



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Community Corrections Resident Property		Policy Number: BCC-ADM 004
Date of Issue: August 2, 2021	Authority: Signature on File John E. Wetzel	Effective Date: August 9, 2021

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 personal property 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

None

2. ACA Standards

a. Adult Correctional Institutions: None

b. Adult Community Residential Services: 4-ACRS-4B-01, 4-ACRS-6A-06



PROCEDURES MANUAL
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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.

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Section 2 – Hygiene and Appearance

A. Community Contract Facility (CCF) Responsibility

1. Community Contract Facilities (CCF) 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. Hairstyles

1. Hairstyles of different types, lengths, and colors shall be permitted provided they do not conflict with the facility's procedures for safety, security, identification, and sanitation efforts.
2. All hairstyles must be able to be searched by facility staff in accordance with Department policy **BCC-ADM 002, "BCC Resident Safety," Section 4.**

C. Grooming

1. Hair dye may not be used inside the facility.
2. Residents may cut their own hair or that of other residents inside the facility provided they:
 - a. receive permission from the Center Director/designee;
 - b. do not use straight edge razors; and
 - c. turn over all clippers and scissors for secure storage when not in use.
3. Hair, beards, and mustaches shall be clean and free of odor.

D. Attire/Appearance

1. Residents must dress appropriately at all times while inside the facility. Clothing that meets the definition of contraband shall be confiscated and disposed of in accordance with Department policy **BCC-ADM 002, Section 3.**
2. Residents must be properly dressed (pants, shorts, shirts, pajamas, nightgowns, dresses, skirts, shoes, sandals, slippers, etc.) while in the resident sleeping quarters and common areas. Bare feet are not permitted in these areas.
3. Residents may not sleep or lounge in the nude, or in only undergarments (underwear, boxer shorts, bras, etc.).

4. Residents may not have their breasts, buttocks, or genital area exposed in the resident sleeping quarters or common areas.
5. Residents shall not dress in clothing that reveals breasts/bras, upper thighs/buttocks, naval/stomach/midriff, etc.
6. Residents are not permitted to wear any clothing that is inappropriate, offensive, distasteful, or suggestive of street gang attire.
7. Residents are expected to change undergarments in the bathroom, shower area, or other authorized changing area.
8. Residents are not permitted to change undergarments in the resident sleeping quarters or common areas.

E. Laundry/Linens

1. Facility linens, which include the top sheet, fitted sheet, pillowcase, and blanket, must be laundered weekly as scheduled by the Center Director/designee. Center staff shall verify and document this action for each resident.
2. Residents shall have access to on-site laundry equipment.
3. Residents must launder and return all issued items prior to release.
4. Failure to launder and return issued items or damaging/destroying issued items will result in the resident being charged for the cost of replacement.
5. If the issued items should wear out, or become unserviceable, the resident shall notify staff for replacement. These items must not be discarded or the resident will be charged for the cost of replacement.
6. Residents are responsible for laundering their own personal clothing.
7. Personal irons are not permitted. Facility irons and ironing boards are available for use by residents, as determined by each Center Director/designee.

F. Personal Hygiene

1. A resident entering a facility who does not have sufficient funds to purchase personal articles shall be provided basic hygiene products that may include toothbrush, toothpaste, comb, shampoo, soap, deodorant, razor, shaving cream, and feminine hygiene products (if applicable). The resident may also receive a pencil, ten pieces of paper, and ten envelopes.¹
2. The Center Director/designee shall assist indigent residents with accessing community resources to address their basic needs.
3. Toilet paper shall be readily available at all facilities for all residents.

¹ 4-ACRS-4B-01, 4-ACRS-6A-06

Section 3 – Personal Electronic Devices

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. Authorized Electronic Devices

1. Authorized electronic devices include cell phones, e-tablets, iPads, mp3 players, watches, alarm clock (without radio), Universal Serial Bus (USB) drives, etc. Devices with cameras and internet access are permitted.
2. Unless otherwise indicated by the Pennsylvania Parole Board (PB) Board Action, residents may retain one cell phone and one other electronic device for use inside the facility.
3. Possession of electronic devices at Alcohol and Other Drug (AOD) in-patient treatment facilities and Parole Violator Centers shall be at the discretion of the Center Director/designee.
4. Computer and internet usage is outlined in Department policy **BCC-ADM 006, “Community Corrections Center-Related Services,” Section 1.**

C. Unauthorized Electronic Devices

1. A list of unauthorized electronic devices is outlined in Department policy **BCC-ADM 002, “Resident Safety,” Section 3.**
2. Contraband devices shall be confiscated, powered “off” and processed in accordance with Department policy **8.3.1, “Community Corrections Security,” Section 14.** If a device contains unauthorized activity/material (illegal, facility related, sexually explicit, obscene, etc.), it shall be considered contraband.
3. Broken screens are not considered contraband.

D. Electronic Device Procedures

Every resident must complete and abide by the **DC-903, Personal Electronic Device Agreement**, as outlined in Department policy **8.3.1, Section 29.**

E. Universal Serial Bus (USB) Drives

USB flash drives issued to individuals being released from a State Correctional Institution may be retained by the resident while assigned to community corrections.

Section 4 – Personal Vehicles

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. General

1. All vehicles on Department property (owned, leased, or contracted) are subject to search at any time. Searches shall be conducted in accordance with Department policy **8.3.1, “Community Corrections Security,” Section 30.**
2. All vehicles that are parked and unoccupied shall have their windows closed and doors locked. No keys may be left in the vehicle.
3. Soft-top vehicles such as jeeps, convertibles, etc., shall ensure that tops and removable doors/windows are secure.
4. Vehicles on center grounds shall not travel in excess of the posted speed limit.
5. No vehicle may be on center grounds with the engine running without the operator present and in control of the vehicle. Additionally, the use of automatic vehicle starters is prohibited on facility grounds.
6. No weapons, alcohol, drugs, or other such items may be in any vehicle on the grounds or in the driver’s possession.
7. Residents are not permitted to operate agency/center/staff vehicles.
8. All vehicles must be parked in designated parking spaces.

C. Guidelines

1. Community Corrections Center (CCC) residents must receive written approval from the Center Director/designee and Parole Agent (if applicable) prior to driving any vehicle.
2. Residents shall request the **Offender Motor Vehicle Consent Form** and **Offender Motor Vehicle Information Form** from their Counselor. These documents and staff direction are outlined in Department policy **8.3.1, Section 11.**
3. Prior to the operation of a motor vehicle, the resident must have a valid driver’s license, appropriate insurance coverage for the vehicle, and a valid owner’s registration card for the vehicle. Copies of these documents shall be maintained in the resident’s case file.

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Section 4 – Personal Vehicles

4. The resident must have written permission from the owner in order to use a vehicle owned by another person. At no time shall a resident permit another resident to operate the approved vehicle.

5. The resident must provide a duplicate vehicle door key to the Center Director/designee.