WESTMORELAND COUNTY PRISON

PUBLIC INFORMATION BROCHURE

3000 SOUTH GRANDE BOULEVARD

GREENSBURG, PA 15601

(724) 830-6000

REVISION DATE:	**01/08/2013**
	03/30/2012
	10/21/2010
	06/06/08
	04/20/08
	05/25/07
	10/04/06
	08/16/06
	05/29/05
	05/17/04
	02/22/04
	11/06/02
	02/13/02
	05/03/00
	12/30/98
	09/03/97

Visit our web-site at: ***http://www.co.westmoreland.pa.us***

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This **PUBLIC INFORMATION BROCHURE** contains basic visitor’s information that will assist the visitor of the institution’s rules and regulations that govern our inmate visitation procedure. These rules and regulations

are subject to change at various times throughout the year. These changes will be immediately posted on the “visitor (public) bulletin board” which is located in the Lobby Area.

PUBLIC INFORMATION BROCHURE

The persons permitted to be on an inmate's visiting list are as follows:

* Husband
* Wife
* Mother
* Father
* Step-mother
* Step-father
* Sisters
* Brothers
* Grandparents
* Father-in-law
* Mother-in-law
* Five (5) friends

* All children may not be permitted to visit on the regular visitation day

The person not permitted to be on an inmate’s visiting list is as follows:

* Ex-inmates, unless immediate family.

* Persons under eighteen (18) years of age with the exception of the immediate family being placed on the initial classification for special visits.

* Persons who are unable to supply the forms of identification mentioned within this brochure.

* Persons refusing to have their form of identification scanned.

* Persons having been approved to visit, but failed to comply with the institution's visitation policy.

The following is a list of forms of identification that will be accepted by the institution to permit visitation with an inmate:

* A valid student identification card from the school district the child attends, or

* A valid photo driver's license, or

* A valid “Photo Identification Card” issued by the Pennsylvania Department of Motor Vehicle (website: www.dmv.state.pa.us), or

* A valid photo military card

* A valid passport with picture identification.

  - Adult passports are valid for ten (10) years, and do have a photo for identification purposes.

  - Child passports are valid for five (5) years, and do have a photo for identification purposes.

For record keeping purposes, your identification card will be scanned and stored into the prison's computer system every time you visit an inmate at the Westmoreland County Prison. Anyone refusing to have his or her identification card scanned will not be permitted to visit.

Visitors with Medical Conditions/Walk-through Scanners

A visitor with a medical condition that prohibits him/her from clearing the walkthrough scanner, will be required to **submit proper medical documentation** indicating such. Should such a visitor not be able to provide the proper medical documentation, they will not be permitted to visit any inmate. Should the visitor provide the institution with the proper documentation, the visitor will be pat-searched. If the visitor refuses to be pat-searched, they will not be permitted to visit any inmate.

VISITORS

When reporting to the institution for a visit:
Please be respectful to all prison staff. Arguing and being disrespectful to prison staff will be grounds for immediate ejection from the prison property.

- You will not be allowed to be on the prison property until 1:00pm and 5:00pm for your visits.

- You are not permitted to smoke anywhere on the prison grounds, especially in the visitor parking lot area.

- You will not be permitted to enter the institution no earlier than 45 minutes prior to the scheduled visiting time. You will have access to a locker in the lobby area.

- Outside seating for visitors is only permitted on the benches provided. Visitors are not permitted to

spread blankets out on the parking lot or grass areas of the prison to lay or sit on.

- You are not permitted to take any personal belongings (purses, coats, tobacco products, etc.) into the visiting area. Items not permitted: **Newspapers, books, magazines, food, or drink are not permitted in the lobby area. No cell phones,**

- **or any type of electronic equipment, radio's, etc, and no chewing gum.**

- All personal items must be removed and secured in a locker. If you cannot secure your personal items in a locker, do not bring them into the institution. Any items found in an unsecured locker or on top of the locker area, will be confiscated, and discarded. **You will then report to the receptionist and log in for your visit.**

- You are not permitted to sit on the floor inside the institution.

- You will pass through a contraband detection device and once cleared, be allowed entrance into the inmate visiting area.

- You are subject to an electronic scan and/or pat search prior to entering and exiting the institution. **Be advised**, K-9 patrols may be on duty at anytime of the day or night.

- You will be permitted no more than one half (1/2) visit per session, per inmate per day.

- You will only be permitted in for one (1) session per, inmate per day.

- Prior to exiting the institution, you will also remove all of your personal belongings from the storage locker.

- Neither Westmoreland County nor the Westmoreland County Prison is responsible for any personal belongings placed in the lockers.

- **Once a visit has been completed you must leave the building**; no loitering is permitted inside the building or parking lot.

- Parking is permitted in the **visitor lot** only (left **side).** If this lot is full, visitors must park at the lot at the bottom of the hill (Manor Parking Lot) and walk up. In addition, there will be no loitering in the lower (Manor) parking lot. At no time is any visitor permitted to park in the staff (employee)parking lot(right side).Violators will be ticketed by the park police. In addition, your visiting privilege will be suspended for a period of time which will be determined by the Warden.

Dress Code for Visitors

No visitor shall be permitted to visit any person in the institution if they are wearing inappropriate clothing. All clothing will be neat and clean.

This will include, but is not limited to the following:

- Dress, skirt or shorts no more than **2 inches** above the knee. No mini-skirts.
- No Revealing or low-cut tops, no sleeveless tops. Absolutely no skin is to be exposed (**No halter, tank, midriff tops, no sleeveless tops of any type, no hooded type clothing etc**).
- For "security reasons", no hats, caps or head coverings will be permitted to be worn by any visitor inside the institution.
- However, visitors wearing "**head coverings**" for various reasons (whether it be for medical, religious, etc.) may be required to produce documentation to corroborate wearing this head covering within the institution. Visitors that must wear a head covering will be taken to a private area and asked to remove it for a visual security check. If they pass this security check, they will be permitted to replace the head covering and continue on with their visit. Those who refuse to remove this head covering for a security check will be asked to leave the building.
- No sandals, steel-toed boots, or open-toed shoes are permitted. Coats and heavy outerwear will be removed and not worn back to the visiting area (**down to one layer of clothing**).
- **Excessive jewelry (necklaces, bracelets, watches, earrings, etc.) will not be permitted**.
- Jewelry will be limited to the following items (1) necklace, (1) set of post earrings (no hoop earrings for safety and security reasons), (1)

wedding ring set and medic alert bracelet.

- You must pass the security walk through scanner and/or hand held scanner before entering this institution. **If you fail both security scans, you will be instructed to leave the prison grounds immediately**. You will not be permitted back into the institution until the next visiting period.

- No children or pets will be left unattended in vehicles.

- Visitors are not permitted to change their clothing in the visitor restrooms or out in the visitor's parking lot.

- Children are not permitted on the prison grounds except during approved inmate visits.

REGULAR VISITATION SCHEDULE: GENERAL POPULATION EIGHTEEN YEARS OF AGE AND OLDER

Male Housing Unit A - Third Floor

2:15 PM - 4:15 PM
6:05 PM - 8:00 PM
Tuesday and Thursday
Saturday 6:05 PM – 8:00 PM

Male Housing Unit B - Third Floor

2:15 PM - 4:15 PM
6:05 PM - 8:00 PM
Monday and Friday
Saturday 2:15 PM – 4:15 PM

Male Housing Unit C – Third Floor

Sunday 2:15 PM – 4:15 PM

2:15 PM – 4:15 PM
6:05 PM – 8:00 PM
Wednesday and Friday

Male Housing Unit D – Third Floor

Sunday 6:05 PM – 8:00 PM
2:15 PM – 4:15 PM
6:05 PM - 8:00 PM
Tuesday and Thursday

Male Housing Unit F – Second Floor

Sunday 2:15 PM – 4:15 PM
2:15 PM – 4:15 PM
6:05 PM – 8:00 PM
Monday and Wednesday

Male Housing Unit H – Second Floor

2:15 PM – 4:15 PM
6:05 PM – 8:00 PM
Tuesday and Thursday
Saturday 6:05 PM – 8:00 PM

Male Disciplinary Housing Unit E – Second Floor

Friday 2:15 PM – 4:15 PM

Male Housing Unit J – First Floor

Sunday 6:05 PM – 8:00 PM
2:15 PM – 4:15 PM
6:05 PM – 8:00 PM
Tuesday and Thursday

Female Housing Unit K/L - First Floor

2:15 PM - 4:15 PM
6:05 PM - 8:00 PM
Monday and Wednesday
Saturday 2:15 PM – 4:15 PM

Female Disciplinary Housing Unit K - First Floor

Friday 2:15 PM – 4:15 PM

REGULAR VISITATION SCHEDULE: SPECIAL NEEDS EIGHTEEN YEARS OF AGE AND OLDER

Male Housing Unit F – Second Floor

Protective Custody Status
Monday
1000 Hours to 1100 Hours
One half (1/2) hour per week

Female Housing Unit K – First Floor

Protective Custody Status
Monday
1000 Hours to 1100 Hours
One half (1/2) hour per week

Protective Administrative Custody Status
Monday
1205 Hours to 1235 Hours
One half (1/2) hour per week

Male Housing Units A and D – Third Floor

Protective Custody Status
Tuesday
1000 Hours to 1100 Hours
One half (1/2) hour per week

Male Housing Units B and C – Third Floor

Protective Custody Status
Wednesday
1000 Hours to 1100 Hours
One half (1/2) hour per week

Male Housing Unit H – Second Floor

Protective Administrative Custody Status
Wednesday
1205 Hours to 1235 Hours
One half (1/2) hour per week

Female Housing Unit G (Medical) – Second Floor

Medical Status
Thursday
1000 Hours to 1030 Hours
One half (1/2) hour per week

Male Housing Unit G (Medical) – Second Floor

Medical Status
Thursday
1030 Hours to 1100 Hours
One half (1/2) hour per week

Male/Female Inmates on Suicide Watch

Mental Health Status
Friday
0900 Hours to 1100 Hours
One half (1/2) hour per week

REGULAR VISITATION SCHEDULE: SPECIAL NEEDS SEVENTEEN YEARS OF AGE AND YOUNGER

Male Housing Unit F (Juvenile) – Second Floor

Certified as an adult, but must integrate into the male adult general population:

Monday
0900 Hours to 1000 Hours
One half (1/2) hour per week

Female Housing Unit K (Juvenile) – First Floor

Certified as an adult, but must integrate into the female adult general population:

Monday
0900 Hours to 1000 Hours
One half (1/2) hour per week

NON-CONTACT VISITATION

The non-contact visitation schedule will depend upon the housing units the inmates are assigned. Persons wishing to visit must present proper

identification when entering the institution. Children under the age of eighteen (18) must be of the immediate family in order to have a special visit with an inmate. Children at the age of sixteen (16) or seventeen (17) must have proper photo identification and be accompanied by an adult with proper photo identification. Children under the age of sixteen (16) do not need the photo identification in order to be permitted the visit, but must be accompanied by an adult with proper photo identification.

SPECIAL VISITS

Children under the age of eighteen (18) must be of the immediate family in order to have a special visit with an inmate. Children sixteen (16) or seventeen (17) years of age must have proper identification along with the adult accompanying them. Children under the age of sixteen (16) years of age are not required to possess the proper identification, but must be accompanied by an adult that does. Special visits entitles the inmate to a one half (1/2) hour non-contact visit. A member of the counseling staff will specify the day and time of the scheduled visit.

DENIAL OR TERMINATION OF A VISIT

Visits will be denied or terminated under the following circumstances:

- You are not on the inmate’s visiting list.
- You cannot produce proper photo identification, or you attempted to falsify identification information.
- You are inappropriately dressed.
- You appear to be under the influence of alcohol or drugs.
- You refuse to submit to the search procedure.
- You failed to pass the security scan (walk through/hand held).
- You or the inmate violates any of the institution's rules or regulations.
- Improper behavior by you or by the inmate during your visit.
- Insufficient space available in the visiting area.
- Defacing, destroying or marking any institution property. Criminal charges may be filed.
- Any state of emergency.
- Any condition the shift commander feels is a possible threat to the institution.

Money

Ways to deposit money to an inmate’s account for use in the prisons commissary.

1. Mail-Forward a money order, made payable to the inmate, via the U.S. mail-NO CASH OR CHECKS. MONEY ORDERS ONLY

2. Lobby Kiosk- The lobby kiosk will accept deposits for an inmate by using cash or a credit card. The lobby kiosk is available for use 7 days a week from 8:30am-8:00pm

3. Internet-Money can be added on line 24 hours a day by using a credit card. Please visit www.EZMONEYLOAD.com

4. By phone-If you are unable to go on line money can be added by telephone using a credit card. Please call 888-497-2387

FEES APPLY FOR USING THE KIOSK, INTERNET AND PHONE OPTIONS

Fee Schedule

Kiosk Cash Fees	
Deposit Amount	**Fee Amount**
$1.00-$10.00	$2.49
$10.01-$200.00	$3.49
$200.01 and above	7%
Kiosk, Internet and Phone Credit Card Fees	
Deposit Amount	**Fee Amount**
$.01-$20.00	$4.99
$20.01-$50.00	$6.99
$50.01-$100.00	$8.99
$100.01-$200.00	$9.99
$200.01 and above	7%

All deposits will be posted to the inmates account the next business day during normal business hours. Business days/hours are Monday-Friday 8:30am-4:00pm EXCLUDING HOLIDAYS. Example: If a deposit is made to the lobby kiosk on Friday morning, that deposit will be posted to the inmates account on Monday. This also applies to money orders received through the mail. If a money order is received in our mail on Friday afternoon, that money order will be added to the inmates account on Monday.
Inmates are permitted an account balance of no more than $400.00. This inmate account limit will be strictly enforced. When making a deposit using the kiosk, internet and/or telephone, you are advised as to the maximum amount of money that inmate is allowed. If you choose to

ignore the amount indicated, it is at your own risk. If a deposit causes an inmate's account to exceed the $400.00 limit, the money can be confiscated and not be refunded.

INCOMING MAIL

Only valid money orders will be accepted through the mail. **NO** cash or personal checks will be accepted. All incoming money orders will be accepted and placed in the inmate's personal account. All contraband will be confiscated and disposed of in accordance with the institution's policy.

The inmate will be permitted to correspond with family, friends, government officials, etc. as long as the following guidelines are adhered to:

- Nothing that interrupts or interferes with the security of the institution.
- Mail correspondence with former inmates is strictly prohibited, unless the former inmate is a member of your immediate family. In these instances, prior verification and approval is required before mail correspondence may begin.

- Contraband will be confiscated and disposed of according to the Westmoreland County Prison policy. Contraband will include any of the following:

  - ✓ Material that would encourage deviant sexual behavior or is determined offensive.
  - ✓ Any material intended to encourage or assist in the disruption of the normal operations of the institution.
  - ✓ Any material that would encourage a riot, disturbance, or any other criminal activity.
  - ✓ Any information regarding the manufacture of explosives, weapons, or drugs.
  - ✓ Any material, which has a strong odor.
  - ✓ **All photocopied material** will not be accepted and considered contraband, this includes pictures.
  - ✓ All internet copied material, all crossword puzzle sheets, magazine or newspaper articles, all photocopied pictures.

All incoming letters and mail will be free of and will not contain any type of graffiti, decorative stamps, stickers, return type labels and/or tape. All incoming letters must have hand written addresses and no return address labels are permitted affixed any incoming letter.

Mail received in padded envelopes or mailers will be routed to the property officer for handling. Padded envelopes will not be distributed

to inmates, nor will Polaroid-type photos.

Any incoming letter of correspondence that does not meet this criteria will be rejected and may be returned to the sender disposed of according to prison policy.

Name and address of Sender *(CALLED A RETURN ADDRESS)*

Inmate's Name and Booking Number
Prison Address - 3000 South Grande Boulevard
Greensburg, Pa. 15601

The inmate's mail will be processed as soon as possible after it is received. Mail will be distributed to each housing unit according to the schedule. All incoming mail will be inspected for money, contraband, and other unauthorized items. All money orders received in the mail will be placed on the inmate's account. All other forms of money will be rejected and the entire letter will be returned to sender or will be mailed out of the institution at the inmate's expense.

INCOMING PACKAGES

The only packages that will be accepted for the inmates are those packages **clearly marked** on the outside with "Court Clothes", "Legal Material", etc. All unmarked packages will remain unopened, stamped "Return to Sender" and sent out with the next outgoing mail. If there are any unauthorized items in the marked package, the complete package will be returned to the sender.

COURT CLOTHING

Court Clothing will only be accepted and exchanged for inmates who are scheduled to appear for criminal court and/or sentence court. Court clothing brought in by you must be in a bag clearly marked with the inmate's name. All inmates will be permitted to have two (2) sets of clothing in their property bag. Any excessive clothing will be exchanged at the time of visit, shipped out COD, or discarded completely.

The following is a list of court clothing that may be brought in:

1 - suit/dress	1 - tie
1 - belt	1 – shirt or blouse or jersey
1 - pants/skirt	1 - pair of shoes (no used sneakers)

(1) Pair of eyeglasses; the inmate must submit a request slip to the **Medical** & Security Departments, and have **prior approval** before being dropped off at the receptionist's office or be

mailed into this institution.

Contact Lenses **cannot** **be dropped off** at the receptionist's desk. The inmate must have prior authorization (via inmate request slip) from the **Medical** and Security Departments to obtain these contacts. These contact lenses **must be mailed** into this institution from the supplier (eye care doctor, eye company manufacturer, etc.) for security reasons. Eye care solution can be purchased from our commissary.

Any person(s) wishing to take custody of an **inmate's personal property** is to report to the receptionist between the hours of **9:00 AM and 1:00 PM**. An inmate request slip must precede any court clothing exchange.

Attention!
All underwear, bra's, T-shirts, and socks must be purchased by the inmate from the institution's commissary company. They are not permitted to be dropped off at the receptionist's desk at any time.

CONTRABAND

No contraband is permitted to enter the institution. If you are found in possession of contraband (any instrument or device for use in making, attempting or aiding in an escape and/or any item not authorized in this institution - drugs, alcohol, tobacco and/or tobacco products, etc.), you will be turned over to the local authorities for prosecution.
A drug-sniffing K-9 dog will be at the institution to monitor the visiting periods. If the dog indicates the presence of drugs on a visitor, that visitor will be subject to a search. The visitor will then be required to sign a search consent form authorizing the search of their person. Upon the search and the absence of any contraband found, the visitor will be permitted to visit. Those persons refusing to be searched will have the permanent loss of their visiting privilege.

It should be noted that any vehicle parked on prison property is subject to a random search that does not have to be based on suspicion of any illegal activity. In these cases, you will again be required to sign a search consent form. Failure to sign the search consent form will result in the permanent loss of your visiting privilege.

EMERGENCY FIRE PROCEDURE

Inmates and visitors will not be permitted to exit their respective visiting areas simultaneously, unless the situation is life threatening. In that case, officers will immediately evacuate all visitors from the building. The visitors will not be permitted to stop at the lockers to remove their valuables. They will be permitted to re-enter the institution for their valuable once normal operations resume. Visitation will be terminated for the remaining visiting period.

Inmate Telephone Information

The "inmate telephone system" will be available for use by all general population inmates seven (7)days a week from 0800 to 2100 hours, with the exceptions of those periods of time during which meals are being served and/or a prison population count is being conducted.

The "inmate telephone system" requires that all calls placed from within the system be in the billing category commonly referred to as collect call, pre paid calls and debit calls.

The "inmate telephone system" is controlled by a CPU (central processing unit) which will automatically "block" certain telephone numbers for any one of the following reasons:

1. The call is refused by the party being called.
2. A certain party requests that their number be "blocked".
3. The telephone company "blocks" a specific number due to non-payment of an outstanding telephone bill.

Should you have any questions concerning the "Inmate Telephone System" Please call **"VAC Customer Service"** at (800) 786-8521, from 8:00am-7:00pm, Monday through Friday (Central Standard Time).

The cost of the phone system will be as follows:

1. **Local call $2.30 Surcharge (hook-up), plus additional cost of $.020 per minute, including the first minute**
2. **Intralata (local) $3.15 Surcharge (hook-up), plus additional cost of $.030 per minute, including the first minute**
3. **Interlata call $3.45 Surcharge (hook-up), plus additional cost of $.040 per minute, including the first minute**

4. **Interstate call $3.45 Surcharge (hook-up), plus additional cost of $.040 per minute, including the first minute**

5. **International call $4.00 Surcharge (hook-up), plus additional cost of $1.00 per minute, including the first minute**

All telephone calls with the exception of legal calls to an attorney are subject to interception, recording, monitoring and divulging.

Inmate are not permitted to use another inmate's telephone ID number. In addition, abusive language, threatening language, profane language and three way calling or conference type calls are prohibited.

Phone time can be purchased by the inmate on their weekly commissary order. Inmates are permitted to spend $100.00 in phone time per week in addition to their $50.00 of commissary items.
Example: $50.00 of hygiene items, foods, etc and $100.00 of phone time =$150.00 total commissary sale
Phone time is sold in increments of $5.00. Inmates can purchase up to 20 units of $5.00 phone time per week.
Inmates are permitted to check the balance of their phone time, by using the inmate phone, free of charge, once per day.

All questions regarding phone time should be directed to **Value Added Communications (VAC) at (800)913-6097**.

Commissary

Inmates must fill out their commissary order on Tuesday evenings before the evening lock down. The orders are scanned on Wednesday mornings and their accounts are charged for the order. All commissary is distributed on Thursday. If an inmate is released before receiving their order, they must come to the facility to retrieve the order. (An authorized family member may also pick up the order) All orders remain secured at the prison for 2 weeks after the inmate's release. The order must be claimed within the **2 weeks** or it will be disposed of.
Orders can be picked up on Tuesdays between 1:30pm and 3:30pm.
This applies to ALL releases, regardless of being released to another institution or to the street.

WCP Inmate Counseling Staff

Eric Schwartz - Deputy Warden of Treatment

Richard Francowic	-	Treatment Counselor Supervisor
Edward Matthews	-	Prison Units J, K, L
Donald Pynos	-	Prison Units C, G
Cory Snyder	-	Prison Units H, D
Brandon Plotner	-	Prison Units B, F
Derek Enciso	-	Prison Units A, E

New Commitment, Inmate Admission Kits

Upon initial commitment, every inmate is issued an admission kit.

These admission kits include the following items:

- Antibacterial soap
- Wash cloth
- Razor
- Toothbrush
- Toothpaste
- Deodorant
- Comb
- Pencil
- 2 sheets of writing paper
- 1 stamped envelope

After their initial commitment, on commissary day, the inmates can purchase an assorted variety of hygiene items and stationary from the prisons commissary. If an inmate does not have the funds to purchase these items and the inmate is indigent, they can **order** and receive an indigent kit from the prisons commissary. In order to be considered indigent the inmate must have a balance of less than $1.00 with no account transactions for 7 consecutive days.

An indigent kit contains the following items:

- Antibacterial soap
- Toothbrush
- Toothpaste
- Deodorant
- Shampoo
- Razor
- Pencil
- 2 sheets of writing paper
- 2 stamped envelopes