



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Community Corrections Centers		Policy Number: 8.1.1
Date of Issue: September 10, 2008	Authority: Signature on File Jeffrey A. Beard, Ph.D.	Effective Date: September 17, 2008

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 provide housing and transitional services to residents of Community Corrections Centers and Community Contract Facilities until such time that a resident is released.

IV. PROCEDURES

All applicable procedures are contained in the procedures manual that accompanies this policy document.

V. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal facility operation, the Secretary/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

1. Policy

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

2. Confidential Procedures (if applicable)

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as needed basis.

B. Distribution of Policy

1. General Distribution

The Department of Corrections' policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/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 either in hard copy or via email, whichever is most appropriate.

VIII. SUPERSEDED POLICY AND CROSS REFERENCE

A. Superseded Policy

1. Department Policy

8.1.1, Community Corrections Centers issued June 16, 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

- a. DC-ADM 004, Criminal Violations;
- b. DC-ADM 005, Collection of Inmate Debts;
- c. DC-ADM 201, Use of Force;
- d. DC-ADM 801, Inmate Discipline;
- e. DC-ADM 804, Inmate Grievance System;
- f. DC-ADM 805, Application, Review, and Approval for Inmates Requesting Pre-Release Status and Outside Assignments;
- g. 1.1.1, Policy Management System;
- h. 1.1.3, Central Office Organization;
- i. 1.1.4, Centralized Clearances;
- j. 1.1.6, Equal Opportunity Policy;
- k. 1.6.2, Sexual Harassment;
- l. 2.3.1, Information Technology;
- m. 3.1.1, Fiscal Administration;
- n. 4.1.1, Human Resources and Labor Relations;
- o. 6.3.1, Facility Security;
- p. 6.7.1, Incident Command System;

- q. 7.3.1, Inmate Reentry and Transition Manual;
- r. 7.4.1, Alcohol and Other Drug (AOD) Abuse Treatment Programs;
- s. 7.6.1, Delivery of Educational Services;
- t. 11.2.1, Reception and Classification Policy;
- u. 11.4.1, Case Summary;
- v. 11.5.1, Records Office Operations;
- w. 11.6.1, Sexually Violent Offender Registration (Megan's Law);
- x. 13.1.1, Management and Administration of Health Care;
- y. 13.2.1, Access to Health Care; and
- z. 15.1.1, General Safety.

2. ACA Standards

- a. Administration of Correctional Agencies: None
- b. Adult Correctional Institutions: None
- c. Adult Community Residential Services: 4-ACRS-1A-07, 4-ACRS-1A-08, 4-ACRS-1A-10, 4-ACRS-1A-12, 4-ACRS-1A-14, 4-ACRS-1A-15, 4-ACRS-2A-02, 4-ACRS-2A-04, 4-ACRS-2A-08, 4-ACRS-2A-09, 4-ACRS-2A-10, 4-ACRS-2A-11, 4-ACRS-2A-12, 4-ACRS-2D-01, 4-ACRS-2D-02, 4-ACRS-2D-03, 4-ACRS-3A-02, 4-ACRS-3A-03, 4-ACRS-3A-04, 4-ACRS-3A-05, 4-ACRS-3A-06, 4-ACRS-4A-05, 4-ACRS-4A-06, 4-ACRS-4A-07, 4-ACRS-4B-01, 4-ACRS-4B-03, 4-ACRS-4B-04, 4-ACRS-4C-02, 4-ACRS-4C-03, 4-ACRS-4C-04, 4-ACRS-4C-05, 4-ACRS-4C-06, 4-ACRS-4C-12, 4-ACRS-4C-13, 4-ACRS-4C-21, 4-ACRS-4C-24, 4-ACRS-5A-01, 4-ACRS-5A-02, 4-ACRS-5A-03, 4-ACRS-5A-04, 4-ACRS-5A-05, 4-ACRS-5A-06, 4-ACRS-5A-07, 4-ACRS-5A-09, 4-ACRS-5A-10, 4-ACRS-5A-14, 4-ACRS-5A-15, 4-ACRS-5A-16, 4-ACRS-5A-18, 4-ACRS-5A-20, 4-ACRS-5A-21, 4-ACRS-5A-22, 4-ACRS-5A-23, 4-ACRS-6A-01, 4-ACRS-6A-02, 4-ACRS-6A-06, 4-ACRS-6A-08, 4-ACRS-6A-11, 4-ACRS-6C-01, 4-ACRS-7B-03, 4-ACRS-7B-07, 4-ACRS-7B-10, 4-ACRS-7B-11, 4-ACRS-7B-12, 4-ACRS-7B-13, 4-ACRS-7B-14, 4-ACRS-7B-15, 4-ACRS-7B-16, 4-ACRS-7B-17, 4-ACRS-7B-17-1, 4-ACRS-7B-18, 4-ACRS-7D-02, 4-ACRS-7D-07, 4-ACRS-7D-08, 4-ACRS-7D-09, 4-ACRS-7D-10, 4-ACRS-7D-14, 4-ACRS-7D-15, 4-ACRS-7D-17, 4-ACRS-7D-19, 4-ACRS-7D-25, 4-ACRS-7D-26, 4-ACRS-7D-30, 4-ACRS-7D-31, 4-ACRS-7D-33, 4-ACRS-7D-34, 4-ACRS-7D-35, 4-ACRS-7D-36, 4-ACRS-7D-37, 4-ACRS-7E-07, 4-ACRS-7F-01, 4-ACRS-7F-05, 4-ACRS-7F-08, 4-ACRS-7F-10
- d. Correctional Training Academies: None



PROCEDURES MANUAL
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject:

Community Corrections Centers

Policy Number:

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**Signature on File
Jeffrey A. Beard, Ph.D.**

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Release of Information:

Policy Document: This policy document is public information and may be released upon request.

Procedures Manual: The procedures manual for this policy may be released in its entirety or in part, with the prior approval of the Secretary/designee. Unless prior approval of the Secretary/designee has been obtained, this manual or parts thereof may be released to any Department employee on an as needed basis only.

**8.1.1, Community Corrections Centers Procedures Manual
Table of Contents**

Section 1 - Organization and Responsibility

A. Organization 1-1

Section 2 – Personnel

A. Personnel Manual 2-1
B. Vacant Positions..... 2-2
C. Disciplinary Action..... 2-5
D. Transfers..... 2-5
E. Identification Cards..... 2-5

Section 3 - General Administration

A. Dissemination and Review of Policy..... 3-1
B. Policy and Procedures Clarification..... 3-1
C. Support Facilities..... 3-2
D. Purchasing Community Services 3-2
E. Drug & Alcohol Testing..... 3-4
F. Possession of Weapons 3-4
G. Reporting of Extraordinary Occurrences..... 3-5
H. Furlough Investigations 3-6
I. Reference and Library Services..... 3-10
J. Americans with Disabilities Act of 1990 3-10
K. Confidentiality of Computer Information 3-11
L. CCC Residents Used as Informants 3-12

Section 4 - Referrals/Discharges

A. Inmate Scheduling System Notification 4-1
B. Referrals..... 4-2
C. Referral Criteria for Mental Illness and/or Co-Occurring Substance Abuse Disorders 4-3
D. Resident Acknowledgement Form 4-4
E. Acceptance Procedures 4-4
F. Community Corrections Referral Specialist 4-7
G. Processing of Fast Track Referrals..... 4-8
H. Direct Commitment Referral..... 4-10
I. Motivational Boot Camp Referrals 4-13
J. Placement of Act 16 Commuted Inmates..... 4-13
K. State Intermediate Punishment Program (SIP) Referral Process..... 4-14

Section 5 – Resident Procedures

A. Community Orientation and Reintegration (COR) Plan 5-1
B. Resident Authority 5-2
C. Resident Handbook..... 5-2
D. PA Board of Probation & Parole (PBPP)..... 5-3
E. Pre-Parole Drug Screening Policy 5-7

**8.1.1, Community Corrections Centers Procedures Manual
Table of Contents**

F. Cross-Regional / Intra-Regional Transfers	5-7
G. Resident Employment/Education Preparation	5-8
H. Special Case Placement	5-9
I. Resident Motor Vehicles	5-9
J. Community Corrections Health Care Services	5-10
K. Personal Hygiene	5-13
L. Resident Death/Next of Kin Notification	5-14
M. Literacy	5-16
N. Pre-Release Resident Out-of-Region Travel	5-16
O. Resident Visiting Procedures	5-17
P. Kitchens - Space, Equipment, Storage, and Sanitation	5-18
Q. Resident Sleeping Quarters and Accommodations	5-18
R. Personal Property	5-20
S. Religious Participation	5-21
T. Closing Summary Report	5-21
U. Parolees in CCCs	5-22
V. Resident Access to Courts/Counsel	5-23
W. Community Resources for Residents	5-24
X. Recreation and Leisure Time Activity	5-24
Y. Resident Mail	5-25
Z. Use of Force	5-27
AA. Escapes	5-27
BB. Detainers	5-28

Section 6 - CCC Programs

A. Transitional Issues Program (TIP)	6-1
B. Violence Prevention (VP)	6-1
C. Family Support Alliance Support Groups (FSA)	6-1
D. Sex Offender Programming (SOP)	6-1
E. COR Phase II	6-2
F. Contract Facility Residential Program Offerings	6-2
G. Contract Provider Specialized Outpatient Programs	6-3
H. "Front-End" Diversionary Programs	6-4
I. "Back-End" Diversionary Programs	6-5

Section 7 - Contract Facilities

A. Community Contract Facilities (CCF)	7-1
B. Non Per Diem CCF Agreement	7-2
C. CCF Manual	7-2
D. CCF Invoices	7-3
E. Deficiency Report - CCFs	7-6
F. CCF Start-Up	7-7

**8.1.1, Community Corrections Centers Procedures Manual
Table of Contents**

Section 8 – Records and Reports

A. Community Corrections Case File System.....	8-1
B. Case Record Retention.....	8-3
C. Region Monthly Reports.....	8-3
D. CCC Monthly Reports.....	8-5
E. Police Reports.....	8-5
F. Movement Reports.....	8-5
G. Retention of CCC Logs.....	8-6
H. CCCs Daily Activity Log Books (DC-716).....	8-6
I. CCC Official Visitors Log.....	8-8

Section 9 - Resident Fiscal Procedures

A. Resident Fiscal Manual.....	9-1
--------------------------------	-----

Section 10 - Budgetary Procedures

A. Budget Input.....	10-1
B. Recreation Fund.....	10-1
C. Advancement Account.....	10-3
D. Petty Cash Fund.....	10-3

Section 11 – Fire, Safety and Maintenance

A. General Plant Inspection.....	11-1
B. Supplies - Inventory.....	11-1
C. Capital Equipment Inventory.....	11-1
D. Fire, Safety and Sanitation.....	11-3
E. Maintenance.....	11-4
F. Emergency Procedures.....	11-6

Section 12 – Security

A. Resident Accountability.....	12-1
B. Count.....	12-2
C. Detained by Other Authority (DBOA).....	12-3
D. Use of Keys, Tools & Equipment.....	12-4
E. Use of Metal Detectors.....	12-4
F. Searches.....	12-5
G. Oleoresin Capsicum (OC).....	12-5

Section 13 – Volunteers in Community Corrections

A. General.....	13-1
B. Selection and Recruitment.....	13-1
C. Supervision/Control of Volunteers.....	13-2
D. Orientation/Training Evaluation.....	13-2

**8.1.1, Community Corrections Centers Procedures Manual
Table of Contents**

E. Termination of Volunteers 13-2
F. Records 13-3

Section 14 – Internships

A. General 14-1
B. Student Internship Program 14-1

Section 15 – Citizens Connections Committee

A. General 15-1
B. Establishment & Meetings 15-1

Section 16 – Communications

A. General 16-1
B. Staff to Staff Communications 16-1
C. Grievances/Resident Communications 16-2

Section 17 – Operations Manual

A. General 17-1
B. Operations Manual 17-1

Section 18 – Staff Training

A. Training Resources 18-1
B. Training Evaluation 18-1
C. Training Requirements 18-1
D. Orientation 18-3
E. In-Service Training 18-4
F. Training Facilities 18-4

Section 19 – Return of Residents/Administrative Returns/Transportation of Inmates

A. Return of Residents 19-1
B. Administrative Returns 19-1
C. Disciplinary Returns 19-3

Section 20 – RRR/Rebuttable Parole Certificate

A. General 20-1
B. Certifying an Eligible Offender 20-1

Section 21 – Specialized Community Corrections Centers

A. Location 21-1
B. Inmate Accountability and Daily Operations 21-1

**8.1.1, Community Corrections Centers Procedures Manual
Table of Contents**

C. Programming.....	21-3
D. Managerial and Supervisory Tours/Inspections	21-3

Section 22 – Adult Community Residential Services (ACRS) Accreditation Program

A. General Overview.....	22-1
B. Program Responsibilities.....	22-2
C. Accreditation Documentation	22-6
D. Annual Certification Report	22-8
E. Facility Narrative Summary	22-9
F. Visiting Committee.....	22-9
G. Standards Compliance Audit	22-10

Section 23 – Community Corrections Furloughs

A. General Administration.....	23-1
B. Eligibility Criteria.....	23-2
C. Request for Furlough Investigation	23-2
D. Furlough Site Investigation.....	23-3
E. Furlough Report	23-4
F. Center Staff Responsibilities	23-5
G. Offender Responsibilities	23-6
H. Suspension and Termination of Furlough Privileges	23-6

Attachments (By Section)

Section 1 – Organization and Responsibility

Functional Statement and Table of Organization.....	Attachment 1-A
---	----------------

Section 2 – Personnel

Revision Log.....	Attachment 2-A
Personnel Manual Access/Review Form	Attachment 2-B
New Policy/Procedure Memo	Attachment 2-C

Section 3 – General Administration

Policy/Procedure Clarification Request Form	Attachment 3-A
High Profile Extraordinary Occurrence	Attachment 3-B
DC-405, Home Furlough Evaluation Request.....	Attachment 3-C
Regional Map	Attachment 3-D
DC-406, Furlough Report	Attachment 3-E
Sample Letter	Attachment 3-F

Section 4 – Referrals/Discharges

**8.1.1, Community Corrections Centers Procedures Manual
Table of Contents**

Inmate Pre-Release System Acceptance Checklist.....	Attachment 4-A
Event Codes & Scheduling for Bed Dates	Attachment 4-B
Referral Checklist	Attachment 4-C
Acceptance Letter.....	Attachment 4-D
Acceptance Letter.....	Attachment 4-E
DC-ADM 805 Waiver	Attachment 4-F
Director Commitment: Request for Approval	Attachment 4-G
Direct Commitment: Approval.....	Attachment 4-H

Section 5 – Resident Procedures

COR Plan	Attachment 5-A
DC-400, Community Corrections and/or Community Contract Facility Resident Treatment Plan & Acknowledgement Form	Attachment 5-B
DNA Sample Collection Tracking Sheet	Attachment 5-C
Act 27 of 1995 Verification Form.....	Attachment 5-D
Clerk of Courts Sample Letter	Attachment 5-E
Imminent Release Memo.....	Attachment 5-F
Community Corrections Release Checklist.....	Attachment 5-G
Request for Drug Screening Test Form.....	Attachment 5-H
Letter of Request.....	Attachment 5-I
Detainer	Attachment 5-J

Section 7 – Contract Facilities

Non Per Diem CCF Agreement for Services	Attachment 7-A
Non-Discrimination Clause	Attachment 7-B
CCF/CPC Invoice	Attachment 7-C
Special Needs Inpatient/Outpatient Invoice	Attachment 7-D

Section 8 – Records and Reports

Monthly Report Instructions for Community Corrections Centers	Attachment 8-A
Official Visitors Log	Attachment 8-B

Section 9 – Resident Fiscal Procedures

Resident Fiscal Procedures Manual	Appendix 9-A
---	--------------

Section 11 – Fire, Safety and Maintenance

Capital Equipment Inventory Sticker.....	Attachment 11-A
--	-----------------

Section 13 – Volunteers in Community Corrections

Evaluation Form for Volunteers	Attachment 13-A
--------------------------------------	-----------------

**8.1.1, Community Corrections Centers Procedures Manual
Table of Contents**

Section 18 – Staff Training

Training Record Information & Survey..... Attachment 18-A
CCC Employee Orientation Checklist..... Attachment 18-B

Section 22 – Adult Community Residential Services (ACRS) Accreditation Program

Response to Non-Compliance Form..... Attachment 22-A
Accreditation Notice Poster Attachment 22-B
Accreditation Overview Attachment 22-C
ACRS Outcome Measure Reference..... Attachment 22-D
Significant Incident Summary Attachment 22-E
ACRS Self-Evaluation Report..... Attachment 22-F
Organizational Summary Attachment 22-G
Goals and Priorities Attachment 22-H
Facility Narrative Summary..... Attachment 22-I

Section 23 – Community Corrections Furloughs

DC-405, Home Furlough Evaluation Request..... Attachment 32-A
Furlough Sponsor Agreement..... Attachment 32-B
Rules and Regulations Governing Temporary Home Furlough Attachment 32-C
Furlough Investigation Notification Form Attachment 32-D
DC-406, Furlough Report Attachment 32-E
Master Furlough Letter Attachment 32-F

Section 1 - Organization and Responsibility

A. Organization

This section establishes the Table of Organization and Chain-of-Command for the Bureau of Community Corrections (BCC), its Regional Offices, its Community Corrections Centers (CCCs) and Community Contract Facilities (CCFs).

1. The Deputy for Reentry and Specialized Programs provides oversight of the BCC. The Director of the BCC is responsible for the day-to-day operations of the BCC and reports directly to the Deputy for Reentry and Specialized Programs.
2. The BCC is divided into three geographic regions throughout the Commonwealth containing various CCCs and CCFs. Each region is headed by a Regional Director who reports directly to the Director of the BCC.
3. There are CCC Directors within each Region who have direct responsibility for each CCC. Each CCC Director operates a facility and reports to the appropriate Regional Director/designee.
4. There are Contract Facility Coordinators within each Regional Office who have direct responsibility for the CCFs within a geographic region. The Contract Facility Coordinators report to the appropriate Regional Director.
5. The attached **Functional Statement and Table of Organization (Attachment 1-A)** outlines the Chain-of-Command within the BCC.

Section 2 – Personnel

A. Personnel Manual

This section establishes personnel procedures and provides for an annual review of internal personnel policies. The establishment of these procedures shall allow employee access to and awareness of personnel policies and regulations.

1. A Community Corrections Personnel Manual shall be made available to each employee of a CCC. This manual shall contain appropriate Department policy and shall be easily accessible to all staff of the Center and updated annually.

2. Manual Content

The following Department policies shall be made a part of the CCCs Personnel Manual:

- a. **4.1.1, “Human Resources and Labor Relations”;**
- b. 1.1.3, “Central Office Organization”;
- c. 1.6.2, “Sexual Harassment”;
- d. 1.6.1, “Equal Opportunity”;
- e. job qualifications and job descriptions for each position within the CCC;
- f. the latest documents concerning sexual harassment and affirmative action;
- g. union contracts or parts of union contracts dealing with personnel files, holidays, leave, hours of work, salary and/or wages, disciplinary procedures, and travel;
- h. the latest copies of the rules of the State Civil Service Commission;
- i. **a Revision Log - Community Corrections Personnel Manual (Attachment 2-A);**
- j. **Section 3, L, Confidentiality of Computer Information,** of this procedures manual and **Department policy 2.3.1, “Information Technology;”** and
- k. procedures from support facilities personnel offices that may be applicable to CCC staff shall also be included.

3. Manual Maintenance

- a. The decision to incorporate additional materials into the Community Corrections Personnel Manual shall be made by the CCC Director. All new materials or policy revisions incorporated into the manual shall be noted on the **Revision Log**.

8.1.1, Community Corrections Centers Procedures Manual
Section 2 – Personnel

- b. The CCC Director shall review the manual annually and update it as necessary. Any changes made during this review shall be noted in the **Revision Log**. Any recommendations for changes shall be submitted to the Regional Office and to the Director of the BCC annually. The format presented in the BCC Master Calendar shall be used for this purpose. If there are no recommendations, that shall be noted in the report.
4. Employee Access to and Acknowledgement of Reviews
 - a. The Community Corrections Personnel Manual shall be located in a secure place, which is easily accessible to all staff.
 - b. A **Community Corrections Personnel Manual Access/Review Form (Attachment 2-B)** must be signed by all current CCC staff, and new staff as he/she is hired, that acknowledges his/her review of the manual.
 - c. Staff reviews new policy and procedures and acknowledges his/her review by signing the **New Policy or Procedure Memo (Attachment 2-C)**.

B. Vacant Positions

This section establishes procedures for filling vacant positions within the BCC. The BCC is governed by the Commonwealth of Pennsylvania Personnel Policies, Procedures, Collective Bargaining Agreements, Civil Service Rules and Regulations administered by the Department's Bureau of Human Resources (BHR), Manpower Management and Personnel Services Division. The following procedures shall be used to fill vacant positions for CCC Directors, Contract Facility Coordinators, **Lieutenants**, Corrections Counselors, Clerk Typists, CCC Monitors, and other positions within the BCC, both part-time and full-time.

1. ***When a CCC position becomes vacant for a monitor, clerk typist, or counselor, the CCC Director shall request approval from the Regional Director to fill the vacancy by forwarding the resignation/termination of the previous employee. A selection committee shall be composed of the CCC Director and at least one other manager. A Regional Director approves requests to fill vacant positions in the Regional Office and the Bureau Director approves vacant positions in the Bureau Office.***
2. CCC Monitors
 - a. ***The CCC Monitor position is a job classification that qualifies for an On-the-Spot interview. The steps Center Directors should take are as follows:***
 - (1) ***Place an advertisement in the paper, as needed.***
 - (2) ***Have applicants submit a completed Department of Corrections application for employment and a resume.***
 - (3) ***Upon reviewing the applications and resumes, determine whom you wish to interview.***

- (4) **Conduct the interviews of the selected applicants.**
 - (5) **Make a selection, submit a Furlough Check to rapancs@state.pa.us.**
 - (6) **The Bureau of State Employment (BSE) will check to make sure there are no furloughs that have placement rights. BSE will complete the form and return it to the Center Director. If there are issues, they will be noted on the form.**
- b. The selection committee shall make a recommendation based upon the interview and assessment of all available candidates. The selection committee shall ensure that all candidates understand the function and responsibility of the CCC Monitor, particularly the part-time positions.
 - c. The CCC Director shall forward the selected candidate's information to the Regional Director, including a copy of the following:
 - (1) the Department job application;
 - (2) Equal Employment **Review** Certificate;
 - (3) completed checklist;
 - (4) NCIC/CLEAN **and JNET** check;
 - (5) the Basic Training Standards list; and
 - (6) the **completed Furlough Check**.
 - d. The Regional Director shall forward the package to the support facility for appointment or transfer into the Department.
 - e. **A Conditional Offer of Employment shall be made to the candidate after authorization is obtained from the Regional Director (in accordance with 4.1.1, attachment 38-B).**
 - f. The support facility shall notify the CCC Director when hiring is authorized and a starting date established. Appropriate support facility personnel processing shall be accomplished before the starting date.
 - g. The CCC Director shall notify the Regional Director of the starting date so that an appointment letter can be forwarded from the Regional Office.

3. Clerk Typists

- a. ***In accordance with Management Directive 515.10, Selection and Appointment to Non-Civil Service Positions, submit an electronic Request for Referrals to the Bureau of State Employment (BSE) office.***
- b. ***Have applicants submit a completed DOC application for employment and a resume.***
- c. ***Upon reviewing the applications and resumes, they should be batched and submitted together to the Classification and Recruitment Section, Bureau of Human Resources with a memo indicating the names of the applicants. This office will forward the applications to BSE and you should receive names of the applicants to contact for an interview.***
- d. ***Conduct the interviews of the selected applicants and forward the selected candidates information to the Regional Director, in accordance with section 1c (above).***
- e. ***Sections B. 1d through B. 1g above shall be followed for clerk typists.***

4. Corrections Counselors

- a. An interview shall be conducted in accordance with Civil Service procedures.
- b. Once a candidate is selected, the Regional Director shall seek final approval from the Bureau Director.
- c. Appropriate corresponding documents shall be forwarded to the support facility's Personnel Office.

5. CCC Director, Contract Facility Coordinator, ***and Lieutenants***

- a. The Regional Director shall be responsible for posting the vacancy statewide, with a copy to be sent to the support facility's Personnel Office.
- b. The Regional Director shall contact the support facility for a list of eligible candidates from the Civil Service list.
- c. The selection committee shall consist of the ***Bureau Director/designee and*** the Regional Director/designee.
- d. An interview shall be conducted in accordance with Civil Service procedures.
- e. The Regional Director shall forward all correspondence to the support facility for final processing of a selected and approved candidate.

C. Disciplinary Action

1. Prior to implementing any disciplinary action, including written reprimand, demotion, suspension, and/or discharge, the CCC Director shall immediately notify the Regional Director with a full account of the circumstances that necessitates the discipline. All disciplinary action shall be in accordance with Department policy **4.1.1, “Human Resources and Labor Relations,” Section 7 Standardization of Pre-Disciplinary Conferences.**
2. The Labor Relations Division, BHR, Central Office, receives a copy of all suspension letters, memos, and any other disciplinary letters.

D. Transfers

All transfers shall be handled in accordance with Department policy **4.1.1, Section 12 Personnel Transactions (Appointments, Promotions, Demotions, Pay Changes, Leaves, Transfers, and Separations).**

E. Identification Cards

1. The ability to immediately identify staff, both at CCCs/CCFs and other sites in the community, is important given the security aspects of the operations of the BCC. It is the policy of the Department to provide identification cards to all staff as an immediate means of identification to enhance security in all facilities of the Department.
2. Official Department identification cards, including the **DC-434, Emergency Medical Information Card**, are to be used to identify the specific individual as an employee. They have no legal authority attached to them, and are not to be used as such.
3. Identification cards for each new employee shall be issued in accordance with Department policy **6.3.1, “Facility Security,” Section 38, Identification Cards.**
4. The card shall be given to the employee, who shall then sign a receipt form that shall become part of his/her Center or Regional personnel file. Each employee shall wear his/her ID card at all times when on duty.
5. Upon termination of employment, the employee shall be required to turn in the identification cards and the card shall subsequently be destroyed.

Section 3 - General Administration

A. Dissemination and Review of Policy

1. The authority of the Bureau of Community Corrections extends throughout the Commonwealth. In order to provide direction and ensure accountability and efficient management, policy and procedures documents must be reviewed regularly and disseminated quickly to all field locations.
2. The BCC shall review its policies and procedures annually for making revisions necessary to keep policy current.
3. The Director of the BCC shall review Department policy **8.1.1, "Community Corrections Centers"** annually; make revisions, as needed and forward new or revised policy to appropriate personnel as indicated in Department policy **1.1.1, "Policy Management System."**

B. Policy and Procedures Clarification

This section is to establish a uniform and consistent method of responding to requests for clarification and interpretation of policy and procedures by field staff of Community Corrections, in those situations where conflicts appear to exist.

1. It is the responsibility of the BCC Central Office staff to act as a resource to Regional Offices, Contract Facility Coordinators (CFCs), and CCCs insofar as clarification and interpretation of policy and procedures are concerned.
2. Staff shall initiate requests for clarification and interpretation of policy and procedures by completing a **Policies/Procedures Clarification Request Form (Attachment 3-A)**. This form should be faxed or mailed to the BCC. Community Corrections staff shall research the problem or question and respond to the request as soon as possible. The response shall be shared with all Regional Offices for review and then dissemination to CCCs, CFCs and when appropriate, Contract Facilities.
3. The top of the form requires the name of the person requesting the information along with the location of the Center and the date. The second block requests the subject matter in question and any policy reference that may be available on the subject. The problem or question should then be addressed in a clear concise manner being as brief as possible but allowing enough detail to give a clear picture of the situation.
4. Clarification of the policy/procedures shall be indicated in the Resolution/Solution block. The "Authority" block notes the person who makes the decision as to the clarification or interpretation of policy. The "Signature" area is to be signed by the person from the BCC who coordinates the securing of the information.
5. A filing system for requests shall be maintained for future reference.

6. The above procedures do not preclude the need, in emergencies, for policy clarification via telephone. It is in those situations, where time is not of the essence, that the above procedures be used. A **Policies/Procedures Clarification Request** should be filed after-the-fact in an emergency situation.
7. Where appropriate, clarification shall be incorporated into future policy and procedures revisions.

C. Support Facilities

Due to the limited staff complement of Regional Offices and CCCs, many areas of support fall under State Adult Correctional Facilities in close proximity to Regional Offices and CCCs. Those support functions include, but are not limited to, Fiscal, Training, Personnel, Operations, etc.

1. Region I Office – SCI Graterford
 - a. Philadelphia CCC #2 – SCI Chester;
 - b. Philadelphia CCC #3 – SCI Graterford;
 - c. Philadelphia CCC #4 – SCI Graterford; and
 - d. Philadelphia CCC #5 – SCI Chester.
2. Region II Office – SCI Camp Hill
 - a. Allentown CCC – SCI Mahanoy;
 - b. Harrisburg CCC – SCI Camp Hill;
 - c. Johnstown CCC – SCI Cresson;
 - d. Scranton CCC – SCI Dallas and SCI Waymart; and
 - e. York CCC – SCI Camp Hill.
3. Region III Office – SCI Pittsburgh
 - a. Erie CCC – SCI Albion;
 - b. Pittsburgh – SCI Greensburg;
 - c. Riverside – SCI Greensburg; and
 - d. Sharon CCC – SCI Mercer.

D. Purchasing Community Services

This section establishes policy and procedures for purchasing Community Services through existing Commonwealth of Pennsylvania Contracting processes.

1. CCCs/CCFs provide transitional services to a resident exiting a state adult correctional facility in preparation for his/her return to family and community. As such, CCCs/CCFs become advocates for a resident who is in need of specialized services that may be available in Human Services Agencies located near CCCs/CCFs.
2. Occasionally, it may be necessary to purchase services such as specialized health care, vocational training, or intensive in-patient drug and alcohol services which may not be available from the facility or from other cost-free agencies.
3. In cases where a need exists for specialized programming not available within a CCC/CCF, the BCC may contract with an outside agency to purchase those services.¹
4. Existing contracts for the purchase of services shall be used whenever available.
5. Ongoing contracts exist for the provision of the following services:
 - a. in-patient drug/alcohol programming; and
 - b. sex offender programming.
6. CCC/CCF staff should explore the feasibility of transfer from one facility to another or to a facility contracting such services to meet the need of the resident.
7. If purchasing community services to supplement the existing CCC/CCF programs and services, the CCC/CCF Director shall contact the CFC in the Regional Office to determine if services can be obtained at another site or contact the BCC to determine if such services can be purchased.
8. Obtain all contracted services in accordance with Department policy **3.1.1, "Fiscal Administration."**
9. In addition, all aspects of the **Management Directive (MD) 215.3, Field Procurement Handbook** must be followed, as well as **MD 215.6, Contract Management, MD 210.3 Index of Issuances – Directives Management System, MD 215.8, Contractor Integrity Provisions for Commonwealth Contracts, MD 215.9, Contractor Responsibility Program, and MD 215.12, Provisions for Commonwealth Contracts Concerning the Americans with Disabilities Act.**
10. In order to provide complete services, adequate maintenance, and ensure that all aspects of the fiscal operations of CCCs/CCFs are run in a sound manner, it may be necessary to obtain contract services at various locations.

¹ 4-ACRS-7D-26

11. CCCs, with approval from the Regional Office, shall be responsible for determining the needs for goods and services.

E. Drug & Alcohol Testing

Living in a drug free environment provides an atmosphere conducive to the reintegration of the resident. Detection and removal of those who use drugs sends a clear message regarding acceptable behavior in CCCs or CCFs. It is the purpose of this section to establish procedures for the conducting of various drug and alcohol screens for residents.

1. Urine and breath samples shall be obtained from selected residents who are involved in both the Community Corrections and Contract Facilities programs.
2. Each resident shall be tested a minimum of once per week on a random basis.
3. A Class I misconduct shall be written for each positive result. A misconduct issued for a positive drug and alcohol screen for a parolee requires notification to PBPP.
4. A positive urine screen for non-prescribed, prescription medication, illegal drugs and substances may result in an immediate return to a State Adult Correctional Facility; however, if the Center Director recommends that treatment is a better option,² the Regional Director may grant an exception. If treatment is the action taken, the misconduct shall be changed to a Class II misconduct upon completion of treatment. The PBPP shall be notified of the change in misconduct.
5. A positive test for alcohol may result in a return to a State Correctional Facility, or may result in specialized counseling or programming to address this problem.
6. The procedures provided in the BCC Drug and Alcohol Detection Programs Manual shall be followed in all instances.
7. CCC Monitors are assigned the task of urine collection irrespective of gender.

F. Possession of Weapons

The BCC is responsible for the management of offenders in community based residential programs with an emphasis on general supervision and personal accountability. The use of weapons by staff is not part of this mission. This section delineates the rules and regulations regarding the possession of weapons in CCCs/CCFs.

1. This section is intended to prohibit the use of firearms and other assaultive type of weapons by Community Corrections staff in those facilities.
2. No employee in the Department shall be authorized to possess a weapon in the BCC during performance of his/her duty as an employee of the BCC, nor shall any employee

² 4-ACRS-5A-09

be authorized to possess a weapon while on CCC/CCF property or within a Commonwealth of Pennsylvania vehicle assigned to the Bureau. Possession of a weapon by any resident is strictly prohibited and shall result in an immediate return to a facility and criminal prosecution.

3. Only authorized Law Enforcement Personnel (Police, the Department's Office of Professional Responsibility, Department CERT Teams, PBPP staff or support facility Return Team Officers) are authorized to carry and use firearms in CCCs/CCFs in emergency situations.
4. This is not intended to prohibit the use of Oleoresin Capsicum (OC) in CCCs/CCFs.
5. Routine visits to CCCs and CCFs by Department employees or personnel from other agencies for the purpose of routine inspections, inmate interviews, etc. are not considered "emergency situations." Therefore, firearms are not permitted in the CCC/CCF in the possession of those individuals during a routine visit.
6. The removal or potential for removal of a resident/parolee from a CCC/CCF or arrest or potential for an arrest of a resident/parolee from a CCC/CCF is considered non-routine and weapons may be carried if deemed appropriate.³ This is due to the possibility that the resident/parolee may refuse or resist to be returned or arrested and may try to escape, thus increasing the risk to the public.
7. Some individuals (parole agent, law enforcement, etc.) visiting a CCC/CCF may have to routinely carry a firearm. Each CCC/CCF is required to ensure that a secured pistol box or other appropriate weapons locker is available in the CCC/CCF for securing these weapons.
8. Lockable pistol boxes shall be adequately secured in a stationary location in a secure office area of the facility. Lock boxes are to be bolted to walls or immovable objects, which shall prevent the lock box from being removed from the area, removed from the facility, and prevent residents from having access.
9. Signs prohibiting firearms except during such emergencies must be clearly posted at the entrance to all CCCs/CCFs. Monitor staff must ask visiting officials if they are in possession of a weapon and provide instruction for securing that weapon. At no time should CCC/CCF staff be in possession of a weapon, including handling and securing of a weapon.

G. Reporting of Extraordinary Occurrences

1. The reporting of Extraordinary Occurrences (EO) shall be in accordance with Department policy **6.3.1, "Facility Security," Section 17 Reporting of Extraordinary Occurrences.**
2. In situations where an EO is reported that may have significant media or political coverage, the CCC or CCF shall complete a **High-Profile Extraordinary Occurrence**

³ 4-ACRS-2A-10

(HPEO) (Attachment 3-B). When these situations occur the Center Director or CFC shall report the information via telephone, as soon as possible to the Regional Director and/or Bureau Director. The HPEO shall be used as an outline for that report. When necessary, attachments shall be made to the HPEO.

3. The outline in **High-Profile Extraordinary Occurrence (HEPO)** shall be used to develop a complete and accurate picture of the individual's total involvement at both facility and Community Corrections levels. Each item should be completed to present a picture regarding the progress the individual has made. This is a guideline to be used when situations are uncovered which require comprehensive information about an individual in the Community Corrections Program.

H. Furlough Investigations

A furlough is an officially approved absence from a CCC/CCF for a definite period of time to a specific location. A furlough is a privilege, not a right and a resident must meet certain criteria in order to be considered for a furlough. This section establishes procedures for the requesting, completing, and reporting of furlough site investigations for all State Correctional Facilities, CCCs, and CCFs.

1. The Regional Director shall ensure that the furlough site investigations program is administered by the Regional Offices of the BCC.
2. Furlough site investigations are completed for every resident who is receiving a first furlough or is furloughing to a specific site for the first time.
3. CCCs may conduct their own furlough investigations for each resident residing in those facilities.
4. A Furlough Investigator is not allowed to carry a firearm or other weapon during the course of his/her investigation or while on duty.
5. Criteria
 - a. Each resident must reside in a center a minimum of two weeks prior to being considered for furlough privileges.
 - b. Each resident must be either employed, actively participating in an educational or vocational program, or officially disabled to be considered for furlough privileges.
 - c. Furlough and curfew limits are based on the resident's program achievements and may not conflict with the resident's overall program plan.
 - d. Resident activity away from a center must be pre-approved by staff in accordance with center rules and the resident's program activities.

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- e. Furloughs may be granted for a period of not more than six consecutive nights and seven days away from the center, with the exception of a State Intermediate Punishment (SIP) participant in Phase 4.
 - f. A resident must return to the center and spend at least an overnight period or its equivalent (8 hours) in the center prior to the commencement of a subsequent furlough.
 - g. All furloughs must be approved by the resident's counselor and by the Center Director.
 - h. An approved furlough investigation must be completed for the furlough site.
 - i. Furlough destinations that are more than 30 miles outside of the center's region where the resident is located must be approved by the Regional Director.
 - j. The resident must comply with the rules and special conditions for a furlough specific to his/her case.
 - k. Exceptions to the above procedures can be granted by the appropriate Regional Director

6. General

- a. The request for a home furlough evaluation request may be initiated when the resident's furlough application has received final approval by the facility and the letter has been forwarded to the Judge.
- b. The request shall be initiated by the Center Director/Designee of a CCC or CCF or the CFC on form **DC-405, Home Furlough Evaluation Request (Attachment 3-C)**.
- c. All pertinent data is to be included on the form except for the bottom row of spaces that shall be completed by the Community Corrections Regional Offices. If the proposed furlough address is a rural location, directions should be noted in the remarks section. A copy of the most recent ICSA shall be attached to the furlough request.
- d. All materials shall be forwarded to the Regional Director of the Region in which the furlough site is located. The **Regional Map** indicates the borders for each Region of Community Corrections.
- e. The required lead-time is 30 days from the date of request to the completion of the investigation. Emergency cases shall be given priority. Other requests shall be processed in the order received.
- f. A completed report of an investigation received by a facility shall be filed in the resident's **DC-15, Inmate Record**.

- g. Any subsequent requests for additional information or investigation from the Community Corrections Regional Office shall include the file number of the report.

7. Regional Responsibilities

- a. All requests for furlough investigations shall be logged in at the appropriate Regional Office.
- b. A file number shall be assigned to each report as outlined below.
 - (1) Region I's numbers shall be prefixed by a **E** followed by the last two digits of the calendar year and then a numerical indicator;
 - (2) Region II's file numbers shall be prefixed by a **C** followed by the last two digits of the calendar year and then a numerical indicator; and
 - (3) Region III's file numbers shall be prefixed by a **W** followed by the last two digits of the calendar year and then a numerical indicator.
- c. The Regional Director shall forward the furlough investigation request to the appropriate Furlough Investigator or appropriate qualified personnel.
- d. An investigation completed by a Furlough Investigator shall be reviewed and, if appropriate, approved by the Regional Director. A CCC Director shall have the authority to approve a furlough investigation that was completed by his/her Corrections Counselor for a resident of his/her CCC. The CFC shall approve furlough Investigations for Contract Facilities.
- e. Copies of the completed investigation, **DC-406, Furlough Report, (Attachment 3-E)** shall be forwarded to the requestor of the investigation and a copy maintained in the Regional Office for one year.

8. 61 P.S. §1052 Responsibilities

- a. Each time that a CCC or CCF resident is furloughed to a furlough site for the first time, or furloughed to a new furlough site, notice shall be given to the Pennsylvania State Police (PSP), County Probation Officer, Sheriff or Chief of Police of the County, Municipality or Township of the locality to which the resident is being furloughed.
- b. This notification shall be made from the CCC Director or CFC to the appropriate offices via United States mail.
- c. If, during the course of his/her residency, a resident is furloughed to an additional or new site, similar notification shall be made to the appropriate authorities.
- d. Copies of all correspondence shall be maintained in the resident's file in the CCC/CCF in which he/she is residing and the Regional Office.

9. Furlough Investigator Responsibilities

- a. An investigation request shall be acted on as soon as possible. In all cases the report shall be completed and forwarded to the requestor within 30 days of receipt of the investigation by the appropriate Regional Office.
- b. In cases where there is an unavoidable delay such as the inability to contact a certain individual, the requestor of the investigation shall be contacted by the Furlough Investigator and advised of the delay and the reasons for it.
- c. All investigations shall require personal, on-site, face-to-face interviews with the individual or an individual at the furlough site. Neither telephone contacts nor third person contacts shall suffice for the purpose of a furlough investigation.
- d. A **DC-406** shall be included as the face sheet of the investigation. A brief synopsis of the investigation shall be included on this form.
- e. The major portion of the report shall be attached to the **DC-406** and shall include, but not be limited to, the following areas:
 - (1) the date and place of the investigation, including the name or names of people interviewed and his/her relationship to the resident, and also the names of any other individual residing there and his/her relationship to the resident;
 - (2) a description of the home and neighborhood, including the length of time the current residents have lived there, its cleanliness and orderliness, and a statement concerning the space available for the resident;
 - (3) the financial ability of the individual to support the resident including employment data;
 - (4) the attitude of the individual interviewed about the fact that the resident has been incarcerated, and also his/her perception of the attitude of the neighborhood surrounding the home;
 - (5) the degree of supervision of the resident that shall be available;
 - (6) the individual's ability to provide transportation from and/or to the facility, including the make, model, and license plate number of the vehicle; and
 - (7) the availability of firearms in the home. If firearms are present, they shall be removed prior to the furlough. Under no circumstances shall BCC staff remove or be responsible for any firearms.
- f. The local police and/or the PSP in the area shall be contacted to solicit their recommendation concerning a furlough to the indicated site. The local police should be questioned as to the suitability of the neighborhood and include the potential for bad influences upon the resident. The location of the victim, where appropriate,

should be ascertained and a determination made as to any negative influences this would have on both the resident and the victim. This information must remain confidential.

- g. In the event that the area in which the furlough investigation occurs has no local police department and the PSP are not familiar with the locale, or there are suspicions regarding the individuals in the household despite positive local contacts, a NCIC/CLEAN check will be conducted on all adult occupants of the proposed furlough residence prior to the investigation. The information shall be confidential and cannot be disclosed to non-criminal justice personnel or Contract Facility personnel.
- h. The primary purpose of the furlough investigation is to assess the suitability of furloughing a resident to a particular location. In addition, a furlough investigation provides updated social data to the staff at the facility. This shall facilitate the preparation of the resident for release.

I. Reference and Library Services

This section shall establish and make staff aware of reference and library services that are available within the BCC. Reference services complement the Training and Staff Development Program. It is not the purpose of this section to provide reference service to a resident.

1. The BCC shall supplement training and staff development through the availability of reference services. Relevant reference materials are to be kept in an appropriate area of the CCC which is accessible to staff and which should include information regarding criminal justice in general along with materials regarding Community Corrections.⁴
2. Staff should be made aware that outside resource materials are available through Central Office and through library memberships.
3. Reference materials can be secured through various organizations such as memberships in the International Community Corrections Association (CCA) and the ACA. The Agency Purchase Request (APR) process can be used for the purchase of memberships, books, and materials.
4. The State Library System can be contracted for specific articles or searches for specific subjects. Memberships to local libraries, if available, can be pursued.
5. The Bureau of Information Technology (BIT) at Central Office has a reference service that is available to staff in CCCs. They maintain a CD-ROM subscription to Criminal Justice Abstracts. BIT also maintains a library of references and publications in the Corrections and Criminal Justice field.

⁴ 4-ACRS-7B-13

6. Contact BIT, Reference Service to secure materials. This service is not available to a resident and verification of employee status may be made through the Director of the BCC.

J. Americans with Disabilities Act of 1990

This section establishes procedures for providing a disabled resident with housing in a manner that provides for safety and security, as well as accessibility to programs and activities.

1. It is necessary that both staff and visitors with disabilities have access to and can use areas that are accessible to the public.⁵
2. CCCs/CCFs shall be designed to allow access to appropriate areas of the facilities by individuals with disabilities, including staff, residents, and visitors.
3. For those facilities with limited access, space shall be made available in accessible areas for staff, residents, and visitors.
4. Where existing facilities cannot provide site access, due to its physical plant or other obstacles, a CCC/CCF in the area shall be used for that accessibility.
5. Regional Directors shall work with the Bureau of Real Estate to assure modification of existing physical plants to provide accessibility to the greatest extent possible.
6. Where minor modification in furnishings or access is necessary, staff shall use both ingenuity and purchases through the Advancement Account to provide that accessibility.

K. Confidentiality of Computer Information

This section is to ensure confidentiality of microcomputer information in accordance with **Department policy 2.3.1, "Information Technology."**

1. Only designated individuals have access to computer information within each CCC and Regional Office.⁶ Further, every designated individual having access shall be granted a level of access commensurate with his/her need to observe data versus change data within the microcomputer.
2. Within each Region and CCC, the Regional Director and the CCC Director shall designate individuals who shall have access to the Main Resident Program and Resident Fiscal Program.
3. The Regional Director shall approve all levels of access to CCC microcomputer programs and Regional Office microcomputer programs.

⁵ 4-ACRS-7D-37

⁶ 4-ACRS-7D-08

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4. With each microcomputer program there are four levels of access to programs:
 - a. level four is the highest level of access. A person with this level of access has the ability to assign access levels for all individuals. The Regional Directors and CCC Directors shall be the only individuals with this level of access;
 - b. level three access allows manipulation of data within the Main Resident Program and the Resident Fiscal Program;
 - c. level two access allows an individual access to the Main Resident Program in order to change or add data regarding the inmate, his/her sentence information, and his/her program status; and
 - d. level one access allows an individual access to the Main Resident Program on a "view information only" basis.
 5. Regional Director authorized levels shall be assigned to individuals based upon their minimal, need-to-know or need-to-enter-data, based upon their CCC or Regional Office responsibilities.
 6. Lists of those individuals shall be maintained at the Regional Office.

L. CCC Residents Used as Informants

This section establishes procedures for the authorization for Community Corrections residents to be used as informants.

1. A resident residing in a CCC/CCF shall not be permitted and/or will not act as an informant for any other law enforcement or investigative agency without prior approval of the Secretary.
2. Approval shall only be granted when it has been determined that the request is not contrary to the interests of the Department.
3. No representations shall be made to the resident about any considerations or special privileges that might be given as a result of the resident's cooperation.
4. The Department shall not, under any circumstances, allow a resident to purchase or possess firearms, illegal drugs, or engage in any unlawful activity.
5. The following procedures shall apply whenever a request is received from a law enforcement or investigative agency concerning the use of a CCC/CCF resident as an undercover informant or to make contact with former associates or suspects in the conducting of a criminal investigation.
 - a. Instruct all personnel from other law enforcement agencies who wish to use a resident as an informant to make the request in writing to the appropriate Community Corrections Regional Director.

- b. The request must include, but is not limited to, the following information:
 - (1) resident's name, PA SID, and any known AKA's;
 - (2) resident's reason for cooperating (if known);
 - (3) general nature of the investigation in which the resident shall be participating;
 - (4) description of how the law enforcement agency intends to use the resident as an informant (only to provide information, make introductions, be fitted with electronic recording/listening devices, continue associations, etc.);
 - (5) length of time it is estimated that the resident's activities shall be monitored by the requesting agency;
 - (6) detailed description of how the resident's activities shall be monitored by the requesting agency;
 - (7) a signature which indicates that the requesting agency understands that the resident's cooperation may not interfere with his/her following the rules and regulations of the Department; and
 - (8) in any instance where another law enforcement agency contacts a staff member requesting a CCC/CCF resident be permitted to act as an informant, the requesting agency shall be advised of the Department's policy on this subject.

- c. In an instance when it is learned that a resident wishes to voluntarily cooperate with a law enforcement agency or has been asked for cooperation by a law enforcement agency without authorization, the resident is to be instructed to take no action, and the requesting agency is to be contacted and informed that proper authorization is required.

- d. In an instance when it is learned that a resident has begun cooperating with a law enforcement agency, and authorization had not been granted, the resident is to be instructed to cease all activities and the involved agency contacted and informed of the Department's policy on this subject.

- e. The original document shall be forwarded to the Office of the Secretary, marked confidential, and a copy sent to and retained by the BCC Director.

- f. Each request received by the BCC Director shall be reviewed and a written recommendation forwarded to the Office of the Secretary. Items to be considered in the recommendation shall include, but not be limited to the following:
 - (1) the resident's full record;
 - (2) any prior instances of cooperation by the resident;

- (3) prior experiences with the requesting agency; and
- (4) the specifics included in the request by the law enforcement agency.

6. Approval/Denial of Requests

- a. When the Secretary has made a decision, the BCC Director shall be notified.
- b. In all cases, the BCC Director shall be responsible to advise the requesting agency of the decision, whether approved or denied.
- c. If the request is approved, the BCC Director shall send a confidential letter of approval to the requesting agency. Copies of the letter of approval shall also be sent to the CCC Regional Director, the Central Office Security Office, and the Office of the Secretary. The letter shall include, but not be limited to, the following:
 - (1) the approval is for the specific investigation only;
 - (2) the conditions outlined in the request must be adhered to;
 - (3) no representations shall be made to the resident for his/her cooperation;
 - (4) any changes in the use of the resident in the investigation must be reported prior to being implemented and that all changes are subject to prior approval by the Secretary; and
 - (5) any failure on the requesting agency's part to comply with Department policy or the provisions of the approval may result in the Department prohibiting further and/or future cooperation by the resident. **(See Sample Letter, Attachment 3-F).**
- d. If the request is denied, the BCC Director shall send a letter of denial to the requesting agency. The letter shall briefly explain the reason for the denial and shall indicate that the requesting agency may seek a review of the decision. If a review is pursued, the requesting agency must provide specific information and rationale why the decision should be reversed.

7. Confidentiality

- a. All documents written or received pursuant to this policy are confidential and shall be marked as such.
- b. No documents pursuant to this policy shall be maintained in the resident's case file.

8. Case Monitoring

- a. Maintaining an up-to-date centralized register of all residents authorized to act as informants and the current status of the investigation and authorization.
- b. Monitoring the status of each case and establishing liaison with the requesting agency no less frequently than once a month.
- c. Preparing a quarterly report indicating the status of each request for submittal to the Office of the Secretary. A copy of the quarterly report shall also be forwarded to the Central Office Security Office.

9. Dissemination of Information

The BCC Director and the respective Regional Director shall be responsible for making a determination if the CCC Director should be informed when a resident is approved to act as an informant in order to effectively supervise the resident at the CCC/CCF. This determination should consider the protection and safety of the staff and other residents at the Center, as well as to protect the integrity of the investigation by limiting the possibility of a staff member inadvertently compromising an investigation by being unaware that it is taking place.



BULLETIN
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject:

**Community Corrections Centers Procedures Manual
Section 4 – Referral Processing**

Policy Number:

8.1.1, Section 4-01

Original Issue Dates:

February 3, 2012

Date of Issue:

June 4, 2014

Authority:

**Signature on File
John E. Wetzel**

Effective Date:

June 18, 2014

The purpose of this bulletin is to revise **Section 4 – Referral Processing** of Department policy **8.1.1, “Community Corrections Centers.”** This document replaces the bulletin that was dated March 21, 2013.

Subsection H.7. shall now read:

- 7. Referrals for the HTP Offenders can be received by the BCC Referral Unit 36 months prior to the FDME (maximum date)) with no re-entry placement sooner than 24 months from FDME. Progress CCC would be the only exception as they can accept offenders 36 months to maximum date.**
- 8. Sex offenders who meet the following criteria in ALL three areas may be referred for Community Corrections placement with no FDME (maximum date) restriction: low RST Score, low/minimum risk score on the LSIR, and low risk score on the Static 99. As indicated on the offender’s positive paroling action, these offenders may be referred for an out-patient sex offender evaluation and/or treatment through the DOC’s re-entry services contracts.**
- 9. Sex offenders with prior convictions of 10 years or more who did “not” exhibit any additional occurrences of sexual behavior while on parole may be considered for community corrections placement with no FDME (maximum date) restriction. The three areas listed in #8 above may have an impact on whether the offender will be approved for community corrections placement.**

Subsection J.1. shall now read:

1. A referral for a sex offender or an arsonist with no home plan, but a positive PBPP action ***can be received by the BCC Referral Unit 36 months prior to the FDME (max) with no re-entry placement sooner than 24 months from FDME. Progress CCC would be the only exception as they can accept offenders 36 months to maximum date.***

Section 4 – Referral Processing

Each case referred for Community Corrections placement will receive a thorough and fair evaluation by BCC staff. All referrals will be evaluated by the Bureau of Community Corrections Centralized Referral Unit. The Centralized Referral Unit will not discriminate based on sex, race, creed, national origin, political views, or disability in the acceptance or rejection of referrals. The decision to approve or not approve will be based on public risk and programming needs of the offender are considered.¹

A. Acceptable Referrals

1. Acceptable referrals for the Bureau of Community Corrections (BCC) include the following:
 - a. Department policy **DC-ADM 805, “Pre-Release, Outside Work and Housing Assignments, Community Works Programs, Escorted Leave, Armed Mounted Work Detail, and Forestry Unit Programs”** qualifying referrals;
 - b. parole referrals;
 - c. State Intermediate Punishment (SIP) referrals;
 - d. Halfway Back Parole cases;
 - e. The Pennsylvania Board of Probation and Parole (PBPP) Interstate Compact Cases (ICC);
 - f. Boot Camp Parole referrals;
 - g. ***inpatient AOD***;
 - h. parole to detainer cases (paper bed dates);
 - i. Act 16 commuted cases;
 - j. specialized center; and
 - k. parole violator (PV) center referrals.

B. Referral Packets²

The Corrections Classification Program Manager (CCPM) of the referring facility shall be the business owner of the referral packet and main contact for the information flow as referenced in the **Parole Referral Process for Community Corrections Placement (Attachment 4-A)**

¹ 4-ACRS-6A-11

² 4-ACRS-6A-11, 4-ACRS-7D-07

**8.1.1, Community Corrections Centers Procedures Manual
Section 4 – Referral Processing**

and the **Pre-Release Referral Process for Community Corrections Placement (Attachment 4-B)**. The packet shall contain the information listed below.

1. Parole Referral

The Parole Referral Packet shall contain the following:

- a. **BCC Referral Cover Sheet (Attachment 4-C);**
- b. **Integrated Case Summary (ICSA);**
- c. **16E, Sentence Status Summary;**
- d. Psychological Evaluation (Stability C/D);
- e. **DC-551, Continuity of Care and Transfer Individual Treatment Plan (ITP) (Stability C/D);**
- f. **DC-481, Medical Release Summary;**
- g. PBPP-15, Notice of Board Action; and
- h. **Re-Entry and Transition Accountability Checklist (RTAC).**

2. Pre-Release Referral

The Pre-Release Referral Packet shall contain the information listed in **Subsection B.1. above** with the addition of the following:

- a. **DC-400, Community Corrections and/or Community Facility Offender-Treatment Plan and Acknowledgement Form** (refer to **Section 5, Attachment 5-B** of this procedures manual) signed by the offender;
- b. **DC-300B, Court Commitment** (copy); and
- c. **Pre-Signed Waiver of Extradition (DC-ADM 805, Section 1, Attachment 1-N).**

3. ***For Boot Camp and SIP referrals, please refer to Section B. of the BCC Referral Cover Sheet for required documentation.***

C. Notice to Report

1. As referenced in Department policy **DC-ADM 805**, upon receipt of the **BCC Placement Approval (Attachment 4-D)**, the assigned facility counselor will complete the **Notice to Report to CCC/CCF** (refer to Department policy **DC-ADM 805, Section 1, Attachment 1-L**) with the offender. This shall be completed in its entirety and the expected time of

8.1.1, Community Corrections Centers Procedures Manual
Section 4 – Referral Processing

arrival shall be no more than what is reasonably expected. The inmate is to be ordered to **report directly to the Center**. The facility counselor can determine this by checking the bus schedule and/or using a map/directions system such as MapQuest to determine the estimated driving/arrival time.

2. When an offender is permitted to be transferred by bus to a Community Corrections Center, the corrections counselor, in conjunction with the facility records office, will ensure the bus schedule does not include out-of-state travel to get the offender to his/her Center destination. If the bus schedule does include out-of-state travel and no other alternatives are available, the offender will be transferred to the closest facility by the Office of Population Management (OPM) one week before the transfer is to occur. The receiving facility will then ensure the offender is released on his/her BCC acceptance date by bus or family pick-up. If the time to make this happen is too short, BCC will postpone the bed date one week to accommodate these procedures.

NOTE: The facility counselor needs to be cognizant of the bus schedule as offenders are NOT allowed to travel across state lines.

D. Re-Entry Needs

1. ***The facility counselor will meet with the offender and ensure the offender is prepared for release in accordance with Department policy 7.3.1, “Inmate Re-Entry and Transition.”***
2. ***A Public & Government Assistance Chart details assistance for eligible offenders. For the most current guidelines, refer to the BCC Website, under Public and Government Assistance Chart.***

E. Offender Acknowledgement Form

1. All Pre-Release, SIP, and Act 16 commuted referrals must be received with a **DC-400** signed by the offender.
2. The **DC-400** shall be witnessed by the offender’s facility counselor.
3. It is the responsibility of the offender’s counselor to advise the offender of the rules and regulations governing Community Corrections residency, as well as his/her program requirements.
4. The original **DC-400** shall be maintained in the offender’s **DC-15, Offender Records Jacket**. A copy shall be forwarded with the referral materials that are sent to the **Centralized Referral Unit**.
5. If the **DC-400** is not signed by the offender or the offender does not agree to the conditions as set forth in the **DC-400**, the offender cannot be placed into Community Corrections.

F. Offender Release and Scheduling System (IRSS)

1. Once the referral has been approved at the facility level and by the Deputy Secretary or Secretary for problematic cases, the IRSS will automatically update on the **Centralized Referral Unit's Supervisor's** dashboard.
2. The referring facility is to ensure that the IRSS approval is complete prior to sending the referral packet.
3. If the **Centralized Referral Unit Supervisor** approves, the IRSS will be updated to allow the Referral Specialist(s) to assign a bed date and location.
4. If the **Centralized Referral Unit Supervisor** rejects the referral, the IRSS cannot be updated until the BCC Deputy Director(s) review the referral and approve the rejection and/or revisited approval.

G. BCC Referral Processing³

1. **The Centralized Referral Unit Supervisor will ensure appropriate re-entry placements are made to CCCs and CCFs.**
2. The **Centralized Referral Unit Supervisor** will ensure the referral packets are processed and assigned bed dates (reporting date) within seven working days of receipt of the referrals. If further information is required to process the referral or the required IRSS approval is complete, the CCPM/designee is to be contacted (and the Office of the Victim Advocate (OVA) as applicable).
3. Pre-release referrals will have a bed date assigned no sooner than **21** days after acceptance notification is sent. DNA verification, if applicable, is required for all pre-release referrals to expedite eventual parole processing.
4. Every parole referral will have a bed date assigned no sooner than 21 days after the **BCC Placement Approval (Attachment 4-D)** is sent.
5. Each CCF will have a maximum of one week to request a reconsideration of a placement they deem to be a Hard to Place (HTP) referral.
6. Each referral will be entered into the Community Corrections Information System (CCIS) as pending; however, waiting lists will only reflect those offenders who have been assigned a bed date or are accepted for placement. An HTP offender that cannot be placed will be rejected. Pending lists are to be monitored weekly by the **Centralized Referral unit Supervisor/designee** to ensure accuracy and compliance with this directive. Awaiting Transfer lists are to be monitored weekly by the Center

8.1.1, Community Corrections Centers Procedures Manual
Section 4 – Referral Processing

Director/Contract Facility Coordinator (CFC) (as applicable) to ensure accuracy and to troubleshoot any potential issues such as “overbooking.”

7. The **BCC Placement Approval (Attachment 4-D)** will be provided electronically by the **Centralized Referral Unit** via the facility **Referral Response Distribution List**. **The CHCA, LPM, RNS, and Medical Records Technicians are to be included in the Referral Response Distribution List**. The **BCC Placement Approval** should not be sent until the IRSS approval is complete and the bed date is assigned in the CCIS.

NOTE: Upon receipt, the facility counselor is to ensure that program code 1G is assigned for all pre-release placements.

8. The **BCC Referral Rejection (Attachment 4-E)** will be provided electronically by the Bureau Office via the facility **Referral Response Distribution List**. If BCC cannot reasonably expect to place the offender currently or BCC deems the referral problematic at this time, a resubmission date may be suggested on the **BCC Referral Rejection**.⁴

NOTE: The following staff members are to be included on the distribution list for acceptance and rejection notifications: Superintendent⁵, Superintendent’s Secretary, Superintendent’s Assistant, Major of Unit Management, CCPM, Corrections Health Care Administrator (CHCA), Licensed Psychology Manager (LPM), **Registered Nurse Supervisors, Medical Records Technicians**, Records Supervisor, Parole Supervisor, Unit Manager, and the Office of Population Management (OPM).

9. **The Centralized Referral Unit Supervisor shall ensure the best possible placement for the offender with an emphasis on placing the offender in a facility as close to his/her county of residence upon release, when possible.**

H. Review Process for HTP Cases

1. In cases where a referral has been deemed HTP by the **Centralized Referral Unit**, the **HTP Assistance Request (Attachment 4-F)** shall be completed and forwarded electronically within seven working days to the BCC Deputy Director(s) for review.
2. The **Centralized Referral Unit Supervisor** shall ensure that the **HTP Assistance Request** is completed sufficiently to provide the BCC Deputy Directors a clear understanding of why the referral is being recommended for rejection. It should be clear if the referral is a parole referral or a pre-release referral and if the case was processed as a problematic (outcome and date noted). If a sex offender, specify if past or present offense and if PBPP stipulated programming conditions. If the PBPP-15 stipulations are not consistent with the **DC-43, Correctional Plan**, a copy of the **DC-43** shall be included with the referral. All attempted placements shall also be listed on the **BCC Placement Approval**. Any other pertinent information also needs to be included.

⁴ 4-ACRS-2A-08

⁵ 4-ACRS-2A-08

8.1.1, Community Corrections Centers Procedures Manual
Section 4 – Referral Processing

3. HTP referrals include the following:
 - a. a sex offender with no home plan, but a positive PBPP action;
 - b. an arsonist with no home plan, but a positive PBPP action;
 - c. a severe mental health case (on the Psychiatric Review Team (PRT) roster) with no home plan, but a positive PBPP action; and/or
 - d. a severe medical case where personal or skilled care is required, with no home plan, but a positive PBPP action.
4. This review will take into consideration any exceptional factors that may necessitate Community Corrections placement. Additional information may be requested to complete the review. Exceptional factors may include any parole case when one or more of the following apply:
 - (1) the PBPP can reasonably expect the offender to obtain a home plan within 120 days of placement;
 - (2) the need for the offender to establish employment or societal contacts/services is essential to obtain a home plan.
5. If accepted, the PBPP must prioritize assisting the offender in securing a home plan to ensure that BCC placement does not exceed 120 days.
6. If rejected, the PBPP or facility staff may follow the procedures outlined in **Subsection I. below** to request further consideration.

I. Department/PBPP Joint Resolution

In the event that the referral review results in a rejection, the PBPP or facility staff will be notified within seven working days by BCC Central Office via the **BCC Referral Rejection**. If the PBPP or facility staff disagree with the parole rejection, an appeal to the Department/PBPP Joint Resolution Committee with any new information in accordance with **Subsection H.4. above** may be submitted. The appeal must be submitted within 15 working days after receipt of **BCC Referral Rejection** to the BTS Joint Resolution Representative. If a pre-release referral results in a rejection, the Superintendent may appeal the rejection to his/her Regional Deputy Secretary within 15 working days after being notified.

J. Process for Sentence Complete Referrals

1. A referral for a sex offender or an arsonist with no home plan, but a positive PBPP action is to be received by the **Centralized Referral Unit** 180 days (six months) prior to the

**8.1.1, Community Corrections Centers Procedures Manual
Section 4 – Referral Processing**

controlling maximum sentence expiration date, with placement no sooner than 120 days (four months) from the controlling maximum sentence expiration date.

2. Please note that to allow for anticipated Medical Assistance processing, the referring facility **MUST** begin the COMPASS application at least two weeks prior to the established bed date in accordance with Department policies **7.3.1, Section 1, 13.2.1, “Access to Health Care,” Section 2, and 13.8.1, “Access to mental Health Care,” Section 2.**

K. Tracking of Placements

Each BCC and PBPP Regional Director will meet monthly to discuss each case approaching and/or over 120 days in placement. A monthly report tracking the progress of every parole case in placement over 120 days shall be submitted to the applicable BCC and Parole Regional Director. The BCC and Parole Regional Director will submit a consolidated report to the BCC Director, BCC Deputy Director(s), **Executive Deputy Secretary**, and PBPP Deputy Executive Director by the fifth of each month for the previous month’s meeting.

L. Reception Procedures⁶

1. For every placement, shortly after the offender’s departure, the sending facility’s Shift Commander/designee shall email the **CCC Pending Arrivals** mailbox to notify **Center staff** of the offender’s time of departure, method of transportation (i.e., public transportation, bus, train, etc. or private transportation), and estimated time of arrival. If private transportation is the method of travel, the information shall include the person(s) responsible for transporting the offender and the license plate (number and state) of the vehicle.
2. The CCC will notify the following, via email, of the offender’s arrival:
 - a. the sending facility’s records office general email address;
 - b. the support facility’s records office general email address;
 - c. the Regional Office’s general email address; and
 - d. the **Centralized Referral Unit’s general email address.**
3. In the event that an offender fails to report to a CCC/CCF from a facility within **two** hours of the estimated time of arrival, CCC staff shall contact the Shift Commander at the sending facility. The CCC/CCF Director/designee shall immediately contact the referring facility in order that escape charges can be filed by the referring facility for pre-release cases. In this instance, the referring facility shall disseminate the modified escape packet information to the appropriate authorities, generate a **DC-121, Part 2, Extraordinary Occurrence Report** in accordance with Department policy **6.3.1, Section 17** and issue a

⁶ 4-ACRS-6A-11

8.1.1, Community Corrections Centers Procedures Manual
Section 4 – Referral Processing

misconduct. If a parole referral, the 24/7 PBPP hotline shall be contacted to report the failure to report.⁷

4. The notification and confirmation of arrival is the responsibility of the Regional Office for an offender designated to a CCF.
5. If confirmation of the offender's arrival has not been received by 0800 on the day following the offender's departure from the sending facility, the sending facility shall contact the CCC to verify that the offender did not arrive.
6. Once verification of non-arrival has been made, the sending facility shall follow the procedures regarding notification of an escape in accordance with Department policy **6.3.1, Section 13**.

M. Motivational Boot Camp Referrals

1. Legislation that established the Motivational Boot Camp requires that an offender be immediately paroled upon completion of the program. Every offender who completes Boot Camp will be paroled to an appropriate CCC/CCF.
2. Parole from the current state sentence to a minimum of 60 days in a Community Corrections facility shall occur after successful completion of Boot Camp.
3. When an offender arrives at the Boot Camp, the records office will notify the **Centralized Referral Unit Supervisor** with the offender's name, offender's number, county of residence, date of arrival, and projected graduation date.
4. The **Centralized Referral Unit Supervisor** will send a **BCC Placement Approval** to the Boot Camp Commander and the appropriate facility Parole Office. This notification will also reserve a bed.
5. If an offender fails the Boot Camp Program, the records office will notify the **Centralized Referral Unit** via email. The offender will then be removed from the waiting list.
6. Three months into the Boot Camp Program, Boot Camp staff and the facility Parole Agent will develop a referral package, and forward it to the **Centralized Referral Unit** for final review.
7. If separations are necessary or there is extreme community opposition regarding a particular referral, the **Centralized Referral Unit Supervisor** will immediately review the referral and identify a second, acceptable location for placement.
8. Upon the offender's arrival at a CCC/CCF, the Director will contact the PBPP District Office Official to arrange for the timely development of an acceptable parole plan.

⁷ 4-ACRS-2A-12

8.1.1, Community Corrections Centers Procedures Manual
Section 4 – Referral Processing

9. If all beds within a particular Region, both CCC and CCF, are filled, selective use of furloughs for an appropriately qualified offender may be used to make bed space available for a Boot Camp graduate.
10. If placement cannot occur in a particular Region, correspondence or communication between the **Centralized Referral Unit Supervisor**, Boot Camp Commander, and PBPP Officials will be forwarded to the BCC Director and the Regional Deputy Secretary so other options may be explored.

N. Placement of Act 16 Commuted Offenders

This section defines Community Corrections procedures concerning Legislative **Act 16 of 1995, 61 P.S. §331.34** regarding the placement of a commuted offender.

1. The Department shall accept every offender into a Center who is governed by **Act 16 of 1995** and has had his/her sentence commuted by the Governor.
2. The offender must spend at least one year in a Center. A terminally ill offender is excluded from this requirement.
3. An offender placed in a Center under **Act 16 of 1995**, shall abide by all rules and regulations of Community Corrections. Failure to do so shall result in a return to a facility.
4. The Pardons Section of the Bureau of Treatment Services (BTS) shall notify the BCC of the commutation of a sentence by the Governor of an offender governed by **Act 16 of 1995**.
5. The **Centralized Referral Unit Supervisor** shall assign the Referral Specialist to interview, counsel, and screen the offender for Community Corrections placement. A written assessment of the case shall be given to the BCC Director.
6. The **BCC Director** shall decide on the most appropriate setting for placement of the offender. Proximity to the victim's family shall be taken into consideration. Acceptance of the case is required by law, absent extenuating circumstances.
7. Should a circumstance arise where separations are necessary or there is extreme community opposition regarding a particular referral, the **BCC Director** shall immediately review the referral in order to identify a second acceptable location for placement.
8. Provisions shall be made by the **Centralized Referral Unit Supervisor** to supply the Pardons Case Specialist with correct information (acceptance date, identification information, inc.) to ensure that the one year placement requirement is met as prescribed by law. The Pardons Case Specialist shall then supply that information to the Secretary of the Board of Pardons.
9. If an **Act 16** offender becomes terminally ill, it is the Center Director's responsibility to obtain the appropriate medical information signed by a physician proving the offender's

8.1.1, Community Corrections Centers Procedures Manual
Section 4 – Referral Processing

terminally ill medical condition. This information must then be forwarded to the BCC Director through the Regional Office. A determination shall then be made to continue placement or to waive the one-year requirement.

10. The Regional Director shall notify the BCC Director of the return of an **Act 16** offender to a facility. The BCC shall notify the Pardons Section of the BTS.

O. SIP Referrals

1. In accordance with Department policy **7.4.1, “Alcohol and Other Drugs Treatment Programs,” Section 10**, all SIP cases shall be referred 30 days prior to the offender’s completion of level one of the SIP program. The referral packet shall be referred to the **Centralized Referral Unit** for participation in the Community Based Therapeutic Community (TC) followed by placement in a CCC/CCF.
2. The packet shall include all required SIP documentation indicated on the **BCC Referral Cover Sheet**.



BULLETIN
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject:
Community Corrections Centers Procedures Manual
Section 5 – Resident Procedures

Policy Number:
8.1.1, Section 5-01

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The purpose of this bulletin is to revise **Section 5 – Resident Procedures** of Department policy 8.1.1, “**Community Corrections Centers.**”

Subsection I. shall now read:

I. Resident Motor Vehicles

Direction related to offender motor vehicles can be found in Department policy 8.3.1, “Community Corrections Security,” Section 11.

Section 5 - Resident Procedures

A. Community Orientation and Reintegration (COR) Plan

A formal Community Orientation and Reintegration (COR) plan is a plan developed for each resident. The COR plan documents specific programs and behaviors that must be pursued to address areas of personal need. A **COR Plan (Attachment 5-A)** is developed from information provided by the Level of Service Inventory – Revised (LSI-R), a comprehensive objective assessment of each offender’s risks and needs that specifies the type of program needed¹ to target factors that relate to their individual criminal behaviors.² The Center Director assigns each offender to a facility staff member who will meet with and counsel that offender, as necessary, consistent with his/her individual treatment needs.³

1. COR is a comprehensive plan designed to impress upon the resident his/her need to assume responsibility in obtaining goals and objectives. COR highlights the following:
 - a. family (support system, children, child support, treatment needs regarding family);
 - b. identification (driver’s license, social security card, other ID);
 - c. employment (goals and objectives);
 - d. criminogenic treatment needs (AOD, violence prevention/anger management, batterers intervention/domestic violence, sex offender treatment, etc);
 - e. medical (physical well being);
 - f. mental health (to include family relationships);
 - g. educational/vocational (goals and objectives, specialized training needs); and
 - h. finances/personal budgeting (goals and objectives).
2. A COR Plan shall be completed within two weeks of a resident’s arrival. Following a general explanation and discussion of the COR Plan in initial orientation, each resident shall have the opportunity to have input into planning, problem solving, and decision making related to his/her participation in the program.⁴
 - a. The COR Plan may change and expand, as the resident becomes more aware of his/her needs and options. It is important that the resident has a sense of direction

¹ 4-ACRS-5A-01

² 4-ACRS-5A-02

³ 4-ACRS-5A-07

⁴ 4-ACRS-5A-03

from the beginning of program participation. The resident's program plan is the key to progress and must be realistic and specific.

- b. The resident's goals shall determine the elements of a **COR Plan**. Specific objectives shall be set to achieve these goals. Resident progress in the program is measured through objective assessment and adjustments to the initial **COR Plan** are made as necessary. The resident and counselor shall sign and date any changes in the **COR Plan**.⁵
- c. With regard to short-term placements (60 days or less) or parole cases, the extensive **COR Plan** may be waived in favor of an abbreviated version that includes only the basic elements of the extensive **COR Plan**. However, in all cases, a COR program in one form or another must be completed on each resident.

B. Resident Authority

1. No resident shall be charged with the duties or responsibilities of any Department employee.
2. A resident shall not be given special consideration or compensation for divulging information pertaining to the activities of any other resident.
3. At no time shall a resident be in a position of authority over any other resident.
4. Any committee/council established to represent the residents of a CCC/CCF should either be elected by the residents or appointed by the CCC/CCF staff.

C. Resident Handbook

1. Each resident entering a CCC/CCF is provided a copy of the program requirements. These requirements are explained within five working days of the resident's arrival during orientation. The orientation shall also include a presentation on the Prison Rape Elimination Act (PREA). The resident shall sign and date a statement indicating receipt of the Resident Handbook and a staff member shall witness that statement. The Resident Handbook shall be reviewed annually and updated when necessary.⁶ When a literacy or communication problem exists, the resident's counselor shall provide assistance to ensure that the resident knows the program requirements.⁷
2. Program requirements shall be posted on the Center's bulletin board.

⁵ 4-ACRS-5A-05

⁶ 4-ACRS-3A-02

⁷ 4-ACRS-3A-03, 4-ACRS-3A-04, 4-ACRS-3A-05

3. Minor infractions of Center Rules can be disposed of through informal resolutions in accordance with Department policy **DC-ADM 801, "Inmate Discipline."**⁸
4. When a resident has committed a serious rule infraction, a disciplinary report shall be filed in accordance with Department policy **DC-ADM 801. (See Disciplinary Matrix included in the Resident Handbook).**
5. When a CCC/CCF staff member suspects a resident has committed a criminal act, procedures in accordance with Department policy **DC-ADM 004, "Criminal Violations"** shall be followed.
6. If a resident of Community Corrections does not abide by the rules as set forth in the **DC-400, Community Corrections and/or Community Contract Facility Resident Treatment Plan and Acknowledgement form (Attachment 5-B)**, the resident's pre-release status may be revoked and he/she may be returned to a state correctional facility.

D. PA Board of Probation & Parole (PBPP)

1. Procedures regarding relevant reports shall follow those guidelines established in Department policy **11.4.1, "Case Summary."** All required reports are to be submitted to the PBPP at least five months in advance of the resident's minimum sentence or PBPP stipulated review month.
2. The Integrated Case Summary Application (ICSA) will be updated and submitted to the PBPP.
 - a. The purpose of the ICSA is to provide to the PBPP any information pertaining to a pre-release case that is behavioral in nature and may affect the paroling action. This will be updated until the time of release.
 - b. The ICSA will be used to detect any positive or negative conduct that may enhance or change parole recommendation status.
 - c. The ICSA shall note the effect the positive or negative conduct has had on the Center's recommendation for parole.
3. Act 14 of 1995, 35 P.S. §7651.101 requires that DNA samples be collected from inmates in the Department who have been convicted of certain violent and sexual offenses. The **DNA Sample Collection Tracking Sheet (Attachment 5-C)** is to be attached to the **ICSA**. A copy of the form should be secured from the support facility.

⁸ 4-ACRS-6C-01

4. Act 84 of 1998, 42 Pa.C.S. §9728, requires that prior to release of an inmate from the Department to State Parole Supervision, the Department shall provide to the PBPP the following information:
 - a. court commitment order;
 - b. record of adjustment - including, but not limited to, misconducts and escape history;
 - c. current medical or psychological condition - a condition requiring treatment, including, but not limited to, suicide attempts. This information shall also be in accordance with the Act of November 29, 1990, P.L. 585, No. 148, known as the confidentiality of HIV Related Information Act and HIPPA requirements:
 - d. Pre-Sentence Investigation Report (PSI) - or if a PSI was not ordered by the court, the Official Version of the Crime for which the offender was convicted or a copy of the Guilty Plea Transcript or Preliminary Hearing Transcript;
 - e. criminal complaint or affidavit of probable cause - accompanying the arrest warrant;
 - f. police report - (where available) summarizing the facts of the crime;
 - g. guideline sentence form - issued by the Pennsylvania Commission on Sentencing; and
 - h. financial information - a record of any money paid by the inmate and any balance remaining towards satisfaction of restitution or any other court ordered financial obligations by counties.
5. The above information shall be provided to the PBPP as an attachment to the ICSA. The narrative of the ICSA must include, at a minimum, **items 4. b., 4. c., and 4. h., above**. The ICSA shall indicate a list of specifically named attachments (for items **4. a., 4. d., 4. e., 4. f., and 4. g.**, if included). It shall also serve as a record that data has been exchanged.
6. Upon release from the Department to Parole Supervision, an update to item **4. b., 4. c., and 4. h., above** shall be attached to the **Department Release Check List (see Department policy 11.5.1, "Records Office Operation, Attachment 2-A)** and sent to the appropriate PBPP office, the support facility, and placed in the resident's file. If items **4. a., 4. d., 4. e., 4. f., and 4. g.**, above, were not supplied to Parole previously, they must also be supplied.
7. Act 27 of 1995 (SSI), 42 Pa.C.S.A. §3571 requires the payment of a mandatory \$30.00 fee by a resident before the resident can be released on parole. Act 86 of 2000 amends this to increase the fee to \$40.00 for any resident convicted on or after December 31,

2000. Act 85 of 2002 increases the fee to \$60.00 for any resident convicted on or after August 27, 2002.⁹

- a. Language is included in Board Action requiring a resident to comply with this legislation prior to his/her release on parole.
 - b. If payment has been made prior to Community Corrections transfer, appropriate verification shall be sought from the resident, the support facility records office, or the county of commitment.
 - c. For the resident who has not made payment, and in order to ensure verification of payment, CCCs and CCFs shall ensure that verification, using the **Act 27 of 1995 Verification Form (Attachment 5-D, Page 1)** for any conviction prior to December 31, 2000, using the **Act 86 of 2000 Verification Form (Attachment 5-D, Page 2)** for any conviction after December 31, 2000, or using the **Act 85 of 2002 Verification Form (Attachment 5-D, Page 3)** for any conviction after August 27, 2002 signed by the resident and a witness, with a photocopy of the check at the bottom of page, is made available to appropriate parole officials.¹⁰
 - d. The mandatory fee of \$30.00/\$40.00/\$60.00 must be paid to the Clerk of Courts, or other designated collection agency, of each county in which the resident was convicted. A sample letter to the Clerk of Courts is attached (**Attachment 5-E, Page 1, 5-E, Page 2, or 5-E, Page 3**).
8. The following procedures shall be completed prior to the release of any pre-release resident from any CCC/CCF in order to ensure that a resident has satisfied the terms of his/her sentence, has no outstanding detainers, has complied with necessary DNA registration laws, has complied with Megan's Law registration, and that no outstanding charges remain against the resident.
- a. Within two working hours of notification of the imminent release of a resident, the attached memo (**Attachment 5-F**) along with copies of all release papers shall be faxed to the CCC/CCF support facility, Corrections Records Supervisor. Memos and release orders shall be faxed from Regional Offices for CCFs under the jurisdiction of a particular Region, not from the CCFs themselves.
 - b. Regional Directors and Contract Facility Coordinators (CFC) shall develop local procedures for the distribution of release notifications from PBPP Offices to the Regional Office CFC. Regional Offices, not CCFs, shall contact the support facility Records Office with notification of imminent release. Conversely, Release Check Lists shall be forwarded to the Regional Office CFC, rather than directly to CCFs from the support facility.

⁹ 4-ACRS-3A-06

¹⁰ 4-ACRS-3A-06

- c. Regional Offices and CCCs/CCFs shall develop local arrangements with appropriate offices of the PBPP to ensure that release papers are forwarded to support facilities by the Regional Office of CCC/CCF prior to the signing out of any resident.
 - d. Until a **Department Release Check List (see Department policy 11.5.1, "Records Office Operation, Attachment 2-A)** has been received by the CCC/CCF or Regional Office, the resident shall not be released to the jurisdiction of the releasing authority. This does not preclude the continuation of furlough for an individual nearing release.
 - e. In accordance with Department policy **11.6.1, "Sexually Violent Offender Registration (Megan's Law)"**, staff shall provide the **Sexual Offender Address Worksheet SP 4-219 (7-97)** to the resident before leaving the jurisdiction of the facility. Staff shall instruct the resident in its contents and advise the resident to immediately forward the document to the PSP in the jurisdiction where he/she shall reside.
 - f. All sites should ensure that a copy of the PBPP Release Orders as well as the **Release Check List** and notification memos are maintained in the resident's files, both at the center and at the support facility.
9. The **Community Corrections Release Check List (Attachment 5-G)** shall be used prior to release in order to ensure that appropriate business is concluded and that release documents are authentic and accurate.¹¹
- a. Where responses to the **CCC Release Check List** are negative, immediate steps shall be taken to double check the accuracy of the information, conclude any remaining business, or make arrangements for follow-up in the community upon release.
 - b. The **CCC Release Check List** shall be made part of the resident's file.
10. CCC staff and the CFC shall provide the appropriate District Office or sub-office of the PBPP with all documents prepared for the resident's release, including an approved parole plan, **PBPP-10, Order to Release of Parole/RE-parole, PBPP-11, Conditions Governing Parole/Re-parole** and **PBPP-15, Notice of Board Decision**.
11. A resident in a CCC/CCF who receives a setback from the PBPP of more than one year shall be returned to a state correctional facility. Exception to this policy may be granted by submitting a comprehensive written request to the BCC Director.
12. A resident receiving a setback of one-year or less, may remain in the program pending a recommendation by the CCC Director and approval by the Regional Director.

¹¹ 4-ACRS-5A-15

E. Pre-Parole Drug Screening Policy

The purpose of this section is to ensure compliance with Act 97 of 1989, 61 Pa.C.S.A. §331.21 and Act 159 of 1994 concerning pre-parole drug screening.

1. All residents shall be notified upon entry into a CCC/CCF of the law governing his/her release.
2. Within 45 days of a residents anticipated release, a urine sample shall be collected for the detection of the presence of drugs, so that the results can be received within appropriate time frames prior to release.¹²
3. The **Request for Drug Screening Test Form (Attachment 5-H)** shall be completed and forwarded to the appropriate District Office or sub-office to the PBPP for final discharge. Only Department employees are authorized to sign this form.
4. When proximity between the CCF and a Support CCC is a factor and time is of the essence, the Request for Drug Screening Test form shall be faxed to the appropriate District Office or sub-office of the PBPP.
5. The cost of the screening shall be the responsibility of the PBPP. The Department's Bureau of Administration (BOA) Staff shall coordinate billing with the PBPP.

F. Cross-Regional / Intra-Regional Transfers

This section standardizes procedures for cross-regional / intra-regional transfers of a CCC/CCF resident to another Region or another facility within a Region. Such transfers may only be granted for compelling reasons, such as the need for specialized treatment, gender specific housing, family and support network has moved, or employment is in another region.

1. Cross-Regional Procedures
 - a. Requests for cross-regional transfers can come from various sources. A state correctional facility, an inmate, Regional Director, a Referral Specialist, or family member may request a cross-regional transfer.
 - b. Upon determination by a Regional Director that a compelling reason exists for a cross-regional transfer, the Regional Directors of the sending and receiving regions shall coordinate the actual transfer. If a consensus cannot be reached by the Regional Directors, he/she will provide written justification to the Director, Bureau of Community Corrections for a final determination.

¹² 4-ACRS-5A-09

- c. Once approved, the referring Regional Director shall detail the particulars of the cross-regional transfer via memo and copy the involved support facilities Records Office, Office of the Victim Advocate, sending and receiving CCC Center Directors, and a copy of the memo shall be filed in the inmate's record.

G. Resident Employment/Education Preparation

This section establishes procedures that shall affect the CCC/CCF resident's re-entry into the mainstream of society as a contributing and productive member.

1. During the resident's initial intake interview, the counselor, or interviewer shall establish whether the resident shall seek employment or pursue educational or vocational endeavors.
2. Corrections Counselors shall serve as coordinators for the identification of appropriate educational, vocational, and work programs for a resident on his/her caseload. Counselors have the responsibility for evaluating the resident's work and educational experiences to ensure that there is continuity of those services in the community. This shall be addressed in the resident's **COR Plan**.
3. "School Age" is defined in Public Law as the end of the school year the student attains 21 years of age or graduated from high school.
4. In this regard, where special education programs are needed, and the resident meets the age requirement as described above, the resident's counselor shall contact the local school district for the purpose of meeting the special education needs of the resident.
5. Counselors shall ensure, by regular employee contact and review of pay stubs that an employer hiring a resident of a CCC/CCF is a legitimate businessperson and the job is a legitimate business or government enterprise.
6. Although it is legitimate to be paid in cash, a pay stub is necessary to indicate the total pay with all appropriate deductions recorded as required by law.
7. CCC staff shall brief the resident on techniques such as grooming and proper dress for the job interview.
8. CCC staff shall instruct the resident on the proper way to complete a job application.
9. The CCC Director and Corrections Counselors shall communicate with employment and training agencies to assist residents in obtaining employment or training. Information from these agencies can inform a resident of changing labor market needs and future trends in employment availability.¹³

¹³ 4-ACRS-5A-20

10. When offered employment or training, the resident is responsible for advising the employer or appropriate training personnel of his/her current commitment under the Department.
11. All employment offers shall be subject to approval by the resident's Counselor.

H. Special Case Placement

There are occasions when an individual under the jurisdiction of the BCC has demonstrated a need for special residential placement in response to chronic or terminal health problems or other factors that have significant impact upon the adjustment, programming, and welfare of the resident. This section establishes procedures related to the use of special case placements for a resident under the jurisdiction of the BCC.

1. It shall be the responsibility of the referring facility to prepare a complete rationale for the individual being considered. The package shall include comprehensive information concerning the individual's adjustment.
2. The Regional Office reviews the referral information and forwards the information to the BCC Director.
3. The BCC Director and Deputy Secretary for Reentry and Specialized Programs/ designee shall review the information and render a decision for all special placements.
4. A monthly report shall be forwarded to the appropriate Regional Office indicating the individual's adjustment each month for the entire course of the Special Case Placement.
5. Improper behavior must be reported immediately through the CCC/CCF chain-of-command to the Regional Office.

I. Resident Motor Vehicles

This section is to establish procedures regulating the possession and operation of personal motor vehicles by a resident under the jurisdiction of the BCC.

1. Prior to the operation of a motor vehicle, the resident must have a valid driver's license, appropriate insurance coverage for the vehicle, and a valid owner's registration card for the vehicle. Documentation shall be maintained in the resident's case file.
2. The resident must receive written approval from the CCC Director. A parolee must have written approval from both the Parole Agent and Center Director.
3. The resident must have written permission from the owner in order to use a vehicle owned by another person. He/She must still comply with **I. 1.** and **2.**, above.

4. At no time shall a resident of a CCC/CCF use a Department-owned vehicle to learn to drive or to take a drivers test.

J. Community Corrections Health Care Services

This section establishes procedures for providing adequate health care services for a resident under the jurisdiction of the BCC, for the recording and distribution of all controlled substances, prescribed medicines and over-the-counter drugs used by a resident of a CCC, and for providing first aid and emergency care by non-medical staff to every BCC resident.¹⁴

1. Routine Health Care

- a. A medical screening is conducted by the support facility's medical staff, prior to a resident's arrival at a CCC.
- b. Counselors provide health education to residents. Health education involves providing written information on medical services and immunizations, personal hygiene, dental hygiene, nutrition, venereal disease, HIV and AIDS, tuberculosis and other communicable diseases.¹⁵
- c. Routine health care shall be provided to a resident of a CCC by means of the following:¹⁶
 - (1) employer paid health insurance;
 - (2) publicly funded health insurance (Medicare/Medicaid);
 - (3) community sponsored public clinics or, as a last resort, Department resources;
 - (4) by written agreement with a community hospital for out-patient, in-patient, and emergency medical care;¹⁷ and
 - (5) in-house and medical resources of the support facility, if there are not other means of personal or public resources available, and providing the use of these facilities does not compromise the health of the resident or security of the facility.
- d. Every resident who has employer paid health insurance, a publicly funded health plan, or who uses community public clinics may obtain medical/dental care from any source he/she chooses. The obtaining of these services is a matter between the resident and the provider.

¹⁴ 4-ACRS-4C-13

¹⁵ 4-ACRS-5A-10

¹⁶ 4-ACRS-4C-02

¹⁷ 4-ACRS-4C-03, 4-ACRS-4C-02

- e. A resident is expected to pay for medical and dental service whenever possible. A resident who is employed is required to participate in hospital insurance plans, when available, at his/her place of employment.
- f. A resident may be returned to a State Correctional facility for continuing health care.
- g. The agreement between the CCC and the hospital administration or appropriate hospital employee shall specify that the hospital shall accept a CCC resident who seeks the services of the hospital, whether in-patient, out-patient, or emergency room service.
- h. The agreement shall address specific concerns that are of interest to both parties (details surrounding payments, costs, limitations on use of televisions, telephones, etc.).
- i. Dental service of an emergency nature may require returning the resident to the support facility to obtain treatment with a licensed dentist when other resources have been exhausted.

2. Staff Controlled Medication

- a. All controlled substances, psychotropic medication, medication ordered in diminishing doses, anti-tubercular medication, including prophylaxis, and all syringes and needles shall be turned over to the CCC Director/designee when the resident arrives at the CCC along with any instructions regarding the use of the medication.¹⁸
- b. All of the above medications that require refrigeration shall be maintained in a locked refrigerator. Medication, which needs no refrigeration, shall be maintained in a locked cabinet. This process shall be monitored by the CCC Director/designee.
- c. All of the above medication shall be maintained in a locked cabinet and made available to the appropriate resident at the times prescribed. The CCC Director/designee shall confirm that the appropriate medication container is being given to the appropriate resident.
- d. The resident shall be handed the entire medication container.
- e. The resident shall then dispense the appropriate dose to himself/herself and hand the container back to the CCC Director/designee.

NOTE: For Prerelease and SIP residents only, a Letter of Request (Attachment 5-1) should be provided to each prerelease/SIP resident for him/her to take along to a doctor's office visit. Counselors should provide a copy of this letter to current prerelease/SIP

¹⁸ 4-ACRS-4C-12

residents and any future admissions. Counselors will complete the bottom portion of the letter (name/address/phone/fax of the CCC). The letter is to advise physicians that controlled substances and/or medications that have an addictive potential not be prescribed for the resident if alternative medications can be used.

3. Self-Administered Medication

- a. Each resident maintaining his/her own medication shall ensure that the medication is maintained in an appropriate, personal, locked area of the CCC.
- b. Staff shall review the instructions indicated on the medication with the resident to ensure his/her understanding of the instructions.
- c. A resident shall report all medication, including over the counter and prescribed medication currently being taken, to the CCC Director/designee when the medication is received or purchased.
- d. Appropriate records shall be maintained of all medication that is secured at the CCC.

4. First Aid Kits

- a. First aid kits are available in designated areas of the facility. Contents and locations are approved by the health authority. An automatic external defibrillator (AED) is available for use at the facility. The CCC Director shall correspond with his/her support facility's Corrections Health Care Administrator (CHCA) with a listing of the contents and/or type of first aid kit in order that the CHCA can authorize, in writing, the use of that kit.¹⁹ The use of these kits shall be governed by the following:
 - (1) the kit is to be used by properly trained staff in the initial management of injury or emergency;
 - (2) access to these kits is to be under strict control of staff personnel in the area in which the kit is located; and
 - (3) an inventory sheet shall be contained in each first aid kit.
- b. Items contained in these first aid kits shall be inventoried monthly, and a verification of this inventory shall be made on the inventory sheet with the date and signature of the staff person conducting the inventory. The CCC Director/designee conducts the inventory and ensures replacement of used items.

¹⁹ 4-ACRS-4C-05

K. Personal Hygiene

The purpose of this section is to establish procedures that shall ensure that an indigent resident is provided basic personal hygiene articles and that each resident has the opportunity to address his/her basic hygiene needs.²⁰

1. A resident entering a CCC/CCF who does not have sufficient funds to purchase personal articles shall be issued any or all of the following items:

- a. Basic Female Kit

The basic female kit shall include the following items:

- (1) razor;
- (2) toothbrush;
- (3) tooth paste or powder;
- (4) shaving cream;
- (5) comb;
- (6) soap;
- (7) shampoo;
- (8) deodorant; and
- (9) special hygiene articles.

- b. Basic Male Kit

The basic male kit shall contain the following items:

- (1) razor;
- (2) toothbrush;
- (3) tooth paste or powder;
- (4) shaving cream;

²⁰ 4-ACRS-4B-01

- (5) comb;
- (6) soap;
- (7) shampoo; and
- (8) deodorant.

c. Other items

Other items shall include the following:

- (1) pencil;
- (2) envelopes (10); and
- (3) cup and spoon.

2. Toilet paper shall be readily available at all sites.

3. Residents have access to operable showers with temperature-controlled hot and cold running water. There is a minimum ratio of one shower for every eight residents, unless national or state building or health codes specify a different ratio. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of residents and promote hygienic practices.²¹

L. Resident Death/Next of Kin Notification

Immediate and appropriate notification of next-of-kin is an extremely important and sensitive responsibility of CCC/CCF staff.

1. Serious or Critical Illness

- a. Each resident shall designate two individuals to be notified in the event of serious or critical illness, injury²² or death. The information shall be maintained in the resident's case file.
- b. Community health care facilities shall advise the next-of-kin of the exact medical condition of the resident.
- c. In the event that the health care facility chooses not to do so, the CCC Director/designee shall notify the next-of-kin of the location of the health care facility.

²¹ 4-ACRS-1A-12

²² 4-ACRS-4C-21

- d. Technical questions regarding the resident's medical condition shall be referred to the appropriate physician or medical staff.
- e. Documentation of this notification shall be made in the **DC-14**.

2. Death

In the event of the death of a resident, the procedures delineated in **Section L.** above, shall be followed with the exception of the following:

- a. The CCC Director or Contract Facility Coordinator shall be responsible for coordinating the notification of the next-of-kin. Primarily, the community hospital or community health care facility staff shall be used to provide that notification. However, if that is not possible, the CCC Director/designee or Contract Facility Coordinator shall assume that responsibility.
- b. The CCC Director or Contract Facility Coordinator shall be responsible for obtaining a statement from the physician regarding the time and cause of death. An autopsy shall be requested if there are unusual circumstances.²³
- c. Notify PSP in all cases.
- d. The CCC support facility Business Office shall provide assistance if the body is not claimed by family members.
- e. **Report of Inmate Death (See Department policy 13.1.1, Management and Administration of Health Care, Attachment 9-A)** contains the information, which shall be faxed in to the BHCS by the Regional Director/designee. This should be accomplished on the same day as the death occurs or, at the latest, the next working day. A preliminary report should be phoned in to the Clinical Services Coordinator on the same day as the death occurs.
- f. The CCC Director or Contract Facility Coordinator shall contact the Director, Bureau of Health Care Services (BHCS) and provide him/her with the inmate's name, DOC number, date of birth, date of death, and social security number to obtain a copy of the Death Certificate. The autopsy and Coroner's Report, and any additional reports such as the Toxicology Reports, Identification Reports, Local and/or State Police Reports, etc., shall also be obtained and forwarded to the support facility and to the BHCS.
- g. In addition to the notification required by this section, CCC staff shall follow the procedures for Reporting of Extraordinary Occurrences in accordance with Department policy **6.3.1, "Facility Security."**

²³ 4-ACRS-7D-15

M. Literacy

This section establishes procedures that shall provide opportunity to eradicate a language or literacy problem for a CCC resident that has trouble with basic communication skills that affect his/her understanding of the program's rules and regulations.

1. Staff Initiative

Communication, language or literacy assistance shall be provided by staff or other qualified individuals under the supervision of a staff member.²⁴

2. Staff Referral Process

Treatment staff shall make appropriate referrals for any resident with communication difficulties to certified programs designed to address a language or literacy problem.

N. Pre-Release Resident Out-of-Region Travel

It is the purpose of this section to standardize the procedures for obtaining approval for out-of-region travel for a resident under the jurisdiction of the BCC and to set forth the guidelines under which such travel is authorized.

1. The only circumstances under which any CCC resident may be permitted to leave his/her assigned Region are:
 - a. an emergency trip for a short period of time as related to a personal or immediate family crisis (serious illness, funeral, etc.);
 - b. when the resident's employment requires frequent or occasional crossing of regional boundaries; and
 - c. when a situation exists in which the resident would have to cross regional boundaries in order to spend a brief period of time with his immediate family, the resident's progress in the program has been satisfactory, it is felt that this would be necessary for the reintegration with the immediate family.
2. Travel out of the Commonwealth of Pennsylvania is prohibited.
3. All out-of-region travel shall be approved by the Regional Director prior to travel.
4. In the case of an emergency where no prior furlough investigation has been completed, the Center Director, via the Regional Director, shall request that the Region nearest the

²⁴ 4-ACRS-3A-04, 4-ACRS-3A-05

intended destination conduct an emergency furlough investigation and request a verbal report, followed by a written report, on the proposed residence.

5. If no available or suitable personal residence exists, the resident may be housed in a CCC/CCF within the designated area.
6. All requests made to the Regional Director shall be in writing and a written approval received prior to the resident's departure.
7. Any request for deviation shall be forwarded to the BCC Director.
8. Parolee travel requests will be approved by PBPP staff and the Center Director.

O. Resident Visiting Procedures

Reintegration of family and community with the offender is a major responsibility of Community Corrections. Time spent together in facilities provides a supervised setting for initial and continued contact. Therefore, visits shall be encouraged to the greatest extent possible given staff availability and physical plant resources. Residents are to have opportunities for involvement with family and participation in community activities before final release.²⁵

1. A CCC/CCF resident must comply with all Community Corrections guidelines and procedures.
2. Every person entering a CCC/CCF is subject to search.
3. A person entering a CCC/CCF shall immediately inform staff of his/her presence. The visitor shall state the nature of his/her visit, including the name of the resident he/she is visiting.
4. A visitor shall enter his/her name and name of resident they are visiting in the visitor's log. Proper identification shall be verified by the CCC Monitor on duty.
5. A visitor is only allowed in the visiting area or staff office, if appropriate.²⁶ A visitor shall be shown directly to the visiting area.
6. Center staff shall contact the resident and inform him/her that he/she has a visitor.
7. A former CCC resident may visit a current resident only with special written permission from the CCC Director.

²⁵ 4-ACRS-5A-16

²⁶ 4-ACRS-2A-02

8. A CCC resident wishing to visit another inmate in a state correctional facility must receive prior approval from both the Regional Director of Community Corrections and the Facility Manager. The Bureau Director will then seek final approval from the appropriate Deputy Secretary.
9. Visits may be restricted when the Center staff deems that the resident is failing to accomplish established goals or when the visitor has violated the Center's rules in some manner.
10. When necessary, the CCC Director may authorize special visits in writing.²⁷

P. Kitchens - Space, Equipment, Storage, and Sanitation²⁸

Each CCC shall provide adequate space and equipment to provide for food storage, food preparation, and refrigeration of food supplies. An eating and seating area is provided for all who dine at the same time.²⁹

1. Shared utensils are maintained in the kitchen area of the facility. Personal utensils of a resident shall be clean and locked in a secure personal area of the facility.³⁰
2. The CCC Director/designee shall ensure the kitchen and equipment is in good repair and cleaned on a regular basis.
3. CCC staff shall ensure that all kitchen and dining areas are properly ventilated, furnished, and clean at all times.³¹

Q. Resident Sleeping Quarters and Accommodations

This section establishes guidelines and standards for the sleeping quarters of each resident under the jurisdiction of the BCC.

1. Upon arrival at the Center, each resident shall be assigned sleeping quarters. The area shall be cleaned and disinfected prior to the assignment. The bed, mattress, and pillow shall already be placed in the sleeping area. A closet locker, or other suitable device, shall be available for the storage of personal items.
2. The following suitable, clean items shall be issued to each CCC resident and attested to by the resident's signature:³²

²⁷ 4-ACRS-5A-18

²⁸ 4-ACRS-4A-07

²⁹ 4-ACRS-4A-05

³⁰ 4-ACRS-2D-01, 4-ACRS-2D-02

³¹ 4-ACRS-4A-06

³² 4-ACRS-4B-04

- a. one blanket or sufficient blankets to provide comfort under existing temperature controls;
 - b. one mattress;
 - c. two sheets; and
 - d. one pillow and pillowcase.
3. The Center Director shall ensure that either a weekly linen exchange is made available, or ensure residents launder their linens weekly.³³
 4. The CCC shall permit the resident to decorate his/her sleeping quarters with personal possessions. Rules regarding the decorating of living/sleeping quarters are available to all residents and staff. Those rules shall be reviewed annually and revised, if necessary.³⁴
 5. In a CCC, a male and female resident shall not occupy the same sleeping room.³⁵
 6. Each resident shall have, at a minimum, the following:³⁶
 - a. some degree of privacy;
 - b. sanitation facilities, including access to toilets for use without staff assistance 24 hours per day;
 - c. access to wash basins with hot and cold running water;
 - d. a bed, and storage space for clothes and personal belongings;
 - e. natural light from a source within 20 feet of the sleeping room;
 - f. temperatures that are appropriate to the summer and winter comfort zones;
 - g. access to writing and seating space; and
 - h. residents have access to operable showers with hot and cold running water, at a minimum ratio of one shower for every eight residents.³⁷
 7. The number of residents shall not exceed the facility's rated bed capacity.³⁸

³³ 4-ACRS-4B-04

³⁴ 4-ACRS-1A-15

³⁵ 4-ACRS-1A-14

³⁶ 4-ACRS-4B-03

³⁷ 4-ACRS-1A-12

³⁸ 4-ACRS-1A-10

8. The following environmental conditions shall be met within the housing units or sleeping quarters of a CCC:³⁹
 - a. lighting: natural lighting shall be provided, wherever possible. Documentation shall be provided by an independent, qualified source that lighting is at least 20 foot-candles at desk level and in personal grooming areas;
 - b. air circulation: air circulation shall be at least 15 cubic feet of outside or re-circulated filtered air per-minute, per-person and should be checked not less than once per accreditation cycle (once every three years);⁴⁰
 - c. water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of residents and to promote hygienic practices;⁴¹ and
 - d. measurement for the above levels can be accomplished through the appropriate Regional Office or the Department's Bureau of Operations. A written report of levels achieved shall be maintained after measurements are made.
9. In order to provide a resident the opportunity for laundering of clothing, linens, etc., laundry facilities shall be available for the resident to use in the facility with one operable washer and one operable dryer for every 16 residents. Alternative equivalent laundry facilities shall be available within one mile of the facility.

R. Personal Property

This section establishes procedures for personal property of a resident under the jurisdiction of the BCC.

1. The CCC Director shall provide each resident with a list of specific personal property that the resident can retain in his/her possession and shall govern the control and safe-guarding of such property.
2. All personal belongings placed in temporary storage at the facility shall be itemized by the CCC Monitor and witnessed by another staff person. A copy of the itemized list of personal property shall be kept in the resident's permanent file.⁴²
3. A permanent file for stored property shall be maintained.⁴³

³⁹ 4-ACRS-1A-07, 4-ACRS-1A-08

⁴⁰ 4-ACRS-1A-08

⁴¹ 4-ACRS-1A-12

⁴² 4-ACRS-7D-13, 4-ACRS-7D-14

⁴³ 4-ACRS-7D-14

4. Each resident, upon arrival at a CCC, shall be required to designate two individuals who shall be authorized to receive his/her personal belongings in the event that the resident is removed from the CCC or unable to claim those items.
5. The CCC Director shall create a form letter for the resident's signature authorizing his/her designee to retrieve the personal belongings within seven working days.
6. In the event a resident is removed from the CCC, staff will inventory the personal property in that resident's assigned area. Within seven days, of being notified that he/she must retrieve the resident's property, the person designated by the resident has must claim it, this includes any vehicle the resident may have on the property, or the property will be removed from the CCC. Removal will occur at the resident's expense either by shipping the items to the designated person or donating the items to a charitable organization.
7. In the event that a resident escapes or absconds from the CCC, any personal property that is left behind will be considered abandoned by the resident and will be immediately removed. Removal will be accomplished by donation to a charitable organization or disposal.

S. Religious Participation

1. Each resident under the jurisdiction of the BCC may attend religious services of his/her choice on a voluntary basis.⁴⁴
2. The CCC Director/designee or a staff volunteer shall serve as the Religious Coordinator.⁴⁵ The Coordinator shall be responsible for posting or having available, a list or directory of religious organizations or churches within the area of the CCC. This list shall be updated as necessary. The list shall contain at a minimum the name of the religious facility, its location, denomination or religious affiliation, and days and times of services. Any other religious events or brochures from various religious facilities can also be posted.
3. A resident shall sign out to attend a religious service at a specific location.

T. Closing Summary Report

1. Within 10 working days after a resident is released from a CCC/CCF or returned to the support facility, the Counselor shall complete the Closing Summary Report.⁴⁶
2. This report shall be the responsibility of the assigned Counselor and shall be reviewed and signed by the CCC Director prior to dissemination.

⁴⁴ 4-ACRS-5A-22

⁴⁵ 4-ACRS-5A-22

⁴⁶ 4-ACRS-5A-15

3. The report shall include, at a minimum, the following:
 - a. a summary of the resident's program activities including, but not limited to, Vocational Programs and Therapy/Counseling Programs;
 - b. community resource references that affected the outcome of supervision;
 - c. a description of the resident's social and family circumstances, including any significant changes while at the CCC/CCF;
 - d. an assessment of program participation and overall CCC/CCF adjustment; and
 - e. any unusual occurrences.
4. For a resident who was in a community support agency prior to completing or leaving Community Corrections supervision, a similar report shall be completed.
5. Distribution of Reports

Reports shall be distributed as follows:

- a. original to Records Office of the Support facility for inclusion into the **DC-15** record;
- b. one copy to the Community Corrections Regional Office;
- c. one copy to the local Parole Office; and
- d. one copy for the resident's file.

U. Parolees in CCCs

This section establishes procedures for services to and responsibilities for a resident assigned to a CCC/CCF who is under the jurisdiction and control of the PBPP.

1. The CCC shall provide services for a parolee under the jurisdiction of the PBPP, when appropriate, however, certain procedures differ as described below.
 - a. Intake - Center staff, in cooperation with the Parole Office, shall develop an individual program plan for each parolee. The parolee shall be given an orientation, including rules and emergency procedures.
 - b. Medical Services - The CCC/CCF shall notify the Parole Office of medical problems brought to their attention by the parolee. All medical and dental expenses for a parolee under the supervision of the PBPP are the responsibility of the parolee. Parole staff shall assist the parolee in finding appropriate community resources.

- c. Any unauthorized absence of a person described in this section shall be reported promptly to the Parole Office or the PBPP 24/7 Office after normal business hours.⁴⁷
 - d. Driving - Permission to drive shall be requested from the supervising Parole Office.
 - e. Discipline - a person under parole supervision is subject to CCC/CCF rules and minor sanctions. However, if an act is alleged to have been committed by a resident under supervision, which would require a recommendation of a major sanction, a formal disciplinary hearing is not required. Rather, CCC/CCF staff shall forward reports of such misconduct to the Parole Office for disposition as that agency considers appropriate. The original of the report shall be forwarded to the Parole Office.
 - f. Fiscal - a parole resident is subject to the same fiscal collection procedures as a pre-release resident.
2. The CCC shall coordinate drug counseling and urine surveillance procedures with the supervising Parole Agent. For a person described in this procedure, this matter is the administrative and fiscal responsibility of the Parole Agent.

Note: At no time shall a urinalysis for a parolee be charged to the Department via the Department's urinalysis lab contract.

3. Parolees are not eligible for furloughs. Absences other than "sign out" must be approved by the supervising Parole Agent and documented.

V. Resident Access to Courts/Counsel

1. Staff shall assist a resident, when necessary, in making confidential contact with attorneys and his/her authorized representatives, including law students, special investigators, and other persons who have a legitimate connection with the legal issue being pursued.
2. Provisions shall be made for visits by such individuals during normal facility hours, and after-hour visits requested because of special circumstances.⁴⁸ Correspondence and telephone communications with such individuals shall not be censored except when necessary to maintain security in the CCC/CCF.
3. Staff shall ensure the right of a resident to have access to the courts and to a law library.⁴⁹ A resident seeking judicial relief shall not be subject to reprisals or penalties because of his/her decision to seek such relief.

⁴⁷ 4-ACRS-2A-12

⁴⁸ 4-ACRS-6A-02, 4-ACRS-6A-01

⁴⁹ 4-ACRS-6A-02

W. Community Resources for Residents

This section establishes procedures that shall ensure each resident of a CCC/CCF receives or is directed to community resources to ensure he/she receives food, clothing, and other items of service needed by him/her during this transition period and beyond.⁵⁰

1. CCC/CCF staff shall maintain and periodically update a directory of community resources to which a resident can be referred:
 - a. food, either in the form of meals or food stuff;
 - b. clothing, to help with the transition to wage earner;
 - c. legal services, in those instances where questions arise regarding sentences or other legal matters;
 - d. financial assistance, when necessary for emergency purchases; and
 - e. other necessary services.
2. Local procedures shall be developed to ensure that community resources are available to a resident, either through referrals for service or by contractual agreement.

X. Recreation and Leisure Time Activity

This section establishes procedures regarding indoor and outdoor recreation and leisure time activities of a resident.

1. Specific areas of a CCC shall be designated as Resident Recreation Areas. Those areas, subject to physical plant limitations, shall provide for activities such as television, games, reading, and study activities.⁵¹
2. Where insufficient space exists for large numbers of activities, or where outside recreation areas are limited, arrangements shall be made with community agencies that normally provide leisure time activities for a resident. Resident programming shall allow for use of these activities.
3. The Inmate General Welfare Fund (IGWF) is a source of revenue for a CCC to purchase equipment and furnishings for the leisure time activities for a resident of those Centers.
4. The CCC's Recreation Fund may be used to purchase leisure time services such as YMCA memberships, etc.

⁵⁰ 4-ACRS-7D-31

⁵¹ 4-ACRS-5A-23, 4-ACRS-5A-21

5. Appropriate sections of the Resident Handbook, CCC Rules, and other documents shall contain appropriate provisions for recreation and leisure time activities of a resident.

Y. Resident Mail

A CCC/CCF shall provide a resident access to communication with members of society through the established public mail system. A CCC/CCF shall determine the types of publications allowed, and review publications intended for a resident. Restrictions shall be related directly to facility order and security, public safety, and obscenity laws and statutes. These conditions and restrictions apply to all correspondence sent or received by a resident of a CCC/CCF.

1. A resident may use public facilities for receiving or sending his/her mail or receive and send mail at the CCC/CCF.
2. At the time of reception, a forwarding address for mail and a custodian of personal property will be identified by the resident. Upon release or after a return to facility custody, first class mail and packages will be forwarded either to the resident at the facility or the forwarding address in the event of release.⁵²
3. A resident is prohibited from the following:
 - a. correspondence with a current or former employee, current or former volunteer, inmate, current or former contract employee, former inmate, parolee, probationer, or victim of the resident's criminal acts except with the approval of the Regional Director. When the requested correspondence is with an inmate who is currently incarcerated, permission from the chief administrator of the facility must be secured along with permission from the Regional Director/designee;
 - b. sending or receiving correspondence containing threatening or obscene material, as well as correspondence containing criminal solicitations, or that which furthers a criminal plan or misconduct offense;
 - c. using a CCC/CCF address to fraudulently identify him/herself as an employee, agent, or representative of the facility. For example:

John Doe, Paralegal
Harrisburg Community Corrections Center
123 North Second Street
Harrisburg, PA 12345
 - d. writing to an individual who has stated in writing that he/she does not wish to receive correspondence from the resident. These individuals must have written to the Depart-

⁵² 4-ACRS-5A-23, 4-ACRS-5A-21

ment, the facility in which the resident was previously housed, or the CCC/CCF or the CCC Regional Office. This restriction is not to be interpreted to infringe on the right of a resident to correspond with a public official with regard to the performance of his/her official duty; and

- e. corresponding with a prohibited party directed through a third party.
4. The resident who is without funds to purchase postage, envelopes, and stationery and who needs to correspond with family members to maintain community ties may request assistance from CCC/CCF staff to identify appropriate community resources to provide postage, envelopes, and stationery. They may receive, without cost, up to five first class postage stamps per calendar month, along with necessary writing paper and envelopes.⁵³ As a last resort, the CCC Recreation Fund may be used for this purpose.
5. Mail will not be sent with writings or drawings of an obscene nature on the envelope. Such mail will be disposed of at the resident's expense.
6. Mail received with writing or drawings of an obscene nature on the envelope will be returned at the resident's expense.
7. If incoming correspondence is determined to be undeliverable for any reason other than item A. 3. a, A. 3. b, and A. 3. c, above, it will be marked appropriately and returned to the sender at the resident's expense.
8. If a determination is made that mail contains possible contraband, the resident will be required to open the mail in front of center staff to view the contents. Any contraband concealed in any correspondence will be confiscated. Contraband will be held for inspection and disposition.
9. All packages received by a resident at a CCC/CCF must be opened in front of center staff to ensure there is no contraband.
10. A resident must be notified that his/her income or outgoing mail has been withheld.
11. The CCC/CCF will not knowingly disseminate obscene or explicit materials to any resident.
12. Security
 - a. The CCC/CCF staff may open and inspect incoming and outgoing, non-privileged correspondence upon the approval of the Regional Director/designee when there is reason to believe that the security of the CCC/CCF may be impaired, that this

⁵³ 4-ACRS-6A-06

directive is being violated, or there is evidence of criminal activity or of a misconduct offense.⁵⁴

- b. Any contraband finds will be recorded in the CCC
- c. A resident who violates this directive will not lose basic correspondence privileges. However, violations may result in the monitoring of mail until such time as it is determined that further violations will not occur. Any violations of this directive may result in misconduct charges being filed.

Z. Use of Force

Physical force is used only in instances of self-protection, protection of the offender or others, prevention of property damage, prevention of escape, or to maintain or regain control.⁵⁵ All use of force, including deadly force, shall be in accordance with Department policy **6.3.1, "Facility Security."**

AA. Escapes

1. Failure of a resident to return to a CCC/CCF at the pre-designated time dictates that the resident be considered an escapee and charged accordingly.
2. Prior to formally declaring a resident an escapee, a "grace period" of not more than 12 hours may be granted. This allows the CCC/CCF to attempt to make contact with the missing resident. Within five hours, CCC/CCF staff shall contact appropriate local authorities in order to advise them of the missing individual.
3. Reporting an escape shall be in accordance with Department policy **6.3.1, Section 13, Escape Packets and 6.3.1, Section 17, Reporting of Extraordinary Occurrences.**
4. When a resident escapes from a CCC/CCF, a **Detainer (Attachment 5-J)** shall be placed in the escape packet. Upon notification that the escapee has been apprehended, the detainer shall be lodged against him/her.
5. In the event an inmate fails to report to a CCC/CCF from a state correctional facility, the CCC/CCF Director/designee shall immediately contact the referring facility in order that escape charges can be filed by the referring facility. The CCC/CCF Director/designee shall immediately contact the 24/7 Unit for Victim Services and report the incident. The 24/7 Unit should be called for pre-release and parole failure to reports. In this instance, the referring facility shall disseminate the modified escape packet information to the appropriate authorities, generate a **DC-121, Part 2, Extraordinary Occurrence Report** in accordance with Department policy **6.3.1, Section 17** and issue a misconduct.

⁵⁴ 4-ACRS-6A-08

⁵⁵ 4-ACRS-2B

6. Any State Intermediate Punishment (SIP) or out-of-state PennCAPP resident that escapes shall be handled the same as any pre-release resident escape.
7. Upon notification that an escaped SIP inmate is recaptured and found to be detained by other authorities (DBOA), the recipient of the information shall forward that information to the Bureau of Treatment Services (BTS) so that a letter is generated to the sentencing Judge informing the Judge of the recapture and that the SIP inmate is considered to be a program failure, and should receive a new sentence. This information shall also be provided to the Bureau of Community Corrections, Assistant Director for Programs and Evaluations, for tracking purposes.
8. ***When a parolee is in absconder status and returns to the CCC/CCF to turn himself/herself in, he/she should be allowed to return and wait for his/her parole agent to pick him/her up. The parolee does not get to resume his/her stay at the CCC/CCF and is not considered to be accepted; however, he/she may remain at the CCC/CCF until his/her parole agent arrives. The 24/7 line should be contacted in order to notify the parole agent of the parolee's return. The parolee shall not be turned away under any circumstances. A DC-121, Extraordinary Occurrence Report shall be completed on every absconder who turns himself/herself in with the time of return noted, the time of pick up noted, the name of the parole agent involved, and the 24/7 operator who took the call for pickup.***

BB. Detainers

The immediate detention of an individual under the jurisdiction of the BCC who may be involved in an illegal activity, a chronic program violator, wanted by another jurisdiction, a danger to him/herself or others, or any other of a number of situations which may cause a resident of Community Corrections to flee the jurisdiction of the Department, requires that a mechanism exists to secure that individual in a borough, township or any other city or county prison in the Commonwealth.

1. The CCC Director or other appropriate staff shall complete the **Detainer (Attachment 5-J)** indicating the resident's name and DC number.
2. The **Detainer** shall be signed by the appropriate staff member and shall indicate the specific CCC/CCF to which the individual is assigned.
3. The **Detainer** shall be forwarded to the appropriate secure facility once the inmate has been detained.
4. The **DC-7X, Temporary Transfer Form** shall accompany the **Detainer**. It is the purpose of this form to provide immediate, important data to the local facility until such time as the individual is transferred back to Department custody.
5. A photograph or copy of the Wanted Poster shall be attached to the **DC7X** for identification purposes.

6. The local detention facility shall be contacted on a frequent and regular basis to advise them of the continuing status of the individual and to ensure that the individual is not released from that facility.

Section 6 - CCC Programs

The following standardized programs offered on-site in state-run community corrections centers respond to offender needs upon transition/re-entry. In addition, residents are referred to numerous community providers to address individual needs and maintain treatment gains achieved while incarcerated,

A. Transitional Issues Program (TIP)

The Transitional Issues Program, rooted in an evidence-based Cognitive Behavior Therapy (CBT) model, uses a Motivational Interviewing (MI) counseling style to elicit positive behavioral changes. This 12-session program, delivered to residents on pre-release or parole status identified as having moderate to high-risk treatment needs, is based on the Thinking for a Change curriculum. TIP targets criminogenic needs and addresses the primary issues of motivational enhancement, cognitive restructuring, problem solving and coping strategies, goal-setting, interpersonal communication skills, and anger management, with the ultimate goal of developing and maintaining prosocial cognitions, attitudes, and behaviors.

B. Violence Prevention (VP)

The Violence Prevention Program is a 25-session program that provides inmates with appropriate alternatives for dealing with aggressive behavior and feelings of anger and frustration. Violence Prevention teaches positive coping techniques that reduce physical conflicts and confrontations in the facility, as well as incidents of violence in the community.

C. Family Support Alliance Support Groups (FSA)

The main objective of the Family Support Program (FSP), through its parent affiliate, the Pennsylvania Family Support Alliance (FSA), is to enhance parenting skills of program participants and, in turn, prevent child abuse. The FSP is a weekly support group during which residents, under the guidance of a professionally trained facilitator, learn to manage emotional stress and handle common parenting problems appropriately. The intended outcomes include an increased understanding of positive parenting skills as well as an increased social support network for participants, which offers positive role models and safe people with whom to discuss parenting concerns.

D. Sex Offender Programming (SOP)

Outpatient sex offender programming is available to Community Corrections Center residents who require those services. Contracted vendors provide outpatient sex offender treatment via referral. Programming incorporates specialized sex offender assessment of risk for general, violent, and sexual recidivism as well as need areas (SONAR, MnSOST-R, Hare PCL-R, RRASOR, Static-99, Able, polygraph, etc.) with the delivery of cognitive-behavioral and radical behavioral modification approaches.

E. COR Phase II

COR Phase II is an individualized assessment and prescription process based on case management. Inmates released from state correctional facilities to community corrections centers and contract facilities complete a COR plan, with a staff member, within two weeks of center/facility placement. The COR Plan is formed by individual assessment scores, completed programming, and parole recommendations. Assessment of the resident's progress is conducted every two weeks via individual or group sessions and documented in the progress notes. The COR Plan Phase II is designed to impress upon the resident his/her need to assume responsibility in achieving goals in the following areas:

Basic Life Skills	Health Care
Education/Vocation	Treatment Needs
Employment	Mentoring
Personal Finance	Community Service
Housing	Probation and Parole

Of primary importance in COR Phase II is the establishment of community ties, identification of positive role models, and securing employment to provide financial support for the inmate and his/her family. COR Phase II is intended to facilitate successful transition with family and community by providing a structured, resourceful environment which the resident will rely upon less as community ties are developed. To this end, residents' time away from the centers/facilities will gradually increase during the program as they successfully adapt.

F. Contract Facility Residential Program Offerings

The BCC contracts with a number of community providers to address the specialized and diversified needs of the state offender population. These partnerships include intensive residential as well as outpatient programs.

1. Alcohol & Other Drug (AOD) Inpatient Treatment

The BCC contracts with community treatment facilities, licensed through the Department of Health's Bureau of Drug and Alcohol Programs (BDAP), to provide 45 – 90 day inpatient AOD treatment programming for residents. The vast majority of these programs operate within a Community-based Therapeutic Community (CBTC). This therapeutic model may also be used to provide Level 2 AOD treatment services for the State Intermediate Punishment (SIP) program participants, which requires a minimum of two months in a CBTC following release from a Therapeutic Community (TC) within one of the designated state correctional facilities.

2. Dual-Diagnosis Inpatient Treatment (DDG)

Residents with co-occurring mental health and substance abuse disorders may be placed in community residential facilities, which provide intensive, inpatient dual-diagnosis treatment. These facilities, licensed through the Department of Health's

Bureau of Drug and Alcohol Programs (BDAP), offer variable lengths of stay ranging from short-term (28 days) to longer term care options. Both programs are founded upon the therapeutic community model. In addition to the provision of Alcohol and Other Drug (AOD) programming, these programs offer the professional expertise and experience (psychiatry and psychology staff) to address the special challenges arising from the interaction between substance abuse/addiction and mental health issues.

3. Mental Health Services (MHS)

Residents diagnosed with severe mental health problems may be placed in community residential facilities, which provide either on-site programming or case management services with referral to appropriate outpatient AOD treatment services. In response to the specialized rehabilitative needs of this sub-population, mental health treatment services include, but are not limited to comprehensive assessment, psychiatric evaluation and consultation, individual and group counseling, case management, and coordination of treatment services.

G. Contract Provider Specialized Outpatient Programs

1. Chester Aftercare Program

The Chester Aftercare program provides up to six months of outpatient treatment following completion of the 12-month inpatient Therapeutic Community (TC) at SCI-Chester. Aftercare includes psychological services, family counseling, individual counseling, case management, group therapy, support groups, and discharge planning. The intensity of services is reduced (from 3 hrs of treatment/week during the first 3 months to 1 hour of treatment/week for the last 3 months) in order to provide gradual and successful offender transition and reentry into the community.

2. Erie Pennsylvania Re-entry Project (EPRP)

The EPRP, supported by the federal Serious Violent Offender Re-entry Initiative (SVORI) grant, is designed to accomplish four major goals: to ensure public safety, reduce re-offending, coordinate existing community resources under a central authority, and address offender needs from the time of incarceration through community transition. To this end, EPRP ensures a continuum of care from the state correctional institution throughout the offender's transition to and stabilization in the Erie County community. The project utilizes individual re-entry plans to comprehensively address each offender's transitional needs, primarily in the areas of employment, education, substance abuse prevention, housing, and family. EPRP ensures that the service provider initiates contact with the offender while incarcerated and maintains contact through re-entry to provide the support and resources needed throughout the following three phases of reintegration:

- a. "Protect and Prepare" (facility-based programs);
- b. "Control and Restore" (community-based transition programs); and

- c. “Responsibility and Productivity” (aftercare programs).

H. “Front-End” Diversionary Programs

1. State Intermediate Punishment (SIP) Program

The State Intermediate Punishment (SIP) Program provides an option in State prison sentencing for those offenders who:

- a. have Alcohol or Other Drug (AOD) issues (addiction or offense motivated by use of AOD);
 - b. have less serious offense(s); or
 - c. would have received a sentence of 30 months or more.
2. When an offender qualifies for the SIP Program, an Alcohol and Other Drug (AOD) assessment is conducted by the Department and a recommendation for the SIP program, along with an individualized treatment plan, is provided to the Court.

The offender is sentenced to the 24-month SIP program, if all parties agree. The program consists of the following levels:

- | | |
|----------------------------------|---|
| LEVEL 1:
(Inpatient) | not less than seven months in a State Correctional Facility, with a minimum of four months of this time in an institutional therapeutic community (TC); |
| LEVEL 2:
(Inpatient) | not less than two months in a community based therapeutic community (CBTC); |
| LEVEL 3:
(Outpatient) | not less than six months in Outpatient (OP) AOD treatment while housed in a Community Corrections Center (CCC), Community Contract Facility (CCF), or an approved Transitional Residence; and |
| LEVEL 4:
(Re-entry) | the remainder of the 24 months will be a period of supervised reentry into the community while housed in a CCC, CCF, or an approved Transitional Residence. |

- 3. The SIP participant may transfer between different program levels, depending on his/her overall adjustment to the program.
- 4. Upon successful completion of the SIP program, the Department will notify the sentencing Court and all relevant parties.

I. “Back-End” Diversionary Programs

1. Back on Track – Outside (BOT-O)

Back on Track-Outside is a 12-week community residential program designed for technical parole violators who experience difficulty with problem solving, decision-making, and life skills, but whose behavior does not necessitate immediate incapacitation. This program incorporates evidence-based cognitive behavioral practices including comprehensive assessment of offender risk/needs, motivational techniques, cognitive restructuring, role-play with behavioral rehearsal and modeling of alternative prosocial behaviors, etc.

2. Pennsylvania Community Alternatives to Prison Program (PennCAPP)

These “secure violation centers” are 90-day, residential facilities, which divert technical parole violators from incarceration while providing the structure and programming intervention needed to address their at-risk behaviors.

Section 7 - Contract Facilities

A. Community Contract Facilities (CCF)

The Department recognizes that it may be necessary to place residents having pre-release or parole status into community programs operated by private vendors.

1. Placements may be needed for a variety of reasons, including but not limited to the following:
 - a. the need for additional community bed space;
 - b. the need for specialized programming in the areas of substance abuse, sexual dysfunction, and/or MH/MR treatment; and
 - c. the need for vocational/education evaluation and training.
2. Frequently, the private sector is in a position to provide such services in an efficient and timely manner.
3. It is the responsibility of the Bureau of Community Corrections (BCC) to make use of these resources to address an individual's residential and programming needs whenever appropriate.
4. Resident referrals received at each Regional Office shall be reviewed for possible placement into a Community Contract Facility (CCF).
5. The referral staffing is to be conducted in accordance with procedures outlined in **Section 4. B** of this procedures manual.
6. Every effort shall be made to match the referral with an available program or residential setting corresponding to the particular needs of the individual.
7. A Community Corrections Center (CCC) Director may recommend a current resident for CCF placement by forwarding a written rationale to the Regional Director for review and a decision.
8. It is the responsibility of the Referral Specialist to regulate the CCF placement process within the Region to ensure that contract resources are used in an efficient manner.
9. The use of CCFs is intended to compliment and enhance the overall operation of the BCC.
10. Procedures for obtaining contractual services shall be in accordance with Department policy **3.1.1, "Fiscal Administration."**

8.1.1, Community Corrections Centers Procedures Manual
Section 7 - Contract Facilities

11. CCF operations shall be regulated in part by policies and procedures set forth in the Contract Facility Manual.

B. Non Per Diem CCF Agreement

This section standardizes procedures for the use of non per diem facilities for a resident under the jurisdiction of the BCC.

1. Every referral of a resident from a facility or a current resident having demonstrated a need for specialized treatment shall be identified at the time the referral is reviewed by the Regional Office or at the time the special need becomes evident. If the treatment decision is to place a referral directly into a non per diem specialized facility, the Regional Director is thereby authorized to approve such placement.
2. Prior to placement of any resident in a non-per diem CCF, the facility will have to sign, along with the Regional Director and BCC Director, the **Non Per Diem CCF Agreement for Services (Attachment 7-A)**. Included in this contract is the **Non-Discrimination Clause (Attachment 7-B)**.
3. The Regional Director shall forward the placement package to the appropriate facility for consideration.
4. With the acceptance of the resident by the facility, the Regional Office shall coordinate the transfer date and make all the necessary arrangements.
5. Once an individual is placed in a facility, it shall be the Contract Facility Coordinator's (CFCs) responsibility to maintain weekly contact with the facility, including periodic visits.
6. In every instance, facilities shall be informed that each CCC resident using the facility remains under the jurisdiction of the Department. The facility is also required to report any unusual or special incidents, as well as maintain records, according to the attached agreement of services form.
7. It shall be the CFCs responsibility to complete a brief periodic on-site visit to the facilities.

C. CCF Manual

This section establishes a manual for the operation of CCFs. The BCC contracts for residential and program services for a resident approved for community placement.

1. The BCC Contract Facilities Manual shall contain all policies and procedures related to operational and programming standards for CCFs. The operators of those community-based CCFs shall be expected to meet and adhere to the standards set forth in the manual.

8.1.1, Community Corrections Centers Procedures Manual
Section 7 - Contract Facilities

2. It is the responsibility of each Regional Office and CFC to maintain current copies of the manual and to ensure that each CCF operator within the Region is supplied with an appropriate number of copies and any changes to the manual.
3. This manual may also be provided to interested parties seeking information about the Department's CCF Program.

D. CCF Invoices

To ensure that proper reimbursement is offered to those CCFs providing services to the BCC, and to provide such services in as rapid a manner as possible, it is necessary to have procedures to process invoices for those facilities under contract with the BCC.

This section describes the procedures for processing invoices for all facilities under contract with the BCC including Corrections Facilities, Community Parole Centers (CPC), Drug and Alcohol Facilities (AOD), and any other services.

1. All invoices for CCFs, AOD, and any other contract programs are reviewed and audited by a designated staff member in the Regional Office.
2. CPC invoices shall be forwarded to the appropriate Probation and Parole Office for auditing.
3. CCF, including AOD (CCF), invoices are to be forwarded directly from the CCF to the designated staff in the Regional Office.
4. In instances where CCFs have arranged for electronic payment of per diem invoices, those invoices shall clearly indicate the bank name, bank routing number, and bank account number. Payment may be delayed without this information. That information shall be placed below the stationery letterhead of the facility. Requests for electronic payment shall be directed to the Sr. Budget Analyst in the Bureau of Administration.
5. CPC, including AOD (CPC), invoices are to be sent directly from those to the appropriate District Office Parole Official for verification of the parolees who were provided services for that facility and the number of days of those services.
6. After verification, the appropriate District Office Parole Official forwards the invoices to the appropriate Community Corrections Regional Office for approval.
7. Inaccurate invoices shall be returned to the vendor.
8. Aftercare invoices shall be forwarded to the appropriate Probation and Parole District Director in the Western and Central Regions and to the Parole Manager at the Eastern Regional Office of the Pennsylvania Board of Probation and Parole (PBPP) at the State Office Building, along with a copy of the sign-in sheets to be reviewed by the District Director/Parole Manager prior to submitting to the Department for payment. District Directors/Parole Managers shall route the invoices to the PBPP Regional Directors, who

8.1.1, Community Corrections Centers Procedures Manual
Section 7 - Contract Facilities

shall review, sign off, and forward the invoices to the Community Corrections Regional Office.

9. After coding, the designated staff member forwards the original and one copy of the invoices to the Comptroller's Office for processing.
10. The Comptroller's address is as follows:

Pitnick Building, DOC Comptroller's Office
Document Reviews
Attn: Comptroller
P.O. Box 8005
901 North Seventh Street
Harrisburg, PA 17105
11. A copy of all invoices shall be sent to the designated staff member in the BCC Central Office.
12. A chronological log shall be maintained by the designated staff in each Regional Office as a quick reference to invoices received and forwarded. This log may be in the form of a separate listing of invoices forwarded, a chronologically filed copy of the invoices forwarded to Headquarters, or an automated spreadsheet. The date of that mailing shall be noted on the copies or the log.
13. Checks shall be distributed directly to the appropriate vendor.
14. Questions regarding payment shall be directed through the designated staff in the Regional Office to the designated staff member in the BCC Central Office
15. Liabilities Against Contract Companies
 - a. Initial invoices shall be sent to the field by companies providing services.
 - b. All Federal Identification Numbers (FIDs) are reviewed at the end of every month.
 - c. When a liability exists, the vendor is contacted and information is given to the vendor on how to clear his/her liability.
 - d. The field is notified by e-mail by the Fiscal Administration Office that a vendor has a liability to the Commonwealth and payment is not to be made until given clearance. When liability is cleared, the field is sent an e-mail by the Fiscal Administration Office and payment is made.
16. Coding
 - a. The following coding shall be used on all invoices:

8.1.1, Community Corrections Centers Procedures Manual
Section 7 - Contract Facilities

Fund	Regional Cost Center	GL Account
10013**000	***111906----	6343117

(**last two digits of current fiscal year)

(***Last four digits change according to program type.)

- b. Changes in the "coding" shall only occur for Fiscal Year and Cost Function items. Examples are as follows:

<u>Type of Service</u>	<u>Cost Function R1</u>	<u>Cost Function R2</u>	<u>Cost Function R3</u>
CCF	61111	62111	63111
CPC	61110	62110	63110
MHS	61115	62115	63115
D&A CCF	61113	62113	63113
D&A CPC	61114	62114	63114
OPS	61116	62116	63119
SIP	61125	62125	63125

17. Invoice Information

- a. CFCs shall review invoices with contractors in order to ensure that the following information is included on those invoices.
- (1) vendor number;
 - (2) federal I.D. number of the facility;
 - (3) invoice number;
 - (4) contract number;
 - (5) ACH Information (for electronic payment);
 - (6) month and year of the invoice;
 - (7) facility name;
 - (8) resident/parolee name;
 - (9) Department inmate number, Pennsylvania Board of Probation and Parole (PBPP) number;
 - (10) net income;
 - (11) days present during the month;

8.1.1, Community Corrections Centers Procedures Manual
Section 7 - Contract Facilities

- (12) per-diem cost;
 - (13) rent collected from the resident/parolee;
 - (14) total cost for each individual;
 - (15) total cost for the facility including days, per-diem, and rent collected;
 - (16) total payments;
 - (17) adjustments made;
 - (18) signature of the Facility Director; and
 - (19) signature of the CFC/designee.
- b. Payment for days in the facility should include day of entry but not day of discharge.
- c. The following attachments are sample invoices to be used by all facilities. Each invoice is for a specific purpose.
- (1) **CCF/CPC Invoice (Attachment 7-C);** and
 - (2) **Special Needs Inpatient/Outpatient Invoice (Attachment 7-D).**

E. Deficiency Report - CCFs

As an integral part of the Community Corrections Program, the BCC contracts with private organizations in communities throughout the Commonwealth to provide a variety of services to an inmate being released from a State Correctional Facility and nearing his/her release to the supervision of the PBPP.

1. A contractor, under the guidelines of this contract, Request for Proposal, ACA Standards for Adult Community Residential Services, and the CCF Manual are required to meet certain standards of administration, operations, sanitation, and program. It is the responsibility of the Contract Facility Coordinator to ensure that such guidelines are being met.
2. A CCF is required to comply with the standards outlined in his/her individual contract, the Request for Proposals, the ACA Standards for Adult Residential Community Services (ACRS), and the CCF Manual. Failure to comply with those standards can result in the cessation of referrals to that facility, and, ultimately, the removal of every resident from the program until the deficiencies are corrected.
3. ***Inspection and deficiency reports shall be handled in accordance with Department policy 8.3.1, "Community Corrections Security," Section 19.***

8.1.1, Community Corrections Centers Procedures Manual
Section 7 - Contract Facilities

4. Failure on the part of a contractor to correct deficiencies that have been brought to his/her attention shall result in notification by the Regional Director to the Contractor that no further referrals shall be made to that facility until the deficiencies are corrected. Should the deficiency continue, every resident shall be removed from the program.
5. Further failure to correct the deficiencies can result in a joint decision by the CFC, the Regional Director, and the BCC Director, to cease all use of the CCF pending correction of the deficiency and further evaluation of the contractor by BCC staff.

F. CCF Start-Up

This section establishes procedures for ensuring that a CCF operates under the authority of the BCC and is sufficiently prepared to accept a resident. Adequate steps must be taken to ensure that the facility is ready to receive a resident, that all fire, safety, and sanitation requirements are met, and to ensure that staff are in place and prepared for his/her job responsibilities.

1. The BCC shall conduct an on-site inspection and audit each new CCF prior to the transfer of a resident from a facility or other CCC to the new site.
2. It is the responsibility of the CCF Director to request, when the facility is sufficiently ready, an on-site inspection and audit of the facility by appropriate Community Corrections staff.
3. Upon receipt of that request, and with the personal knowledge that the facility appears to be ready, the CFC in the Region of the CCF shall arrange, with authorization from the Regional Director, for an initial on-site inspection. The inspection team shall be composed of one CFC from each Region of the BCC.
4. The Audit Team shall conduct an inspection and audit using the appropriate edition of the ACA Standards for ACRS (as delineated in the proper RFP), the Request for Proposal, and the CCF Manual, in order to determine the readiness of the facility and the Regional Evaluation Inspection.
5. The Audit Team shall inspect and generate a recommendation as to the readiness of the facility. A Regional Evaluation Inspection form shall be used for the report.
6. The recommendation shall be forwarded through the appropriate Regional Office to the BCC with the Summary Report.
7. The Regional Evaluation Inspection Form shall be shared through the Regional Office with the Contractor.
8. Authorization will be granted, or denied, to place a resident in the contractor's program and facility by the BCC Director.

Section 8 – Records and Reports

A. Community Corrections Case File System

This section establishes and standardizes procedures related to the maintenance of a Community Corrections Case File System. Resident files provide a valuable resource for correctional systems when an individual involved in those programs returns to the criminal justice system after facing new charges or program difficulties.

1. Individual Case File

- a. All records shall be maintained in individual file folders tabbed with the inmate's name (last name, first name, middle initial) and the Department number.
- b. Each individual case file folder shall contain two sections:¹
 - (1) The first section (left side of the folder) shall consist of all information prior to the resident's entry into the program, including the following:
 - (a) the complete referral package;
 - (b) all correspondence sent or received concerning the prospective resident;
 - (c) Medical Clearance Form and any other medical information; and
 - (d) any other information related to the resident, which is received before he/she enters the program, etc.
 - (2) The second section (right side of the folder) shall contain all information related to the resident after he/she enters the program, including the following:
 - (a) resident acknowledgement form;
 - (b) all correspondence after the resident's entry into the program;
 - (c) **DC-14, Cumulative Adjustment Record;**
 - (d) automobile information, including registration, insurance, and license information;
 - (e) all misconducts;
 - (f) integrated case summary applications (ICSA);
 - (g) any updated medical information; and

¹ 4-ACRS-7D-09

(h) notification of discharge from the program, closing summary, etc.

c. The **DC-14** shall be current, accurate, and include the following:

- (1) names, addresses, and telephone numbers of those individuals the resident wishes to contact in the event of an emergency;
- (2) employer name, address, telephone number, and immediate supervisor of the resident;
- (3) continuous record of the resident's adjustment to treatment (individual and/or group counseling);
- (4) evidence of frequent, in person contacts by staff members;
- (5) indications of periodic supervision by the CCC Director, including signatures and dates of case record audits;
- (6) any new medical conditions that may arise; and
- (7) an indication of formal completion of the program (including releasing vehicle, parole, sentence complete (SC), etc.).

2. Case Filing System (alphabetical)

a. Active cases – each individual case file for a resident who is currently under the jurisdiction of the Bureau of Community Corrections (BCC) shall be maintained at the Community Corrections Center (CCC) to which the resident is assigned, including the following:

- (1) In-Residents;
- (2) Escapees;
- (3) SCI Returns (temporary);
- (4) Detained by Other Authority (DBOA); and
- (5) Special Case Placements.

b. When a resident transfers to another CCC, the case file transfers simultaneously or at the latest within 24 hours.²

3. In conjunction with the establishment and maintenance of complete and consistent case records, emphasis shall be placed on the following:

² 4-ACRS-7D-10

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- a. Location – All individual case file records shall be maintained in the Center, as indicated in this directive, and kept in a specified location which permits ready accessibility by appropriate staff members only.³
 - b. Security – Under no circumstances shall a resident or any other unauthorized individual have access to case records.⁴ The following procedures shall be required:
 - (1) case files shall be maintained in a locking file cabinet marked **CONFIDENTIAL**;
 - (2) access to locked case file cabinets shall be on a need-to-know basis only; and
 - (3) stamp all case files **CONFIDENTIAL**.
 - c. Completeness – All records shall be current and shall contain all relevant information for each individual.
 - d. Supervision of a Resident – Frequent entries indicating the progress of the resident, and documentation of significant contact with the resident shall be made on the **DC-14** by the assigned Corrections Counselor.
 - e. Supervision of Staff – Records maintenance by staff shall be supervised and monitored by the CCC Director on an ongoing basis.
 - f. Entire case records shall be reviewed by the CCC Director monthly to ensure that information is current and accurate. The CCC Director shall sign and date the **DC-14** to document that the review took place.
 - g. All entries into the case record shall be signed and dated.⁵

B. Case Record Retention

Six months after the release or discharge of a pre-release or parole resident from a CCC/CCF, the entire resident case record shall be destroyed. The original **DC-14**, PBPP-15 green sheet, or parole information shall be returned to the parent facility to be retained. Case records with any potential problems (i.e., litigation potential, high profile cases, etc.) shall be kept at the CCC/CCF indefinitely.⁶

C. Region Monthly Reports

This section establishes and standardizes procedures for the **Community Corrections Monthly Report**, a collection of uniform data and statistical information regarding the operation of each region in the BCC. Forward these reports in accordance with the Master Calendar.

³ 4-ACRS-7D-08

⁴ 4-ACRS-7D-08

⁵ 4-ACRS-7D-08

⁶ 4-ACRS-7D-08

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1. Each region shall follow the format provided in the **Monthly Report Instructions for Community Corrections Centers (Attachment 8-A)** when compiling the monthly report.
 2. Each Region shall total the gross amount of wages, taxes, net earnings, and rent from all CCC/CCF reports on their financial monthly report and email totals to the BCC on the 15th of the month along with the **ACT 84** report.
 3. The Regional Office shall email the **CCC Overtime Reports** to the BCC no later than the 15th of the month.
 4. Email the **120-Day Report** to the BCC by the fifth working day of each month.
 5. Fax or email the **Community Works Projects (CWP) Report** to the BCC and the Bureau of Treatment Services (BTS) at the same time.
 6. Each Region shall retain the monthly report for future reference.
 7. The format appended shall be used by all Regions. Appropriate blanks shall be completed. Items which do not apply to the particular Region shall be left blank. Extra pages may be appended when there is insufficient space on the form. All questions concerning the report or the instructions shall be referred to the BCC Director.
 8. A computer generated **Community Contract Facility Monthly Report** is sufficient for submission.
 9. Instructions for completing these forms are as follows (indicate the month and year of the report and the Region for which the report applies):
 - a. Center Problems Addressed During Month

Indicate the specific CCC and its problem areas, which are addressed by Regional staff during the month.
 - b. Furlough Investigations

Enter the appropriate information concerning the number of furlough investigations accomplished in the Region during the month. This figure should accurately correspond to the facility requests for investigations.
 - c. Inspections
 - (1) Indicate the number of conducted CCC inspections by Regional staff during the reporting period.
 - (2) Indicate the number of conducted CCF inspections by Regional staff during the month.

D. CCC Monthly Reports

Measurable program indicators provide valuable statistics regarding the operation of a CCC. These statistics can be indicators of the need for program expansions, additional staffing, and program modifications. This section establishes procedures for the collection of comprehensive, accurate, and uniform data, and statistical information regarding the operation of each CCC. Forward these reports to the Regional Office, in accordance with the Master Calendar.

1. The report shall be completed for each CCC for each month. Information shall be forwarded to the Regional Director by the 10th calendar day of the month.
2. Each Region shall retain the reports for future reference.
3. Use the **Monthly Report for Community Corrections Centers** for each facility. Appropriate blanks shall be completed. Items that do not apply to a particular facility shall be left blank. Extra pages may be appended when there is insufficient space on the form. All questions concerning this report or the instructions for the report shall be referred to the Regional Director.
4. A computer-generated format is sufficient for the purpose of this report.
5. Email the **120-Day Report** to the Regional Office the third working day of each month.
6. Email the **Community Works Projects (CWP) Report** to the Regional Office no later than the fifth calendar day of each month.
7. Email the **Overtime Report** to the Regional Office no later than the tenth of each month.

E. Police Reports

A Center Director/CFC shall provide a monthly computer-generated police report to appropriate authorities to assure knowledge on the part of local police jurisdictions about the individuals in the facilities.

F. Movement Reports

Accountability for an individual committed to the care and custody of Community Corrections is extremely important. It is imperative to know the whereabouts of every individual, including the total population of a facility, and relaying that information to appropriate supervisory locations. The BCC shall conduct a daily count of every resident assigned to the Bureau.⁷

1. At the beginning of each workday, the responsible Regional Office staff will update the CCIS system to reflect any reported movement from Community Contract Facilities (CCFs). They will then generate reports as needed from the CCIS system.

⁷ 4-ACRS-2A-11

2. Resident movements in a CCC shall be reported to the **parent** facility's Records Office via email at the time the movement occurs. Report resident movements in a CCF to the Regional Office within one working day and email the information to the Support Facility's Records Office. The **parent** facility's Records Office enters the change in the Inmate Records System in accordance with Department policy 11.5.1, "Records Office Operation," Section 2.
3. ***A Master List, comprised of pre-release inmates only, is generated from DOCNet and will be reconciled with the CCIS Census Report weekly. Report any discrepancies immediately to the Regional Office and the parent facility's Records Office. The CCC will submit, via email, verification to the Regional Office and parent facility's Records Office that the reconciliation is complete and that count is correct. Directions for accessing the Master List is as follows:***
 - a. ***access DOCNet;***
 - b. ***click on DOCINFO;***
 - c. ***click on Advanced Search;***
 - d. ***check/enable the box under "My Favorite Searches" to include active inmates only;***
 - e. ***scroll down to the Temporary Locations Section and choose the center; and***
 - f. ***select Search. This is your list to verify movement.***
4. For residents in a CCF, the Regional Office will generate the **CCIS Census Report** and Regional Office staff will be responsible to reconcile the report with the Master List weekly. Any discrepancies will be immediately reported to the **parent** facility's Records Office. If the count is correct, the Regional Office will notify the **parent** facility's Records Office, via email, that count is correct.

G. Retention of CCC Logs

A standard retention system for CCC documents allows for uniformity in the periods of retention and for the most efficient use of existing storage space. Retain all CCC logs at a CCC for seven years. Destroy logs after seven years.

H. CCCs Daily Activity Log Books (DC-716)

This section establishes standardized procedures for summarizing daily activity in CCCs. A uniform method of recording is necessary to maximize communications and accountability between tours of duty. It is imperative that all staff be aware of any activity that occurred during his/her absence. In particular, it is desirable to have unusual incidents or

extraordinary occurrences accurately recorded for immediate follow-up by professional staff upon return to duty.⁸

1. The **DC-716** is the standard log book for recording daily activity. Each shift shall begin documentation on a new page.
2. CCC Monitors shall be responsible for initiating the log at the beginning of each shift and for completing documentation regarding shift activities. However, other staff can and shall, when appropriate, record events as necessary. The **DC-716** includes information considered part of the daily routine. Annotate any activity or information deemed necessary to record, but not included, as required information on the form, in the comment section.
3. The **DC-716** shall be located at the Monitor's Station where it is accessible to all staff and, at the same time, secured from access by any resident.
4. Entries in the **DC-716** shall be factual and legibly written.
5. All entries into the **DC-716** shall be in ink. There shall be neither erasures nor use of correction fluid. To make a correction, a line shall be drawn through the incorrect information with the initials of the individual making the correction entered over the line. All pages shall be used in order with no pages left blank.
6. Upon assuming duty at the Monitor's Station, the CCC Monitor shall first read the preceding shift's entries in the **DC-716**, as well as all shifts that have transpired since his/her last tour of duty, and sign his/her name under the previous Monitor's signature.⁹
7. The CCC Monitor shall hand write the headings for his/her current shift and sign at the top of the **DC-716**. Enter the date, time, shift-times, and the CCC population figures at the top of the **DC-716**. Each shift shall begin at the top of a new page.
8. The following information shall be included in the **DC-716**:
 - a. Security Checks – record the times of all security checks, sometimes called "Head Counts," conducted during the CCC Monitor's work shift in the **DC-716**. Enter the number of every resident present in the CCC in the **DC-716** next to the security check entry.
 - b. Unusual Incidents – CCC Monitors and other staff shall record those incidents taking place during the course of a shift that are other than routine in nature but are not determined to be an Extraordinary Occurrence.¹⁰

⁸ 4-ACRS-2A-09

⁹ 4-ACRS-2A-09

¹⁰ 4-ACRS-2A-09

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- c. Extraordinary Occurrences – entries shall be made of incidents that require an Extraordinary Occurrence Report. The entry into the **DC-716** shall be brief indicating the nature of the incident and any action taken.
 - d. Failure to Reports – the sending facility should be notified in the event a resident fails to report to the center. Notification should be made to the shift commander to ensure escape protocols are followed.
 - e. Misconducts – enter all misconducts issued during a shift into the **DC-716**. The name of the resident involved and any action taken shall be included.
 - f. Restrictions – this section shall include a list of each resident who is restricted to the Center including the reasons for that restriction and the length of that restriction. This shall be entered during each shift.
 - g. Miscellaneous – any other information which shall be passed on to other shifts or staff may be included in this section. Also included shall be evacuation drills, inspections, visits by dignitaries and/or other Department personnel, a running log of events in the CCCs, etc.
 - h. On a specific shift, which shall be determined by the CCC Director, the CCC Monitor shall record daily the refrigerator temperatures and water temperatures.
 - i. At the end of the tour of duty, the CCC Monitor shall enter his/her signature, date, and time, as well as indicating the population of the CCC at the end of his/her shift.
 - j. The CCC Director shall review the **DC-716** each workday. In his/her absence, the Community Corrections Counselor in charge of the facility shall have that responsibility. They shall acknowledge review of the activity log by signing and dating the log.
 - k. Upon return to duty, the CCC Director shall review all entries since his/her last review.

I. CCC Official Visitors Log

This section establishes standardized procedures for summarizing an official visitors log for documentation of visitors to the facility by individuals other than family and friends who visit a resident of the facility.

1. Use the **Official Visitors Log (Attachment 8-B)** for Department staff, Pennsylvania Board of Probation and Parole (PBPP) staff, law enforcement officials, local government officials, private business individuals doing business with the facility or facility staff, etc.
2. The **Official Visitors Log** shall be maintained separate from the **Resident Visitors Log** at the facility.
3. All facilities shall fax the visitors logs monthly to the appropriate PBPP Regional Office.

Section 9 - Resident Fiscal Procedures

A. Resident Fiscal Manual

This section establishes procedures to be followed in carrying out the mandates of Act 173 of 1968, 61 P.S. §1054 and Act 84 of 1998, 42 Pa.C.S. §9728. The BCC shall provide a Resident Fiscal Procedures Manual, which sets forth procedures regulating the collection and disbursement of resident wages and salaries.¹

1. Act 173 directs the Department to collect and disburse the wages of a resident assigned to the BCC.
2. Act 84 directs the Department to collect and disburse to counties funds for fines and costs.
3. The Director of the CCC is the Chief Fiscal Officer of the CCC. He/She shall be responsible for the complete operation of resident fiscal procedures.
4. At the recommendation of the CCC Director, and with the written approval of the Regional Director, other Center staff may be designated responsibility for the day-to-day operation of the resident fiscal procedures. A staff person so designated shall possess the ability to manage fiscal matters and appropriate training shall be provided as required.
5. The CCC Director shall continue to monitor the resident fiscal program to ensure compliance with Department policy.
6. The **Resident Fiscal Procedures Manual (Appendix A)** shall be available in each CCC and CCF.
7. In accordance with Act 84, one check shall be sent to each county, monthly, for the total amount of funds collected from county residents of the facility for court costs, fines, and restitution. Each Center shall note in the memo field of the check the name of the resident and any account numbers required by the county of destination.²

¹ 4-ACRS-7D-30

² 4-ACRS-7D-33

Section 10 - Budgetary Procedures

A. Budget Input

This section establishes procedures for the Bureau of Community Corrections (BCC) to secure budget input from Community Corrections Regional Offices for each fiscal year.

1. A Community Corrections Center (CCC) Director shall submit his/her budget requests to his/her respective Regional Director for review and final submission to the office of the BCC Director no later than the calendar month of September for the fiscal year to begin the following July.¹
2. The request shall identify areas of budget concern in the following categories but shall not be limited to:
 - a. new and discontinued programs;
 - b. personnel;
 - c. operations;
 - d. fixed assets; and
 - e. recreation fund.

B. Recreation Fund

This section establishes procedures for the use, recording, collecting, and disbursement of funds generated from various appliances such as coin-operated videos, vending machines, laundry machines, etc.

1. Decisions regarding the purchase of items from the Recreation Fund shall be made only after documented input from the resident population. This input shall be in the form of either a general house meeting or a committee composed of residents and staff. In all cases, discussions shall be documented in the form of minutes and shall be maintained in the appropriate file at the CCC.
2. Internal Controls²
 - a. An interest-bearing checking account shall be established, which includes the CCC's name, address, and be entitled "Recreation Fund, _____ CCC".
 - b. The CCC Director/designee shall be responsible for establishing and maintaining a Recreation Fund Checkbook Ledger indicating the following: (NOTE: an automated system may replace the general ledger.)

¹ 4-ACRS-7D-19

² 4-ACRS-7D-17

8.1.1, Community Corrections Centers Procedures Manual
Section 10 - Budgetary Procedures

- (1) date of expenditure or deposit;
 - (2) vendors name/source of income;
 - (3) item purchased;
 - (4) check number and amount;
 - (5) amount of check or deposit;
 - (6) balance (a new balance shall be indicated after each entry); and
 - (7) all entries shall be in ink.
- c. All bank statements shall be reconciled by the CCC Director/designee each month to ensure accuracy and accountability.
- d. The check ledger shall also be maintained as a second accounting source.
- e. All monies generated shall be counted and deposited into the fund as soon as possible, but no later than the end of the week of collection. The same person shall not count monies and disburse the checks.
- f. Due to the necessity of separating profits from the vending machines and laundry machines, it shall be necessary to account for money received from each of these general categories. Indicate the source clearly in the vendor, item, and check #/source of income columns of the ledger.
- g. Authorized to sign checks from this fund is valid for the CCC Director and no more than two designees.
- h. Purchases of \$300 or more shall receive prior approval from the Regional Director.
- i. Purchases of \$300 or more shall require three separate, independent bids from local vendors. All bids shall be retained in the appropriate Recreation Account File.
- j. The CCC Director shall submit a report of all revenues, profits, expenditures, and disbursements to the BCC Director, via the CCC's regular monthly report.
- k. Adequate safeguards shall be incorporated into local procedures to ensure that money collected, checks, ledger books, receipts, etc., are maintained in a safe and secure area. At no time shall money be left unsecured and vulnerable to theft while at the Center.
3. Audits
- a. The Regional Director shall request that the Recreation Fund from each CCC be audited by the appropriate Facility Business Office each fiscal year.

8.1.1, Community Corrections Centers Procedures Manual
Section 10 - Budgetary Procedures

- b. Forward the results of these audits to the Regional Office and to the BCC Director.

C. Advancement Account

This section establishes procedures for the management of the Advancement Account for a CCC and Regional Office.

1. In order to purchase an item, the CCC Director shall submit an Agency Purchase Request (APR) to the Regional Director.³
2. The Regional Director shall approve the APR, if appropriate, and forward it to the facility for processing. Those APRs over \$3,000.00 or for fixed assets shall be sent to the BCC Director for approval. Upon approval, the BCC Director shall then forward it to the Regional Office for processing.
3. The support facility shall purchase items for the Center in accordance with the Purchasing Manual and Comptroller guidelines. Pay the items from the facility advancement account and code to the appropriate Center.

D. Petty Cash Fund

This section establishes procedures for the management of the petty cash expenditures for a Regional Office and CCC.

1. Since Petty Cash is a part of the Advancement Account, it is governed by the same guidelines. Procedures for the use of the Petty Cash Fund are outlined in the Petty Cash Fund Operations Manual.
2. The CCC Director shall be the custodian and as such shall be responsible for managing the Petty Cash Fund at the CCC.⁴
3. The Regional Director shall be the custodian and as such shall be responsible for managing the Petty Cash Fund at the Regional Office.
4. A total of \$200.00 shall be allotted to the Petty Cash Fund for each Regional Office and \$200.00 for each CCC.
5. Purchases made with Petty Cash cannot exceed \$50.00 per single purchase and must be purchased as tax exempt.

³ 4-ACRS-7D-25

⁴ 4-ACRS-7D-17

Section 11 – Fire, Safety and Maintenance

A. General Plant Inspection

General Plant Inspection procedures have been relocated to Department policy **8.3.1, “Community Corrections Security,” Section 19 – Managerial Visits and Inspections.**

B. Supplies - Inventory

In order to ensure that a CCC is operating in a clean and efficient manner, an inventory of necessary supplies must be maintained at those Centers. It is the purpose of this section to establish procedures for the purchasing of household and office supplies for each CCC. This shall be accomplished through the appropriate support facility.

1. Each CCC shall complete and forward an APR to the Regional Director for Approval.
2. The Business Office of the support facility shall prepare the necessary documents for all supplies contained on the APR.
3. An inventory control system shall be established by the CCC Director and maintained by a CCC Monitor.¹
4. Use the Internal Store Requisition for supplies normally stocked in facility storeroom.

C. Capital Equipment Inventory

This section standardizes the procedures for the maintenance and accountability of a capital equipment inventory system in each Regional Office and CCC.

1. Responsibilities
 - a. Each Regional Director shall appoint an employee to be the Capital Equipment Officer for the Regional Office.
 - b. Each CCC Director shall appoint an employee to be the Capital Equipment Officer of the Center.
 - c. The Regional Director and CCC Director, respectively, are responsible to account for all equipment at all times and ensure that the procedures contained herein are followed at all times.
 - d. The Capital Equipment Officer shall have the responsibility for maintaining, upgrading, and periodically verifying the capitol equipment inventory through routine and unannounced audits.

¹ 4-ACRS-7D-25

2. Procedures

- a. Maintain an equipment inventory for all items with an original purchase value of \$350.00 or more.²
- b. Each Regional Office and CCC has been provided an inventory program for his/her personal computers in order to maintain the inventory.
- c. Affix a **Capital Equipment Inventory Sticker (Attachment 11-A)** to each item in such a manner as to not be obvious, yet not be too difficult to locate.
- d. Generally speaking, inventory stickers shall be placed to the right and rear of an inventory item. However, the nature of the item, its location, and its composition shall be taken into account when placing stickers.
- e. All capital equipment inventory stickers may be used only once.
- f. All capital equipment inventory stickers ordered through the Regional Office shall contain the proper alpha prefix to identify the specific CCC and Regional Office. **(Attachment 11-A)**
- g. When ordering capital equipment stickers, the specific number series shall be followed. If the last sticker on hand is numbered 500, then the order for additional stickers shall begin with 501. The same number shall not be used twice.
- h. Applicable information concerning new items shall be entered in the personal computer inventory program as follows:
 - (1) item;
 - (2) description;
 - (3) serial number;
 - (4) fiscal year acquired;
 - (5) cost when acquired;
 - (6) present value;
 - (7) condition, (good, fair, poor [G.F.P.]);
 - (8) location; and

² 4-ACRS-7D-25

8.1.1, Community Corrections Centers Procedures Manual
Section 11 – Fire, Safety and Maintenance

- (9) date.
- i. When the location of an item changes within the same facility the change shall be entered in the Inventory Program (change item location).
- j. When an item is permanently removed from a facility, the item shall be deleted from the Inventory Program (delete item).
- k. The Capital Equipment Officer shall have the responsibility to annually audit items on the Capital Equipment Inventory to ensure the security of Commonwealth property. The audited inventory listing shall be forwarded to the Regional Office.
- l. Capital equipment items missing during routine and/or during the annual inventory shall require the completion of an Extraordinary Occurrence Report, which is forwarded through normal channels.
- m. An annual inventory report shall be forwarded to the appropriate Regional Office from the CCCs under their jurisdiction, in accordance with the Master Calendar schedule.
- n. Relocation of capital equipment items between Centers and disposal of capital equipment items must be approved by the appropriate Regional Director.

D. Fire, Safety and Sanitation

Fire, Safety, and Sanitation procedures shall be in accordance with Department policy **15.1.1, “Safety” Section 19**. This section is designed to establish additional procedures for fire prevention, safety, and sanitation in a CCC under the jurisdiction of the Department.

1. Responsibilities

a. Regional Director

The responsibilities of the Regional Director shall include the following:

- (1) to oversee the Fire, Safety, and Sanitation Programs in all facilities in the Region;
- (2) to review all facilities Fire, Safety, and Sanitation procedures during Annual Inspections; and
- (3) to review all Fire, Safety, and Sanitation Reports.

b. CCC Director

The responsibilities of the CCC Director shall include the following:

8.1.1, Community Corrections Centers Procedures Manual
Section 11 – Fire, Safety and Maintenance

- (1) to assign an individual to serve as the Fire, Safety, and Sanitation Officer for the CCC;
- (2) to develop, with the CCC Fire, Safety, and Sanitation Officer, local Fire, Safety, and Sanitation procedures; and
- (3) to review all Fire, Safety, and Sanitation Reports and to follow through on all appropriate recommendations.³

c. Fire, Safety, and Sanitation Officer Responsibilities

The responsibilities of the Fire, Safety, and Sanitation Officer shall be in accordance with Department policy **15.1.1, “Safety” Section 19.**

2. Reports and Inspections

Reports and inspections for Fire, Safety, and Sanitation practices shall be in accordance with the **15.1.1, “Safety” Section 19.**

E. Maintenance

This section establishes standardized procedures for ensuring proper maintenance and repairs of the physical plants in a leased CCC within the BCC.

1. CCC - Facility Maintenance

- a. A lessor of a Community Corrections facility used by the Department has a responsibility to maintain those facilities in an acceptable condition at all times.
- b. Community Corrections officials shall inform the lessor of routine maintenance problems, as well as emergencies which may occur. The Regional Office shall serve as the final notification point prior to the request for assistance from the Department of General Services (DGS), Bureau of Real Estate.

2. Routine Procedures

Each month the CCC Director shall send the lessor a copy or summary of the monthly Fire and Safety Inspection Report, as well as the minutes of the Safety Committee meeting. A cover letter explaining the nature of the report shall be included with the reports.

3. Maintenance Problems

- a. CCC Directors Responsibility

³ 4-ACRS-1A-03

8.1.1, Community Corrections Centers Procedures Manual
Section 11 – Fire, Safety and Maintenance

- (1) For each month that a maintenance problem continues, the CCC Director shall attempt to make personal contact with the lessor to explain the nature of the problem and to request repairs. This contact, or attempt, shall be documented with the documentation being maintained in the Lease File of the CCC.
- (2) For each month that a maintenance problem continues, the CCC Director shall forward a letter documenting the nature of the problem(s) to the Regional Director with a copy to the lessor, including whenever possible, the cause and a possible solution. The letter shall include a documented chronology of submitted contacts to the lessor, which includes letters, Fire Inspection Reports, and minutes.

b. Regional Director Responsibility

- (1) The Regional Director shall personally contact the lessor to have the problem addressed if it has not been resolved in a reasonable period of time. Those contacts shall be documented in the Lease File of the Regional Office.
- (2) The Regional Director shall forward a letter to the lessor requesting immediate action to correct a problem, if a maintenance problem is not resolved. This letter shall contain a chronology of contacts, letters, and discussions that occurred previously, in an attempt to correct the problem. The letter shall be certified, return receipt requested and indicate to the lessor that failure to correct the problem shall result in the matter being turned over to the Department of General Services, Bureau of Real Estate, for appropriate action. Forward copies of all correspondence to the BCC Director and to the Department of General Services, Bureau of Real Estate.

c. Bureau of Real Estate Responsibility

Upon contact by the Regional Director, the Bureau of Real Estate shall initiate procedures to notify the owner of the leased property and withhold rent if the problem is not corrected.

4. Emergency Repairs

a. CCC Director Responsibility

In the event of a situation that necessitates an emergency repair of a CCC, the CCC Director shall immediately contact the lessor and request that immediate action be taken to correct the situation. Should a response not be received, the CCC Director shall immediately contact the Regional Director for intervention with the Bureau of Real Estate in order to correct the problem.

b. Maintenance Schedules

A CCC Director shall attempt to develop routine maintenance schedules based upon past experience with his/her facility and its physical plant and present those

maintenance schedules to the owners of the leased facilities. Copies of those schedules shall be forwarded to the Regional Office for inclusion in the Lease File.

F. Emergency Procedures

Due to the unique nature of operations, a CCC has the responsibility to be prepared to handle all emergencies that may affect the physical plants, operations, and each resident in the program. This section establishes procedures related to emergencies in a CCC.

1. Each CCC shall communicate emergency plans to each employee, resident, and visitor. The plans shall be posted in clear view and shall include directions to, and the location of, existing fire extinguishers, first aid equipment, and other emergency equipment and supplies.
2. Each CCC emergency plan shall be in accordance with Department policy **6.7.1, “Incident Command System (ICS).”** Modify emergency plans to fit the physical plant and operation of the CCC.
3. Train all Center personnel in the implementation of those written plans.⁴
4. Conduct quarterly emergency drills.
5. The Center complies with regulations and codes.
6. There is quarterly testing of the Center’s fire and smoke detection alarm system.

⁴ 4-ACRS-1C-04

CONFIDENTIAL

8.1.1, Community Corrections Centers

Section 12 - Security

This section is confidential and not for public dissemination.

Section 13 – Volunteers in Community Corrections

A. General

1. This section establishes guidelines for the use of volunteers in Community Corrections Centers (CCCs). These guidelines shall outline procedures for the recruitment and screening of a potential volunteer, the supervision and control of a volunteer while in the facility, volunteer activity and expectations, orientation and evaluation of a volunteer, termination of a volunteer, and the necessary record keeping of the volunteer's background information, program involvement, and performance.

2. Volunteer Coordinator

The Volunteer Coordinator shall be responsible for the overall operation of the volunteer program, including the goals, objectives, types of service offered, population served, etc.

B. Selection and Recruitment

1. The selection and recruitment of a potential volunteer shall occur from all cultural and socio-economic segments of the community.¹
2. A proposal of the potential volunteer's activities is to be provided for the selection screening committee's review. The selection screening committee consists of the CCC Director, Regional Director, and Staff Coordinator. The committee's function is to review and/or screen potential volunteer candidates.
3. The proposal of involvement should be based on the potential volunteer's experience and/or area of expertise.
4. Selection of a volunteer shall be made by the selection screening committee. The volunteer's application, interview, and other information-gathering techniques may be used. A volunteer providing professional service must provide credentials that he/she is qualified to provide a specific service.² This proposal and all pertinent information shall be given to the Regional Director for final approval. Approval may be appealed to the Bureau of Community Corrections (BCC) Director by the volunteer.
5. It shall be the Regional Office's responsibility to conduct a background check using the NCIC/CLEAN system in accordance with Department policy **1.1.4, "Centralized Clearances,"** to verify the background of the individual being considered as a volunteer.

¹ 4-ACRS-7F-08

² 4-ACRS-7B-03

C. Supervision/Control of Volunteers

Formal identification cards shall be required at the CCC/CCF in accordance with Department policy 4.1.1, “**Human Resources and Labor Relations,**” **Section 43 – Identification Card Procedures.**³ All volunteer activities shall be pre-arranged and approved by the CCC Director and/or the Staff Coordinator and shall be in accordance with Department policy 1.1.6, “**Volunteers in the Department of Corrections.**”⁴ Notification of volunteer activities shall be made to all staff. The volunteer should contact appropriate staff upon arrival at the CCC/CCF and sign in using the Visitors Log. Photographic documents shall be maintained for ease of identification of the volunteer.

D. Orientation/Training Evaluation

1. Each volunteer shall receive formal orientation and training as described below.
 - a. Initial orientation sessions shall address the history, policies, and rules of the facility and shall include an overview of the program so that the volunteer may develop a sense of his/her role in the program. Also included shall be a description of volunteer responsibilities, as well as a review of the needs, attitudes, and lifestyles of the inmate population.
 - b. An information packet shall be provided and may include pamphlets, brochures, and other documents related to volunteer and relevant Department policies. The packet shall include the Department Profile, Facility Profile, Volunteer Notice and Agreement, Policy and Procedures Covering Escape and Contraband, Guidelines for Volunteers in Corrections, Emergency Form, and a Resident Handbook.
 - c. The volunteer shall be required to sign the Volunteer Notice and Agreement Form indicating receipt of information, agreement to abide by the rules and regulations, security matters, and regulations concerning confidentiality of information and advisement of hazardous conditions. These forms shall be retained in the volunteer file at the facility.
2. A volunteer may make comments or suggestions regarding the improvement of the CCC programs by the use of the **Volunteer Report (Attachment 13-A)**.
3. An evaluation of the volunteer’s activities and performance shall be conducted periodically using the **Evaluation Form for Volunteers (Attachment 13-B)**.

E. Termination of Volunteers

The CCC Director or Staff Coordinator may suspend any volunteer activity as deemed necessary for security, custody and control of that facility, or safety of the volunteer. A volunteer may be terminated by the CCC Director when it is determined that the volunteer is no longer performing the approved service, that the service is no longer needed, or that the

³ 4-ACRS-7F-10

⁴ 4-ACRS-7F-10

**8.1.1, Community Corrections Centers Procedures Manual
Section 13 – Volunteers in Community Corrections**

volunteer, by his/her behavior, indicates an inability or unwillingness to function within the structure, rules, and regulations of the CCC.

F. Records

1. A record of each volunteer's activities shall be maintained by the Staff Coordinator and may include the following:
 - a. volunteer application;
 - b. volunteer activity proposal;
 - c. **DC-31, Volunteer Notice and Agreement;**
 - d. periodic evaluations;
 - e. volunteer report; and/or
 - f. volunteer suggestions.
2. Individual volunteer files are considered confidential.

Section 14 – Internships

A. General

The Bureau of Community Corrections (BCC) regards a student internship program as a valuable resource for Community Corrections Center (CCC) operations and a professional development opportunity for the student.

B. Student Internship Program

1. Prior to the approval for a specific student intern, the CCC Director shall conduct an in-depth interview with the individual being considered, including the completion of a Department Employment Application and Personnel Data Sheet.
2. The application shall be forwarded to the appropriate Regional Director for final approval prior to the start of the internship.
3. It shall be the responsibility of the Regional Office to conduct a background check using the NCIC/CLEAN system in accordance with Department policy **1.1.4, “Centralized Clearances”** in order to verify the background of the individual being considered.
4. The policy and procedures outlined in Department policy **7.6.1, “Delivery of Educational Services”** shall be followed.

A. Citizens Connections Committee

The BCC regards involvement of the host community as vital to the success of a CCC program. It is the purpose of this section to set forth procedures regarding the establishment of a Citizens Connection Committee.

1. Each CCC shall establish a Citizens Connection Committee, which shall serve as a link to the community in order to assist the operations of the CCC.¹
2. The members of the Citizens Connection Committee shall not be limited in number and shall be representative of the community in which the CCC is located.
3. The CCC Citizens Connection Committee shall meet at least semi-annually.² The meeting shall consist of updates regarding the operation of the CCC, the Region, the BCC, or the Department, discussions of specific project assignments for Citizens Connection Committee members, related criminal justice topics, or other items relevant to the overall operation of the BCC and the Department.

¹ 4-ACRS-7F-01

² 4-ACRS-7F-05

Section 16 – Communications

A. General

General communications procedures have been relocated to Department policy **8.3.1, “Community Corrections Security,” Section 19.**

B. Staff to Staff Communications

1. Staff shall participate on all levels regarding input on new policies and procedures as well as any studies of current policies and procedures. This may be accomplished through staff meetings, review of documents, or distribution of draft policies.
2. Further staff communications, written or oral, shall be made through the Chain-of-Command.
3. A Regional Director may assign responsibilities to a specific supervisor within the Chain-of-Command, especially as it relates to employee/management problems.
4. Areas of staff conflict, not resolvable at the immediate supervisor level shall be quickly referred up the Chain-of-Command.
5. A written record shall be maintained of all employee/management meetings.
6. Although it is expected that all employees follow the above procedure for immediate resolution of problems, it is not intended to replace a contracted grievance procedure or prohibit an employee from exercising his/her rights.

C. Grievances/Resident Communications

Each resident, under the jurisdiction of the BCC, has an avenue for redress of his/her complaints or concerns that have occurred during his/her stay in a CCC. Each resident shall submit grievances in accordance with Department policy **DC-ADM 804, “Inmate Grievances.”** The **DC-ADM 804** shall be made available to each resident.

1. Communication between staff and a resident shall be maintained in the most efficient and proper manner possible.
2. Communication may be in the form of a written request for face-to-face discussion.¹
3. Each request shall be answered as expeditiously as possible.
4. Whenever there is an identified conflict and an appeal is determined appropriate, staff shall refer the appeal to the proper responsible staff person or supervisor.

¹ 4-ACRS-7D-36

8.1.1, Community Corrections Centers Procedures Manual
Section 16 – Communications

5. Every effort shall be made at all staff levels to resolve a resident's problem informally, without automatically resorting to Department policy **DC-ADM 804**.
6. The Regional Director shall visit CCCs and CCFs at least annually or more often, as needed; thereby allowing a resident access to key staff that he/she otherwise may be reluctant to contact in a more formal interview system.
7. The Regional Director/designee shall serve as the Grievance Coordinator for complaints that cannot be resolved informally.

Section 17 – Operations Manual

A. General

To facilitate communications, appropriate Department policy, procedures manuals, and local operations manuals shall be maintained at all Community Corrections Centers (CCCs), Community Contract Facilities (CCFs), and Regional Offices.¹

B. Operations Manual

1. All manuals shall be accessible to each employee.
2. All Regional Directors shall comply with Department policies and procedures manuals, Administrative Directives, and local procedures for the daily operation of each facility.
3. CCCs and CCFs shall develop operations manuals for their own facility's specific operations.
4. Manuals, which contain information including specific job responsibilities necessary for an employee to perform his/her assigned duties, shall be used in training and job orientation when an employee is assigned to a new facility.
5. Staff shall sign for and review new or revised Department policy and procedures in accordance with Department policy **1.1.1, "Policy Management System."** This procedure shall also include each volunteer and intern working within each facility. The written documentation shall be maintained in an appropriate area in the facility.
6. All operations manuals shall be reviewed on an annual basis with documents forwarded to the Regional Director.

¹ 4-ACRS-7B-07

Section 18 – Staff Training

This section standardizes staff orientation and other training requirements for the BCC. Initial orientation and training and ongoing in-service training are major tools used in the development of a professional, motivated, and knowledgeable Community Corrections staff. ***The training plan is developed, evaluated, and updated based on an annual assessment provided by Center Directors and should identify current job-related training needs. The BCC reviews the training plan annually.¹ A Centers training and staff development program uses community resources.²***

A. Training Resources

Regional Directors shall review the training schedule from the Department's Training Academy for programs appropriate to the needs of CCC staff.

B. Training Evaluation

1. The training plan for the CCC shall provide ongoing written evaluation by trainees for all training programs. This includes orientation training along with in-service, out-service, and any specialized training programs.³
2. This information is to be included in the **Training Record Information and Survey (Attachment 18-A)**.

C. Training Requirements

1. The Assistant Director of Administration in the Bureau of Community Corrections (BCC), in conjunction with the Training Academy, plans, coordinates, and supervises staff development and training.⁴
2. All Community Corrections employees shall complete the minimum training requirements as determined by the BCC.
3. Each administrative, managerial, and professional staff (CCC Director, Corrections Counselor, Monitors, and the Drug and Alcohol Program Analyst receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training each year thereafter, in areas relevant to their position.⁵
4. All non-contact staff, i.e., clerical/support staff, receives 16 hours of training, in addition to their orientation training during their first year of employment and 16 hours of training each year thereafter.⁶

¹ 4-ACRS-7B-11

² 4-ACRS-7B-13

³ 4-ACRS-7B-12

⁴ 4-ACRS-7B-10

⁵ 4-ACRS-7B-15

⁶ 4-ACRS-7B-16

8.1.1, Community Corrections Centers Procedures Manual
Section 18 – Staff Training

5. New Counselors receive 120 hours of training during their first year of employment. At a minimum, this training covers the following areas:⁷
 - a. security and safety procedures;
 - b. emergency and fire procedures;
 - c. supervision of offenders;
 - d. suicide intervention/prevention;
 - e. use of force;
 - f. offender rights;
 - g. key control;
 - h. interpersonal relations;
 - i. communication skills;
 - j. standards of conduct;
 - k. cultural awareness;
 - l. sexual abuse/assault interventions; and
 - m. code of ethics.
6. All contact staff receive at least 40 hours of annual training. This training shall include at a minimum the following areas:⁸
 - a. standards of conduct/ethics;
 - b. security/safety/fire/medical/emergency procedures;
 - c. supervision of inmates including training on sexual abuse and assault; and
 - d. use of force.
7. Additional topics shall be included based upon a needs assessment of both staff and facility requirements.

⁷ 4-ACRS-7B-17

⁸ 4-ACRS-7B-17-1

8. ***A training program for careworker staff and other personnel is established by a recognized health authority in cooperation with the Center Director that includes the following:***⁹
- a. security and safety procedures;
 - b. emergency and fire procedures;
 - c. supervision of offenders;
 - d. suicide intervention/prevention;
 - e. use of force;
 - f. offender rights;
 - g. key control;
 - h. interpersonal relations;
 - i. communication skills;
 - j. standards of conduct;
 - k. cultural awareness;
 - l. sexual abuse/assault intervention; and
 - m. code of ethics.
9. ***Each facility shall designate a local training coordinator to input training information into the computerized tracking system.***

D. Orientation

Orientation should include all areas as noted on the **CCC Employee Orientation Checklist (Attachment 18-B)**. The new employee must sign that ***40 hours of orientation was received before undertaking their assignment.***¹⁰ All part-time staff, volunteers, and contract personnel receive a formal orientation appropriate to their assignments and additional training as needed, as determined by the Center Director.¹¹

⁹ 4-ACRS-4C-04

¹⁰ 4-ACRS-7B-15, 4-ACRS-7B-14, 4-ACRS-7B-17

¹¹ 4-ACRS-7B-18

E. In-Service Training

A training record information sheet shall be completed for all training, including formalized training conducted at staff meetings. A copy of that training record information shall be placed in the employee's training record.

F. Training Facilities

1. Facilities for classroom instruction should be accessible, free from distracting noise or observation by residents, large enough to accommodate staff, and appropriate for audiovisual presentations.
2. Facilities for training and staff development should be available, ideally, within the CCC. All new CCCs shall allow for space and equipment as mentioned above.
3. If sufficient space for staff training and development programs does not exist within a CCC, training and staff development can occur at a facility that meets their specifications. This may include, but is not limited to, another CCC, the support facility or Regional Office.
4. The Department's Training Academy is available for specialized training or training outside of the traditional classroom, including physical training and the use of chemical agents in accordance with Department policy **DC-ADM, "Use of Force."**

Section 19 – Return of Residents/Administrative Returns/Transportation of Inmates

A. Return of Residents

1. The return of an **offender** under the jurisdiction of the Bureau of Community Corrections (BCC) to a State Correctional Facility shall be handled in accordance with Department policy 6.3.1, “**Facility Security**,” **Section 22**.
2. ***The Community Corrections Center (CCC) or Community Contract Facility (CCF) may return the offender to the nearest State Correctional Facility when the support facility is not feasible due to security or time/distance constraints. Facility returns shall be conducted by Department or Pennsylvania Board of Probation and Parole (PBPP) employees. CCF employees shall not conduct facility returns.***
3. On those occasions when the return of **an offender** to a facility is tentative, the following additional procedures shall be followed with regard to the Office of the Victim Advocate (OVA):
 - a. the OVA can advise the Regional Director concerning the existence of a registered victim; and
 - b. if there is a registered victim, the Regional Director shall again contact the OVA upon disposition of the return as being permanent or not.

B. Administrative Returns

This section outlines circumstances under which a Community Corrections **offender** may be returned to a facility for administrative (non-disciplinary) reasons. It also sets forth procedures to be followed in the event of such a return.

1. Under the authority of the Department, a CCC **offender** may be administratively transferred to a facility under the following conditions:
 - a. an **offender’s** request for a voluntary return; and/or
 - b. any problem area, which would, in the judgment of staff, render the resident unable to effectively participate in community based programming. This includes, but is not limited to, the following:
 - (1) psychiatric/psychological problems;
 - (2) security risk/pending investigation or imminent disciplinary action; and
 - (3) a medical problem which can best be addressed by facility staff.
2. Under the conditions of **Subsection B.1.b.(2) or B.1.b.(3) above**, the **offender’s** status shall be reviewed by the CCC Center Director/designee once every 15 calendar days in order to brief the **offender** of his/her status as it relates to the progress of evaluation or to

the pending investigation where information is pending or progress is ongoing, only. It shall also be the responsibility of the CCC Center Director/designee to monitor the **offender's** behavior while in such confinement status.

3. If the status is of the nature that the **offender** is charged with a Class I misconduct, the Facility Program Review Committee (PRC) may revoke the **offender's** CCC placement permanently.
4. For any case where an administrative return is contemplated, the CCC Center Director/designee shall evaluate the circumstances and report to the **applicable** Regional Director for approval prior to taking further action. This report should be in writing, but may be verbal and followed in writing, when immediate action is necessary.
5. If approval is granted by the Regional Director, the CCC Center Director/designee shall accomplish the following:
 - a. conduct an administrative hearing in the presence of the **offender**, using form **DC-141, Misconduct Report** (check box indicating "Other"), giving a brief explanation;
 - b. if the **offender** presents a threat, in any way, the hearing shall take place at the support facility. It shall take place within 10 working days after the **offender** has been returned. (The 10 day period shall start the day after the **offender** is returned.) A **DC-7X, Temporary Transfer Petition** and **DC-401, Body Receipt**, shall be completed and accompany the **offender** at the time of return; and
 - c. the CCC Center Director/designee shall prepare a comprehensive closing summary including a detailed reason for the **offender's** return once the decision to return is final. The **applicable** Regional Director shall receive a copy of this report **and a copy is to be forwarded to the support facility for inclusion into the DC-15.**
6. Hearings
 - a. The Administrative Hearing Committee shall consist of at least two persons, the CCC Center Director/designee and one Corrections Counselor.
 - b. Documentation shall be completed using the **DC-141, Parts I and IIB.**
 - c. On **Part I**, the box indicating "Other" must be checked. The reasons for the Administrative return shall be explained with the proper signature, witnesses, etc., completed.
 - d. **Part IIB** must be completed when the hearing occurs. It must clearly state that center staff met on the indicated date and time.
 - e. The **DC-141** must clearly state that the **offender** had the opportunity to respond to the reasons given for his/her return.

- f. The **offender** shall be informed of the administrative action and the consequent sanctions thereof. These shall be recorded on **Part IIB** of the **DC-141**.

7. Appeal

The **offender** shall be provided with a copy of the completed **DC-141** and advised that he/she may, within 15 calendar days, **appeal the administrative action in accordance with Department policy DC-ADM 802, “Administrative Custody Procedures.”**

8. Options

The Administrative Hearing Committee may take the following options:

- a. revoke CCC status;
- b. suspend CCC status until evaluation is completed by medical/psychological/security staff. A decision regarding reinstatement of Community Corrections status shall be finalized within 10 working days of receipt of the evaluation; and
- c. in addition to the above, the Administrative Hearing Committee may make recommendations regarding the **offender’s** program level status.

C. Disciplinary Returns

This section outlines circumstances under which a Community Corrections **offender** may be returned to a facility for disciplinary reasons. It also sets forth procedures to be followed in the event of such a return.

1. Under the authority of the Department, a CCC **offender** may be transferred to a facility under the following conditions:
 - a. any class I misconduct, in accordance with Department policy **DC-ADM 801, “Inmate Discipline;”** and
 - b. any class II misconduct, in accordance with **DC-ADM 801**.
2. For any case where a disciplinary return is contemplated, the CCC Center Director/designee shall evaluate the circumstances and report to the **applicable** Regional Director for approval prior to taking further action.
3. If approval is granted by the Regional Director, the CCC Center Director/designee shall accomplish the following:
 - a. complete the **DC-141** (check box indicating “Misconduct”);
 - b. if the **offender** presents a threat, in any way, the hearing shall take place at the support facility, in accordance with the **DC-ADM 801**. A **DC-7X** and **DC-401** shall be completed and accompany the **offender** at the time of return; and

- c. the CCC Center Director/designee shall prepare a comprehensive closing summary including a detailed reason for the **offender's** return once the decision to return is final. The applicable Regional Director shall receive a copy of this report **and a copy is to be forwarded to the support facility for inclusion in the DC-15.**

4. Hearings and Appeals

Hearings and appeals shall be conducted in accordance with **DC-ADM 801.**

Section 20 – RRR/Rebuttable Parole Certificate

A. General

Recidivism Risk Reduction Incentive (RRRI) is a type of sentence for eligible offenders in which the court imposes a regular minimum and maximum sentence and the court indicates that the imposed sentence is also eligible for the RRR. Rebuttable Parole allows for less serious offenders who meet established criteria and successfully complete prison programming to be paroled at their minimum sentence date. Both RRR and Rebuttable Parole require certification status.

B. Certifying an Eligible Offender

1. Generally, RRR offenders are certified at the facility by the Corrections Classification and Program Manager (CCPM) or the Deputy Superintendent for Centralized Services (DSCS). For inmates that are housed in Community Corrections Centers (CCCs), the Regional Director will determine status changes regarding RRR certification with a recommendation from the Center Director. Certification statuses include the following:
 - a. pending certification;
 - b. pending certification withdrawn;
 - c. certified; and
 - d. decertified.
2. In General Populations and in the Muncy Diagnostic and Classification Center (MDCC), the Unit Manager is responsible for Rebuttable Parole certification. At the Camp Hill Diagnostic and Classification Center (CDCC), the Records Supervisor or the Counselor Supervisor is responsible for Rebuttable Parole Certification. For inmates that are housed in CCCs, the Center Director is responsible for entering the Good Conduct Information (Yes or No) for Rebuttable Parole Certification.
3. A new application was developed for RRR/Rebuttable Parole Certification and is accessed through DOCNet under the Inmate Apps menu for specific inmate numbers, and from a RRR/Rebuttable Parole Certification Dashboard under Reports.
4. Certification should occur prior to placement in a CCC, however, prior to parole, the Good Conduct data for Rebuttable Parole Certification shall be entered by Center Directors. Regional Directors will note any status change that affects RRR certifications.
5. Eligibility requirements are contained in **Attachment 9-B** of Department policy **11.5.1**, **“Records Office Operations.”**

Section 21 – Specialized Community Corrections Centers

A. Location

The Specialized Community Corrections Centers (CCCs) are as follows:

1. Region 1 – Kintock-Erie;
2. Region 2 – Harrisburg CCC and Minsec of Hazelton; and
3. Region 3 – Renewal Inc. and Erie CCC.

B. Inmate Accountability and Daily Operations

An inmate paroled to a designated Specialized CCC will be subject to a more structured/controlled daily routine. The basic rules and regulations listed below are mandatory in each facility.

1. For the first week, all residents shall remain in the CCC and be involved in orientation and violence prevention booster sessions with only pre-approved daylight trips, approved by the parole agent, into the community. Approved trips should only be permitted out of necessity and should only be for the time needed to complete the objective.
2. During the orientation week, CCC and Pennsylvania Board of Probation and Parole (PBPP) staff shall jointly prepare a supervision plan for each resident that outlines programmatic requirements, rules for behavior while in the CCC, including curfews and accountability expectations while in the community. The plan shall be signed by a CCC representative, PBPP agent, and the resident.
3. The Director of the Bureau of Community Corrections (BCC) and PBPP shall establish a universal set of CCC rules and post them at the CCC. Enforcement shall be a joint responsibility of Department and PBPP staff.
4. The following violations shall result in immediate violation of parole/revocation of pre-release status:
 - a. bringing drugs into a facility;
 - b. violence of any type;
 - c. absconding from the facility/escaping from the facility; and/or
 - d. non-completion of the program.

8.1.1, Community Corrections Centers Procedures Manual
Section 21 – Specialized Community Corrections Centers

5. The following conditions may be handled in a manner that allows for the situation to guide action taken:
 - a. positive urine incurred while in the first 90 days of participation in the violent offender programming shall be handled jointly. A treatment option is permissible; however, completion of the violence prevention program must occur. The Department will only provide the financial means to accomplish treatment once for residents in this programming. More than one positive urine test will result in parole revocation absent a critical circumstance(s) that warrants special consideration by the CCC and PBPP staff;
 - b. the amount of leisure time available for the first 90 days of programming will be governed by a 7:00 P.M. curfew if not approved to work; and/or
 - c. normal rules at the CCC will apply and will be jointly enforced by the Department and PBPP staff.
6. At least one Parole Agent shall be permanently assigned to work at the CCC daily; he/she will be physically present except when performing assigned duties that require travel away from the CCC. The Parole Agent's office will have computer access.
7. CCC Monitors shall be assigned 24/7. Every entrance/exit to the CCC shall be controlled by a Monitor.
8. The PBPP hotline for contacting parole after hours shall be used for after hours contact and to request emergency agent support at the affected CCC. The CCC Director/designee must first designate the incident to be an emergency.
9. A **DC-716, Daily Activity Logbook** shall be maintained at the monitor's station to record daily activities and for the passing on of vital information.
10. All residents shall have a curfew of 1900 hours, unless he/she has second or third shift employment, or if he/she is working overtime.
11. All authorized departures from the CCC shall be verified by the CCC's staff (Parole Agent, Center Director, Counselor, or Monitor). This shall be done by staff site visits, requiring residents to provide store receipts, or employers verifying and signing the residents in and out of work and annotating the times.
12. The assigned Parole Agent(s) will take urine samples for mandatory urinalysis testing on each resident at least once per week. The results of the tests shall be shared with the Center Director and PBPP staff.
13. All residents will be searched by CCC staff upon return to the CCC and at other times when deemed necessary by Department and/or PBPP staff. Walk-thru or hand-held

8.1.1, Community Corrections Centers Procedures Manual
Section 21 – Specialized Community Corrections Centers

metal detectors and pat searches will be performed by monitors and documented in the **DC-716**.

14. The use of motor vehicles by a resident will be limited and only authorized by the Parole Agent if absolutely necessary.
15. CCC Counselors must make contact with each resident at a minimum of twice per week; the contacts are to be documented in the **Cumulative Adjustment Record** on DOCNet.
16. Each CCC shall have lockable doors and windows with alarms as well as surveillance cameras to enhance security and resident accountability.
17. Each CCC shall have an area designed as a holding area in the event a resident needs to be temporarily detained.

C. Programming

1. All residents must successfully complete the Violence Prevention (booster) program within the first 90 days of placement at the CCC.
2. The Violence Prevention program will be made available at times deemed necessary to ensure that all residents can participate. Residents with Alcohol and Other Drug (AOD) program conditions will be sent to Minsec of Hazelton or Renewal to complete the program prior to being sent to another Specialized CCC.

D. Managerial and Supervisory Tours/Inspections

Managerial and Supervisory Tours/Inspections procedures have been relocated to Department policy **8.3.1, “Community Corrections Security,” Section 19.**

Section 22 – Adult Community Residential Services (ACRS) Accreditation Program

A. General Overview

1. The Accreditation Process

The Accreditation process is time-consuming and requires both effort and commitment from Community Corrections Center (CCC) staff. The benefits to a CCC are proportionate to the CCC's commitment to incorporate the process into its daily management and operation. It is not just achieving accreditation, but also maintaining accreditation that attests to the CCC's genuine application of the standards throughout its operation. Some of the benefits include:

- a. safeguarding the life, health, and safety of the staff and residents;
- b. aiding in the defense of potential lawsuits;
- c. providing a systematic evaluation of all areas of CCC administration and operation;
- d. improving management through the creation or refinement of written policies and procedures for all areas of CCC operations;
- e. providing management and line staff the opportunity to work together to assess needs and develop solutions; and
- f. giving recognition for achievement, improving staff morale, and demonstrating accountability to the public.

2. Standards Development

- a. The standards establish clear goals and objectives critical to the provision of constitutional and humane correctional programs and services. The standards include the requirement for practices to promote sound administration and fiscal controls, an adequate physical plant, adherence to legal criteria and provision of basic services. Basic services called for by the standards include the establishment of a functional physical plant, training of staff, adoption of sanitation and safety minimums, and provision of a safe and secure living environment.
- b. Most standards contain one or more of the following elements:
 - (1) a requirement for policy and procedure;
 - (2) a required condition;
 - (3) a specific number, i.e. space, time, ratio; and
 - (4) a requirement that a process be in place.

8.1.1, Community Corrections Centers Procedures Manual
Section 22 – Adult Community Residential Services (ACRS) Accreditation Program

- c. The discussion or comment that follows most of the standards is designed to clarify the standard, provide guidance as to the intent of the standard, and offer information that might be used in implementing the standard. The CCC is not held accountable for meeting conditions or suggestions contained in the comment section of a standard. There are also protocols and process indicators for each standard, these are examples of what may be used to document compliance and should not be considered all encompassing.
- d. Each standard has a weight of mandatory and non-mandatory, which is used in determining compliance levels. Mandatory standards address conditions or situations that affect the life, health, and safety of residents, staff, and/or the public. 100% of the applicable mandatory standards must be met for a CCC to become accredited. The CCC must also meet 90% of applicable non-mandatory standards, as well as any other criteria stipulated in the policies and procedures of the American Correctional Association (ACA), including the submission of plans of action for non-compliant standards using the **Response to Non-Compliance Form (Attachment 22-A)**.

3. Accountability

Each CCC is required to provide information about court orders and class action lawsuits concerning the CCC or Department. The ACA also requires that CCCs provide news articles, special reports, and/or other information that might impact upon accreditation. Further, the ACA also requires that CCCs post public notices of the approaching Standards Compliance Audit, inviting submission of written comments and information about the program from staff, residents, and the public. The ACA provides an **Accreditation Notice Poster (Attachment 22-B)** to the CCC for this purpose.

4. Panel Hearings

- a. Accreditation status is awarded by the Commission on Accreditation for Corrections (CAC) using the recommendations from the Visiting Committee Report during a scheduled panel hearing.
- b. Commission on Accreditation for Corrections panel hearings are scheduled three times a year: January, April/May, and August.

B. Program Responsibilities

1. **Deputy Director of Programs and Administration/designee, Bureau of Community Corrections (BCC)**

The **Deputy Director of Programs and Administration/designee, BCC** shall be responsible for the following:

- a. maintain an internal information exchange to ensure CCC staff are provided with timely responses to inquiries about the standards and the process;

8.1.1, Community Corrections Centers Procedures Manual
Section 22 – Adult Community Residential Services (ACRS) Accreditation Program

- b. provide training and technical assistance related to standards and accreditation to CCC staff as needed;
- c. schedule and coordinate mock audits four months prior to the scheduled Standards Compliance Audit to determine readiness for initial or re-audit and to identify any problem areas in the following areas:
 - (1) documentation of mandatory files; and
 - (2) inspection of all buildings/programs areas with particular attention to, fire/safety, sanitation, tool/key control, and security procedures.
- d. ensure a report of the mock audit findings and recommendations is prepared and submitted to the Director of Re-Entry and Community Transition; Director, Bureau of Community Corrections (BCC); Regional Director, and the CCC Director;
- e. schedule and coordinate Standards Compliance Audits in accordance with the ACA contract;
- f. forward the Standards Compliance Audit confirmation letter, auditor contact information, and **Accreditation Notice Poster** to the CCC Director two weeks prior to the actual audit;
- g. prepare and maintain the Accreditation & Annual Assessment Schedule and post on DOCNet. This schedule lists the month of the CCC's mock audit and the Standards Compliance Audit, it also lists the month when the Annual Assessment by the CCC's support facility's staff is due to occur in accordance with Department policy **1.1.2, "Accreditation and Annual Operations," Section 1**; and
- h. disseminate the Visiting Committee Report when received from ACA to the Director of Re-Entry and Community Transition, BCC Director, Regional Director, and CCC Director.

2. Director/Designee, BCC

The Director/designee, BCC shall be responsible for working and coordinating with the **Deputy Director of Programs and Administration/designee, BCC** regarding all accreditation related matters.

3. Regional Director/designee

Each Regional Director/designee shall be responsible for the following:

- a. **act as the liaison between the CCC Director and the ACA Accreditation Liaison;**

8.1.1, Community Corrections Centers Procedures Manual
Section 22 – Adult Community Residential Services (ACRS) Accreditation Program

- b. provide technical assistance regarding accreditation matters for each CCC in his/her region;
- c. collect and analyze Outcome Measures from each CCC in his/her region on a monthly basis;
- d. ensure each CCC Director distributes standards to Accreditation Team staff on a monthly basis and maintains a tickler file to keep documentation folders up-to-date and audit ready on an annual basis. The tickler file spreadsheets will be forwarded to the Regional Office and maintained on a monthly basis. The Regional Director/designee shall follow-up with the CCC Director on any documentation needs;
- e. participate in mock audits and attend the Standards Compliance Audits for each CCC in his/her region; and
- f. provide ACRS Accreditation Program orientation to each new CCC Director in his/her region using the **Accreditation Overview (Attachment 22-C)**.

4. CCC Director

The CCC Director shall be responsible for the following:

- a. serve as the Accreditation Manager for his/her CCC and work with the Regional Director and **Deputy Director of Programs and Administration/designee, BCC** regarding all accreditation matters;
- b. set up and maintain ACRS standards documentation folders;
- c. complete an Annual Report in accordance with **Subsection D. below** and forward to the Regional Office and **Deputy Director of Programs and Administration/designee, BCC** annually;
- d. assemble an Accreditation Team composed of staff members who will be responsible for determining compliance, compiling documentation, overseeing implementation of the standards, record keeping, and preparing plans of action. The staff selected for the Accreditation Team should have the ability to make decisions for their respective areas. A list of these staff members shall be compiled and forwarded to the Regional Office and to the **Deputy Director of Programs and Administration/designee, BCC** on an annual basis;
- e. develop and maintain a regular meeting and review schedule for staff involved in the process. Meetings are held for staff to report on their progress, review problem areas, and indicate when outside assistance is needed to clarify standards or accreditation policy and procedure. The CCC Director shall ensure there is open communication on a regular basis to line staff, stressing support and expectations for the process;

8.1.1, Community Corrections Centers Procedures Manual
Section 22 – Adult Community Residential Services (ACRS) Accreditation Program

- f. distribute standards to Accreditation Team staff members on a monthly basis. Keep a tickler file to track when applicable inspection reports are due and conduct monthly checks to ensure inspection reports and other forms of documentation are placed into the documentation folders to keep folders up-to-date and audit ready on an annual basis. The tickler file spreadsheet shall be forwarded to the Regional Office on a monthly basis;

NOTE: Tickler file spreadsheets for each CCC are available on DOCNet.

- g. ensure physical plant issues are addressed in a timely manner to include housekeeping issues;
- h. set up and track Outcome Measures in accordance with **Subsection C. below**;
- i. send the Outcome Measures Report to the Regional Office by the 10th of the following month along with the Master Calendar Reports and send a yearly cumulative report to the BCC Director/designee and **Deputy Director of Programs and Administration/designee, BCC**;
- j. ensure all appropriate Accreditation forms are completed and forwarded as outlined in **Subsection C. below**;
- k. provide ACRS Accreditation Program orientation to new CCC staff using the **Accreditation Overview**;
- l. participate in mock audits for other CCCs in his/her region as requested;
- m. compile and provide a Welcome Book (**Facility Narrative Summary**) for each ACA visiting committee member in accordance with **Subsection E. below**;
- n. arrange hotel accommodations and local transportation for the Visiting Committee members and provide transportation for the Visiting Committee members to and from the airport, hotel, and CCC;
- o. contact each Visiting Committee member prior to the Standards Compliance Audit to confirm his/her flight information (arrival and departure) and hotel and travel arrangements; and
- p. ensure the Standards Compliance Audit Exit Interview is tape recorded and the tape given to the Visiting Committee Chairperson for completion of the Visiting Committee Report.

5. CCC Staff

Each CCC staff member is responsible for performing all accreditation related tasks as assigned by the CCC Director, Regional Director/designee, BCC Director, and/or **Deputy Director of Programs and Administration/designee, BCC**.

C. Accreditation Documentation

1. Outcome Measures

- a. Outcome Measures are quantifiable (measurable) events, occurrences, conditions, behaviors, or attitudes that demonstrate the extent to which the condition described in the corresponding performance standard has been achieved as outlined in the **ACRS Outcome Measures Reference (Attachment 22-D)**.
- b. A CCC undergoing an initial Standards Compliance Audit will have up to 12 months worth of the required information entered and calculated on the Outcome Measures Worksheet which shall be included as part of the Welcome Book. A CCC being considered for re-accreditation shall submit a completed Outcome Measures Worksheet with the required Annual Report for the first two years of the re-accreditation cycle. The completed third year Outcome Measures Worksheet shall be included with the **Facility Narrative Summary**.

2. Significant Incident Summary

- a. The **Significant Incident Summary (Attachment 22-E)** requires information regarding assaults, deaths, escapes, disturbances, and other significant events.
- b. A CCC undergoing an initial Standards Compliance Audit shall include the completed **Significant Incident Summary** as part of the **Facility Narrative Summary**. A CCC being considered for re-accreditation shall submit a completed **Significant Incident Summary** with the required Annual Report for the first two years of the re-accreditation cycle. The completed third year **Significant Incident Summary** shall be included as part of the **Facility Narrative Summary**.

3. ACRS Self-Evaluation Report

- a. The **ACRS Self-Evaluation Report (Attachment 22-F)** documents the CCCs progress through the self-assessment phase of the process. It is prepared by the CCCs Accreditation Team and compiled by the CCC Director. The report requires a comparison of Department policies and operations with each standard. Through its preparation, the CCC identifies specific deficiencies with respect to the standards and develops plans for correcting them.
- b. On the **ACRS Self-Evaluation Report** there is a compliance tally used to indicate the percentage of mandatory and non-mandatory standards in compliance by category. Compliance percentages are calculated by dividing the number of standards in each category with which the CCC complies by the total number of standards in that category that are applicable. Information contained in the **ACRS Self-Evaluation Report** should include the percentage of compliance with mandatory and non-mandatory standards, a list of non-applicable standards and reasons for such, and a list of non-compliant standards and their deficiencies. Upon completion of the report,

8.1.1, Community Corrections Centers Procedures Manual
Section 22 – Adult Community Residential Services (ACRS) Accreditation Program

the CCC can determine if it meets the minimum threshold for achieving accreditation, compliance with 100% of the mandatory standards and 90% of the non-mandatory standards.

- c. Six weeks prior to a Standards Compliance Audit, the CCC Director shall complete the **ACRS Self-Evaluation Report**, including the compliance tally, signature, and date. The CCC Director shall then forward the report to the Regional Director for signature, who in turn will forward it to the **Deputy Director for Programs and Administration/designee, BCC** for signature. The **Deputy Director for Programs and Administration/designee, BCC** will forward the completed **ACRS Self-Evaluation Report** to the ACA.

NOTE: After forwarding the completed **ACRS Self-Evaluation Report** to the ACA, the **Deputy Director for Programs and Administration/designee, BCC** will send the completed report back to the CCC Director for inclusion into the **Facility Narrative Summary**.

4. Organizational Summary

- a. The **Organizational Summary (Attachment 22-G)** is used to obtain descriptive information about the CCC and shall be completed by the CCC Director.
- b. A CCC undergoing an initial Standards Compliance Audit shall include the completed **Organizational Summary** as part of the **Facility Narrative Summary**. A CCC being considered for re-accreditation shall submit a completed **Organizational Summary** with the required Annual Report for the first two years of the re-accreditation cycle. The completed third year **Organizational Summary** shall be included as part of the **Facility Narrative Summary**.

5. **Goals and Objectives**

- a. **Each CCC Director/designee shall formulate action oriented measurable goals and objectives that are attainable and can be accomplished within specified time frames for his/her Center in the format as outlined in the Goals and Objectives Outline (Attachment 22-H). Goals and objective shall be submitted to the Regional Director by October 15th of each year. The Regional Director shall review and approve the submitted goals and objectives from each center and forward to the BCC along with the Facility Narrative Summary by December 1st of each year.**
- b. **Specific goals shall be categorized under the guiding goals of the Department. Each goal shall include a realistic target date for completion. Goals shall include the following:**
 - (1) **operate safe and secure facilities;**
 - (2) **recruit, train, develop, and retain qualified staff;**

- (3) *operate in a fiscally sound manner;*
- (4) *collaborate with and provide assistance to local correctional and other governmental agencies;*
- (5) *provide timely and accurate research data to ensure effective planning capabilities;*
- (6) *foster good community relations through community outreach and involvement; and*
- (7) *maintain notification and outreach services to crime victims while remaining sensitive to their needs.*

D. Annual Certification Report

During the three-year accreditation period, the facility submits an annual report to the ACA Accreditation Liaison. This report is due on the anniversary of the accreditation date panel hearing and shall contain the items listed below.

1. ***Current standards compliance levels – this includes any changes in standards compliance since accreditation, listing each standard with which the facility has fallen out of compliance or achieved compliance.***
2. ***Update of plans of action – a progress report is included with respect to plans of action submitted to the hearing panel indicating completion of plans resulting in compliance with standards and revised plans reflecting the need for additional times, funds and/or resources to achieve compliance.***
3. ***Significant Events (not to be confused with the Significant Incident Summary) – a report is made of events and occurrences at the facility during the preceding year that have the potential to impact standards compliance, facility operations or quality of services. This may include the following:***
 - a. ***a change in the facility administration and/or major staffing changes, mission change or program revisions;***
 - b. ***changes in the inmate population;***
 - c. ***physical plant renovations, additions or closings;***
 - d. ***major disturbances; such as, extended period of lock-down, employee work stoppage, escape, major fire or other disaster;***
 - e. ***court order; and/or***

f. *any significant incident that may have prompted media attention.*

4. ***Outcome Measures Worksheet – is to be completed for the 12 months preceding the audit and with the annual report for the first two years of the reaccreditation cycle. The completed third-year worksheet will be provided to the audit team during the facility audit.***
5. ***Significant Incident Summary – is to be completed for the 12 months preceding the audit and with the annual report for the first two years of the reaccreditation cycle. The completed third year report will be provided to the audit team during the facility audit.***

E. Facility Narrative Summary

1. ***The Facility Narrative Summary provides a detailed overview of the physical plant, operation of the CCC, and the annual goals and objectives of the CCC. This document is completed in a narrative format. The completed Facility Narrative Summary will serve as the “Welcome Book” to be provided to the auditors upon the commencement of an ACA audit. The descriptive language in italics included in the Facility Narrative Summary Template (Attachment 22-I) is only considered directional for proper report completion. The CCC shall omit this text from the completed Facility Narrative Summary.***
2. ***Each CCC Director/designee shall ensure that the Facility Narrative Summary is updated and submitted to the BCC in the proper format by December 1st of each year.***

F. Visiting Committee

1. The audit team, also referred to as the Visiting Committee, is composed of two to three auditors who have been assigned by the ACA to conduct the audit. In order to avoid a potential conflict of interest or its appearance, the Visiting Committee will not include any auditors who are, or previously have been, employed by the Department or CCC being audited.
2. A Visiting Committee Chairperson is designated to organize and supervise the audit activities. The Chairperson is the senior representative of the Visiting Committee and, as such, is responsible for carrying out the ACA's policies and procedures pertaining to the Standards Compliance Audit. The Chairperson's responsibilities include the following:
 - a. conduct of the audit and supervision of the other members of the Visiting Committee to ensure consistent and accurate application of policy, procedure, standards interpretation, and professionalism in the overall conduct of the audit;
 - b. division of standards among team members based on an individual's area of expertise;

8.1.1, Community Corrections Centers Procedures Manual
Section 22 – Adult Community Residential Services (ACRS) Accreditation Program

- c. preparation of the Visiting Committee Report consistent with an established format and guidelines; and
- d. submission of the Visiting Committee Report and any required attachments to the ACA for dissemination to the Department,

G. Standards Compliance Audit

1. Overview

- a. The purpose of the Standards Compliance Audit is to have the Visiting Committee examine the Department's policies and procedures and the CCCs operations in order to evaluate compliance with the standards based on the documentation provided by the CCC. **Accreditation is not determined or awarded by the Visiting Committee, it is determined by the Commission on Accreditation for Corrections at the conclusion of the panel hearing (refer to Subsection A.4.).** In order to verify standards compliance the Visiting Committee shall:
 - (1) tour the CCC;
 - (2) conduct an examination of the physical plant;
 - (3) review records, files, and written documentation of policies, procedures, and operations prepared by the CCC; and
 - (4) interview staff, residents, and others as appropriate.
- b. Members of the Visiting Committee usually arrive the evening prior to the first day of the audit. On the evening of arrival, the Visiting Committee Chairperson convenes an organizational meeting during which team members establish a preliminary audit schedule and determine audit assignments. This involves dividing sections of standards among team members. The Visiting Committee Chairperson may request the attendance of the CCC Director to review any recent events that may affect the outcome of the audit, and to answer any questions regarding the materials provided to the Visiting Committee.
- c. The audit day almost always exceeds an eight-hour workday for Visiting Committee members, whose work can be greatly facilitated by a well-organized presentation of documentation by the CCC. The Standards Compliance Audit includes several elements:
 - (1) an entrance interview;
 - (2) a CCC tour;
 - (3) a review of standards compliance documentation;

8.1.1, Community Corrections Centers Procedures Manual
Section 22 – Adult Community Residential Services (ACRS) Accreditation Program

- (4) interviews with staff, residents, and others; and
- (5) an exit interview.

2. Entrance Interview

An entrance interview is held the first morning of the audit. In addition to the Visiting Committee, those present include the Regional Director, CCC Director, and other staff determined by the CCC Director. During the entrance interview, team members introduce themselves and provide the CCC with a brief summary of their backgrounds and credentials. The Chairperson of the Visiting Committee discusses the purpose of the audit, presents a tentative schedule of the team's activities, and responds to any questions that may arise concerning the conduct of the audit. During the entrance interview, the CCC Director is designated as the primary liaison to the Visiting Committee and introduces all key staff members to the auditors. The CCC Director should be available to the Visiting Committee at all times during the audit to answer questions, provide additional materials, and serve as liaison between the CCC staff and the Visiting Committee.

3. CCC Tour

- a. Following the entrance interview, the Visiting Committee will tour the CCC. Tours work in conjunction with an in-depth evaluation of written documentation to assist the audit team in assessing compliance for individual standards through their observations of the CCC during the tour.
- b. The tour includes all areas of the CCC, serving mainly to familiarize the Visiting Committee with the layout of the CCC, such as the location of particular offices and program areas. In addition, the tour allows audit team members to meet supervisors and program staff. As they review standards compliance documentation, team members return to different areas of the CCC to conduct more thorough inspections of the physical plant, observe CCC operations, and interview staff and residents. Auditors also conduct an evening visit in order to acquire a better understanding of the overall operation and programming of the CCC and to verify through observation documentation reviewed during the day. CCC staff are notified when Visiting Committee members intend to return to the CCC during evening hours.
- c. The tour shall also include all living and sleeping areas, to include CCC areas related to the health and safety of staff and residents. The auditors are required to visit each shift.

4. Standards Compliance Review

- a. Visiting Committee members spend much of their time during the audit reviewing the standards and documentation prepared by the CCC to demonstrate compliance. In addition, interviews with individual staff and residents are conducted as necessary to

8.1.1, Community Corrections Centers Procedures Manual
Section 22 – Adult Community Residential Services (ACRS) Accreditation Program

supplement written evidence of compliance. The CCC ensures that all appropriate personnel are available to the Visiting Committee during the audit.

- b. A room is provided where the Visiting Committee can work throughout the audit. This room should contain chairs and at least one large table, and should afford privacy and an atmosphere conducive to work.
- c. Files, documentation, and reports that the Visiting Committee will need to review should be available in the room, also, copies of the BCC Resident Handbook, CCC Resident Handbook, Community Resource Guide, Emergency Plans, and Code of Ethics should be available.
- d. It is the CCCs responsibility to provide the documentation necessary to demonstrate compliance with each standard. In addition, the following principles and guidelines apply for review of documentation by the Visiting Committee:
 - (1) documentation created once the audit has started will not be accepted. It is permissible to provide additional documentation should the Visiting Committee request it, but such documentation must already have been in existence when the audit began. Once the audit is concluded, the CCC cannot bring itself into compliance with a standard for the purpose of changing the compliance tally, unless a re-audit is conducted. Compliance achieved subsequent to an audit is reflected in the CCC's Annual Report and during re-accreditation; and
 - (2) Visiting Committee members review a random selection of resident files to ensure that forms are completed properly and records are up-to-date.
- e. The Visiting Committee's findings for each standard are recorded on the same Standards Compliance Checklist used by the CCC in preparing its **ACRS Self-Evaluation Report**.
- f. Auditors are trained to interpret standards strictly. If compliance is questionable or a standard is not documented fully, the auditor concludes non-compliance. The CCC may appeal such findings by the audit team in its response to the Visiting Committee Report and the Commission on Accreditation for Corrections at the time of the panel hearing. The Commission on Accreditation for Corrections renders the final compliance decision.

5. Interviews

The audit team selects the individuals to interview and the issues to discuss in order to obtain verbal confirmation of standards compliance or clarify problems that may surface during reviews of documentation. In addition to the voluntary interviews that occur at random, the following guidelines apply in conducting interviews during the audit:

- a. residents who have sent correspondence to the ACA may be interviewed;

8.1.1, Community Corrections Centers Procedures Manual
Section 22 – Adult Community Residential Services (ACRS) Accreditation Program

- b. in cases where the CCC is under court order, a court master, judge, or appropriate individual connected with the case may be interviewed; and/or
- c. other individuals who respond to the invitation for comments contained in the posted announcement of the audit also may be interviewed, including members of residents' families, representatives of public interest groups, etc.

6. Exit Interview

- a. At the conclusion of the audit, the Visiting Committee meets with the Regional Director, CCC Director, and appropriate staff to discuss the results of the audit. As with the entrance interview, the CCC Director determines the staff who will be present. It is the CCC's responsibility to ensure the exit interview is audio recorded and the recording is submitted to the Chairperson at the conclusion of the exit interview. The Visiting Committee reports all findings of non-compliant and non-applicable standards, stating the reasons for each decision. Findings reported by the audit team are preliminary with the formal results to be presented in writing in the Visiting Committee Report.
- b. The exit interview is not a forum for debate on the merits of the standards or the audit team's assessment of CCC documentation. The process for resolving disagreements between the CCC and the visiting committee occurs through the CCC's response to the Visiting Committee Report and at the time of the panel hearing. All final decisions regarding accreditation rest with the Commission on Accreditation for Corrections.

7. Visiting Committee Report

The results of the Standards Compliance Audit are contained in the Visiting Committee Report. The finished report consists of a number of sections, which are compiled through an exchange of information between the Visiting Committee, the CCC, and the ACA. The completed Visiting Committee Report is submitted to the Commission on Accreditation for Corrections for consideration at the next regularly scheduled panel hearing.

8. Response to Non-Compliant Standards

- a. The CCC will have 14 days to submit responses and supporting documentation to non-compliant standards using the **Response to Non-Compliance Form** to the **Deputy Director of Programs and Administration/designee, BCC**. The responses will be reviewed before being officially submitted to ACA.
- b. Following receipt of the CCC responses to the non-compliant standards, the ACA will submit the information to the Commission on Accreditation for Corrections for consideration at the next regularly scheduled panel hearing. If accreditation is awarded, it is for a three year period during which the CCC must maintain the level of standards compliance achieved during the audit and work towards compliance of those standards found in non-compliance.

Section 23 – Community Corrections Furloughs

A. General Administration

A furlough is an officially approved absence from a Community Corrections Center (CCC)/Community Contract Facility (CCF) for a definite period of time to a specific location. A furlough is a privilege, not a right. An offender under Department control must meet certain criteria in order to be considered for a furlough. This section establishes procedures for the requesting, completing, and reporting of furlough site investigations for all centers. The primary purpose of the furlough investigation is to assess the suitability of furlough to a particular location. In addition, a furlough investigation provides updated social data to the staff at the center. This shall facilitate the preparation of the offender for **reentry into the community**.

1. The Deputy Director for Facilities Management (DDFM)/designee shall ensure that the furlough site investigation program is administered by the Regional Offices of the Bureau of Community Corrections (BCC).
2. Initial furlough site investigations are completed for every **eligible** offender who is **requesting** to furlough to a specific site.
3. **Furlough sites must be within the same BCC Region of Submission, unless written permission is granted by the BCC Regional Director of each involved region.**
4. Furloughs shall be utilized for reintegration purposes as incentives for offenders **who are program compliant**.
5. Furlough **privileges shall be progressive in nature** to ensure that the offender is capable of maintaining program compliance and is demonstrating positive adjustment in the community.
6. Furloughs may be granted for a period of no more than six consecutive nights away from the center.
7. **Furloughs and curfew limits are based on the offender's program achievements and may not conflict with the offender's overall program plan. Curfews shall never exceed 2300 hours.**
8. **An offender must return to the center and spend at least an overnight period or its equivalent (eight consecutive hours) in the center prior to the commencement of a subsequent furlough.**
9. **All furloughs must be approved by the offender's Counselor, Center Director, and the Parole Agent if applicable.**
10. **The offender must comply with all specified rules and special conditions, as outlined by center staff.**

11. ***Exceptions to the above procedures can be granted by the appropriate Regional Director/designee.***

B. Eligibility Criteria

1. ***With the exception of SIP Level 2 participants and a commuted offender who is required to serve one year in a prerelease center, all community corrections offenders are eligible to apply for furlough status.***
2. Offenders must reside in a center for a minimum of two weeks prior to application for furlough privileges.
3. ***Offenders must complete a combined weekly minimum of 32 hours of the following: employment, participation in an educational or vocational program and/or community service. Offenders who provide proof of a documented disability or medical condition are not subject to this requirement.***
4. ***Offenders must submit a completed DC-405, Home Furlough Evaluation Request (Attachment 23-A), Furlough Sponsor Agreement (Attachment 23-B), and the Rules and Regulations Governing Temporary Home Furlough (Attachment 32-C) to his/her assigned Counselor, as directed. Forms shall be updated periodically, as requested by center staff.***

C. Request for Furlough Investigation

1. ***Upon receipt of the Application for Furlough and other required documents, the Counselor will review the submitted documents, case file, and offender compliance to determine eligibility for furlough.***
2. ***If the offender meets initial eligibility requirements, the Counselor will complete the DC-405 and submit it, along with a completed Furlough Sponsor Agreement to the Center Director for review. If the proposed furlough address is located in a rural location, driving directions should be listed in the remarks section.***

NOTE: If an offender does not meet initial eligibility requirements, the Counselor will notify the offender of the reason for ineligibility via the Furlough Investigation Notification Form (Attachment 23-D).

3. ***Upon approval by the Center Director, the DC-405 and Furlough Sponsor Agreement shall be electronically submitted to the appropriate Regional Furlough Request resource mailbox (i.e., CR, CCB Furlough R1, R2, R3) for all state centers and (i.e., RA-ccbFurlough R1@pa.gov; RA-ccbFurlough R2@pa.gov; RA-ccbFurloughR3@pa.gov) for contract facilities. Each submission must then be logged and assigned to a Field Investigator.***

8.1.1, Community Corrections Centers Procedures Manual
Section 23 – Community Corrections Furloughs

4. A file number shall be assigned to each Department Furlough Investigation Report as listed below:
 - a. Region I file numbers shall be prefixed by an **E** followed by the last two digits of the calendar year and then a numerical indicator (e.g., E13-001, E11-002, etc.).
 - b. Region II file numbers shall be prefixed by a **C** followed by the last two digits of the calendar year and then a numerical indicator (e.g., C13-001, C11-002, etc.).
 - c. Region III file numbers shall be prefixed by a **W** followed by the last two digits of the calendar year and then a numerical indicator (e.g., W13-001, W11-002, etc.).

D. Furlough Site Investigation

1. ***An NCIC/CLEAN check will be conducted on all adult occupants of the proposed furlough residence prior to the investigation. The information shall be confidential and shall not be disseminated to offenders, the friends/family members of offenders, non-criminal justice personnel or CCF personnel.***
2. ***The Field Investigator will conduct a personal, on-site, face-to-face interview with the following: the furlough sponsor, the landlord, or the offender if the location is independent living. Telephone interviews shall not be used in lieu of face-to-face visits.***
3. ***A Field Investigator shall contact local police and/or the Pennsylvania State Police (PSP) in the area to solicit their recommendation concerning furlough to the indicated site. Police shall be questioned as to the suitability of the neighborhood and potential negative influences upon the offender. Proximity to crime victims shall be ascertained and a determination made as to potential conflict(s). This information will remain strictly confidential.***
4. The Field Investigator shall have 30 calendar days from the date of request to complete the investigation. Requests shall be processed in the order received, when possible. ***The Regional Director may supersede order and assign priority.***
5. ***If there are extenuating circumstances and/or the Field Investigator is unable to complete the investigation due to time/resource constraints,*** the requestor of the investigation shall be contacted by the Field Investigator and advised of the delay and the reasons for it.
6. In cases where there is an unavoidable delay such as the inability to contact a certain individual, the requestor of the investigation shall be contacted by the Field Investigator and advised of the delay and the reasons for it.
7. Any subsequent requests for additional information or investigation from the ***Field Investigator*** shall include the file number of the report.

8.1.1, Community Corrections Centers Procedures Manual
Section 23 – Community Corrections Furloughs

8. A Field Investigator may not carry a firearm or other weapon during the course of his/her investigation or while on duty.

E. Furlough Report

1. A **DC-406, Furlough Report (Attachment 23-E)** shall be included as the **cover** sheet of the investigation. A brief synopsis of the investigation shall be included on this form.
2. The final report shall be attached to the **DC-406** and include, but not be limited to, the following areas:
 - a. the date and place of the investigation, including the name(s) of people interviewed and their relationship to the offender, and also the names of any other individual residing there, and their relationship to the offender;
 - b. a description of the home and neighborhood, including the length of time the current occupants have lived there, its cleanliness and orderliness, and a statement concerning the space available for the offender;
 - c. the financial ability of the individual to support the offender including employment data;
 - d. the attitude of the individual interviewed about the fact that the offender has been incarcerated, and also his/her perception of the attitude of the neighborhood surrounding the home;
 - e. the degree of supervision of the offender that shall be available;
 - f. the individual's ability to provide transportation from and/or to the facility, including the make, model, and license plate number of the vehicle(s);
 - g. the availability of firearms and/or alcohol in the home. If present, their removal by the sponsor prior to the **date of the first furlough shall be specifically stated as a condition of approval**. Under no circumstances shall BCC staff remove or be responsible for the removal of firearms, alcohol, **or any other illegal/contraband items that were discovered or revealed during the investigation process; and**
 - h. the presence of a landline telephone service that does not include call forwarding. **Also, the landline telephone service must be hard-wired into the residence and may not be internet based.**
3. **Upon completion of the investigation, the DC-406 should include a recommendation based upon all factors to include, but not be limited to, the following:**
 - a. **suitability of residence (subsidized, location, transportation, landlord acceptance/refusal, occupant refusal, etc.);**

- b. **occupants of residence (under criminal justice supervision, active warrants and/or domestic violence concerns);**
 - c. **recommendation from local law enforcement; and**
 - d. **sponsor attitude and agreement with expectations.**
4. An investigation completed by a Furlough Investigator shall be reviewed and **approved by the Regional Director/designee**. The Regional Director/designee **may authorize a Center Director and/or center staff to conduct a furlough investigation in lieu of a Furlough Investigator. The results of this investigation shall be forwarded to the Regional Director/designee for final processing and approval.**
 5. Copies of all completed investigations and the **DC-406** shall be electronically forwarded to the requestor of the investigation and a copy maintained in the offender's Inmate Record in the Regional Office for **six months**.
 6. The Counselor will notify the offender of the approval/denial of the Furlough Site Investigation through the **Furlough Investigation Notification Form**. Specific reasons for denial and/or confidential information shall not be disclosed.
 7. **Each time a furlough site is investigated and approved, written or email notification shall be given to the Office of the Victim Advocate (OVA), the PSP, County Probation Officer, Sheriff, and Chief of Police of the County, Municipality or Township of the locality to which the offender is being furloughed. A generic Master Furlough Letter (Attachment 23-F) should be used for these notifications.**
 8. Copies of all correspondence shall be maintained in the offender's file in the center and at the BCC Regional Office.

F. Center Staff Responsibilities

1. Staff shall review the phone bill from the approved furlough site monthly to ensure the phone is still operational and that the call forwarding feature has not been added.
2. Staff shall conduct at least one telephone destination check to the furlough site each night between 2300 and 0700 hours **and should take into consideration the offender's work schedule. Between the hours of 0700 and 2300, accountability checks shall be conducted on at least 10% of the center's assigned furlough offenders every day. These contacts shall not occur at the same time every day. The outcome of each check shall be recorded in the BCC 716, Daily Security Activity Log Book.**
3. Staff must speak to each offender directly during telephone accountability checks to verify that they are at the approved site.

4. ***If staff is unable to make contact with the offender via telephone, they shall call the furlough site every hour until contact is made. If contact is not made after two hours, staff shall immediately notify the Center Director for direction. If contact is reestablished, the offender shall be directed to immediately report to the center and the Center Director shall be apprised.***
5. ***At the discretion of the Center Director, a misconduct may be issued for any violation of furlough conditions, including Unaccountability. Sanctioning is at the discretion of the Center Director.***
6. Offenders on furlough status shall be called in to the facility on a random basis, but no less frequently than monthly, to submit to breath alcohol and urinalysis testing.

G. Offender Responsibilities

1. ***All offenders must abide by the Rules and Regulations Governing Temporary Home Furlough and the Temporary Furlough Acknowledgement.***
2. ***All offenders must maintain eligibility requirements in order to remain on furlough status.***
3. ***All offenders returning to the facility from furlough shall submit to Breathalyzer and urinalysis testing.***
4. ***All offenders on furlough status shall be required to remain at their approved site from 2300 hours until 0700 hours, unless written exception is granted by the Center Director.***

H. Suspension and Termination of Furlough Privileges

1. ***A Center Director may suspend the furlough privileges of an offender for any of the following:***
 - a. ***change of circumstance***
 - (1) ***loss of employment, education or volunteer opportunities; and***
 - (2) ***loss of transportation.***
 - b. ***residential change***
 - (1) ***furlough sponsor moves out of the residence;***
 - (2) ***new occupant in the residence; and***
 - (3) ***furlough sponsor withdraws sponsorship.***

c. *disciplinary infraction*

- (1) *positive urinalysis or Breathalyzer;***
- (2) *new information regarding community concerns;***
- (3) *failure to abide by agreed upon rules and regulations; and***
- (4) *misconduct or disciplinary sanction for violation of center rules.***

d. *negative contact with law enforcement.*

- 2. *In the case of loss of employment, education, volunteer opportunities, or transportation, the Center Director, at his/her discretion may allow the offender to remain in furlough status for no more than 14 consecutive days to resolve the circumstance. If no correction is made by the end of the 14 day period, the furlough privileges shall be suspended until the circumstance is resolved.***
- 3. *If the offender loses the furlough site for any reason (eviction, termination of lease, sale of residence, residence is condemned or deemed uninhabitable, etc.), the offender must immediately return to the center and furlough privileges must be suspended until a new furlough home plan request is approved.***
- 4. *If the offender is suspected of violating furlough conditions or the facility is made aware of an offender having contact with police for any reason, the offender must immediately return to the center and furlough privileges must be suspended, pending review by the Center Director.***

8.1.1, Community Corrections Centers Procedures Manual
Glossary

Administrative Return - The return of a resident of Community Corrections for reasons other than a misconduct.

Advancement Account - A sum of money controlled by the support facility's Business Office for expenditures made by a Community Corrections Center. Included within the Advancement Account are petty cash funds, a checking account, and employee advances for business expenses. The amount of Advancement Account varies per organization.

Annual Inspection - An on-site evaluation of each Community Corrections Center within a Region by the Regional Director and a Community Corrections Center Director, other than the Director of the Center being evaluated, or an on-site evaluation of each Contract Facility in the Region by the Regional Director accompanied by a Contract Facility Coordinator of that Region

Annual Preventive Maintenance - The ongoing general maintenance and repair of the Community Corrections Center, including the development of written procedures for specific areas.

Approved Inmate Name - The committed name and/or a name change that is in accordance with Department policy, **11.5.1, "Records Office Operations."**

Budget Input - Data received from field services by the Bureau of Community Corrections on an annual basis that is used to prepare for the submission of the budget request for the upcoming fiscal year.

Center Contracts - An agreement with a vendor to perform a support service or to provide goods for the operation of a Community Corrections Center.

Closing Summary - A summary of a resident's progress, activities, program participation, events, overall adjustment, and any other pertinent information concerning his or her stay within a Community Corrections Center.

Community Contract Facility (CCF) - A group home operated by a private or public entity, designed to provide services to pre-release and parole residents.

Community Corrections Center (CCC) - A residential facility operated directly by the Bureau of Community Corrections to provide residential and treatment services to certain inmates selected for placement into a community setting prior to or as part of parole.

Community Corrections Center Daily Activity Log Book (DC-716) - A bound ledger book, with sequentially numbered pages, used for recording each shift's activities in each Community Corrections Center.

Community Corrections Referral Specialist - An employee assigned to the Regional Office of the Bureau of Community Corrections who is responsible for evaluating inmates and parolees at State Correctional Facilities for placement in Community Corrections Centers or Community Contract Facilities.

8.1.1, Community Corrections Centers Procedures Manual
Glossary

Community Parole Center - A facility that provides services to parolees encountering difficulties in the community.

Contraband - An item that an inmate is prohibited from possessing or an item that an inmate is permitted to possess, but which has been altered or is being used for something other than its intended purpose.

Contract Facility Coordinator (CFC) - An individual whose job function is to guarantee contract compliance with vendors who provide housing and treatment services in the community.

Contract Facility Coordinator's Inspection - An on-site evaluation by the Contract Facility Coordinator six months after the Annual Inspection by the Regional Director.

Contractor Deficiency Report - A form to be completed by the Contract Facility Coordinator, approved by the Regional Director, and acknowledged by the signature of the Contract Facility Director which lists the discrepancies of a facility and establishes timetables for the correction of those discrepancies.

Controlled Substances - As defined in the "Controlled Substance, Drug, Device and Cosmetic Act" of April 14, 1972, P.L. 233, No. 64, 35, P.S. §780.101, means a drug, substance, or immediate precursor included in schedules I through V of this act. The five classes are divided into centrally acting drugs such as narcotics, stimulants, and certain sedatives.

Cross-Regional Referral - This is the referral of an individual to a Community Corrections Center in a Region outside the Region of the sentencing court for reasons such as parole planning, availability of resources or community sensitivity.

Diagnostic Center Direct Referrals - Selected Diagnostic Classification Center inmates may be referred to Community Corrections upon completion of the Diagnostic Classification Center process and pursuant to **DC-ADM 805, "Application, Review, and Approval for Inmates in Outside Assignments and Pre-Release Transfer."**

Drug and Alcohol Facilities (D&A) - Facilities that provide inpatient drug and alcohol services in the community.

Educational Placement - Placement of an individual in a facility or program designed for acquiring academic knowledge leading to the conferring of some type of academic degree or certification.

Employment - A job that pays wages or a salary.

Evacuation (Fire) Drills - The orderly movement of individuals from a facility to a safe, pre-designated area away from the site where all individuals can be identified.

Explicit Sexual Material - Pursuant to 18 Pa. C.S.A. §5903 explicit materials include: any book, pamphlet, magazine, printed matter however reproduced, which contains any picture, photograph, drawing or similar visual representation or image of a person or portion of the

8.1.1, Community Corrections Centers Procedures Manual
Glossary

human body which depicts nudity, sexual conduct, or sadomasochistic abuse and which is harmful to minors. Explicit sexual material also includes that which contains detailed verbal descriptions or narrative accounts of sexual excitement, sexual conduct or sadomasochism abuse and which, taken as a whole is harmful to minors.

Facility - All State Correctional Facilities or State Regional Correctional Facilities, Motivational Boot Camp, Community Corrections Centers or the Training Academy.

Facility Manager - The Superintendent of a State Correctional Facility or State Regional Correctional Facility, Commander of a Motivational Boot Camp, Director of a Community Corrections Center or Director of the Training Academy.

Facility Parole Supervisor - An employee of the Pennsylvania Board of Probation and Parole who works primarily in a State Correctional Facility supervising the Parole Office of that Facility.

Fire Protection System - All systems designed to be activated if a fire starts in the facility or designated to assist in the evaluation of the property. This includes but is not limited to: fire extinguishers, smoke detectors, sprinkler systems, emergency lighting system, exit signs, etc.

Fire, Safety, and Sanitation Officer - A CCC employee who oversees the entire Fire, Safety, and Sanitation Program within a CCC.

Furlough - An officially approved absence from a Community Corrections Center/Contract Facility for a definite period to a specific location.

Inmate Grievance Review System - An avenue for redress of resident complaints or concerns. Reference **DC-ADM 804**.

Keys - All keys used by staff and residents. Examples include: door keys, office and state vehicle keys, storage room cabinet keys, etc.

Language - A form or manner of verbal/written expression as means of communicating ideas or feelings (a systematic means of communicating ideas or feelings by use of conventionalized signs, sounds, gestures, or marks having understood meanings).

Legislative Act 16 of 1995, P.L. 1020, No. 16 (Spec. Sess. No1), §3, 61 P.S. §331.34a - Requires that inmates, convicted of any type of murder, including voluntary manslaughter, attempt to commit murder, or attempt to commit voluntary manslaughter, who have had their sentences commuted by the Governor, will be required to serve at least one year in a Community Corrections Center prior to release on parole.

Log Books or Log Records - The records which show when residents sign in and sign out of a Community Corrections Center including times, locations, etc.

NCIC/CLEAN System - The "National Crime Information Center" and "Commonwealth Law Enforcement Assistance Network" working together to establish a computerized information system as a service to all criminal justice agencies - local, county, state and federal, by

8.1.1, Community Corrections Centers Procedures Manual
Glossary

providing and maintaining a computerized filing system of accurate and timely criminal justice information.

Oleoresin Capsicum (OC) - A product using tincture of oleoresin derived from cayenne pepper as its active agent and dispensed from an aerosol canister using alcohol as the carrier.

Out-of-Region Travel - A situation where a resident is permitted to leave his/her assigned Region for a distance of greater than thirty miles beyond Regional borders.

Parent Facility - The facility that originally referred the resident to Community Corrections.

Parole - The granting of conditional community release of a resident by the legal authority of the Pennsylvania Board of Probation and Parole. The action will effect the legal transfer of supervisory jurisdiction from the Department to the Pennsylvania Board of Probation and Parole.

Parole Cases - This is the referral of an individual whose PBPP-15 Notice of Board Decision authorizes parole or re-parole on a certain date to an approved plan, however, they remain confined beyond that date due to the inability to formulate an approved plan.

Parolee - An individual who has been paroled from a State Correctional Facility and is under the jurisdiction of the Pennsylvania Board of Probation and Parole, but who may be lacking a specific approved home plan, employment, or who requires specific treatment programming prior to being placed in a private community residence.

Parole to Community Corrections Center - The parole of an individual under the jurisdiction of the Department, to jurisdiction under the Pennsylvania Board of Probation and Parole to reside in a CCC/Contract Facility.

Parole Holdover - An inmate in a State Correctional Facility who has been approved for parole by the PBPP but cannot develop an acceptable parole plan or is in need of participation in specialized programming as a condition of parole. Appropriate individuals in those categories are paroled from State Correctional Facilities to Community Corrections Centers or Contract Facilities.

Personal Property - Privately owned items, which are allowed in Community Corrections Centers.

Petty Cash - A sum of money (\$200.00) kept at each Community Corrections Center to be used for any small legitimate expenses. There is a limit of \$200.00 per expenditure.

Pre-Parole Cases - The referral of an individual having a PBPP-15 Notice of Board Decision (green sheet) authorizing parole or re-parole to an approved plan on a specific date. **DC-ADM 805** Judicial contact requirements must be met.

Prompt Payment Act - The Prompt Payment Act (Act 266) is a law enacted by the Legislature of the Commonwealth of Pennsylvania that requires payment of bills within 30 calendar days of the time goods and/or services are received. Bills not paid to small businesses within 15 days of this deadline may incur interest charges.

Psychotropic Medication - A category of drugs that affect psychic function, behavior, or experience.

Public Mail Systems - The United States Postal Service and private carriers who serve the public with systems to move pieces of mail from one location to another.

Publications - Printed material that is circulated among the public for conveying information. This includes newspapers, magazines, hardcover or paperback books, pamphlets and newsletters, regardless of Postal Rate, that are not specifically intended for the purpose of advertising or selling merchandise.

Rebuttable Parole – A procedure for the Pennsylvania Board of Probation and Parole (PBPP) to follow for less serious inmates who meet established criteria and successfully complete prison programming to be paroled at their minimum sentence date. To streamline and facilitate the parole process, only one decision maker (Hearing Examiner) is required to interview and make the final decision. An eligible offender would be paroled at his or her minimum sentence date if the PBPP confirms the following:

1. The less violent inmate has successfully completed all programs required by the Department and has maintained good conduct.
2. The less violent offender has an adequate reentry plan to the community that addresses the needs for housing, employment, or treatment and established conditions of parole.
3. There is no compelling reason why releasing the inmate on parole would be dangerous or detrimental to public safety.

Recidivism Risk Reduction Incentive (RRRI) – A type of sentence for eligible inmates in which the court imposes a regular minimum and maximum sentence and the court indicates that the imposed sentence is also eligible for the RRRI. An eligible inmate will have the opportunity to serve $\frac{3}{4}$ of the minimum sentence for sentences up to three years, and $\frac{5}{6}$ of the minimum sentence for sentences greater than three years by completing program recommendations and maintaining positive adjustment. In order for an inmate to be released at the RRRI minimum sentence (RRRI minimum), the Department must certify that the inmate has maintained positive adjustment and that the inmate has completed all recommended treatment programming.

Recreational Activities - Any activity or combination of activities that promotes, restores, facilitates, or enhances the physical or mental condition and/or leisure time use of Community Corrections Center residents.

Referral to Community Corrections Center - The referral of an inmate under the jurisdiction of the Department to a Community Corrections Center.

Referral Specialist - An individual employed by the Department in a Community Corrections region with the job responsibility to evaluate inmates and parolees in State Correctional Facilities for placement in a Community Corrections Center.

8.1.1, Community Corrections Centers Procedures Manual
Glossary

Regular Community Corrections Referrals - This is the routine pre-release referral from a State Correctional Facility as defined in **DC-ADM 805**.

Residency Acknowledgement Form - A form delineating those aspects of policy and pre-release law that residents of Community Corrections must abide by to continue in the program.

Resident Case Files - All hard copy paperwork kept at individual Community Corrections Centers of the Bureau of Community Corrections, which provides an ongoing record of the program involvement, medical information, and behavior changes being undertaken by individuals placed in Community Corrections Centers. They provide comprehensive records regarding adjustment and valuable information for the decision making process.

Resident Fiscal Program - The micro-computer program which is used to provide accounting procedures for the collection and disbursement of resident wages and for the collection of rent paid to Community Corrections by residents of those programs.

Restraints - Restraints shall include handcuffs, leg irons, waist chains, belts, lead chains, and any other physical means of securing inmates.

Special Case Placement - The assignment of an individual to live in an approved residential/treatment setting when continued living in a community Corrections Center or Contract Facility would prove significantly detrimental to the residents treatment program and/or physical well being.

Specialized Community Corrections Center – The purpose of a Specialized CCC is to provide housing for paroled violent offenders the PBPP has identified as needing maximum or enhanced community based supervised and programming for the first 90 days (minimum) post incarceration.

Spring Inspection - An inspection of the physical plant of a CCC conducted annually by the Regional Director.

Standards Audit - An on-site evaluation of each Community Corrections Center and Contract Facility within the Region once every three years to review ACA standards in preparation for accreditation.

Supervisor of Volunteer Services (Staff Coordinator) - A Community Corrections Center staff member designated by the Community Corrections Center Director to coordinate the operations of the volunteer program.

Support Facility - The facility nearest the Community Corrections Center that provides total administrative support.

Technical Parole Violator (TPV) RSAT Candidate (RSA) - An individual identified by a District Office of the PBPP who has been evaluated by a staff member of the Department's Bureau of Community Corrections and found to be acceptable for placement into RSAT.

8.1.1, Community Corrections Centers Procedures Manual
Glossary

Therapeutic Community (TC) - An intensive treatment modality that is self-contained and semi-autonomous, with responsibilities shared by staff and inmates. This program is developed to treat inmates who meet the diagnostic criteria for substance dependence, substance abuse and dependence or any of the other addictions such as addiction to dealing and gambling.

Unusual Incidents - Those events taking place in the course of a shift that are other than routine in nature.

Use-of-Force - The minimum amount of restraining action taken by Community Corrections personnel to prevent harm to self or others, prevent damage to personal property and/or prevent escape. Reference **DC-ADM 201**.

Vocational Placement - Placement of an individual in a trade school or program designed for acquiring skill development leading to the conferring of a degree or certification.

Volunteer - Any person or group from the community offering, without pay, any service, materials, or facilities to the residents of the Bureau of Community Corrections. Although volunteers should enhance the operation and effectiveness of the Community Corrections Center program, they may not act in place of the Center Staff nor assume the duties of any staff member. Ideally, each volunteer's term of service should be for one year.