



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Population Management		Policy Number: 11.1.1
Date of Issue: September 2, 2014	Authority: Signature on File John E. Wetzel	Effective Date: September 30, 2014

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, Department employees, volunteers, contract personnel, visitors and inmates.

III. POLICY¹

It is the policy of the Department to monitor all aspects of the inmate population, enabling department officials to successfully manage facility populations.

IV. PROCEDURES

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

¹ 4-4433, 4-4435

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

This document establishes policy on this subject.

2. Facility Policy and Procedures

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

B. Cross Reference(s)

1. Administrative Manuals

- a. 6.5.1, Administration of Security Level 5 Housing Units;
- b. 8.1.1, Community Corrections Centers;
- c. 8.4.1, Community Corrections Treatment Services;
- d. 11.2.1, Reception and Classification;
- e. 11.5.1, Records Office Operations;
- f. 11.5.2, Processing Cases for Interstate Corrections Compact (ICC) Transfer;
- g. 11.6.1, Sexually Violent Offender Registration;
- h. 11.6.2, Act 57 DNA Data and Testing
- i. 13.2.1, Access to Health Care; and
- j. 13.8.1, Access to Mental Health Care.

2. ACA Standards

- a. Adult Correctional Institutions:
- b. Adult Community Residential Services:
- c. Correctional Training Academies:



PROCEDURES MANUAL
Commonwealth of Pennsylvania • Department of Corrections

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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.

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Section 1 – Inmate Bed Assignments

A. General

The Bed Management System is utilized as a tracking mechanism and utility to determine available bed space and population management. The system accommodates the Department-wide reporting of inmate movement as well as additions and closures of individual beds, cells, or housing units.

B. Responsibilities

1. *The Office of Population Management (OPM) shall:*

- a. *establish initial facility, building, and sections for each facility within the Bed Management System;*
- b. *designate off-line cells in the Bed Management System in accordance with the facility-generated off-line/on-line cell requests;*
- c. *alter any existing cells, to accommodate any increase/decrease in cell capacity, in the Bed Management System in accordance with the facility-generated off-line/on-line cell requests; and*
- d. *designate on-line cells in the Bed Management System in accordance with the facility-generated off-line/on-line cell requests.*

2. *Facility Responsibilities*

- a. *The Deputy Superintendent for Facility Management (DSFM)/designee shall:*
 - (1) *ensure that designated staff establish bed assignments for all placements within the facility. Security, program, and medical needs should be considered when determining bed assignments; and*
 - (2) *ensure that bed management location data is entered into the Bed Management System within two hours of determining the bed assignment (refer to the Inmate Bed Assignment System User Manual [Attachment 1-A]). Data entry for bed assignments made after normal working hours, during weekends and holidays may be entered during the next workday. In an effort to ensure efficient operations across multiple departments (i.e. medical, psychology, commissary, etc.), it is critical that these time frames are adhered to.*

b. The Shift Commander/designee shall:

- (1) ensure that any off-line beds are entered into the Bed Management System. The Shift Commander/designee shall forward the completed off-line cell request to the OPM;**
- (2) ensure that once an off-line or newly designated cell has been authorized to come on-line, any on-line beds are entered into the Bed Management System; and**
- (3) forward the completed on-line cell request to the OPM.**

Section 2 – Transfer Petition System

In order to recommend an inmate for transfer within the Department, a transfer petition must be filed electronically. Instructions for completing transfer petitions are located on DOCNet>DOCINFO>Inmate Apps>Transfer>Petition>Help. Levels of approval required for special transfers are outlined in the **Levels of Approval Required for Inmate Transfers (Attachment 2-A)**.

A. General

1. To initiate the process for all permanent transfers, staff shall submit a **DC-46, Vote Sheet** for review/approval of the Unit Team, Deputy Superintendents, and the Facility Manager.
2. The inmate must qualify or be eligible for the requested transfer.
3. An Individual Treatment Plan (ITP) is required for each inmate on the active Mental Health/Intellectual Disability (MH/ID) roster, with stability code D in accordance with Department policy **13.8.1, “Access to Mental Health Care.”** *The date of the most recent ITP should be included in the Transfer Rationale & Institutional Recommendation section of the Transfer Petition.*
4. Additional information (i.e., commutation process status, security concerns, parole status, misconduct report, etc.) shall be entered into the Transfer Rationale & Institutional Recommendations section of the Transfer Petition when “yes” is entered in any of the following fields:
 - a. commutation application (status of the application);
 - b. confidential information;
 - c. beyond minimum date; and
 - d. other information.
5. Transfer Petitions may be placed on pending/hold status by the facility and/or Central Office staff. Examples of these holds may be medical, psychological factors, court/PA Board of Probation and Parole (PBPP) hearings, Disciplinary Custody (DC) confinement, etc. When the pending/hold is no longer necessary, the hold status must be removed. This will make the inmate available for transfer.

B. Responsibilities

1. **Central Office**
 - a. *The Office of the Executive Deputy Secretary shall review and either approve or deny, all transfers outlined in the Levels of Approval Required for Inmate Transfers, which require Executive Deputy Secretary approval.*

- b. The Office of the Regional Deputy Secretary shall:**
 - (1) review and either approve or deny, all transfers outlined in the Levels of Approval Required for Inmate Transfers, which require Regional Deputy Secretary approval;**
 - (2) review and either approve or deny all exceptions for incentive based transfers;**
 - (3) approve the transfer of DC status inmates; and**
 - (4) review and either approve or deny all Administrative Separations from a facility.**

- c. The Director/designee of the Office of Population Management (OPM) shall:**
 - (1) maintain the administration of the Transfer Petition System;**
 - (2) review all Transfer Petition Requests entered into the Transfer Petition System (TPS), to determine if the required level of approval for each Transfer Petition has been met;**
 - (3) review and either approve or deny, all transfers outlined in the Levels of Approval Required for Inmate Transfers, which require OPM approval;**
 - (4) review and either approve or deny all Administrative Separations from staff and inmates;**
 - (5) review and either approve or deny Initial Transfer Petitions, Permanent Transfer Petitions, exceptions for incentive based transfers, and Temporary Transfers; and**
 - (6) review all Special Transfers.**

- d. The Director/designee of the Office of Psychology shall review and either approve or deny, all transfers outlined in the Levels of Approval Required for Inmate Transfers, which require Psychology approval.**

- e. The Office of Special Investigations and Intelligence (OSII) shall:**
 - (1) review and either approve or deny, all transfers outlined in the Levels of Approval Required for Inmate Transfers, which require OSII approval; and**
 - (2) review requests for Serious Problematic Transfers.**

2. Facility Responsibilities

a. Each Facility Manager shall ensure that:

- (1) *a DC-46 is completed, reviewed, and approved/denied for each permanent transfer request; and*
 - (2) *designated staff enter the Transfer Petition Request into the Transfer Petition System.*
- b. *The SCI Camp Hill/Camp Hill Diagnostic and Classification Center (CDCC) Facility Manager shall ensure that designated staff at the CDCC approves the Initial Transfer Petition for placement in the Quehanna Boot Camp (QBC) and SCI Camp Hill General Population.*
- c. *The SCI Muncy/Muncy Diagnostic and Classification Center (MDCC) Facility Manager shall ensure that designated staff approve the Initial Transfer Petition for placement in the QBC, SCI Cambridge Springs, and SCI Muncy General Population.*

C. Permanent Transfers

1. Initial Transfer

- a. Upon completion of the initial classification, CDCC staff shall enter a Transfer Petition.
- b. *Upon completion of the initial classification, MDCC staff shall enter and approve the Transfer Petition.*
- c. *Initial Transfer inmates with a DC status sanction greater than 30 days shall be reviewed by OPM for approval of placement at a permanent facility.*
- d. The rationale section shall contain the following:
 - (1) all identified problem areas, medical concerns, psychological concerns, special needs, Special Needs Unit (SNU) placement, history of facility sexual assault (either victim or perpetrator), vulnerability issues;
 - (2) Security Threat Group (STG) affiliation(s) and any information in the “Security Concerns” section of the Unit Management System;
 - (3) current certification status for all Recidivism Risk Reduction Incentive (RRRI) and Rebuttable Parole cases;
 - (4) *program needs, program codes, and other relevant information that will assist in placement of the inmate; and*

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- (5) parole review status, this information must include review date.
- e. An inmate shall be assigned to a facility according to:
- (1) custody level;
 - (2) program needs;
 - (3) **program codes;**
 - (4) separations;
 - (5) psychological/medical needs;
 - (6) behavior in the DCC;
 - (7) **death penalty detainees;**
 - (8) bed space availability; and
 - (9) **home region (West, Central, East).**
2. Permanent Administrative Transfers
- a. **When all other transfer options have been determined as inappropriate, the Facility Manager/designee may submit a Transfer Petition Request for a permanent Administrative Transfer.**
 - b. **OPM shall review all Permanent Transfer Petitions to determine appropriateness. Permanent Transfer Petitions that are deemed inappropriate may be denied.**
 - c. The rationale for a Permanent Administrative Transfer shall contain the following:
 - (1) reason the transfer is being requested;
 - (2) all identified problem areas, medical concerns, psychological concerns, special needs, SNU placement, history of facility sexual assault (either victim or perpetrator), vulnerability issues, **date of ITP (if applicable);**
 - (3) any new separations;
 - (4) facility adjustment;
 - (5) pending criminal prosecution resulting from facility misconduct (if applicable);

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- (6) the status of the inmate's progress toward his/her **DC-43, Integrated Correctional Plan (ICP)**, programs completed, programs that he/she needs to complete;
 - (7) **PBPP review date**;
 - (8) STG affiliation(s), including rank, and any information in the "Security Concerns" section of the Unit Management System;
 - (9) special security needs: this includes a Special Management Unit (SMU)/Secure Residential Treatment Unit (SRTU) inmate, one who has an H Code, is on the Restricted Release List, Escape Risk List, and/or who is assaultive or otherwise problematic, reason for Z code, if applicable; and
 - (10) any other information that will assist in the placement of the inmate.
- d. **The Passenger Comments section of the Transfer Petition should indicate the following concerns:**
- (1) **deaf**;
 - (2) **hard of hearing**;
 - (3) **visually impaired**;
 - (4) **use of an assisted mobility device (wheelchair, cane, walker, etc.)**;
 - (5) **prosthetics**;
 - (6) **medical concerns**;
 - (7) **escape risk**;
 - (8) **short minimum sentence**;
 - (9) **special education ("Diploma Institute Required")**;
 - (10) **specialized housing (SMU, SRTU, ICU, SAU, PCU)**;
 - (11) **capital cases**; and
 - (12) **any other transport concerns**.

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3. Incentive Based LI-2 Transfers

- a. A Custody Level (CL) 2 inmate may be considered for an incentive based transfer. An incentive based transfer should be used to facilitate program participation, reentry, and continuity of care.
- b. Guidelines for incentive based transfer include the following:
 - (1) the transfer must be initiated via the **DC-46** process;
 - (2) the transfer should be closer to the inmate's home region. ***If sufficient rationale exists the inmate may be placed outside of the home region;*** and
 - (3) the transfer shall not jeopardize an inmate programmatically.
 - (a) If an inmate is currently enrolled in a program that he/she needs to complete, he/she shall not be transferred until completion of the program.
 - (b) The receiving facility must be able to offer the inmate the opportunity to complete required programming prior to his/her PBPP interview or review for re-parole.
 - (c) If a Therapeutic Community (TC) program is required, the inmate must have at least nine months remaining on his/her minimum sentence.
- c. All facilities may receive incentive based transfers.
- d. Hardship concerns shall not be considered a reason for transfer, unless the inmate meets the criteria for incentive based transfers.
- e. The counselor shall monitor the inmate's status so that the incentive based transfer request is removed if the inmate no longer meets the criteria, i.e., found guilty of a misconduct, classification status change, voluntarily withdraws request, etc. OPM shall be notified of any changes in the inmate's status.
- f. ***An inmate who has been transferred to a new facility on an incentive based transfer, shall be considered permanently assigned to the new facility after a period of one year.***
- g. An inmate must meet the following criteria to be considered for an incentive based transfer:
 - (1) must have served at least two years of his/her sentence. To facilitate reentry needs, an inmate who has served less than two years but is within 18 months of his/her minimum sentence date may be considered;
 - (2) must be a CL-2;

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- (3) must be in compliance with his/her **DC-43**, the inmate may not be refusing to participate in or have failed out of recommended programs;
- (4) not be scheduled for parole review within the next nine months;
- (5) no Class I misconducts for two years and no more than one Class II misconduct in the past year;
- (6) must be in compliance with Department policy **11.6.1, “Sexually Violent Offender Registration,”** and **11.6.2, “Act 57 DNA Data and Testing,”** if applicable;
- (7) an inmate transferred for documented disciplinary reasons is not eligible for transfer to his/her home region for a minimum of five years;
- (8) an inmate who is classified as CL-2, but who is overridden to CL-3 due to administrative reasons (medical, psychological or protection) can be considered for an incentive based transfer; and
- (9) exceptions to the incentive based criteria may be recommended and are subject to the review and approval by the Regional Deputy Secretary/designee **and the Director of OPM.**

4. Incentive Based Lifer Transfer Criteria

A lifer must meet the following criteria:

- a. must be a CL-2 or CL-3;
- b. served a minimum of **seven** years in the Department;
- c. be in compliance with his/her **DC-43**;
- d. no Class I misconducts for five years and no more than one Class II misconduct in the past year with overall positive adjustment during **seven** years of state confinement;
- e. must be compliant with Department policy **11.6.1** and **11.6.2**, if applicable;
- f. an inmate transferred for documented disciplinary reasons shall not be eligible for transfer to his/her home region for a minimum of five years; and
- g. exceptions to the incentive based criteria, above, may be recommended and are subject to the review and approval by the Regional Deputy Secretary/designee **and the Director of OPM.**

5. Demotional Transfers

- a. ***An inmate who was previously an incentive based transfer, but failed to maintain the incentive based criteria for one year may be processed for a demotional transfer to the originating facility. If the originating facility is not an appropriate placement, an alternative facility will be identified by OPM. Failure or refusal to be program compliant is sufficient rationale for a demotional transfer.***
- b. ***An inmate who is involved in an assault on staff or who receives a third drug related misconduct may be processed for a demotional transfer. The only exception is for an inmate currently in the SMU or SRTU, at a facility that is distant from the inmate's home region.***

6. Medical Transfers

The Corrections Health Care Administrator (CHCA) coordinates transfer for medical reasons in accordance with Department policy 13.2.1, "Access to Health Care."

7. Community Corrections Center (CCC) Placement

Community Corrections transfers are processed in accordance with Department policy 8.1.1, "Community Corrections Centers," Section 4.

8. **Category 3**

A Category 3 transfer will be processed in accordance with Department policy 8.4.1, "Community Corrections Treatment Services," Section 2.

9. CCC Return

- a. A male inmate being returned from Community Corrections is returned to the support facility. His/her custody level and separation needs shall be considered prior to transfers.
- b. A female inmate being returned from Community Corrections shall be handled on a case-by-case basis.

10. **Boot Camp Transfers**

Boot Camp cases are processed at the DCCs in accordance with Department policy 11.2.1, "Reception and Classification," Section 7.

11. Serious Problematic Transfers

The OSII, Field Intelligence Unit, reviews requests for transfer of problematic inmates (those with DC time, STG concerns, security-related separation concerns, or other

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special security needs). If further security concerns are identified by Security staff they shall be forwarded to the regional Deputy Secretary **and the Director of the OPM**. The Regional Deputy Secretary shall determine whether a one-for-one exchange for a problematic inmate from the receiving facility is required.

12. DC Status Transfers

Requests for the transfer of a DC status inmate who has been permanently assigned to a facility, shall be reviewed and approved by the Regional Deputy Secretary, then forwarded to the Director of OPM.

13. Administrative Separation Transfer requests shall be in accordance with the criteria set forth in Section 4 of this procedures manual.

- a. ***A Transfer Petition requesting a separation from a facility due to special circumstances or an inmate's problematic behavior must be approved by the Regional Deputy Secretary.***
- b. ***A Transfer Petition requesting a separation from a staff member due to special circumstances or an inmate's problematic behavior must be approved by OPM.***
- c. ***A Transfer Petition requesting a separation from an inmate due to special circumstances or an inmate's problematic behavior must be approved by OPM.***

D. Temporary Transfers

1. Temporary transfers are filed for more urgent issues and special temporary placements.
2. Requests for temporary transfer shall be submitted through the Transfer Petition System, fax **(717) 728-4180**, via e-mail using the CR, DOC Inmate Transportation group **or via telephone (717) 728-2817**.
3. All temporary transfers are approved through the Transfer Petition System. The referral packet, if required, shall be forwarded to OPM. Authorization for temporary transfer is for a period of three months unless extended in accordance with Department policy **11.5.1, "Records Office Operations."**

E. Parole Violators

1. Unless there are custody level, security, separation concerns, or an inmate who is an **Act 122 technical parole violator (TPV)** the receiving facility will hold a returned parole violator (PV) for at least 60 days in order for the PBPP to hold revocation/violation hearings. If the hearing is not scheduled within those 60 days, the inmate may be transferred.

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2. A PV may remain at the facility where he/she was received, **except for SCI Camp Hill, Graterford and Pittsburgh**. Bed space considerations, separations, custody level concerns, or other operational issues may require alternate placement.
3. **Act 122 TPVs that are received at a predetermined temporary Act 122 receiving facility, will remain at the temporary facility until a PBPP Board Action or an Administrative Action is issued.**
 - a. **If the Act 122 PBPP Action is to a Community Corrections Center (CCC)/Community Contract Facility (CCF)/Parole Violator Center (PVC), the inmate shall remain at the temporary facility until the Bureau of Community Corrections (BCC) Referral Unit, OPM, and the holding/transporting facility confer to establish a bed date. If the inmate is at a temporary facility that is not the parent facility of the PVC, OPM will be notified by the Referral Unit. OPM may enter the Transfer Petition and schedule the transfer to the support facility, for transport to the PVC.**
 - b. **If the Act 122 PBPP Action is to a State Correctional Facility/Contracted County Jail (CCJ), the inmate will remain at the temporary facility until the BCC Referral Unit, OPM, and the holding/transporting facility confer to establish a bed date. OPM may enter the transfer petition and schedule a transfer to the support facility for transport to the CCJ.**
 - c. **Act 122 inmates who have outstanding charges other than Domestic Relations; costs, fines & restitution; summary offenses; resolution of charges that were determined by an agency that does not meet PBPP's definition of a Court of Record; or an ICE detainer cannot be placed in a PVC or a CCJ. A PV return transfer petition may be entered by the temporary facility, to transfer the inmate to another facility. As the interpretation and understanding of Act 122 evolves, Pilot Programs may be developed in order to expedite movement and placement of inmates into appropriate settings.**

F. Special Transfers

1. County Inmates
 - a. A county may request to transfer an inmate to the Department for security, medical, psychiatric, or other reasons. Requests are initiated by the county prison through the OPM using the **DC-5B, Petition for Transfer – County Prison to department of Corrections (Attachment 8-B)**.
 - b. Medical/Psychiatric Transfers will be reviewed by the BHCS and or the Office of Psychology to determine availability of appropriate services.
 - c. The county is responsible for all medical costs exceeding \$100.00 incurred for the inmate, excluding routine laboratory tests and diagnostics associated with intake medical assessment, physical examinations, sick call, dental services, TB clearance,

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over-the-counter medications and temporary medical supplies. The CHCA will notify the county in advance of non-emergency expenses that are likely to exceed \$100.00.

- (1) The CHCA/designee will access DOCNet, DOCInfo, Inmate Apps, and 5B County Transfers monthly, and verify the start and end dates of the 5B Transfers with the facility Inmate Records Supervisor.
 - (2) The CHCA/designee will contact the medical/pharmaceutical vendor for the applicable costs and submit these costs to the Business Manager.
 - (3) The Business Manager will invoice the costs to the transferring county.
 - (4) If no payment is received within 45 days of the invoice, the Business Manager will contact the county to determine if payment is pending. If no payment is forthcoming, the Business Manager will advise the Facility Manager/designee who will forward all documentation to his/her respective Deputy Secretary **and the Director of OPM/designee**.
 - (5) **The Director of OPM/designee** will notify the county that the inmate will be returned to the county facility and that no other 5B Transfers Requests will be approved until payment is received.
 - (6) **All other requests for County transfers to the Department should be completed in accordance with Department policy 11.5.1, "Records Office Operations."**
- d. **The Director of OPM/designee may review and verbally approve an emergency transfer to the county under extenuating circumstances. In those circumstances where a 5B transfer is anticipated to generate a media response, the Director of OPM shall notify the Executive Deputy Secretary and the Press Secretary.**

2. Federal Inmates

The Department is authorized to receive inmates serving terms under the jurisdiction of the US Bureau of Prisons. Approval shall be granted by the Secretary/designee.

3. Interstate Corrections Compact (ICC)

- a. Transfers from Pennsylvania to another member state are initiated through the ICC Coordinator in the **Centralized Sentence Computation Unit (CSCU) and OPM in accordance with Department policy 11.5.2, "Interstate Corrections Compact and Witness Protection."**
- b. If approved by the Facility Manager/designee, a referral packet shall be forwarded to the ICC Coordinator, **CSCU. The referral packet shall include a cover memo**

summarizing the rationale for the request. The summary shall be completed in accordance with Department policy 11.5.2.

- c. **The ICC may be used to facilitate family re-unification efforts. An inmate must meet incentive based transfer criteria for consideration of an ICC.**
- d. Upon review by OPM, disapproved referral packets shall be returned to the facility; approved referral packets shall be forwarded to a participating state for consideration. The state's decision shall be communicated to the requesting facility by the Secretary/designee. If approved, a transfer date will be coordinated through OPM.
- e. If the referral is approved, a copy of all available records, including a complete copy of the medical record, shall be forwarded to the receiving state.
- f. Transfers to Pennsylvania from Member States.

Approved transfers to Pennsylvania shall be placed in a DCC for classification. Copies of the **Integrated Case Summary (ICS)** and other relevant reports shall be forwarded by the sending state.

G. Emergency Transfers

Emergency transfers may be requested in the situations listed below.

1. Where the conduct of an inmate or group of inmates is of such immediate danger to the security of the facility that a transfer must preclude formal procedures.
2. Where the facility does not have available resources to control the behavior of the inmate(s).
3. Where the inmate needs immediate medical or psychiatric care only available at another facility.
4. Procedures during normal business hours include:
 - a. a temporary transfer petition shall be entered and approved by OPM; and
 - b. transportation shall be immediately scheduled by OPM.
5. Procedures after normal business hours, weekends, and holidays include the following:
 - a. as OPM or Executive staff will not be available, facility staff must determine the need for emergency transfers;
 - b. a Temporary Transfer Petition shall be entered into the automated transportation system and approved electronically by facility staff;

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- c. the sending facility shall make preliminary contact with the Regional Deputy Secretary and the receiving facility to ensure the receiving facility can accommodate the transfer;
- d. transportation shall be scheduled at the convenience of facility staff; and
- e. ***OPM shall be notified of the transfer via email to the CR, DOC Inmate Transportation.***

H. Special Program Referrals

1. When requesting a temporary mental health placement for a Special Assessment Unit (SAU) evaluation or an Intermediate Care Unit (ICU) placement, a referral packet shall be prepared in accordance with Department policy **13.8.1, “Access to Mental Health Care.”** A **Special Program Referral Approval/Dismissal Form (Attachment 2-C)** shall be included for review by Central Office staff. Review of this referral shall be completed within 30 days.
2. When requesting a permanent transfer to a **SRTU**, a referral packet shall be prepared in accordance with Department policy **13.8.1**. A **Special Program Referral Approval/Dismissal Form** shall be included for review by Central Office staff. Review of this referral shall be completed within 30 days.
3. ***When requesting a permanent transfer to a SMU, a referral packet shall be prepared in accordance with Department policy 6.5.1, “Administration of Security Level 5 Housing Units,” Department policy 13.8.1 and the Facility Manager shall ensure that a Transfer Petition is entered into the Transportation System. A Special Program Referral Approval/Dismissal Form shall be included for review by Central Office staff. Review of this referral shall be completed within 30 days.***
4. ***When requesting a permanent transfer to a Security Threat Group Management Unit (STGMU), a referral packet shall be prepared in accordance with Department policy 6.5.1. A Special Program Referral Approval/Dismissal Form shall be included for review by Central Office staff. Review of this referral shall be completed within 45 days. Once the referral package has been approved, the Facility Manager of the receiving STGMU facility shall ensure that a Transfer Petition is entered into the Transportation System.***

Section 3 – Inmate Transportation System

A. General

The Inmate Transportation System (ITS) is utilized to facilitate the scheduling, maintenance, and termination of transports.

B. Responsibilities

1. Central Office

The Office of Population Management (OPM) shall enter and maintain all scheduling and cancelations of trips, resulting from approved Transfer Petitions, into the ITS.

2. Facility Responsibilities

The Deputy Superintendent for Facilities Management (DSFM)/designee shall:

- a. *ensure that staff are designated to enter any arrivals or departures from the facility, resulting from approved Transfer Petitions, into the ITS. Data shall be entered into the ITS within two hours of the arrivals or departures; and*
- b. *when a trip must be delayed or canceled due to extenuating circumstances at the originating facility, the DSFM/designee shall ensure that the Transportation Hub, OPM and/or the receiving facility are notified.*

CONFIDENTIAL

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Section 4 – Separations

**This section is confidential and not for public
dissemination**

**11.1.1, Population Management Procedures Manual
Glossary of Terms**

Administrative Custody (AC) – A status of confinement for non-disciplinary reasons, which provides closer supervision, control, and protection than is provided for in general population. (Refer to Department policy **DC-ADM 802, “Administrative Custody Procedures.”**)

Bed Management Coordinator - An individual appointed by the Facility Manager who is responsible for ensuring that all bed assignment data is entered accurately and in a timely manner. This individual also provides local training and serves as a liaison to the Office of Population Management (OPM) regarding any questions, concerns, and/or problems with the Automated Bed Management System.

Bed Management System – A computer based, automated bed tracking system which includes specific information regarding inmates assigned to specific beds as well as information related to other inmates assigned to the same cell.

Buildings – All structures within or adjacent to the facility compound to include both housing and non-housing structures.

Cell – An individual living unit within a housing unit.

Control Center – The location in a facility, from which security functions are coordinated, including maintenance of counts and communication with housing units.

Department – The Pennsylvania Department of Corrections.

Diagnostic and Classification Center (DCC) – Correctional facility that assesses custody, security levels, and programmatic and special needs of inmates who are new commitments, some parole violators, or temporary transfers for pre-sentence assessment.

Disciplinary Process – As part of the overall classification process, the disciplinary process involves a careful evaluation and administrative decision by a Corrections Hearing Examiner and plays a significant role in the corrections process.

Facility – A State Correctional Facility, Motivational Boot Camp, Training Academy, Community Corrections Center, and the Central Office complex as a group and/or individually.

Facility Management System – An automated, computer based system used to identify buildings, housing units, sections, levels and cells within a facility. The system is also used to indicate if a cell or other facility structure is available for use.

Facility Management System Coordinator – An individual appointed by OPM, responsible for ensuring that all facility management system data is entered accurately and in a timely manner. This individual also provides local training and serves as a liaison to the OPM regarding any questions, concerns, and/or problems with the facility management system.

Housing Unit/Block – Any unit designated as living quarters whether permanent or temporary.

Level – The vertical position of the floor or level within the building.

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Office of Population Management (OPM) - Population Management is responsible for monitoring all aspects of the inmate population, enabling department officials to successfully manage facility populations. This is accomplished by providing for the quick and efficient movement of inmates based on sound security practices, programming needs, medical, mental health and behavioral needs. This office assesses, analyzes and prepares for the future trends of corrections so that the Department is ready to meet those needs as they develop.

Permanent Transfer – The movement of an inmate, from one facility to another facility, on a permanent basis.

Petition System – An automated, computer based system which is used by staff to request and approve the temporary and permanent transfer of inmates from facility to facility within the Department.

Petition System Coordinator – An individual appointed by the Facility Manager responsible for ensuring that all transfer petition system data is entered accurately and in a timely manner. This individual also provides local training and serves as a liaison to the Office of Population Management (OPM) regarding any questions, concerns, and/or problems with the automated petition system.

Program Code – A code used in conjunction with custody levels to further define the parameters governing inmate housing, program involvement and freedom of movement outside of the facility perimeter.

Section – Subdivision of a building into identifiable functional areas.

Temporary Transfer – The movement of an inmate from one facility to another facility on a temporary basis following which he/she would be returned to the permanent facility.

Transfer Petition – Concise statement that explains the rationale for suggested facility and housing assignments.

Transportation System – An automated, computer-based system, which is used to manage inmate moves from one facility to another. This system provides for: the listing of inmates available for transfer; identification of transporting vehicles; mapping of routes; and the updating of inmate records when the moves occur.

Transportation System Coordinator – An individual appointed by the Facility Manager responsible for ensuring that all transportation system data are entered accurately and in a timely manner. This individual also provides local training and serves as a liaison to the Office of Population Management (OPM) regarding any questions, concerns, and/or problems with the automated transportation system.