder (814) 432-9629	Venango County Prison Board	Gene Price (814) 432-9453	1911	1995	05/26/00
Warren County Prison	6th	Larry E. Kopko (814) 723-7553	Sheriff	Larry E. Kopko (814) 723-7553	1980	1991	09/01/00
Washington County Prison	4th	Joseph S. Peizer (724) 228-6845	Washington County Prison Board	John Pettit (724) 228-6790	1995	N/A	01/13/00
Wayne County Prison	7th	Russell Wormuth (570) 253-2621	Wayne County Prison Board	Charles Morelli (570) 253-2641	1935	1999	08/01/00
Westmoreland County Prison	3rd	Michael Millward (724) 830-6000	Westmoreland County Prison Board	Thomas Ceraso (724) 830-3103	1993	N/A	04/18/00
Wyoming County Prison	7th	Mickey R. Arneigh (570) 836-1717	Wyoming County Prison Board	Anthony Litwin (570) 836-3200	1986	N/A	08/17/00
York County Prison	3rd	Thomas H. Hogan (717) 840-7580	York County Prison Board	James Donahue (717) 771-9303	1979	1992, 1999, 2000	11/28/00

Appendix C General Information About Pennsylvania County Prisons - Part II³

Effective 04/18/01

	Prison Capacity	Male	Female	Avg. Daily Pop.	Admin. Staff	Security Staff	Treatment Staff	Annual Prison Budget 2000	Avg. Cost Day/Inmate
Adams	216	Yes	Yes	226	7	39	1	\$2,100,000	\$25.50
Allegheny	2,354	Yes	Yes	2,047	39	460	11	N/P	\$52.51
Armstrong	50	Yes	Yes	79	3	18	0	\$1,146,776	\$53.33
Beaver	376	Yes	Yes	264	16	58	4	\$5,300,000	\$42.00
Bedford	122	Yes	Yes	80	6	34	0	\$1,700,000	\$58.00
Berks	1,207	Yes	Yes	1,113	41	188	15	\$15,153,401	\$37.30
Blair	244	Yes	No	222	4	47	6	\$2,837,687	\$35.02
Bradford	118	Yes	Yes	129	4	20	1	\$1,508,355	\$32.00
Bucks	641	Yes	Yes	584	33	180	12	\$13,313,900	\$62.46
Butler	150	Yes	Yes	197	6	39	2	\$3,062,398	\$42.58
Cambria	451	Yes	Yes	331	13	81	3	\$3,640,017	\$34.58
Cameron	6	Yes	No	11	3	4	0	\$165,452	\$43.17
Carbon	162	Yes	Yes	114	7	38	2	\$1,800,000	\$43.26
Centre	78	Yes	No	137	4	23	3	\$3,545,549	\$70.00
Chester	696	Yes	No	699	40	168	16	\$15,909,291	\$62.36
Clarion	76	Yes	Yes	71	7	14	0	\$1,321,062	\$51.34
Clearfield	139	Yes	Yes	137	5	30	2	\$1,836,701	\$36.73
Clinton	135	Yes	Yes	140	13	45	0	\$1,800,000	\$35.25
Columbia	167	Yes	Yes	119	2	33	0	\$1,845,976	\$42.24
Crawford	258	Yes	Yes	177	5	54	2	\$3,467,796	\$68.65
Cumberland	398	Yes	Yes	312	15	64	16	\$4,877,528	\$42.83
Dauphin	905	Yes	Yes	1,169	60	213	21	\$17,809,204	\$55.51
Delaware	1,548	Yes	Yes	1,450	76	255	15	\$17,323,078	\$36.00
Eik	68	Yes	Yes	53	9	22	1	\$1,100,000	\$56.86
Erie	650	Yes	Yes	589	15	140	5	\$10,117,744	\$47.00
Fayette	182	Yes	Yes	172	6	42	1	\$2,525,842	\$40.58
Forest	7	N/A	N/A	N/A	1	0	N/A	N/P	N/A
Franklin	344	Yes	Yes	312	11	58	2	\$3,375,958	\$28.03
Fulton	8	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Greene	76	Yes	Yes	66	3	19	1	\$863,000	\$35.82
Huntingdon	46	Yes	No	56	2	13	0	\$895,461	\$44.05
Indiana	64	Yes	Yes	80	10	24	0	\$1,743,914	\$59.79
Jefferson	108	Yes	Yes	56	3	15	0	\$1,024,156	\$60.00
Juniata	28	Yes	No	28	4	10	0	\$484,185	\$48.24

* Annual Prison Budget for all Philadelphia Prison System (PPS) Facilities
 ^ Average Daily Population for all of PPS

** PPS average cost per day per inmate for year 2000

³Information obtained from the Pennsylvania Department of Corrections website: www.cor.pa.us.

This information is obtained from the 'General Information Form-2000' material submitted by the individual counties to the Pennsylvania Department of Corrections; therefore, the PA DOC cannot speak to the accuracy of the numbers.

Effective 04/18/01

Lackawanna	1,128	Yes	Yes	691	6	95	6	\$7,750,000	\$30.73
Lancaster	1,125	Yes	Yes	944	31	188	54	\$12,504,012	\$36.29
Lawrence	254	Yes	Yes	213	13	50	2	\$4,200,000	\$54.02
Lebanon	420	Yes	Yes	442	17	79	4	\$3,727,374	\$28.74
Lehigh	1,590	Yes	Yes	1,240	38	231	13	\$20,391,649	\$45.07
Luzerne	665	Yes	Yes	642	63	133	7	\$12,889,376	\$51.17
Lycoming	52	Yes	Yes	318	34	51	4	\$5,236,790	\$44.99
McKean	69	Yes	Yes	60	3	15	0	\$1,029,864	\$47.42
Mercer	114	Yes	Yes	145	7	32	1	\$2,724,175	\$51.47
Mifflin	51	Yes	Yes	63	5	27	2	\$1,229,438	\$53.00
Monroe	309	Yes	Yes	260	19	94	4	\$6,029,519	\$63.00
Montgomery	1,399	Yes	Yes	1,215	46	251	19	\$16,623,700	\$30.80
Montour	46	Yes	No	36	5	8	0	\$546,196	\$36.90
Northampton	656	Yes	Yes	614	19	153	7	\$10,200,000	\$45.51
Northumberland	175	Yes	Yes	145	10	35	1	\$2,336,860	\$44.15
Perry	125	Yes	Yes	82	5	19	1	\$1,821,900	\$60.87
Curran From-Hold	2,332	Yes	No	^ 6,909	11	650	32	^ \$138,315,458	** \$77.51
Detention Center	1,293	Yes	Yes	^ 6,909	21	276	13	^ \$138,315,458	** \$77.51
House of Corrections	1,366	Yes	No	^ 6,909	74	276	24	^ \$138,315,458	** \$77.51
Phila. Industr.	1,230	Yes	Yes	^ 6,909	26	261	27	^ \$138,315,458	** \$77.51
Alternative/Special Det.	742	Yes	Yes	^ 6,909	5	172	17	^ \$138,315,458	** \$77.51
Pike	258	Yes	Yes	235	21	96	2	\$5,435,248	\$58.62
Potter	73	Yes	No	N/P	5	7	0	\$450,000	\$51.37
Schuylkill	185	Yes	Yes	N/P	8	40	2	\$2,465,820	\$55.00
Snyder	154	Yes	No	146	11	41	2	\$2,116,310	\$39.71
Somerset	112	Yes	Yes	97	4	21	0	\$1,219,940	\$34.45
Sullivan	13	N/A	N/A	N/A	N/A	N/A	N/A	N/P	N/A
Susquehanna	100	Yes	Yes	55	6	20	0	\$1,159,000	\$45.00
Tioga	83	Yes	Yes	53	7	22	1	\$1,231,238	\$63.64
Union	34	Yes	No	42	4	8	0	\$600,191	\$39.28
Venango	161	Yes	Yes	152	6	28	0	\$1,589,808	\$24.92
Warren	139	Yes	Yes	82	5	27	2	\$1,537,086	\$51.35
Washington	298	Yes	Yes	290	9	59	10	\$3,745,310	\$37.25
Wayne	57	Yes	No	47	7	14	0	\$843,332	\$49.15
Westmoreland	461	Yes	Yes	424	25	130	4	\$8,909,159	\$57.22
Wyoming	76	Yes	Yes	58	4	17	0	\$911,744	\$43.07
York	1,900	Yes	Yes	1,684	42	286	19	\$19,338,831	\$38.58

* Annual Prison Budget for all Philadelphia Prison System (PPS) Facilities

^ Average Daily Population for all of PPS

** PPS average cost per day per inmate for year 2000

Appendix D
Addresses of Pennsylvania County Prisons

Adams County Prison 625 Biglerville Road Gettysburg, PA 17325	Carbon County Prison 331 Broad Street Nesquehoning, PA 18240-1801	Erie County Prison 1618 Ash Street Erie, PA 16503-2168
Allegheny County Prison 950 Second Avenue Pittsburgh, PA 15219-3100	Centre County Prison 213 East High St. Bellefonte, PA 16823	Fayette County Prison 12 Court Street Uniontown, PA 15401
Armstrong County Prison 500 East Market Street Kittanning, PA 16201	Chester County Prison 501 South Wawaset Rd. West Chester, PA 19382	Forest County Holding Facility 528 Elm Street P.O. Box 425 Tionesta, PA 16353
Beaver County Prison 6000 Woodlawn Blvd. Aliquippa, PA 15001	Clarion County Prison 309 Amsler Avenue Ste. 2 Shipperville, PA 16254	Franklin County Prison 625 Franklin Farm Lane Chambersburg, PA 17201-3091
Bedford County Prison 425 Imlertown Road Bedford, PA 15522	Clearfield County Prison 410 Twenty First Street Clearfield, PA 16830	Fulton County Holding Facility Fulton County Courthouse McConnellsburg, PA 17233
Berks County Prison 1287 County Welfare Road Leesport, PA 19533	Clinton County Prison P. O. Box 419 McElhattan, PA 17748	Greene County Prison 855 Rolling Meadows Rd. Waynesburg, PA 15370
Blair County Prison 419 Market Square Alley Hollidaysburg, PA 16648	Columbia County Prison 721 Iron Street Bloomsburg, PA 17815	Huntingdon County Prison 300 Church Street Huntingdon, PA 16652
Bradford County Prison RR#3, Box 321 Route 6 Troy, PA 16947	Crawford County Prison 2100 Independence Drive Saegertown, PA 16433	Indiana County Prison 55 North Ninth Street Indiana, PA 15701-1795
Bucks County Prison 1730 South Easton Road Doylestown, PA 18901	Cumberland County Prison 1101 Claremont Road Carlisle, PA 17013	Jefferson County Prison R. D. # 5, Box 45 Brookville, PA 15825-9761
Butler County Prison 121 West Vogely Way Butler, PA 16001	Dauphin County Prison 501 Mall Road Harrisburg, PA 17111	Juniata County Prison P. O. Box 122 Mifflintown, PA 17059
Cambria County Prison 425 Manor Drive Ebensburg, PA 15931	Delaware County Prison P.O. Box 23-A Cheyney Road Thornton, PA 19373	Lackawanna County Prison 1371 N. Washington Ave. Scranton, PA 18509
Cameron County Prison 20 East Fifth Street Emporium, PA 15834	Elk County Prison P. O. Box 448 Ridgway, PA 15853	

Lancaster County Prison 625 East King Street Lancaster, PA 17602-3199	Northumberland County Prison 39 North Second Street Sunbury, PA 17801	Somerset County Prison 127 East Fairview Street Somerset, PA 15501
Lawrence County Prison 111 South Milton Street New Castle, PA 16101	Perry County Prison South Carlisle Street P. O. Box 520 New Bloomfield, PA 17068	Sullivan County Holding Facility P. O. Box 157 Laporte, PA 18626
Lebanon County Prison 730 East Walnut Street Lebanon, PA 17042	Philadelphia Area Curran-From Hold Corr. Facility 7901 State Road Philadelphia, PA 19136	Susquehanna County Prison 7 Elsworth Drive Montrose, PA 18801
Lehigh County Prison 38 North 4 th Street Allentown, PA 18102	Philadelphia Area Detention Center 8201 State Road Philadelphia, PA 19136	Tioga County Prison R. D. #3, Box 248 Wellsboro, PA 16901
Luzerne County Prison 99 Water Street Wilkes-Barre, PA 18702	Philadelphia Area House of Corrections 8001 State Road Philadelphia, PA 19136	Union County Prison 103 South Second Street Lewisburg, PA 17837
Lycoming County Prison 277 West Third Street Williamsport, PA 17701	Philadelphia Area Industrial Correctional Center 8301 State Road Philadelphia, PA 19136	Venango County Prison 1186 Elk Street Franklin, PA 16323
McKean County Prison P. O. Box 395 Marvin Street Exit Smethport, PA 16749	Philadelphia Area Alternative/Special Detention 8101 State Road Philadelphia, PA 19136	Warren County Prison 407 Market Street Warren, PA 16365
Mercer County Prison 138 South Diamond Street Mercer, PA 16137	Pike County Prison HC-8 Box 8600 Lords Valley, PA 18428	Washington County Prison 100 West Cherry Avenue Washington, PA 15301
Mifflin County Prison 103 West Market Street Lewistown, PA 17044	Potter County Prison 102 East Second Street Coudersport, PA 16915	Wayne County Prison 925 Court Street Honesdale, PA 18431
Monroe County Prison 4250 Manor Drive Stroudsburg, PA 18360	Schuylkill County Prison 230 Sanderson Street Pottsville, PA 17901-1758	Westmoreland County Prison 3000 South Grande Blvd. Greensburg, PA 15601
Montgomery County Prison 60 Eagleville Road Norristown, PA 19403-1400	Snyder County Prison 600 Old Colony Road Selinsgrove, PA 17870	Wyoming County Prison 10 Stark Street Tunkhannock, PA 18657
Montour County Prison 117 Church Street Danville, PA 17821		York County Prison 3400 Concord Road York, PA 17402-9007
Northampton County Prison 666 Walnut Street Easton, PA 18042		

Handbook Evaluation

I would like to invite you to tell me what you think about the handbook. Please copy the questions on another sheet of paper and return them with your responses to the address below. Your time and effort is greatly appreciated.

1. What information was most helpful to you?
2. What information was not very helpful?
3. What would you like to see included in this type of handbook?

Please send the evaluation to:

Dr. Judith E. Sturges
Penn State Fayette
One University Drive
Uniontown, PA 15401

Thank you for your input!