



**POLICY STATEMENT**  
Commonwealth of Pennsylvania • Department of Corrections

<b>Policy Subject:</b> Delivery of Educational Services		<b>Policy Number:</b> 7.6.1
<b>Date of Issue:</b> December 20, 2011	<b>Authority:</b> Signature on File John E. Wetzel	<b>Effective Date:</b> December 29, 2011

**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 a full range of centralized educational services consisting of academic education, vocational education, recreation services, library services, and special education, as well as educational testing and academic and vocational counseling.

**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 their 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

7.6.1, Delivery of Educational Services, issued February 25, 2005, by former 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

2. ACA Standards

a. Administration of Correctional Agencies: None

b. Adult Correctional Institutions: 4-4078, 4-4157, 4-4453, 4-4505, 4-4506, 4-4507, 4-4508, 4-4509, 4-4510, 4-4511

c. Adult Community Residential Services: None

d. Correctional Training Academies: None



**PROCEDURES MANUAL**  
Commonwealth of Pennsylvania • Department of Corrections

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**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 – Educational Program Objectives**

### **A. Objectives**

The goal of the Bureau of Correction Education (BCE) is to provide comprehensive educational programming to an inmate that will assist him/her in his/her reintegration into society as a responsible and productive citizen with the following objectives:

1. assess the inmate's educational needs;
2. implement quality academic and/or traditional and non-traditional vocational education programs for an inmate based on his/her assessed needs;
3. provide mandated programs to support re-entry initiatives;
4. provide Victim Awareness Education for every inmate who has been convicted and sentenced for a crime of violence on or after February 21, 1999, in accordance with PA 143 Victim Awareness Classes (**61 P.S. §6137(f)** previously **61 P.S. §331.21 (b.1)**, **PA Act 143**) and Department policy **1.2.1, "Victim Services;"**
5. prepare an inmate for the General Education Development (GED) examination;
6. provide educational programs that comply with **IDEA 2006, Individuals with Disabilities Education Act, 20 U.S.C. §1400, et seq., and Chapter 14, Pennsylvania Department of Education, Special Education and Services Regulations, 22 Pa Code §14.101, et seq.**, for an inmate who has been identified as special education eligible;
7. provide opportunities for a qualified inmate to enroll in vocational-technical/business certificate programs;
8. as space permits, provide educational programming for an inmate who has his/her GED, high school diploma (HSD) or Commonwealth Secondary Diploma (CSD) and desires to continue his/her education; and
9. provide opportunities for an inmate to participate in reentry programs.

### **B. Responsibilities**

The BCE is responsible for the following:

1. develop a Strategic Plan;
2. approve the educational programs annually via the facility's Proposed Education Program (PEP), which includes: Academic and Vocational Curriculum Review Schedules;
3. facilitate the Inmate Education Advisory Committee meetings (established pursuant to **Act 15 of 1999, 71 P.S. §310-11**);

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4. solicit funds, as appropriate, from the following federal sources to supplement the Department's education appropriation: Adult Basic and Literacy Education Funds, Title 1 funds, Vocational Education Grant and Special Education Grant (IDEA 2006);
5. assist the Grants Management Section of the Bureau of Administration to monitor federal educational grants awarded to the Department for federal compliance and assurance;
6. issue program completion certificates;
7. administer the CSD and **Adult Commonwealth Secondary Diploma (ACSD)** programs in cooperation with the Pennsylvania Department of Education;
8. administer the GED testing program and issue GED diplomas in cooperation with the Pennsylvania Department of Education;
9. provide funds to operate the Pennsylvania Training Technical Assistance Network (PATTAN) Records Center;
10. advise the Department of changes to appropriate state and federal laws regarding inmate education, in consultation with the Office of Chief Counsel;
11. manage the PEP process and approve educational programs via the PEP document (as further explained in **Subsection D. below**);
12. provide in-service training for staff;
13. administer the educational aspects of the Recidivism Risk Reduction Incentive (RRRI);  
and
14. the BCE Director and Division Chiefs will evaluate each facility's inmate population through visitations, **review of waiting lists** and discussions with the School Principal and review of the PEP document. BCE funding requests for supplemental programs and final funding disbursements will be based upon assessment of educational needs for such programs.

**C. Lines of Authority**

The BCE is the Department's centralized administrative authority responsible for inmate educational programming as implemented through the facility's Corrections School Principal.

1. Table of Organization

The Department's Table of Organization containing BCE will be reviewed yearly by the BCE Director/designee and posted on the Department's intranet site (DOCNet).

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2. Education Budget

The BCE Director and Chiefs will review PEPs and budgetary allotments. The core of the education budget is allotted to each facility based upon a formula developed by the BCE. Additional allotments are determined based upon the educational needs indicated in the PEP and/or in other reports. Original budget allotments are communicated to the facility via a letter from the BCE Director to the Facility Manager with a copy to the School Principal. The School Principal will develop the local education budget based upon BCE budgetary guidelines and submit the budget to the BCE. All 102 Education spending must go through BCE for initial approval; it will then be forwarded to the facility for processing.

3. Communications/Meetings

- a. Statewide training of School Principals will occur at least twice each year. The BCE will organize and conduct a Fall and Spring School Principals meeting. Training will include a review of policy and procedure changes, grievance settlements, educational issues, etc. Minutes of the training will be distributed to each facility Education Department.
- b. The School Principal shall conduct a minimum of one monthly facility Education Department meeting with minutes of such to be forwarded to the respective Division Chief.

**D. Proposed Education Program (PEP)**

The PEP provides a comprehensive overview of the total education program for each facility and is implemented as follows:

1. each year the BCE distributes the PEP guidelines;
2. the School Principal shall coordinate the development of the facility's PEP document according to the instructions found in the PEP;
3. upon completion, the PEP document will be reviewed and signed by the Facility Manager; Deputy Superintendent for Centralized Services (DSCS) and the School Principal;
4. the signed PEP document is submitted to the BCE;
5. upon receipt of the PEP, the BCE will review the document for appropriateness of content and format; and
6. a letter of approval is sent to the Facility Manager and School Principal by the BCE Director by the first of July each year.



## **E. Educational Curriculum**

A standardized competency-based curriculum is developed **by the BCE which shall include members of** facility education staff under the direction of the School Principal and supported by appropriate materials and classroom resources. The School Principal will provide guidance and time for each teacher to develop plans for every course he/she teaches. The planned course will follow the **Public School Code of 1999, 24 P.S. §§1-101-27-2702**, and will be kept by the teacher with a copy in the Education Office. Once a year, the School Principal will make provisions for each teacher to review, assess/evaluate the implementation of his/her planned courses and make any needed revisions. A log of this review will be maintained in the Education Department.

### 1. Class Size

Classrooms are designed to conform to local and/or state educational requirements.<sup>1</sup> Exceptions to class size standards may be requested as per PEP guidelines.

#### a. Adult Basic Education (ABE)

- (1) instructional level -0 – 8.9 (grade level);
- (2) enrollment – 20; and
- (3) average daily attendance goal – 85%.

#### b. GED

- (1) instructional level – 9-12;
- (2) enrollment – 20; and
- (3) average daily attendance goal – 85%.

#### c. Special Education (students under 21 years of age)

The maximum caseload permitted on a single teacher's roster will be in accordance with **22 Pa. Code, §142**.

#### d. Vocational Education - the number of students must be based upon the classroom and shop space available.

- (1) enrollment – to be based upon security and safety standards; and
- (2) average daily attendance goal – 85%.

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<sup>1</sup> 4-4157

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- e. Title 1 Programs/Literacy Level K-1 (special classes for students under 21 years of age), and English as a Second Language (ESL)/English Language Learner (ELL)/Limited English Proficiency (LEP)/students.
  - (1) enrollment – 15+; and
  - (2) average daily attendance goal – 85%.
- 2. Availability of Educational Programs
  - a. Educational programs will be scheduled when the majority of inmates are able to take advantage of them. Programs will be offered in off-peak hours, evenings, and weekends as staff availability and security needs dictate. When a student is within five years of his/her minimum/release date, **education programming** will be given first priority for attendance of academic and/or vocational educational programs.
  - b. A student who does not meet attendance standards will be removed from class at the discretion of the education counselor **with approval by the** School Principal (i.e., three or more unexcused absences per semester). **Instructors** and Educational Counselors will monitor daily absences and respond to excessive absenteeism appropriately. If a student is removed or completes the program, the counselor must be prepared to fill the vacancy immediately. There is an exception for certain vocational programs and for the last four weeks of **the semester that are not open entry/open exit**. The last four-week exception does not apply to a student of mandatory school age (9-17) and a school age student with an Individual Education Plan (IEP). This student must be placed in class within five working days.

**F. Basic Academic Skills**

- 1. The Test of Adult Basic Education (TABE) will be used to determine academic placement and achievement. **The TABE test** will be administered at least once a year (during May or June), or as deemed educationally appropriate for ***inmates in a Mandated Education Program status. Upon completion of 360 hours of mandatory instruction, each inmate must be post-tested using the TABE “Full Battery” test to measure academic progress during his/her participation in the Mandatory Education Program. Results should be used to determine if the student should continue in education programming.***
- 2. Pre-Vocational Programming is a required component of the **360** hour Mandated Education Program. Students can not satisfy their **360** hour education mandate without completing Pre-Vocational programming. Inmates without a GED, HSD, CSD **or ACSD** are to complete this program to be considered for Vocational Program enrollment. Classes will be conducted at a minimum of twice daily unless there is not sufficient need.
- 3. The Money Smart™ Course will be offered at least once every quarter year. It is to be considered a required component of the Mandatory Education Program.

## G. GED® Preparation

1. The GED **Ready** Test is **required** prior to **Official** GED testing. **Individual subtests may be administered with a minimum score of 150 (on each subtest) required to qualify for the Official GED test.** Inmates are required to be enrolled in academic programming and re-qualify, per the minimum score requirement, for additional retests.
2. Each facility must follow federal/state GED guidelines and sign and follow the GED Testing Centers Security Guidelines and Procedures as referenced in Rider A (1) of the PEP document. Each facility's education program is required to have a copy of the most current GED Examiner's Manual.

## H. Mandated Education Program (MED)

An inmate committed to the Department on or after July 1, 2004, who does not have a verified GED, HSD, CSD, **ACSD** or Post-Secondary Attendance proof, will be considered a mandated education program inmate and is to be designated with an (M) prefix status (ex. M-GED level, M-ABE level, M-YS, M-GEDYS age). Every inmate within five years of his/her minimum/release date, who does not have a verified GED, HSD, CSD, **ACSD** or Post-Secondary Attendance proof, will be designated as a mandated education program student. Academic program scheduling shall be given priority consideration during the 5<sup>th</sup> and 4<sup>th</sup> years prior to the inmate's minimum release date. Once identified as a MED inmate, the inmate should be enrolled in an appropriate academic education program or placed on a waiting list.

1. An inmate in this group should be identified and designated according to one of the below listed categories and the specific designation should appear on rosters and waiting lists maintained in the Education Department:
  - a. An inmate 18 years of age or older, will be designated as M-GED.
  - b. An inmate under 18 years of age will be considered a "Youthful Student," designated as M-GEDYS. A Special Education student will be enrolled per current State and Federal Regulations and also designated as M-GEDYS.
  - c. An inmate serving a "LIFE" sentence will be removed from the mandatory status upon turning 22 years old.
  - d. ***In situations where recommended treatment programming is required, as determined by the Department, the inmate may be excused from academic and vocational classes in order to attend scheduled groups. Collaboration should occur between Education and Treatment staff while devising a schedule that would be least disruptive to programming as well as facility operations. An inmate that has been designated as a mandatory Education student, as stated above, will continue as a mandatory student. These students will have priority consideration in returning to school assignments.***

2. Educational Mandate Complete

- a. The Education Counselor **and** School Principal will verify the completion of all of the Mandated Education Program requirements. Upon verification of the GED, HSD, CSD or **ACSD**, the mandatory status will be changed from “yes” to “no” on the **DC-47C, Educational and Training Cumulative Record**. The student will be notified by the Counselor or Principal of the completion of the Mandated Education Program requirement.
- b. A Special Education student shall be enrolled per current **State and Federal Regulations (34 C.F.R. §300.321 and 22 PA Code §14.102)**.
- c. A CSD **and ACSD** student will follow CSD program guidelines.

3. Education Mandate Opt Out

- a. A Mandated Education Program student will be considered for Non-Mandatory Opt Out/Exempt Student Status upon completing **360** hours of required educational programming, completing Pre-Vocational and Money Smart programming and completing a final TABE “Full Battery” post-test indicating appropriate progress. The inmate must initiate this process by sending a request slip with the opt-out request to the Education Counselor or School Principal. These requests will be reviewed at the end of each scheduled semester. ***Inmates who had completed the 300 hour mandate and were Opted Out/Exempt from the mandate prior to January 1, 2014, will remain exempt from the 360 hour mandate.***
- b. The minimum attendance requirements for each group before an inmate may be considered Education Mandate/Opt Out is as follows:
  - (1) a Mandatory Education Program (M-) student will be enrolled in a minimum of one class per day and attend a minimum of **360** hours; and
  - (2) a Mandatory Education Program (M-YS) student will be enrolled in a half-day of classes and attend a minimum of 600 hours and reach the age of 18 before given the designation “Opt Out” on the Credential/Level drop down menu.
- c. An inmate with a physical or mental condition that prevents him/her from being able to attend school that is certified by the Medical/Psychology Department may be exempt from the Mandated Education Program and will be listed as “opt out” on the Credential/Level drop down menu of the **DC-47C** in accordance with Department policy **DC-ADM 816, “Inmate Compensation.”**

4. Enrollment Priority

Enrollment and waiting lists will be managed using the following placement priorities:

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- a. a Special Education student, 21 years of age or under (MGED-YS), will be immediately enrolled in appropriate programming;
- b. a Regular Education student who is **18** years of age and under (MGED-YS);
- c. an inmate within **five** years of his/her minimum/release date will be given priority within each of the following categories:
  - (1) an inmate committed on or after July 1, 2004, designated as (MGED) that does not have a verified GED, HSD, CSD, **ACSD** or Post-Secondary Attendance proof;
  - (2) an inmate transfer from another facility who was previously identified as a mandatory student;
  - (3) ***an inmate who was removed from educational class to complete programs; and***
  - (4) a parole violator with time to complete the Mandated Education Program **360** hour requirement as outlined in **Subsection H.1. above.**
- d. of the remaining inmates, an inmate within five years of his/her minimum/release date will have priority within each of the following categories:
  - (1) an Opted-Out/Exempt inmate without a verified GED, HSD, CSD **or ACSD**; and
  - (2) other voluntary students.

5. Attendance Hours

Attendance hours are defined as actual “seat-time.” Excused absences will not be counted as attendance. Inmate pay for students will be reflected per actual “seat time,” fulltime students shall follow Department policy **DC-ADM 816**.

6. Verification

- a. The Education Counselor is to verify the status of a school-aged inmate who claims to hold a GED/HSD/CSD/**ACSD** by utilizing the Records Center within 60 working days.
- b. A non-school aged inmate is responsible for obtaining proof of his/her GED/HSD/CSD/**ACSD**. The Education Counselor will review the education files for existing verification. If no proof exists in the file, the inmate will be provided with the information necessary to obtain the documentation.
- c. An official college transcript verifying an Association, Bachelors, Masters or Doctoral degree is an acceptable form of verification.

7. Evening/Weekend Classes

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Part-time evening/weekend academic classes may be used to accumulate hours for the mandated programs. While a student is enrolled in the evening/weekend program, the requirement of one class per day is waived.

**I. Mandated Recidivism Risk Reduction Incentive (RRRI)**

To be considered for RRRI certification an inmate must be in compliance with the educational plan recommendations.

**J. Special Education**

Special education programs will be provided to pre-identified school-aged special education students. Other supplemental programs will be offered as funding sources become available.

**K. Vocational Education**

1. Each facility will offer vocational education integrated with supportive academic coursework and relevant to employment opportunities in the community and to the needs of the inmates.
2. Priority will be given to an inmate within five years of his/her minimum/release date. An inmate who does not have a GED, HSD, CSD, or **ACSD** must attend and complete the Pre-Vocational course.
3. Programs will be designed to provide entry level job skill training which prepare inmates for more advanced training opportunities following release. All inmates enrolled in vocational programs must have a Social Security number.
4. Some vocational education programs provide educational training services as part of a certification program.
  - a. Repairs and services done as part of the Vocational Education Program, specifically related to automotive are limited to state vehicles, non-profit organization vehicles and vehicles of current Department employees and their immediate family members who reside in their household.
  - b. Proof of ownership must be provided prior to service.
  - c. All personal items must be removed from the vehicle.
  - d. The employee must sign the **Agreement for Service in the Auto Mechanic Vocational Education Program (Attachment 1-A)** prior to any work being done. All proceeds will be deposited in the Inmate General Welfare Fund (IGWF) account at the facility.

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- e. Repairs and services provided in all other programs will be determined per local facility procedures **and student level of achievement as determined by the instructor.**
5. Names and numbers of inmates completing vocational trade-based programs are to be forwarded to the facility Corrections Vocational and Educational Coordinator (CVEV) and the Director of Correctional Industries (CI).

**L. Post-Secondary Education**

1. Accredited business/vocational education programs may be provided at facilities where the assessed need is appropriate to funding. Funding allocations will be determined by BCE based upon the assessment of educational program needs. BCE will initiate the Request for Proposal (RFP) or Invitation for Bid (IFB) process. Upon contract implementation, the School Principal/designee will serve as Project Manager for the contract period.
2. Space permitting, an inmate serving a life sentence may attend college or university courses offered to the inmate population with facility approval; however, he/she must pay all costs (tuition, books, and fees).
3. General population inmates will be provided the opportunity to participate in education correspondence courses. Requests are to be sent to the Education Guidance Counselor via an inmate request slip for information.

**M. Other Programs**

1. A long-term inmate (lifer) may have access to basic academic and secondary educational programs. Up to 10% of vocational enrollment may be for long-term inmates.
2. Special Needs

Discrimination on the basis of disability in the provision of educational services is strictly prohibited. An inmate who has an identified disability will have his/her service needs addressed through the School Principal. The School Principal will contact the Division Chief for Specialized Facility Programs who will make arrangements for adaptive or special education services due to physical and/or mental handicaps or learning disabilities.

3. Victim Awareness Education (VAE) will be delivered by teachers who have completed VAE training. Training is provided at the Training Academy each October for two days. Further guidance for VAE is provided in the proposed PEP guidelines document.
4. ESL/LEP/ELL students will be enrolled in appropriate academic classes, based upon Assessment Levels.
5. Capital Case Inmates

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Education programs for a Capital Case inmate will be delivered per signed letter of assurance (Adult Basic Skills Cell Study Guidelines) in the facility's PEP document.

- a. When a Phase I Capital Case inmate who is participating in an educational program is transferred, progress records and the materials being used will be transferred to assure continuity of participation at the next facility.
- b. A Phase I Capital Case inmate transferred to Disciplinary Custody (DC) will be suspended from education program participation until returned to Administrative Custody (AC) in accordance with Department policy **6.5.8, "Capital Case Administration."**
- c. When a Phase I Capital Case inmate is classified to Phase II, no further involvement by the education staff is required.

**N. Inmate Assessment/Placement**

1. Initial Screening

Inmate orientation will occur as presented in the approved PEP document.

2. Education Program Counseling

To place an inmate in appropriate programs, educational counseling will be provided as approved in the facility's PEP. Educational counseling to evaluate new arrivals will be conducted through personal interviews and diagnostic examinations. Each enrolled inmate will have an Individual Program of Instruction (IPI) developed. The IPI and placement will be based on the inmate's academic achievement, personal interests, experience, aptitude, length of sentence and potential for future employment. Instructors responsible for the delivery of Adult Basic Education programming are required to utilize the computer-aided instructional lab on a weekly basis.

3. Student Evaluation

Every student enrolled in academic programming will be tested (a minimum of once a year) with the Tests of Adult Basic Education (TABE). ***The TABE diagnostic report is to be included as part of the student IPI when enrolled in the appropriate level education program.*** Additional testing may be administered as appropriate or as dictated by any funding source requirement. The facility Education Department will delineate its educational testing in the PEP for BCE approval. Additional screening, assessment, and evaluation may be used as appropriate.

**O. Maintenance of Inmate Records**

1. The School Principal is responsible for overseeing the access and storage of student educational records. Records will be maintained, stored and transferred in accordance



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with Department policies and procedures. Special education records require additional procedures in accordance with state and federal regulations. An inmate will not have access to the cumulative education files. Upon the release of an inmate from the facility, the education file, to include a hard copy of the **DC-47C** preview screen and certificates, will be placed in an inactive file and maintained for at least 10 years. Special Education files and all HSDs, CSDs, **ACSDs** and GEDs earned while in the Department are to be retained for 100 years in the Education Department.

**2. DC-47C**

- a. The **DC-47C** is the basic document for recording education data. The automated **DC-47C** system will replace the hard copy. An enrolled student's cumulative education record will be updated at least quarterly. Assessment scores will be updated and recorded on the **DC-47C**.
- b. The School Principal will ensure that the **DC-47C** records are maintained by education staff. The automated **DC-47C** will transfer electronically when an inmate is transferred.
- c. The **DC-47C** will be available in accordance with Department policy **DC-ADM 003, "Release of Information."**
- d. Staff with authority to access DOCNet will have the ability to view the **DC-47C**. Education records are available to appropriate staff members only. They are considered confidential and are not to be shared with any inmate. The recording and filing of the **DC-47C** shall not be done by an inmate.
- e. Vocational aptitude, evaluation, and results will be recorded on the **DC-47C**. Career Scope will be administered by the Counselor as needed.
- f. A student who is not education program compliant will maintain the MGED designation with the **DC-47C** noted as N/A status and MGED-DO entered in the comments section. A list of dropouts will be maintained in the Education Department. The inmate will remain unassigned until re-enrolled in accordance with Department policy **DC-ADM 816**. A student who drops out of school prior to his/her **360** mandated hours will not be permitted to have a job.
- g. GED/TABE Test Scores

The inmate's GED and TABE test scores will be recorded on the **DC-47C** each time they are taken.

**P. Certification and Evaluation**

**1. Certification of Educational/Vocational Programs**

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Pursuant to **Act 15 of 1999 §909-B of the Administrative Code, 71 P.S. §310-9**, the Commonwealth of Pennsylvania, Department of Education, will certify inmate completion in non-degree educational programs, which are endorsed by the Department of Education.

2. Assessment of Academic/Vocational Programs

a. Inmate Education Advisory Committee

Established by **Act 15 of 1999, §911-B** of the Administrative Code, **71 P.S. §310-11** to advise and make recommendations to the Department regarding the provision of inmate education and vocational training, the committee will consist of at least seven members as legislation dictates.

b. Community Resources<sup>2</sup>

Each Education Department will involve business and industry in the planning of curriculum designed to provide relevant education programs. The Local Business & Industry Craft Committee should be made up of business/industry representatives from the local area. They will meet once a year to review the appropriate vocational programs and offer recommendations concerning course offerings, support services, and skill needs of employers. The facility's plan to involve business and industry will be included in the PEP.

c. Program Evaluation and External Audit Cycle

An external audit of the Education Program conducted by the Correction Education Association (CEA) will occur at each facility on a three-year cycle. The BCE Director and/or Chiefs will arrange for and coordinate the external audit. In addition, the Bureau Director/designee will visit each facility and conduct an annual inspection of education programs in accordance with Department policy **1.1.2, "Accreditation and Annual Operations Inspections," Section 2.**

3. Incentives and Formal Recognition

a. Educational Incentives

On an annual basis, each Education Department will delineate its educational incentives in the PEP for BCE approval. Educational incentives must include the administration of the GED test on-site and inmate pay incentives.

b. Formal Recognition

(1) Programs Granting Credentials

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<sup>2</sup> 4-4453

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**Section 1 – Educational Program Objectives**

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The Education Department at each facility will provide programs that grant trade-based credentials, diplomas, and/or licenses which will be delivered as indicated in the approved PEP.

(2) Diploma Programs for School Age **and Adult** Inmates

Educational programming will be provided at designated facilities to enable a school age inmate an opportunity to receive the CSD. ***The opportunity for adult inmates to obtain an ACSD will also be provided at all facilities.***

(3) Inmate Graduation Ceremonies

Standardized graduation ceremonies are desirable to ensure that a student receives proper recognition for his/her efforts. Towards this end, the guidelines listed below and Department policy **DC-ADM 822, “Inmate Organization Picnics/Banquets and Inmate Fundraisers”** will be followed:

- (a) the graduation ceremony may be held inside the facility (e.g., in the gymnasium, auditorium or chapel). An L4 inmate may not have visitors attend the ceremony in these locations. An L4 inmate may have guests attend graduation only if the ceremony is held in the facility’s Visiting Room;
- (b) graduation should be held at least once per year. The ceremony will be held at a time that is convenient for optimal family attendance;
- (c) where permitted, each graduate will be limited to inviting no more than three guests;
- (d) each ceremony may have at least one inmate speaker such as the student who scored the highest on the GED test and/or the student showing the most academic or vocational progress;
- (e) general awards for program completion for a student who has earned his/her GED, CSD, **ACSD**, Post-Secondary credits, certificates, diplomas, vocational credentials (state barber/cosmetology license) will be presented;
- (f) individual merit awards (students scoring **170** and above on **individual GED subtests**, highest GED score in the group) will be recognized;
- (g) caps and gowns may be worn by GED and certificate program graduates, facility clothing will be worn under the gown;
- (h) diplomas may be presented in the standard diploma folder; and
- (i) light refreshments may be served after the ceremony for graduates and their guests.

## **Q. Staff/Training**

### 1. Personal Practices

#### a. Hiring Procedures and Personnel Files

Education professional staff in full and part-time positions, are hired in accordance with State Civil Service Commission (SCSC) regulations, certification requirements and guidelines. The BCE Director/Division Chief reviews all job descriptions, signs all EEO certificates, and reviews credentials for placement on the salary scale. All vacant positions will be posted statewide in each facility. Personnel files for each education professional staff member will be located in the Personnel Office at the facility.

#### b. Staff Evaluations

- (1) An Employee Performance Review (EPR) will be completed by the employee's immediate supervisor as per Civil Service rules and regulations in accordance with **Management Directive 540.7, Employee Performance Review**. Probationary staff will be evaluated after a six-month period. The immediate supervisor sends the completed EPR to the appropriate BCE Chief for the Reviewing Officer's signature.
- (2) The School Principal of teachers in the Correctional Institution Vocational Education Association (CIVEA) bargaining unit will conduct two in-depth classroom observations per year as part of the preparation for the annual EPR. Classroom observations will be done on the **Classroom Observation Form (Attachment 1-B)**.
- (3) Counselors, Librarians, Barbers, Cosmetologists, and other staff will be observed by the School Principal while performing their assigned duties as part of the EPR process.

#### c. Resignation/Retirement Procedures

Upon receipt, the facility will forward a copy of all resignation/retirement notices to the Director of the BCE and the Department's Bureau of Human Resources (BHR).

### 2. Training

- a. All staff training will be conducted in accordance with Department policy **5.1.1, "Staff Development and Training."**
- b. The BCE will conduct a minimum of two Principal Training Academies (PTA) per fiscal year.
- c. PDE mentoring/induction program is required for instructors going from an Instructional I to Instructional II or Vocational I to Vocational II certification.

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Mentoring/induction program is not required for a vocational instructor going from intern to Vocational I.

- d. Request for leave under **Management Directive 535.3** should be granted in conjunction with Collective Bargaining Unit agreements or for those Department staff where contract provisions are not applicable (i.e., School Principal certificate). Up to 20 days per year should be granted if the employee can provide verification that the training/course work is required for establishing or maintaining certification and is offered at no other time during the current year.
- (1) The employee prepares a request per CIVEA CBA and BCE guidelines and submits to the School Principal for local approval.
  - (2) The employee then sends the request to BCE for review.
  - (3) BCE will return the approval/disapproval to the School Principal and the employee.
  - (4) Requests for leave in conjunction with taking a college course for credit by CIVEA bargaining unit employees should:
    - (a) use professional business/education leave (self-initiated) prior to requesting leave under **Management Directive 535.3**; and
    - (b) requests for leave under **Management Directive 535.3** (up to 20 days per year) should be granted if the employee can provide verification that the course is required for establishing or maintaining certification and is offered at no other time during the current year.
  - (5) The Facility Manager is encouraged to allow an employee to use professional business/education leave (self-initiated) in ¼ hour increments to leave work early to attend college courses that are required for establishing or maintaining certification.
  - (6) Reimbursement is for tuition only at the State System of Higher Education rate. Requests for mileage, lodging, and subsistence should not be approved.
  - (7) Upon successful completion of the course, the employee must submit a letter to BCE requesting reimbursement. The following documentation must be attached to the letter:
    - (a) a copy of the approved out-service training request;
    - (b) a receipt verifying the tuition was paid by the employee;
    - (c) a document verifying that the course was completed with a grade of C or better; and

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- (d) a copy of the college or university tuition statement.

## Section 2 – Library Services

### A. General Provisions

1. The Department recognizes the library standards as formulated by the American Correctional Association (ACA) and the American Library Association (ALA) to the extent that they do not conflict with Department policy or create any security concerns.
2. The general-purpose library shall include, but not necessarily be limited to, a reference section, a non-fiction collection, a fiction collection, periodicals, as well as other materials geared towards various interests.
3. The materials selected shall enhance the educational programs as well as meet an inmate's recreational reading needs. Library resources shall include offerings using various multi-media materials, as well as materials for non-English speaking inmates.
4. Each facility shall establish procedures to permit all inmates access to library materials.
5. Each facility shall establish ILL programs for the inmates.<sup>1</sup>
6. All libraries must include a reentry section to assist inmates in obtaining community resources; this includes all L&I re-entry information.

### B. Responsibilities

The Department shall ensure that a person with a master of library science degree or a combination of education and experience in accordance with the State Civil Service Commission's job description is made available to the facility to assist with coordinating and supervising library services and training all library staff.<sup>2</sup>

1. The Bureau of Correctional Education (BCE) Division Chief for Specialized Facilities and Programs oversees library services; he/she shall:
  - a. provide professional administrative and management **guidance** in the field of library **operations** for facilities. Responsible for **including** library programs regarding the needs of:
    - (1) library quality assessment;
    - (2) survey research;
    - (3) technical support;
    - (4) research coordination;

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<sup>1</sup> 4-4505

<sup>2</sup> 4-4507

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**Section 2 – Library Services**

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- (5) quantitative analysis;
  - (6) library program evaluation; and
  - (7) assist with planning fiscal administration according to needs identified for the inmate population.
- b. participate in the development and implementation of education program library policies regarding goals, objectives, and priorities;
  - c. maintain liaison with the State Department of Education for funding educational programs and library services. Maintain liaison with other facilities and organizations to improve education programs for the **habilitation** of inmates;
  - d. monitor the assignment of Corrections Librarians and the scheduling of library services to maximize **space and availability to inmate population**; and
  - e. **review library issues with Corrections Librarians and School Principals.**
2. School Principal

The School Principal facilitates day-to-day operational matters. The Corrections Librarians at the facilities shall fall within the scope of the Education Department under the School Principal. The School Principal is responsible for the supervision of the Corrections Librarian.

3. Corrections Librarian General Duties

The Corrections Librarian shall:

- a. prepare written procedures to aid Library Assistants and inmate workers with the completion of specific library tasks. The written procedures shall contain a stated library goal/objective/statement of purpose. Areas to be covered shall include but not be limited to:
  - (1) scheduling times designated for specific groups to use the facility library;
  - (2) number of books each inmate may borrow;
  - (3) length of loan period;
  - (4) overdue fines; and
  - (5) the inmate's responsibility to care for library materials.
- b. develop library operations reference guide to be available to population.



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**Section 2 – Library Services**

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- c. present criteria for selection of law books and information on inter-library loans (ILLs);
- d. perform specialized work in cataloging, classifying, and other library tasks related to the processing of books, periodicals, pamphlets, and similar materials;
- e. administer the facility library program under the supervision of the School Principal and direct the activities of the library;<sup>3</sup>
- f. manage a library as well as supervise and train inmate library workers, and clerical personnel. He/she will train inmate reference aids in order to develop a proficient worker for the library;<sup>4</sup>
- g. supervise the Librarian Assistants or Librarian Technician, if assigned;
- h. review current professional publications and inform staff members of new developments and specific articles of interest in his/her field;
- i. review current methods used in assigning subject headings and recommend revisions in the methods used in order to improve the library program;
- j. perform reference work requiring difficult and intensive research and summarize findings in reports;
- k. maintain collections of books by recommending acquisitions, weeding and retiring of worn and obsolete material, as well as selecting materials for rebinding on a continual basis;
- l. prepare correspondence regarding library issues;
- m. prepare articles for publication on library activities for the BCE Chief's approval;
- n. attend staff meetings and training seminars for professional development;
- o. perform related work as required regarding policy standards and procedures for library operation;
- p. provide technical services through an organized collection management system to meet the identifiable needs of users designed for the maximum circulation of library materials; and
- q. submit a detailed yearly budget, which may be included as part of an annual report, before May 1 for Inmate General Welfare Fund (IGWF) related funding.

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<sup>3</sup> 4-4506

<sup>4</sup> 4-4506, 4-4507, 4-4511

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- (1) Budget categories are salaries, library supplies, library equipment, furniture and maintenance/repair of library equipment materials.
- (2) Any money collected for **damaged, lost or stolen library materials** shall go for replacement of library materials.
- (3) The Corrections Librarian shall be familiar with procedures regarding bidding and purchasing in accordance with **Department policy 3.1.1, “Fiscal Administration.”**

**C. Reference Collection**

1. The library shall provide a general purpose, full-service library, and an inmate legal reference library as outlined in Department policy **DC-ADM 007, “Access to Provided Legal Services.”**
2. ***Department policies that have been determined to be public information shall be available through the library. These are posted in PDF format on DOCNet.***

**D. Facility Libraries**

1. The library shall be comfortable, functional in design, attractive in appearance, and readily accessible to both inmates and staff. Signs noting its location shall be placed in appropriate areas.<sup>5</sup>
2. The desired minimum size shall be a seating capacity for 20-30 library users at any one time. Library facility design shall include:
  - a. glare-free lighting;
  - b. acoustical treatment, as needed;
  - c. heating and air conditioning; and
  - d. electrical and network outlets to accommodate electronic and computer equipment.
3. Library furniture shall be chosen for attractiveness, comfort, durability, and ease of maintenance. Furniture shall include:
  - a. chairs and tables;
  - b. computers;
  - c. service desk for loan/return of library materials and reference services;

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<sup>5</sup> 4-4078

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- d. shelving for print, non-print, reference and reserve materials; and
  - e. stands for card catalogs, indexes, specialized reference works, card catalog, bulletin board/display case, and filing cabinets.
4. Library equipment shall be chosen for durability and function. Essential equipment shall include:
- a. typewriter(s);
  - b. telephone;
  - c. wall clock;
  - d. audiovisual hardware; and
  - e. other equipment, which may be considered, including photocopies and a typewriter for inmate use.

5. Staffing

a. Selection Process

The selection of qualified library personnel shall be decided by the Corrections Librarian, the School Principal, and other administrators in accordance with hiring procedures at each facility.

b. Recommended Staffing Levels

***Staffing will be determined by the Bureau of Human Resources (BHR) in conjunction with the Bureau of Corrections Education (BCE).***

6. Facility Responsibilities

- a. Library staff shall have input in library planning and budget.
- b. Guidelines from professional organizations may be consulted when establishing library budgets.
- c. Library cost estimating requires that the Corrections Librarian know the present inventory of equipment resources; past performance of library funds; state, regional, and national standards; average library expenditure by the state; facility priorities; relationship of library to facility priorities; library effectiveness in meeting objectives; budget year; and state aid to state correctional libraries.

7. State Library Development Division

- a. The State Library Development Division is an integral part of the state mandate to provide services.
- b. Library Services and Technology Act (LSTA) - availability of grant funds from the Federal institute of Museum and Library Sciences, 20 U.S.C. §9121 et seq., instructions for applying to PA Department of Education, State Library, P.O. Box 1601, Harrisburg, PA 17105, Phone: 717-787-2646. Any facility that applies for funds must channel requests through the Department's Grant Management Section.

**E. Selection and Acquisition of Materials**

1. Selection of Materials

- a. The library collection shall consist of well-selected, currently useful print and non-print materials. It shall reflect the interests and needs of the inmate population. The library shall provide materials in the appropriate language for non-English speaking inmates.<sup>6</sup> The collection shall comply with DC-ADM 803, “Inmate Mail and Incoming Publications,” criteria and include materials helpful in preparing inmates for reintegration into the community. Materials shall include specific information on job opportunities, treatment agencies, and parole and probation as well as a full range of employment resource directories. The library shall strive to provide for the interests of recognized racial or ethnic groups represented in the inmate population. The collection of a facility library consists of essentially three parts:<sup>7</sup>
  - (1) the core collection shall consist of no less than 5,000 items for facilities with an inmate population of over **1000** inmates; no less than 2,500 items for facilities with an inmate population of under **1000**. A minimum of 10% of the total collection shall **include** non-print materials in a variety of formats to correspond with local needs;
  - (2) the magazine collection shall consist of no less than 20 titles for facilities with an inmate population of over **1000** inmates; no less than 10 titles for facilities with an inmate population of under **1000**; and
  - (3) the newspaper collection shall include **a variety of** major state and national newspapers.
- b. The Corrections Librarian is responsible for the selection and ordering of library materials. The School Principal shall regularly review the library program and library materials to ensure appropriate library materials are selected that meet the educational, informational, and recreational needs of the inmates.<sup>8</sup>

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<sup>6</sup> 4-4508

<sup>7</sup> 4-4508

<sup>8</sup> 4-4505

- c. Requests for new titles may come from an inmate or employee of the facility. An inmate's request shall receive due consideration. The Corrections Librarian at each facility shall keep a record of requested materials and the disposition of those requests.

## 2. Inter-Library Loan (ILL) Programs

It is the responsibility of each facility with an inmate library to establish ILL programs for the inmates.

### a. Scope

- (1) A loan or copy of any material may be requested from another facility library or library participating in Access PA, in accordance with the published lending procedures of that library.<sup>9</sup>
- (2) Libraries shall not ordinarily lend the following types of materials:
  - (a) bulky or fragile items that are difficult or expensive to ship;
  - (b) material in high demand at the lending library;
  - (c) material with local circulation restrictions; and
  - (d) unique material that would be difficult or impossible to replace.

### b. Responsibilities of Borrowing Libraries

- (1) Each library shall provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this policy shall generally be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand.
- (2) If a library possesses or has lost an item and has not yet declared it missing, the library may not request it on an ILL.
- (3) The staff of each library shall be familiar with and use relevant ILL documents and aids including Access PA database, the ALA ILL form, and books in print.
- (4) Each library staff will inform library users, both inmates and staff, of the purpose of ILLs and of the library's inter-library borrowing policy. Any member of the borrowing library's clientele shall be eligible for ILL. However, ILLs are a privilege, not to be misused. If an inmate damages or refuses to return ILL material, the Corrections Librarian/designated staff may at his/her discretion

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<sup>9</sup> 4-4509

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**Section 2 – Library Services**

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revoke the inmate's ILL privileges and charge the inmate as specified in Subsection D.2.b.(10) below. The inmate may also be subject to a misconduct.

- (5) The borrowing library is responsible for compliance with the Copyright Act, 17 U.S.C. §101 et seq., and its accompanying guidelines, and shall inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.
- (6) Requested material must be described as completely and accurately as possible following accepted bibliographic practice.
- (7) Requests shall be routed through channels established by Department libraries participating in this agreement. These channels are:
  - (a) Corrections Librarians shall be sole originators of ILL requests. Requests not signed by the Corrections Librarian shall not be honored; and
  - (b) when more than one library has an item, requests shall be first by consortium, then statewide.
- (8) The standard ALA ILL format or format generated through the Access PA database shall be used for all requests, regardless of the means of transmission.
- (9) The safety of borrowed materials is the responsibility of the borrowing library. The borrowing library is responsible for packing the material to ensure its return in good condition to the lending library.
- (10) If damage or loss occurs, the borrower must meet all costs of repairs or replacement, in accordance with the preferences of the lending library. The Corrections Librarian of the borrowing library is responsible for contacting the borrower and ensuring that reimbursement is made. Reimbursement may be in the form of a check to be deposited in the lending library's account or a replacement of the item.
- (11) The borrowing library and its users must comply with the conditions of loans established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original volume shall result.

**c. Responsibilities of Lending Libraries**

- (1) The decision regarding which material to lend is at the discretion of the lending library.
- (2) The lending library shall process requests promptly (generally within three weeks). Conditions upon which the loan is made shall be stated clearly and

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material shall be packaged carefully. The lending library shall notify the borrowing library when unable to fill a request stating the reason for not filling the request.

- (3) A lending library is responsible for informing the borrowing library of its apparent failure to follow the provisions of this policy.

d. Duration of Loan

- (1) The duration of the loan is at the discretion of the lending library. This loan period does not include the time spent in transit.
- (2) ILL material shall be returned by the due date.
- (3) A renewal request shall be sent in time to reach the lending library no later than the due date. The lending library shall respond promptly, whether the request is approved or disapproved. If a renewal is granted, it shall generally be for the same period as the original loan.
- (4) All material on loan is subject to recall, and the borrowing library shall comply promptly.

3. Availability of Services

- a. The Corrections Librarian shall make available a written guide for inmates to use as an aid and as an orientation of library services for new inmates. The guide shall outline, in a simple format, library procedures such as: schedules, circulation, ILLs, library services, and legal reference procedures. The guide shall stress the individual's responsibility for library materials and shall also include simple search strategies for locating materials. User services shall also include:
  - (1) reader services for materials at the appropriate reading levels and languages for non-English speaking inmates;
  - (2) library orientation and instruction offered on a regular basis;
  - (3) access to other library collections through state and regional library systems, networks, consortia, or other cooperative relationships;
  - (4) reference and information services including information on foreign consular offices in the United States. This information is compiled by the U.S. Department of State and is available in the Foreign Consular Offices in the United States publication. Information changes frequently and should be verified;
  - (5) access to special need services (materials from the National Library Service for the Blind and Physically handicapped);

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- (6) legal reference services in accordance with applicable policy; and
  - (7) library hours shall be provided at prime program hours, as well as at times that do not adversely compete with work assignments, visitation, and other programs. Library hours shall afford daily, evening, and weekend access to general population inmates.<sup>10</sup>
- b. Access to Law Library materials by inmates in the Restricted Housing Unit (RHU) shall be governed by Department policy **6.5.1, “Administration of Security Level 5 Housing Units.”**
  - c. Access to reading materials by inmates in the RHU shall be governed by Department policy **6.5.1.** (local procedures shall be developed to outline how this is accomplished – request slip or cart system, etc.).
4. Inmate Use of Library Materials
- a. Within the constraints of operating facilities, the Department supports the Council of the ALA Library Bill of Rights. Inmates may suggest materials to add or subtract from the collection via **DC-135, Inmate’s Request to Staff Member**.
  - b. Library materials are state property and shall be treated as such.
    - (1) Every inmate is fully responsible for any material(s) he/she borrowed from the facility's library. All materials borrowed shall require the borrower's full name and number.
    - (2) An inmate who does not return borrowed material(s) or returns the materials in a mutilated, unsuitable, or otherwise unusable condition, shall be subject to a misconduct and costs for damages in accordance with Department policy DC-ADM 801. The cost of replacement of the library material(s) shall be determined by the price of the same material(s) as published in the most recent edition of Books-In-Print. In the event that the material(s) is no longer available, the repayment cost shall be determined by the price of similar material(s) as reflected in the most recent **listed price posted on Barnes & Noble.com or Amazon.com.**
    - (3) An inmate who has borrowed material(s) and not replaced or paid for lost and/or mutilated items shall not be permitted any borrowing privileges until his/her financial responsibilities are satisfied. An exception to the above may be made with legal material(s) through verification to the Corrections Librarian of a pending court-stipulated deadline.

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<sup>10</sup> 4-4510



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- (4) Any inmate who repeatedly destroys, mutilates, or does not return the library materials may have his/her borrowing privileges indefinitely suspended through misconduct procedures.
- (5) The transfer of an inmate from one facility to another, including Community Corrections Centers (CCCs), does not nullify the inmate's responsibility to replace the material or compensate the lending library. An inmate shall not be permitted to borrow any new material(s) until his/her debt to the original library is fully satisfied.

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**Glossary of Terms**

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**Access Pennsylvania** – An interlibrary loan agreement including the PA state prison libraries by which members agree to provide access to the holdings they list in the Access PA Database to other participating libraries.

**Administrative Custody (AC)** – A status of confinement for non-disciplinary reasons which provides closer supervision, control, and protection than is provided in general population.

**Adult Commonwealth Secondary Diploma (ACSD)** – *Diploma issued to adult inmates by the Pennsylvania Department of Education requirements.*

**Alternate Education Programs** – In accordance with the provisions of Title 22, Chapter 4, Section 4082 of the Public School Code, to provide school-aged students with a sound educational course of study and counseling designed to modify disruptive behavior and return the students to a regular school curriculum.

**American Correctional Association (ACA)** – An international professional association which represents the field of Corrections through research, education, professional standards and networking with other professional associations representing the diverse aspects of correctional issues.

**American Library Association (ALA)** – An association of librarians, publishers and others who support the work.

**Audio Visual Materials** – Materials in audio and visual formats such as audio recordings, video records, films, slides, pictures, graphs and computer software.

**Circulation** – An organized method of lending library materials, which includes identifying the borrower and a specified time period for loan.

**Community Corrections Center (CCC)** – Refers to a state or contracted group home in a community setting operated by the Department. Inmates approved for pre-release status may be placed in a CCC prior to the expiration of their minimum sentence.

**Commonwealth Secondary Diploma (CSD)** – *Diploma issued to school age inmates including special education by the Pennsylvania Department of Education requirements.*

**Consortia** – A formal association of libraries established to develop and coordinate resource sharing among its members.

**Corrections Librarian** – Oversees the sanctions of a full-service library in a correctional facility.

**Corrections School Principal** – Responsible for planning, coordinating and giving direction to educational programs within a correctional facility.

**Department** – The Pennsylvania Department of Corrections.

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**Deputy Superintendent for Centralized Services (DSCS)** – The DSCS is directly responsible for treatment and program services, educational services, inmate health care services, inmate employment, religious/recreational services, inmate records, food services, inmate support services (laundry/clothing issue), the Community Work Program, and Correctional Industries.

**Disciplinary Custody (DC)** – The maximum restrictive status of confinement to which inmates found guilty of Class I misconducts may be committed.

**Employee Performance Review (EPR)** – An annual review to measure and inform employees of their job performance levels in relation to established standards.

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

**Facility** – The use of the term facility and facilities refers to all State Correctional Institutions, Motivational Boot Camp, Training Academy, and the Central Office complex as a group and/or individually.

**Inter-Library Loan (ILL)** – The sharing of resources among members of the state library consortia.

**Internship** – A program involving a student in a professional field of study in order to gain supervised practical experience.

**LEP** – Limited English Proficiency/ESL – English as a Second Language/ELL – English Language Learner.

**Library Assistant** – Assists the Librarian in the sanctions of the correctional facility.

**Library Services** – Technical and user services of the library which includes recreational, educational, and legal materials.

**Mandate Complete** – Inmate acquired a GED/CSD.

**Money Smart™** – A Federal Deposit Insurance Corporation (FDIC) Program for financial literacy.

**Opt Out/Exempt** – Did not acquire a GED/CSD but did attend 300 hours of mandated instruction with Education staff support or exempted by proper authority.

**Phase I Capital Case Inmates** – A capital case inmate for whom no valid Execution Warrant is in effect.

**Phase II Capital Case Inmates** – A capital case inmate for whom an Execution Warrant has been issued.

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**Glossary of Terms**

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**PLATO** – Supplemental computer aided instruction program.

**Practicum** – A course of study designed especially for the preparation of teachers and clinicians that involves the supervised practical application of previously studied theory.

**Proposed Educational Program (PEP)** – A yearly planning document that each facility's school program completes. It provides an administrative/programmatic overview of what the facility plans for the upcoming year. It also provides educational statistics pertaining to enrollments for the year that was just completed.

**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 Recidivism Risk Reduction Incentive. Eligible inmates will have the opportunity to serve  $\frac{3}{4}$  of the minimum sentence for sentences up to three years or  $\frac{5}{6}$  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  $\frac{3}{4}$  or **5/6** of the 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.

**Re-Entry Programs** – RRRI and short minimum (minimum date – commitment date  $\leq$ 12 months).

**Technical Services** – The function of the library operation that includes the acquisition, processing, organization, and bibliographic control of materials.

**Tests of Adult Basic Education (TABE)** – A test that measures the proficiency of adults in reading, math, and language.