

Doug McLinko, Chairman
Daryl L. Miller, Vice Chairman
Mark W. Smith, Commissioner



Michelle L Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

Rebecca Cole
Sheller Center for Social Justice
1719 N Broad Street
Philadelphia PA 19122

Dear Ms Cole,

Thank you for submitting a request for information pursuant to the Pennsylvania Right-To-Know law with Bradford County. A copy of your request is attached for your records.

The requested information is attached.

If you have any questions please feel free to give me a call or write.

Sincerely,

A handwritten signature in cursive script that reads 'Michelle L Shedden'.

Michelle L Shedden
Chief Clerk

BRADFORD COUNTY PUBLIC RECORD REVIEW/DUPLICATION REQUEST

Please print legibly

Date of Request: 10 / 10 / 2014

Requester's Name: Jennifer Lee

Requester's Address: Sheller Center for Social Justice
1719 N. Broad Street
Philadelphia, PA 19122

Requester's Telephone: 215 - 204 - 8800 E-Mail: Jennifer.JLee@temple.edu

Note: You will be notified initially within five (5) business days by telephone of the availability of the documents requested, unless you designate an alternative method for contact. You will be provided written notice of a denial of your request or extension of time to respond to a request within five (5) business days at the address listed.

I request review duplication (check applicable boxes) of the following records.
Important: You must identify or describe the records with sufficient specificity to enable the County to determine which records are being requested. (i.e. exact property address, name) Use additional sheets if necessary. Specify whether you are requesting certified copies of any records.

See attached

I certify that I am a legal resident of the United States.

Signature of Requester /s/ Jennifer Lee

This request may be submitted in person, by mail, by e-mail or by facsimile to:

Bradford County
Office of Open Records
Bradford County Courthouse
301 Main Street
Towanda, PA 18848

Fax [Insert fax number] E-mail:[Insert email address]

TO BE COMPLETED BY COUNTY:

Date Received: 10/20/14

Person Processing Request _____

Date Response Due (5 Business Days) / /

Action Taken: 10/23/14 emailed for

Approved an extension

Date of approval: / /

Date Requestor notified: / /

By: _____

Method of notification: _____

Denied

Date requester notified: / /

By: _____

How: Mail In Person

Stephen and Sandra
SHELLER
CENTER for
SOCIAL JUSTICE



Temple University
Beasley School of Law

101 Student Center North
1735 N. 13th Street, Philadelphia, PA 19122
215 204-8800
www.law.temple.edu/esj

By FAX

October 10, 2014

Bradford County
Office of Open Records
Bradford County Courthouse
301 Main Street
Towanda, PA 18848

To Whom It May Concern:

The Sheller Center for Social Justice ("Center") at Temple University is a nonprofit organization housed at an educational institution. The Center is conducting a student-led research project. The goal of the project is to discover whether counties in Pennsylvania have written policies, directives, mandates, or other similar documents concerning immigration detainees, also known as Immigration, Customs, and Enforcement ("ICE") detainees. For your reference, a copy of an ICE detainer is attached.

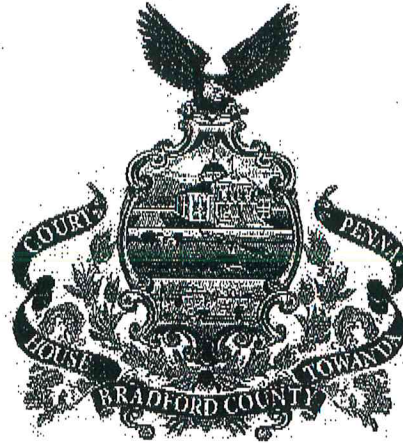
Please provide any document, correspondence, or public record, stored electronically or otherwise, that sets forth or refers to Bradford County's county-wide or jail-specific policy, procedure, or mandate regarding ICE detainees.

Please provide an electronic copy because the Center—as a nonprofit entity—would prefer to avoid any unnecessary duplication costs. In the alternative, the Center requests that you waive duplication costs under Section 1307(f)(2) of the Right to Know Law because the Center is conducting research that promotes the public interest. Thank you.

/s/ Jennifer Lee
Sheller Center for Social Justice
Temple University Beasley School of Law
(215) 204-8800

Donald Stewart
Warden

Peter J. Quattrini
Deputy Warden



Bradford County
Correctional Facility

15927 Rt. 6 Troy, Pa 16947
Office Phone: 570-297-5047
Fax: 570-297-4350

Bradford County Correctional Facility

To: All staff
Subject: Immigration and customs detainees
Date: June 16, 2014

Effective immediately we will no longer hold inmates solely for immigration and customs detainees. If an inmate has a detainer sent in from immigration and customs the intake officer is to call immigration and customs and ask for further information and paperwork. If immigration and customs has a criminal warrant or criminal conviction, request that they send the paperwork to us to legally hold the person. If nothing further exists and they just sent the detainer it is not to be granted, if the person is eligible for release they are to be released and not held solely for the detainer. If any questions arise contact the Deputy Warden or Warden for clarification.

D. Stewart, Warden

BRADFORD COUNTY CORRECTIONAL FACILITY POLICY AND PROCEDURES	Document # 12.01	Page # 1 of 7	Effective: 05/05/2005
	SOURCES: 4- ALDF- 2A- 16-26, 30 5B- 11, 13-18 / 2C- 03, 05, 06 7D- 19- 22 37 PA. CODE: Section 95.222		
Chapter: RECEPTION, ORIENTATION AND RELEASE WARDEN: <i>O. Stewart</i>	Subject: Inmate Intake Procedures Update: 26 September 2012		

- I. **PURPOSE:** To establish a system for committing inmate into the institution. This system shall provide the methods used for processing newly arrived inmates as well as assist the officers in the orderly completion of the tasks involved in this process.
- II. **APPLICABILITY:** To all officers, and especially to those officers responsible for processing new commitments and transfers.
- III. **DEFINITIONS:** As used in this policy, the following definitions apply.
 - A. Commitment Papers: A document signed and certified by the committing Judge or other duly authorized officer of the court authorizing the incarceration of an individual
 - B. Detainer: A certified document lodged against an individual by a Federal, State and Local Courts or Law Enforcement Agency, notifying the institution to hold the individual for further disposition by the courts, and or transfer to their custody due to pending litigation when available.
 - C. Pre-Trial Detainee Unclothed Search Form: The form to be filled out by the officer assigned intake duties on ALL un-sentenced new commitments. This form outlines specific reasons why the officer feels the need to perform an unclothed search of the new commitment, and must be approved by the Shift Sergeant or OIC.
- IV. **POLICY:** An Intake procedure shall be in place to process all newly committed individuals or individuals transferred from another Institution as soon as possible after their arrival. This procedure shall be designed to:

- A. Ensure that all court commitment papers/detainers are complete and accurate.
- B. Ensure that all newly committed individuals are properly identified.
- C. Observe the new commitment in an attempt to determine their emotional/physical state, and where possible attempt to reduce the anxiety level of new commitments.
- D. Ensure that each new commitment (when applicable) is body searched, showered and issued an institutional uniform to wear as well as linen and personal hygiene items.
- E. Properly inventory the new commitments personal property and place the property in the appropriate storage area.
- F. Record all basic personal and medical history data into the institution offender management database system.
- G. Ensure the new commitment receives an initial phone call to notify their family of their present status.
- H. Issue the new commitment a copy of the Inmate Handbook
- I. Assign housing in the classification unit.

V. **PROCEDURES:**

- A. Delivery of Commitment with Escort.
 - 1. All transporting agencies with a commitment are requested to radio or call the facility in advance of their arrival providing the name and sex of the commitment and their estimated time of arrival. They should also make any requests for assistance at this time.
 - 2. After visual identification by either the central control officer or the intake officer, the Central Control Officer upon clearance from the intake officer shall open the gate to the vehicle sally port to allow entry of the transporting agency. Should other than visual identification be needed, this shall be accomplished by the Central Control Officer using either the police radio, the monitor located in Central Control, or the intercom located outside the vehicle sally port prior to opening the sally port gate. After identification has been made, the Intake Officer will instruct the Central Control Officer to let the transporting agency enter the intake yard. Upon entry to the intake area through the vehicle sally port, the transporting officer shall accomplish the following:

- a. Exit the vehicle (ensuring the vehicle is turned off and the ignition keys are in his/her possession) and enter the intake unit sally port to secure his weapon in the weapons locker provided. **At no time shall a weapon be allowed in the secure area of the Institution.**
 - b. Exit the Intake Unit sally port, return to the vehicle, obtain the commitment and return to the intake unit sally port.
3. The Intake Officer (along with a female officer should the commitment be female) shall request Central Control to allow the transport officer and commitment into the Intake Unit. The Intake Officer shall complete the following prior to the departure of the transport officer(s).
- a. Visually inspect the commitment for signs of physical injury. If an injury exists the commitment shall not be accepted without proof from the transporting officer(s) that the commitment was provided/offered medical assistance prior to transport to the Correctional Facility. Should the transporting officer(s) not have the required medical treatment (or refusal of treatment) documentation the commitment shall not be accepted and the transport officer(s) will be instructed to transport the commitment to the nearest medical facility for treatment. **At no time will the intake officer accept an unconscious commitment.**
 - b. Review the commitment documents to ensure that all paperwork is certified, valid and accurate. The original copy of commitment documents shall be retained for records, and any other copies afforded the transport officer(s).
 - c. Obtain any detainers from the transport officer(s), as with the commitment paperwork original copy for records any copies given to transport officer(s).
 - d. Obtain information from the transport officer(s) as to the commitments degree of cooperation and attitude at time of arrest and during transport. Also speak with the commitment in an attempt to ascertain his/her mindset.
 - e. Complete the identification of the commitment. This can usually be accomplished by asking questions related to information contained in the committing documents, comparing physical appearance to information, photo on operator's licenses or any other means of identification the commitment can provide.

- f. Have the transport officer(s) remove any restraints on the new commitment and sign the transport receipt.
 - g. After the above steps have been accomplished the transport officer(s) shall retrieve their weapon from the weapons locker in the intake sally port and exit the institution.
- B. Arrival of New Commitment Unescorted: On occasion a new commitment may arrive at the institution unescorted. This is usually the result of a court order requiring the individual to report to the institution on a date other than their sentencing date. Another reason may be that the individual has been before a District Magistrate, who orders the person to report to the institution to begin serving a summary sentence. In these instances the individual will usually arrive with the appropriate commitment documentation. When this occurs the following procedures will be implemented:
- 1. Arrival During Business Hours.
 - a. The new commitment should report to the lobby Officer, or in the absence of an officer the institution Secretary in the main lobby.
 - b. The lobby Officer or Secretary shall identify the commitment by using any of the means outlined in Section V, Subsection A, paragraph 3, sub paragraph e. After identification is made, the Intake Officer will be informed of the arrival of the new commitment. In cases where the new commitment is female the female Officer shall also be informed.
 - c. The Intake Officer will verify the arrival date and time of the new commitment with the sentencing order or commitment order provided by the Sheriff's Dept. at the time the sentence was deferred. Should this information not be present, the Intake Officer shall contact the Clerk of Courts or committing authority for verification. After this is accomplished the Intake Officer shall have the lobby personnel direct the new commitment to the intake area.
 - 2. Arrival During Non-Business Hours. The Intake Officer, upon notification from the Central Control Officer that a new commitment is at the main entrance to the institution, shall:
 - a. Proceed to the main lobby and identify the new commitment using any of the methods described above.
 - b. Direct the new commitment to the intake area and meet the new commitment at the intake unit.

C. Designated Holding and Isolation Cell.

1. Holding Cell: The holding cell is to be used as a temporary holding area for new commitments pending processing as well as inmates awaiting transport to court hearings, medical appointments, temporary or permanent transfers etc. The Intake Officer shall be responsible for checking on the inmates being held in the holding cell at least every fifteen (15) minutes to ensure the well being of any inmate in the holding cell.
2. Isolation Cell: The isolation cell shall only be used to confine an individual who is self destructive or uncontrollably violent, and only for the period of time absolutely necessary. Only one inmate may be housed in the isolation cell at any given time.
 - a. The Shift Supervisor or OIC shall approve the placement of an individual in the isolation cell, and immediately notify the Warden and Deputy Warden of the situation.
 - b. Visual supervision shall be conducted at a minimum every fifteen (15) minutes, and the activity of the inmate noted on the inmate observation record. Any time an inmate is placed in the isolation cell, an incident report will be produced.
 - c. A medical opinion on the retention of an inmate in the isolation cell will be secured within eight (8) hours of placing an inmate in isolation. Should continued retention be required it will first be cleared by medical staff.
 - d. Only essential items will be allowed in the isolation cell with the inmate. No items will be allowed that could cause injury to the inmate or others.

D. Search of New Commitment.

1. All new commitments shall be searched by the Intake Officer (or female officer for female commitments). After the new commitment is instructed to empty their pockets and place any items on the counter, the Officer shall perform an initial search. This search shall be a pat search, which should include taking custody of all personal effects except for the clothing the commitment is wearing.
2. If a more thorough inspection of the pre-trial detainee is necessary, the intake officer should attempt to gain the consent of the detainee before a strip search or body cavity search is conducted. The officer will fill out the consent form and it will be approved by the sergeant or O.I.C. [Attachment 12.01(1)]

3. A strip search may be performed if the pre-trial detainee will be housed with other inmates or if during the pat search, any alcohol, firearms, live ammunition or explosive substance, suspected drugs or paraphernalia are discovered, the items shall be treated as contraband. The procedures in document #8.07 shall be implemented. Prescribed medications shall be turned over to the medical staff.
 4. A strip search may be performed on a pre-trial detainee that will **not** be housed with other inmates if during the pat search, any alcohol, firearms, live ammunition or explosive substance, suspected drugs or paraphernalia are discovered, the items shall be treated as contraband. The procedures in document #8.07 shall be implemented. Prescribed medications shall be turned over to the medical staff.
 5. After a Pre-Trial Detainee Unclothed Search form [Attachment 12.01 (2)] has been filled out by the Intake Officer, a body search will then be performed on the new commitment (when applicable). This shall be accomplished in such a manner as to cause the least discomfort and embarrassment as possible to the new commitment.
 6. If it is determined that a body cavity search needs to be conducted on a pre-trial detainee, the inmate will be placed in an isolation cell and monitored for safety and security until the appropriate medical personnel can conduct the search. The facility's doctor or appropriate licensed medical personnel will be called in to conduct the search, and the search will be conducted in the med room. At this point it will be treated like every other medical procedure and the policies outlined in Chapter 11 Medical and Mental Health Care will be followed.
- J. New Commitment Processing. After the new commitment has been searched, the Intake Officer shall begin the formal processing of the new commitment. This entails entering all pertinent information into the Institution's Offender Management System computer database, and completing the following:
1. Complete a receipt for any monies received from the new commitment, afford the new commitment a copy of the receipt, complete a Commitment Initial Deposit form [Attachment # 12.01 (3)], place the money in a money envelope, and secure the money in the locked box located in the property storage room.
 2. After inventorying the new commitments' personal property into the Offender Management System computer database and printing two (2) copies of the inventory, the Intake Officer shall have the inmate sign both copies. The Officer will also sign both copies and give the inmate a copy for his or her records. The other copy will be placed in the inmate personal record jacket.

3. Issue initial institution items that shall consist of a laundry bag, Inmate Handbook, and personal care items (soap, toothbrush, toothpaste, deodorant stick and comb). This also includes a mattress, two (2) sheets, pillow w/case (when applicable) and blanket.
4. Provide the new commitment an opportunity to make a phone call to notify their family or next of kin of their situation, and enter the phone number and party called in the phone log located in the Offender Management System database.
5. Briefly orient the new commitment on the rules and regulations within the institution.
6. Take a video image of the new commitment, using the Imaging Software in the Offender Management System database. Should the commitment be a return commitment, a new image should be taken if the image in the computer is over one (1) year old, or there is a definitive change in the commitments physical appearance.
7. Assign housing and escort to the classification unit.
8. Inform the Central Control Officer of the new commitments name, charges, and length of sentence or amount of bail (if applicable in the case of un-sentenced commitments).
9. Initiate a inmate personal record folder in accordance with the records policy.
10. Make all appropriate log entries.
11. If the commitment is a non-US citizen advise them the right to have their consular officials notified as per the Vienna convention.