



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

<b>Policy Subject:</b> Outside Work and Housing Assignments, Community Work Program, Forstry Units, Armed Mounted Work Detail, Administrative Procedures, and Tempoary Hold Ins		<b>Policy Number:</b>  DC-ADM 805
<b>Date of Issue:</b>  March 8, 2013	<b>Authority:</b>  Signature on File John E. Wetzel	<b>Effective Date:</b>  March 15, 2013

**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 ensure that each inmate being considered for placement in an outside work or housing assignment is reviewed and approved by a formal staffing process. In instances involving problematic cases, each inmate must be reviewed and approved by the appropriate Regional Deputy Secretary and, in specific cases, approved by the Secretary.

**IV. PROCEDURES**

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

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

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

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

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

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

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

#### 1. Policy

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

#### 2. Confidential Procedures (if applicable)

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

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

#### 1. General Distribution

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

#### 2. Distribution to Staff

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

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

### **A. Superseded Policy**

#### 1. Department Policy

DC-ADM 805, Pre-Release, Outside Work and Housing Assignments, Community Works Programs, Escorted Leave, Armed Mounted Work Detail, and Forestry Units Programs, issued January 10, 2011, by former Acting Secretary Shirley R. Moore Smeal.

#### 2. Facility Policy and Procedures

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

### **B. Cross Reference(s)**

#### 1. Administrative Manuals

- a. DC-ADM 801
- b. DC-ADM 812
- c. DC-ADM 816
- d. DC-ADM 820
- e. 5.1.1, Staff Development and Training
- a. 6.3.1, Facility Security
- b. 7.2.1, Counseling Services
- c. 7.6.1, Delivery of Educational Services
- d. 8.1.1, Community Corrections Centers
- e. 10.2.1, Facility Maintenance
- f. 11.2.1, Reception and Classification
- g. 11.4.1, Case Summary
- h. 11.5.1, Records Office Operations
- i. 13.2.1, Access to Health Care

- j. 15.1.1, General Safety
  - k. 13.8.1, Access to Mental Health Care
2. ACA Standards
- a. Administration of Correctional Agencies: None
  - b. Adult Correctional Institutions: 4-4442, 4-4443, 4-4444, 4-4445
  - c. Adult Community Residential Services: 4-ACRS-5A-14, 4-ACRS-5A-16
  - d. Correctional Training Academies: None



**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 – Outside Work and Housing Assignments (2R, 2RV, 2M, 2MC)**

### **A. General Information**

1. Outside Work & Housing Assignments – A job, housing assignment, or program located outside the secure perimeter of a Department facility.
2. Participation in an outside work assignment is voluntary and must not interfere with mandatory programs.
3. An inmate's outside assignment status may be suspended or revoked by the Facility Manager/designee for administrative reasons, or by the Hearing Examiner for disciplinary reasons.

### **B. Eligibility Criteria**

1. An inmate's appropriateness for participation in the programs outlined in **Subsection A. above** shall be determined based upon the "eligibility requirements" and "exclusionary criteria" provided in the **CWP, Outside Work/Housing Eligibility Requirements, Exclusionary Criteria & Approval Considerations (Attachment 1-A)**.
2. Satisfying all eligibility criteria (and the absence of any exclusionary factors) does not automatically qualify an inmate for program participation. A number of other considerations will be taken into account – such as the staff evaluation of inmate progress and adjustment, community risk/safety, etc.
3. Approval for one program option does not imply approval or eligibility for any other program.

### **C. Inmate Application Process**

1. An inmate who meets the eligibility criteria may submit a **DC-135A, Inmate's Request to Staff Member** to his/her Counselor requesting consideration for a formal staffing for outside work/housing assignment approval. A Counselor may recommend a formal staffing for outside assignment approval for any inmate on his/her caseload who meets the eligibility criteria listed above.
2. The Unit Manager/designee is responsible for documenting the date of staffing, unit team recommendation and the final decision rendered. The final decision will be communicated to the inmate by the Unit Manager/designee. He/she will also ensure this is documented on the **Inmate Cumulative Adjustment Record (ICAR)** in the Unit Management System.

#### **D. Eligibility Consideration**

1. The Counselor's review shall include the following:
  - a. obtain, integrate, and coordinate all information necessary to determine the inmate's eligibility or non-eligibility for participation in an outside assignment;
  - b. review the inmate's record using the **CWP, Outside Work/Housing Eligibility Requirements, Exclusionary Criteria & Approval Considerations Form** and the **Problematic Cases: Criteria/Factors, Level of Executive Review & Required Documentation Form (Attachment 1-B)** to determine if the inmate appears to meet the required eligibility criteria. If so, the **Security Office Review Form (Attachment 1-C)**, **Records Office Review Form (Attachment 1-D)**, and the **Medical Department Review Form (Attachment 1-E)** must be forwarded to the Security Office, Records Office, as well as the Facility Medical Department for completion of their relevant sections;
  - c. verify with the Records Office, all the necessary information with respect to the inmate's sentence and detainer status, including unreported dispositions in conjunction with Department policy **11.5.1, "Records Office Operations," Section 2** by utilizing the **Records Office Review Form**. If dispositions cannot be resolved by following procedures outlined in the **Problematic Cases: Criteria/Factors, Level of Executive Review & Required Documentation Form**, the case may be processed through a problematic review;
  - d. request psychological and psychiatric evaluations, in accordance with Department policy **13.8.1, "Access to Mental Health Care"** using the **DC-97, Mental Health Referral Form** for those applicants who have a history of mental or emotional disorders, violent crimes, or other situations where deemed advisable. If necessary, the Counselor may contact other persons and agencies to acquire additional information;
  - e. when all necessary information has been obtained, the Counselor shall refer the request/application to his/her Unit Manager for review. The Unit Manager will then inform the inmate if they have failed to meet the criteria and inform the inmate of any actions he/she may take to become eligible, if applicable. This information shall be documented in the **ICAR** within the Unit Management System;
  - f. upon determining the inmate's eligibility by the Unit Manager, the Counselor shall prepare a formal staffing packet for submittal to the Unit Manager, which contains all items listed on the **Documentation Checklist by Type and Review (Attachment 1-F)**; and
  - g. if deemed problematic per the **Problematic Cases: Criteria/Factors, Level of Executive Review and Required Documentation Chart**, the **Inmate Program**

**Approval Consideration (IPAC) Worksheet (Attachment 1-G)** is also completed. Cases which are not deemed problematic do not require the **IPAC Worksheet**.

2. The Unit Manager shall schedule a formal staffing if he/she determines that the eligibility criteria appears to have been met.

#### **E. Information Collection for Formal Staffing**

1. The counselor will initiate the collection of information necessary to be used for the formal staffing.
2. Records Office – request Records Office review to be completed on **Records Office Review Form**. The review of the inmate record shall be conducted in accordance with Department policy **11.5.1** and appropriate documentation attached to the review form. The review will also include a list of any open detainers/warrants, unreported dispositions that lists the offense(s), date and action taken to resolve the unreported disposition.
  - a. If deemed ineligible by the Records Office review, the process for program requested is terminated and no further processing is required.
  - b. The inmate shall be informed of the reason for termination of the process by the Unit Manager/designee and documented via an **ICAR** note in the Unit Management System.
3. Integrated Case Summary (ICSA) – Once cleared by the Records Office, the counselor will complete an ICSA, if one has not yet been completed, for the following:
  - a. for classification update or **13A, Parole Summary**;
  - b. if an **ICSA** has not been updated for the past five years; and/or
  - c. for any significant change or new information received regarding an inmate that would warrant a classification update.
4. Security Office – shall review all necessary information with respect to the inmate's security considerations in accordance with Department policy **6.3.1, "Facility Security"** (e.g., escapes, misconducts, Security Threat Group affiliation, investigations, etc.) and determine whether a favorable recommendation will be given for the inmate's participation in the requested program. This information shall be documented on the **Security Office Review Form**. The form shall be returned to the Counselor upon completion. It should be noted that negative recommendations from the Security Office do not stop the process.
5. Psychology – the inmate's Counselor shall request a psychological report for an inmate applicant who is:

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- a. on the active Mental Health/Intellectual Disability (MH/ID) roster (stability code “C” or “D”);
- b. demonstrating behavior that warrants a mental health assessment; and/or
- c. currently serving a sentence for a “violent offense” as defined by the PA Board of Probation and Parole (PBPP) designated Violent Offenses and Sexual Offenses List in accordance with Department policy **11.5.1, Section 2**.

NOTE: The psychological report must be current (within two years of **staffing date**). The inmate’s stability code shall be obtained from the “Medical Status Summary” accessible under the “Inmate Status System.” If the applicant requires an evaluation based on the requirements noted above, his/her Counselor shall make a referral to the Psychology Department using the **DC-97, Mental Health Referral Form** when completing the “Purpose of Referral” on the form, the Counselor shall identify the specific program for which the inmate is applying and the reason the mental health evaluation is required (i.e., MH/ID/PRT, instant violent offense, and/or behavioral concerns).

6. Medical Department – shall review all necessary information to determine whether the inmate will be cleared by Medical for participation in the requested program. This information shall be documented on the **Medical Department Review Form**. The form shall be returned to the Counselor upon completion.
7. The Counselor shall obtain housing/work reports for staffing purposes.

#### **F. Formal Staffing Procedures**

1. The inmate shall be present at the formal staffing, given the opportunity to respond to any questions from the formal staffing committee members and to state why he/she thinks that he/she should be considered for the requested program.
2. Upon completion of the procedures set forth in **Subsection E. above**, the inmate shall be advised of the time lines for the review process, and that he/she will be notified of the final outcome by the Unit Manager and/or counselor. The inmate shall then be excused from the room. Each committee member shall indicate his/her support or non-support. Any committee members who registers non-support must enter a comment of explanation in the corresponding comment section of the **DC-46**.
3. The vote of the individual committee member shall not be revealed to the inmate.
4. Upon completion of the formal staffing, the Chairperson shall circulate the formal staffing packet to the Corrections Classification Program Manager (CCPM), Major of Unit Management, the Deputy Superintendent of Facilities Management (DSFM)/Deputy Superintendent of Internal Security (DSIS), the Deputy Superintendent of Centralized Services (DSCS) and the Facility Manager. If the Security Office has not recommended

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approval on the **Security Office Review Form**, the packet shall be circulated to the Security Captain/designee to record their vote and sign the **DC-46**.

5. Upon receipt of a formal staffing packet the CCPM, Major of Unit Management, Security Captain/designee, if applicable, and the DSFM/DSIS and DSCS shall review the information and record his/her support or non-support, sign and date the **DC-46**. A vote of non-support requires a comment of explanation on the **DC-46**.
6. The staffing packet shall be forwarded to the Facility Manager/designee regardless of the support of any of the Deputy Superintendents.

### **G. Facility Manager's Review**

1. The Facility Manager/designee shall review the formal staffing packet, indicate approval or disapproval, sign and date the **DC-46**, and return it to the Unit Manager. If disapproved, the Facility Manager/designee shall enter a comment of explanation on the **DC-46**, and return it to the Unit Manager. The inmate's Unit Manager and/or counselor is responsible for informing the inmate of the decision and documenting that the inmate was informed on the **ICAR** in the Unit Management System.
2. If disapproved, the Facility Manager/designee shall establish a date, six to 12 months in the future, when a subsequent formal staffing for outside clearance would be appropriate. The inmate will not be scheduled for a formal staffing prior to the date established by the Facility Manager/designee without the prior approval of the Facility Manager/designee. The inmate's Unit Manager or Counselor shall inform the inmate of the review date and document the information in the **ICAR** in the Unit Management System. The inmate may request another formal staffing on or after the established review date.
3. If the inmate is determined to be serving a **current/prior** "problematic" offense, and the Facility Manager/designee has approved the inmate for an outside assignment, the procedures contained in **Subsections H. and I. below** shall be followed.

### **H. Problematic Offense Reviews**

1. The following offenses shall be considered problematic:
  - a. criminal homicide;
  - b. murder 1, 2, or 3;
  - c. voluntary manslaughter;
  - d. manslaughter of law enforcement officer;
  - e. 3<sup>rd</sup> degree murder of unborn child;

- f. kidnapping;
  - g. any sex offense (with the exception of prostitution); and/or
  - h. attempt/solicitation/conspiracy to commit any of the above offenses.
2. Cases determined to be problematic, in accordance with **Subsection H.1. above** shall follow the **Problematic Cases: Criteria/Factors, Level of Executive Review & Required Documentation**, for additional review factors and required documentation when processing problematic packets.

### **I. Problematic Review Process**

An inmate for whom program participation warrants a higher level of review and approval, as determined based on the criteria outlined in the **Problematic Cases: Criteria/Factors, Level of Executive Review, & Required Documentation**, shall be processed through the “problematic” process in accordance with the procedures listed below.

1. Preparation of Problematic Review Packet – When the Facility Manager/designee approves a problematic case for Outside Assignment, the Counselor shall prepare a referral packet for review and signature by the Facility Manager/designee for submittal to the Regional Deputy Secretary. The packet shall include all required documentation, as identified on the **Documentation Checklist by Type of Review**.
2. Staff Assistant Review – Upon receipt of the problematic packet, the Staff Assistant shall:
  - a. review the problematic packet to ensure all documents are present, as delineated on the **Documentation Checklist by Type of Review**;
  - b. complete the **Central Office Problematic Review Worksheet (Attachment 1-H)**, to include providing his/her recommendation for the program code(s) requested; and
  - c. forward the completed packet to the respective Regional Deputy Secretary for review and recommendation.
3. Regional Deputy Secretary’s Review – Upon receipt of the problematic review packet, the Regional Deputy Secretary shall review the information and document his/her approval or disapproval on the **IPAC Worksheet**.
  - a. If disapproved, the Regional Deputy Secretary shall return the packet to the submitting Facility Manager.
  - b. If approved, and the inmate’s problematic case does not require review by the Secretary, the packet shall be returned to the submitting Facility Manager/designee.

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The Unit Manager shall inform the inmate of the final decision and document that the inmate has been informed in the **ICAR** in the Unit Management System.

4. Secretary's Review – If approved by the Regional Deputy Secretary, and the inmate's problematic case does require review by the Secretary, the packet shall be forwarded to the Secretary. The Secretary shall review the information, document final approval or disapproval on the **IPAC Worksheet** and return the packet to the Regional Deputy Secretary. The Regional Deputy Secretary shall return the referral packet to the submitting Facility Manager/designee.
5. Upon receipt of the referral packet, indicating final problematic approval or disapproval, the Unit Manager shall inform the inmate of the final decision and document that the inmate has been informed in the **ICAR** in the Unit Management System.

**J. Periodic Review**

1. The Unit Management Team shall review the inmate's outside assignment a minimum of once per year. This review shall generally be conducted as part of the inmate's Annual Review in accordance with Department policy **7.2.1, "Counseling Services," Section 2.**
2. The inmate's Unit Manager shall ensure that the annual review is conducted and that the inmate's Counselor records the review and its outcome in the Unit Management System, in accordance with Department policy **7.2.1, Section 2.**
3. A significant negative or potentially negative change in any area shall require the inmate's clearance to be suspended, utilizing the Temporary Hold-In Order process located in **Section 6** of this procedures manual, and reevaluated through the formal staffing process.

**CWP, Outside Work/Housing Eligibility Requirements, Exclusionary Criteria, & Approval Considerations**

Issued: 1/18/2013

Effective: 2/1/2013

	Armed Mounted Detail	Outside Work & Housing Assignments	Forestry Unit	Community Works Program (CWP)	Escorted Leave
<b>Program Codes</b>	2X	2R, 2RV, 2M, 2MC	2M	2MC	2MC
<b>Eligibility Requirements</b>	– all of the following criteria shall be satisfied/met in order for an inmate to be eligible for consideration for each respective program code/status.				
<b>Time Served &amp;/or Time Remaining</b>	6 years or less until minimum date (lifer must have 15 years, per 11.2.1, Section 4)	5 years or less until minimum date (lifer must have 15 years per 11.2.1, Section 4)	4 years or less until minimum date		
<b>Education</b>	Commitment on or after 7/1/04, earned HS Diploma or GED (prior to 7/1/04 must attain 8 <sup>th</sup> grade level), currently working on GED or Commonwealth Secondary Diploma (CSD) (if attainable), or on waiting list (7.6.1). <b>Inmates who are not mandated and opt out of school due to length of time to the minimum should not be excluded.</b>				
<b>Medical</b>	Cleared by Medical (use Medical Department Review Form (Attachment 1-E). <b>NOTE: form expires six (6) months from date of completion.</b>				
<b>Psych</b>	<b>Violent offense (in accordance with Department policy 11.5.1, Section 2), problematic for any reason, or other situations that deem advisable, psychological evaluation must be within two (2) years from date of staffing.</b> Inmates on Active MH/MR Roster, “C” or “D” stability code, PRT Roster, instant violent offense and/or relevant behavioral concerns require vote by LPM/designee <b>on the DC-46.</b>				
<b>Records</b>	<b>Cleared by Records (use Records Office Review Form (Attachment 1-D). NOTE: form expires six (6) months from date of completion.</b>				
<b>*Security</b>	<b>Cleared by Security (use Security Office Review Form (Attachment 1-C)—*a negative recommendation from the Security Office does not preclude consideration for the program requested. NOTE: form expires six (6) months from date of completion.</b>				
<b>Exclusionary Criteria</b>	– if any one of the following factors apply to an inmate’s case, he/she shall not be eligible for consideration for the respective program code/status.				
<b>Misconducts</b>	Lifer must not have any misconducts for 10 years prior to application for Class I charges 1-26 &/or 36.	<ul style="list-style-type: none"> <li>no Class I &amp; no more than one Class II during 9 months prior to application</li> <li>no Class I &amp; no more than one Class II from time of application through time status is granted</li> </ul>			
<b>Current/Prior Offenses &amp;/or Sentence</b>	<ul style="list-style-type: none"> <li>No inmates serving <u>more than one</u> life sentence, whether concurrent or consecutive (per 11.2.1).</li> <li>No capital cases</li> </ul>	<ul style="list-style-type: none"> <li>No lifers</li> <li>No capital cases</li> </ul>	<ul style="list-style-type: none"> <li>No lifers</li> <li>No capital cases</li> <li>None of the following offenses:                             <ul style="list-style-type: none"> <li>Criminal Homicide; Murder 1, 2, 3; Voluntary Manslaughter; <b>Manslaughter of Law Enforcement Officer; 3<sup>rd</sup> Degree Murder of Unborn Child</b>; Vehicular Homicide, &amp; Homicide by Vehicle While Driving Under the Influence</li> <li>Kidnapping</li> <li>Sexual Offense (any) with exception of prostitution</li> <li>Attempt/Solicitation/Conspiracy to commit any of the above</li> </ul> </li> </ul>		
<b>Escapes</b>	No convictions for escape/attempted escape, breach from secure facility within past 10 years <b>prior to the date of the oldest conviction for which the inmate is currently incarcerated</b> (older than 10 years shall be processed as problematic). FTA, FTR, and AWOL, abscond on parole, and CCC/CCF walk-away shall not exclude an inmate. Lifers shall not have any escape or attempted escape ( <i>applies only to Armed Mounted Detail &amp; Outside Work/Housing</i> ).				
<b>Detainers</b>	No outstanding detainers, <b>to include ICE detainers.</b> (costs, fines, <b>child</b> support, motor vehicle violations ( <i>i.e. traffic tickets, parking tickets, etc.</i> ), contempt of court, etc., are not considered as outstanding offenses and shall not preclude an inmate from being considered).				
<b>Custody Level</b>	No Custody Level 4 or 5 (Custody Level 3 inmates may be staffed for approval if all other eligibility requirements are met, no exclusionary criteria apply, and an override to Custody Level 2 is being considered)				
<b>Initial Staffing Process &amp; Ongoing Review Timeframes</b>					
<b>Reconsideration of Denied Requests</b>	If inmate is disapproved for the program code, the Facility Manager shall establish a date, six or more months in the future, on or after which the inmate may request another, subsequent formal staffing for program status consideration. The inmate will not be scheduled for a formal staffing prior to the date established by the Facility Manager/designee without the prior approval of the Facility Manager/designee.				
<b>Periodic Review</b>	Unit Manager shall ensure program status is reviewed at least once/year (generally as part of inmate’s Annual Review), and Counselor will ensure review is documented in Unit Management System (per 7.2.1, Section 2).				Must be reviewed prior to each leave event.
<b>Exceptions to Requirements for Inmates Who Are Otherwise Ineligible</b>					
					Regional Deputy may approve a one time leave event that benefits the SCI (e.g., license).



**Problematic Cases: Criteria/Factors, Level of Executive Review, & Required Documentation**

	Highest Level of Approval Required	Armed Mounted Detail	Outside Work & Housing Assignment	Forestry Unit	Community Works Program & Escorted Leave
<b>Current Offense(s)</b>	<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Criminal Homicide</li> <li>• Murder 1, 2, or 3</li> <li>• Voluntary Manslaughter</li> <li>• <b>Manslaughter of Law Enforcement Officer</b></li> <li>• <b>3<sup>rd</sup> Degree Murder of Unborn Child</b></li> <li>• Kidnapping</li> <li>• Sex Offense (any) except prostitution</li> <li>• Attempt/solicitation/conspiracy to commit any of above</li> </ul>			Current or prior offenses listed below are considered <u><b>ineligible</b></u> : <ul style="list-style-type: none"> <li>• Criminal Homicide</li> <li>• Murder 1, 2, or 3</li> <li>• Voluntary Manslaughter</li> <li>• Homicide by Vehicle</li> <li>• Homicide by Vehicle While Driving Under the Influence</li> <li>• <b>Manslaughter of Law Enforcement Officer</b></li> <li>• <b>3<sup>rd</sup> Degree Murder of Unborn Child</b></li> <li>• Kidnapping</li> <li>• Sex Offense (any) except prostitution</li> <li>• Attempt/solicitation/conspiracy to commit any of above</li> </ul>
<b>Prior Offense(s)</b>	<b>Regional Deputy</b>	Conviction for any offense listed above within 10 years of most recent reception date as listed on <b>16E</b> .			
<b>Additional Problematic Review Factors:</b>					
<b>Escape</b>	<b>Regional Deputy</b>	Any walk-away from secure facility or CCC/CCF, misconduct or criminal charge for escape from CCC/CCF. Any convictions for escape/attempted escape, or breach from secure facility older than 10 years are deemed problematic (10 years or less deems an inmate ineligible). <u>While on Parole</u> - Failure to Report (FTR), Failure to Return (FTR), Absconding, AWOL and Failure to Appear (FTA) are not exclusionary criteria for eligibility and do not require problematic review.			
<b>Unreported Dispositions</b>	<b>Secretary or Reg. Deputy Secretary</b>	Unreported dispositions shall be researched in accordance with DOC policy 11.5.1, "Records Office Operations". A failure to obtain disposition for any offense listed as problematic above, or listed as exclusionary for Community Work Program & Escorted Leave, within 15 years of most recent reception date as listed on <b>16E</b> , shall be processed through problematic review. (Secretary must approve)			
<b>Life Sentence</b>	<b>Secretary</b>	Lifer requires approval for administrative override (11.2.1, Section 4)	[Hatched Pattern]		
<b>Documentation Required:</b>					
<b>Official Version</b>	* <u>Required</u> if problematic status is due to current offense * <u>Not required</u> if problematic status is due to prior offense; <b>however, if an official version of the prior offense(s) is available, it must be included on the IPAC.</b>				

## **Section 2 – Community Work Program (CWP) (2MC)**

### **A. General Information**

1. Community Work Program (CWP) – a formal Department program that allows outside agencies and non-profit organizations to request the use of supervised inmate labor to work on community service projects, community support projects, and public service work projects.
2. Escorted Leave – any approved, staff-supervised inmate travel off the facility grounds for required work programs or approved activities.<sup>1</sup>
3. Participation in a CWP and/or Escorted Leave is voluntary.
4. Participation in a CWP and/or Escorted Leave must not interfere with mandatory programs.
5. An inmate must meet the eligibility criteria listed in **Subsection B. below**.
6. An inmate shall not be assigned to work in the community where his/her crime(s) was/were committed.

### **B. Eligibility Criteria**

1. An inmate's appropriateness for participation in the programs outlined in **Subsection A. above** shall be determined based upon the eligibility requirements and exclusionary criteria as outlined in the **CWP, Outside Work/Housing Eligibility Requirements, Exclusionary Criteria & Approval Considerations (refer to Section 1, Attachment 1-A)**.
2. Satisfying all eligibility criteria (and the absence of any exclusionary factors) does not automatically qualify an inmate for program participation. A number of other considerations will be taken into account – such as the staff evaluation of inmate progress and adjustment, community risk/safety, etc.
3. Approval for one program option does not imply approval or eligibility for any other program.

### **C. Inmate Application Process**

1. An inmate who meets the eligibility criteria may submit a **DC-135A, Inmate's Request to Staff Member** to his/her Counselor requesting consideration for a formal staffing for CWP/Escorted Leave. A Counselor may recommend a formal staffing for CWP/Escorted Leave for any inmate on his/her caseload who meets the eligibility criteria listed above.

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<sup>1</sup> 4-4445

2. The Unit Manager/designee is responsible for documenting the date of staffing, unit team recommendation and the final decision rendered. The final decision will be communicated to the inmate by the Unit Manager/designee. He/she will also ensure this is documented on the **Inmate Cumulative Adjustment Record (ICAR)** in the Unit Management System.

#### **D. Eligibility Consideration**

The Counselor review shall include the following:

1. obtain, integrate, and coordinate all information necessary to determine the inmate's eligibility or non-eligibility for participation in a CWP/Escorted Leave;
2. review the inmate's record using the **Eligibility Requirements, Exclusionary Criteria and Approval Considerations/Problematic Cases: Criteria/Factors, Levels of Executive Review and Required Documentation** (refer to **Section 1, Attachments 1-A & 1-B**), to determine if the inmate appears to meet the required eligibility criteria. If so, the **Security Office Review Form** (refer to **Section 1, Attachment 1-C**), **Records Office Review Form** (refer to **Section 1, Attachment 1-D**), and **Medical Department Review Form** (refer to **Section 1, Attachment 1-E**) must be forwarded to the Security Office, Records Office, as well as the facility Medical Department for completion of their relevant sections;
3. verify with the Records Office, all the necessary information with respect to the inmate's sentence and detainer status, including unreported dispositions in conjunction with Department policy **11.5.1, "Records Office Operations," Section 2** by utilizing the **Records Office Review Form**. If dispositions cannot be resolved following procedures outlined in the **11.5.1, Section 2**, the case may be processed through a problematic review;
4. request psychological and psychiatric evaluations, in accordance with Department policy **13.8.1, "Access to Mental Health Care,"** using the **DC-97, Mental Health Referral Form** for those inmate applicants who have a history of mental or emotional disorders, violent crimes, or other situations where deemed advisable. If necessary, the Counselor may contact other persons and agencies to acquire additional information;
5. when all necessary information has been obtained, the Counselor shall refer the request/application to his/her Unit Manager for review. The Unit Manager will inform the inmate if they have failed to meet the criteria and inform the inmate of any actions he/she may take to become eligible, if applicable. This information shall be documented in the **ICAR** within the Unit Management System;
6. upon determining the inmate's eligibility by the Unit Manager, the Counselor shall prepare a formal staffing packet for submittal to the Unit Manager, which contains all items listed

on the **Documentation Checklist by Type of Review** (refer to **Section 1, Attachment 1-F**);

7. if deemed problematic per the **Problematic Cases: Criteria/Factors, Level of Executive Review and Required Documentation**, the **IPAC Worksheet** (refer to **Section 1, Attachment 1-G**) is also completed. Cases which are not deemed problematic do not require the **IPAC Worksheet**; and
8. the Unit Manager shall schedule a formal staffing if he/she determines that the eligibility criteria appears to have been met.

#### **E. Information Collection for Formal Staffing**

1. The counselor will initiate the collection of information necessary to be used for the formal staffing.
2. Records Office – request Records Office Review to be completed on **Records Office Review Form**. The review of the inmate record shall be conducted in accordance with Department policy **11.5.1** and appropriate documentation attached to the review form. The review will also include a list of any open detainers/warrants, unreported dispositions that lists the offense(s), date and action taken to resolve the unreported disposition.
  - a. If deemed ineligible by the Records Office Review, the process for program requested is terminated and no further processing is required.
  - b. The inmate shall be informed of the reason for termination of the process by the Unit Manager/designee and documented via an **ICAR** note in the Unit Management System.
3. **ICSA** – Once cleared by the Records Office, the counselor will complete an **ICSA**, if one has not yet been completed, for the following:
  - a. for classification update or **13A, Parole Summary**;
  - b. if an **ICSA** has not been updated for the past five years; and/or
  - c. for any significant change or new information received regarding an inmate that would warrant a classification update.
4. Security Office – shall review all necessary information with respect to the inmate's security considerations in accordance with Department policy **6.3.1, "Facility Security"** (e.g., escapes, misconducts, Security Threat Group affiliation, investigations, etc.) and determine whether a favorable recommendation will be given for the inmate's participation in the requested program. This information shall be documented on the **Security Office Review Form**. The form shall be returned to the Counselor upon

completion. It should be noted that negative recommendations from the Security Office do not stop the process.

5. Psychology – the inmate’s Counselor shall request a psychological report for an inmate applicant who is:
  - a. on the active Mental Health/Intellectual Disability (MH/ID) roster (stability code “C” or “D”);
  - b. demonstrating behavior that warrants a mental health assessment;
  - c. currently serving a sentence for a “violent offense” as defined by the **PA Board of Probation and Parole (PBPP) Designated Violent Offenses and Sexual Offenses Chart** in accordance with Department policy **11.5.1, Section 2**.

NOTE: The psychological report must be current (within two years of staffing date). The inmate’s stability code shall be obtained from the “Medical Status Summary” accessible under the “Inmate Status System.” If the applicant requires an evaluation based on the requirements noted above, his/her Counselor shall make a referral to the Psychology Department using the **DC-97**, when completing the “Purpose of Referral” on the form, the Counselor shall identify the specific program for which the inmate is applying and the reason the mental health evaluation is required (i.e., MH/ID/PRT, instant violent offense, and/or behavioral concerns).

6. Medical Department – shall review all necessary information to determine whether the inmate will be cleared by Medical for participation in the requested program. This information shall be documented on the **Medical Department Review Form**. The form shall be returned to the Counselor upon completion.
7. The Counselor shall obtain housing/work reports for staffing purposes.

## **F. Formal Staffing Procedures**

1. The inmate shall be present at the first formal staffing, given the opportunity to respond to any questions from the formal staffing committee members and to state why he/she thinks that he/she should be considered for the requested program.
2. Upon completion of the procedures set forth in **Subsection D. above**, the inmate shall be advised of the time lines for the approval process, and that he/she will be notified of the final outcome by the Counselor and/or Unit Manager. The inmate shall then be excused from the room. Each committee member shall indicate his/her support or nonsupport. Any committee member who registers nonsupport must enter a comment of explanation in the corresponding comment section of the **DC-46**.
3. The vote of the individual committee member shall not be revealed to the inmate.

4. Upon completion of the formal staffing, the Chairperson shall circulate the formal staffing packet to the Corrections Classification and Program Manager (CCPM), Major of Unit Management, the Deputy Superintendent for Facilities Management (DSFM)/Deputy Superintendent of Internal Security (DSIS), the Deputy Superintendent for Centralized Services (DSCS) and the Facility Manager. If the Security Office has not recommended approval on the **Security Office Review Form**, the packet shall be circulated to the Security Captain/designee to record their vote and sign the **DC-46**.
5. Upon receipt of a formal staffing packet the CCPM, Major of Unit Management, Security Captain/designee, if applicable, and the DSFM/DSIS and DSCS shall review the information and record his/her support or nonsupport, sign and date the **DC-46**. A vote of nonsupport requires a comment of explanation on the **DC-46**.
6. The staffing packet shall be forwarded to the Facility Manager/designee regardless of the support of any of the Deputy Superintendents.

#### **G. Facility Manager's Review**

1. The Facility Manager/designee shall review the formal staffing packet, indicate approval or disapproval, sign and date the **DC-46**, and return it to the Unit Manager. If disapproved, the Facility Manager/designee shall enter a comment of explanation on the **DC-46**, and return it to the Unit Manager. The inmate's Unit Manager and/or Counselor are responsible for informing the inmate of the decision.
2. If disapproved, the Facility Manager/designee shall establish a date, six to 12 months in the future, when a subsequent formal staffing for outside clearance would be appropriate. The inmate will not be scheduled for a formal staffing prior to the date established by the Facility Manager/designee without the prior approval of the Facility Manager/designee. The inmate's Unit Manager or Counselor shall inform the inmate of the review date and document that the inmate has been informed in the **ICAR** in the Unit Management System. The inmate may request another formal staffing on or after the established review date.
3. If the inmate is determined to be serving a **current/prior** "problematic" offense and the Facility Manager/designee has approved the inmate for assignment to the CWP, the procedures contained in **Subsections H. and I. below** shall be followed.

#### **H. Problematic Offense Reviews**

1. The offenses listed below are considered ineligible for CWP and Escorted Leave assignment:
  - a. criminal homicide;

- b. murder 1, 2, or 3;
  - c. voluntary manslaughter;
  - d. homicide by vehicle;
  - e. homicide by vehicle while driving under the influence;
  - f. manslaughter of law enforcement officer;
  - g. 3<sup>rd</sup> degree murder of unborn child;
  - h. kidnapping;
  - i. any sex offense (with the exception of prostitution); and/or
  - j. attempt/solicitation/conspiracy to commit any of the above offenses.
2. Cases determined to be problematic shall follow the **Problematic Cases: Criteria/Factors, Level of Executive Review & Required Documentation**, for additional review factors and required documentation when processing problematic packets.

### **I. Problematic Review Process**

An inmate for whom program participation warrants a higher level of review and approval, as determined based on the criteria outlined in the **Problematic Cases: Criteria/Factors, Level of Executive Review & Required Documentation** shall be processed through the “Problematic” process in accordance with the procedures listed below.

1. Preparation of Problematic Review Packet – When the Facility Manager/designee approves a problematic case for Outside Assignment, the Counselor shall prepare a referral packet for review and signature by the Facility Manager/designee for submittal to the Regional Deputy Secretary. The packet shall include all required documentation, as identified on the **Documentation Checklist by Type of Review**.
2. Staff Assistant Review – Upon receipt of the problematic packet, the Staff Assistant shall:
  - a. review the problematic packet to ensure all documents are present, as delineated on the **Documentation Checklist by Type of Review**;

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**Section 2 – Community Work Program (CWP)**

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- b. complete the **Central Office Problematic Review Worksheet** (refer to **Section 1, Attachment 1-H**), to include providing his/her recommendation for the program code(s) requested; and
  - c. forward the completed packet to the respective Regional Deputy Secretary for review and recommendation.
3. Regional Deputy Secretary's Review – Upon receipt of the problematic review packet, the Regional Deputy Secretary shall review the information and document his/her approval or disapproval on the **IPAC Worksheet**.
- a. If disapproved, the Regional Deputy Secretary shall return the packet to the submitting Facility Manager.
  - b. If approved, and the inmate's problematic case does not require review by the Secretary, the packet shall be returned to the submitting Facility Manager/designee. The Unit Manager shall inform the inmate of the final decision and document that the inmate has been informed in the **ICAR** in the Unit Management System.
4. Secretary's Review – If approved by the Regional Deputy Secretary, and the inmate's problematic case does require review by the Secretary, the packet shall be forwarded to the Secretary. The Secretary shall review the information, document final approval or disapproval on the **IPAC Worksheet** and return the packet to the Regional Deputy Secretary. The Regional Deputy Secretary shall return the referral packet to the submitting Facility Manager/designee.
5. Upon receipt of the referral packet, indicating final problematic approval or disapproval, the Unit Manager shall inform the inmate of the final decision and document that the inmate has been informed in the **ICAR** in the Unit Management System.

**J. Periodic Review**

1. The Unit Management Team shall review the inmate's CWP and/or Escorted Leave participation a minimum of once per year. This review shall generally be conducted as part of the inmate's Annual review in accordance with Department policy **7.2.1, "Counseling Services," Section 2**.
2. The inmate's Unit Manager shall ensure that the annual review is conducted and that the inmate's Counselor records the review and its outcome in the Unit Management System, in accordance with Department policy **7.2.1, Section 2**.
3. A significant negative or potentially negative change in any area shall require the inmate's clearance to be suspended and reevaluated through the formal staffing process.



## **Section 3 – Forestry Units (2M)**

### **A. General Information**

1. Forestry Units – a program operating at SCI-Rockview that provides vocational training and job placement in the area of forestry and related occupational fields.
2. Participation in the Forestry Unit Program is voluntary.
3. Participation in the Forestry Unit Program must not interfere with mandatory programs.
4. An inmate must meet the eligibility criteria as indicated in **Subsection B. below**.

### **B. Eligibility Criteria**

1. An inmate's appropriateness for participation in the programs outlined in **Subsection A. above** shall be determined based upon the eligibility requirements and exclusionary criteria provided in the **CWP, Outside Work/Housing Eligibility Requirements, Exclusionary Criteria & Approval Considerations (refer to Section 1, Attachment 1-A)**.
2. Satisfying all eligibility criteria (and the absence of any exclusionary factors) does not automatically qualify an inmate for program participation. A number of other considerations will be taken into account – such as the staff evaluation of inmate progress and adjustment, community risk/safety, etc.
3. Approval for one program option does not imply approval or eligibility for any other program.

### **C. Inmate Application Process<sup>1</sup>**

1. The application for Forestry Unit participation shall be initiated by the inmate to his/her Counselor, or if necessary, on the inmate's behalf by the Counselor or work supervisor. An inmate who meets the eligibility criteria may submit a **DC-135A, Inmate's Request to Staff Member** to his/her Counselor requesting consideration for a formal staffing for Forestry Unit Participation. A Counselor may recommend a formal staffing for outside assignment approval for any inmate on his/her caseload who meets the eligibility criteria listed above.
2. The Unit Manager/designee is responsible for documenting the date of staffing, unit team recommendation and the final decision rendered. The final decision will be communicated to the inmate by the Unit Manager/designee. He/she will also ensure this is documented on the **Inmate Cumulative Adjustment Record (ICAR)** in the Unit Management System.

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#### **D. Eligibility Consideration**

The Counselor's review shall include the following:

1. Obtain, integrate, and coordinate all information necessary to determine the inmate's eligibility or non-eligibility for participation in a Forestry Unit;
2. Review the inmate's record using the **Eligibility Requirements, Exclusionary Criteria and Approval Considerations/Problematic Cases: Criteria/Factors, Level of Executive Review and Required Documentation** (refer to **Section 1, Attachment 1-A & 1-B**) to determine if the inmate appears to meet the required eligibility criteria. If so, the **Security Office Review Form** (refer to **Section 1, Attachment 1-C**), **Records Office Review Form** (refer to **Section 1, Attachment 1-D**), and **Medical Department Review Form** (refer to **Section 1, Attachment 1-E**) must be forwarded to the Security Office, Records Office, as well as the facility Medical Department for completion of their relevant sections.
3. Verify with the Records Office, all the necessary information with respect to the inmate's sentence and detainer status, including unreported dispositions in conjunction with Department 11.5.1, "**Records Office Operations.**" **Section 2** by utilizing the **Records Office Review Form**. If dispositions cannot be resolved following procedures outlined in the **Problematic Cases: Criteria/Factors, Level of Executive Review and Required Documentation**, the case may be processed through a problematic review.
4. Request psychological evaluations, in accordance with Department policy **13.8.1, "Access to Mental Health Care"** using the **DC-97, Mental Health Referral Form** for those inmate applicants who have a history of mental or emotional disorders, violent crimes, or other situations where deemed advisable. If necessary, the Counselor may contact other persons and agencies to acquire additional information.
5. When all necessary information has been obtained, the Counselor shall refer the request/application to his/her Unit Manager for review. The Unit Manager will inform the inmate if they have failed to meet the criteria and inform the inmate of any actions he/she may take to become eligible, if applicable. This information shall be documented in the **ICAR** within the Unit Management System.
6. Upon determining the inmate's eligibility by the Unit Manager, the Counselor shall prepare a formal staffing packet for submittal to the Unit Manager, which contains all items listed on the **Documentation Checklist by Type of Review** (refer to **Section 1, Attachment 1-F**).
7. If deemed problematic per the **Problematic Cases: Criteria/Factors, Level of Executive Review and Required Documentation**, the **IPAC Worksheet** (refer to **Section 1, Attachment 1-G**) is also completed. Cases which are not deemed problematic do not require the **IPAC Worksheet**.

8. The Unit Manager shall schedule a formal staffing if he/she determines that the eligibility criteria appears to have been met.

#### **E. Information Collection for Formal Staffing**

1. The Counselor will initiate the collection of information necessary to be used for the formal staffing.
2. Records Office – request Records Office review to be completed on **Records Office Review Form**. The review of the inmate record shall be conducted in accordance with Department policy **11.5.1** and appropriate documentation attached to the review form. The review will also include a list of any open detainers/warrants, unreported dispositions that lists the offense(s), date and action taken to resolve the unreported disposition.
  - a. If deemed ineligible by the Record Office Review, the process for program requested is terminated and no further processing is required.
  - b. The inmate shall be informed of the reason for termination of the process by the Unit Manager/designee and documented via an ICAR note in the Unit Management System.
3. **Integrated Case Summary Application (ICSA)** – Once cleared by the Records Office, the Counselor will complete an ICSA, if one has not yet been completed, for the following:
  - a. for classification update or **13A, Parole Summary**;
  - b. if an **ICSA** has not been updated for the past five years; and/or
  - c. for any significant change or new information received regarding an inmate that would warrant a classification update.
4. Security Office – shall review all necessary information with respect to the inmate’s security considerations in accordance with Department policy **6.3.1, “Facility Security”** (e.g., escapes, misconducts, Security Threat Group affiliation, investigations, etc.) and determine whether a favorable recommendation will be given for the inmate’s participation in the requested program. This information shall be documented on the **Security Office Review Form**. The form shall be returned to the Counselor upon completion. It should be noted that negative recommendations from the Security Office do not stop the process.
5. Psychology – the inmate’s Counselor shall request a psychological report for an inmate applicant who is:
  - a. on the active Mental Health/Intellectual Disability (MH/ID) roster (stability code “C” or “D”);

- b. demonstrating behavior that warrants a mental health assessment; and/or
- c. currently serving a sentence for a “violent offense” as defined by the **PA Board of Probation and Parole (PBPP) Designated Violent Offenses and Sexual Offenses Chart** in accordance with Department policy **11.5.1, Section 2**.

NOTE: The psychological report must be current (within two years of staffing date). The inmate’s stability code shall be obtained from the “Medical Status Summary” accessible under the “Inmate Status System.” If the applicant requires an evaluation based on the requirements noted above, his/her Counselor shall make a referral to the Psychology Department using the **DC-97** (refer to Department policy **13.8.1, “Access to Mental Health Care”** when completing the “Purpose of Referral” on the form, the Counselor shall identify the specific program for which the inmate is applying and the reason the mental health evaluation is required (i.e., MH/MR/PRT, instant violent offense, and/or behavioral concerns).

- 6. Medical Department – shall review all necessary information to determine whether the inmate will be cleared by Medical for participation in the requested program. This information shall be documented on the **Medical Department Review Form**. The form shall be returned to the Counselor upon completion.
- 7. The Counselor shall obtain housing/work reports for staffing purposes.

#### **F. Formal Staffing Procedures**

- 1. The inmate shall be present at the first formal staffing, given the opportunity to respond to any questions from the formal staffing committee members and to state why he/she thinks that he/she should be considered for the requested program.
- 2. Upon completion of the procedures set forth in **Subsection D. above**, the inmate shall be advised of the time lines for the approval process, and that he/she will be notified of the final outcome by the counselor and/or Unit Manager. The inmate shall then be excused from the room. Each committee member shall indicate his/her support or nonsupport. Any committee member who registers nonsupport must enter a comment of explanation in the corresponding comment section of the **DC-46**.
- 3. The vote of the individual committee member shall not be revealed to the inmate.
- 4. Upon completion of the formal staffing, the Chairperson shall circulate for formal staffing the packet to the Corrections Classification and Program Manager (CCPM), Major of Unit Management, the Deputy Superintendent of Facilities Management (DSFM)/Deputy Superintendent for Intern Security (DSIS), the Deputy Superintendent for Centralized Services (DSCS) and the Facility Manager. If the Security Office has not recommended approval on the **Security Office Review Form**, the packet shall be circulated to the Security Captain/designee to record their vote and sign the **DC-46**.

5. Upon receipt of a formal staffing packet the CCPM, Major of Unit Management, Security Captain/designee, if applicable, and the DSFM/DSIS and DSCS shall review the information and record his/her support or nonsupport, sign and date the **DC-46**. A vote of nonsupport requires a comment of explanation on the **DC-46**.
6. The staffing packet shall be forwarded to the Facility Manager/designee regardless of the support of any of the Deputy Superintendents.

### **G. Facility Manager's Review**

1. The Facility Manager/designee shall review the formal staffing packet, indicate approval or disapproval, sign and date the **DC-46**, and return it to the Unit Manager. If disapproved, the Facility Manager/designee shall enter a comment of explanation on the **DC-46**, and return it to the Unit Manager. The inmate's Unit Manager and/or Counselor are responsible for informing the inmate of the decision and documenting that the inmate has been informed in the ICAR in the Unit Management System.
2. If disapproved, the Facility Manager/designee shall establish a date, six to 12 months in the future, when a subsequent formal staffing for the Forestry Unit would be appropriate. The inmate will not be scheduled for a formal staffing prior to the date established by the Facility Manager/designee without the prior approval of the Facility Manager/designee. The inmate's Unit Manager or Counselor shall inform the inmate of the review date and document that the inmate has been informed in the ICAR in the Unit Management System. The inmate may request another formal staffing on or after the established review date.
3. In a case where the inmate is determined to be serving a **current/prior** "problematic" offense, and the Facility Manager/designee has approved the inmate for a Forestry Unit, the procedures contained in **Subsections H. and I. below** shall be followed.

### **H. Problematic Offense Reviews**

1. The following offenses shall be considered problematic:
  - a. criminal homicide;
  - b. murder 1, 2, or 3;
  - c. voluntary manslaughter;
  - d. manslaughter of law enforcement officer;
  - e. 3<sup>rd</sup> degree murder of unborn child;

- f. kidnapping;
  - g. any sex offense (with the exception of prostitution); and/or
  - h. attempt/solicitation/conspiracy to commit any of the above offenses.
2. Cases determined to be problematic, in accordance with **Subsection H.1 above**, shall follow **Problematic Cases: Criteria/Factors, Level of Executive Review & Required Documentation**, for additional review factors and required documentation when processing problematic packets.

### **I. Problematic Review Process**

An inmate for whom program participation warrants a higher level of review and approval, as determined based on the criteria outlined in the **Problematic Cases: Criteria/Factors, Level of Executive Review & Required Documentation**, shall be processed through the “problematic” process in accordance with the procedures listed below.

1. Preparation of Problematic Review Packet – When the Facility Manager/designee approves a problematic case for Outside Assignment, the Counselor shall prepare a referral packet for review and signature by the Facility Manager/designee for submittal to the Regional Deputy Secretary. The packet shall include all required documentation, as identified on the **Documentation Checklist by Type of Review**.
2. Regional Deputy Secretary’s Review – Upon receipt of the problematic review packet, the Regional Deputy Secretary shall review the information and document his/her approval or disapproval on the **IPAC Worksheet**.
  - a. If disapproved, the Regional Deputy Secretary shall return the packet to the submitting Facility Manager.
  - b. If approved, and the inmate’s problematic case does not require review by the Secretary, the packet shall be returned to the submitting Facility Manager/designee. The Unit Manager shall inform the inmate of the final decision and document that the inmate has been informed in the **ICAR** in the Unit management System.
3. Secretary’s Review – If approved by the Regional Deputy Secretary, and the inmate’s problematic case does require review by the Secretary, the packet shall be forwarded to the Secretary. The Secretary shall review the information, document final approval or disapproval on the **IPAC Worksheet**, and return the packet to the Regional Deputy Secretary. The Regional Deputy Secretary shall return the referral packet to the submitting Facility Manager/designee.

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4. Upon receipt of the referral packet, indicating final problematic approval or disapproval, the Unit Manager shall inform the inmate of the final decision and document that the inmate has been informed in the **ICAR** in the Unit Management System.

**J. Periodic Review**

1. The Unit Management Team shall review the inmate's Forestry Unit assignment a minimum of once per year. This review shall generally be conducted as part of the inmate's Annual Review in accordance with Department policy **7.2.1, "Counseling Services," Section 2.**
2. The inmate's Unit Manager shall ensure that the annual review is conducted and that the inmate's Counselor records the review and the outcome is documented in the **ICAR** in the Unit Management System, in accordance with Department policy **7.2.1.**
3. A significant negative or potentially negative change in any area shall require the inmate's clearance to be suspended and reevaluated through the formal staffing process.

## **Section 4 – Armed Mounted Work Detail**

### **A. General Information**

1. Armed Mounted Work Detail – a detail of inmates approved to work outside the main compound of the facility under the observation of armed mounted Corrections Officers.
2. Participation in an Armed Mounted Work Detail is voluntary. Participation in an Armed Mounted Work Detail must not interfere with mandatory programs.
3. An inmate must meet the eligibility criteria listed in **Subsection B. below**.
4. An inmate will not be assigned to work in the community where his/her crime(s) was/were committed.

### **B. Eligibility Criteria**

1. An inmate's appropriateness for participation in the programs outlined in **Subsection A. above** shall be determined based upon the "eligibility requirements" and "exclusionary criteria" provided in the **CWP, Outside Work/Housing Eligibility Requirements, Exclusionary Criteria, & Approval Considerations (refer to Section 1, Attachment 1-A)**.
2. Satisfying all eligibility criteria (and the absence of any exclusionary factors) does not automatically qualify an inmate for program participation. A number of other considerations will be taken into account – such as the staff evaluation of inmate progress and adjustment, community risk/safety, etc.
3. Approval for one program option does not imply approval or eligibility for any other program.

### **C. Inmate Application Process**

1. An inmate who meets the eligibility criteria may submit a **DC-135, Inmate's Request to Staff Member** to his/her Counselor requesting consideration for a formal staffing for an Armed Mounted Work Detail assignment approval. A Counselor may recommend a formal staffing for an Armed Mounted Work detail approval for any inmate on his/her caseload who meets the eligibility criteria listed above.
2. The Unit Manager/designee is responsible for documenting the date of staffing, unit team recommendation and the final decision rendered. The final decision will be communicated to the inmate by the Unit Manager/designee. He/she will also ensure this is documented on the **Inmate Cumulative Adjustment Record (ICAR)** in the Unit Management System.



#### **D. Eligibility Consideration**

The Counselor review shall include the following:

1. Obtain, integrate, and coordinate all information necessary to determine the inmate's eligibility or non-eligibility for participation in an Armed Mounted Work Detail.
2. Review the inmate's record using the **Eligibility Requirements, Exclusionary Criteria and Approval Considerations/Problematic Cases/Criteria/Factors, Level of Executive review and Required Documentation** (refer to **Section 1, Attachments A and B**), to determine if the inmate appears to meet the required eligibility criteria. If so, the **Security Office Review Form** (refer to **Section 1, Attachment 1-C**), **Records Office Review Form** (refer to **Section 1, Attachment 1-D**), and **Medical Department Review Form** (refer to **Section 1, Attachment 1-E**) must be forwarded to the Security and Records Office as well as the facility Medical Department for completion of their relevant sections.
3. Verify with the Records Office, all the necessary information with respect to the inmate's sentence and detainer status, including unreported dispositions in conjunction with Department policy **11.5.1, "Records Office Operations," Section 2** by utilizing the **Records Office Review Form**. If dispositions cannot be resolved following procedures outlined in the **11.5.1, Section 2**, the case may be processed through a problematic review.
4. Request psychological evaluations, in accordance with Department policy **13.8.1, "Access to Mental Health Care,"** using the **DC-97, Mental Health Referral Form** for those inmate applicants who have a history of mental or emotional disorders, violent crimes, or other situations where deemed advisable. If necessary, the Counselor may contact other persons and agencies to acquire additional information.
5. When all necessary information has been obtained, the Counselor shall refer the request/application form to his/her Unit Manager for review. The Unit Manager will inform the inmate if they have failed to meet the criteria and inform the inmate of any actions he/she may take to become eligible, if applicable. This information shall be documented in the **ICAR** within the Unit Management System.
6. Upon determining the inmate's eligibility by the Unit Manager, the Counselor shall prepare a formal staffing packet for submittal to the Unit Manager, which contains all items listed on the **Documentation Checklist by Type and Review** (refer to **Section 1, Attachment 1-F**).
7. If deemed problematic per the **Problematic Cases: Criteria/Factors, Level of Executive Review and Required Documentation**, the **IPAC Worksheet** (refer to **Section 1, Attachment 1-G**) is also completed. Cases which are not deemed problematic do not require the **IPAC Worksheet**.

8. The Unit Manager shall schedule a formal staffing if he/she determines that the eligibility criteria appears to have been met.

#### **E. Information Collection for Formal Staffing**

1. The Counselor will initiate the collection of information necessary to be used for the formal staffing.
2. Records Office – request the Records Office review to be completed on the **Records Office Review Form**. The review of the inmate record shall be conducted in accordance with Department policy **11.5.1** and appropriate documentation attached to the review form. The review will also include a list of any open detainers/warrants, unreported dispositions that lists the offense(s), date and action taken to resolve the unreported disposition.
  - a. If deemed ineligible by the Records Office review, the process for program requested is terminated and no further processing is required.
  - b. The inmate shall be informed of the reason for termination of the process by the Unit Manager/designee and documented via an **ICAR** note in the Unit Management System.
3. **ICSA** – Once cleared by the Records Office, the Counselor will complete an ICSA, if one has not yet been completed, for the following:
  - a. for classification update or **13A, Parole Summary**;
  - b. if an **ICSA** has not been updated for the past five years; and/or
  - c. for any significant change or new information received regarding an inmate that would warrant a classification update.
4. Security Office – shall review all necessary information with respect to the inmate’s security considerations in accordance with Department policy **6.3.1, “Facility Security”** (e.g., escapes, misconducts, Security Threat Group affiliation, investigations, etc.) and determine whether a favorable recommendation will be given for the inmate’s participation in the requested program. This information shall be documented on the **Security Office Review Form**. The form shall be returned to the Counselor upon completion. It should be noted that negative recommendations from the Security Office do not stop the process.
5. Psychology – the inmate’s Counselor shall request a psychological report for an inmate applicant who is:
  - a. on the active Mental Health/Intellectual Disability (MH/ID) roster (stability code “C” or “D”);

- b. demonstrating behavior that warrants a mental health assessment; and/or
- c. currently serving a sentence for a “violent offense” as defined by the **PA Board of Probation and Parole (PBPP) Designated Violent Offenses and Sexual Offenses List** in accordance with Department policy **11.5.1, Section 2**.

NOTE: The psychological report must be current (within two years of staffing date). The inmate’s stability code shall be obtained from the “Medical Status Summary” accessible under the “Inmate Status System.” If the applicant requires an evaluation based on the requirements noted above, his/her Counselor shall make a referral to the Psychological Department using the **DC-97, Mental Health Referral Form** (refer to Department policy **13.8.1, “Access to Mental Health Care,”** when completing the “Purpose of Referral” on the form, the Counselor shall identify the specific program for which the inmate is applying and the reason the mental health evaluation is required (i.e., MH/ID/PRT, instant violent offense, and/or behavioral concerns).

- 6. Medical Department – shall review all necessary information to determine whether the inmate will be cleared by medical for participation in the requested program. This information shall be documented on the **Medical Department Review Form**. The form shall be returned to the Counselor upon completion.
- 7. The Counselor shall obtain housing/work reports for staffing purposes.

#### **F. Formal Staffing Procedures**

- 1. The inmate shall be present at the first formal staffing, given the opportunity to respond to any questions from the formal staffing committee members and to state why he/she thinks that he/she should be considered for the requested program.
- 2. Upon completion of the procedures set forth in **Subsection D. above**, the inmate shall be advised of the time lines for the approval process, and that he/she will be notified of the final outcome by the Counselor and/or Unit Manager. The inmate shall then be excused from the room. Each committee member shall indicate his/her support or non-support. Any committee member who registers non-support must enter a comment of explanation in the corresponding comment section of the **DC-46**.
- 3. The vote of the individual committee member shall not be revealed to the inmate.
- 4. Upon completion of the formal staffing, the Chairperson shall circulate the formal staffing packet to the Corrections Classification and Program Manager (CCPM), Major of Unit Management, the Deputy Superintendent for Facility Management (DSFM)/Deputy Superintendent for Internal Security (DSIS), the Deputy Superintendent for Centralized Services (DSCS) and the Facility Manager. If the Security Office has not recommended approval on the **Security Office Review Form**, the packet shall be circulated to the Security Captain/designee to record their vote and to sign the **DC-46**.

5. Upon receipt of a formal staffing packet, the CCPM, Major of Unit Management, Security Captain/designee, if applicable, and the DSFM/DSIS and DSCS shall review the information and record his/her support or non-support, sign and date the **DC-46**. A vote of non-support requires a comment of explanation on the **DC-46**.
6. The staffing packet shall be forwarded to the Facility Manager/designee regardless of the support of either of the Deputy Superintendents.

### **G. Facility Manager's Review**

1. The Facility manager/designee shall review the formal staffing packet, indicate approval or disapproval, sign and date the **DC-46**, and return it to the Unit Manager. If disapproved, the Facility Manager/designee shall enter a comment of explanation on the **DC-46**, and return it to the Unit Manager. The inmate's Unit Manager and/or Counselor are responsible for informing the inmate of the decision and documenting that the inmate has been informed in the **ICAR** in the Unit Management System.
2. If disapproved, the Facility Manager/designee shall establish a date, six to 12 months in the future, when a subsequent formal staffing for an Armed Mounted Detail assignment would be appropriate. The inmate will not be scheduled for a formal staffing prior to the date established by the Facility Manager/designee without the prior approval of the Facility Manager/designee. The inmate's Unit Manager or Counselor shall inform the inmate of the review date and document that the inmate has been informed in the **ICAR** in the Unit Management System. The inmate may request another formal staffing on or after the established review date.
3. If the inmate is determined to be serving a **current/prior** "problematic" offense, and the Facility Manager/designee has approved the inmate for an outside assignment, the procedure contained in **Subsection H. and I. below** shall be followed.

### **H. Problematic Offense Reviews**

1. The following offenses shall be considered problematic:
  - a. criminal homicide;
  - b. murder 1, 2, or 3;
  - c. voluntary manslaughter;
  - d. manslaughter of law enforcement officer;
  - e. 3<sup>rd</sup> degree murder of unborn child;
  - f. kidnapping;

- g. any sex offense (with the exception of prostitution); and/or
  - h. attempt/solicitation/conspiracy to commit any of the above offenses.
2. Cases determined to be problematic, in accordance with **Subsection H.1. above**, shall follow the **Problematic Cases: Criteria/Factors, Level of Executive Review & Required Documentation**, for additional review factors and required documentation when processing problematic packets.

#### **I. Problematic Review Process**

An inmate for whom program participation warrants a higher level of review and approval, as determined based on the criteria outlined in the **Problematic Cases: Criteria/Factors, Level of Executive Review & Required Documentation**, shall be processed through the “problematic” process in accordance with the procedures listed below.

1. Preparation of Problematic Review Packet – When the Facility Manager/designee approves a problematic case for Outside Assignment, the Counselor shall prepare a referral packet for review and signature by the Facility Manager/designee for submittal to the Regional Deputy Secretary. The packet shall include all required documentation, as identified on the **Documentation Checklist Review by Type**.
2. Regional Deputy Secretary’s Review – Upon receipt of the problematic review packet, the Regional Deputy Secretary shall review the information and document his/her approval or disapproval on the **IPAC Worksheet**.
  - a. If disapproved, the regional Deputy Secretary shall return the packet to the submitting Facility Manager.
  - b. If approved, and the inmate’s problematic case does not require review by the Secretary, the packet shall be returned to the submitting Facility Manager/designee. The Unit Manager shall inform the inmate of the final decision and document that the inmate has been informed in the ICAR in the Unit Management System.
3. Secretary’s Review – If approved by the Regional Deputy Secretary, and the inmate’s problematic case does require review by the Secretary, the packet shall be forwarded to the Secretary. The Secretary shall review the information, document final approval or disapproval on the **IPAC Worksheet**, and return the packet to the Regional Deputy Secretary. The Regional Deputy Secretary shall return the referral packet to the submitting Facility Manager/designee.
4. Upon receipt of the referral packet, indicating final problematic approval or disapproval, the Unit Manager shall inform the inmate of the final decision and document that the inmate has been informed in the ICAR in the Unit Management System.

**J. Periodic Review**

1. The Unit Management Team shall review the inmate's outside assignment a minimum of once per year. This review shall generally be conducted as part of the inmate's Annual Review in accordance with Department policy **7.2.1, "Counseling Services."**
2. The inmate's Unit Manager shall ensure that the annual review is conducted and that the inmate's Counselor records the review and its outcome in the **ICAR** in the Unit Management System, in accordance with Department policy **7.2.1**.
3. A significant negative or potentially negative change in any area shall require the inmate's clearance to be suspended and reevaluated through the formal staffing process.

## **Section 5 – Administrative Procedures**

### **A. General Information**

#### 1. Security Procedures

- a. Transportation of any inmate(s) shall be by an enclosed state vehicle in accordance with Department policy **6.3.1, “Facility Security,” Section 22, Transportation of Inmates.**
- b. Any transport vehicle shall remain outside the secured perimeter of the facility. Inmates shall be escorted to and from the vehicle.
- c. Every inmate will be strip searched upon returning to the facility in accordance with Department policy **6.3.1, Section 30, Searches.** Strip searches are to be conducted by Corrections Officers, when practical, with the assistance of the work detail supervisor or the staff escort. A hand held metal detector shall be used during searches. If having a Corrections Officer strip search the detail creates an undue burden, the work detail supervisor or staff escort shall conduct the strip search.

#### 2. Emergencies

- a. The Facility Manager/designee shall ensure that procedures are in place for the reporting and handling of emergencies.
- b. The work detail supervisor or staff escort shall contact the facility’s Main Control for instructions in the event a situation arises that is not covered by Department policy.
- c. The Shift Commander shall give specific instructions to the work detail supervisor or staff escort as to what action to take in cases of emergency.
- d. In all cases, security issues will override all other concerns in emergency situations. Because of this, the work detail supervisor or staff escort must be prepared at any instance to return his/her assigned inmate(s) to the housing unit/facility if directed.
- e. The most feasible, safe, efficient means can be used in order to maintain proper care, custody, and control of the situation.

#### 3. Work Detail Procedures

##### a. Inmate Orientation

- (1) The Facility Manager/designee is responsible for ensuring that an orientation program, including the rules and regulations of the work detail or unit, is developed and maintained.

- (2) The Department employee assigned to supervise the detail or unit shall provide orientation for every inmate regarding work required for the project, safety and security issues, and ensure that all inmates use appropriate safety equipment. The detail supervisor shall ensure the appropriate orientation forms are signed and reviewed in accordance with Department policy **DC-ADM 816, “Inmate Compensation.”**
- (3) Staff shall provide proper safety training, including fire prevention procedures, in accordance with Department policy **15.1.1, “General Safety.”**
- (4) Staff shall provide first-aid and CPR in accordance with Department policy **13.2.1, “Access to Health Care.”**
- (5) The inmate’s supervisor shall provide appropriate job-related training to all inmates assigned to the work detail or Forestry Unit.
- (6) Inmate work details shall be equipped with first-aid kits and blood and body fluid spill clean-up kits, which shall be inventoried and inspected monthly using the **First Aid Kit Inventory (Attachment 5-A)**.

b. Security Procedures

- (1) The work detail supervisor and security staff shall conduct regular vehicle and equipment searches and inventories in accordance with Department policy **6.3.1, Section 30.**
- (2) Facilities shall give 24-hour prior notice to requesting agencies that the work details are scheduled to perform work at their established work site.
- (3) Each facility shall develop procedures to notify local law enforcement and/or Pennsylvania State Police (PSP) on a daily basis as to the whereabouts of inmate work details off Department property.
- (4) Proper notification of any deviation from the schedule will be made to the facility’s Control Center, the requesting agencies, local law enforcement and/or the PSP (e.g., deviation due to inclement weather).

c. Inmate Compensation

Inmates shall be compensated in accordance with Department policy **DC-ADM 816.**

**B. Outside Clearance**

Department employees, of a proper job classification, shall supervise inmates and call in a report to the facility Control Center at least twice per shift.



### **C. Forestry Program at SCI-Rockview**

#### 1. Role of Parent Facility

- a. The parent facility shall provide the Forestry Unit with utilities such as electricity, sewer, water, heating and ventilation. The Forestry Unit shall have appropriate backup generators for emergency purposes; these generators shall be tested in accordance with Department policy **10.2.1, “Facility Maintenance.”**
- b. The parent facility shall provide support to the Forestry Unit and provide services such as laundry, commissary, food and social services through assignment of a Counselor/Drug and Alcohol Treatment Specialist (DATS).

#### 2. Work Projects

The Forestry Unit provides a resource for the maintenance and preservation of state owned woodlands and shall work on projects such as:

- a. trail maintenance and improvement;
- b. timber harvesting;
- c. grading of roads;
- d. brushing;
- e. fighting of wild fires;
- f. building construction repair;
- g. heavy equipment and maintenance repair;
- h. cutting of firewood; and
- i. assisting local communities during natural emergencies such as floods, hurricanes, winter blizzards, tornadoes, etc. (Note: only an inmate with a custody level of 2MC is eligible for community work assignments).

#### 3. Inmate Training

- a. The Facility Manager/designee of the parent facility is responsible for ensuring that the rules and regulations of the Forestry Unit are developed and maintained. Any inmate assigned to a Forestry Unit shall be provided with the rules and regulations of the Forestry Unit. Each inmate shall sign for the copies of the rules and regulations.

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- b. A record of all inmates' training shall be maintained at the Forestry Unit with documentation provided to the support facility for filing in the inmate's Educational File.

4. Forestry Unit Staff

- a. The Forestry Unit shall be staffed to provide for a seven day, 24-hour operation.
- b. Staffing for the Forestry Unit shall include a Forest Nursery Manager, a Forest Nursery Assistant Manager, a Unit Manager, Correctional Officers, Labor Foreman, Tradesman Instructor and Counselors/DATS.
- c. The Deputy Superintendent for Facilities Management (DSFM) is responsible for the overall administration of the housing and custody of the Forestry Unit.
- d. The Deputy Superintendent for Centralized Services (DSCS) is designated as the Program Coordinator and supervisor of the Forest Nursery Manager and Forest Nursery Assistant Manager for the planning and developing of the day-to-day Forestry work.
- e. Each Forestry Unit, in conjunction with the parent facility, shall develop written procedures to govern daily and weekly work schedules in accordance with Department policy **DC-ADM 816**, security issues, equipment and tool control, post orders, safety of the surrounding communities, inmate services to include visiting in accordance with Department policy **DC-ADM 812, "Inmate Visiting Privileges,"** medical in accordance with Department policy **DC-ADM 820, "Co-Payment for Medical Services,"** counseling in accordance with Department policy **7.2.1, "Counseling Services,"** educational and vocational in accordance with Department policy **7.6.1, "Delivery of Educational Services,"** and an overall operations manual for the unit.

**D. Community Work Program (CWP)**

An inmate shall not be assigned to work in the community where his/her crime(s) was/were committed.

1. Supervision of Inmates for Projects Outside the Facility Perimeter

- a. The CWP Labor Foreman or Trained Labor Foreman shall directly supervise an inmate assigned to a CWP outside the facility perimeter and ensure that any interaction with non-Department individuals is strictly related to the project. Fraternization with the public is strictly prohibited.
- b. Each detail shall not exceed 10 inmates.
- c. ***The facility shall ensure that the work detail supervisor has appropriate communication equipment, i.e., cell phone with charger and 800 MHZ Hand Held Radio. Directions to the work site location shall be provided to the Control Center.***

- d. ***The work supervisor shall conduct a count of inmates assigned to the work detail every two hours. All counts shall be reported to the facility Control Center. The supervisor shall telephone the facility Control Center every two hours and upon arrival and departure at the work site. Control Center staff shall properly document all calls from the work detail supervisor. If a call is not received, Control Center staff shall initiate contact with the work detail supervisor.***
  - e. The work detail supervisor shall ensure that an inmate wears clothing consistent with his/her housing status (cocoa brown, gray uniform or appropriate red shirts.) An inmate will wear a fluorescent vest with the wording "DOC" on the back or a Penn DOT approved vest, with the exception of working indoors.
  - f. Facilities shall ensure proper meals and beverages are provided for staff and inmates. Arrangements should be made to have toilet facilities at each work site.
  - g. Facilities shall develop local procedures for counts and to ensure that the work detail supervisor has a modified escape packet, in accordance with Department policy **6.3.1, Section 13, Escape Risk Lists and Escape Packets** for each inmate.
  - h. Failure of any inmate assigned to a CWP to report to or return from the assigned place of work or other authorized destination will be deemed an escape under the provisions of **18 Pa. C.S.A. §5121.**
2. Supervision of Inmates for Projects Inside the Facility Perimeter

The staff assigned to the respective area shall supervise inmates participating in CWP work details within the facility perimeter.

3. Program Administration

- a. The DSCS is responsible for the overall administration of the CWP at each facility. The Facility Manager/designee is responsible for the overall administration of the CWP at the Motivational Boot Camp.
- b. The DSCS/designee is designated as the Program Coordinator at each facility. The Major/designee shall be the Program Coordinator at the Motivational Boot Camp.
- c. The DSCS/designee, Intelligence Captain/designee, Safety Manager/designee, Maintenance Manager/designee, or Critical Incident Manager (CIM)/designee shall conduct unannounced site visits at the CWP work site. These inspections shall be conducted quarterly.
- d. The DSCS or CWP Labor Foreman shall ensure that, whenever possible, the location of CWP projects are posted on the employee bulletin boards at least two weeks prior to the project beginning. (Whenever practical, the employee bulletin board should be located in an area that minimizes the number of inmates who can view it.) Any employee with a

concern about the location of a CWP project should bring that concern to the attention of the DSCS for his/her review. Emergency CWP projects (flood, snowstorms, etc.) are exempt from the posting requirement.

#### 4. Application Process and Evaluation of Work Projects<sup>1</sup>

- a. Applications will be considered from federal and state agencies; cities, counties, boroughs, and townships; school districts, and organizations for charitable and public interest purposes.
- b. The outside agency must submit a request for projects to the Facility Manager/designee via the **CWP Application (Attachment 5-B)**.
- c. Each project request will be evaluated by a committee designated by the Facility Manager/designee, chaired by the DSCS. The Facility Manager/designee will issue final approval/disapproval of requests.
- d. Work sites must be inspected by a team consisting of at least two of the following: the DSCS/designee, the CFMM, Safety Manager, Intelligence Captain/designee, and/or the work detail supervisor.
- e. If any potential environmental concerns, (asbestos, lead paint, etc.) are identified during the inspection process, the requesting agency/entity is responsible for having testing done and must provide certified laboratory test results prior to the project being approved.
- f. A **CWP Project Evaluation (Attachment 5-C)** shall be used for final approval of projects. The DSCS is responsible for ensuring that all individuals listed on the **CWP Project Evaluation** are given the opportunity to approve/disapprove the project and to provide comments. A staff member registering a recommendation of disapproval must enter a comment or explanation in the corresponding comment section.
- g. Requests for long-term projects shall be given careful consideration by the committee with built-in reviews.
- h. The committee will return their recommendation to the Facility Manager/designee within 15 working days of completion of the evaluation.
- i. Before starting any project, the Program Coordinator shall advise the outside agency that the facility may withdraw from the project at any time if it is in the best interests of the facility, the Department, the public, and/or the inmates.
- j. The CWP Labor Foreman shall orient appropriate individuals at the work site regarding security concerns and inmate contact.

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5. Temporary Transfer of a CWP Detail

- a. Requests for a CWP detail(s) should be verbally discussed between the requesting and sending Facility Manager/designee prior to the **CWP Work Project and Inmate Transfer Request (Attachment 5-D)** being completed and submitted to Central Office.
- b. Issues that are to be discussed by the Facility Manager/designee shall include, but are not limited to, the following:
  - (1) the nature of the project;
  - (2) the number of inmates to be transferred;
  - (3) length of time the project will take;
  - (4) whether the detail will be required to stay overnight; and
  - (5) what accommodations will be made by the receiving Facility Manager/designee if an overnight stay is required (housing, meals, medical services, transportation to/from work site, supervision, etc.).
- c. When it is determined that the project is feasible, the requesting Facility Manager/designee is to complete the CWP Work Project and Inmate Transfer Request and forward it to the Regional Deputy Secretaries for review and approval/disapproval.
- d. If approved by the Regional Deputy Secretaries, the requesting Facility Manager/designee will provide the Director of the Office of Population Management (OPM) the names of the inmates, so temporary transfer petitions can be completed in accordance with Department policy **11.2.1, "Reception and Classification," Sections 8 and 9.**
- e. An inmate in general population status is permitted to participate in a CWP inside the perimeter of the facility, as part of his/her regular employment assignment or as approved by the Unit Management Team.

6. Equipment and Supplies

- a. Facilities may purchase basic hand tools to equip work details in accordance with Department policy **6.3.1, Section 7, Tool Control and Security of Facility Blue Prints.**
- b. Specialized equipment and supplies shall be provided by outside agencies. Each work detail supervisor is responsible for checking the materials being provided by the requesting agency/entity for possible environmental/safety concerns (asbestos, lead based paint, etc.).

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- c. Basic protective and safety clothing (hats, gloves, vests, coveralls, footwear, etc.), shall be provided by the facility. Clothing shall be limited to only the appropriate amounts needed for each inmate on the work detail. Clothing shall be inventoried and accounted for at all times.
- d. A sign(s) with the wording: “*PA Department of Corrections Inmate Work Detail,*” shall be placed at all outside work sites. The signs are available from Correctional Industries (CI).

## 7. Training

- a. Each inmate on a work detail shall be made aware of emergency notification procedures as outlined in the **CWP Emergency Procedures (Attachment 5-E)**. These procedures shall be located in the CWP vehicle in a sealed envelope above the sun visor.
- b. Outside agencies will provide any specialized training required for projects.

## 8. Emergencies

- a. The reporting and handling of emergencies are outlined in the CWP Emergency Procedures.
- b. The priority of actions taken in the event of an inmate medical emergency can vary depending upon the situation and severity of the injury/illness. If an inmate is seriously hurt contact 911 and the facility (Control/Shift Commander). If the inmate has minor injuries, contact Control (speak to medical, if necessary). If one foreman is present, that foreman can deviate from the pre-determined route plan and follow the ambulance to the hospital along with the other inmates. If two foremen are available, one foreman can go with the ambulance while the other returns to the facility with the crew. If staffing is available, the Shift Commander may choose to transport the injured/ill inmate directly from the job site to a health care facility under escort of a Corrections Officer. However, at no time should the labor foreman leave the remainder of the work detail unless properly relieved. Due to the fact that different emergencies require different actions, the above information is not restricted or limited to just the actions listed.
- c. In the event of a facility emergency/disturbance of extended duration, the work detail supervisor will be directed to return to the facility as soon as it is operationally feasible to relieve the work crew inmates in a safe and efficient manner.

## 9. Program Information Reporting

Each facility is to provide a monthly report of activities to the Secretary’s Complex by the third working day of each month using the **CWP Information Reporting Form (Attachment 5-F)**. When computing the hours, all travel time should be included.

## **E. Escorted Leave**

### 1. Program Approval

- a. The Escorted Leave Supervisor shall submit a written proposal for any escorted leave, via his/her supervisor to the Facility Manager/designee. The proposal shall include, but not be limited to, the following information:
  - (1) the purpose of the escorted leave;
  - (2) location or destination of the escorted leave; and
  - (3) date and time of departure and return.
- b. One approval shall be sufficient for recurring leaves, provided that the frequency, duration, and number of leaves are contained in the original proposal.
- c. The Facility Manager/designee must approve all escorted leaves.
- d. If the submitted proposal is approved, the Escorted Leave program supervisor shall submit the name of any inmate who is proposed as a participant to the CCPM.

### 2. Inmate Acknowledgement Form

- a. Each inmate approved for an escorted leave shall be required to sign a **Standard Escorted Leave Acknowledgement Form (Attachment 5-G)**. This form shall include the following information:
  - (1) the purpose of the escorted leave; and
  - (2) the rules, regulations and procedures to be followed.
- b. A separate acknowledgement is required for each separate escorted leave unless the original proposal included the need for recurring leaves. In this case, a statement appropriate to the circumstances shall be included.

### 3. Escorting Staff

- a. Staff who escort inmates on escorted leave shall have successfully completed training and have been instructed on escort procedures in accordance with Department policy **5.1.1, “Staff Training and Development.”**
- b. The DSFM/designee shall, prior to a staff member escorting an inmate on escorted leave, provide the staff member with an orientation that includes, but is not limited to, instruction in how to:

- (1) maintain an alert professional manner at all times;
- (2) have a working knowledge of Department policy **6.3.1, Section 22**;
- (3) maintain supervision of the inmate(s) and an awareness of the whereabouts of the inmate(s) at all times as his/her primary responsibility;
- (4) strip-search each inmate prior to leaving the facility and upon return in accordance with Department policy **6.3.1, Section 30**;
- (5) respond to any medical needs and emergencies of the inmate(s);
- (6) be aware of the travel schedule, destination, and travel routes for the escorted leave. No changes, additional activities or personal business is permitted without prior approval of the DSFM/designee;
- (7) be alert to any diversions or potential problems and terminate the escorted leave if necessary;
- (8) be aware of and enforce the rules governing the escorted leave as set forth in the **Standard Escorted Leave Acknowledgement Form**; and
- (9) be aware that any unusual incident requires a written report, in accordance with Department policy **6.3.1, Section 17, Reporting of Extraordinary Occurrences**, by the escorting personnel, immediately upon return, giving the details and circumstances of the incident.

#### 4. Inmate Briefing

The escorting personnel shall conduct an inmate briefing to review every rule and condition outlined in the **Standard Escorted Leave Acknowledgement** and remind the inmate(s) that a failure to comply with the rules may result in disciplinary action in accordance with Department policy **DC-ADM 801, "Inmate Discipline."**

### F. Armed Mounted Work Detail

#### 1. Security and Supervision

- a. A Maintenance Labor Foreman shall be responsible for supervising the inmates assigned to the work detail.
- b. The Armed Mounted Work Detail Officers shall be responsible for providing security for the inmates assigned to the work detail.
- c. Inmates are prohibited access to the room/area that riding equipment is stored.



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**Section 5 – Administrative Procedures**

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2. Training

New inmates assigned to horse duty shall receive instructions on proper grooming and saddling procedures.

3. Other

During the winter months, at times that outside work is not possible, or when work has not been scheduled, the Inmate Work Detail may be assigned to the Maintenance Department for work inside the compound.

**STANDARD ESCORTED LEAVE ACKNOWLEDGEMENT**  
(Facility Letterhead)

I, \_\_\_\_\_ DC # \_\_\_\_\_ understand the specific purpose of the escorted leave is: \_\_\_\_\_.

No changes, interviews, additional activities or personal business are permitted without approval of the Deputy Superintendent for Facilities Management/designee, given to the escorting personnel.

I understand and acknowledge that the following conditions govern my escorted leave:

1. I will not consume any alcoholic beverages.
2. I will not own, possess, use, sell, distribute, or have under my control any narcotic drugs or controlled substances.
3. I will not take any medication that is not prescribed by a facility physician.
4. I will not have any contraband or item not authorized by the Facility Manager or escorting personnel for the escorted leave. If I have any doubt about whether an item is authorized, I must request approval.
5. I realize that I must remain with the group and supervisor at all times. If there is a legitimate need for me to separate from the group or supervisor, permission must be obtained from the escorting personnel (employee in charge).
6. I will not have contact with family, friends, former inmates, or news media unless the Facility Manager has granted prior written approval.
7. I will not bring back any articles on the leave unless prior written approval has been obtained from the Facility Manager, including specification of articles that may be brought back to the facility.
8. I realize that any unacceptable or suspicious behavior in the judgment of the escorting personnel may result in my immediate return to the facility or other detention facility.
9. I realize that the escorting personnel may terminate an escorted leave at any time that it is believed necessary.
10. I realize that attire, appearance, and behavior must comply with expressed rules of the facility and the Department of Corrections except those rules explicitly waived by the Facility Manager.
11. I realize that I continue to be in official detention throughout the escorted leave, therefore failure to remain with that group and the supervisor, except as provided in #5 above, or failure to return to the facility is an escape for which I will be prosecuted.
12. I realize that the following special rules are applicable.  
\_\_\_\_\_
13. I realize that failure to comply with any of the above rules will result in disciplinary action.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Inmate

***DC-ADM 805, Outside Work and Housing Assignments, Community Work Program, Forestry Units, Armed Mounted Work Detail, Administrative Procedures, and Temporary Hold Ins***  
***Section 5 – Administrative Procedures*** ***Attachment 5-G***

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## **Section 6 – Temporary Hold-In Orders**

### **A. Suspension/Revocation of Program Code Status**

An inmate may continue to participate in the program to which he/she has been approved only while sufficient and appropriate resources are available to provide for his/her care and required levels of custody and control. An inmate's privilege to participate in any program code/status may be suspended or revoked at any time for administrative, operational, fiscal, disciplinary, and/or security reasons. Reasons for suspending and/or revoking a program code/status include, but are not limited to, the following:

1. unfavorable decision (e.g., parole, commutation);
2. Recidivism Risk Reduction Incentive (RRRI) status change (decertified or pending certification withdrawn);
3. negative personal issue (e.g., notification of divorce, death in family, family problems, etc.);
4. new detainer;
5. scheduled for Authorized Temporary Absence (ATA);
6. Class I misconduct changes;
7. poor work or housing unit report;
8. unsatisfactory program progress;
9. any other reason, as appropriate.

### **B. Activating a Temporary Hold-In Order (THO)**

Any staff member may request a THO by contacting the Shift Commander, who shall be responsible for completing each of the following activities:

1. complete and sign the **Temporary Hold-In Order Suspension/Revocation of Inmate's Program Code Status Form (Attachment 6-A)**;
2. log information on the **Temporary Hold-In Order Tracking Log (Attachment 6-B)** (maintain Tracking Log in Control Center);
3. enter the THO into the "Inmate Status System" by placing a check in the "THO" indicator box;
4. ensure that all required notifications are made in accordance with the **THO**; and

5. distribute all copies of the THO in accordance with the **THO**.

### **C. Reviewing Program Code/Status**

The Unit Manager shall conduct a formal staffing using a **DC-46, Vote Sheet**, to reassess the inmate's appropriateness for continued participation in the respective program. Upon receipt of the final decision from the Facility Manager, the Unit Manager shall inform the Shift Commander of the decision. The Shift Commander shall document the decision on the original **THO** by circling the appropriate outcome (i.e., "Revoke" or "Reinstate"), recording the Unit Manager's name, signing, and dating the **THO**.

### **D. Reinstatement of Program Code**

If a decision is made to reinstate the program code, the Shift Commander shall complete each of the following activities so that the inmate may resume participation:

1. remove the "THO" indicator in the Inmate Status System;
2. ensure all required notifications are made;
3. distribute all copies of the THO; and
4. document the date the THO was removed on the **THO Tracking Log**.

### **E. Revocation of Program Code**

If a decision is made to revoke the program code, the Shift Commander shall complete each of the following activities:

1. verify that program codes have been removed by the Counselor;
2. remove the "THO" indicator in the "Inmate Status System" (upon receipt of Counselor's verification);
3. ensure all required notifications are made;
4. distribute all copies of the THO ;and
5. document the date the THO was removed on the **THO Tracking Log**.