


# EXHIBIT A

 <p style="text-align: center;"><b>ALLEGHENY COUNTY BUREAU OF CORRECTIONS</b></p>	<b>APPLICABILITY:</b> All Authorized Personnel	
	<b>POLICY NUMBER:</b> #200	<b>EFFECTIVE:</b> <i>DRAFT</i> <b>REVIEWED:</b> <i>DRAFT</i>
	<b>TITLE:</b> Incident Reporting Procedures	
	<b>AUTHORIZED BY:</b>  <b>SIGNATURE:</b>	

### **POLICY**

It is the policy of the Allegheny County Bureau of Corrections for all authorized staff to submit incident reports on any incident or rule infraction prior to the completion of their shift. Furthermore, it is the expectation of the Administration that all incidents dealing with the safety and security of employees, inmates, and the facility are reported immediately to a Supervisor and the Shift Commander.

### **PURPOSE**

Written reports are essential for the protection, safety and security of all ACBOC staff, inmates and visitors. Written reports also provide for the preservation of events which may be called into litigation at some future time.

### **PROCEDURAL GUIDELINES**

1. All ACBOC authorized staff will be alert and observant regarding conditions and activities surrounding them.
2. All authorized staff must report any and all incidents, rule infractions or unusual activities to their immediate supervisor and submit incident reports with the details of the incident. Reporting of these matters is required prior to the conclusion of an employee's shift. These incidents include but are not limited to:
  - a. Security Breaches/Escapes
  - b. Fire/Fire Hazards
  - c. Safety Hazards
  - d. Use of Force
  - e. Contraband
  - f. Suicide/ Suicide Attempts/ Suicidal Statements

- g. Medical Emergencies
  - h. Medical Refusals
  - i. Death of Inmate/Employee
  - j. Theft of Employee Property or County Property
  - k. Accidents
  - l. Property Damage
  - m. Inmate or Staff behavior of an unusual nature
  - n. Sexual Assaults or other PREA Violations
  - o. Injuries to Staff or Inmates
  - p. Lost/misplaced items essential to the security of the facility (i.e., keys, ID badge, etc.)
  - q. Any other incident that may jeopardize the health, safety, or security of the jail
3. All employees shall report the essentials, paying special attention to details. Report only the facts, not opinion, unless it is necessary for investigative purposes.
  4. Ensure the report answers the questions WHO, WHAT, WHERE, WHEN, HOW and if appropriate WHY regarding the incident being reported.
  5. Reports shall be legible and use proper spelling, grammar and punctuation. Reports shall be printed using blue or black ink, only. When available, reports should be typed. The use of all uppercase letters shall not be used in typed reports.
  6. Employees must print/type their name and place their signature on all reports.
  7. Upon completion of any report, it is the responsibility of the Supervisor and/or Shift Commander to proof-read the report prior to distribution for compliance with this policy. Reports that do not meet the requirements set forth in this policy shall be returned to the employee for corrections.
  8. When applicable, the Supervisor and/or Shift Commander shall complete the "Perfect Packet Checklist" prior to distribution through the chain of command. All Perfect Packets shall be scanned into OnBase. Hard copies are to be placed in the appropriate Major's mailbox.

#### Notification to Other Authorities


The Shift Commander is to contact the United States Marshal Services (USMS) at 412-644-6628 or 412-644-6627 in the event that an incident as described below involves a

federal detainee. Phone notification is sufficient with the submission of any reports, if requested. Emailed reports are to go to Jason Byham at ([Jason.Byham@usdoj.gov](mailto:Jason.Byham@usdoj.gov)). Applicable situations are:

- When a Federal detainee escapes, attempts to escape or is involved in a conspiracy to escape;
- In the event of the death, assault, or a medical emergency requiring hospitalization of a Federal detainee;
- Suicide attempts;
- Involvement in a sexual assault/incident (requires immediate notification to USMS contact); and
- When activity by a Federal detainee is likely to result in litigation or is an alleged criminal activity.

Please also include information in the Shift Commander Report of any incident involving a federal detainee.

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 <p style="text-align: center;"><b>ALLEGHENY COUNTY BUREAU OF CORRECTIONS</b></p>	<b>APPLICABILITY: All Authorized Personnel</b>	
	<b>POLICY NUMBER: #605</b>	<b>EFFECTIVE: <i>DRAFT</i> REVIEWED: <i>DRAFT</i></b>
	<b>TITLE: Code of Ethics / Conduct Required of all ACJ Employees – ACA Standard 7C-02</b>	
	<b>AUTHORIZED BY:</b>	
<b>SIGNATURE:</b>		

## **POLICY**

It is the policy of the Allegheny County Bureau of Corrections to hold all employees, contractors and volunteers accountable for compliance with both the Allegheny County and Allegheny County Bureau of Corrections Code of Ethics. Violations of the Code of Ethics may result in disciplinary action up to and including termination.

## **PROCEDURAL GUIDELINES**

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1. Employees of the Allegheny County Jail are viewed by those in our care and custody as role models. All jail employees must be cognizant of the fact that certain behavior may place them in a situation in which they may not be able to perform their duties and responsibilities in an effective manner. Employees must be mindful of behaviors that may place them in such a situation and when such behavior can represent the potential for a security breach or security compromise.
  
2. In order to ensure that an effective and efficient operation is maintained, certain rules of conduct must be imposed and enforced. All jail employees are required to conduct themselves in a professional and respectful manner. The listed requirements in this policy and those in the Employee Code of Ethics Book issued to all employees are to be strictly followed. Violation of these requirements may result in severe disciplinary action up to and including termination. Therefore, the following are strictly prohibited:
  - A. Entering into personal relationships with an ex-inmate of any institution, while they are under probation or parole.
  
  - B. Divulging information that is considered confidential by state or federal laws and regulations, including the Criminal History Record Information Act. In addition, the following restrictions surrounding disclosure apply:
    - a. No employee may divulge any personally identifiable data regarding

a specific inmate, including:

- i. Individually identifiable medical, mental health, and substance abuse information;
    - ii. Individually identifiable information about arrests that did not lead to conviction; and
    - iii. Information contained in records sealed by court order.
  - b. No employee conducting, directly participating in, or having confidential knowledge of an ongoing investigation may disclose information developed during the investigation, where disclosure of such information would reasonably be expected to interfere with the investigation or jeopardize the safety of an individual.
  - c. No employee may divulge personal information about another employee or contractor to an inmate.
- C. Receiving personal favors from inmates—Personal favors, gifts, telephone calls, written correspondence or any types of special considerations are not permitted to be accepted by or given to any employee, to or from an inmate, an inmate’s family, or an inmate’s friend.
- D. Receiving personal favors, etc. from businesses. (Personal favors, gifts or special considerations of any type are not permitted to be accepted by or given by an employee to or from any company, agency or individual with whom the jail employee is involved in the conducting of jail business, if the employee is also involved in determining or influencing the degree of that business relationship).
- E. Unauthorized movement throughout the jail. (Reference policy #228).
- F. Failure to immediately report relatives (i.e., family members, husband/wife, etc.) and personal friends that are incarcerated in the ACJ to the Administration and Internal Affairs in accordance to policy #618.
- G. Being involved in negative confrontations with inmates and jail staff.
- H. Being involved in “horseplay” or unprofessional conduct between staff

members and/or inmates.


- I. Failure to report an arrest or any charge by a law enforcement agency. Employees are required to report, in written form, any and all arrests, charges and law enforcement investigations that occur during their employment at the ACJ. Notification is to be made no later than 24 hours after the occurrence of the violation. This reporting requirement includes, but is not limited to, such violations as summary offenses, citations, serious motor vehicle codes, as well as criminal offenses. Written Reports are to be submitted through the chain of command to include the Shift Commander and/or Immediate Supervisor and Internal Affairs.
- J. Insubordination and gross disrespect to supervisors and managers— Employees who display this type of behavior will be put on notice in writing of a pending disciplinary hearing before the appropriate Major. However, depending on the severity of the violation, the employee may be relieved of duty and sent home until his/her next working day, where upon a hearing will be held.
- K. Gross disrespect to fellow employees and inmates.
- L. Gross disrespect to subordinate employees—Managers and supervisors who display this type of behavior will be put on notice in writing, of a pending disciplinary hearing before the appropriate Major. However, depending on the severity of the violation, the manager or supervisor may be relieved of duty and sent home until his/her next working day, where upon a hearing will be conducted.
- M. Dereliction of duty: An employee is considered to be in dereliction of duty if they willfully refuse to perform their duties or is incapacitated in such a way that they cannot perform their duties. Such incapacitation includes but is not limited to falling asleep on duty requiring wakefulness, as well as intoxication and consequently not being unable to perform their duties. It also includes shooting oneself and thus being unable to perform any duty as well as vacating their post without permission or proper relief.
- N. **Entering into personal relationships with any inmate of the institution: this constitutes fraternization**—Employees will exercise the greatest degree of caution when dealing with all inmates. When dealing with inmates of the opposite sex, wherever possible, employees must always

have another staff member present. (Reference policy #223).

- O. **Submitting False Reports and/or Falsifying Reports**—Employees who knowingly or willfully submit a report containing false statements shall be immediately relieved of duty and sent home until their formal disciplinary hearing is conducted. In addition, any employee determined to have made false statements and/or accusations to an outside agency (i.e. County Police, State Police, Federal Agents, etc.) shall be immediately removed from duty until his/her scheduled disciplinary hearing.
- P. **Engaging in the practice of sexual harassment in any form.** (Reference policies #503 and Allegheny County Policy #202 Anti-Discrimination, Harassment, and Retaliation).
- Q. **Engaging in the practice of racism in any form.** (Reference Allegheny County Policy #202 Anti-Discrimination, Harassment and Retaliation).
- R. **Introduction of contraband to the jail of any nature, especially of a serious nature, such as, for example drugs, weapons, etc.** (Reference policies #620, #202, #100, and #204).
- S. **Assaults and gross violations of use of force on inmates.** (Reference policy #207).
- T. **Any Authorized Personnel that witnesses or has knowledge of any incident that violates this policy and fails to report that incident to appropriate authorities will be disciplined up to and including termination.**

**Bolded font** indicates No Tolerance Policies—“No tolerance” means that any violation of these policies will result in severe disciplinary action up to and including termination of employment. Such policy violators do not fall within the perimeters of progressive discipline.



 <p style="text-align: center;"><b>ALLEGHENY COUNTY BUREAU OF CORRECTIONS</b></p>	<b>APPLICABILITY: All Authorized Personnel</b>	
	<b>POLICY NUMBER: #624</b>	<b>EFFECTIVE: <i>DRAFT</i> REVIEWED: <i>DRAFT</i></b>
	<b>TITLE: Use of Social Media By Employees</b>	
	<b>AUTHORIZED BY:</b>	
<b>SIGNATURE:</b>		

**POLICY:**

Employees of the Allegheny County Bureau of Corrections (ACBOC) generally retain their right to free expression on matters of public concern when not acting in the scope of their official duties. This policy describes certain limited prohibitions on the use of social media by all ACBOC authorized personnel to protect safety, security, and legitimate privacy interests. Nothing in this policy is intended to prohibit employees from engaging in their constitutional right to express themselves as private citizens on social media. Additionally, this policy does not restrict any employee from revealing impropriety or wrongdoing by any employee and must not be construed to do so.

**PURPOSE:**

The purpose of this policy is to establish the position of the Allegheny County Bureau of Corrections on the use of social media, and to provide guidance to its management for administrative regulations on advanced communication technology.

**SECTION 1: DEFINITIONS**

- **All Authorized Personnel:** For the purpose of this policy all authorized personnel includes all Allegheny County Bureau of Corrections employees, vendors, contracted employees, volunteers, and those with authorized facility access.
- **Page:** The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.
- **Post:** Content that an individual shares on a social media site or the act of publishing content on a site.
- **Social Media:** A category of Internet-based resources that integrate user-generated content and user participation this includes, but is not limited to, social networking sites (Facebook, Instagram, MySpace, SnapChat), microblogging sites (Twitter, Nixie), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).
- **Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

## **SECTION 2: PERSONAL USE**

### **A. Prohibitions and Precautions**

ACBOC employees engage in personal use of social media at their discretion. ACBOC does not routinely monitor employee personal use of social media, but it may do so for cause. Barring state law or binding employment contracts to the contrary, all authorized personnel when using social media will abide by the following:

1. All authorized personnel are free to express themselves as private citizens on social media sites. However, personnel shall not use personal social media in any way that could reasonably give the impression to the public that the comments, postings, or opinions are those of ACBOC or any other public agency or public official.
2. As public employees, all authorized personnel are cautioned that speech expressed on social media is the employee's own and does not necessarily reflect the views of the Bureau. Employees who post content on social media that violates applicable federal or state laws or Bureau policies may be subject to disciplinary action.

All ACBOC personnel are prohibited from the following:

- a) Posting speech containing obscene language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
- b) Posting speech that could reasonably be expected to disrupt the safe operation of the Jail. This policy does not restrict any employee from revealing impropriety or wrongdoing by any employee and must not be construed to do so.
- c) Making any statements, speeches, appearances, or endorsements that imply without specific authorization by the Warden of his designee that they are acting in an official capacity and/or representing the Bureau.

**All authorized personnel are cautioned:**


- a) Not to display department logos, uniforms, or similar identifying items on personal web pages or as part of social media postings.
- b) To be mindful that speech on social media becomes part of the worldwide electronic domain and could be used to undermine or impeach an officer's

testimony in criminal proceedings.

- c) To expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

All authorized personnel becoming aware of or having knowledge of a posting or of any website or web page in violation of the provisions of this policy shall notify his/her Shift Commander and/or immediate supervisor.

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 <p style="text-align: center;"><b>ALLEGHENY COUNTY BUREAU OF CORRECTIONS</b></p>	<b>APPLICABILITY: All Authorized Personnel</b>	
	<b>POLICY NUMBER: #625</b>	<b>EFFECTIVE: <i>DRAFT</i> REVIEWED: <i>DRAFT</i></b>
	<b>TITLE: Access to News Media</b>	
	<b>AUTHORIZED BY:</b>	
<b>SIGNATURE:</b>		

## **POLICY**

Correctional facilities and programs are operated at public expense for the protection of society. The public has a right to know how these facilities are operated and programs are being conducted. The intent of this policy is to allow the public to be informed on matters of public concern while also protecting the Bureau's interests in security and the privacy rights of its inmate population. This policy does not apply to employees when they speak on matters of public concern as private citizens on their own time, provided they are not in uniform and do not otherwise create the impression that they are speaking in an official capacity and/or representing the Bureau. This policy does not restrict any employee from revealing impropriety or wrongdoing by any employee and must not be construed to do so. However, it does not override ACBOC Policy 200 or authorize any employee to evade or substitute their reporting duty report incidents or concerns to their superiors.

## **PURPOSE AND SCOPE**

To establish standard and emergency procedures governing the Allegheny County Bureau of Corrections (ACBOC) response to inquiries from the public and the media and requests for media contact with the inmate population.

## **DEFINITIONS**

- **All Authorized Personnel:** For the purpose of this policy all authorized personnel includes all of Allegheny County Bureau of Corrections (ACBOC) employees, vendors, contracted employees, volunteers, and those with authorized facility access.
- **Briefing:** A press conference called for the purpose of releasing factual information to the media, usually during or just after a specific incident.
- **Comment(s):** An official response to a media inquiry regarding policy, practice, or the handling of a specific event.
- **General Public:** Individuals who are not officials in the law enforcement or academic communities, media representatives, employees of the County, or all authorized personnel of the ACBOC, or inmates or their family members.

- **Media (or "news media"):** A collective term for any person(s) or organization(s) that regularly gathers and/or publishes news or other matters of public interest for public dissemination through any medium, including newspapers, radio, television, or the internet.
- **Media Representative (or "journalist"):** A properly identified representative of a media organization or a member of a professional journalistic association such as a press association or a documentary film association. A journalist working independently ("freelance") who lacks such identification may establish their profession through a prior journalistic or documentary filmmaking history. Proper identification includes, but is not limited to, proof of membership in a professional news, press, media, or documentary film association or proof of employment by a media organization.
- **Official Information (or "official statements"):** Information authorized by the Warden or designee intended for public distribution.
- **Press Conference:** A meeting of one (or more) individual(s) with more than one representative of the news media for the purpose of reading statements and/or answering questions posed by media representatives.
- **Press Pool:** A small group of media representatives representing a cross-section of the media. A press pool is used to distribute information when the volume of media inquiries becomes too large.
- **Press Release:** A statement prepared and approved for release to the media.
- **Statement:** A prepared item or response formulated to be read to representatives of the news media, for the purpose of expressing an opinion, revealing facts, or responding to charges.

### **Section 1: Procedural Guidelines**

The ACBOC will maintain an organized method for establishing and maintaining appropriate relationships with the media to keep the general public informed about activities at ACBOC and ACBOC's role in the criminal justice system and the community.

In all contacts with the media, the ACBOC and its representatives will preserve inmates' individual rights to privacy.

Only the warden and his or her designated personnel are authorized to make statements or comment to the media that purport to reflect the official views and representations of the Bureau.

Efforts will be made to honor media inquiries seeking information or access, but the Warden or his/her designee may decline such a media request for one or more of the following reasons:

- a) The subject of inquiry is in litigation;
- b) Honoring the inquiry would present an unacceptable risk of injury to staff, media representative, or inmates;
- c) Honoring the inquiry would present an unacceptable level of risk to the security and good order of facilities operated by the ACBOC; or
- d) Honoring the inquiry would present an unacceptable risk of invading the privacy of ACBOC staff or inmates.

These examples are intended to explain the reasons that a media inquiry might properly be declined, but are not intended as an all-inclusive list.

Press conferences by inmates are prohibited unless authorized by the Warden or designee. Press conferences addressing issues that implicate privacy interests of inmates or employees or the security of the Jail held by employees wearing uniform or purporting to represent the view of the ACBOC are prohibited unless authorized by the Warden or his or her designee.

## **Section 2: Media Access to a Facility**

Media representatives must obtain written permission to enter any areas of the ACBOC.

To obtain access to an ACBOC facility, a media representative must submit a request in writing to the Warden containing the following information:

- a) the name(s) of the media representative(s) seeking access;
- b) the reason that access is needed;
- c) the specific area or inmate requested to be seen.

The Warden or designee will review the request and approve or disapprove it promptly. The Warden or designee will notify the Public Information Officer if the request for access is approved. A copy of the request for access and the Warden's comments will also be forwarded to the County Public Information Officer for his/her use during the media contact.

Media access to an ACBOC facility is not less than that available to the public.

The Warden or County Public Information Officer will coordinate the location, date, time, and provision of security escort for the media representative's visit.

Security will check the identification of the media representative(s) (and camera personnel, if

applicable) seeking entry to the facility. Proper identification requires (a) driver's license, passport, or equivalent state-issued photo identification card, and (b) an identification card issued by the journalist's employer or professional association.

If the journalist's employer or professional association does not issue identification cards, an official communication from the journalist's employer or professional association is acceptable. If a journalist operates independently or is employed as a freelance journalist, a record of three past journalistic publications or one documentary film will be considered evidence of their professional credentials in lieu of an identification card.

After review of the media representative's identification, a supervisor will accompany the media representative to their destination inside the facility and remain available during the visit. If the media representative is interviewing an inmate, the Shift Commander or Sergeant will remain in the area for the duration of the interview (consistent with Inmate Access to Media Policy). Security will remain the first priority during media interviews and tours.

Media representatives will be permitted access to all program areas of the facility being toured. Security personnel will accompany the supervisor and other individuals giving the tour in order to provide escort and maintain the facility's security.

When media representatives visit the institution, programs and activities may be photographed and media representatives may meet with inmates engaged in authorized programs and activities. An inmate has the right not to be photographed or recorded by the media.

While visiting the facility, the media representative is subject to all ACBOC rules and regulations.

If media activity in a public area of a facility creates management problems, the Warden or designee may deploy staff to supervise the area and remove the media, if appropriate.

### **Section 3: Responding to Media Inquiries**

Media representatives may contact the ACBOC for information in a variety of ways, including by telephone, in writing, and waiting to conduct on-the-spot interviews. The following will apply in responding to media inquiries:

- a) No official statements or official comments pertaining to specific ACBOC policies, facility operations, or the handling of events will be made without the explicit approval of the Warden or designee.
- b) Official responses will be confined to factual information approved by the Warden or designee for release to the media.
- c) If the facts needed are unavailable at the time, the Warden or designee will so inform the media representative and will make a reasonable effort to obtain the requested facts for the media representative.

**1. Written Inquiries and Responses:**

Requests from the media for an official comment or official statement from the Bureau must be forwarded to the Warden or designee to prepare a response. This provision shall only apply to requests for official comments or statements.

The Warden or designee will draft a response to the written inquiry or review, revise and approve a draft response prepared by others.

The approved response will be sent to the individual or media making the inquiry by the Warden or designee.

Generally, written responses will be prepared within five working days of receipt. In cases requiring a significant delay in response, an interim response will be provided.

All incoming and outgoing correspondence with media representatives will be copied and filed in both Inmate Services and Security files.

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**2. Oral Inquiries and Responses:**

All authorized personnel who receive telephone calls or other inquiries from the media seeking an official comment or official statement from ACBOC will direct those inquiries to the attention of the Warden unless the information requested is part of a public information request or involves a previous approval from the Warden. The Warden or designee will:

- a) field the telephone call;
- b) supervise any research needed to respond to the inquiry;
- c) provide a substantive response to the inquiry.

If the request seeks to communicate with an inmate, the Warden or designee will notify the media representative of this policy and the Inmate Access to Media policy.

The Administration will maintain a record of all media inquiries requesting official comments or statements. This record should contain the following information:

- a) date and time;
- b) name and organization of inquirer;
- c) issue;
- d) name of referral if applicable.

**Section 4: County Public Information Officer**



The Warden or designee will be the authorized spokesperson for the ACBOC.

The Warden, designee, or the County Public Information Officer will provide verbal and written information to the media to help provide a factual picture of the ACBOC and its facilities on a continuing basis.

The Warden or designee will regularly inform the County Executive's Office of media inquiries and pending media releases that may have a significant impact on the administration or operation of the ACBOC.

All official information and press releases referring to the ACBOC administration, ACBOC policy and procedure, ACBOC programs or conditions, or specific incidents will be issued only by the Warden.

The Warden or designee will respond promptly, accurately, and honestly to all inquiries.

The Warden will furnish copies of this policy to media representatives upon request.

#### **Section 5: Release of Information**

The Warden or designee shall make factual, prompt announcements of unusual and newsworthy incidents to local news media; i.e., deaths, major escape or institutional emergencies. The text of such announcements shall be transmitted to the County Executive Offices and the President of the Prison Oversight Board.

The Warden shall provide information about an inmate which is public record upon request and in accordance with federal and state laws and regulations, including the Criminal History Record Information Act. Authorized Personnel shall not disclose any information that is considered confidential by state or federal laws and regulations. In addition, the following restrictions surrounding disclosure apply:

- a) Individually identifiable medical, mental health, and substance abuse information;
- b) Individually identifiable information about arrests that did not lead to conviction; and
- c) Information contained in records sealed by court order.

#### **Section 6: Media relations in Emergency Situations**

In the event of a facility emergency, all public and media access to the ACBOC and its facilities may be limited temporarily. Under such circumstances, the Warden or designee will identify a press spokesperson who will brief all media representatives periodically on the situation. A media briefing center will be established away from the area of tactical operations and staff traffic.

The Warden may establish a press pool when the frequency of requests for interviews and visits

has reached all media without right of first publication or broadcast.

When a press pool is established, the Warden will notify media representatives who have requested interviews or visits not yet conducted that information will be made available through the press pool.

Press pools generally will consist of at least one representative from each of the following groups:

- 1) national and international news services;
- 2) television and radio networks and outlets;
- 3) news magazines and newspapers;
- 4) all media in the local community.

If no interest has been expressed by one or more of these groups, no representative from that group need be selected.

The Warden or designee or County Public Information Officer is responsible for coordinating emergency press releases and access to key staff, for operational briefings.

## **Section 7: Press/Media Contact with Inmates**

### **1. News Media Contact with Inmates:**

Personal visits of media personnel at the Allegheny County Bureau of Corrections shall be arranged with the Warden or conducted according to the regulations laid out in the visitation policy.

No messages, verbal or written, will be relayed to incarcerated inmates from the media by any authorized ACBOC personnel. No incoming telephone calls will be accepted for any inmates of the ACBOC.

### **2. Inmate Contact with News Media:**

An inmate, if he/she wishes, may contact the news media via mail or telephonically by utilizing the inmate collect call system of telephones installed on each pod.

Outgoing mail is not opened or censored in any fashion.