

Handbook  
for  
Families  
and Friends  
of  
Butler County  
Prison  
Inmates

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## Introduction

If you are the friend or a family member of a person incarcerated in the county prison, your life has changed in many ways. Some call this “doing time outside” or “waiting at the wall.”

Whatever you may call it, this time can be painful and difficult for you. You may have lost the person who supported the family financially or who cared for your children. Relatives and friends may act differently, while others may act as if you are the criminal.

In addition, your relationship with your loved one has changed. Your contacts with your loved one will be determined by the Butler County Prison authorities. The incarcerated person loses the right to make choices about when he or she can make phone calls or visits. This can be frustrating for the person outside who has to make changes in his or her life in order to maintain the relationship.

This handbook was designed to help you to understand more about the county prison system. Hopefully, this will guide you as you cope with these changes in your life.

The handbook is divided into two sections. The first section, *Understanding the Pennsylvania Criminal Justice System*, will explain how the Pennsylvania Criminal Justice System works in general and specifically the rules that affect your relationship with your friend or family member.

*Taking Care of Yourself and Your Family*, the second section, will discuss some issues that affect your life outside the prison and will try to provide some resources to help you with resolving some of the more common problems you may experience. Not everyone will experience the same problems, of course, but we hope to at least give you a starting point from which you can find the resources that apply to your own situation.

## **UNDERSTANDING THE PENNSYLVANIA CRIMINAL JUSTICE SYSTEM**

When a person is suspected of committing a crime, there are certain procedures that have to be followed. An offender will have to deal with the police and the court system as long as he or she is facing a criminal charge. From arraignment to sentencing, the accused and his or her family must cope with court appearances. This process can be confusing. In Appendix A, you will find a chart that explains the sequence of events in the criminal justice system.

In this section, the criminal justice process is explained. Hopefully, you will then understand the meaning of words used when a person is processed through the system.

### **Arrest:**

This is when an individual is charged with committing a crime. A suspect is identified and apprehended by the police. Police can either take a person into custody immediately, or they can obtain a warrant and have the individual picked up at a later time.

### **Arrest Arraignment (Initial Appearance):**

After a person is arrested, he or she has to make an appearance before a Judge or Magisterial District Judge. At this hearing, the offender will be informed of the charges. The accused, who is also referred to as the defendant, will be informed that he or she has the right to be represented by an attorney. If the person cannot afford an attorney, one will be appointed to him or her at the public's expense. The individual will be given paper work that explains how to request a public defender or court-appointed attorney to represent his or her case.

At this hearing, the Judge or Magisterial District Judge will also make a decision about whether the offender should be released. In order to be released, a person might have to post bail or sign a paper assuring the court that he or she will return to face the charge.

### **Bail:**

Bail is generally used to assure the court that an individual will show up at a later date to address the charge. The amount of bail set will be determined by the Judge or magistrate. The amount will be based on the nature of the offense and the offender's criminal history.

There are 4 different types of money bail/bonds:

1. **Fully secured bond:** The defendant will have to post the full amount of bail with the court.
2. **Deposit bail:** The defendant or others pay a percentage (generally 10 percent) of the face value of the bond to the court. After trial, the offender will receive most of it back, minus administrative fees.
3. **Cash bail:** The offender must pay the full bail amount in cash in order to be released. If the offender makes the court appearance, the money is returned.
4. **Surety bail:** The offender is released through services of some private bail bonds person who posts bail and charges a fee. The fee usually ranges between 5-20 percent. The bonds person may also require the offender to post something as collateral.

Release alternatives other than bail:

1. **Release on recognizance (ROR):** The defendant is released on the promise to appear for trial. Certain criteria must be met, such as the offender must reside and work in the community, he or she must not have any serious criminal record, and he or she must have a good employment history. The defendant might also have to meet other requirements.
2. **Conditional release:** The offender is released pending trial on the condition that he or she will meet certain requirements, such as checking in with a pretrial release agency, staying away from the victim and witnesses, and maintaining residence. Other requirements can also be imposed.
3. **Supervised release:** This is similar to conditional release. The offender may be supervised by an officer of the court and must participate in counseling, seek employment, and/ or attend a substance abuse treatment program.
4. **Third party release:** The defendant is released to the custody of an individual or organization who will assume responsibility for the offender's court appearance, such as a relative, a parent, or a friend. Persons from an organization, halfway house, or treatment program may also become custodians.

Bail or pretrial release can be made either at the initial appearance or at other hearings. You can find the names of bail bond agencies by looking in the yellow pages of a local phone book. A listing of local bail bondsmen is posted in the visitor lobby of the prison.

The inmate may ask a friend or family member to post bond. Please read the section on posting bond under the section of *Coping with Incarceration* to help you make an informed decision.

### **Booking:**

This is when the arrest is registered and the suspect is fingerprinted and photographed. This process usually takes place at a police station or the prison.

### **Preliminary Hearing:**

The main purpose of a preliminary hearing is to determine whether there is probable cause to believe that the accused committed a known crime within the jurisdiction of the court. Probable cause means that there is a reasonable belief that a crime has been committed by the person arrested.

This court proceeding serves as a testing ground for information brought by a prosecutor against a defendant. At this hearing, the prosecutor will attempt to convince the Judge or Magisterial District Judge that the defendant committed a crime and should be held over for trial.

The accused does have the option of waiving his or her right to a preliminary hearing. Waiving the hearing means that the defendant decides that he or she does not want a hearing at this level. The offender agrees that there is probable cause and will wait for the formal court proceeding.

### **Legal Representation:**

The accused has the right to legal representation. If your loved one is not able to pay for an attorney, he or she may request that legal defense be provided. The different types of legal defense available to the defendant are listed below.

**Defense attorney:** A defense attorney can be hired by the accused who is financially able to pay for services.

**Public defender:** A public defender is a court-appointed attorney who is employed on a full-time, salaried basis by the government to represent offenders who are unable to pay for an attorney.

**Court-appointed attorney:** In some instances, the court might appoint a private attorney to represent a defendant. This happens when there are co-defendants in a case. One defendant is appointed a public defender, and the other defendant has to have a court-appointed attorney. This is done so there is not a conflict of interest when the defendants are represented in court.

### **Formal Court Arraignment:**

At an arraignment hearing, the accused is informed of the charges, advised of the rights of criminal defense, and asked to enter a plea to the charges. The accused should consult his or her attorney about what type of plea to make.



There are five ways a defendant can plea, which are listed below:

1. Not guilty.
2. Not guilty by reason of some defense, such as insanity or self-defense.
3. Guilty.
3. "Nolo contendere," which means no contest.
5. The defendant can stand silent.

The Judge or Magisterial District Judge may accept or reject the plea. If the defendant stands silent, the Judge or district magistrate will enter a plea of "not guilty" for the defendant. If a defendant stands silent or enters a not guilty plea, a time is set for the trial. At this time, bail is again considered or the defendant is returned to prison to await trial.

A plea of "nolo contendere" means that the defendant will accept the penalty of a charge without admitting guilt. If a plea of "nolo contendere" or guilty is made, the offender will then be sentenced either at the present proceeding or at a later date.

### **Plea Bargaining:**

The defendant may be given an opportunity to plea bargain. Sometimes this process starts at the preliminary hearing. A plea bargain involves negotiations between the prosecutor and the defendant and his or her attorney. With plea bargaining, the defendant will be required to enter a guilty plea in exchange for the state's reduction of charges or for a more lenient sentence. This means the defendant hopes to receive a lighter sentence than the Judge would normally give him or her if convicted at a trial. A plea bargain does not go into effect until the formal court arraignment where the Judge accepts the agreement.

### **Trials:**

If a case is to go to trial, the defendant can choose between either a bench trial or a jury trial. At a bench trial, a Judge looks at the facts of the case, and he or she will determine the guilt or innocence of the accused.

In comparison, a jury trial is made up of citizens from the jurisdiction where the offense occurred. Instead of a Judge, the jury will be the finder of fact and determine the guilt or innocence of the accused. The accused should consult his or her attorney about what type of trial to request.

## **Courts:**

Each state has its own system of courts that includes both trial and appellate courts.

**Trial courts:** The trial courts conduct the day-to-day proceedings of criminal defendants. Trial courts hear misdemeanor and felony cases. Trial courts are fact-finding bodies whose job is to determine the facts of a case, such as, did the defendant commit the crime?

Within trial courts, the determination of a court's jurisdiction typically involves the type of case to be heard and geography (meaning that a county court will hear cases arising in its county).

**Appeal courts:** This court handles convictions and sentences that are appealed. Appellate courts are law-interpreting bodies whose job it is to determine if the laws were correctly applied and followed, such as, should the defendant have been provided defense counsel at trial?

**The courtroom setting:** The formal stages of the criminal justice process are played out in a courtroom. All participants, including observers, are required to act in a respectful manner. People who cause disruption will be forcefully and promptly removed from the court. They can also be charged with contempt of court which can result in a fine, time in prison, or some other sanction. Therefore, it is important for you to act respectfully if you decide to attend any court proceedings.

## **Court Personnel:**

The following types of people have specific duties in the court room.

**Magisterial District Judges (also referred to as District Justices or Municipal Court Judges):** This individual will determine whether there is enough evidence to support what the police said actually happened. This is called establishing "probable cause." A magistrate can handle court matters up to and including a preliminary hearing. If the case is not decided by a Magisterial District Judge, it will go to a common pleas court where a Judge presides over the hearing.

**Judge:** A Judge presides over cases brought before the formal court.

**Prosecuting attorney:** A prosecuting attorney is a legal representative of the state with the sole responsibility for bringing criminal charges. This type of attorney is referred to as the District Attorney (DA).

**Defense attorney:** A defense attorney is a legal representative of the defendant whose sole responsibility is to defend his or her client.

**Bailiff/Tipstaff:** A bailiff/tipstaff is a court officer who announces the arrival and departure of the Judge. A bailiff also maintains order in the court.

## **Sentencing and Sanctions:**

If the accused is convicted of an offense, a sentence will be imposed. In most cases, the Judge decides the sentence, but in some jurisdictions, the sentence is decided by the jury. Depending on the charge, the court may rely on probation agencies or other designated authorities to determine an appropriate sentence.

Numerous factors go into the sentencing decision. The Judge will consider the type of charge, the offender's past criminal history, and the circumstances surrounding the criminal event.

The Judge will also consider the needs of the offender, such as whether he or she would benefit by some type of treatment. The Judge will also consider whether the offender has solid ties to a community, such as having a job, a permanent place of residence, *etc.*

The sentencing choices that may be available to judges or juries include one or more of the following:

1. **Fines:** This is a monetary sanction which is usually imposed as a penalty for minor offenses.

2. **Restitution:** This is a monetary sanction which requires the offender to pay compensation (money) to the victim or to the victim's family.

3. **Probation:** This option allows the offender to remain in the community, but he or she will be subject to certain conditions and restrictions, such as drug testing or drug treatment.

A probation officer will be assigned to supervise the offender to oversee whether he or she abides by the conditions and restrictions. If the offender does not abide by the conditions, his or her case can be brought before a Judge and other sentencing options can be imposed.

4. **Incarceration:** The offender can be sentenced to serve time in either a county prison or in a state or federal prison. The Judge will determine where an offender will serve his or her time, which is usually based on the length of sentence imposed for an offense.

## **Parole and Reparole:**

Parole is considered a conditional, supervised release from prison before an offender's full sentence is served. This means that an offender is allowed to "walk off" his or her time on the outside under the supervision of a parole officer. However, if the offender violates conditions of parole, he or she will be sent back to prison to complete the sentence. If this happens, no credit will be given for the time the offender was released. For example, suppose an offender was sentenced by a Judge to serve 6 to 23 months in prison. After 6 months, the offender is paroled and walks off 9 more months and then violates parole. The offender would then be sent back to prison and have to serve the full sentence, meaning serve the remaining 17 months. No credit would be given for the 9 months the offender was released.

After returning to prison, the offender would have to remain incarcerated for a specific length of time, usually six months, before the inmate is allowed to file a petition requesting to be "reparoled." Upon receipt of the petition, a hearing date would be scheduled where a Judge would determine whether an offender should again be released based on specific conditions.

It is important that you encourage your friend or family member to abide by all parole conditions when he or she is released so the time will count. Your loved one will be given a paper with the conditions clearly stated, so he or she knows what is expected.

## **Appeal:**

A case can be taken to a higher court to ask that the decision of the lower court be changed or overruled completely. However, an offender may have to serve the sentence imposed until the appeal is heard by a court.

## **Obtaining Information about Court Dates:**

The criminal justice process can be confusing because hearing dates can change with very little notice. One way to get knowledge about court dates or hearings is to call the Clerk of Courts at 724-284-5233 and ask for information regarding the date and time of a hearing. Another is to visit [www.co.butler.pa.us](http://www.co.butler.pa.us). You may also call the Magisterial District Judge office and ask when a specific case is scheduled to be heard.

If the offender has an attorney, he or she may be contacted. An attorney's relationship with an offender is confidential. Therefore, the attorney is not permitted to reveal any information to anyone without the offender's permission.

# **UNDERSTANDING THE RULES AND REGULATIONS OF THE BUTLER COUNTY PRISON**

## **What Is a Prison/Jail?**

Prisons/Jails were designed as holding facilities for persons accused of committing crimes. In Pennsylvania, jails are referred to as county prisons. Therefore, the words "county prison" and "jail" mean the same thing. Originally, these facilities were used to house inmates serving short sentences as well as house those awaiting trial. People awaiting trial are referred to as "detainees." One half of the people in county prisons are detainees. The other half of the inmates are serving their sentences in the county prisons/jails.

Prisons house a broad variety of inmates, such as the mentally ill, witnesses in protective custody, convicted offenders awaiting sentencing, probation and parole violators, prisoners wanted by other states, inmates from other jails or prisons, and in some cases, juvenile offenders. In Pennsylvania, most counties have separate facilities to house juveniles.

Some county prisons have classification systems which determine what area of a prison an offender will be housed in. However, some prisons are too small to separate different types of offenders. Overall, inmates do not get to choose whether they will have cell mates or choose who their roommates might be. At any time, inmates can be moved at the discretion of prison staff.

## **Prison Populations:**

In the United States, there are about 3,250 prisons. In Pennsylvania, each of the 67 counties has at least one prison facility. At the end of this handbook, you will find an alphabetized list of all the county prisons in Pennsylvania.

## **Prison Overcrowding:**

The number of people housed in prisons change on a daily basis. Overcrowding is a concern for prison staff. At times, a prison can have too many inmates and administrators will have to move some of the inmates to another county.

Smaller prisons (with a higher number ranking) will be more likely to have to move inmates. When an offender is moved, prison staff are doing this out of necessity. Prison administrators are NOT trying to inconvenience an inmate and his or her family and friends. Please be understanding if your loved one has to be moved because he or she will then be placed in a safe and more comfortable environment. When an inmate is moved, the prison staff is not allowed to tell family and friends the exact date and time for security purposes, but prison staff can let you know which facility they are being housed in.

### **Prison Personnel:**

The daily operations of county prisons are run by Wardens, administrative staff, and correctional officers. Depending on the size, the prison might also employ counselors, treatment staff, and medical staff. Listed below are the different types of people and a brief job description of each.

**Warden:** The Warden is the top administrator. He or she serves as a manager to all other staff to ensure that they complete their duties accurately and efficiently. In Butler County, the Warden is Richard Gigliotti.

**Administrative staff:** These employees have a wide array of duties ranging from office management to scheduling. Overall, they assist in the "everyday operations" of the county prison/jail.

**Correctional officers:** Correctional officers serve a very important role. They provide overall security to staff, inmates, and visitors. They also maintain order and discipline as they supervise inmates' daily activities.

**Counselors:** Counselors assist inmates by listening to their concerns and problems. They also assist in getting inmates into specific rehabilitation programs to meet their needs if programs are available.

**Treatment and medical staff:** In the Butler County Prison, personnel will be on staff to take care of inmates' treatment and/or medical needs.

### **Prison Rules and Regulations for Inmates:**

Inmates must abide by specific behavioral guidelines when they are incarcerated. This allows the prison staff to maintain order and control. Inmates are usually given a handbook or view a video which explains the rules and regulations of the county prison/jail. It is helpful for you to encourage your loved one to abide by the rules and regulations while incarcerated.

## **Prison Programs:**

At times friends and family of inmates are frustrated because they recognize the need for their loved one to be getting help, such as participating in drug and/or alcohol treatment. Counties receive money for such programs based on their populations. Specific amounts of money are then budgeted for the county prison.

The availability of providing programs will depend on the size of the prison. Many prisons offer programs designed to assist inmates, such as providing them with educational and vocational programs. However, small prisons do not have the money or the resources available to provide professional treatment to inmates.

## **Prison Visitation:**

Visitation can be a stressful and frustrating experience not only for the inmate, but for his or her family and friends. To make visiting a pleasant experience, please take time to read and understand the rules and regulations of the prison.

Visitation helps everyone involved with the inmate. Visitation can boost the moral of your loved one and make his or her adjustment to incarceration more bearable. Visits can also keep your relationship with your loved one more stable.

Prison staff **WANT** you to have a pleasant visit. However, all aspects of the visits have to be controlled to ensure the safety of all.

## **Inmate Visitation Information:**

\* Each inmate must fill out a visitation list containing 5 possible adult visitor names, addresses and telephone numbers. Your name must be on that list or no visit will be scheduled. An adult is defined as anyone over the age of 18 years old. Minors accompanied by a parent or legal guardian are not required to be listed on the inmate visitation list, but must be included in the allowable three (3) person limit.

\* Only three (3) visitors per inmate per visit. One visit per inmate per week. This can be 2 adults and 1 child, 1 adult and 2 children.

\* The inmate visitation list can only be changed by the inmate every 30 days. Names on each inmate visitation list are confidential and will not be given out to anyone.

\* Any visitor under the age of 18 must be accompanied by a parent or legal guardian. (unless prior approval has been given from Warden or Deputy Warden).

\* Photo Identification for adults must be presented upon entry of the Butler County Prison.(No exceptions!)

\* Anyone entering the Butler County Prison is subject to passing a metal detector as well as being searched up to and including a strip search with cause.

\* Visitors must secure all personal items in the lock boxes when entering the prison. The visitor must be able to pass the metal detector.

\* No property, photos, clothing or money will be accepted for inmates by staff at visitation without prior approval of the Shift Commander, Warden or Deputy Warden. Inmates are permitted to possess up to ten personal photos. It is permitted to mail personal photos to the inmates.

\*Prescribed medications are permitted to be dropped off at the prison with prior authorization.

NOTE: The visitation procedure has been changed. Please read the following:

Visitation shall be on a first come first serve basis. When reporting to the prison for a visit you must present yourself to the central control officer, verify who you are with photo identification and inform the officer which inmate you are here to see. Your name must be on the visitation list in order for you to visit.

Visitation for D and DCU pods shall be held on Mondays, beginning at 6:00 pm and ending at 9:45 pm. Wednesdays, beginning at 6:00 pm and ending at 9:45 pm. Saturdays, beginning at 1:00 pm and ending at 3:45 pm, and again at 6:00 pm and ending at 9:45 pm.

RHU Pod shall be held on Mondays at 6:00 pm and ending at 9:45 pm. Wednesdays beginning at 6:00 pm and ending at 9:45 pm. Friday beginning at 6:00 pm and ending at 9:45 pm.

A, B, C Pods shall be held on Tuesdays beginning at 6:00 pm and ending at 9:45 pm. Thursdays beginning at 6:00 pm and ending at 9:45 pm. Sundays beginning at 1:00 pm and ending at 3:45 pm, and again at 6:00 pm and ending at 9:45 pm.

When you present yourself at central control you will be given a time for your visit. It is up to you to be here and prepared for your visit at that time. There is a chance that some visitors may be turned away. It is recommended that you remain here at the prison to await your visit.



## Release of Inmate Personal Property

\*Pick ups are normally permitted on Saturdays **by appointment only** and you must call the prison to make an appointment time before Saturday.

## Why is security important?

When you make contact with your friend or family member, whether by mail, telephone, or visiting, you may not be able to do so at a time or in a way that is convenient for you because of “security.”

As a friend or relative of an inmate, you will hear “security” mentioned quite often. You will not be able to bring gifts or food to the offender or you may be searched when you come to visit because of “security.”

The purpose of security is to keep everyone safe. This means not only the prison staff, but the inmates and visitors as well. The county prison is a place that can be very dangerous if **anyone** violates security. Observing security regulations is one way that you can help protect you yourself from harm.

## Will I be searched?

All visitors will be searched upon entry to a prison. This is to make sure you are not carrying in any contraband. You may be asked to remove any metal objects, such as loose change, jewelry, watches, belts with buckles, car keys, *etc.*

Visitors may also be asked to take off outer clothing, such as jackets and sweat shirts. At some prisons, **ALL** of the aforementioned items are required to be put in a locker or left in the waiting room before visitation. Prison staff may also ask you to show them the bottom of your shoes; they are checking to make sure you are not bringing in contraband, such as razor blades.

Visitors will then be asked to either walk through a metal detector or be wanded-down with a hand-held metal detector. If a visitor refuses a search or is found with contraband, their visiting privileges will be terminated. Visitors can be subject to more intrusive searches if there is probable cause and prison staff suspect the visitor may be carrying contraband into a facility. Anyone caught with illegal contraband can have charges filed and be prosecuted.

## What is contraband?

Contraband includes many different types of items, such as illegal or legal drugs, alcohol, tobacco products, and/or weapons. Any article not authorized by the prison administration is considered contraband.

Drugs are particularly dangerous in the prison environment. Inmates who have illegal drugs may be assaulted by other inmates who want to steal their drugs. If an inmate overdoses or becomes ill because of taking the drugs, he or she may be afraid to ask for help for fear of prosecution if anyone finds out.

You may wonder why some items are contraband. For example, it is difficult to understand how something as harmless as bubblegum could be a security risk. Gum has been used to disable locks (keyholes) on cell doors. Inmates have used this item and other contraband items to harm inmates and staff, or to disrupt the institution.

As stated above, if you are caught bringing in contraband, you can be prosecuted. This is a serious criminal offense and can lead to you going to prison as well. If you have children, bringing in contraband could lead to them losing both parents. You don't want to hurt your loved one or your children. You naturally want to help your friend or family member. However, if he or she asks you to bring in contraband material, you can help them best by observing the rules and refusing to do it. **Help keep everyone safe!**

### **What are special visits?**

Special visits can be arranged for special circumstances, such as out-of-state relatives or friends traveling long distances, to persons visiting seriously ill or injured persons, and for other unusual circumstances. These visits must be arranged well in advance and approved by the Warden. If you or someone you know qualify for a special visit, make sure you call well in advance before the day you want to visit so prison staff can make the proper arrangements. A special one hour visit may be arranged through the Treatment Department when certain criteria is met. Contact the Treatment Department for further information on special visits. **Prison staff can turn away any visitor if he or she does not arrange for a special visit.**

### **Can restrictions be imposed on visiting privileges?**

Yes, unfortunately, some visitors abuse visiting privileges by disruptive behavior, improper conduct, or by participating in illegal activities. These behaviors can present a risk to security of offenders, visitors, and staff. Those involved with inappropriate behavior may have their visiting privileges revoked, meaning they will no longer be allowed to visit.

### **Can visitation be cancelled?**

Visitation privileges can be cancelled by prison staff during a lock-down or in case of emergency. Therefore, if you are traveling a long distance to a prison, call in advance to make sure that there are no interruptions in visitation.

## **Is there a dress code?**

Yes, most prisons only allow clothing that is conservative, modest, and meets standards that are acceptable. Visitors should not wear clothing that is difficult to search, such as items with excessive pockets or padding or layering of one garment over another.

Unacceptable garments may include a low cut item exposing undergarments, tight fitting clothes, or clothes that refer to obscenity, alcohol, drugs or sex in any form. Unacceptable items also include very short skirts or shorts, excessive jewelry, or any item considered to be a threat to the security of inmates, visitors, or staff. You may not be allowed to visit if dressed inappropriately.

## **Property and Money Restrictions Information:**

Only money orders will be accepted by the prison for the inmate accounts. No personal checks or cash. Personal checks, business checks and cash will be returned to the sender and not put on the inmate account.

Personal property will not be accepted at visitation or anytime. Personal hygiene items, underclothing and shoes are available for purchase on the inmate commissary at reasonable prices. The commissary is a "store" where each offender is allowed to make purchases on specifically assigned days by submitting an order. The commissary carries a large selection of items including shampoo, soap, toothpaste (toiletries), candy bars, potato chips, soda, *etc.* Staff process the order and deliver items to the inmate.

You may only be able to deposit money in your loved one's account so he or she can purchase what is needed. You may want to read the section on **Family Finances** so you are better prepared to know how much money you can give to an inmate.

Some items are accepted by mail, such as books, magazines, or newspapers. However, these items must be mailed to the inmate directly from a publisher.

Only items pre-approved by the Warden, Deputy Wardens or Shift Commanders will be accepted. Certain exceptions will be allowed. Specifically legal materials, medications, eyeglasses and medical devices will be accepted on a case by case basis with prior approval. All special requests for these items must be made to the Warden, Deputy Warden or Shift Commander for approval prior to dropping off any items.

### **Can I send mail to or receive mail from an inmate?**

You will have to follow the directions for addressing the envelope to the inmate. Please address all mail to inmates as:

(Inmate Name)  
121 W. Vogely Street  
Butler, PA 16001

Be sure to follow the directions so that the mail will reach the inmate. Be aware that letters will be opened and checked for contraband. Mail is examined to prevent offenders from receiving or sending contraband or any other material that may compromise the safety and security of the county prison.

Several items that you will not be allowed to send to inmates include stickers or stamps, cash, or personal checks. Ask prison staff about their rules and regulations governing sending mail if you are not sure whether a certain item can be mailed to an inmate.

### **What should I do if I receive unwanted correspondence from an inmate?**

If you receive unwelcome mail from an inmate, notify prison staff that you want the correspondence to stop. They may ask you to provide them with a copy of the letter(s) received. The inmate will then be directed to stop writing to you.

### **Can magazines or newspapers be sent to an inmate?**

Yes, offenders may receive a reasonable number of magazines and newspapers. However, these items must be sent directly from the publisher. Prison staff may decide a publication is unacceptable if it jeopardizes the discipline and good order of the prison.

### **What about telephone calls?**

Upon commitment to Butler County Prison each inmate will be able to complete three (3) collect phone calls using the inmate phone system. These calls will be billed to the number called by the inmate. After these first three (3) calls an account must be set up with the phone system provider.

To set up an account and receive further information please contact:

**Inmate Telephone Incorporated  
(814)949-3303**

To access Main Prison or Tier Housing Unit by telephone please call 724-284-5256 or 724-287-5505 and follow the instructions of the automated directory.

Any telephone call may be monitored at any time for security purposes. The prison will not allow a caller to be placed on hold while you answer a "call waiting" call; the phone call will be ended. In addition, third-party calls are not permitted. If you do not abide by these guidelines, the inmate can lose his or her ability to place phone calls.

**What if I have an emergency message I need to give an inmate?**

The county prison staff understands the need for family members to notify offenders in the event of a serious family emergency. An emergency message can be relayed to the offender by jail staff.

It is important that you work agreeably with the staff and give them as much accurate information as possible.

If requested, the offender can be referred to an appropriate staff member for counseling and support. A telephone call or a special visit with family members may be authorized.

**Can I smoke on county prison/jail property?**

Smoking or using smokeless tobacco is prohibited in the prison. This means you cannot smoke on the premises while you are visiting. However, some prisons may have a designated smoking area. Be sure to ask if smoking or tobacco products are permitted on the premises!

**Miscellaneous Restrictions:**

- \* No person who has been an inmate in the last 6 months will be permitted to visit an inmate in the Butler County Prison.
- \* No person with pending criminal charges, on probation or parole or a co-defendant will be permitted to visit an inmate at the Butler County Prison until these circumstances are resolved.
- \* Any person attempting to smuggle contraband into the Butler County Prison will be banned from visitation as well as face criminal charges in the local courts.
- \* Any visitor who is under the influence of drugs or alcohol will be turned away from visitation.

\* Ordained ministers will be permitted to have contact visits with inmates only after they have been approved by the Butler County Prison Treatment Department. A background check will be performed on all clergy requesting such visits. An I.D. card will be issued to clergy members. Butler County Prison offers a staff chaplain and weekly church services for male and female inmates.

\* Inmate Attorneys will be given access to the inmate for contact consultation. Butler County Prison requests the attorney call ahead to insure a room for the consultation.

### **What if I have a specific concern about visitation?**

Read through the rules and regulations of visitation policies to see if your concern is addressed. If the guidelines stated above do not help you to answer a specific question, politely ask prison staff to help you.

### **What else should I know about visitation?**

Visitation can be an emotional time for most people. Realize that your loved one might not respond to your visits in the way that you expected. The offender has a lot of adjustments to make while incarcerated. If he or she is awaiting trial, the stress of resolving the case can be difficult.

Remember that the prison staff wants you to have a pleasant visit, and they are concerned about the security of all people in the prison. Take time to be polite and courteous when you interact with prison staff. A good rule of thumb is to "treat everyone else how you would like to be treated."

## **Taking Care of Yourself and Your Family Coping with Incarceration**

In the first part of this manual the focus was on how prisons work, how to deal with the Butler County Prison system and explained rules and regulations governing visitation. This section will discuss topics to help you cope with incarceration.

### **Feelings:**

You may have mixed feelings about a family member or friend getting arrested and being sent to prison. If you have been trying to cope with someone who is a repeat offender or with someone who has been abusing drugs and alcohol, you may feel relieved that something has happened to stop the cycle of inappropriate behavior, even if it is only for a short period of time.

Even though you feel relief, you may also feel anxious about what will happen to your loved one. You may also have concerns about how you will manage now that the situation has changed.

You may also feel helpless that there is nothing you can really do for the offender. All of these feelings are normal. This might be the first time you are experiencing this situation, or you may be repeating it over and over again. Regardless, this can be an emotional and difficult time for you and your family. Look over the rest of this section for suggestions on how to cope during this time.

### **Posting Bond:**

Your friend or family member might be asking you to post bond so he or she can get out of prison. You should consider whether it is a financially sound decision. Read the section on **Family Finances** to help you make this decision. Also, read the section under bail that explains the different types of bonds.

### **Relationships with Offenders:**

Being a parent, spouse, or close friend to someone in prison is often hard. Having a relationship with someone in prison can cause stress and strain. At times, you may feel that you are being punished just like the inmate because of the hardships imposed upon you, both by your loved one and by having to interact with the criminal justice system.

Society does not put much focus on helping friends and family members of offenders. Yet, your life has been affected, often through no fault of your own. Many families feel stigmatized by others because another family member has been incarcerated. Stigmatize means to experience rejection or negative attitudes from others. You may feel shame or anger, depending on how others treat you.

During this time, remember to take care of yourself. Don't focus only on the concerns and needs of the offender. Find time for yourself and address your own needs and feelings.

Refer to the **Resources** section at the end of this handbook for listings of community self-help groups that have people who understand the hardships you are encountering. You may be able to find help with some issues or just have someone to talk with about your situation. Often the most difficult step is picking up the phone and asking someone else for help or guidance.

### **Making Changes in Relationships:**

You may be considering changing your relationship with someone while he or she is incarcerated, such as getting married, divorced, or separating. A lot of thought should go into making these decisions. Try not to let your loved one put pressure on you. Think about what your life will be like if a major change is made in your relationship at this time. Consider the overall needs of yourself, your children if you have any, and for your loved one. Talk with someone you can trust about the situation.

### **If You Are a Parent of an Inmate:**

Having a child who is incarcerated can place a heavy burden on you. You may have many mixed feelings. You may feel guilty and think that you should have done more for your child. Or, you may feel that you have done something wrong which led to your child getting arrested and being incarcerated. These feelings of guilt are shared by many parents.

You may think that you need to do more for the child so that they do not have to suffer incarceration. However, you might want to remind yourself that every person is responsible for his or her own actions. You are not responsible for your child's arrest and incarceration.



You may feel anger at your child for what he or she did. Your family member might have brought you embarrassment and/or shame from people in your community. You may be suffering physical and emotional hardships. You may also have feelings of resentment and even hate. These feelings may be mixed with feelings of love. Anger mixed with love is common. Don't try to mask these feelings because they are normal. Talk about your feelings with a family member or friend whom you can trust.

Eventually, you will come to terms with your mixed feelings. However, it is important for your own health and well being to continue to take care of yourself. Acknowledge your limitations. Get involved in activities you enjoy. Get together with friends and other family members who understand what you are experiencing.

### **Your Children and The Offender:**

Children can experience many different emotions when a parent is in prison. They are often confused and fearful. If the child was home when the parent was arrested, he or she may feel upset by the sight of a parent being handcuffed or may feel guilty if he or she opened the door for the police to come into the home.

Children may also feel guilty about having a parent in prison. Some kids may think it is their fault. They may think, "If only I was a better child, this would never have happened." They may be too young to understand that it was Mom or Dad who did something wrong and they are not to blame.

They may feel they lost someone close to them and not know what is going to happen now that their Mom or Dad is gone. Children may also feel abandoned and lonely. You and your family may be busy trying to make decisions about the inmate and how you are to support yourself and your family. As a result, you may not have as much time for your children as you did before all this happened. They may feel like they are being shuffled around in the process. Children need reassurance that the absent parent and the care giver parent still care for them.

If substance abuse or domestic violence occurred in the home before the arrest, the child may be fearful of having a parent who might be released to re-abuse him or her.

Shame affects many children of inmates. They may be embarrassed because other children might have read about his or her arrest. Other children may bully and tease them. Studies show that some children will withdraw, while others will become aggressive and hostile. Having so many different strong feelings can make the child or children feel sad or upset. Therefore, it is important for you to try to get them to talk about their feelings.

If children do not talk about their feelings, they might act them out, sometimes in destructive ways. They may do poorly in school, wet the bed, get into fights, cry a lot for no reason, steal things, or have bad dreams. You might notice some of these or other new behaviors in your child or children. These changes in behavior are cries for help, and they need to be heard.

To help your children deal with these feelings, it is important to tell them the truth about what is happening. It is more frightening for your child or children not to know the truth. Telling them that Mom or Dad is away at school or in the Army can be harmful because your children will wonder why Mom or Dad never comes home to visit. When you tell your children a story to protect them from the truth, you have to keep making up more stories to answer their questions.

By telling your children the truth, you can help them build trust in you. Therefore, talk with your children and answer their questions honestly. One way to share what is happening with your child is to say something like this "Daddy or Mommy did something wrong; he or she broke the law. He or she is not a bad person because they did a bad thing. He or she loves you and does not like to be away from you, but he or she was sent to prison." From here you can talk about what life is like without Dad or Mom being home. You can also talk with your children about what to say to kids at school or folks in your neighborhood. Tell your children the truth. When they see that you can handle the new situation, your kids will feel more confident that they can also handle the truth.

Keep in mind that every child is different and he or she will react to the truth about their parent's arrest and incarceration in different ways. Help your kids draw their own conclusions about the situation. Overall, you and your children will have a better relationship and feel good about each other because you are dealing honestly with the new situation together.

Your children need your attention, love, understanding, and honesty more than ever now. If you feel too much stress of your own to help your child deal with the situation, talk with someone else about the problem. You may be able to talk with your church minister or a school guidance counselor. You may also be able to find a Big Brother or Big Sister for your children. These people can help support you and your children because they understand your situation as no one else can.

Also, encourage and support your children to do things that help them feel better. Help them explore outside interests and special talents, such as sports, painting, dancing, biking, or reading. Try to make time to do some of these activities with your children. The activities will help build up their confidence so that they can feel good about themselves. By helping to build your children's confidence, you will find you are building your own confidence at the same time.

Check the resources in this handbook to locate a group in your area. There is also listing of books for children that have an incarcerated parent. You can be a family, even with a loved one in prison! Your children need to know this.

### **Special Circumstances:**

**A death in the family:** If a family member passes away, you may want your loved one to attend the viewing or the funeral. Unfortunately, this may not always be possible. In order for an inmate to temporarily leave the prison for a funeral, the Judge who originally sentenced the inmate must be contacted by the inmate's family or their attorney. Only if the Judge is willing to issue a release order can the inmate be released. The family must also make financial arrangements to pay sheriffs' deputies to escort the inmate. In addition, they must pay for the transportation costs of the inmate and the deputies. These costs can be very expensive.

If the inmate can meet these conditions, he or she will be taken to the funeral home. Do not expect to have a long visit with the incarcerated person at this time. Usually the inmate is only permitted to view the deceased individual and is promptly returned to the institution. The inmate will have to remain handcuffed during the visit to the funeral home. Even a short visit with other family members is not usually permitted. Unless the inmate was very close to the person who passed away, you may want to reconsider whether a very short visitation is worth the expense.

**Furloughs:** Furloughs are a temporary release with conditions. They are granted to inmates under exceptional circumstances. If you think your family situation is exceptional, contact the Warden or the offender's legal counsel and discuss the circumstances to see if a furlough can be arranged.

**Holidays:** Holidays are very stressful times for inmates and their families. Visiting your loved one at this time can be both rewarding and difficult. You may experience mixed emotions. You will feel happy by seeing your friend or family member, but sad that he or she is in prison. These feelings are normal.

Holidays can be especially difficult if you have children who miss their parent. Children may then wonder whether their Mom or Dad care about them. They may also wonder how pleasant the holiday celebration will be without their parent. You may also be concerned that you do not have financial means to provide your children with gifts.

A national organization, Angel Tree, provide gifts for children with incarcerated parent(s). Angel Tree will send a gift(s) to your child(ren) on behalf of the offender. This gesture gives children the message that their parent still cares about them, even though they're incarcerated. See **Resources** section.

At this time, the prison might have to change the visitation schedule to accommodate more people visiting inmates. If this becomes necessary, be considerate of other visitors and prison staff.

**Family Finances:** Both the family on the outside and the family member in prison become very concerned about money issues. Having your loved one in prison can cause a strain on your budget. You may have lost a paycheck or a child caretaker. You probably will have to come up with money for a mortgage payment or rent as well as money for food, clothing, medication, and all of the normal living expenses.

The inmate may desire to see you and phone you; however, he or she may forget how tough it is to budget these expenses. He or she may want you to send money to buy things at the commissary. This can leave you torn between showing that you care by sending money or paying bills that have to be paid.

Even if the inmate understands that you can't afford to send much money, money can still be a problem. Your loved one in prison may have many different feelings about finances. The inmate may feel guilty and/or worthless since he or she is not contributing to the family budget. The longer your loved one is in prison, the more difficult it is for the inmate to understand how much things cost and how difficult it can be to survive on the outside.

Your loved one may also become upset if you apply for some temporary financial or medical assistance from a social service agency, such as welfare or medical assistance. However, you need to consider your children's health needs and their need for a stable home and good nutrition. There are a number of programs designed to provide short term assistance. If you have children, you can have a surprisingly high income and still receive some types of assistance. Pennsylvania's Department of Public Welfare has many special programs to help maintain families through a crisis. Your local County Assistance Office will have information about these programs. These agencies are listed in the pink pages of your phonebook.

Financial issues can be a problem for any family, inside or out. One of the best ways to share financial responsibilities is for you to go over the family budget with your loved one. Be honest about your financial situation. Figuring out your budget with the following guide sheet can help you plan a budget. A budget can also help you answer all of your loved one's questions about finances.

# Monthly Family Budget

Date: \_\_\_\_\_

## EXPENSES

### Housing

Rent/Mortgage \_\_\_\_\_

### Utilities

Gas \_\_\_\_\_

Electricity \_\_\_\_\_

Water \_\_\_\_\_

Garbage Removal \_\_\_\_\_

Other \_\_\_\_\_

### Health care

Health Insurance \_\_\_\_\_

Life Insurance \_\_\_\_\_

Doctor's Bills \_\_\_\_\_

Medication \_\_\_\_\_

Other \_\_\_\_\_

### Children

Clothing \_\_\_\_\_

Child care \_\_\_\_\_

School supplies \_\_\_\_\_

Other \_\_\_\_\_

### Personal care needs

Laundry \_\_\_\_\_

Hair/body care \_\_\_\_\_

Entertainment \_\_\_\_\_

Other \_\_\_\_\_

Unexpected \_\_\_\_\_

### Communication

Phone \_\_\_\_\_

Cable \_\_\_\_\_

Internet \_\_\_\_\_

### Food

Groceries \_\_\_\_\_

Eating out \_\_\_\_\_

### Transportation

Car payment \_\_\_\_\_

Car insurance \_\_\_\_\_

Car repair \_\_\_\_\_

Gas and Oil \_\_\_\_\_

Other \_\_\_\_\_

### Visitation

Transportation \_\_\_\_\_

Babysitter \_\_\_\_\_

Food \_\_\_\_\_

Other \_\_\_\_\_

### Miscellaneous

Lawyer fees \_\_\_\_\_

Money to inmate \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL EXPENSES** \_\_\_\_\_

## INCOME

Salary/wages \_\_\_\_\_

Food stamps \_\_\_\_\_

AFDC \_\_\_\_\_

Medicaid/Medicare \_\_\_\_\_

Other \_\_\_\_\_

Social Security Disability \_\_\_\_\_

Child Support \_\_\_\_\_

Pension \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL INCOME** \_\_\_\_\_  
**Minus TOTAL EXPENSES** \_\_\_\_\_

**DIFFERENCE** \_\_\_\_\_

**Budget Guidelines:** If some of the items on this budget do not apply to your family, just skip over them. If you have expenses that are not listed, write them in a category for "Other" expenses. For some items, you may have to figure an "average" expense. For other items, you might know the exact amount. Be sure to enter an amount for the category of "Crisis/Unexpected" needs. Telephone calls from the prison can be costly. If you work together with your partner on an amount that you can afford to spend on calls, this can help keep the charges to an affordable amount. This helps your loved one to understand that you want to talk, but that you both need to be aware of the costs and how much you can afford to spend.

**Support Groups:** One of the most difficult consequences of having someone close to you being incarcerated is the sense of isolation and sadness. Many people feel embarrassed about their family member's or friend's incarceration. They don't feel comfortable talking about it with other friends at a time when they need support more than ever. One of the ways to help yourself feel better is to talk about these issues with others who are in the same situation. Support groups are a good way to share problems and solutions in a safe and comfortable setting. Several agencies provide support groups and there are many types of support groups available.

**Resources for Families and Friends of Butler County Inmates:**

A special type of group is the self-help support group. These groups generally focus on a specific problem and are led by people who are recovering from that problem. Some examples are Alcoholics Anonymous, Al-Anon, and/or Narcotics Anonymous groups. While your family member or friend is in prison, he or she may be involved with this type of group. Alcoholism or drug addiction affects the whole family, not just the user. Al-Anon and Ala-teen groups are designed to help family members cope with their unique problems caused by the disease of addiction. Family members or friends who are trying to cope with another person's addiction attend these meetings. While these groups can be very helpful to you and your family, they can also help you to maintain a bond with your loved one. Inmates who undergo drug and alcohol treatment often experience changes in attitudes and lifestyle. If you attend the family self help groups like Al-Anon or Ala-teen at the same time, you will be better able to understand your loved one's new experiences and ways of thinking. If you yourself are actively misusing alcohol or drugs, this will be a problem when your loved one is released from prison. Alcoholics Anonymous or Narcotics Anonymous can help you deal with your own issues, so your family member or friend can return to a healthy home situation. Local agency listings in back of this handbook.

**Upon Release:** Even if your loved one has been incarcerated for a relatively short period of time, both of you have experienced changes since you were last together. You may have had to become the head of the household and you may have become more independent or began to work outside the home. You might have had to use daycare for your children for the first time.

For the incarcerated person, the prison experience was a radical change from his or her previous life. Even the most humane prison environment is stressful. The inmate has very little control over his or her daily activities and has very little personal freedom.

With all these changes, it may take a while after the release before your family settles back into a comfortable routine. If you have difficulty in dealing with some of these changes, you might want to seek some support or counseling to help you through this period.

Although counseling can be expensive, many agencies have sliding fees to make help available for anyone who needs them. Services that have sliding fees charge fees based on the ability to pay. If you go to an agency that has sliding fees, you may receive services at a reduced fee or even receive free services.

### **BOOKS FOR CHILDREN WITH INCARCERATED PARENTS**

*When Andy's Father Went to Prison* by Larry Raymond , Martha Whitmore Hickman, Abby Levine. List Price: \$13.95 Albert Whitman & Co; ISBN: 0807588741

*Nine Candles* (First Person Series) by Maria Testa, Amanda Schaffer  
List Price: \$19.93 Carolrhoda Books; ISBN: 0876149409

*Prisons : Inside the Big House (Pro/Con)* by Andy Hjelmeland  
List Price: \$25.26 Lerner Publications Company; ISBN: 0822526077

*My Mom Went to Jail* by Kathleen Hodgkins, Suzanne Bergen List Price: \$8.00  
Reading level: Ages 4-8 Paperback - 20 pages (January 1997) The Rainbow Project, Inc.; ISBN: 1931273006

*Let's Talk About When Your Parent Is in Jail* (The Let's Talk Library by Maureen Wittbold) List Price: \$17.26 Powerkids Press; ISBN: 0823950433

You may be able to locate these books from your local bookstore or from Amazon.com.

## TERMS YOU NEED TO KNOW

**Adjudication:** The process by which a court reaches a decision that terminates a criminal case or a proceeding. It is a judgment, acquittal, or dismissal of the case.

**Administrative segregation (AS):** When an inmate is housed separately from the prison's general inmate population for other than disciplinary reasons, such as incompatibility with inmates, mental health reasons, at their own request, or any reason that calls for increased attention, surveillance, or supervision.

**Bail:** The amount of money specified by a Judge to be posted as a condition of pretrial release for the purpose of ensuring the appearance of the accused in court as required.

**Bail bondsman:** Person in the business of posting bail for a criminal suspect who charges a percentage of whatever bail has been set.

**Bench trial:** Trial conducted by a Judge who acts as both a finder of facts and determiner of issues of law.

**Booking:** The official registering of an arrest by the police that occurs at a police station or a prison. The physical presence of the accused is required for fingerprinting and photographing.

**Citation:** A written order issued by a law enforcement officer directing an alleged offender to appear in court at a specified time to answer a criminal charge.

**Classification:** Assigning inmates to suitable living quarters based on risk factors such as criminal history, type of offense, and behavioral characteristics.

**Commissary:** The prison store for inmates.

**Contraband:** Items not authorized by the jail administration which includes illegal items such as, explosives, deadly weapons, drugs, and/or controlled substances. Any item that is controlled, limited, or prohibited on the grounds, or within the secure perimeter of a correctional facility is considered contraband. This includes any item that is a threat to prison security.

**County Prison:** Another name for a jail facility.

**Courts:** Federal, state, or local courts with jurisdiction to conduct trials, accept guilty pleas, and act as fact finders and sentence persons convicted of crimes.



**Crime:** A specific act of commission or omission in violation of the law, for which a punishment is prescribed.

**Defense attorney:** The lawyer who represents the accused and the convicted offender in their dealings with criminal justice officials.

**Detainee:** Inmate awaiting trial who is held in a prison.

**Detainer:** A charge on a prison inmate from another jurisdiction. The inmate will be extradited (sent) to that jurisdiction once the current charge is adjudicated (decided).

**Detention Center:** Another name for a prison or a facility for juveniles.

**Disciplinary custody:** Confinement to the disciplinary unit, which is a separate housing unit where prisoners are confined to their cells at all times except for limited outdoor exercise, showers, and specific needs such as a medical visit.

**Discretion:** When criminal justice personnel have the authority to choose among alternative actions or not to act at all.

**Electronic Monitoring (EM):** The offender is required to wear or carry an electronic device which transmits their location to a receiver maintained by criminal justice personnel.

**Extradition:** The surrender and transportation of a person accused of or convicted of a crime in one state by another state holding the person in custody.

**Felony:** A serious crime carrying a penalty of incarceration for more than one year.

**Fine:** A sum of money to be paid to the state by a convicted person as punishment for an offense.

**House of Corrections:** Another name for prisons/jails.

**Intermediate Punishment:** A sentence that does not include incarceration but does include court-ordered sanctions.

**Lock-down:** Securing a correctional facility or unit by restricting prisoner movement to their housing area.

**Lock-up:** A temporary holding facility, usually operated by a police department, that holds offenders pending bail or transport to prison; holds intoxicated persons until ready for release or juveniles pending parent custody or shelter placement.

**Misdemeanor:** An offense less serious than a felony and usually punishable by incarceration for no more than a year, a fine, or probation.

**Non-contact visit:** A visit in which the inmate and the visitor are not permitted to be in physical contact and are generally separated by a physical barrier.

**Parole:** The release of certain inmates from incarceration to continue serving their sentences in the community under varying degrees of supervision by a parole officer.

**Parolee:** A person who has been released with conditions before the end of his or her sentence. The individual is placed under the supervision of a parole officer.

**Plea Bargain:** The practice involving negotiations between a prosecutor, a defendant, and the defendant's attorney, which often results in the defendant entering a guilty plea in exchange for the state's reduction of charges, or for the prosecutor's promise to recommend a more lenient sentence than the offender would originally receive.

**Pre-trial:** motion to file a document with the court by one of the parties asking the court to do something, such as exclude evidence.

**Prison:** An adult confinement facility administered by a county, state, or federal government that houses inmates.

**Probable cause:** A reasonable belief that: 1) a crime has been committed, and 2) the person sought to be arrested committed the crime.

**Probation:** The release by the court of a convicted offender into the community with certain conditions, such as good behavior, under a suspended sentence. The offender is supervised by a probation officer.

**Prosecuting attorney:** A legal representative of the state with sole responsibility of bringing criminal charges.

**Public Defender:** An attorney employed on a full-time salaried basis by the government to represent persons who cannot afford to pay an attorney.

**Recognizance:** The release of an offender on his/her word of honor or promise to appear in court. The court is satisfied that the offender will appear and will not require the posting of bond or bail.

**Restitution:** Compensation for injury one has inflicted, in the form of payment of money to the victim.

**Revocation:** Refers to a court decision ending a parole because an offender violated the conditions of parole. An offender is entitled to a hearing before the court of original jurisdiction.

**Special Visit:** A visit granted when there is a special need which cannot be satisfied through normal procedures.

## PENNSYLVANIA COUNTY PRISONS

<b>Adams County Prison</b> 625 Biglerville Road Gettysburg, PA 17325	<b>(717) 334-7671</b>
<b>Allegheny County Prison</b> 950 Second Avenue Pittsburgh, PA 15219-3100	<b>(412) 350-2266</b>
<b>Armstrong County Prison</b> 500 East Market Street Kittanning, PA 16201	<b>(724) 545-9222</b>
<b>Beaver County Prison</b> 6000 Woodlawn Blvd. Aliquippa, PA 15001	<b>(724) 378-8177</b>
<b>Bedford County Prison</b> 425 Imlertown Road Bedford, PA 15522	<b>(814) 623-2955</b>
<b>Berks County Prison</b> 1287 County Welfare Road Leesport, PA 19533	<b>(610) 208-4800</b>
<b>Blair County Prison</b> 419 Market Square Alley Hollidaysburg, PA 16648	<b>(814) 693-3155</b>
<b>Bradford County Prison</b> RR#3, Box 321 Route 6 Troy, PA 16947	<b>(570) 297-5047</b>
<b>Bucks County Prison</b> 1730 South Easton Road Doylestown, PA 18901	<b>(215) 345-3900</b>
<b>Butler County Prison</b> 202 South Washington Street Butler, PA 16001	<b>(724) 287-5256</b>
<b>Cambria County Prison</b> 425 Manor Drive Ebensburg, PA 15931	<b>(814) 472-7330</b>
<b>Carbon County Prison</b> 331 Broad Street Nesquehoning, PA 18240-1801	<b>(570) 325-2211</b>
<b>Centre County Prison</b> 213 East High St. Bellefonte, PA 16823	<b>(814) 355-6794</b>

<b>Chester County Prison</b> 501 South Wawaset Rd. West Chester, PA 19382	<b>(610) 793-1510</b>
<b>Clarion County Prison</b> 309 Amsler Avenue Ste. 2 Shipperville, PA 16254	<b>(814) 226-9615</b>
<b>Clearfield County Prison</b> 410 Twenty First Street Clearfield, PA 16830	<b>(814) 765-7891</b>
<b>Clinton County Prison</b> P. O. Box 419 McElhattan, PA 17748	<b>(570) 769-7680</b>
<b>Columbia County Prison</b> 721 Iron Street Bloomsburg, PA 17815	<b>(570) 784-4815</b>
<b>Crawford County Prison</b> 2100 Independence Drive Saegertown, PA 16433	<b>(814) 763-1802</b>
<b>Cumberland County Prison</b> 1101 Claremont Road Carlisle, PA 17013	<b>(717) 245-8787</b>
<b>Dauphin County Prison</b> 501 Mall Road Harrisburg, PA 17111	<b>(717) 780-6800</b>
<b>Delaware County Prison</b> P.O. Box 23-A Cheyney Road Thornton, PA 19373	<b>(610) 361-3200</b>
<b>Elk County Prison</b> P. O. Box 448 Ridgway, PA 15853	<b>(814) 776-5342</b>
<b>Erie County Prison</b> 1618 Ash Street Erie, PA 16503-2168	<b>(814) 451-7500</b>
<b>Fayette County Prison</b> 12 Court Street Uniontown, PA 15401	<b>(724) 430-1222</b>
<b>Franklin County Prison</b> 625 Franklin Farm Lane Chambersburg, PA 17201-3091	<b>(717) 264-9513</b>
<b>Greene County Prison</b> 855 Rolling Meadows Rd. Waynesburg, PA 15370	<b>(724) 852-5209</b>

<b>Huntingdon County Prison</b> 300 Church Street Huntingdon, PA 16652	<b>(814) 643-2490</b>
<b>Indiana County Prison</b> 55 North Ninth Street Indiana, PA 15701-1795	<b>(724) 349-2225</b>
<b>Jefferson County Prison</b> R. D. # 5, Box 45 Brookville, PA 15825-9761	<b>(814) 849-1933</b>
<b>Juniata County Prison</b> P. O. Box 122 Mifflintown, PA 17059	<b>(717) 436-8448</b>
<b>Lackawanna County Prison</b> 1371 N. Washington Ave. Scranton, PA 18509	<b>(570) 636-6639</b>
<b>Lancaster County Prison</b> 625 East King Street Lancaster, PA 17602-3199	<b>(717) 299-7800</b>
<b>Lawrence County Prison</b> 111 South Milton Street New Castle, PA 16101	<b>(724) 654-5384</b>
<b>Lebanon County Prison</b> 730 East Walnut Street Lebanon, PA 17042	<b>(717) 274-5451</b>
<b>Lehigh County Prison</b> 38 North 4 <sup>th</sup> Street Allentown, PA 18102	<b>(610) 782-3270</b>
<b>Luzerne County Prison</b> 99 Water Street Wilkes-Barre, PA 18702	<b>(570) 829-5877</b>
<b>Lycoming County Prison</b> 277 West Third Street Williamsport, PA 17701	<b>(570) 326-4623</b>
<b>McKean County Prison</b> P. O. Box 395 Marvin Street Exit Smethport, PA 16749	<b>(814) 887-2333</b>
<b>Mercer County Prison</b> 138 South Diamond Street Mercer, PA 16137	<b>(724) 662-2700</b>
<b>Mifflin County Prison</b> 103 West Market Street Lewistown, PA 17044	<b>(717) 248-1130</b>

<b>Monroe County Prison</b> 4250 Manor Drive Stroudsburg, PA 18360	<b>(570) 992-3232</b>
<b>Montgomery County Prison</b> 60 Eagleville Road Norristown, PA 19403-1400	<b>(610) 630-9390</b>
<b>Montour County Prison</b> 117 Church Street Danville, PA 17821	<b>(570) 271-3039</b>
<b>Northampton County Prison</b> 666 Walnut Street Easton, PA 18042	<b>(610) 923-4300</b>
<b>Northumberland County Prison</b> 39 North Second Street Sunbury, PA 17801	<b>(570) 988-4232</b>
<b>Perry County Prison</b> South Carlisle Street P. O. Box 520 New Bloomfield, PA 17068	<b>(717) 582-2262</b>
<b>Curran-From Hold Corr. Facility</b> 7901 State Road Philadelphia, PA 19136	<b>(215) 685-7801</b>
<b>Detention Center</b> 8201 State Road Philadelphia, PA 19136	<b>(215) 685-8436</b>
<b>House of Corrections</b> 8001 State Road Philadelphia, PA 19136	<b>(215) 685-8221</b>
<b>Philadelphia Industrial Correctional Center</b> 8301 State Road Philadelphia, PA 19136	<b>(215) 685-7103</b>
<b>Alternative/Special Detention</b> 8101 State Road Philadelphia, PA 19136	<b>(215) 685-8730</b>
<b>Pike County Prison</b> HC-8 Box 8600 Lords Valley, PA 18428	<b>(570) 775-5500</b>
<b>Potter County Prison</b> 102 East Second Street Coudersport, PA 16915	<b>(814) 274-9730</b>

<b>Schuylkill County Prison</b> 230 Sanderson Street Pottsville, PA 17901-1758	<b>(570) 628-1450</b>
<b>Snyder County Prison</b> 600 Old Colony Road Selinsgrove, PA 17870	<b>(570) 374-7912</b>
<b>Somerset County Prison</b> 127 East Fairview Street Somerset, PA 15501	<b>(814) 445-1500</b>
<b>Susquehanna County Prison</b> 7 Ellsworth Drive Montrose, PA 18801	<b>(570) 278-7166</b>
<b>Tioga County Prison</b> R. D. #3, Box 248 Wellsboro, PA 16901	<b>(570) 724-5911</b>
<b>Union County Prison</b> 103 South Second Street Lewisburg, PA 17837	<b>(570) 524-8713</b>
<b>Venango County Prison</b> 1186 Elk Street Franklin, PA 16323	<b>(814) 432-9634</b>
<b>Warren County Prison</b> 407 Market Street Warren, PA 16365	<b>(814) 723-7553</b>
<b>Washington County Prison</b> 100 West Cherry Avenue Washington, PA 15301	<b>(724) 228-6845</b>
<b>Wayne County Prison</b> 925 Court Street Honesdale, PA 18431	<b>(570) 253-2621</b>
<b>Westmoreland County Prison</b> 3000 South Grande Blvd. Greensburg, PA 15601	<b>(724) 830-6000</b>
<b>Wyoming County Prison</b> 10 Stark Street Tunkhannock, PA 18657	<b>(570) 836-1717</b>
<b>York County Prison</b> 3400 Concord Road York, PA 17402-9007	<b>(717) 840-7580</b>



## RESOURCES FOR FAMILIES AND FRIENDS OF BUTLER COUNTY INMATES

### **Adagio Health Inc.**

323 Sunset Drive, Suite 2

Butler, PA 16001

(724) 282-2730

Fax: (724) 282-3004

Email: [adagiohealthbutler@earthlink.net](mailto:adagiohealthbutler@earthlink.net)

[www.adagiohealth.org](http://www.adagiohealth.org)

Hours: By appointment.

#### Programs:

Community Services/Programs

Healthy Woman 50+

Cancer Screening for women 40+ w/out insurance

Dept. of Health STD Testing/Treatment for men and women

Eligibility/Requirements: Men or women in need of contraceptives.

Fee Policy: Sliding fee scale, PA and MA cards accepted.

Free services provided to women under age 18.

### **Adolescent Intervention Education & Support**

Grace Youth & Family Foundation

100 Center Avenue, Butler, PA 16001

(724) 282-0507

[www.gyff.org](http://www.gyff.org)

AIES program was established to provide education and prevention support for adolescents struggling with issues related to drug and alcohol use. The program is an open invitation for ninth through twelfth grade age youth. AIES includes a well defined and structured program rotating on a 16 week schedule.

### **Al-Anon/ Ala-teen**

Al-Anon's purpose is to help families and friends of alcoholics recover from the effects of living with the problem drinking of a relative or friend. Similarly, Ala-teen is a recovery program for young people. Ala-teen groups are sponsored by Al-Anon members.

Web site: [al-anon.alateen.org](http://al-anon.alateen.org)

**AL-ANON** 1-800-628-8920

**AL-TEEN** 1-800-628-8920

Programs: Service advises people with problems associated with alcohol.

Eligibility/Requirements: Open

### **Alcoholics Anonymous**

Alcoholics Anonymous

Post Office Box 354

Lyndora, PA 16045

(800) 434-7985

www.aa.org

Services: Support Groups for persons with alcohol problems

**AngelTree - Angel Prison Fellowship Ministries**

Pennsylvania Office Address:

Prison Fellowship®

P.O. Box 10613

Pittsburgh, PA 15235-0613

Contact: Ministry Delivery Team Manager - West

Kim Craig Email Kim\_Craig@pfm.org

Contact: Ministry Delivery Team Manager - East

David Sawtelle Email David\_Sawtelle@pfm.org

Phone: 412-829-0299

Web site: [angeltree.org](http://angeltree.org)

Programs and Services:

Angel Tree is a faith-based Christian program of Prison Fellowship to reach out to children in the United States whose parent or parents are incarcerated. Angel Tree is a year-round program that helps children to get necessary school supplies, provides mentoring, camping programs, and Christmas care.

**Armstrong County Community Action Agency**

Holly Pointe Building

220 South Main Street, Suite 103

Butler, PA 16001

Contact: Anita Best, Director of Employment Training

(724) 763-4227

(800) 405-6252

Programs:

WELFARE TO WORK PROGRAM – BUTLER COUNTY

This program is designed to help families with children (18 years and under) who are employed and need help overcoming transportation barriers.

Eligibility/Requirements: Income eligibility required.

**Bethesda Family Services Foundation**

P.O. Box 210

West Milton, PA 17886

Contact: Jim Dressler, Parenting Program Coordinator

Email: [staff@bfsf.org](mailto:staff@bfsf.org)

Web site: [www.bfsf.org](http://www.bfsf.org)

Area Served: USA

Established: 1995

Programs and Services:

Provides parent education, self-help support group, information and referrals, religious ministry (if requested), family reunification support, and family therapy.

### **Big Brothers Big Sisters of Butler County**

YMCA

339 N. Washington Street

Butler, PA 16001

(724) 287-4733

Email: [national@bbbsa.org](mailto:national@bbbsa.org)

Web site: [bbbsa.org](http://bbbsa.org)

#### Programs and Services:

BBBSA provides one-to-one mentoring relationships between adult volunteers and children primarily from single-parent families in over 500 programs throughout the United States.

### **Butler County Adult Probation Department**

Butler County Government Center Mailing Address:

124 West Diamond Street Post Office Box 1208

Butler, PA 16001 Butler, PA 16003-1208

Contact: Douglas E. Ritson

(724) 284-5259

Fax: (724) 284-5209

[www.co.butler.pa.us](http://www.co.butler.pa.us)

Hours: Mon. - Fri. (8:30 a.m. - 4:30 p.m.)

#### Services:

Supervise adult offenders 18 years of age and over that have been sentenced by the courts to a period of probation, parole, and supervision of offenders placed on intermediate punishment.

Eligibility/Requirements: 18 years and older

Handicapped Access: Yes

### **Butler County Assistance Office**

108 Woody Drive

Butler, PA 16001

Contact: Kathy Mularsky

(724) 284-8844

Fax: (724) 284-8833 [www.compass.state.pa.us](http://www.compass.state.pa.us)

Hours: Mon. - Fri. (8:00 a.m. - 5:00 p.m.)

#### Services:

Cash Assistance

Medical Assistance

Food Stamps

Low Income Home Energy Assistance

Employment & Training

Eligibility/Requirements: Meeting definitive conditions regarding income, resources and household size.

Fee Policy: Free

Handicapped Access: Yes

**Butler County Career Link**

112 Hollywood Dr. Suite 101

Butler, PA 16001

Contact: Peggy Weckerly

(724) 431-4000

Fax: (724) 431-4016

Email: [mweckerly@state.pa.us](mailto:mweckerly@state.pa.us)

[www.pacareerlink.state.pa.us](http://www.pacareerlink.state.pa.us)

Hours: Mon. - Fri. (8:30 a.m. - 5:00 p.m.)

Programs: Job Search (free internet computers)

Job Referral assistance

Special services to youth, dislocated workers, and veterans

Literacy

Career Assessment

S.O.A.R.

Training

Labor Market Info

Services to person with disabilities

Customized employer services to the community

Senior Aid

Requirements: Some programs such as training may have income eligibility or other qualifying requirements.

Fee Policy: None

Handicapped Access: Yes

**Butler County Career T.R.A.C.K.**

112 Hollywood Dr., Suite 104

Butler, PA 16001

(724) 431-4043

1-800-503-7889

FAX: 724-431-4041

[butler@careertrack.org](mailto:butler@careertrack.org)

M-T-W-F: 8:30 am - 4:30 pm, Thu.: 8:30 am - 2 pm

**Butler County Children & Youth Agency**

Post Office Box 1208

Butler, PA 16003-1208

Contact: Joyce Ainsworth

(724) 284-5156

Fax: (724) 284-1433

TDD: (724) 284-5473

(Nights, weekends, holidays): 9-1-1

Email: [jainswor@co.butler.pa.us](mailto:jainswor@co.butler.pa.us)

Hours: Mon. - Fri. (8:30 a.m. - 4:30 p.m.)

Services: For dependent and abused children as defined by the Pennsylvania Juvenile Act and the Pennsylvania Child Protective Services Act.

Eligibility: Children birth to 18  
Requirements: County resident or child in need while in county.  
Handicapped Access: Yes

**Butler County Children's Center, Inc.**

131 Homewood Drive  
Butler, PA 16001  
Executive Director: Alice Nunes  
(724) 287-2761  
Fax (724) 287-4205  
www.bcccinc.org  
Email: bscarnato@bcccinc.org  
Hours: 6:30 a.m. - 5:30 p.m.

Services:

Butler County Children's Center, Inc., provides child care programs for families who are working, attending school or are enrolled in an adult training program. Care is offered to infants, toddlers, preschoolers, kindergartners and elementary school children.

Fee Policy: Private fees, Child Care Information Services (CCIS) fees, Transitional Child Care (TCC) fees and other subsidized funding sources. Butler County Children's Center, Inc., provides United Way scholarships to eligible families.

Handicapped Access: Yes

**Butler County Community College**

Adult Literacy Program  
Post Office Box 1203  
Butler, PA 16003-1203  
Contact: Deb McAllister  
(724) 287-8711 x8350  
www.bc3.pa.us  
aliteracy@bc3.cc.pa.us  
Email: debmcallister@bc3.edu  
Hours: Mon. - Fri. (8:00 a.m. - 4:00 p.m.)

Services:

The Adult Literacy program's mission is to ensure that adults in Butler County have basic reading, writing, and math skills so that they may reach their potential and become productive members of their community. The program offers reading/writing; English as a Second language; math; and GED class instruction.

**Butler County Community College**

Children's Creative Learning Center  
P. O. Box 1203  
Butler, PA 16003-1203  
Contact: Judy Zuzack, Director

(724) 287-8711x8297

www.bc3.edu

Email: judithzuzack@bc3.edu

Hours: Mon. - Fri. (7:25 a.m. - 4:00 p.m.)

Services:

Childcare for students attending college and for BC3 faculty and staff's children. Not a licensed pre-school, but a structured learning center licensed by the Pennsylvania Department of Public Welfare.

Handicapped Access: Yes

**Butler County Community College**

New Choices/New Options

P. O. Box 1203

Butler, PA 16003-1203

Contact: Debbie Swartzlander

(724) 287-8711x8393

Fax: (724) 287-0092

newchoices@bc3.edu

Hours: Monday – Friday (8:00 a.m. – 4:00 p.m.) Evening Hours By Appointment

Services:

The NEW CHOICES/NEW OPTIONS program provides FREE career development workshops.

Eligibility:

\* Single parents

\* Single parent women

\* Displaced homemakers

a. Worked in the home, providing unpaid household services for family members; and

b. Dependant on the income of another family member but no longer supported by that income; and

c. Underemployed or having difficulty securing employment.

\* Those interested in exploring careers nontraditional to their gender.

**Butler County Court House**

290 S. Main Street

Butler, PA 16001

(724) 285-4731

\*Must enter through the Government Center building located at 124 W. Diamond Street, Butler.

Handicapped Access: Yes

### **Butler County Domestic Relations**

County Government Center

Post Office Box 1208

Butler, PA 16003-1208

Contact: Betsy

(724) 284-5181

Fax: (724) 284-5422

Hours: Mon. - Fri. (8:30 a.m. - 4:30 p.m.)

Business Line: Mon. - Fri. (9:00 a.m. - 11:30 a.m. & 1:30 p.m. - 3:30 p.m.)

#### Services:

Provides individuals and families with services and support for dependent children and spouses.

Eligibility/Requirements: Butler County resident

Fee Policy: Various fees depending on service required

Handicapped Access: Yes

### **Butler County Drug & Alcohol**

124 West Diamond Street

Butler, PA 16001

Contact: Donna Jenereski

(724) 284-5114

Fax: (724) 284-5128

[www.co.butler.pa.us](http://www.co.butler.pa.us)

Hours: Mon. - Fri. (8:30 a.m. - 4:30 p.m.)

#### Services:

The Butler County D&A Administrative office provides fiscal and program management and coordination of the drug and alcohol service delivery system funded by the state and county. Services are purchased from community agencies including crisis intervention, outpatient treatment, habilitation, hospitalization, residential, case management, and specialized therapies.

Eligibility/Requirements: Butler County Resident or Medical Assistance Eligibility

Fee Policy: Sliding fee scale

### **Butler County Mental Health/Mental Retardation**

124 West Diamond Street

Butler, PA 16001

(724) 284-5114

Fax: (724) 284-5128

Email: [bcmhmr@co.butler.pa.us](mailto:bcmhmr@co.butler.pa.us)

[www.co.butler.pa.us](http://www.co.butler.pa.us)

Hours: Mon. - Fri. (8:30 a.m. - 4:30 p.m.)

#### Services:

The Butler County MH/MR Administrative office provides fiscal and program management and coordination of the mental health and mental retardation service delivery system funded by the state and county. Services are purchased from community agencies including crisis intervention, outpatient treatment,

habilitation, hospitalization, residential, case management, and specialized therapies.

Eligibility/Requirements: Butler County Resident or Medical Assistance Eligibility

Fee Policy: Sliding fee scale

Handicapped Access: Administrative Office

**Butler County Government Center**

124 W. Diamond Street

Butler, PA 16001

(724) 285-4731

**Butler County State Health Center**

**PA Dept. of Health**

100 Brugh Avenue, Suite 201

Butler, PA 16001

(724) 287-1769

Fax: (724) 287-8549

Services:

Communicable Disease Testing and Information

Immunizations

Childhood Disease Prevention Programs

Health Education and Community Outreach

**Butler County Veterans Service**

124 West Diamond Street

Post Office Box 1208

Butler, PA 16003-1208

Contact: John Cyprian or Joyce Myers

(724) 284-5352

(724) 284-5353

Fax (724) 284-1006

[www.co.butler.pa.us](http://www.co.butler.pa.us)

Hours: 8:30am – 4:30pm

Services: Veterans Service

The Governor's Veterans Outreach provides prompt and concise information and assistance to all veterans and their dependents.

**Butler Regional Recovery Program**

Butler Memorial Hospital

911 East Brady Street

Butler, PA 16001

(724) 284-HELP {4355}

24 hrs.: 1-800-831-2468

Hours: 24 hours a day

Services:

The Butler Regional Recovery Program assists individuals and families in



restoring their physical, psychological, and emotional health. While in the program, each individual learns the basic principles behind Alcoholics Anonymous and Narcotics Anonymous.

**CCR: Center for Community Resources**

220 S. Main Street, Suite 101, Butler, PA 16001  
(724) 431-0097 Fax: 724-431-1011 [www.ccrinfo.org](http://www.ccrinfo.org)  
121 Sunnyview Circle, Suite 131, Butler, PA 16001  
(724) 431-0095 Fax: 724-431-0242

**Crisis Hotline:** 1-800-292-3866

TTY: 724-431-0291

Programs and Services:

- Butler Collaborative for Families
- Community Prevention, Education, Outreach
- COPE Team
- Crisis Intervention
- Drug & Alcohol Blended Case Management
- Early Intervention
- HOPE Project
- Information & Referral
- Integrated Access Unit
- Mental Health Services
- Mental Retardation Services
- Peer Support Services
- S.O.A.R.
- Student Assistance Program (SAP)
- Utility Single Point of Contact (USPOC)

**Catholic Charities of The Diocese of Pittsburgh., Inc.**

Butler County Office 120 New Castle Street  
Butler, PA 16001

Contact: Al Lane, Director (724) 287-4011

Fax: (724) 287-6462

[www.ccpgh.org](http://www.ccpgh.org)

Hours: Mon. - Fri. (9:00 a.m. - 5:00 p.m.)

Programs and Services:

Family Therapy, Housing Services, Homeless Services, Project Women In Need, Information & Referral, Adoption Services & Foster Care.

Eligibility: Financial assistance limited to once per year Requirements: Any resident of Butler County regardless of race, religion, age, gender, or income level. Fee Policy: Many programs have no fee. Therapy program uses a sliding fee scale based on income.

**Child Care Information Services (CCIS)**

Bantam Commons  
120 Hollywood Drive Suite 101

Butler, PA 16001

Contact: Dolly Gibson (724) 285-9431 (888) 864-1654

Fax: (724) 285-7320

Hours: Mon. - Fri. (8:30 a.m. - 4:30 p.m.) Voice mail available 24 hours a day  
Monday evenings by appointment only

Services:

Provides free information and assistance to all families seeking childcare.

Provides information on a variety of children's programs and issues.

May provide daycare subsidy to families who qualify.

Maintains up-to-date listings of all licensed/registered daycare providers.

Provides ALL parents with information free of charge.

Provides parents with childcare options to meet their family's unique needs.

Eligibility/Requirements: Butler County Residents and must meet financial and non-financial requirements as established through the Department of Public Welfare, listings only for Butler County. Fee Policy: Information provided free of charge

Handicapped Access: Yes Geographical Area: Subsidy for Butler County Residence only but daycare referrals may be obtained for outlying Pennsylvania Counties. Target Population: Families with children age birth to 13 Yrs. (Families may include single parent's, low to moderate two parent households, teen parents, foster parents and specified relatives.

**Children's Care Program/Family Services**

216 North Washington Street, Butler, PA 16001

Contact: (724) 284-4894

Fax: (724) 283-8080

Hours: Mon., Tues, and Thurs. (8:00 a.m. – 9:00 p.m.) Wednesday (8:00 a.m. – 8:00 p.m.) Friday (8:00 a.m. – 4:00 p.m.)

Services:

Provides a comprehensive psychosocial service for prenatal and postnatal women and their families. The program offers community-based family support services to all new parents.

Eligibility/Requirements: Anyone receiving maternal care through Butler Health System. Handicapped Access: Yes

**Child Welfare League of America (CWLA)**

440 First Street, NW

Washington, DC 20001

Contact: Cynthia Seymour, General Counsel

Phone: 202- 942-0270

Email: cseymour@cwla.org

Web site: www.cwla.org

Area Served: USA

Programs and Services:

Provides information and referrals, technical assistance to child welfare agencies and public information and advocacy.

**Citizens United for Rehabilitation of Errants (CURE)**

P.O. Box 2310

Washington, DC 20013

Contact: Charles Sullivan, Agency Head/Executive Director

Phone: 202-789-2126

Web site: [www.curenational.org](http://www.curenational.org)

Area Served: USA

Programs and Services:

Provides advocacy to bring about prison reform including equitable rates for inmate phone calls. Provides information on reform and rehabilitation to offenders and their families. For a list of CURE's state chapters and affiliates, see the CURE web site at [www.curenational.org](http://www.curenational.org).

**Consumer Credit Counseling Service**

309 Smithfield Street, Suite 2000

Pittsburgh, PA 15222

Contact: 1- 888-599-2227

Hours: By appointment only.

Pittsburgh Office: 309 Smithfield Street, Suite 2000 Pittsburgh, PA 15222

Programs: The agency's debt management program offers a dignified, disciplined way of getting out of debt and serves as a positive alternative to bankruptcy. Counseling by telephone is available for all areas: 1-(888)-599-2227.

**District Attorney's Office**

124 West Diamond Street 3rd Floor Government Center

Butler, PA 16001

Contact: Richard A. Goldinger (724) 284-5222 Fax: (724) 284-5460

Email: [co.butler.pa.us](mailto:co.butler.pa.us)

Hours: Mon. - Fri. (8:30 a.m. - 4:30 p.m.)

Services: The District Attorney is the Chief Law Enforcement Officer for the County of Butler. As such, he and his assistants represent the Commonwealth in the prosecution of all misdemeanor and felony criminal cases. The Victim/Witness Advocate for Butler County, Joan Dugan, also has her office in this area. The Victim/Witness Advocate's office is available to aid victims and witnesses in matters pertaining to criminal cases in which they are involved. The Victim/Witness Advocate also helps prepare claims to the Crime Victim's Compensation Board and claims of restitution to be presented to the court.

Fee Policy: None

Handicapped Access: Yes

**Ellen O'Brien Gaiser Addiction Center**

Outpatient/Intensive Outpatient Drug & Alcohol Treatment Programs and Prison Programs

325 New Castle Rd., Bldg. 19, Butler, PA 16001 and

313 West Cunningham St., Butler, PA 16001

Phone: 724-285-2293 FAX: 724-285-2254

Contact: Connie Walsh  
Director: Linda Franiewski

**Ellen O'Brien Gaiser Addiction Center**

Residential Drug & Alcohol Treatment Program  
165 Old Plank Rd., PO Box 2127, Butler, PA 16003  
Phone: 724-287-8205 or 724-287-8200  
Contact: Renee Wise  
Director: Linda Franiewski

**Family and Friends of Inmates Support Group**

Contact: Ben  
(724) 282-6207

**Family Services of Western Pennsylvania/Families Outside**

6401 Penn Avenue, 2nd Floor  
Pittsburgh, PA 15206  
Contact: Ned Pfundt, Coordinator  
Phone: 412-661-1670  
Area Served: Southwestern Pennsylvania  
Programs and Services  
Provides low-cost transportation, self-help support group, re-entry assistance, employment assistance, information, referrals, coping skills, and family videos.

**Family Pathways: Trauma, Loss and Transition Center**

Monarch Place  
100 Brugh Avenue  
Butler, PA 16001  
(724) 284-9440 Fax (724) 284-9441  
Email: [familypathways.net](mailto:familypathways.net)  
Hours: 9:00 a.m. to 8:00 p.m. Monday through Thursday and 9:00 a.m. to 4:00 p.m. on Friday Other times available by appointment

**Family Resources**

1100 Freeport Road  
Mars, PA 16046  
Contact: Jack Stockman (724) 776-2121  
Services: The mission of Family Resources is to prevent and treat child abuse by strengthening families and neighborhoods.

**Family Services of Butler Memorial Hospital**

216 North Washington Street Butler, PA 16001  
Contact: Nancy McKee (724) 284-4894 Fax: (724) 283-8080  
[www.butlerhealthsys.org](http://www.butlerhealthsys.org)  
Hours: Mon., Tues, & Thurs. (8:00 a.m. - 8:30 p.m.)  
Eligibility/Requirements: Varied

**Fathers Behind Bars, Inc.**

525 Superior Street

Niles, MI 49120

E-mail: fathersbehindbars2@msn.com

Area Served: USA and Canada

**Programs and Services**

Provides publications and technical assistance on self-help support groups for incarcerated fathers.

**Food Cupboards:** Complete listing located at end of handbook.

**Grace Youth and Family Foundation**

Contact: Bill Halle, Executive Director (724) 282-0507 Fax: 282-4200

[info@gyff.org](mailto:info@gyff.org)[www.gyff.org](http://www.gyff.org)

Hours: Office: 9:00 a.m. - 4:30 p.m.

Services: Freedom Center Family Financial Services Impressions of Grace

The Net Outreach Programs: THE NET OUTREACH - Operation of a 10,000 square foot, four story community Center located at the Butler center.

Teen Coffeehouse Fellowship - Open every Saturday from 7PM to 11PM. It offers a fun, comfortable, and safe atmosphere where teenagers can hang out together. Teens play pool, ping pong, air hockey, shuffle board, foosball and video games in the game room, or eat good food and drink, play board games, watch movies, listen to music, read books, or just enjoy good conversation in The Net Café.

Youth and Family Counseling - Is available to youth and families by appointment and provides them opportunity to obtain wise biblical based counseling to help cultivate and maintain healthy relationships and contend with the struggles that may arise from them.

After School Drop-in and Tutoring - Will be offered in Butler as our funding and staffing permits. This program will provide a safe haven for youth to go after school to have fun and if necessary obtain academic help.

Family Financial Services - This is available by appointment and provides an opportunity to obtain free individualized financial and estate planning and/or debt counseling in today's changing economy.

**Grapevine Drop-In Center**

140 N. Elm Street, Suite B

Butler, PA 16001-4820

Contact: Bette Peoples (724) 283-1704(888) 223-7620 Fax: (724) 283-8635

Hours: Winter months - Sunday 12:00 p.m. – 6:00 p.m. Mon. – Sat., 10:00 a.m. – 6:00 p.m. Spring-Summer months – Sunday – Saturday 12:00 p.m. – 6:00 p.m.

Services: We offer consumers receiving mental health or drug and alcohol services the opportunity to socialize in a safe, stigma-free environment.

Eligibility/Requirements: Any resident of Butler County who is currently or has in the past received mental health or drug and alcohol services.

Fee Policy: None

**Hosanna Industries, Inc.**

109 Rinard Lane, Rochester, PA 15074

Contact: Rev. Don Ed

(724) 770-0262 Fax: (724) 770-0266

www.hosannaindustries.orgmailto@hosaanaindustries.org

Hours: Mon. - Fri. (8:00 a.m. - 5:00 p.m.)

Services: Home repair and new construction for very low and low-income households with the assistance of volunteers. Trade skill training for underprivileged and undereducated individuals.

Eligibility/Requirements: Low income with documentation required Geographical Area: Western PA Target Population: Low income County: Beaver

**Housing Authority of Butler County**

114 Woody Drive Butler, PA 16001

Contact: Central Office (724) 287-6797, (800) 433-6327, Fax: (724) 287-7906

Email: bcha@housingauthority.com

www.housingauthority.com

Hours: Mon. - Fri. (8:30 a.m. - 4:30 p.m.)

Services: Provides rental assistance and housing to low-income families, elderly, disabled, or handicapped people throughout Butler County. Provides grants to low-income homeowners. Families of any age. Provides Homeownership assistance to all Butler County residents.

Eligibility/Requirements: All programs based on income limits.

Fee Policy: None

Handicapped Access: Yes

**Kids Count, Inc.**

403 West Jefferson Street

Butler, PA 16001

(724) 287-3000

Fax (724) 287-3003

Programs: Boys and Girls Residential Programs Social services were a child resides at Kids Count to receive treatment which includes individual, family, and group therapy.

**Lifeline of Butler County**

422 North Main Street

Mailing Address: Butler, PA 16001

Post Office Box 2432

Contact: Mary Jo Koch Butler, PA 16003-2432 (724) 282-1200Fax: (724) 282-3389

Hours: Mon. & Wed. (11:00 a.m. - 2:00 p.m.) Fri. (6:30 a.m. - 9:00 p.m.)

Services: Lifeline is an emergency pregnancy service, organized to respond to the woman who cannot cope with her unplanned pregnancy. Each individual is served uniquely and personally. We try to help with whatever problems she has - medical, legal, financial, emotional, housing, etc.

Free Pregnancy Testing Personal Counseling Referrals to agencies and individuals who can help Speaking engagements Distribute: maternity clothes, clothes for children up to age 6, donated beds, high chairs, etc. Programs: Community Services/Programs

Fee Policy: Free

Handicapped Access: First Floor

### **Meals on Wheels**

218 E. Jefferson Street

Butler, PA 16001

(724) 285-3815 or (724) 285-9573

Hot meals delivered to home bound residents.

### **Message of Love**

P.O. Box 65137

Washington, DC 20035-5137

Contact: Michele Aleibar, Agency Head/President

Phone: 301-340-1146

E-mail: [info@aleibar.com](mailto:info@aleibar.com)

Web site: [www.messageoflove.com](http://www.messageoflove.com)

Area Served: USA

#### Programs and Services

Provides subscription service that sends monthly inspirational greeting cards to prisoners on behalf of family members.

### **Narcotics Anonymous**

Post Office Box 2657

Butler, PA 16003-2657

Contact: David G.

(888) 251-2426

(412) 391-5247

Fax (412) 281-1375

[www.na.org](http://www.na.org)

Hours: At least one meeting daily in the Butler Area.

#### Services:

We Care Group, No Name Group, Carena, By Any Means Necessary, Back to Basics, Walk the Talk, Your Choice, Just for Today, Clean & Serene

Narcotics Anonymous is a nonprofit fellowship or society of men and women for whom drugs have become a major problem. We are recovering addicts who meet regularly to help each other stay clean. There are no dues or fees. The only requirement for membership is the desire to stop using.

### **National Clearinghouse for the Defense of Battered Women**

125 South 9th Street, Suite 302

Philadelphia, PA 19107

Contact: Sue Osthoff, Agency Head/Director

Phone: 215- 351-0010

Area Served: USA

Programs and Services

Provides information, referrals, technical assistance, public education and advocacy, and legal information and resources.

**Neighborhood Legal Services**

Holly Pointe Building

220 South Main Street, Suite 301

Butler, PA 16001

Contact: Geraldine Redmond, Executive Director

(724) 282-3888

Fax: (724) 282-4622

Hours: Mon. - Fri. (8:30 a.m. - 12:00 p.m. & 1:00 p.m. - 4:00 p.m.)

Services:

Free legal advice and representation in certain civil matters:

Eligibility/Requirements: Must meet income and asset eligibility requirements.

Fee Policy: Free for low-income individuals

Handicapped Access: Yes

**Northwestern Human Services**

6 Chesapeake Place, Suite 103

Lyndora, PA 16045

Contact: Susan McElhone

(724) 282-2441

Fax: (724) 283-1849

Hours: 9:00 a.m. – 5:00 p.m.

Services:

Family Based Mental Health Services

**Open, Inc. - Offender Preparation and Education Network, Inc.**

P.O. Box 472223, Garland, TX 75047-2223

Contacts: Katherine Greene, Assistant Director; Ned Rollo, Agency Head

Phone: 972-271-1971

E-mail: info@openinc.org

Web site: www.openinc.org

Area Served: USA

Programs and Services

Provides educational materials and programs for use by offenders and families to survive incarceration and make a successful transition back to the community.



**PAC-Min****Prison After-Care Ministry**

A Project of: The Lighthouse Foundation  
1302 Cruikshank Rd.  
Butler, PA 16001  
Contact Person: Ed Carlson  
1-877-271-9622 ext. 701

**Parent-Nurturing Program/Family Services- Butler Memorial Hospital**

216 North Washington Street

Butler, PA 16001

Contact: Nancy McKee

(724) 284-4894

Fax: (724) 283-8080

Hours: Mon. - Fri. (8:00 a.m. - 4:30 p.m.) Classes scheduled in evenings

**Services:**

The Parent Education Program is a 15-week series of classes designed to enhance the building of a positive relationship between parents and children.

Parents Anonymous is a self-help support program that works toward strengthening parent-child relationships.

**Programs:**

Parent/Nurturing Program

Parents Anonymous

Young Moms Group

Fee Policy: Call for information on the Parent Education Program.

Parents Anonymous - free service

Handicapped Access: Yes

Geographical Area: Butler

**Parents' Support Group**

Butler Memorial Hospital

Contact: Ann

(724) 284-4016

To support and educate parents of children with a heroin addiction. This group meets every Monday at 6:00 pm.

**Pennsylvania Coalition Against Domestic Violence/National Resource Center on Domestic Violence**

6400 Flank Drive, Suite 1300

Harrisburg, PA 17112

Phone: 717- 545-6400

HOTLINE: 1-800-932-4632

Web site: Parentwise.com

**Programs and Services**

Coordinates a statewide network of community-based programs for domestic

violence victims. Provides referrals to a network of 65 local agencies in most Pennsylvania counties. Call the hotline number for services in your county.

**Place of Refuge**

123 N. Pittsburgh Street  
Zelienople, PA 16063

Christ-centered ministry to those in active addiction or recovery, and the friends and families of those in active addiction or recovery. This group meets at the Harmony Zelienople United Methodist Church on Mondays from 7-8pm.

**Pressing On Ministries**

113 E. Brady Street  
Butler, PA 16001  
(724) 713-3912 or (724) 482-4458  
pressingon4him@earthlink.net

Christ-centered outreach support group that helps men and women with their substance abuse issues to become an asset to their families and society. This group meets Tuesdays and Saturdays from 7-9pm. Daytime appointments can be made on Mondays, Wednesdays, and Fridays.

**Public Defender's Office**

124 W. Diamond Street  
Butler, PA 16003-1208  
Contact: Kevin J. Flaherty, Chief Public Defender  
(724) 284-5335  
Fax: (724) 285-0017

Hours: Mon. - Fri. (8:30 a.m. - 12:00 p.m. & 1:00 p.m. - 4:30 p.m.)

Services:

Legal defense of those in danger of incarceration pursuant to criminal charges or contempt of Court that have been determined indigent by the Public Defender.

Eligibility/Requirements: The individual being charged must complete an Application for the Appointment of Counsel and be determined indigent by the Public Defender.

Fee Policy: None

Handicapped Access: Yes

Geographical Area: Butler County

**Salvation Army**

Post Office Box 389  
Butler, PA 16003-0389  
Contact: Major Pamm McKee, Executive Director  
(724) 287-5532  
Fax: (724) 287-8338  
butlercorps@use.salvationarmy.org  
Corps Community Center  
313 West Cunningham Street

Butler, PA 16001

Hours: Mon. - Fri. (9:00 a.m. - 4:00 p.m.)

Services:

Family Casework Service

Crisis Intervention

Correctional Services

Camping

Emergency Food & Shelter

Emergency Clothing, Furniture

Emergency Transportation

Rehabilitation Services for the Alcoholic and Homeless Men

Disaster Services

Hospital and Home Visitation

Missing Persons Bureau

**Seeds of Hope**

200 E. North Street

Butler, PA 16001

(724) 283-6160

Contact: Bill Gumper

Christ-centered recovery group that offers both encouragement and hope to the addict and their families, with a goal to provide a non-threatening environment of mutual accountability. This recovery group meets Thursdays from 7-8 pm at the corner of North & McKean Streets in Butler.

**Society of St. Vincent de Paul**

400 East Locust Street

Butler, PA 16001

Contact: Fred McClaine

(724) 287-3994

Fax: (724) 431-0324

Email: fred@svdpbutler.org

www.svdpbutler.org

Hours: Mon. - Fri. 9:00 a.m. - 5:00 p.m. Sat. 9:00 a.m. - 3:30 p.m.

Services: Thrift store, emergency food and clothing, help with utilities and transportation.

Eligibility/Requirements: Poor or distressed in dire need.

**Transitions High School (THS)**

Grace Youth & Family Foundation

100 Center Avenue, Butler, PA 16001

www.transitionshs.org

Alternative education program dedicated to serving high school students of ninth to twelfth grades who are in early recovery from substance abuse. It's designed for those who desire a drug free environment void of old drug using influences.

**Victim Outreach Intervention Center –VOICE**

Box 293

Evans City, PA 16033

Contact: Elizabeth Clark-Smith, Executive Director

(724) 283-8700

Alternate Phone: (724) 776-5910

Fax: (724) 283-8760

[www.voiceforvictims.com](http://www.voiceforvictims.com)

Hours: Mon. - Fri. (8:30 a.m. - 4:30 p.m.) Emergency Services 24 hours a day

Services:

The VOICE is a nonprofit, social service organization committed to providing crisis intervention and supportive services, Countywide, to victims of domestic violence, sexual assault and other violent crimes. All services are confidential.

Agency services available:

24 Hour Immediate Access Hotline - 1 (800) 400-8551

Accompaniment

Individual and Group counseling adults and children

Emergency Shelter

Community Education/Prevention Education

Crisis Intervention

Victim Advocacy

Legal Advocacy/Counseling

Medical Advocacy

**Women/Infants/Children (WIC) of Butler County**

323 Sunset Drive

Butler, PA 16001

(866) 942-2778

Fax: (724) 282-8995

[www.fhcinc.org](http://www.fhcinc.org)

Hours: Mon. - Fri. (8:00 a.m. - 4:00 p.m.), 1 evening a week, some Saturdays

Services: Nutritional Information – Supplying Programs:

WIC is a federally funded nutrition education and food program for pregnant and breastfeeding women, infants, and children under five years of age. It is available any resident of Butler County who meets income requirements and is judged to be at nutritional risk.

Eligibility/Requirements: Butler Co. resident; below income ceiling set by state.

**For additional information please contact CCR.**

# CCR

## **Center for Community Resources, Inc.**

“Connecting People to Services”

220 South Main Street, Suite 101  
Butler, PA 16001  
(724) 431-0097  
FAX: 724-431-1011  
[www.ccrinfo.org](http://www.ccrinfo.org)

TOLL FREE CRISIS LINE: **1-800-292-3866**  
TTY: 724-431-0291

121 Sunnyview Circle, Suite 131  
Butler, PA 16001  
(724) 431-0095  
FAX: 724-431-0242

### **Our Mission**

*The Mission of Center for Community Resources is to make a positive difference in every day lives by connecting people to a network of supports and services essential for actively learning, working and living in the community.*

The agency’s goal is to coordinate supportive services for individuals and families seeking information and referral for mental health, mental retardation, substance abuse and other service needs. We are an integrated point of contact working in collaboration with other human service agencies to identify needs in the community and effectively respond to assist anyone seeking help.

## **BUTLER COUNTY FOOD CUPBOARDS**

Cabot United Methodist Church - 3rd Wednesday 5:30 p.m. - 7:00 p.m.

Post Office Box 280, Cabot, PA 16023

Area of Service: Buffalo, Winfield, and Clearfield Townships

Contact: Sue Shaltes (724) 352-2074

Church of God of Prophecy - 3rd Saturday 9:00 a.m. -10:30 a.m.

Family Life Ministry

932 Mercer Rd., Butler, PA 16001

Area of Service: Butler, Center and Oakland Townships

Contact: Rev. Pflugh (724) 287-1336

Covenant Presbyterian Church - Last two Mondays and Thursdays each month

230 East Jefferson St., Butler, PA 16001

9:00 a.m.-12:00 p.m.

Areas of Service: Butler City & Immediate Area

Contact: Sam Peters (724) 287-7731

Evans City Food Cupboard - 1st and 3rd Fri. 8:30 a.m.-10:30 a.m.

St. Peter's Lutheran Church

202 Van Buren St., Evans City, PA 16033

Area of Service: Connoquenessing, Forward, West Penn, Southwest Butler Townships, and Evans City Boro

Contact: Marilyn McElhinney (724) 538-0542

Gleaners Food Cupboard - 4th Wednesday 9:00 a.m. -10 a.m.

St. Ferdinand's Church (Annex)

2535 Rochester Rd., Cranberry Twp., PA 16066

Area of Service: Cranberry Township

Contact: (724) 776-2888

Lighthouse - Every other Thursday 6:00 p.m. - 8:00 p.m.

1302 East Cruikshank Rd., Butler, PA 16002

Every other Friday 10:30 a.m.-11:30 a.m.

Area of Service: Mars Boro, East Penn, Clinton, Adams, and Middlesex Twps.

Contact: Jason (724) 586-5554

Loaves and Fishes Food Bank - Last Sat. of Month 8:30 a.m. - 10:00 a.m.

Summit United Presbyterian Church

181 Caldwell Dr., Butler, PA 16002

Area of Service: Saxonburg Borough; South Summit, and North Jefferson Townships

Contact: Dorothy Steighner (724) 352-2106

Moniteau Area Food Pantry - Every Thursday 10:00 a.m. - 11:00 a.m.

Concord Presbyterian Church

625 Hooker Rd., West Sunbury, PA 16061

Area of Service: Venango, Washington, Clay, Concord, North Oakland, North Center, Cherry and Marion Townships

Contact: Rev. Mathias (724) 894-2701

Mount Chestnut Presbyterian Church - 1st & 3rd Monday 7:00 p.m. - 8:00 p.m.

727 West Old Route 422, Butler, PA 16001

Area of Service: Prospect Boro, Franklin, and South Brady Townships

Contact: Bev Mortimer (724) 287-7601

North Butler "Feed My Sheep" - Tues & Thurs 2:00 p.m. - 4:00 p.m.

Slippery Rock Community Park

North Main Street, Slippery Rock, PA 16057

Area of Service: Harrisville, Slippery Rock, West Liberty Boro, Mercer, Worth, Slippery Rock, and North Brady Townships

Contact: Connie Emmett (724) 735-2675

Petroleum Valley Food Cupboard - 3rd Friday 9:00 a.m.- 12:00 p.m.

385 Oak Road, Chicora, PA 16025

Area of Service: Donegal, Fairview, Parker Townships,

Contact: Pastor Higgins (724) 445-3574 Bruin, Chicora, Fairview Boros, Karns City and Petrolia

Portersville Food & Fellowship for People - 1st Wednesday 6 - 7:00 p.m.

Muddy Creek Vol. Fire Station, Porterville, PA 16051

Area of Service: Portersville & surrounding area, Muddy Creek Township

Contact: Cindy Burns (724) 368-9532

Salvation Army - Tues. and Wed. 1:30 p.m.-3:30 p.m.

313 W. Cunningham St., Butler, PA 16001

Area of Service: Butler City and Immediate Area

Contact: Amy (724) 287-5532

Southwest Butler "Zion" County Food Bank - 3rd Tuesday 7:00 p.m. - 8:00 p.m.

557 Perry Highway, Harmony, PA 16037

Area of Service: Harmony, Zelenople Boro, Lancaster, and Jackson Twps.

Contact: Sandy Milo (724) 452-8886

St. Vincent DePaul - Mon - Fri 9:00 a.m. - 10:00 a.m.

400 East Locust Street, Butler PA, 16001

Area of Service: Butler and Immediate Area

Contact: Pat Hendricks or Nick Monday (724) 287-3994

