

# Vermont Department of Corrections Out of State Unit Memo

**To:** All OOS Inmates  
**From:** Dominic Damato, Facility Operations & Out of State Manager  
**Date:** May 3, 2017  
**Re:** Frequently Asked Questions (FAQ) #1

The VT Department of Corrections has entered into a contract with the State of Pennsylvania Department of Corrections for the purpose of housing Vermont's out of state incarcerated population. This contract goes into effect before June 13, 2017.

If you have questions that are not addressed in this memo, please get them to your unit representative and they will be presented to the NLCF management who will forward them to Vermont. Future FAQ memos will provide the answers.

1. Will the Vermont inmates be housed with inmates from other jurisdictions?	The majority of Vermont inmates in general population will be housed in separate living units from inmates from other jurisdictions. There may be times when Vermont inmates are co-occupy a living unit with inmates from other jurisdictions.
2. What is the mailing address?	Inmate last name, Inmate first name PADOCC Inmate ID#  <b>SCI-Camp Hill</b> PO Box 8837 2500 Lisburn Road Camp Hill, PA 17001-8837  <b>SCI-Graterford</b> PO Box 246, Route 29 Road Graterford, PA 19426

<p>3. Will I be in a facility issued uniform or clothing?</p>	<p>Yes, the facility will issue you uniforms and the following:</p> <ul style="list-style-type: none"> <li>➤ 3 ea. Pants (brown)</li> <li>➤ 3 ea. Shirts (brown)</li> <li>➤ 3 ea. T-shirts (<b>brown</b>)</li> <li>➤ 3 ea. Undershorts (white)</li> <li>➤ 3 pr. Socks</li> <li>➤ 1 ea. Handkerchief (white only)</li> <li>➤ 1 pr. Shoes</li> <li>➤ 1 ea. Jacket (light weight, if needed)</li> <li>➤ 1 ea. Coat (heavy, if needed)</li> <li>➤ 1 ea. Hat (brown baseball cap) (summer)</li> <li>➤ 1 ea. Hat (brown knit stocking hat) (winter)</li> <li>➤ 1 set Thermal underwear (if medically necessary retained by inmate)</li> </ul>
<p>4. What will my allowable property list look like?</p>	<p>An inmate in general population is permitted storage space equal to four records center boxes (4.17 cu ft.) This space may consist of four records center boxes or one footlocker and two records center boxes. In a cell with a built-in, or free standing storage cabinet, the inmate is permitted to use that space and either two records center boxes or one footlocker.</p> <p>A list of what items are approved will be provided soon so that you can make arrangements to have non-allowable items shipped back to Vermont.</p>
<p>5. Will I be able to have my game console and/or TV?</p>	<p>You will be allowed to have your TV's if it is a clear institutional TV. All games and game consoles will not be allowed.</p> <p>Game consoles will be inventoried and shipped back to Vermont in about one month.</p>

6. Will I have access to educational opportunities?	Yes. There is an education center with a GED program available.
7. Will I have access to a facility job?	Yes. A list of jobs and the wages is being put together.
8. What will the commissary look like?	Commissary services will be provided weekly and the menu of available items will be similar to what you currently have access to.
9. How much money will the inmates be allowed to spend on commissary?	You can spend up to \$70/week on commissary.
10. Can Family and friends buy packages for inmates?	<p>A Gift Pack Program offered to at each facility. The Gift Pack Program permits an inmate, inmate’s family member(s), and/or friends of an inmate to purchase items for an inmate from a pre-selected list from a vendor approved by the PADO. The program will have a maximum amount allowed to be spent per inmate. Holiday packs are considered to be gift packs. Inmates will be provided necessary details of the gift pack program.</p> <p>See <a href="#">Property/Commissary Policy</a></p>
11. Will I be able to have video visits?	No, video visits will not be available. There are only on-site visits at this time.
12. What are the on-site visitation days and times?	<p>The facility visiting schedules presently are:</p> <p style="text-align: center;"><b><u>CAMP HILL</u></b></p> <p>The Visiting Room is open seven days a week. Visiting hours, Monday through Wednesday, Friday through Sunday start at 8:45 AM and last until 4:00 PM. On Thursdays, visiting hours start at 1:00 PM and last until 8:30 PM. Visitors must be checked in before 3:00</p>

	<p>PM on Monday through Wednesday, Friday through Sunday and 7:30 PM on Thursday.</p> <p>Visits shall be a minimum of one-hour with a maximum of five hours. On weekends, visits shall be a maximum of two-hours.</p> <p>Each inmate is allowed one visit per week (the week runs Sunday through Saturday). Visits may be used any day of the week with a maximum of two weekend or holiday visits each month. In addition, each inmate is permitted one additional visit per month which can be used at any time during the month. The extra (fifth) visit follows the same guidelines as the regular weekly visit.</p> <p style="text-align: center;"><b><u>GRATERFORD</u></b></p> <p>The Visiting Room is open from 0830 hours until 1500 hours, Sunday through Saturday; and 1800 hours to 2100 hours, Thursday through Sunday. Visitors arriving after 1145 hours and after 1445 hours will not be processed for a visit. Visitors should be Encouraged to come during the week rather than on the weekends in order to avoid Congestion and assure a pleasant visit.</p> <p>The maximum length of any visit will be determined by the capacity of the Visiting Room. The minimum length of any visit is one hour, although an attempt will be made to permit a longer visit.</p>
<p>13. What are the facility Rules?</p>	<p>You will be provided an inmate handbook detailing facility rules during the facility orientation process – generally, within 24 hours of your arrival.</p>

<p>14. Will the facility utilize the VT DOC policy (410) when it comes to discipline?</p>	<p>No. No Vermont policies will be used, only PADOC policies and procedures will be followed under this contract.</p>
<p>15. Will there be an opportunity to practice my religion?</p>	<p>Yes – guidance will be provided to you during the facility orientation.</p>
<p>16. Will my medical pass be honored or will I need to re-apply (medical diets/bottom bunk passes)?</p>	<p>A medical screening will occur during the first few days of your arrival so you will need to re-apply for all special accommodations.</p>
<p>17. Can inmates have medical devices at the facility in Pennsylvania?</p>	<p>Yes, devices like C-pap machines will be allowed if medically approved by the PADOC medical staff. This will be determined during the medical orientation and intake process.</p>
<p>18. Will inmates have continuity of medical care and outside appointments while housed with the PADOC?</p>	<p>Yes – any chronic care or outside specialist appointments currently scheduled in Michigan may be made by PADOC staff after a medical case review.</p>
<p>19. Is this a lock-down facility?</p>	<p>No, there is controlled movement in general population, like MI or VT. There is a locked-down Restrictive Housing Unit within the facility.</p>
<p>20. What will happen with the money in the GEO Group inmate accounts?</p>	<p>Your account will be closed on XXXXXXXX and your funds will be transferred from GEO Group to PADOC.</p>

<p>21. If my account is closed, how will I be paid after it is closed?</p>	<p>GEO Group will transfer any monies owed after the transfer your transfer to PADOC.</p>
<p>22. How do family and friends deposit money into an inmate's account?</p>	<p>Jpay's Money Transfer is how family and friends can place funds onto an inmate's account - by credit or debit card. Family and friends will need to go to the Jpay website, to deposit money into an inmate's account. This account is what the inmates will use in the facility to purchase commissary goods and phone time.</p> <p>Money orders are <b>NOT</b> accepted at individual institutions.</p> <p>The <b>ONLY</b> way to deposit money into an inmate's account is through JPAY or through lobby kiosks at each individual state prison.</p> <p>DO NOT send money to any other individual, website or e-mail account!</p> <p>This account is where inmate wages earned, by working in a job at the North Lake Correctional Facility, will be deposited as well.</p> <p>See <a href="#">How to Send Money to an Inmate</a> See <a href="#">JPay</a></p>
<p>23. When my account is closed at NLCF, how will I have access to the phones?</p>	<p>It will be a week or two before phone accounts will be set up and operational.</p>
<p>24. How long after being at the assigned facility in PA before inmates can purchase phone time?</p>	<p>Phone time can be purchased immediately after the phone accounts are set up and operational.</p>

<p>25. What will the phone charges be in Michigan?</p>	<p>Local, Intrastate (in state), Interstate (out of state) are all \$.059 per minute.</p> <p>International rates are based on the country being called. No flat rate per the contract.</p> <p>Collect calling (Adv Pay) is handled by Securus and the customer. DOC is not involved.</p>
<p>26. How will the inmates use the phones?</p>	<p>Each inmate will be given a Personal Identification Number (PIN) that they should keep to themselves in order to use the funds available on their account.</p>
<p>27. Can commissary items be shipped from NLCF to PADOC?</p>	<p>Only unopened liquid hygiene products, opened dry hygiene items (vitamins, q-tips etc.) and appliance type items can be shipped with your property. <b>NO</b> commissary that you eat or drink (including sugar or coffee) can be shipped.</p>
<p>28. Is it true that smoking is allowed by PADOC?</p>	<p>Yes. PADOC still allows inmates to smoke cigarettes.</p>

<p>29. What property can be boxed up to go on the transport vehicle?</p>	<p>Inmates currently housed at NLCF can pack the following items in a box provided – this will be inventoried, sealed and put on the transport vehicle to Pennsylvania:</p> <ul style="list-style-type: none"> <li>Walkman/radio with earbuds</li> <li>Unopened Cosmetics</li> <li>Legal material that will fit inside the box</li> <li>Religious items</li> <li>Comb/brush</li> <li>Photos/frame without glass</li> <li>Address book</li> <li>Eye/reading glasses</li> </ul> <p>These items will be in the inmates’ possession shortly after arriving in Pennsylvania.</p>
<p>30. What do I do with excess property?</p>	<p>Any item not on the property list, more than allowable limits, <b>must</b> be shipped home. The VTDOC will pay the shipping. Property can be elected to be donated or destroyed via GEO policy with documentation stating such.</p>
<p>31. What will happen with the instruments purchased by the recreation fund?</p>	<p>These instruments will be sent back to Vermont.</p>
<p>32. Will we use out VTDOC PID?</p>	<p>No. PADOc will provide you a new number to use while in Pennsylvania – this number will be specific to their system and will be issued to you during the intake process in Pennsylvania.</p>

For more information:

See [PADOc Handbook English](#) or [PADOc Handbook Spanish](#)