

## **Mifflin County Correctional Facility Family Information Guide**

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**The following regulations of this guide are subject to change at any time at the discretion of the Warden, or as directed by the Shift Commander due to security concerns.**

- Hours of Operation  
Administration 8:00 am to 4:00 pm Monday-Friday (Closed on Holidays)  
Visiting Hours- See 01 below.  
Visits will be conducted on holidays, if the holiday falls Monday-Friday.
  
- Visiting Regulations
  01. Visiting days and times are Monday through Friday 8:00 am to 4:00 pm at the main facility. Annex inmate visiting is 7 days a week and each inmate has a select time slot that they choose between 8:00 am and 8:00 pm. Inmates are permitted to receive 1 one-hour visit per week, 1 hour per day. Exceptions for visiting time allowance may be granted and extended by the Warden for those with excessive travel, or for other considerations. Any exceptions must be approved prior to the actual visit. Up to 5 visitors are permitted to share a visit but only 1 visitor at a time may be in the booth unless there is a juvenile involved. All visitors must arrive at the same time to share a visit.
  02. Inmates must complete an Inmate Visitor Selection Form during the initial booking process that must be submitted prior to receiving visits. Any person who wishes to visit an inmate must come to the facility in person

- with photo I.D. to verify that they are on the inmate's approved visiting list.
03. Only the first five approved visitors to arrive at visiting time will be permitted to visit. Any other people arriving must wait outside the prison. Visitors must remain in the lobby area once they sign in to visit an inmate. Visitors may not reserve visiting times or booths.
  04. An inmate may include their children on their visiting list. Each one listed will count as one of the eight (8) total visitors. In addition, children age 16 or under must be properly supervised and accompanied at all times by the child's parent or guardian (21 years or older), or they will be told to leave. No more than one child shall be in a visiting booth at a time. If there is more than one child under 18 that comes to visit, another adult must be present to supervise the other child while waiting in the lobby area.
  05. All visitors, except children age 16 or under, are required to show photo identification before they are permitted to sign in and visit an inmate.
  06. All visitors must sign in before they are permitted to visit an inmate and sign out after their visit.
  07. Inmates may change their visit lists on the first and third Tuesdays of the month.
  08. No food or drink is permitted in the visiting room, or during contact visits.
  09. Inmates who are disciplinary problems can have their visit length and frequency altered. Inmates classified as RHU status will only receive 1 half-hour visit per week. After inmates are released from this status, they will receive the regular 1 one-hour visit per week.
  10. Damaging the visitation booth, or visitation phone will result in suspension of visits for 30 days, or more and/or criminal action.
  11. All inmate visits may be recorded or monitored and divulged, with the exception of attorney visits.
  12. All visitors must be appropriately dressed in clothing that is not overly-revealing or in poor taste for a family setting. No spaghetti straps, tank tops, short shorts or short skirt etc... MCCF reserves the right to turn anyone away due to attire, conduct and/or suspected intoxication.
  13. No one will be permitted to visit if they appear to be under the influence of drugs or alcohol. Any visitor may be denied a visit, or suspended from visiting by the visiting officer for using any foul language or disorderly conduct. Visitors may also be asked to leave if a child that accompanies them is deemed to be disruptive to other visitors.
  14. All visitors are subject to search at any time. Refusal will result in termination, or suspension of visiting privileges. Visitors will be screened through metal detector devices prior to visiting.
  15. Cell phones, cameras, blackberries, or any other electronic devices are not permitted in the visiting booth. Lockers are available to secure such items.
  16. Inmates have the right to refuse any visit.
  17. The Shift Commander may terminate any visit, or close the visiting area for any reason deemed necessary for the orderly running of the visiting

area, or for the security of the Correctional Facility. If you are informed by the visitation officer that visitation must be closed for security reasons, visitors should quickly exit the visiting booth, gather any personal items and exit the building.

18. Mifflin County Correctional Facility will not disclose the names of any visitors that are on an inmate's approved visiting list to the public.
19. Video visiting is subject to the same general regulations as in person visiting and is subject to monitoring and recording.
20. Any activity during a video visit deemed to be inappropriate behavior/activities may result in suspension just as during an in person visit. Inappropriate activity is defined but not limited to the following; sexual acts, nudity by a person or showing of nude pictures by any media type, consumption of alcohol/ drug use/ intoxication during the visit, inappropriate dress, 3<sup>rd</sup> party communications, screen shots and recording of any part of the visit, discussion of escape or conspiring to violate regulations of the facility or laws.

- Medical Information

01. All inmate medical information will remain confidential.
02. In general, MCCF will not accept medication for any inmate without preapproval from the medical department. Anyone who drops off medication for an inmate must sign an inventory form, and provide a photo I.D.
03. No medical or well-being information about an inmate will be provided to the public unless it is an emergency, whereas the emergency contact provided by the inmate may be contacted pursuant to Mifflin County Correctional Facility policy.

- Inmate Accounts and Inmate Telephone

01. No incoming calls and/or messages will be accepted for inmates. Exceptions may be made for emergencies or special circumstances.
02. All outgoing inmate calls will be made from the housing units. This includes commitment, bail, and legal calls. The following are phone numbers of bail bondsmen who may accept collect calls:

|                    |                 |              |
|--------------------|-----------------|--------------|
| Melissa Bail Bonds | William Collelo | Rance Morey  |
| Bail Agent         | Bail Agent      | Liberty Bail |
| 570-541-6593       | 717-248-9643    | 717-248-4300 |

03. Calls are permitted to be made between the hours of 7:00 am and 9:20 pm unless rules and regulations stipulate otherwise.

04. ENCARTELE is the vendor providing telephone service for the inmate population. The number of initial calls may vary before direct billing takes effect and is established by ENCARTELE.
05. Rules regarding inmate telephones are governed by ENCARTELE and will not be changed unless done so, in writing, by ENCARTELE.
06. Persons receiving the phone calls are instructed to call ENCARTELE 888-984-1903 to arrange for direct billing to their phone when the inmate calls them. If this is not done, the inmate may be unable to call the number again. Once service is set up, that number will be able to accept calls from any inmate in the Mifflin County Correctional Facility. After the deposit for direct billing is used up, this process must be repeated.
07. Inmates with money in their account will have the fees for phone calls deducted from their account instead of friends or family contacting ENCARTELE.
08. Inmate telephone calls may be monitored, recorded, and divulged with the exception of attorney calls, when the attorney requests it.
09. Calls by inmates may be blocked at the request of the District Attorney, or Mifflin County Victims of Crimes Service.
10. If you accidentally select the wrong option when an inmate calls you, or have blocked calls being made to your number you must appear at the facility with photo I.D., and a copy of a current phone bill (with your name on it) to have the calls unblocked.
11. Funds can be deposited on an inmate's account at the lobby ATM in the main facility or on jailatm.com. There is a link provided on MCCF main web page titled Add Funds to and Inmate Account for jailatm.com.
12. Mifflin County Correctional Facility will not disclose inmate account balance information to the public.
13. Due to recent changes as of Sept 2020, please refer to the Guide for Phone Calls link on the MCCF department page for additional information regarding setting up an account with ENCARTELE and using CIDnet.

- Sending Mail to an Inmate

The address of the Mifflin County Correctional Facility is: 103 West Market Street, Lewistown, PA 17044. All outgoing mail will be stamped by the Administration Office with "Mifflin County Correctional Facility." There is daily incoming and outgoing mail Monday through Friday. On Saturday there is only incoming mail. On Sunday there is no outgoing or incoming mail.

To write to an inmate the envelope should be addressed in the following format:

Inmate Name (include Jr., Sr., II, III etc.)  
Mifflin County Correctional Facility  
103 West Market St.  
Lewistown, Pa 17044

01. All letters must be sent and received via the US Mail.
02. Checks that are mailed to an inmate's home by their employer, or the government will be accepted during normal business hours.
03. All incoming mail is opened, checked for contraband, and logged into the system by the mail clerk before being sent to the inmate population.
04. Any incoming mail found to be in violation of the rules and regulations will be Returned to Sender.
05. Inmates are prohibited from corresponding by mail with any persons that are currently incarcerated without prior approval from the Warden's Office.
06. An inmate may be granted permission to correspond with someone who used to be an inmate at Mifflin County Correctional Facility. Letters to and from inmates should be of personal nature or about the inmates case. Letters should not discuss staff, other inmates in the facility or incidents occurring within the facility.
07. Stickers including address labels are not permitted on mail. If there are stickers, the entire piece of mail will be returned to the sender, or placed in the inmate's personal effects if there is no return address.
08. Stamps, envelopes, and greeting cards are not allowed to be brought in for inmates. These items are available for purchase through the inmate commissary.
09. Lipstick imprints and excessive amounts of perfume are prohibited due to safety and sanitation rules and regulations, and will be returned to the sender with this explanation.
10. Publications (paperback books or newspapers) will only be accepted if they are new from the publisher. 'Used' books will be returned to sender.
11. Inmates are not permitted to have pornographic materials at any time while incarcerated.
12. Material printed off the internet will not be accepted and may be returned to the sender.
13. Polaroid photos will not be accepted into the facility.
14. Photos will not be accepted or permitted if the photo is too revealing. In order for a photo to be acceptable the subject must be attired in clothing acceptable for a public beach.
15. Musical cards and cards with glitter are not permitted and will be returned to the sender.
16. Colored drawings or paintings will not be accepted in the mail and will be returned to the sender.
17. Digital mail/messages sent and received is subject to the same regulations as physical mail. A 3<sup>rd</sup> party vendor sets the fees associated with digital mail/messaging.

- Inmate Property

01. No property will be accepted for an inmate without approval of the Shift Commander or Administration. The only property that is regularly accepted is as follows; court clothing as needed, eye glasses or contacts (no contact solution, as it must be bought at the facility) as needed, medication as described in the Medical Information section of this guide, and work clothes, if the inmate is participating in the work release program.
  02. An inmate may elect to release property to a friend, or family member by submitting a property release form with a description of the items to be released. The person picking up the items must present photo I.D. to receive inmate property, and the name of the person picking up the items must be on the release filled out by the inmate.
  03. An inmate will not be allowed to release all clothing as they must have something to wear when released from the facility. Clothing will not be exchanged without prior authorization from the Shift Commander.
- Inmate Bail and Release
    01. Any person who wishes to post bail for an inmate is encouraged to call the appropriate court authority (Magisterial District Court, Prothonotary, etc...) that is holding the inmate in Mifflin County Correctional Facility during that court's normal business hours to post the bail.
    02. An inmate's bail may be posted after-hours by money order at the Mifflin County Correctional Facility, if there is a known bail amount recorded on the court documents detaining the inmate in the facility. Persons wishing to post bail for an inmate at the facility should have photo I.D. available. You may also call the bail bondsman listed above to post bail for an inmate, if applicable. (Bail bondsman are not under any authority of Mifflin County Correctional Facility)
    03. When an inmate's bail has been posted, or the inmate is otherwise due to be released, the inmate's release may not be immediate due to receiving appropriate paperwork from the court or due to facility workload, but will occur as soon as practical.
    04. Some information pertaining to the detention of an inmate and bail can be found using the inmate locator link.
  - Public Information/News Media

01. The public shall be provided timely and accurate information on events occurring within the facility by the Administrator when such events are deemed to be in the public interest.
02. The Mifflin County Correctional Facility has the responsibility to protect the privacy and rights of the inmates and members of the staff.
03. Only the Administrator or his designee will make official statements regarding the Mifflin County Correctional Facility.
04. No recording equipment of any kind is allowed to be operated in the facility without the approval of the Administrator.