

openrecords

From: openrecords
Sent: Monday, December 01, 2014 8:57 AM
To: 'jessy.faulkner@temple.edu'
Subject: Emailing: Jessica Faulkner

Good Morning Ms. Faulkner

Attached is the response to your Open Records request.

Sincerely

Judy Zerbe
Open Records Officer
Clarion Co. Pa.

Your message is ready to be sent with the following file or link attachments:

Shortcut to: Z:\Open Records\scan_docs\20141201094232536.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

County of Clarion County

Open Records Office

330 Main Street - Room 109
Clarion PA 16214
814-226-4000 ext 2601 - Fax 814-226-4906

RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: November 19, 2014

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: Jessica Faulkner / Jennifer Lee

STREET ADDRESS: Sheller Center, 1719 N. Broad St.

CITY/STATE/COUNTY (Required): Philadelphia, PA 19148

E-MAIL ADDRESS: (Optional): jessy.faulkner@temple.edu

TELEPHONE (Optional): 215.204.8800

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

Please See Additional Document

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

Do Not Write Below This Line
RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703).*

CLARION COUNTY CORRECTIONS 309 AMSLER AVENUE SHIPPENVILLE, PENNSYLVANIA 16254		
EFFECTIVE DATE: 12/02/97		REVIEW DATE:02/10/09
NO. PAGES:	POLICY: S-400	APPROVED BY:
CHAPTER: SECURITY		
SUBJECT: COMMITMENT TO CLARION COUNTY CORRECTIONS		

I. **POLICY**

It is the policy of Clarion County Corrections to properly admit and process inmates in a way that ensures the legality of their commitment; that ensures a complete and speedy committing process; and maintains the absolute security of the facility.

II. **REFERENCE**

Title 37

ACA 4.1.1

III. **SCOPE**

This policy shall apply to all staff of Clarion County Corrections and to all prisoners being committed to Clarion County Corrections.

With all admissions to the prison, commitment under proper legal authority and completeness of paperwork shall be verified. An inmate may not be admitted into the prison when it is determined that the inmate is in need of medical treatment that cannot be provided by the prison. In those cases, a written verification of treatment from a medical doctor shall be provided by the transporting authority prior to admission.

As part of the admission process, basic personal information shall be obtained for identification and classification purposes. This basic information must include:

- (A) The name of the inmate.
- (B) Date of birth.
- (C) Race.
- (D) Gender.
- (E) Social Security number.
- (F) State identification number (SID).
- (G) Country of birth.
- (H) Citizenship.
- (I) Any aliases.
- (J) The previous address of the inmate.
- (K) A physical description of the inmate, including height, weight, hair, eye color and any scars or tattoos.

(L) The occupation of the inmate. (M) Education. (N) Offense committed and a summary of the facts of the crime committed. (O) Religious affiliation. (P) The date of commitment. (Q) Committing county. (R) The authority for the commitment. (S) Previous criminal record and any detainers. (T) The name and address of the person to be contacted in event of an emergency. (U) Marital status and any children. (V) Medical history, including any substance abuse. (W) The name and address of the inmate's attorney.

Upon admission, a copy of the rules of the prison shall be provided to each inmate.

When non-US citizens are detained, the detainee shall be advised of the right to have the detainee's consular officials notified or the nearest consular officials shall be notified of the detention, if required by the Vienna Convention. Consular officials shall be given access to non-US citizen detainees and shall be allowed to provide consular assistance. Consular officials shall also be notified in the event of the death of a non-US citizen detainee.

IV. PROCEDURE

The following procedure shall be followed when committing any prisoner to Clarion County Corrections.

A. No prisoner shall be committed to this facility without **authorization** from a certified legal authority. The committing paper must be a certified court order, a signed and sealed District Justices commitment, or any other type of signed official commitment or re-commitment.

B. Clarion County Corrections will not hold Immigration detainees based on ICE detainers only. Inmates must have a legal and authorized commitment paper work

1. Any law enforcement agency transporting prisoners for commitment to this facility will enter the parking area of the facility and proceed to the call box outside the secured parking area. Using the call box, they will notify the Control Center of their presence.
2. The Control Center Officer will notify the Shift Supervisor of the presence of the transporting agency and the number of commitments involved. The Control Center will then open the secured

parking area gate and admit the transport vehicle, closing the gate behind them.

3. The transporting officer(s) will enter the secured parking. The transporting officer (s) have the option of locking weapons, ammunition and or all other weapons in the trunk of their vehicle.
4. After exiting the vehicle the Officer will escort his prisoner(s) to the Intake outer sallyport door.
5. The Control Center will then open the outer sallyport door after being notified by the transport officer.
6. Upon entering the sallyport the officer will ensure that the prisoner is handcuffed. No prisoners will be admitted to the facility until they are secured in handcuffs. The Officer will then deposit his/her weapon in the lock box provided for that purpose. If not otherwise secured.
7. The transporting officer will then present the prisoner to the inner sallyport door in such a way as to enable the Correction Officer in intake to make a visual inspection of the prisoner.
8. When the Correction Officer in Intake is satisfied that the prisoner is properly secured and all other conditions are met, he will notify the control center to open the inner sallyport door.
9. Upon entering the Intake area the prisoner will be subjected to a pat searched by the officer in Intake. Following the pat search the prisoner will proceed to the booking counter or to a holding cell. Any property removed from the inmate will be placed in a sealable valuable bag or property box and marked with the inmates name and booking number. Any firearms, alcohol, live ammunition, explosive substances, suspected drugs or drug paraphernalia found during any search of the inmate will be treated as

contraband and dealt with accordingly. Prescribed drugs brought in with the inmate will be held until confirmation of the inmates need for them and are subject to the approval of the facility medical staff.

10. The Officer in Intake must obtain a legal valid commitment paper before proceeding any further in the booking process.
11. The Officer (CO) in Intake will not accept any injured, sick or unconscious prisoners for commitment, until medical attention has been provided and the arresting or committing officer has produced verification from a medical doctor that the prisoner is not in need of emergency medical treatment or hospitalization. If there are still questions on the part of the Intake Officer, he will notify the Shift Supervisor for further action. Any sick or injured prisoners will see the facility doctor as soon as possible after commitment even though they may have already been seen by the committing agencies doctor
12. The intake officer will then proceed with the booking process. All computer entries will be made and the inmates belongings placed in the property and valuables bags provided. No property ,other than that which the inmate is wearing or has in his pockets or a purse will be accepted. The only exception to this is that the inmate will be allowed one set of court clothes, socks, underwear and two hair ties.
13. After all booking work is completed the inmate may be taken to the search room and showered. He will then be given a uniform and escorted to the appropriate housing unit. Inmates will be permitted to keep their underwear, socks and hair ties. Any of the inmates personal clothing requiring laundering will be so marked and placed in the laundry receptacle.
14. The transporting officer will then be given a body receipt and permitted to leave by way of the sallyport, retrieving his weapon on the way out.

15. Inmates being booked and not having had a previous opportunity will be permitted to make one local telephone call, long distance phone calls must be made collect.

reviewed 2/27/03 jdt

Revised 1/20/04jdt

reviewed 03/21/05 JH

06/20/2006 -JH SD DO

02/10/2009 Jh

Revised 02/09/2010 DO

Reviewed - 01/10/2012 DO

Reviewed - 02/05/2013 - DO----JH

Reviewed 03/06/2014 DO -- JH

Revised - 10/10/2014 JH

openrecords

From: Jessy Faulkner <tue83641@temple.edu>
Sent: Wednesday, November 19, 2014 6:02 PM
To: openrecords
Subject: Right to Know Request
Attachments: Clarion County RTK Additional Document.pdf; Clarion RTK Form.pdf; ICE Detainer Form.pdf

Judy Zerbe,

Please find a Right to Know request as well as an additional document attached to this email.

Thank you.

Jessy Faulkner

Sheller Center for Social Justice

Temple University, Beasley School of Law

jessy.faulkner@temple.edu

(Phone) [215-204-8800](tel:215-204-8800)

(Fax) [215-204-1185](tel:215-204-1185) (attn: Ro Scipio)

Stephen and Sandra
SHELLER
Center for
SOCIAL JUSTICE



Temple University
Beasley School of Law

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215 204.8800
www.law.temple.edu/csj

November 19, 2014

Judy Zerbe
Administrative Bldg.
330 Main St. Room 109
(814) 226.4000 (ext. 2601)
openrecords@co.clarion.pa.us

RE: Right to Know Request for Clarion County ICE Detainer Policy

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 detainers, also known as Immigration, Customs, and Enforcement (“ICE”) detainers. 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 Clarion County’s county-wide or jail-specific policy, procedure, or mandate regarding ICE detainers.

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.

Jessica Faulkner, Legal Intern
Jessy.faulkner@temple.edu

Jennifer J. Lee, Supervising Attorney
jenniferjlee@temple.edu