



**Quehanna Motivational Boot Camp
Inmate Handbook Supplement –
BOOT CAMP PROGRAM
2017 Edition**

“Making Citizens Through Change”

QBC Inmate Handbook Supplement for Boot Camp Program
Table of Contents

I.	Accounting	2
	General	2
	Copying Charges	2
II.	Daily Operations	2
	ID Cards.....	2
	Pass System.....	3
	Facility Management.....	3
	Sexual Harassment	3
	Inmate Grievance System.....	5
III.	Inmate Services/Privileges.....	5
	Cable Television	5
	Bunk Assignments	6
	Education.....	6
	Grooming	8
	Mail and Incoming Publications	8
	Recreation and Activities	9
	Religious Activities	10
	Specialized Treatment Programs.....	11
	Telephone Calls	11
IV.	Discipline – QBC Tier System.....	12
V.	Organizations.....	13
VI.	Legal Issues.....	13
	Legal Services	13
VII.	Medical Services.....	13
	Accommodations for Inmates with Disabilities	13
	Medical Services.....	14
VIII.	Property	15
	Basic Issue	15
	Commissary.....	16
	Outside Purchases.....	17
	Personal Clothing.....	17

IX. Rules.....	18
General Rules	18
Housing Unit Rules	18
Dining Hall Rules	19
Laundry Schedule and Rules	19
Shower Schedule and Rules.....	19
Yard Rules	19
Work Rules	21
X. Visiting	21
XI. Work Assignments	23

Boot Camp Inmate Handbook Supplement

PICTURES

Wall and Footwear Display	24
Drawer Display.....	25
Box Display	26
Shelf Display	27
PT Sweatshirt.....	28
PT Sweatpants.....	30
T-shirt.....	31
Socks	32
Athletic Supporter	32
Brassiere.....	33
Tie.....	34
Belt.....	35
Briefs/Panties.....	36
PT Shorts/Boxer Shorts	37

GENERAL INFORMATION

Addressing Staff.....	38
Attire	38
Physical Training.....	39
Phase Guidelines.....	39
General Orders	40
Military Time	40
Phonetic Alphabet.....	41
Position of Attention	41
Drill Commands	42
Chain of Command	42

Attachment A Facility Management
Attachment B Facility Schedule

QBC Inmate Handbook Supplement for Boot Camp Program

Introduction

This handbook provides general information regarding **Quehanna Boot Camp** procedures and specific information for inmates participating in the Boot Camp program. When these procedures are changed, you will be given notice of the change(s) and the most current procedures will become effective, regardless of what information is in this handbook supplement.

If there is no information listed on a specific topic, please refer to the DOC Inmate Handbook for further information or write a request slip to the specified staff member.

You are to keep this handbook supplement until you are transferred from this facility. If your handbook supplement is lost or ruined, you will be charged for a new one. During in-processing for the QBC, you were made aware of and signed the "Memorandum of Understanding" and the "Motivational Boot Camp Application." Your signature indicates that you have **volunteered** to participate in the Department of Corrections Motivational Boot Camp and that you are aware of the limitations and restrictions of the program.

While at the QBC it is your responsibility to fully comply with all of the conditions and regulations of the program, you must fully cooperate by participating in the following activities while you are at the QBC: Rigorous physical activities, intensive regimentation and discipline, work, substance abuse treatment involving group confrontation therapy, continuing education, vocational training, and reentry preparation.

Furthermore, you will be subjected to certain restrictions and limitations, which are not imposed on general population inmates at Department of Corrections' facilities throughout Pennsylvania. These restrictions and limitations include: family visits, telephone calls, commissary privileges, religious activities, recreation, and leisure time. You will have limited personal property and packages. Special purchases will be limited. You are not authorized to have radios and televisions at the Quehanna Boot Camp.

Quehanna Boot Camp is a co-ed facility at which fraternization will not be permitted or tolerated. If you are found guilty of fraternization, you will be subject to immediate removal and/or discipline. In addition, the exchange of any personal items and correspondence between any inmates is prohibited.

The Quehanna Boot Camp is a voluntary program and you may request voluntary removal at any time. With this in mind, your participation in the program is a privilege that may be suspended or revoked at any time at the sole discretion of the Boot Camp Commander or the Department of Corrections.

This is your handbook. You are responsible for learning this information. **DO NOT** write in or destroy this handbook. If you leave this facility for any reason, this supplement will be removed from your property and returned to the facility.

The Quehanna Boot Camp is a tobacco-free facility.

I. Accounting

A. General

1. Cash Slips **(DC-138A)** are available on the housing units and must be filled out in duplicate (to provide a copy back to you from Inmate Accounts) accurately and completely. Please ensure that a pre-addressed envelope is attached to the cash slips for all outside purchases. The cash slip must have both a staff member's signature and an inmate's signature. A request slip **(DC-135A)** should be completed and attached to the completed cash slip, addressed to the appropriate staff member, and placed in the "requests" mail box.
2. To open a savings account, you must contact the financial institution in order to obtain the necessary forms. Send the completed forms along with the duplicate cash slips in the amount of the initial deposit and an envelope addressed to the financial institution to Inmate Accounts.
3. To make deposits to your savings account, you must send a request slip, duplicate cash slips, and a pre-addressed envelope to Inmate Accounts.
4. You will receive a monthly statement of your account. Any discrepancies must be reported to Inmate Accounts by a request slip. Inquiries will only be answered after the issuance of the monthly account statements.
5. Each inmate transferred to Quehanna Boot Camp has a reasonably calculated expected release date; therefore, upon your arrival at Quehanna, an escrowed amount of \$75 will be placed on your account. These escrowed funds will be reserved for all costs associated with your release from this facility. If you do not have more than \$75 on your account, you will be restricted from making any purchases or withdrawals from your account until your balance exceeds the escrowed amount. This escrowed amount is subject to change depending on your release destination.

B. Copying Charges

Photocopying services are available to you for 10 cents a copy in the library. You can purchase a VendaCard from library staff or send a request slip and cash slip to library staff for copies.

II. Daily Operations (See Attachment B for Daily Schedule)

A. Identification (ID) Cards

To replace a lost or damaged ID card, you are to contact the Property Sergeant. You should submit a request slip along with two cash slips (DC-138A) (to provide a copy back to you from Inmate Accounts) to the Property Sergeant to cover the \$5 charge

for the replacement card. There is no charge if the card was lost or damaged through no fault of yours.

B. Pass System

Passes are required to be carried by each inmate authorized to travel to and from a specific area. Excessive travel time may subject you to discipline. Passes are not needed for major line movements; i.e., meals, work, etc.

C. Facility Management (see Attachment A for Personnel Directory)

D. Sexual Harassment of or Sexual Contact with Inmates (DC-ADM 008)

The Pennsylvania Department of Corrections has a Zero Tolerance Policy for sexual abuse or sexual harassment. This means that no sexual abuse or sexual harassment is tolerated, including abuse by inmates and by staff. Furthermore, inmates and staff who report sexual abuse or sexual harassment, or cooperate in a Prison Rape Elimination Act (PREA) investigation, shall be protected from retaliation. Sexual abuse includes sexual abuse by another inmate or sexual abuse by a staff member, contractor, or volunteer. (28 C.F.R. Part 115, §115.11)

1. Sexual activity between a staff member and an inmate can **never** be consensual and is **always** against the law.
 - a. Zero Tolerance means that anyone who engages in, fails to report, or knowingly condones sexual abuse or sexual harassment of an inmate shall be subject to disciplinary action, up to and including termination, and may be criminally prosecuted.
2. Sexual abuse of an inmate by another inmate includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse: (§115.6)
 - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
 - d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

3. Sexual abuse of an inmate by a staff member, contractor, or volunteer includes any of the following acts, with or without the consent of the inmate: (§115.6)
 - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Contact between the mouth and any body part where the actor has the intent to abuse, arouse, or gratify sexual desire;
 - d. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the actor has the intent to abuse, arouse, or gratify sexual desire;
 - e. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the actor has the intent to abuse, arouse, or gratify sexual desire;
 - f. Any attempt, threat, or request by an actor to engage in the activities described above;
 - g. Any display by an actor of his/her uncovered genitalia, buttocks, or breast in the presence of an inmate; and
 - h. Voyeurism. Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.
4. Sexual Harassment
 - a. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature, by one inmate directed toward another.
 - b. Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures. (§115.6)
5. Methods of Reporting for Inmates, Friends, Family, and the General Public

- a. An inmate who is a victim of sexual abuse or sexual harassment by another inmate or staff member should:
 - (1) make a verbal or written report to any staff member;
 - (2) submit a **DC-135A, Inmate Request to Staff Member**; or
 - (3) submit a written report to the Sexual Abuse Reporting Address: BCI/PREA Coordinator, 1800 Elmerton Ave., Harrisburg, PA 17110.
 - b. Third party reports can be made to the Sexual Abuse Reporting Address, BCI/PREA Coordinator address 1800 Elmerton Ave., Harrisburg, PA 17110 (§115.51, §115.54)
6. Victims of Sexual Abuse Have Access to Free Support Services (§115.53)
- a. PASSAGES, Inc., is our local rape crisis center. They provide weekly groups for inmates that have experienced trauma. You may write to the Psychology Department to attend these groups.
 - b. Write to request more information:
 - PCAR
 - Pennsylvania Coalition Against Rape
 - P.O. Box 400
 - Enola, PA 17025You may also contact your facility's PREA Compliance Manager for access to this service.

Quehanna's PREA Compliance Manager is the CCPM.

E. Inmate Grievance System (DC-ADM 804)

The Grievance Coordinator is the Superintendent's Assistant, whose name can be found in Attachment A, Facility Management. Grievance forms are located in the housing units and in the inmate dining hall.

III. Inmate Services/Privileges

A. Cable Television (DC-ADM 002)

- 1. Channel 38 is designated as the institution's movie channel. This channel will be used to show institution-wide movies.
- 2. Channel 37 is designated as the institution's informational channel. The channel will serve as an in-house channel for broadcast messages, treatment, and other in-house programming for viewing by the inmate population.

3. Boot Camp inmates are not permitted to possess personal radios, televisions, or tablets.
4. Each housing unit day room is equipped with televisions. Viewing is available depending on your treatment plan and phase/behavioral level of the program.

B. Bunk Assignments

1. Inmate requests for bunk changes will be evaluated by the Unit Management Team. To request a bunk change, you must send a request slip to the Unit Manager.
2. Staff initiated bunk changes for safety or security reasons may occur at any time with approval of the Unit Manager, or in their absence, the Shift Commander.

C. Education (Academic and Vocational)

1. Program List

a. Academic

- (1) Coursework in areas of Adult Basic Education, GED®, and Special Education are offered Monday through Friday in morning and afternoon sessions.
- (2) Inmates who have transferred from another CSD institution and who are within the last six months of receiving their CSD diploma may request consideration of completing those requirements. These requests will be reviewed on a case-by-case basis.
- (3) Students who have not earned a high school diploma or GED® will automatically be enrolled into school as a mandatory student. It is the inmate's responsibility to provide graduation verification to qualify for removal from academic programs. If you are interested in an academic or vocational school program, you must send a request slip to the Education Counselor.
- (4) Each education participant will be compensated \$10 for passing the GED® test.

b. Vocational

Four vocational programs are currently offered at QBC. Inmates should write a request slip to the Education Counselor to be placed on a waiting list for vocational education. An inmate may be on one waiting list at a time.

- (1) Certified Fiber Optics Installer Certification
 - Basic concepts of fiber optic installation
 - 40-hour course
 - Requires GED® or high school diploma
- (2) OSHA 10-hour Construction Outreach Program
 - Identify, abate, avoid and prevent job-related hazards
 - Cost is \$8 per student
- (3) Custodial Maintenance Vocational Program
 - Classroom instruction and hands on training
 - Floor Care, Restroom Care, Carpet Care, Chemicals
 - Requires GED® or high school diploma
- (4) NCCER Core Curriculum (Building Trades)
 - Nine modules for building foundation skills in construction
 - 90-hour course includes Basic Safety, Construction Math, Hand Tools, Power Tools, Construction Drawings, Basic Rigging, Basic Communications Skills, Basic Employability Skills, and Intro to Materials Handling
 - Requires GED® or high school diploma

2. Program Schedule

The Education Department operates on a Monday through Friday schedule from 0745 to 1525 hours. Classes are open entry and self-paced. Inmates are notified of their designated classes by a posting on the housing units. Educational services are scheduled opposite treatment and work assignments. Availability notices and class schedules are posted when specific programs are operational. Approximate class times are:

Period 1: 0745 to 0915

Period 2: 0930 to 1100

Period 3: 1240 to 1410

Period 4: 1425 to 1525

3. Library Services

The main library is located in Building D, Second Level, D Group Room. To be eligible for library use, you must have reached Red Phase of the Boot Camp program. The library schedule is posted on the inmate bulletin boards on the housing units.

The main library contains work areas to do school and personal research, books for recreational reading, and supplemental material to reentry and the education

courses. All the books that circulate are loaned out for a period of two weeks. You are permitted to have three books out at a time.

Law library services are available upon request. Quehanna Boot Camp provides LexisNexis legal computers and assorted legal books for use in the library only. Inmates must submit a request to staff indicating their desire to utilize the law library, amount of time needed, and their complete availability. Inmate will be placed on callout according to their schedule.

Other services provided at the QBC library:

- WinWay Resume Deluxe to assist typing a resume and cover letter
- Employer Database to assist in searching for businesses by company name, region, type of business, and business size
- College catalogs
- Information on Community Corrections Centers
- PA County Resource Directories
- Career & Reentry information

Satellite mini-libraries are in place on each housing unit. Inmates can check out books and materials on a wide assortment of topics. These topics range from fiction and non-fiction to drug and alcohol, stress and anger, literacy, inmate administrative directives, and GED® test preparation. Satellite libraries offer library services seven days a week.

Questions about the library should be directed to the Librarian or Library Assistant.

D. Grooming (DC-ADM 807)

The barbershop/cosmetology shop is located in Building D, First Floor Corridor. The shop schedule will be posted on each housing unit. Each platoon will be scheduled for one haircut every two weeks or as barbers are available.

Male Hair Styles

1. Boot Camp program participants, except for Gold Phase, will receive military style haircuts 1/8" in length and completely trimmed around the ears.
2. Boot Camp program participants are required to be clean-shaven every day. Beards, mustaches, and sideburns are not permitted.

Female Hair Styles

1. Boot Camp participants will receive military style haircuts approximately, but no shorter than, 3 inches off the scalp. Hair will not extend beyond the top of the collar or the top of the ears.
2. Hair will be neatly combed; ponytails or braids are prohibited. If wearing a cap, all hair will be tucked under the cap.

E. Mail and Incoming Publications (DC-ADM 803)

1. Additional envelopes may be purchased through Commissary.
2. All mail is collected and delivered each weekday morning (except holidays) on the housing unit only by authorized staff. No mail will be added once it has been collected; no mail can be pulled from the boxes.
3. Prior arrangements and approval from Property Sergeant must be obtained to mail a package. A request slip should be sent to the Property Sergeant to mail a package and you will be placed on a callout to the property room. The package must be taken to the property room and property officers will determine if it can be mailed. If so, two cash slips will be completed and the package will be sent to the mailroom.
4. Postage-paid DOC envelopes brought from another institution should be given to the Property Sergeant for exchange. Greeting cards may be mailed through our mailroom.
5. If sending mail by means other than first class, a cash slip must be attached containing specific instruction on how the letter should be mailed; i.e., certified, return receipt, special delivery, or outside the United States.
6. Boot Camp program participants are not permitted to receive paid subscriptions to magazines and newspapers. If you have a paid subscription, you should cancel or have it sent to a home address. Three self-help books are permitted, but all other books must have approval to be kept.
7. Upon return from ATA, you should notify the mailroom via request slip to start your mail delivery.
8. There is no limit to the number of letters you may send at your expense; however, for the integrity of this program, the following limits are set for the retention of mail:
 - a. Privileged Correspondence – no limit
 - b. Personal Correspondence – fifteen (15) letter limit
 - c. Photographs – Ten (10) photo limit; no larger than 4"x6"; polaroids are permitted

- d. Religious pamphlets (reasonable amount)
- 9. Your address is:

Inmate Name, Number
Unit Designator (ex: AA, BA, CA, DA)
4510 Quehanna Highway
Karthaus, PA 16845

F. Recreation and Activities

Organized recreation period is available daily and schedule will be posted on the housing unit bulletin board. Recreation is available only to those reaching the privileged phase and level of the program, or as an incentive or reward. To participate, submit a request slip to the Activities Department.

Multipurpose Area and Recreation Rules:

1. No body contact sports are permitted (i.e., tackle football, boxing, or martial arts).
2. Shirts must be worn properly at all times.
3. All waste materials are to be deposited in trashcans.
4. Blankets, linens, rugs, and towels are not permitted in the Multipurpose Recreation Area with the exception of religious services.
5. No recreational equipment is to be removed from the Multipurpose Area.
6. Scheduled recreational contests, practices, tournaments, etc. will have priority use of all equipment, facilities, fields, etc.
7. Inmates may only leave the Multipurpose Area when permitted by a staff member.
8. You must present your ID card to a staff member when signing out equipment.
9. Rules and regulations as they pertain to a particular activity, sporting event, or practice will be enforced.
10. You may not be excused from school, work, or any required programming for an activity or function unless pre-approved by a work supervisor or Education Department.
11. Dunking of basketballs in any basket is not permitted.

12. Damage to recreational equipment due to neglect by an inmate is subject to a misconduct.
13. No commissary items are permitted in the recreational areas.
14. No books will be permitted in the recreational areas.

G. Religious Activities (DC-ADM 819)

1. The religious activity schedule identifying the major worship services offered at QBC is posted on the housing unit bulletin boards. Write a request slip to the CCPM to be placed on a specific religious service callout.
2. You may attend one major worship service of your choice per week, even if you are scheduled for work or classes during that time. Work supervisors and school or vocational instructors will grant an excused absence for you to attend that worship service if you are on callout to attend. Other activities such as Bible study, Talim, choir rehearsal and religious support groups are “extras” and do not carry the compulsion of excused absences as noted above.
3. You are permitted to take approved items such as Bibles, Korans, prayer books, lesson material, prayer rugs, prayer beads or rosaries, and other religious accoutrements as outlined in **DC-ADM 819** to the religious services.
4. Inmates are permitted to attend religious studies according to their phase of Boot Camp programming. See the housing unit bulletin board for the detailed memo from the CCPM.

H. Specialized Treatment Programs

- Victim Awareness – A mandatory program for all inmates arrested on or after 2/21/99 for a crime of violence. This 10-hour class is intended to teach inmates the impact of their crime upon the victims.
- The following are additional resources offered at QBC. Speak to your treatment staff to take advantage of these resources.
 - Relapse Prevention Education
 - Aftercare Planning
 - AA Self-Help Group
 - NA Self-Help Group
 - SMART (Self-Management and Recovery Training)
 - Parenting Classes
 - Relationship Classes
 - Reentry Classes
 - Grief Group

- Abuse Group (PASSAGES)
- Impact of Crime
- Read to Your Children
- Individual Counseling
- Seeking Safety

I. Telephone Calls (DC-ADM 818)

You will be permitted phone calls according to your program phase. You will schedule calls or kiosk time the Sunday prior to the call. Pre-paid phone cards or kiosk time may be obtained from the Commissary. Holiday calls will be permitted in all phases except orientation.

You may not sign up for phone calls or kiosk time during scheduled work, education, treatment, or other callouts. If you do, you will not be permitted to leave your callout to make a phone call or use the kiosk and will therefore forfeit that time slot.

IV. Discipline – QBC Tier System

- A.** The Quehanna Motivational Boot Camp administers the Tier System, a behavior intervention system composed of four levels: 1, 2, 3, and shutdown. The Tier System provides clear notice of prohibited behavior through Major Rules and House Rules and establishes consistent sanctions for violations of the rules and regulations of the QBC. Incentives are awarded for positive behavior and progress through the phases of the program.
- B.** The levels of the Tier System are described as follows:

Level 1: Maximum Privileges

This level is afforded to an inmate who is performing above satisfactory level in his/her current phase. An inmate at Level 1 is provided with the maximum amount of activities and privileges in order to encourage continued compliance with program concepts and treatment goals.

Level 2: Modified Privileges

An inmate at this level is performing satisfactorily throughout the program. An inmate at Level 2 is provided some rewards and privileges, in combination with some restrictions, as compared with Level 1. This is done to provide the inmate with an incentive to reach the next level.

Level 3: Minimal Privileges

An inmate at this level is performing unsatisfactorily. An inmate at Level 3 is given minimal rewards and privileges and additional restrictions are imposed as compared with Level 2. This is done to provide the inmate with an incentive to reach the next level.

Shutdown Level:

An inmate at this level is having significant behavioral performance problems. This is done to provide the inmate an incentive to advance to the next level. While on the Shutdown level:

- A “shutdown” identification tag will be provided to the inmate so that staff members will be able to identify an inmate who requires shutdown protocols.
 - The inmate is required to post to the housing unit officer’s desk and participate in therapeutic study activities for the purpose of correcting problematic behaviors.
 - The inmate will NOT earn points for work completed on work details or education.
 - Inmates on shutdown will not be afforded any incentive rewards (TV time, etc.)
- C. Staff members address violations of House Rules and Major Rules via the Tier System with sanctions by your Unit Review Team. Repetitive behaviors, lack of application of the program, etc. will be sent to Deputy Commander’s Review Board and eventually to The Commander’s Committee for resolution.

Step One: On-the-spot infractions

These infractions may lead to incentive training, issuance of demerits, level drops, or other behavior management tools available in the Tier System.

Step Two: Unit Review Team (URT)

This team consists of the TS, DATS, CM, Housing Unit Officers, other line staff, and is chaired by the UM or DATS Supervisor.

Step Three: Deputy Commander’s Review Board (DCRB)

This board is comprised of the Deputy Commander, CCPM, Captain, and URT members.

Step Four: The Commander’s Committee (TCC)

This committee consists of the Commander, the Deputy Commander, CCPM, Captain, and URT members.

- D. Recycle: Be placed with a newer platoon or orientation platoon currently at QBC.
- E. Removal: Transferred to another state correctional institution.

V. Organizations (DC-ADM 822)

Due to the short duration of stay at QBC, there are no active inmate organizations.

VI. Legal Issues**Legal Services (DC-ADM 007)**

A. Law Library

All scheduling for law library will be done by submission of a request slip addressed to library staff.

B. Notary Services

Notary services are provided during regular library. Documents must be complete but **UNSIGNED**. Library staff will decide whether or not a document will be notarized.

C. Photocopies - VendaCard applications may be obtained from the library. Applications are submitted to Inmate Accounts along with two cash slips. Once approved, library staff will issue the VendaCard. Inmates may also complete a request slip and cash slip to library staff for copies. Library staff will obtain a signed receipt for the copies once delivered to you.

VII. Medical Services

A. Accommodations for Inmates with Disabilities (DC-ADM 006)

An inmate seeking an accommodation for a disability shall submit a request using the **Inmate Disability Accommodation Request Form** to the RN Supervisor.

B. Medical Services (DC-ADM 820)

1. Sick Call

- a. Sick call for population will be conducted Monday through Friday.
- b. To access medical services, you must place your completed sick call slip in the sick call box before 1100 hours. Sick call requests are available from the Housing Unit Officer. Sick call slips are collected seven days per week and reviewed for urgent care needs.
- c. If you are scheduled for a medical callout, the staff member responsible for you prior to the appointment will issue the pass allowing sufficient travel time.

2. Co-Pay

Medical and dental services are assessed for co-payment of \$5 for all sick call and initial medications, except for chronic care.

3. Medical Equipment and Supplies

If you are issued medical equipment, you will be issued a special pass. It is your responsibility to use the equipment as prescribed and to return the equipment on

the date designated. If it is lost or damaged, you will be responsible for the cost of its replacement.

4. Medication Line

The medication line is located in Building D, Second Floor Corridor, in front of the Pharmacy. While in line, you are to maintain your position. Line jumping and other disorderly conduct will result in a misconduct.

5. Over-the-Counter Medications

Over-the-counter medications are available in the Commissary. You need to discuss their use with the medical provider since these medications can react with other medications. Your doctor needs to know all medication you are presently taking, including over-the-counter medications.

6. Dental Care

If you need a dental examination or service which is not an emergency, you must submit a sick call slip to the Medical Department. Initiation of dentures is not an option for inmates at Quehanna.

7. Medical Lay-In

When you are granted a medical lay-in for a specific period of time as a result of medical screening line or doctor's line, you must return to your housing unit promptly after your appointment where you will remain for the duration of the lay-in, except for those activities authorized in writing by the Medical Department. You will be given a copy of the medical restrictions.

8. Medical Callouts and/or Passes

All medical callouts and/or passes are a priority. You may be subject to a misconduct for not responding to a medical pass and/or callouts.

9. Psychiatric Services

If you feel that you are in need of psychiatric care or are having difficulty coping due to mental health problems, psychiatric services are available by request or through referral by Medical, Psychology, Unit Management, Treatment, and/or Security staff. Report any emergency psychiatric issues verbally to a staff member immediately.

VIII. Property (DC-ADM 815)

A. Basic Issue

1. Due to the open dorm setting and limited space available, personal property will be restricted to the following items:

Personal Hygiene

- (1) Toothbrush with holder
- (2) Toothpaste
- (1) Denture Powder
- (1) Denture Cream
- (1) Dental Floss
- (1) Vaseline
- (1) Nail Clipper
- (1) Foot Powder
- (2) Body Powder
- (2) Shampoo/Conditioner
- (2) Hand or Body Lotion
- (2) Magic Shave/Shaving Cream
- (2) Deodorant
- (2) Soap w/1 Soap Dish
- (1) Bar Soap (new)
- (1) Cotton Swabs
- (2) Chapstick
- (1) Aftershave
- (1) Pick or comb
- (1) Brush
- (1) Hair dressing
- (2) Razors

Personal Clothing

- Running Sneakers
- (1) Athletic Supporter
- (6) Sports Bra
- (1) Shower Shoes

Study Materials

- (3) Religious or self-help books

Religious Items

- (1) Bible/Koran or the equivalent
- (1) Religious medal
- (1) Religious beads

Personal Items

- (1) Sewing Kit
- (15) Pieces Personal Mail
- (1) Dictionary
- (1) Eyeglasses and case
- (2) Pencils
- (2) Pens
- (10) Personal photos – no larger than 4" x 6"
- (1) Shoe Brush
- (1) Shoe Polish

**OTC Medication per Commissary List

2. Altering of institution clothing in any manner is not permitted. Clothes will be worn as instructed by your Drill Instructor. Trousers will be worn at appropriate ankle length. Undergarments (boxers/briefs) will not be displayed. You are responsible for hemming issued pants to proper length (to the welt of the boot).
3. You must be properly attired anytime you leave your bunk area. This includes a shirt, trousers, sweats or shorts, when appropriate, socks, and sneakers or shoes. When leaving the bunk area for showers, you will be clothed to enter and exit the shower area. Shirts will be worn at all times by inmates on all work details.
4. Heavy corduroy coats are considered seasonal wear and cannot be worn from Memorial Day through Labor Day.
5. Clothing exchange requests should be directed to the Unit Manager. All clothing items are exchanged on a one-for-one basis via request slip to the Unit Manager that has been validated by the Housing Unit Officer.
6. Musical instruments will not be permitted and must be sent home upon arrival.

B. Commissary

1. Commissary catalogs with prices and limit restrictions are posted on the housing units.
2. Order forms are due by 2100 hours on Sunday evening unless otherwise posted due to a holiday. The form must be signed and ID must be shown when submitting it. Five-digit catalog numbers are required for each item ordered. Use a #2 pencil only.
3. You are expected to purchase your own personal hygiene supplies. If you are proven indigent, the institution will provide basic issue items. This information is located in the procedures section of the Quehanna Boot Camp Commissary Updates binder located at the Housing Unit Officer's desk. To request these items:
 - a. Submit indigent form to Housing Unit Officer to verify need for item;
 - b. Submit two cash slips and completed indigent form to Inmate Accounts via request slip box.
4. If you voluntarily sign out of the Boot Camp program, you will continue to receive Boot Camp Commissary until you are transferred to your parent institution.

C. Outside Purchases

1. All outside purchases by inmates must have prior approval and they must be shipped directly from an approved vendor. The Property Officer will make final approval of all orders after a visual and physical inspection at the facility.
 - a. Complete a **DC-815A Outside Purchase Request Form** showing name and address of vendor, full description of purchase to include brand name and model, and cost of property.
 - b. Send two cash slips for the total amount of the order along with your completed Outside Purchase Request to Unit Manager for approval. Approved order forms will be forwarded to Inmate Accounts; disapproved order forms will be returned to the inmate. Be sure to include the vendor name, all shipping and handling charges, and a description of your desired purchase on the same cash slip.
 - c. Religious items must be approved by the Facility Chaplaincy Program Director/CCPM.
 - d. Include a pre-addressed envelope and a letter specifying items and total cost of the items for purchase (or order form) addressed to the vendor. If your free

postage for the month is exhausted, you must include an additional two cash slips for postage.

2. Routine repairs to purchased items may be requested through the property office at your expense.
3. The vendor or store name and return address must be clearly shown on the outside of the package. No handwritten labels, business cards, or store receipts will be accepted.
4. An inmate is permitted to purchase approved items from approved vendors. Approved vendors are identified on the Standardized Approved Outside Purchase Vendor List **DC-ADM 815**, Attachment 2-C. The facility will disapprove and decline to accept any purchases not in compliance with the **DC-ADM 815**. Items available in the Commissary cannot be purchased as an outside purchase. The only exceptions are for items: if the inmate's size is not available through the Commissary and/or components or consumables that are sold in the Commissary but do not fit brands or styles previously purchased by an inmate that are not sold in the Commissary.

D. Personal Clothing

1. Personal cocoa brown clothing may be worn on housing unit, to the yard, and to the gym. If leaving the housing unit, inmates must be attired in uniform unless going to yard or indoor rec.
2. Shower shoes can only be worn in your bunk area or the shower.
3. Except for underwear, personal clothing is not to be worn in the Visiting Room.

IX. Rules

A. General Rules

1. Quehanna Boot Camp is a co-ed facility and fraternization will not be permitted or tolerated. If you are found guilty of fraternization, you will be subject to immediate removal and/or discipline. In addition, the exchange of any personal items and correspondence between inmates is prohibited.
2. The Quehanna Boot Camp is a tobacco-free facility.
3. Any inmate being transported by a non-DOC entity for parole, pre-release, or placement in a CCC/Halfway House will not be released from the institution prior to 0830 hours. Additionally, only ONE person may enter the institution to pick up the inmate. It is the inmate's responsibility to inform the person picking them up of this information and plan accordingly.

B. Housing Unit Rules

1. You are required to stand at the front of your bunk for all designated standing counts. Any violation of this requirement may result in a misconduct.
2. Do not litter the housing units or any outside areas. Receptacles must be used for trash.
3. Cleaning materials will be made available from the Housing Unit Officer. No belongings are to be placed outside your bunk area while cleaning.
4. All authorized notices and signs shall be followed. Failure to do so may result in disciplinary action.
5. No loitering in prohibited areas.
6. Toilet paper will be issued as a one-for-one exchange, one roll per inmate. No inmate should have more than one roll in their possession.
7. Read callout sheets daily. Callout sheets will be posted on housing unit bulletin board daily. When you are on a callout, you are issued a pass.
8. Inmate bunks may not be moved. Maintain three (3) floor tiles between bunks.
9. You may not store your personal gear on empty bunks.
10. Female inmates will wear bras at all times, except when sleeping or showering.
11. C-fold paper towels are not for personal use by inmates; they are for cleaning only and will be considered contraband. Used C-fold towels and sanitary napkins are to be disposed of properly and should not be flushed in the toilets.
12. If you are assigned to a housing unit to await transport to another facility, CCC, or release, you will abide by the rules and regulations of the specific housing unit to which you are assigned.

C. Dining Hall Rules

1. You must bring your Knowledge Manual to the dining hall.
2. No talking is permitted in the dining hall except for Gold Phase inmates who are on Level 1 of the Tier System. They will be placed at the honor table and quiet talking will be permitted.
3. All food taken must be consumed.

D. Laundry Schedule and Rules

1. Clothing must be turned in on the housing unit for laundering as designated by your housing unit schedule. This includes linens and browns. Clothing items must be clearly marked with the issued label and placed on a laundry loop as directed. No other markings will be permitted.
2. Wet towels and washcloths will be hung on hangers in your area until they are laundered.
3. Laundry loops will be stored on the first empty hanger from the left.
4. You are required to utilize the laundry service. No clothes will be laundered in the head, showers or sinks.
5. Any laundry issues such as missing items or exchange will require verification and signature of Housing Unit Officer before request slip is sent to the Unit Manager.

E. Shower Schedule and Rules

Showers are conducted up to twice daily – once after morning PT and once after work/remedial PT at the Housing Unit Officer's discretion.

F. Yard Rules

1. The outside weight area is for those utilizing the equipment for its intended use. Intentionally damaged or broken weights will be paid for by the inmate.
2. No body contact sports are permitted except under the direct supervision and organization of recreational staff.
3. All yard periods are closed in nature and are available to those indicated on the yard schedule for that time period. Exit from the recreation time will occur when the Shift Commander terminates the yard period. The only exceptions to this would be in an emergency situation as determined by the yard officer or a visit.
4. You must present your ID card to the designated staff member when signing out equipment.
5. Congregation of more than four inmates in the yard at any one time is prohibited, other than for organized athletic events.
6. Games such as chess, checkers, and cards are available in the activity shed.
7. All waste materials are to be deposited in trashcans.

8. The Shift Commander will determine when yard-out activity ends based on time, weather conditions, etc. Upon termination of yard, you will be required to return to your housing unit promptly.
9. Blankets, linen, rugs, and state towels are not permitted in the yard.
10. No recreational equipment (gloves, weightlifting, balls, bats, etc.) is to be removed from authorized activity areas. All recreation equipment is to be returned to the activities shed.
11. Housing unit games and cards may not be removed from the housing unit.
12. Library books shall not to be taken to yard.
13. Scheduled recreational contests, practices, tournaments, etc. will have priority use of all equipment, facilities, fields, etc.
14. The yard may be closed or yard-out terminated early due to inclement weather or extreme conditions such as heat advisory, wind chill, rain, or storms.
15. Those walking on the track should stay to the outside to allow runners/joggers on the inside lanes. All traffic should proceed counterclockwise.
16. During any sporting event, no one shall walk or sit in the playing area; i.e., outfield or track. Joggers/runners will be permitted to use the track provided they do not interfere with the activity on the field.
17. Use tables appropriately - sit only on benches.

G. Work Rules

1. You must be properly dressed (appropriate issued clothing) when you leave your housing unit.
2. You are required to carry your Knowledge Manual and Mobile BML with you to work.
3. You are required to report for work unless excused for an approved reason. Those who are not excused and do not report for work are subject to a misconduct. If you are sick, you must report to your Housing Unit Officer who will notify your supervisor prior to your being excused from work.
4. You must obey all safety rules and wear appropriate personal protective equipment as reviewed during your orientation with your supervisor.
5. Specific rest periods will be determined for each job by the work supervisor.

X. Visiting (DC-ADM 812)

- A.** Visits will occur according to the platoon schedule.
- B.** You will be furnished with clean visiting clothes prior to each visit. You will be searched for contraband upon entry and departure from the Visiting Room. Only visiting-issued slides are permitted to be worn in the Visiting Room. You must be dressed in institutional clothing when reporting for a visit. You may also wear a wedding band and eyeglasses (prescription only).
- C.** Visits may be terminated early depending on the number of inmates receiving visits. When this becomes necessary, visits will be terminated in the order of arrival.
- D.** Every opportunity will be given for a full visit, but a visit may be reduced for the following reasons:
 - 1. visitor or inmate does not comply with visiting regulations;
 - 2. overcrowded conditions - every effort will be made to achieve as long a visit as possible, but your visit may be terminated by the Visiting Room Officer if overcrowded conditions exist; however, no visit will be less than one hour;
 - 3. unexpected situations or problems arise warranting the termination of the visit necessary for the welfare of everyone concerned; and/or
 - 4. personal conduct - you and your visitors are expected to conform to acceptable codes of behavior during the visit. Profane, loud, boisterous behavior will not be tolerated. Any physical contact which may be a disruptive influence or distraction to other visitors and which may interfere with the wholesome atmosphere of the Visiting Room will be cause for termination of the visit by officers on duty.
- E.** The Visiting Room Officer has authority to deny admission to any visitor for just cause. This includes a person, including a child, who is unable to provide proper identification. A photo ID (such as a driver's license) is desirable but if not available, two other separate forms of ID are required. Acceptable forms of identification for children include social security cards and birth certificates.
- F.** Ladies' handbags and purses are not permitted in the Visiting Room. Money, limited to a reasonable amount per person and nothing larger than a \$5.00 bill, will be permitted in a clear plastic bag. No change machines are available.
- G.** The exchange of any item during the visit is strictly prohibited unless specific permission is received from the Visiting Room Officer.
- H.** Falsification of identification by impersonating an authorized visitor may disqualify the approved visitor from future visits. You will be subject to disciplinary action if

investigation reveals that you knowingly conspired with a visitor to circumvent regulations and the visitor will be barred from the institution for a length of time as determined by the Superintendent.

- I. A visitor may purchase refreshments for you from the vending machines in the Visiting Room. Inmates may not possess money for the machines or operate the vending machines.
- J. Former inmates and parolees, as well as inmates on probation, may be permitted to visit with the prior written approval and written consent of the Superintendent and parole/probation authorities.
- K. A maximum of four visitors, at least one of which is an adult (over age 18), are permitted during any visit. Additional visitors will only be permitted with the advance approval of the Superintendent or Shift Commander.
- L. You may submit a completed **DC-311A Authorized Visitors List** upon arrival to the Boot Camp. You will be limited to 20 people on your visiting list. You may submit changes or additions once every 30 days by completing a **DC-312A Supplementary Approved Visitors Form** and forwarding it to your counselor.
- M. Non-contact visiting facilities are not available at Quehanna Boot Camp.
- N. An interview may be held with a prospective employer concerning your parole plan. The counselor or a member of the parole services staff should ensure that prior notification is made with the Visiting Room after receiving approval for such through the Superintendent.
- O. You may obtain a photo ticket through the Commissary – you will not receive an actual ticket, but a receipt stating number of photos purchased. Receipt must be presented to the officer at the time of the photo and it is stamped as used. You may purchase as many photos as you want, but can only receive two photos per session. Write a request to the Activities Specialist at least two days prior to the visit to allow time to arrange for the photo. Any unused tickets are not refundable.
- P. All visitors must be appropriately dressed to visit in a family centered environment. The following restrictions are in effect:
 - 1. no halter-tops, tube tops, and/or tank tops;
 - 2. no strapless dresses or tops;
 - 3. no sleeveless clothing with loose fitting armhole openings;
 - 4. Dress and skirt length may not be shorter than mid-thigh when standing, with no slits extending beyond mid-thigh;

5. no see-through or revealing clothing is permitted. This includes clothes that are too tight, have holes or cutouts that reveal flesh, and/or undergarments or the appearance thereof;
6. no hoods; and
7. visitors should wear as little metal as possible such as buckles, undergarments containing metal, metal snaps, or buttons, etc.

You are encouraged to share this information with your visitors prior to their visits so they are aware of the rules and guidelines for appropriate dress and metal detector guidelines.

Q. All visitors are required to pass the metal detector.

R. The visiting area is tobacco-free.

XI. Work Assignments (DC-ADM 816)

- A.** You will be required to complete a Quehanna Boot Camp Inmate Job Application upon arrival. You will then be assigned to the first available job. If a job is available, you are required to work. Job assignments are determined by institutional needs, programming needs, and job availability.
- B.** You are required to read and sign a job orientation form for every new job assignment.
- C.** Inmates will be assigned to work details opposite of their programming. If there is no programming on a specific day, the inmate may work the whole day.
- D.** Those inmates not assigned to a work crew will be expected to be ready at 0745 hours for any in-house work.

WALL AND FOOTWEAR DISPLAY



Wall Display (Left to Right)

1. Washcloth
2. Towel
3. Road Guard Vest
4. Laundry Loops
5. Empty Hangers
6. White Shirts
7. Duty Uniforms
8. Spring Jacket
9. Winter Jacket

Footwear Display (Left to Right)

1. Shower Shoes
2. Sneakers
3. Work Boots (Not Shown)
4. Spit-Shined Boot

NOTES:

1. All buttons will be buttoned, trouser waistband (and PT gear when hung) will hang left and fly facing center of squad bay.
2. Duty Uniform pieces will be placed to the left of full duty uniforms.
3. Sneakers and boots will be laced to the top left over right and tucked in.
4. Six (6) slots on each side of center will each have a hanger.
5. PT gear hung: shorts, sweatpants, sweatshirt after PT, first empty hanger to right of vest or laundry loops.
6. Towel and washcloth will be placed on a separate hangers until they are dry. After drying, the washcloth will be placed over the towel on the same hanger. Both will remain unfolded on the hanger for sanitary reasons.

DRAWER DISPLAY



1) SHIRTS

2) BOXER SHORTS

3) PRAYER RUG

4) PT SHORTS

5) PT SWEAT PANTS (BOTTOM)

6) PT SWEATSHIRT (TOP)

7) SOCKS

8) BELT

9) TIE

***PT sweatpants and PT sweatshirt should be stacked as worn when more than one set; i.e., pants, shirt, pants, shirt.**

BOX DISPLAY



1) BROWN EXPANSION FOLDER

- a) **WRITING MATERIAL**
- b) **PERSONAL MAIL**
- c) **EXTRA ENVELOPES**
- d) **PERSONAL PHOTOS (NOT INSIDE MAIL)**

2) MANILA FOLDER

- a) **EDUCATION DEPARTMENT MATERIAL ONLY**

3) BOOKS (stacked largest on bottom, binding toward rack)

- a) **DATS ISSUED**
- b) **RELIGIOUS/SELF-HELP**
- c) **DICTIONARY**
- d) **LIBRARY**

4) PENS AND PENCILS (pointed left)

5) SEWING KIT

NOTES:

- 1. Boxes will be kept in count positions at all times, except while cleaning, at which time they will be placed on the foot of the rack (not on top of mattress).**
- 2. All items stored in the box will be neat and orderly.**

SHELF DISPLAY



- | | | |
|-------------------------|-------------------------|------------------|
| 1. KNIT HAT | 9. NAIL CLIPPERS | 18. BABY POWDER |
| 2. KNIT GLOVES | 10. RAZORS | 19. DENTAL FLOSS |
| 3. BALL CAP | 11. SHOE BRUSH | 20. SOAP |
| 4. PRESCRIPTION GLASSES | 12. SHOE POLISH | 21. SOAP DISH |
| 5. SHAVING CREAM | 13. SHOE SHINE RAG | 22. SHAMPOO |
| 6. MAGIC SHAVE | 14. BODY LOTION | 23. DEODORANT |
| 7. HAIR DRESSING | 15. CHAPSTICK | 24. CUP |
| 8. COMB AND BRUSH | 16. TOOTHPASTE | 25. MEDICATION |
| | 17. TOOTHBRUSH & HOLDER | 26. COTTON SWABS |

NOTES:

1. Multiple items placed as shown.
2. Knit gloves placed on top of work gloves with thumbs to the right. Gloves are placed inside 1" cuff of knit cap.
3. Handle of cup to the right.

PT SWEATSHIRT



Place shirt face down.



Bring right sleeve across the shirt toward the left sleeve, creating a fold at the neck of the shirt.



Bring the same sleeve back toward your right, folding the sleeve at the other side of the neck.



Fold the same sleeve a third time by bringing the cuff back toward your left creating a fold even with the first fold.



Bring the left sleeve across the shirt toward the right sleeve, creating a fold even with the first fold in the right sleeve.



Bring the sleeve back across the shirt to your left creating a fold even with the first fold of the sleeve.



Bring the cuff of the same sleeve back toward your right, creating a fold even with the first fold of that sleeve.



Bring the bottom of the shirt half the length toward the top.



Bring the bottom of the shirt again toward the neck of the shirt, making it even with the neck of the shirt.



Display face up, neck toward the back of the wall locker.

PT SWEATPANTS



Lay the pants flat with the front of pants facing toward you



Fold in half



Fold to the top



Fold to the top again and display with the waistband toward the rear of the drawer and the fly of pants to the right

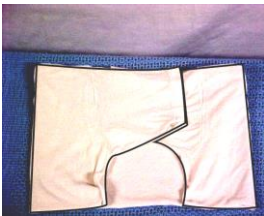
T-SHIRT



Lay t-shirt face down



Fold bottom to top



Fold in both sleeves and sides of shirt so they are even with the collar



Fold bottom even to the top of the shirt



Fold right to left



Display in drawer with fold to the front, neckline in left front corner of the drawer

SOCKS



Place one sock on top of the other creating a pair. Make sure both socks are facing the same way.



Starting at the toe of the socks, roll both socks together toward the top.



Take the top of the outside sock and fold back over the entire roll, creating a neat appearance. Display as shown.

ATHLETIC SUPPORTER



Place supporter face down



Take right side of waistband and fold it 2/3 of the way to the left side



Take the left side and fold it over the right side, bringing even with the right side fold



Fold bottom of the cup up to the waistband



Display face up, top of the waistband toward the back of the wall locker

BRASSIERE



Place the brassiere face down



Fold the shoulder straps down into the cups



Fold the brassiere at the joint between the cups right to left, placing one cup over the other. Display with joint fold toward the back of the wall locker

TIE



Fold tie in half, placing the small end of the tie through the loop in the back of the big end, bringing both ends even



Fold in half once again, bringing the fold and ends even with each other

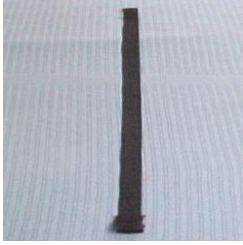


Fold in half a third time, bringing the ends even



Display as shown in the drawer diagram

BELT



Lay belt flat with buckle face down



Roll starting at buckle end



Display as shown in the drawer diagram

BRIEFS/PANTIES



Lay briefs/panties with front down



Fold crotch up. Should have rectangular appearance



Fold right side over toward left side, 1/3 width of briefs/panties



Fold left side over toward right side, 1/3 width of briefs/panties



Fold top down toward bottom



Display with waistband down and fold to the front

PT SHORTS/BOXER SHORTS



Lay flat with fly down



Fold right leg over toward left leg, leaving 1/3 of left leg exposed



Fold left side over toward right side, making them even



Fold bottom toward the top, leaving 2/3 of top exposed



Fold top down toward bottom, tucking bottom portion into band



Display in the drawer with the fold to the front, waistband and fly facing up

GENERAL INFORMATION

ADDRESSING STAFF

- a. Inmates will approach all staff with respect and courtesy. When an inmate requests to speak, the inmate will come to the position of attention and state, "Sir/Ma'am, inmate (name) requests permission to speak to (staff's rank, name)." The inmate will speak only when told to do so.
- b. When an inmate is approaching a staff member from the rear, the inmate will come to the left side and abreast of the staff member and assume the position of attention. The inmate will then say, "Sir/Ma'am, by your leave, Sir/Ma'am?", unless in a line movement of two or more. Once the staff member recognizes the inmate, the staff member will say, "Carry on." The inmate will continue on their way.
- c. When a staff member comes within six paces of an inmate who is working or not in formation, the inmate will continue to work and say "Stand by," the staff member will say, "Carry on." However, if the staff member stops and approaches the inmate, the inmate will come to the position of attention until given further orders.
- d. When a DATS Supervisor, Lieutenant, Unit Manager, Captain, CCPM, Major, or Superintendent enters the Housing Unit, the inmates will come to attention and call out, "Attention on deck." The staff member then gives the command, "Carry on." The inmates can then continue what they were doing.

ATTIRE

- a. Inmates' boots are to be kept polished with laces threaded to the top of the boot, laced left over right. Socks are to be worn at all times except when showering and sleeping. Pants are to be kept neat and pressed. No cuffs are allowed. Shirts are to be tucked inside the pants at all times and edge of shirt is to be in line with edge of pants fly (gig line).
- b. Every inmate will be fully dressed between the hours of 0600 and 2130. Uniform pants and shirts are to be worn at all times, other than during Physical Training or recreation when PT gear is worn.
- c. No writing or printing of any kind on the clothing is allowed. Shirts are to be marked with inmate's DOC number on the inside of the collar and name and number above the shirt pocket.
- d. No combs and/or other items will be allowed in pockets where they can be seen. Nothing will be kept in the shirt pockets except for a work card, Knowledge Manual, and one personal picture. Pens, pencils, eyeglasses, ID cards, and religious beads are to be carried in the inmate's left pant pocket. Handkerchiefs should be carried in the right rear pants pocket.
- e. Inmate will wear only one set of clothing at a time (doubling up clothing is prohibited).
- f. Jewelry will be limited to one wedding ring. No religious medals will be permitted due to the inability to secure personal property.

- g. Inmates will wear spit-shine boots for school, treatment programs, and religious services. The only exception is inmates are permitted to wear sneakers to Islamic services held in Group Room A.

PHYSICAL TRAINING

Physical fitness training will be incorporated into the QBC as a way to manage motivation, reduce stress, and improve overall health and well-being. Physical fitness training will not be used as a form of punishment towards the inmates and may be used as an incentive.

- a. Physical Training with objects (mattress, chairs, boxes, etc.) is not permitted at any time.
- b. Physical Training will not be conducted until one hour after each meal.
- c. All sessions of exercise must be conducted in accordance with the Quehanna Boot Camp Physical Training Manual.
- d. Stretching will be conducted prior to any Physical Training.

PHASE GUIDELINES

PRE-BOOT CAMP

- a. Instruction of Physical Training exercises and stretches will be on a voluntary basis. Staff will stress the importance of participation in this training and how it will affect their readiness for the next phase of the program.
- b. Participation in Physical Training while in the Pre-Boot Camp is strictly voluntary.
- c. Incentive Physical Training will not be utilized while in Pre-Boot Camp.
- d. Positive reinforcement will be highly recommended at this stage of the program.

ORIENTATION PHASE

- a. You will be given a checklist of Physical Training stretches and exercises prior to arrival into the Orientation Phase.
- b. No more than 10 4-count repetitions will be performed during the first week of Orientation. This will increase to 25 during the second week of the program.
- c. The following exercises will only be for instruction during Orientation: Squat Thrusts, Mountain Climbers, Eight-Count Bodybuilders, High Jumpers, Eight-Count Push-Ups, Swimmers, V-Sit-Ups. You will be expected to perform these exercises after completion of Orientation.
- d. Orientation inmates will carry water when Physical Training is conducted outside the housing unit. Inmates will be given water breaks during Physical Training Sessions.

BOOT CAMP

- a. All inmates are required to attend a structured Physical Training Session every morning, Monday through Friday, excluding Holidays.

- b. A Physical Fitness Test will be administered to each platoon as they progress through each phase (Green, Red, Gold). This test will consist of three timed events: Push-Ups, Sit-Ups, and a Two-Mile Run.
- c. Inmates unable to meet these minimum standards will be required to attend a Remedial Physical Training Session conducted each weekday evening (excluding Holidays). A Remedial Test will be administered every other Saturday to inmates unable to pass the Physical Training Test. Inmates assigned as morning kitchen workers who cannot attend morning PT will also be required to attend Remedial Physical Training.
- d. Motivational Physical Training Sessions will be on a voluntary basis only. These sessions will be positive in nature.

GENERAL ORDERS

The General Orders are based on the standards for healthy environments and are reviewed in the Community Meetings.

All inmates who participate are expected to learn these rules by the end of the first month and follow them throughout the program. They may be tested at any time.

Orders are as follows:

1. I will follow all orders.
2. I will not use violence or threats.
3. I will not use drugs, alcohol, or tobacco.
4. I will tell the truth.
5. I will speak and act with good purpose.
6. I will adhere to the Group Contract.
7. I will maintain a positive attitude.
8. I will maintain a military bearing.
9. I will remain alert and participate in treatment, education programs, and recreation during all sessions.

MILITARY TIME

MIDNIGHT	2400	TWENTY-FOUR HUNDRED
1 A.M.	0100	ZERO ONE HUNDRED
2 A.M.	0200	ZERO TWO HUNDRED
3 A.M.	0300	ZERO THREE HUNDRED
4 A.M.	0400	ZERO FOUR HUNDRED
5 A.M.	0500	ZERO FIVE HUNDRED
6 A.M.	0600	ZERO SIX HUNDRED
7 A.M.	0700	ZERO SEVEN HUNDRED

8 A.M.	0800	ZERO EIGHT HUNDRED
9 A.M.	0900	ZERO NINE HUNDRED
10 A.M.	1000	TEN HUNDRED
11 A.M.	1100	ELEVEN HUNDRED
12 P.M.	1200	TWELVE HUNDRED
1 P.M.	1300	THIRTEEN HUNDRED
2 P.M.	1400	FOURTEEN HUNDRED
3 P.M.	1500	FIFTEEN HUNDRED
4 P.M.	1600	SIXTEEN HUNDRED
5 P.M.	1700	SEVENTEEN HUNDRED
6 P.M.	1800	EIGHTEEN HUNDRED
7 P.M.	1900	NINETEEN HUNDRED
8 P.M.	2000	TWENTY HUNDRED
9 P.M.	2100	TWENTY-ONE HUNDRED
10 P.M.	2200	TWENTY-TWO HUNDRED
11 P.M.	2300	TWENTY-THREE HUNDRED

PHONETIC ALPHABET

A = ALPHA	N = NOVEMBER
B = BRAVO	O = OSCAR
C = CHARLIE	P = PAPA
D = DELTA	Q = QUEBEC
E = ECHO	R = ROMEO
F = FOXTROT	S = SIERRA
G = GULF	T = TANGO
H = HOTEL	U = UNIFORM
I = INDIA	V = VICTOR
J = JULIET	W = WHISKEY
K = KILO	X = X-RAY
L = LIMA	Y = YANKEE
M = MIKE	Z = ZULU

POSITION OF ATTENTION

The position of attention is the basic military position from which most other drill movements are executed.

There are no counts to this position; however, there are seven steps in describing the position of attention.

This position is executed when halted or at any position of rest.

The commands for this movement are “**ATTENTION**” and “**FALL-IN**”.

1. Bring your left heel against the right.
2. Turn your feet out equally to form an angle of 45 degrees. Keep your heels on the same line and touching.
3. Your legs should be straight, but not stiff at the knees.

4. Keep your hips and shoulders level and your chest lifted.
5. Your arms should hang naturally, thumbs along the trouser seams, palms facing inward toward your legs, and fingers joined in their natural curl.
6. Keep your head and body erect. Look straight ahead. Keep your mouth closed and your chin pulled in slightly.
7. Stand still and do not talk.

On the command, “**Fall-In,**” you would assume your position in ranks at the position of attention.

DRILL COMMANDS

Most drill commands have two parts: The Preparatory Command and the Command of Execution. Neither part is a command by itself, but the parts are called commands to simplify instruction.

1. The Preparatory Command states the movements to be carried out and mentally prepares you for its execution.

For Example: In the command, “**Forward: March**” the preparatory command is “**Forward**”.

2. The Command of Execution tells when the movement is to be carried out.

For Example: In the command, “**Forward: March**” the command of execution is “**March**”.

CHAIN OF COMMAND

The Governor
The Lieutenant Governor
The Secretary of Corrections
The Executive Deputy Secretary
The Regional Deputy Secretary – Central Region
The Commander
(Superintendent)
The Deputy Commanders
(DSFM-Major and/or DSCS-CCPM)
The Captain of the Guard
The Shift Commander
(Lieutenant)
The Correctional Supervisors
(DATS Supervisor, Unit Manager, Zone Lieutenants)
The Unit Team
(Corrections Officer/Sergeant, DATS, Counselor, Work/Education Supervisor)

Attachment A

Department/Facility Management (Personnel Directory)

ADMINISTRATION

Superintendent Ms. Natoli
Major..... Mr. Blake
CCPM.....Mr. Stover
Superintendent's Assistant.....Ms. Billotte
Captain of the Guard..... Mr. Carter
Business Office..... Mr. Gallik
Personnel Office Ms. Boyd

BUSINESS STAFF

Accountant..... Mr. Gallik
Inmate Accounts Ms. Kerlin
Warehouse/Commissary..... Mr. Petulla
Mailroom Ms. Moore

CENTRALIZED SERVICES

Unit Manager Ms. McMahon
..... Mr. Youngfleish
Food Service Manager.....Mr. Stanton
Laundry Officer Mr. Godin
Records Supervisor Ms. Fish
Records Specialist Ms. Raymond
..... Ms. Vaughn
Corrections Counselor Ms. Modzel
..... Ms. King
..... Ms. Hess
..... Mr. Reitz
..... Ms. Dunn
..... Ms. Fanning

DRUG & ALCOHOL SERVICES

DATS Supervisor Mr. Godfrey
..... Ms. Rauch
Drug & Alcohol Treatment Specialists Mr. Schraff
..... Ms. Capitos
..... Ms. Young
..... Mr. Lee
..... Mr. Bartholomew
..... Ms. Hoyt
..... Mr. Maines
..... Ms. Lewis
..... Ms. Flanagan
..... Mr. Wick
..... Ms. Gardner

EDUCATIONAL SERVICES

Principal Mr. Fortuna
Education Counselor..... Mr. Snyder
Teacher..... Mr. Fink
Teacher..... Mr. Beveridge
Teacher..... Mr. McCombs
Librarian..... Ms. Ermlick
Library Assistant Ms. Ralph

INMATE GRIEVANCE SYSTEM

Grievance Coordinator Ms. Billotte

MAINTENANCE SERVICES

Facility Maintenance Manager Mr. Bamat
Institutional Safety Manager Mr. Hoyt

MEDICAL SERVICES

Nurse Supervisor Ms. Merrow
Registered Nurse Mr. Lion
Registered Nurse Mr. Bamat
Registered Nurse Mr. Leahy
Registered Nurse Mr. Ferry
Registered Nurse Ms. Wooster
Registered Nurse Mr. Dixon
Registered Nurse Ms. Rougeux
Licensed Practical Nurse Ms. Smith
Medical Records Specialist Ms. Watro

RELIGIOUS SERVICES

Institutional Chaplaincy Program Director Mr. Stover
Protestant Chaplain Chaplain Maines
Catholic Chaplain..... Chaplain Hoover
Islamic Chaplain..... Chaplain Abdel-Mageed
Native American Chaplain..... Chaplain Bailey

PAROLE SERVICES

Parole Agent Ms. Wright

LIEUTENANTS

6-2 Shift Commander
6-2 Alternate Shift Commander
6-2 Shift Lieutenants
2-10 Shift Commander
2-10 Alternate Shift Commander
2-10 Shift Lieutenants
10-6 Shift Commander
10-6 Shift Lieutenant
Security Lieutenant
Training Lieutenant
Critical Incident Manager

Attachment B

Quehanna Boot Camp Facility Schedule

0430: Kitchen Workers awakened (Boot Camp)
0500: Kitchen Workers escorted (Boot Camp)
0515: Wake Up/Reveille (Official Count – Boot Camp)
0550-0630: Morning Physical Training (PT)
0600: Shift Change
0605: Standing Count (Official Count – non-Boot Camp)
0625: Streamer Awards (Tuesdays)
0625: SIP/GP Male & Female Breakfast
0630: Med Line
0630: Morning PT Shower
0700: Boot Camp Breakfast
0745: Work Lines Boot Camp (Monday – Friday)
Saturday – Phase PT Test
Sundays (Phone Calls)
0745-0915: Period 1 – Treatment/Education (Monday – Friday)
0800-0900: Male Yard (Seasonal – Winter)
0800-1600: SIP (Monday – Friday)
0900: Small Groups
Various Groups (AOD, etc.)
Weekends/Holidays
0900-1200: Visits (Wednesday, Friday, Saturday, Sunday)
0930: Structured Recreation
0930-1100: Period 2 Treatment/Education (Monday – Friday)
1030: Female SIP/GP, Male SIP/GP, Boot Camp Noon Meal
1100-1155: Female Yard
1200: Standing Count (Official Count)
Work Lines, once Count clears
1200: Boot Camp White Glove Inspection (Sunday)
1220-1320: Male Yard
1230: Violence Prevention Classes and Groups (Monday – Friday)
1230-1530: Visits (Wednesday, Friday, Saturday, Sunday)
1240-1410: Period 3 Treatment/Education (Monday – Friday)
1245: Small Groups (AOD, etc.)
Community Meetings
1400: Shift Change
Boot Camp Lay-ins Drill Instructor Time
1425-1525: Period 4 Education Only
1425-1555: Treatment Groups
1445: Work Lines Return to Housing Units
1500-1600: Community Meetings
1630: Standing Count (Official Count)
1640: Med Line
1645: Female SIP/GP, Male SIP/GP, Boot Camp Evening Meal
1800: Boot Camp Therapeutic Study Time
1815: Evening Yard/Rec (Male & Female – Seasonal – Summer)
1900: Drill Instructor Time

1930: Squad Competition (Friday) D & C Competition (Saturday)
1945-2045: Remedial PT (Monday – Thursday)
2030: Boot Camp Shower Lines
2100: Standing Count (Official Count)
2105: Free Time/Prepare for the Next Day
2125: Boot Camp Prepare for Lights Out
2130: Boot Camp Lights Out/Extra Duty begins
2200: Shift Change/Count
2230: Lights out for Extra Duty inmates
2300: Lights out for SIP/GP Males/Females
2300, 2400, 0100, 0200, 0300, and 0400 – Silent counts; staff chow relief