

Mifflin County Correctional Facility Family Information Guide

Table of Contents	Page
Hours of Operation	1
Visiting Regulations	1
Medical Information	3
Inmate Accounts and Inmate Telephone	3
Sending Mail to an Inmate	4
Inmate Property	5
Inmate Bail and Release	6
Public Information/News Media	6

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. CELL PHONES ARE NOT PERMITTED!

- Hours of Operation
Administration 8:00 am to 4:00 pm Monday-Friday (Closed on Holidays)

- Visiting Regulations
 01. Visiting in the Main facility will be conducted Monday through Friday 8am-4pm including holidays. Inmates must be cleared by medical and be classified prior to attending visits with approved visitors, excluding legal visits. Visiting starts on the hour so please check in early.

 02. Visiting in the Annex facility will be conducted 7 days a week including holidays. Upon commitment to the facility female inmates who will be housed at the Annex will select or be given a day and time that their visits will be available. Visiting starts on the hour so please check in early.

 02. Upon commitment all inmates will be given an Inmate Visitor Selection Form that must be submitted prior to receiving visits. Inmates are permitted to receive (1) one-hour visits per week with up to 5 visitors during that hour

 03. Only the first 5 visitors to arrive that are on the approved list will be permitted to visit. Any other visitors arriving must wait outside the prison.

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.
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. Contact visits are limited to court ordered visits only.
08. No food or drink is permitted in the visiting room.
09. Inmates are not permitted to visit with an inmate who has been released from any prison during the first three months after their release unless approved by the Warden. Inmates are not permitted to visit with anyone on current Probation or Parole without prior approval by the Warden.
10. 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.
11. Damaging the visitation booth or visitation phone will result in suspension of visits for 30 days.
12. All inmate visits may be recorded or monitored and divulged, with the exception of attorney visits.
13. All inmate visitors must be appropriately attired, not overly revealing, or in poor taste in a family setting.
14. No one will be permitted to visit if they appear to be under the influence of drugs or alcohol.
15. All visitors are subject to search at any time. Refusal will result in termination or suspension of visiting privileges. Visitors will be screened through the metal detector prior to visiting.
16. Cell phones, cameras, blackberries or any other electronic devices are not permitted in the visiting booth or facility.
17. Any inappropriate behavior during a visit may result in suspension of your

visiting privileges by the visiting CO, the Warden, or Deputy Warden.

- Medical Information

01. All inmate medical information will remain confidential.
02. Medications will not be accepted for inmates unless prior authorization is given by the Medical department.
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. Inmates will receive a Telephone Authorization list to complete during the initial booking process. The Telephone Authorization list can only be changed once every 2 months from the date of the original list. Inmates are limited to ten phone numbers on their authorized list, excluding attorney numbers.
02. No incoming calls and/or messages will be accepted for inmates. Exceptions may be made for emergencies or special circumstances.
03. 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:

William Collelo	Rance Morey	Melissa Whistler
Bail Agent	Liberty Bail	Bail Agent
717-545-2040	717-248-4300	570-541-6593

04. Calls are permitted to be made between the hours of 7:00 am and 9:20 pm unless rules and regulations stipulate otherwise. ITI will shut off inmate telephones at 9:20 pm.
05. Inmate Telephone, Inc., (ITI) 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 ITI.
06. Rules regarding inmate telephones are governed by ITI and will not be changed unless done so, in writing, by ITI.
07. Persons receiving the phone calls are instructed to call ITI (814-949-3303) 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.

08. Inmates with money in their account can have the fees for phone calls deducted from their account instead of friends or family contacting ITI.
09. Inmate telephone calls may be monitored, recorded, and divulged with the exception of attorney calls.
10. Calls by inmates may be blocked at the request of the District Attorney, or Mifflin County Victims of Crimes Service.
11. 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.
12. Mifflin County Correctional Facility will not disclose inmate account balance information to the public.
13. No money will be accepted at the front desk.
14. Money can be added to an inmate account online by following the Add Funds to and Inmate Account link which is found on the left side of the Correctional Facility home page.
15. Money can be added to an inmate account in the front entrance to the Correctional Facility via the Kiosk machine. The Kiosk machine will accept cash, credit or debit. The Kiosk machine is available 24/7.

- 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.

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. Any tape or stickers, including address labels, are not permitted on mail. If there are stickers or tape, 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. Hardback books and magazines will not be accepted for inmates. You can set up a newspaper subscription for an inmate to be delivered by that publisher. You can purchase soft cover books and have them mailed directly to the facility for the inmate from the publisher or online services such as Amazon. If you order from online resources, ensure that you are buying new books. Used books will not be accepted.
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. Any pictures deemed to be inappropriate will be returned to sender or placed in the inmates' property.
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. No money in any form should be mailed to an inmate by family or friends.
18. No 3rd party mail will be accepted.
19. Inmates are not permitted to correspond by mail with anyone who has been released from MCCF for the first 3 months after their release unless approved by the Warden. Inmates are not permitted to correspond by mail with anyone currently on Probation or Parole without prior approval by the Warden.

- 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), 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 at the Mifflin County Correctional Facility, if there is a known bail amount recorded on the court documents detaining the inmate in the facility, by money order or bank cashier check only. 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 bondsmen 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.