

**The Philadelphia Department of Human Services
Children and Youth Division
Policy and Procedural Guide**

TO: All Social Work Staff

FROM: John McGee, Deputy Commissioner
Pamela Mayo, Operations Director

RE: Outreach to Parents Incarcerated in the Philadelphia Prison System

EFFECTIVE DATE: June 27, 2006

The purpose of this Guide is to:

- reiterate the requirement to involve parents who are incarcerated in planning and visitation with their children who are committed to the Department,
- to transmit the Protocol for Visits to Parents Incarcerated in Philadelphia Prisons established for
 - visitation of DHS-committed children with parents incarcerated in the Philadelphia Prison System, and
 - visitation by DHS and provider social workers with parents incarcerated in the Philadelphia Prison System for service planning and contact as part of regular case management.

POLICY

In accordance with DHS policy, all parents must be offered the opportunity to be involved in service planning for their children in out-of-home placement, and every child in out-of-home care must have the opportunity to visit with his/her parents, unless it is court-ordered or inconsistent with the child's permanency goal.

- DHS and provider social workers are expected to reach out to parents of children in care, which should include efforts to locate a missing parent and/or determine whether the parent of a child in out-of-home placement is incarcerated.
- DHS and provider social workers are expected to meet with parents who are incarcerated to involve them in planning for their children. Meeting with incarcerated parents also provides an opportunity to obtain information about the child's extended family.
- Children in placement should be visiting with an incarcerated parent on a regular basis, in accordance with the FSP/PPP, as they would with a parent who is not incarcerated unless there is a court order limiting or prohibiting visitation. Visitation for children in placement is an important part of working toward a safe, permanent home for the child, and maintaining the child's connections to his/her family and community.

PROCEDURES

All visits to parents who are incarcerated, whether by social workers or children in placement, must be planned and scheduled at least 48 hours in advance, according to the established Protocol, attached.

The Protocol includes procedures required prior to the visit, scheduling the visit, and procedures at the Prison.

PROCEDURES

All visits to parents who are incarcerated, whether by social workers or children in placement, must be planned and scheduled at least 48 hours in advance, according to the established Protocol, attached.

The Protocol includes procedures required prior to the visit, scheduling the visit, and procedures at the Prison.

Prior to Scheduling a Visit

All visits to the prisons by DHS and provider staff require prior written approval from the office of the Warden. Wardens will approve a regular visiting schedule, provided it is a time-limited block of dates, no longer than two months.

Location and status of incarceration should be confirmed prior to each visit, even when approval has been given for a block of visitation dates.

Prior to scheduling the initial visit for children with an incarcerated parent, the DHS social worker should try to determine whether there is a court order limiting or prohibiting visitation or contact. This can be done by asking the other parent or by calling the appropriate contacts in the prison system (See Protocol for contacts). If there is no evidence of such an order, or a reason for such an order, visitation for children with incarcerated parents should not be delayed.

Prior to scheduling any visit, DHS and provider social workers should contact the prison social work supervisor. (See Protocol and telephone list, attached.) Prison social work staff will help to facilitate the visit, and inform the DHS social worker if the incarcerated parent chose not to be available for the visit

Procedures for the Visit

The day of the visit, DHS or provider social workers, or child's caregiver, should contact the prison to be sure that the prison is open for visitation.

When arriving for the visit, the social worker or child's caregiver must present the written approval, in addition to the appropriate identification (see Protocol for content of request for official visit and proper identification)

All visitors will be subjected to a pat down search. No items may be taken into the prison, including cell phones, cameras, electronic devices, cigarettes, etc. and will need to be placed in a locker. (See Protocol for examples of prohibited items.)

If a child is visiting with an incarcerated parent, the adult who brings the child to the visit must remain and supervise the visit.

This procedure applies only to the Philadelphia Prison System. In order to arrange visits with inmates at the State and Federal Prisons arrangements need to be made directly with them. The numbers and websites are :

Pennsylvania Department of Corrections
717-975-4859
<http://www.cor.state.pa.us>

Federal Bureau of Prisons
202-307-3198
<http://www.bop.gov>

Both sites have online inmate locators.

Questions regarding this Policy and Procedural Guide may be addressed to:

Patricia Ripoll, Policy and Planning Administrator	x4112
Susan Weinberg, Program Supervisor	x4116
Bari Rose-Epstein, Program Analyst	x4124

Philadelphia Department of Human Services - Philadelphia Prison System

Protocol for Visits to Parents Incarcerated in Philadelphia Prisons

This Protocol affects visitation by DHS and Provider social workers, and DHS-committed children to parents incarcerated in the Philadelphia Prison System

DHS and provider social workers should meet with parents who are incarcerated to involve them in planning for their children. Meeting with incarcerated parents also provides an opportunity to obtain information about the child's extended family. Children in placement should be visiting with an incarcerated parent on a regular basis, in accordance with the FSP/PPP, as they would with a parent who is not incarcerated unless there is a court order limiting or prohibiting visitation. Visitation for children in placement is an important part of working toward a safe, permanent home for the child, and maintaining the child's connections to his/her family and community. All visits to parents who are incarcerated, whether by social workers or children in placement, must be planned in advance. **The following protocol pertains only to visits in the Philadelphia Prison System.**

Determining a Parent's Location:

To confirm a parent's incarceration and determine the location, social workers can use one of the following:

- Prison Record Room (215-685-8394, 95, 96)
DHS social workers should provide as much identifying information as possible: parent's name, date of birth, social security number, Police Photo ID (PID) number if known.
- Philadelphia Inmate Locator -accessed through DHS Central and CityNet
Searches require parent name or Police Photo ID (PID) number.

Location and status of incarceration should be confirmed prior to each visit.

Prior to Scheduling a Visit:

- Prior to scheduling the initial visit for children with an incarcerated parent, the DHS social worker should try to determine whether there is a court order limiting or prohibiting visitation or contact. If the incarcerated parent is the custodial parent, the social worker may be aware of this through a Family Court order. If the incarcerated parent is the non-custodial parent, the DHS social worker should inform the custodial parent of the planned visitation and ask if there is any order limiting or prohibiting visitation or contact. Additionally, the DHS social worker should contact the following to verify whether such an order may exist:
Director of Classification, Movement and Records-CMR at 215-685-8487 or
Deputy Warden of Classification, Movement and Registration/Population Control Unit at 215-685-8388.

If there is no evidence of such an order, or a reason for such an order, visitation for children with incarcerated parents should not be delayed.

- Prior to scheduling any visit, DHS and provider social workers should contact the prison social work supervisor. If the prison social work supervisor cannot be reached, DHS and provider social workers may contact the Human Services Program Administrator for Inmate Services at 215-685-7113 or 215-685-8236. Prison social work staff will help to facilitate the visit, and inform the DHS social worker if the incarcerated parent chose not to be available for the visit.

Scheduling a Visit:

- Visiting hours at all facilities except Alternative and Special Detention (ASD) are between 10:00 am and 6 pm, Monday through Friday. Therefore, visits should be scheduled at these facilities Monday through Friday, the visit to begin between 10:00 a.m. and 5:00 p.m. (The visitors must sign in no later than 4:30 p.m.)
- Alternative and Special Detention (ASD) does not have a central facility. Visitation with incarcerated parents housed in ASD takes place at the House of Corrections, and should be scheduled Saturday or Sunday, to begin between 9:00 a.m. and 1:00 p.m.
- All visits to the prisons by DHS and provider staff require prior written approval from the office of the Warden.
- To request a visit, the request must be sent by fax to the Warden's office at least 48 hours in advance. The request should be on letterhead and include the following information:
 - state that it is an official visit (so that these visits do not get counted toward the incarcerated parent's regular visitation)
 - name of the parent
 - names of children, and names and agencies of adults who will be visiting
 - date and time of the visit
 - name of the person responsible for supervising the visit
 - request for a family visiting room or private space for the visit
 - social worker's fax number for return of written confirmation.
- Requests should be made with as much advance notice as possible to ensure that arrangements for the visit will go smoothly.
- Social workers should request the Warden's secretary (number listed below) fax back written confirmation of the Warden's approval of the visit.
- Wardens will approve a regular visiting schedule provided it is a time-limited block of dates, no longer than two months. If a block of dates is approved, the DHS social worker is responsible for checking periodically to verify that the parent remains incarcerated in that facility. Philadelphia Prison staff are not responsible to notify DHS if a parent changes facilities or is discharged.

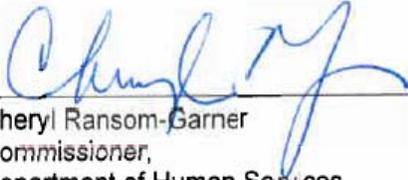
Procedures at the Prison:

- DHS or provider social workers should contact the Prison records room or DHS social workers can check Inmate Locator prior to the visit to make sure the parent was not moved to a different facility.
- The day of the visit, DHS or provider social workers, or child's caregiver, should contact the prison to be sure that the prison is open for visitation.
- When arriving at the prison, social workers or child's caregiver must have **identification and the written confirmation of the approval for the visit from the Warden's office.**
- Appropriate identification, in addition to the written approval, includes:
 - DHS social workers - City ID (not their building swipe).
 - Provider agency staff - Agency picture identification, if they have one. Otherwise, agency Identification card and driver's license.
 - Foster parent or other caregiver – driver's license.
- All visitors will be subjected to a pat down search. No items may be taken into the prison, including cell phones, cameras, electronic devices, cigarettes, etc. and will need to be placed in a locker.
- **The adult who brings a child for a visit with an incarcerated parent in accordance with the FSP/ CPP is responsible to supervise the visit and must remain with the child for the duration of the visit.**

Additional Information:

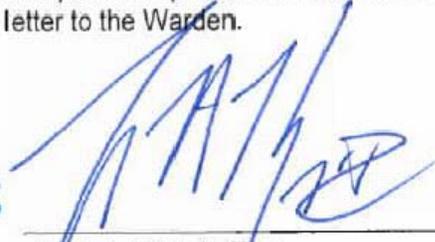
- Parking is available in front of the House of Correction.

- There is usually no time limit on the visits. To maximize privacy and confidentiality, these visits may be held in a more private setting than the normal visiting area.
- Incarcerated parents should be advised that visits with their children which are arranged by a DHS or provider social worker will not impact or be charged against their regular visits.
- Family photographs may be arranged when requested in advance. Photos can only be taken in the regular visiting room, not when the family is visiting in a private room. Photo tickets may be purchased by family members. To request that photos be taken at no charge, this information should be included in the fax or letter to the Warden.



Cheryl Ransom-Garner
Commissioner,
Department of Human Services

6/27/06
Date



Leon A. King, II, Esq.
Commissioner,
Philadelphia Prison System

6/15/06
Date

NOTE: Listed below are the persons filling these positions as of 11/05. The telephone numbers, addresses and FAX numbers are correct for these positions, even when personnel change.

Riverside Correctional Facility (Women's Detention)

Warden (Louis Giorla) Riverside (Blanche Carney, SWS)
8151 State Road 215-685-6955-Phone
Philadelphia, Pa. 19136 215-685-6966-Facsimile
Phone- 215-685-8145/8146
Fax- 215-685-8144

Philadelphia Industrial Correctional Center (PICC)

Warden (Joyce Brown-Adams) PICC (Alexander Velitskovich, SWS)
8301 State Road 215-685-7129-Phone
Philadelphia, Pa. 19136 215-685-7128-Facsimile
Phone- 215-685-7103/7104
Fax- 215-685-7108

House of Correction

Warden (Darryl Anderson) HOC (Kim Ragan, Acting SWS)
8001 State Road 215-685-8236-Phone
Philadelphia, Pa. 19136 Deanna Pierce, SWS as of 2/1/06
Phone- 215-685-8221/8363 215-685-8232 - Phone
Fax- 215-685-8938 215-685-8148-Facsimile)

Detention Center

Warden (John Delaney) DC (Robert Weiss, SWS)
8201 State Road 215-685-8454-Phone
Philadelphia, Pa. 19136 215-685-8568-Facsimile
Phone- 215-685-8580/8789
Fax- 215-685-8578

Alternative and Special Detention

Warden (Arthur J. Blackmon, Jr.) ASD (Carroll "Chuck" Daniels, SWS)
8101 State Road 215-685-8393-Phone
Philadelphia, Pa. 19136 JoHanne Stegeirwald, SWS
Phone 215-685-8730/8866 215-685-8804-Phone
Fax- 215-685-8870 215-685-8288-Shared Facsimile
Yolanda Lockwood, SWS – Work Release
215-685-7380
215-683-7382 - Facsimile)

Curran-Fromhold Correctional Facility

Warden (Clyde Gainey) CFCF (Terrell Bagby, SWS)
7901 State Road 215-685-7791-Phone
Philadelphia, Pa. 19136 Nadine Smith-Bulford, Acting SWS
Phone- 215-685-7802/7801 215-685-7790-Phone
Fax- 215-685-7848 215-685-7772-Shared Facsimile)

Robert Durison, Director of Classification, Movement and Records-CMR

Major DiNubile, Deputy Warden of Classification, Movement and Registration/Population Control Unit

Inmate Services

Patricia Hall, Human Service Program
Adminiatrator – 215-685-7113

LaTonya Kearney – 215-685-8639