



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Community Corrections Center – Related Services		Policy Number: BCC-ADM 006
Date of Issue: January 24, 2022	Authority: Signature on File George M. Little	Effective Date: January 31, 2022

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. APPLICABILITY

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections, Department employees, volunteers, contract personnel, visitors, and inmates.

III. POLICY

It is the policy of the Department to establish Community Corrections Center-Related Services guidelines for residents residing in a community corrections facility.

IV. PROCEDURES

All applicable procedures are contained in the procedures manual that accompanies this policy document.

V. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

VI. RIGHTS UNDER THIS POLICY

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

A. Release of Information

1. Policy

This policy document is public information and may be released upon request.

2. Confidential Procedures (if applicable)

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as needed basis.

B. Distribution of Policy

1. General Distribution

The Department of Corrections policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/designee.

2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the “General Distribution” section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures either in hard copy or via email, whichever is most appropriate.

VIII. SUPERSEDED POLICY AND CROSS REFERENCE

A. Superseded Policy

1. Department Policy

This document establishes policy on this subject.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

B. Cross Reference(s)

1. Administrative Manuals

- a. BCC-ADM 002, Resident Safety
- b. BCC-ADM 003, Resident Grievances
- c. BCC-ADM 004, Resident Property
- d. DC-ADM 610, Food Services
- e. 8.3.1, Community Corrections Security

2. ACA Standards

- a. Adult Correctional Institutions: None
- b. Adult Community Residential Services: 4-ACRS-1A-06, 4-ACRS-2A-02, 4-ACRS-4C-01, 4-ACRS-4C-03, 4-ACRS-4C-05, 4-ACRS-4C-06, 4-ACRS-4C-09, 4-ACRS-4C-11, 4-ACRS-4C-16, 4-ACRS-5A-10, 4-ACRS-5A-12, 4-ACRS-5A-16, 4-ACRS-5A-17, 4-ACRS-5A-18, 4-ACRS-5A-19, 4-ACRS-5A-19-1, 4-ACRS-5A-21, 4-ACRS-5A-22, 4-ACRS-6A-01, 4-ACRS-6A-06, 4-ACRS-6A-07, 4-ACRS-6A-08, 4-ACRS-6A-09
- c. Adult Probation and Parole Field Services: 4-APPFS-1A-03, 4-APPFS-2A-08, 4-APPFS-2D-02, 4-APPFS-2G-01, 4-APPFS-3D-11



PROCEDURES MANUAL
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject:

Community Corrections Center – Related Services

Policy Number:

BCC-ADM 006

Date of Issue:

January 24, 2022

Authority:

**Signature on File
George M. Little**

Effective Date:

January 31, 2022

Release of Information:

Policy Document: This policy document is public information and may be released upon request.

Procedures Manual: The procedures manual for this policy may be released in its entirety or in part, with the prior approval of the Secretary/designee. Unless prior approval of the Secretary/designee has been obtained, this manual or parts thereof may be released to any Department employee on an as needed basis only.

Section 1 – Communication Services

A. Community Contract Facility (CCF) Direction..... 1-1
B. Cable..... 1-1
C. Telephone..... 1-1
D. Internet..... 1-1
E. Resource Room/Area..... 1-2
F. Center Computer/Internet..... 1-2

DC-902, Resident Technology Services Agreement..... Attachment 1-A

Section 2 – Food Services

A. Community Contract Facility (CCF) Direction..... 2-1
B. Community Corrections Centers (CCC) Food Service - Provided..... 2-1
C. CCC Food Service – Not Provided..... 2-1

Section 3 – Mail

A. Community Contract Facility (CCF) Direction..... 3-1
B. General..... 3-1
C. Incoming Mail..... 3-2
D. Outgoing Mail..... 3-3

Section 4 – Visits

A. Community Contract Facility (CCF) Direction..... 4-1
B. General..... 4-1
C. Authorized Visitors..... 4-2
D. Persons Under the Age of 18 (U18)..... 4-2
E. Special Visits..... 4-3

DC-936, BCC Resident Authorized Visiting List..... Attachment 4-A

Section 5 – Religious and Spiritual Activities

A. Community Contract Facility (CCF) Direction..... 5-1
B. Resident Participation..... 5-1
C. Religious Services On-Site..... 5-1
D. Sacred Objects..... 5-1

Section 6 – Health Care Access

A. Community Contract Facility (CCF) Responsibility..... 6-1
B. Routine Medical Care..... 6-1
C. On-Site Services..... 6-2
D. Crisis Intervention..... 6-2

Section 1 – Communication Services

A. Community Contract Facility (CCF) Direction

1. Community Contract Facilities (CCFs) shall comply with expectations outlined in their executed Residential Services Contract.
2. CCFs shall provide information to residents during orientation and outline specific direction in their facility handbook.

B. Cable¹

1. At the discretion of the Center Director/designee, each center may provide cable television service to the resident population.
2. Residents may not enter into individual contracts for cable television service.

C. Telephone²

1. At the discretion of the Center Director/designee, each center may provide landline telephone service to the resident population. This may be through a dedicated line or pay phones.³ Pay phones (if provided) with volume control shall be made available to residents with hearing impairments.
 - a. Centers that do not provide pay phones, shall post hours of availability for making phone calls through counseling staff.
 - b. Residents with hearing and/or speech disabilities, or who wish to communicate with parties who have such disabilities, shall be afforded access to a Telecommunications Device for the Deaf (TDD), or comparable equipment.
2. Residents may not enter into individual contracts for landline service at the center.
3. Centers shall not pay for cell phone service for residents. Residents are permitted to retain a cell phone in accordance with Department policy **BCC-ADM 004, “Community Corrections Resident Property,” Section 3.**

D. Internet

1. At the discretion of the Center Director/designee, each center may provide broadband internet service to the resident population. This may be through a dedicated center line or Wi-Fi.

¹ 4-ACRS-5A-21

² 4-ACRS-5A-19-1, 4-ACRS-6A-01

³ 4-ACRS-5A-19

2. Residents may not enter into individual contracts for broadband internet or Wi-Fi, although they may purchase internet (data) service through their cell phone provider.

E. Resource Room/Area⁴

1. Every center shall designate a room or area to provide information and technological equipment (computer, internet, printer, etc.) to assist residents with the reentry process.
2. Pamphlets, posters, and other information shall be readily available and updated as needed. Information should pertain to reentry, home plans, family reunification, aging, medical/mental health services, employment,⁵ and include assistance available in the local area.⁶

F. Center Computer/Internet

1. The Counselor shall review the **DC-902, Resident Technology Services Agreement (Attachment 1-A)** during orientation.
2. Each resident shall initial and sign the agreement. The Counselor shall sign the document and provide a copy to the resident. The original will be maintained in the resident's file.
3. Every resident may utilize the computer/internet unless he/she:
 - a. has not signed the agreement;
 - b. is serving an internet/computer related sanction; or
 - c. is prohibited by Parole Board (PB) Board Action/Conditions.⁷
4. Each center shall post computer/internet rules, hours, and how to request access.

⁴ 4-ACRS-5A-12

⁵ 4-APPFS-2D-02

⁶ 4-APPFS-1A-03

⁷ 4-APPFS-2A-08

Resident Name: _____ DOC#: _____ PB#: _____

I understand and acknowledge the below conditions regarding my use of Center-Provided Technology Services and/or Devices (Computer/Printer/Internet/Email):

1. I certify that my PB Board Action/Conditions do not prohibit my use of these devices/services. _____
2. I will not record, broadcast, or stream (photograph/visual/audio/digital/FaceTime/etc.) any person, activity, or part of the facility. _____
3. I understand that I have no expectation of privacy and that all of my electronic communications may be tracked, monitored, and read by any authorized employee. _____
4. I understand that device/service use is a privilege intended to assist me with the reentry process. _____
5. I will NOT view, access, transmit, or create sexually suggestive, pornographic, obscene, gang or hate related materials using these devices/services. _____
6. I will NOT use this device/service for the creation or spreading of computer viruses or the like. _____
7. I will NOT use this device/service for the unauthorized transmission or receipt of proprietary material (i.e., copyrighted video or audio materials, software, or publications, as well as trademarks or service marks). _____
8. I will NOT use this device/service to violate or infringe upon the rights of any other person. _____
9. I will NOT use this device/service to engage in harassing or threatening activities, or the distribution of defamatory, fraudulent, intimidating, abusive, or offensive material. _____
10. I will NOT have contact with any victim, victim's family member, or other unauthorized person. _____
11. I will NOT use this device/service to access, bypass, or alter any network security or to download any unauthorized files or software. _____
12. I will NOT use this device/service to view, access, transmit, or create any material related to the operations or employees of the PA DOC, PB, or its contractors. _____
13. I understand I am NOT authorized to log on/off or boot/reboot the workstation. _____
14. I understand that I am NOT authorized to remove any storage media from the workstation. _____
15. I will NOT place anything into any port, drive, or opening nor add/remove any cords on these devices/services except for approved USB drives containing reentry documents. _____
16. I will NOT send information over the internet on behalf of any other person or by acting as any other person. _____
17. I understand that failure to abide by these rules or if I use these devices/services to conduct any illegal, illicit, or unauthorized activity (including viewing/sharing pornography), this privilege will be terminated and I may be subject to violation sanctioning, discharge, and/or criminal prosecution. _____

Resident (Sign & Date)

Staff (Sign & Date)

Section 2 – Food Services

A. Community Contract Facility (CCF) Direction

1. Community Contract Facilities (CCFs) shall comply with expectations outlined in their executed Residential Services Contract.
2. CCFs shall provide information to residents during orientation and outline specific direction in their facility handbook.

B. Community Corrections Centers (CCC) Food Service – Provided

When a CCC prepares or serves food to residents, Department policy **DC-ADM 610, “Food Services,”** must be followed.

C. CCC Food Service – Not Provided

1. The center shall provide adequate space and equipment to provide for food storage, food preparation, and refrigeration of food supplies. An eating and seating area is provided for all those who dine at the same time and hours of operation are posted.
2. Cooking and eating utensils shall be maintained in accordance with Department policy **8.3.1, “Community Corrections Security,” Section 7**. Metal utensils are prohibited.
3. The kitchen and equipment must remain clean and in good repair. Issues or broken items must be immediately reported to the Center Director/designee.¹
4. Residents must keep the kitchen area clean and clutter free. Residents must clean up any dishes, items, and space used before leaving the kitchen area.
5. Daily cleaning requirements shall be documented on the center’s housekeeping plan. The Center Director/designee shall take appropriate action to address deficiencies.
6. Refrigerators, freezers, and dry food containers shall be made available for residents to store items.
 - a. Residents are responsible for keeping their designated storage areas clean and organized.
 - b. Residents are responsible for disposing of food items that are expired or otherwise not edible.
 - c. Residents must follow all direction related to the storage and use of these areas.

¹ 4-ACRS-1A-06

Section 3 – Mail

A. Community Contract Facility (CCF) Direction

1. Community Contract Facilities (CCFs) shall comply with the expectations outlined in their executed Residential Services Contract.
2. CCFs shall provide information to residents during orientation and outline specific direction in their facility handbook.

B. General

1. Each center shall provide access to communication with members of society through the established public mail system.
2. Mail restrictions shall be directly related to facility security, public safety, and statute.¹
3. Center staff shall not knowingly disseminate obscene or explicit materials to any resident.
4. Residents shall be notified utilizing a **DC-957, BCC Confiscated Items and Property Receipt**, when their incoming or outgoing mail has been withheld, the reason, and the disposition of the mail.²
5. Residents may not correspond with a current or former employee, current or former volunteer, former inmate, current or former contract employee, parolee, or probationer unless approved in writing by the Bureau of Community Corrections (BCC) Regional Director/designee.
6. Requests to correspond with a current federal, state, or county inmate must be approved by the Facility Manager, Warden, or Director of the inmate's facility and the BCC Director/designee. All requests shall be processed by the Community Corrections Center (CCC) Director/designee through the BCC Major of Security/designee.
7. Residents may not correspond with the victim(s) of the resident's criminal act(s), unless approved in writing by the Office of the Victim Advocate (OVA) through the BCC Director/designee.
8. Residents may not send or receive correspondence containing threatening or obscene material, criminal solicitations, or that which furthers a criminal plan or misconduct offense.
9. Residents may not use a facility address to fraudulently identify themselves as an employee, agent, or representative of the facility.

¹ 4-ACRS-6A-07

² 4-ACRS-6A-08

10. Residents may not write to an individual who has stated in writing that they do not wish to receive correspondence from the resident.
 - a. The notice must be received in writing by the Department, region, or facility currently or previously housing the resident.
 - b. This restriction is not to be interpreted to infringe on the right of a resident to correspond with a public official with regard to the performance of his/her official duty.
11. Residents may not use a third party to correspond with any person prohibited by this section.

C. Incoming Mail

1. During intake and orientation, a forwarding address for mail and a custodian of personal property shall be identified by the resident.³
 - a. Upon release or return to facility custody, first class mail and packages shall be sent to the identified forwarding address.
 - b. These items shall not be forwarded any State Correctional Institution (SCI), County Jail, or other restricted placement.
2. Subscription services (magazines, newspapers, etc.) may not be sent to the center under individual resident names.
 - a. These items will be returned to sender at the resident's expense.
 - b. Subscription services may be obtained for the entire population through the resident recreation fund.
3. All incoming mail and packages are subject to search in accordance with Department policy **BCC-ADM 002, "Resident Safety," Section 4.**
 - a. If a determination is made that mail contains possible contraband, the resident will be required to open the mail in front of center staff to view the contents.
 - b. Contraband will be confiscated and processed in accordance with Department policy **BCC-ADM 002, Section 3.**
4. Residents are encouraged to use a post office box or residential address for their mail. If this is not possible, the center address may be used for mail as outlined in this section.
5. Residents may not use the center as the billing address for any services (cell phone, subscription, etc.).

³ 4-ACRS-6A-09

6. Only mail delivered by the U.S. Postal Service will be accepted and processed by the center. No items/packages/letters etc. may be dropped off at the center for residents.
7. Mail or packages received with writing or drawings of an obscene nature will be returned to sender at the resident's expense.
8. Incoming mail or packages that are determined to be undeliverable for any reason will be marked appropriately and returned to sender at the resident's expense.

D. Outgoing Mail

1. Residents lacking funds to purchase postage, envelopes, and stationery and who require the use of the U.S. Postal Service for legal communications should discuss the need with their Counselor.
 - a. The center shall identify appropriate community resources to provide postage, envelopes, and stationery for these circumstances; or
 - b. provide to the resident, without cost, up to five first class postage stamps, writing paper, and envelopes per calendar month.⁴
2. Mail may not be sent with writings or drawings of an obscene nature on the envelope. Such mail shall be confiscated as outlined in **Subsection B. above**.

⁴ 4-ACRS-6A-06

Section 4 – Visits

A. Community Contract Facility (CCF) Direction

1. Community Contract Facilities (CCFs) shall comply with expectations outlined in their executed Residential Services Contract.
2. CCFs shall provide information to residents during orientation and outline specific direction in their facility handbook.

B. General

1. Reunification with family and positive influencers is critical to successful reentry. Visits are an important component of this and should be encouraged at every opportunity to occur in the community. Providing reentrants ample sign out time (utility passes) allows them to have opportunities for involvement with family and participation in community activities before final release.¹
2. Each Community Corrections Center (CCC) shall designate a visiting area within the center when individual circumstances do not allow for visiting in the community.
3. The CCC Director/designee shall establish visiting hours that conform to the safety, security, and operations of the center.
4. The CCC Director/designee may alter, suspend, or cancel a visit and/or visiting hours:²
 - a. based on the safety, security, and orderly operations of the center;
 - b. during operational emergencies;
 - c. when the resident is failing to accomplish established reentry specific goals;
 - d. as a sanction for visiting rule violations; or
 - e. for violating conditions of Parole.
5. The CCC Director/designee shall clearly post visiting hours and rules at the CCC entrance and in common areas.

¹ 4-ACRS-5A-16

² 4-ACRS-5A-17

C. Authorized Visitors

1. Residents shall complete the **DC-936, BCC Resident Authorized Visiting List (Attachment 4-A)** and provide to their assigned Counselor for processing.³
2. All visitors must be approved by the Counselor and/or CCC Director/designee prior to visiting.
3. Upon entering the CCC, visitors shall immediately inform staff of their presence. The visitors shall state the nature of their visit, including the name of the resident they are visiting.
4. Every visitor is subject to search before, during, and after visiting. Visitors may not bring/leave any items for the resident. The resident must leave the facility, retrieve the items, and process through the Control Station in accordance with Department policy **BCC-ADM 002, “Resident Safety,” Section 4.**
5. Visitors must leave all cellular devices in a secured vehicle/area outside of the CCC.
6. All visitors shall provide photo identification verifying their age each time they visit and follow all staff direction.
7. Any visitor who refuses to comply with center search procedures, follow the rules of the center, comply with staff direction, or is otherwise disruptive to the center’s activities will not be permitted any further visitation until authorization is received from the Bureau of Community Corrections (BCC) Regional Director/designee.⁴
8. Visitor denials, suspensions, and terminations shall be provided to the affected individual in writing from the BCC Regional Director/designee.
9. Visitors are only allowed in the visiting area or staff office, if appropriate. Visitors shall be shown directly to the visiting area.⁵
10. CCC staff shall notify the resident of the visit.

D. Persons Under the Age of 18 (U18)

1. No person under the age of 18 (U18) shall be permitted to visit a CCC without written approval by the CCC Director/designee and Parole Agent.
2. U18 visits shall only be considered to facilitate an identified and specific reintegration objective that cannot be met during a utility sign-out.

³ 4-ACRS-5A-17

⁴ 4-ACRS-5A-17

⁵ 4-ACRS-2A-02

3. U18 visits shall only be considered for immediate family members of the resident.
4. U18 visits shall be coordinated and observed by the resident's Counselor.
5. U18 visits shall only occur when the non-resident parent/guardian, children/youth services agency staff, or other approved adult are present for the entire visit.
6. Prior to the U18 visit, the Counselor must meet with the family/social service representative to ensure the visit meets the reintegration objective, is necessary and appropriate.
7. Unless there are extremely exigent circumstances, U18 visits shall be approved for no more than two hours per visit, one time per week. Visits outside of these parameters require the approval of the BCC Regional Director/designee.

E. Special Visits⁶

1. At a minimum of once per quarter, the Community Corrections Center (CCC) Director shall conduct a **Supportive Person Assisting a Reentrant by Connecting (SPARC)** meeting at the CCC.⁷
 - a. The meeting shall include community support (when possible), BCC reentry staff, and Parole Agents.
 - b. Each resident is permitted to bring one person (over the age of 18) to this meeting.
 - c. The resident should select one person that provides support and positive reinforcement to him/her and is interested in his/her successful reentry. Although encouraged, it is not mandatory that the person be the potential "home plan."
 - d. The purpose of the meeting is to build positive encounters between the resident, his/her "motivator," and CCC resources.
 - e. Meetings may involve reentry specific topics, guest speakers, and/or open discussion.
 - f. The CCC Director/designee shall coordinate/post the meeting with sign-up directions.
 - g. Refreshments may be provided through the CCC Resident Recreation Account.
 - h. Depending on facility size and participation, the CCC Director/designee may allow additional support persons for an individual resident, specific group of residents, or all residents. Consideration should be given to the number of additional participants to ensure the resident and others receive maximum interaction.

⁶ 4-ACRS-5A-18

⁷ 4-APPFS-1A-03

BCC-ADM 006, Community Corrections Center-Related Services Procedures Manual
Section 4 – Visits

2. The CCC Director may coordinate special events for residents with children to participate in as well (cookout, coloring, games, contests, etc.).
3. CCC residents successfully released to the community shall be encouraged to maintain contact with their CCC Director and Counselor. Successful reentrants may be permitted to visit/mentor/coach current residents of the CCC with written permission by the CCC Director and Parole Agent.
4. Other than former CCC residents, those currently on federal, state, or county supervision will not be permitted to visit a CCC without the written approval of the BCC Regional Director.
5. The CCC Director, Counselor, and/or Agent may coordinate special visits with family support members at the CCC for those requiring additional family reunification support.
6. Requests to visit a current federal, state, or county inmate must be approved by the Facility Manager, Warden, or Director of the inmate's facility and the BCC Director/designee. All requests shall be processed by the CCC Director/designee through the BCC Major of Security/designee.
7. Other than as outlined in this Section, the BCC Regional Director/designee may authorize additional special visits in writing.⁸

⁸ 4-ACRS-5A-18

**Bureau of Community Corrections
Resident Authorized Visiting List¹
DC-936**

Facility (#) and Name		Date & Time	
Full Name		DOC#	

Original Initials and Signatures are REQUIRED – NO PHOTOCOPIES

Complete Section A – List the names and ages of the persons you wish to have on your visiting list. Additionally, you will need to indicate if any of the persons listed are: **(1)** Present or former inmate (County/State/Federal), **(2)** Currently or previously on probation or parole, **(3)** Involved in your current or past offense(s), **(4)** Department of Corrections Employee, **(5)** Former Department of Corrections Employee, or **(6)** Volunteer or Contract Employee for the Department of Corrections. Place the number (1), (2), (3), (4), (5), or (6), if applicable, in the column on the far right after each visitor’s name to indicate these relationships. All requests are subject to the approval of the facility, and any existing regulations of the Department of Corrections.

NOTE: This is for visits at the center ONLY. You do not need to submit a list if you are visiting your family, friends, etc. in the community.

Section A				
Full Name	Date of Birth	Relationship	Address & Phone Number	Category #
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Section B – Staff Use Only	
Comments:	<input type="checkbox"/> All Approved <input type="checkbox"/> Approved Except #s:
Staff Name/Signature/Date:	

Original = Resident File

Copy = Resident

Copy = Control Station

¹4-ACRS-5A-16

Section 5 – Religious and Spiritual Activities

A. Community Contract Facility (CCF) Direction

1. Community Contract Facilities (CCFs) shall comply with expectations outlined in their executed Residential Services Contract.
2. CCFs shall provide information to residents during orientation and outline specific direction in their facility handbook.

B. Resident Participation

1. Opportunities for religious and spiritual activities in community corrections are open to the entire resident population, without regard to race, color, nationality, sexual orientation, or creed.¹
2. A resident desiring to participate in a religious/spiritual activity must note the request on his/her weekly schedule.
3. While the Bureau does not ordinarily require a resident to profess a religious belief, when the nature of the religious activity or practice (e.g., attending a holy day observance, participating in a sacred ritual/religious fast/ceremonial meal, ordering or possessing religious devotional articles, and/or wearing religious headgear, etc.) pertains specifically to a particular belief, only those residents who have designated their religious preferences will be approved.
4. Residents will only be permitted to attend pre-scheduled religious/spiritual activities while on restriction.

C. Religious Services On-Site

1. Upon the approval of the Center Director/designee, religious providers, public visitors, and approved volunteers may facilitate religious/spiritual gatherings in the center.
2. Parole Violator Center (PVC) residents shall be permitted individual religious/spiritual time that does not interfere with program participation.

D. Sacred Objects

1. Practitioners of various religions utilize sacred objects (e.g., medallions, prayer beads, rugs, headgear, articles of clothing, etc.) to identify with and to assist them in the practice of their faith.
2. These items are subject to normal search procedures in accordance with Department policy **8.3.1, “Community Corrections Security,” Section 30.**

¹ 4-ACRS-5A-22, 4-APPFS-2G-01

3. If a particular sacred object is called into question, it shall be confiscated using a **DC-957, BCC Confiscated Items and Property Receipt** and processed in accordance with Department policy **8.3.1, Section 24**.
4. Some examples of permitted items include, but are not limited to:
 - a. Jewish Males: Yarmulkes/Kippah (white);
 - b. Muslim Males: Kufi (white);
 - c. Muslim Females: Burqa, Khimar, Abaya, etc.; and
 - d. Muslim: One Prayer Rug (30" x 48").
5. Native Americans may possess one medicine bag (3" x 2.5").
 - a. The medicine bag may contain a small piece of pipestone or one small pebble (less than ½ square inch), a small portion of sage, a small portion of sweet grass, a small portion of cedar, and a kernel of corn or grain.
 - b. Searching Medicine Bags
 - (1) Security staff shall request that a resident in possession of a medicine bag open the bag and empty the contents of the medicine bag onto a clean surface.
 - (2) A non-Native American shall not touch the contents of the medicine bag.
 - (3) Security staff shall visually inspect the contents of the medicine bag.

Section 6 – Health Care Access

Residents should notify their counselor if they need help applying for Medical Assistance, Medicare, Medicaid, Social Security, etc.

A. Community Contract Facility (CCF) Responsibility

1. Community Contract Facilities (CCFs) shall comply with expectations outlined in their executed Residential Services Contract.
2. CCFs shall provide information to residents during orientation and outline specific direction in their facility handbook.

B. Routine Medical Care

1. Individuals transferring from a State Correctional Institution (SCI) shall receive a medical screening by the support facility's medical staff prior to release. This medical summary will serve as a vital source of information on the resident to reference in the event of an emergency.¹
2. During the orientation process, a medical screening shall be conducted by a staff member who has been trained in the medical screening process.²
3. Residents can receive health education through their Counselors. Health education involves being provided with written information on medical services and immunizations, personal hygiene, dental hygiene, nutrition, venereal disease, HIV and AIDS, tuberculosis, and other communicable diseases.³
4. Health care may be provided to a resident of the center by means of the following:⁴
 - a. employer paid health insurance;
 - b. publicly funded health insurance (Medicare/Medicaid); or
 - c. community public clinics.⁵
5. Any resident who uses employer paid health insurance, a publicly funded health plan, or uses a community clinic may obtain health or dental care from any source he/she chooses. This is a matter between the resident and the provider.⁶

¹ 4-ACRS-4C-06, 4-ACRS-4C-09

² 4-ACRS-4C-06

³ 4-ACRS-5A-10

⁴ 4-ACRS-4C-01, 4-ACRS-4C-03

⁵ 4-APPFS-3D-11

⁶ 4-ACRS-4C-01, 4-ACRS-4C-11

6. All residents who obtain health care without a form of insurance are responsible for the payment of the bills for health care services.
7. A First Aid Kit shall be available at the Control Station for resident use for minor injuries, but not for serious illnesses or injuries.⁷
8. Residents are encouraged to report serious medical concerns to center staff and seek professional care.
9. A hospital emergency room should be used as a last resort. In the event that an ambulance is called for a resident, the resident is responsible for all medical costs, including the cost of the ambulance trip.
10. Additional health care services shall be provided to residents of a CCF as outlined in their contract.

C. On-Site Services⁸

Concerns related to on-site services may be addressed as outlined in Department policy **BCC-ADM 003, “Resident Grievances.”**

1. Residents are encouraged to discuss medical and mental health care needs with their assigned Counselor and/or Agent.
2. Centers that provide on-site health care services (Nurse, Physician, Psychiatrist, etc.) shall post information related to accessing the services on the resident bulletin board and local handbook.
3. Residents should notify Control or seek immediate help if they, or another person, are having difficulty breathing, feeling chest pains, or experiencing other potentially life-threatening conditions.⁹

D. Crisis Intervention¹⁰

1. Each center shall clearly post contact information for residents needing crisis intervention related to self-harm and/or suicidal thoughts, feelings, actions, etc.
2. Local numbers and/or toll-free numbers should be included when possible.
3. Residents are encouraged to notify staff when they or another person are feeling and/or acting in a self-harm or suicidal manner.

⁷ 4-ACRS-4C-05

⁸ 4-ACRS-4C-01

⁹ 4-ACRS-4C-03

¹⁰ 4-ACRS-4C-03, 4-ACRS-4C-16