



**POLICY and PROCEDURES**  
Commonwealth of Pennsylvania • Department of Corrections

<b>Policy Subject:</b>  <b>Organization of the Department of Corrections Central Office</b>		<b>Policy Number:</b>  <b>1.1.3</b>
<b>Date of Issue:</b>  <b>July 15, 2008</b>	<b>Authority:</b>  <b>Signature on File</b>  <b>Jeffrey A. Beard, Ph.D.</b>	<b>Effective Date:</b>  <b>July 21, 2008</b>

**I. AUTHORITY**

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

**II. APPLICABILITY**

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections.

**III. POLICY**

It is the policy of the Department to operate a Central Office for the purpose of providing direction and oversight for the operation of all facilities within the Department.

**IV. PROCEDURES**

- A. The Secretary of Corrections, who is responsible for the overall administration and oversight of the Commonwealth's state correctional system, delegates responsibility for the daily operation of its facilities to the individuals, bureaus, and offices as indicated in the **Central Office Flow Chart (Attachment A)**.<sup>1</sup>
- B. The functional statements of the individuals, bureaus and offices responsible for the daily operation of its facilities are as indicated in the **Central Office Functional Statements (Attachment B)**.<sup>2</sup>

<sup>1</sup> 2-CO-1A-10, 2-CO-1A-12

<sup>2</sup> 2-CO-1A-13

## **V. SUSPENSION DURING AN EMERGENCY**

In an emergency or extended disruption of normal facility operation, the Secretary, or designee may suspend any provision or section of this policy, for a specific period.

## **VI. RIGHTS UNDER THIS POLICY**

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

## **VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY**

### **A. Release of Information**

This document is public information and may be released upon request.

### **B. Distribution of Policy**

#### **1. General Distribution**

The Department of Corrections' policy and procedure manuals (when applicable) are distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution to other individuals and/or agencies is subject to the approval of the Secretary/designee.

#### **2. Distribution to Staff**

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures.

## **VIII. SUPERSEDED POLICY AND CROSS REFERENCE**

### **A. Superseded Policy**

#### **1. Department Policy**

1.1.3, Organization of the Department of Corrections Central Office, issued July 24, 2003, by Secretary Jeffrey A. Beard, Ph.D.

#### **2. Facility Policy and Procedures**

This document supersedes all facility policy and procedures on this subject.

**B. Cross Reference(s)**

1. Administrative Manuals

None.

2. ACA Standards

a. Administration of Correctional Agencies: 2-CO-1A-10, 2-CO-1A-12, 2-CO-1A-13, 2-CO-1A-28

b. Adult Correctional Institutions: 4-4023

c. Adult Community Residential Services: None

d. Correctional Training Academies: None

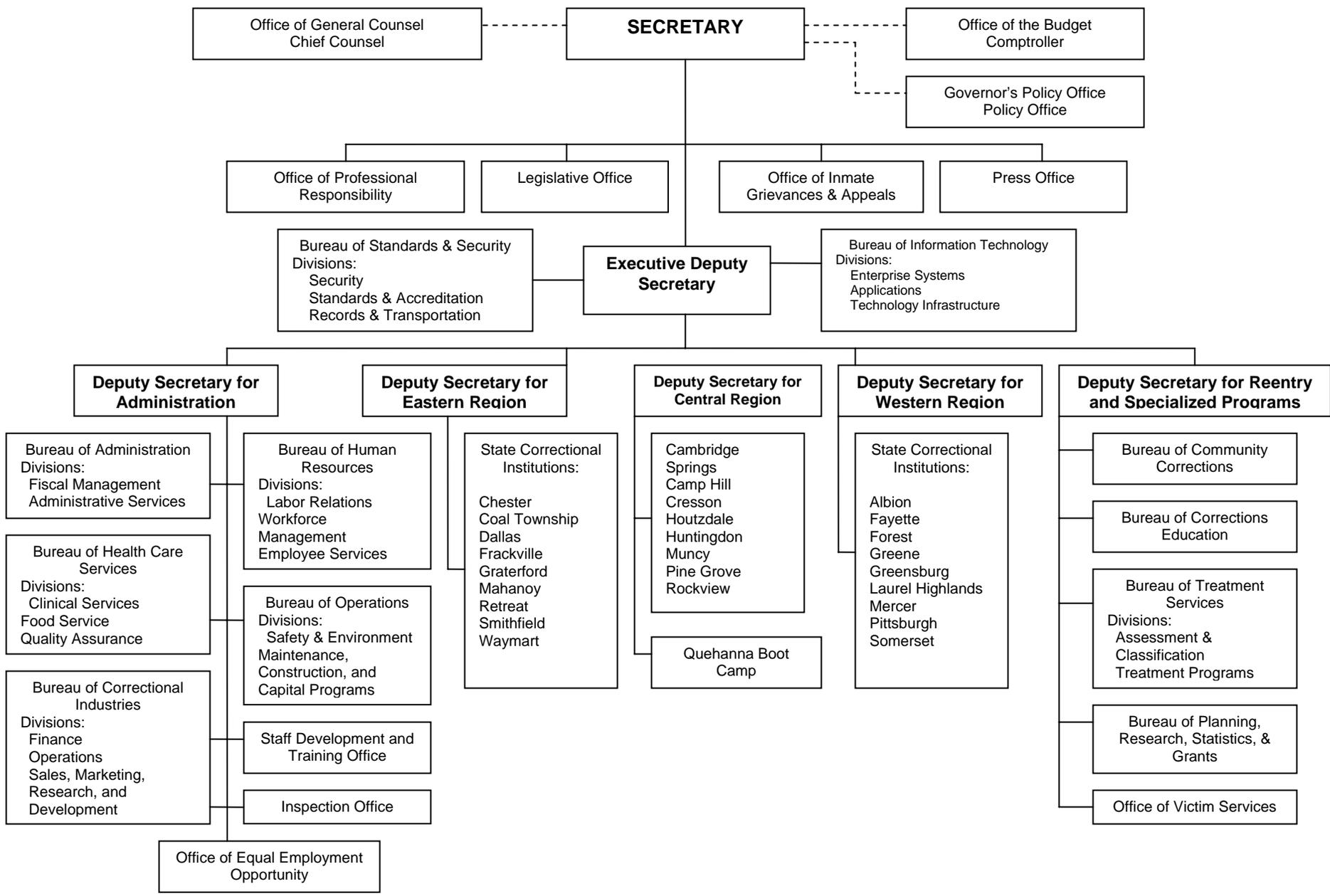
**1.1.3, Organization of the Department of Corrections Central Office  
Glossary of Terms**

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**Department of Corrections** – A cabinet-level department under the direction of the Secretary of Corrections

**Department of Corrections Central Office** – The headquarters of the Pennsylvania Department of Corrections.

# DEPARTMENT OF CORRECTIONS



**Department of Corrections  
Central Office  
Functional Statements**

**Office of the Secretary**

The Secretary of Corrections is responsible for the overall management and operation of the entire adult corrections system including 26 facilities, 13 Community Corrections Centers (CCCs), nearly 50 Community Contract Facilities (CCFs), the Training Academy, and the Motivational Boot Camp. The Secretary directly supervises the Executive Deputy Secretary and the Directors of the Press Office, the Office of Legislative Affairs, the Office of Professional Responsibility, and the Office of Inmate Grievances and Appeals. The Department's Chief Counsel is supervised by the Secretary through the Governor's Office of the General Counsel.

**Secretary's Office of Inmate Grievances & Appeals** – This office is responsible for final disposition of all grievance appeals from inmates under the provisions of Department policy **DC-ADM 804, "Inmate Grievance System."** Grievances are tracked at the facilities and monitored using the automated grievance tracking system.

**Office of Chief Counsel** – The Department of Corrections receives legal advice and services from the Governor's Office of General Counsel. Advice and legal services are provided through the attorneys assigned to the Office of Chief Counsel for the Department of Corrections. The Office of Chief Counsel reports to the Governor's Office of General Counsel.<sup>3</sup>

**Office of Legislative Affairs** – This office works with the Secretary to identify and advocate for the Department's legislative agenda. In addition, it is responsible for the handling of all inquiries and requests from legislators. Members of this office also report to the Governor's Office of Legislative Affairs.

**Office of Professional Responsibility** – This office is responsible for conducting investigative operations regarding the internal affairs of the Department upon the order of the Secretary and upon referrals from the Office of the Attorney General, Pennsylvania State Police (PSP) and the Office of the Inspector General.

**Press Office** – This office is responsible for responding to news media requests for information about Department policies, procedures, programs, employees, and the inmates it incarcerates. Press Office employees also provide guidance and instruction to facility staff charged with the responsibilities of serving as Public Information Officers. Members of this office also report to the Governor's Communications/Press Office.

**Executive Deputy Secretary**

The Executive Deputy Secretary directs and manages all Department field operations through supervision of three Regional Deputy Secretaries who provide a clear line of responsibility, authority, and direction to facilities. The Deputy Secretaries for Administration, Reentry and Specialized Programs, the Director of the Bureau of Standard and Security, and the Director of the Bureau of Information Technology also report to the Executive Deputy Secretary.

**Department of Corrections  
Central Office  
Functional Statements**

**Bureau of Standards and Security** – This bureau is responsible for developing, implementing, and maintaining Departmental policies; coordinating the accreditation process for all facilities and CCCs; conducting internal audits of specific areas of operation; transportation of inmates within the state prison system; inmate records; Interstate Corrections Compact administration; and developing and implementing security policies/procedures for emergency preparedness. This bureau is also responsible for monitoring Security Threat Groups (STGs); the Drug Interdiction Unit (DIU); and special response teams (Hostage Rescue Teams (HRT), Hostage Negotiations Teams (HNT), Corrections Emergency Response Teams (CERT) and Corrections Rifle Specialist Teams (CRST); staffing surveys for all facilities; and operations audits. Also serves as a resource for all statewide security offices.

**Bureau of Information Technology** – This bureau, which is comprised of three divisions (Enterprise Systems, Applications, and Technology Infrastructure), is responsible for providing project management, applications systems development and support services, including desktop and infrastructure services and support to the Department, the Pennsylvania Board of Probation & Parole (PBPP), the Sexual Offender Assessment Board, the Office of the Victim Advocate, and the Firearm Education and Training Commission.

**Deputy Secretary for the Eastern Region**

The Deputy Secretary for the Eastern Region oversees the operation of the following state prisons: SCIs Chester, Coal Township, Dallas, Frackville, Graterford, Mahanoy, Retreat, Smithfield, and Waymart.

**Deputy Secretary for the Central Region**

The Deputy Secretary for the Central Region oversees the operation of the following state prisons: SCIs Cambridge Springs, Camp Hill, Cresson, Houtzdale, Huntingdon, Muncy, Pine Grove, Rockview, and the Quehanna Motivational Boot Camp.

**Deputy Secretary for the Western Region**

The Deputy Secretary for the Western Region oversees the operation of the following state prisons: SCIs Albion, Fayette, Forest, Greene, Greensburg, Laurel Highlands, Mercer, Pittsburgh, and Somerset.

**Deputy Secretary for Reentry and Specialized Programs**

The Deputy Secretary for Reentry and Specialized Programs is responsible for inmate assessment and treatment programs within the state prisons and for preparing inmates for their reentry into the community. The Deputy Secretary oversees the Bureau of Community Corrections, the Bureau of Corrections Education, the Bureau of Inmate Services, the Office of Planning, Research, Statistics, and Grants, and the Office of Victim Services.

**Bureau of Community Corrections** – This bureau is responsible for residential treatment facilities located in various Pennsylvania communities. These facilities, also known as half-way houses, provide a transitional process by allowing residents monitored contract with jobs and

**Department of Corrections  
Central Office  
Functional Statements**

educational opportunities. The facilities house inmates in pre-release status and inmates granted parole by the PBPP. The Department also contracts with private vendors to provide specialized treatment and supervision service, many in the area of substance abuse programming.

**Bureau of Correction Education** – This bureau is responsible for directing, monitoring, and assisting state prisons in the delivery of educational, vocational, recreation/therapeutic activities and library services. This bureau also ensure that inmates are provided with an opportunity to receive instruction in basic skills and special education that can lead to a GED or a Commonwealth secondary diploma.

**Bureau of Treatment Services** – The Bureau of Treatment Services (BTS) consists of two divisions: Classification & Assessment and Treatment Programs; as well as, three departments: Offender Reentry, Interagency Relations and Psychological Services. The bureau is responsible for monitoring policies, procedures and implementation for standardized and specialized offender treatment programs, psychological services, religious and volunteer services, pardon applications, inmate classification and assessment and offender reentry. BTS assists the institutions through annual audits in the following areas: PACT Assessment, Alcohol and Other Drug Programs, Counseling and Specialized Programs, Psychological Services, Religion and Volunteer Services and Reentry.

**Office of Planning, Research, Statistics, and Grants** – This office is responsible for directing all planning and research activities within the Department and provides detailed data analysis to assist decision-making and short and long-term planning efforts. It also is responsible for coordinating the Department's activities in applying for and monitoring of financial grants.

**Office of Victim Services** – This office is responsible for ensuring that the Department complies with the mandates of The Pennsylvania Crime Victims Bill of Rights, amended by Act 86 of 2000. The office is responsible for providing registered victims with notification of an inmate's consideration for pre-release status including Community corrections center placement, furlough, inmate's death, transfer to a boot camp, transfer to a mental health facility outside the jurisdiction of the Department, escape and/or recapture. The office also coordinates a Mediation Program for Victims of Violent Crime and the Impact of Crime Class program that is taught in all twenty-seven state correctional institutions.

**Deputy Secretary for Administration**

The Deputy Secretary for Administration oversees the operation of the Department's Bureau of Administration, Bureau of Correctional Industries, Bureau of Health Care Services, Bureau of Human Resources, Bureau of Operations, the Office of County Inspections and Services, the Office of Equal Employment Opportunity/Contract Compliance and the Office of Staff Development and Training.

**Bureau of Administration** – This bureau is responsible for all fiscal management activities and administrative service activities such as office management, procurement, automotive services, voice communications, inventory and property management, and travel services.

**Department of Corrections  
Central Office  
Functional Statements**

**Bureau of Correctional Industries** – Pennsylvania Correctional Industries, a bureau within the Department, is tasked with operating factories within Department facilities to provide inmates with vocational training and work experience in order to reduce inmate idleness while incarcerated, to assist with an inmate’s successful reentry following release from prison, and to reduce inmate recidivism by providing them the work skills to find and keep meaningful employment. The organization operates without support of the state General Fund and is financially self-supporting through the sale of its products to commonwealth agencies, other public sector entities, educational, and non-profit organizations. Correctional Industries’ quality products and services include officer’s uniforms and inmate apparel, mattresses and linens, office furniture including desks, seating and file cabinets, parks and recreation furnishings, indoor and outdoor signage, detergents and cleaning products, optical, print, laundry and commissary services as well as all of the Commonwealth’s license plates.

**Bureau of Health Care Services** – This bureau is responsible for supervising and monitoring the delivery of all medical/dental care services and food service operations throughout the state correctional system. These services are provided at a level consistent with community standards through continuous quality improvement processes, coordinating services with other Department bureaus and offices, and through networking with support services from applicable community and state agencies.

**Bureau of Human Resources** – This bureau establishes overall policy and procedures for implementing the Department’s comprehensive personnel program while ensuring compliance in the areas of staffing, classification and pay, promotion, employee benefits, personnel transactions and payroll, placement/recruitment, and labor relations. This bureau also provides guidance on the management of Human Resources to the Secretary and other senior staff of the Department.

**Bureau of Operations** – This bureau works cooperatively with the Department of General Services and the Department of Labor & Industry for the planning and administering of all facility maintenance, construction/renovation and capital projects; facility buildings as well as land use, surplus property and the Department’s safety and environmental program. The bureau also oversees ongoing projects completed by each facility for PennDOT under the Agility Program. The bureau provides annual facility inspections to ensure compliance with appropriate policies, state and local codes while monitoring the safety practices of staff and inmates.

**Office of County Inspections and Services** – This office is responsible for maintaining a statewide program of independent field inspections of all county prisons. This inspection of each county prison is conducted at a minimum of every 12 months and a maximum of every 24 months. Inspections determine prison compliance with controlling Commonwealth statutes and regulations. To support the inspection process, the Office of County Inspections and Services also provide technical services to any requesting county prison. Interpretation of state law and regulations plus “best practices” in the field information is provided as well. Training assistance is made available through a county resource library. This library allows any county prison to borrow videos, books and publications for staff development use. Citizen and/or inmate complaints about designated county prisons are channeled through this office for review and resolution.

**Department of Corrections  
Central Office  
Functional Statements**

**Office of Equal Employment Opportunity/Contract Compliance** – This office develops and monitors the Department’s Equal Employment Opportunity action plans and programs, monitors contract compliance plans and programs, investigates Equal Employment Opportunity complaints and monitors/promotes diverse recruitment activities. This office also is responsible for the Department’s EEO annual plans to the Department of Justice and the Governor’s Office of Administration. This office educates employees by providing sexual harassment and cultural diversity training. It also reviews agency contracts to determine adherence to programs designed to promote participation of certified Minority and Women Owned Business Enterprises (MWBE) and small disadvantaged businesses. This office conducts adverse impact studies and EEO consultation of the agency’s facilities, including providing them with technical assistance.

**Office of Staff Development and Training** – This office is responsible for overseeing the entire Department’s staff training and for operating and managing the Department’s Training Academy. The academy develops, implements, and provides pre-service, in-service, and out-service training of all Department employees. Training is provided to state and county employees ranging from basic training (required for all new state corrections employees) to management-level courses, instructor courses, and specialized courses. This office also hosts conferences, seminars and courses sponsored by other Commonwealth and public agencies. Each fiscal year more than 6,000 state and county employees are trained in more than 250 courses consisting of over 100 separate subjects.