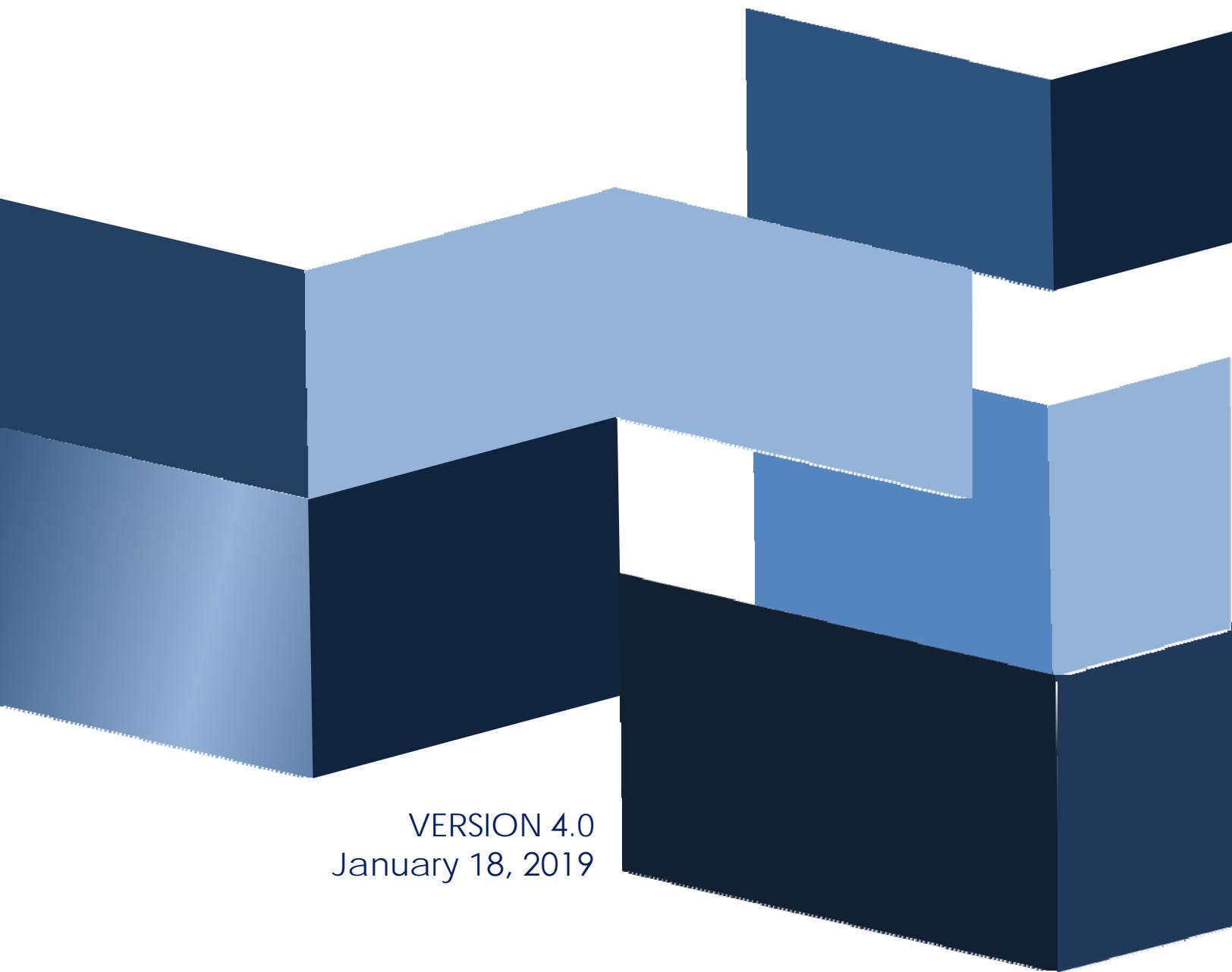


# STATEWIDE FACILITY CLOSURE GUIDELINES

PA Department of Corrections



VERSION 4.0  
January 18, 2019

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## 1. SUMMARY

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Before the year 2012, The State of Pennsylvania's correction population indicated a steady increase, which in turn required an increase in the number of facilities to accommodate the growth. However, in July of 2012, Pennsylvania's number of incarcerated individuals significantly dropped, statistically the greatest decrease over the previous 40 years. This change prompted the Department of Corrections (DOC) to restructure its facilities, which included the necessary closing of two prisons, SCI Greensburg and SCI Cresson. In 2017, budget constraints and the decrease in inmate population gave cause to close SCI Pittsburgh. Following a close examination and evaluation of these closings and all processes involved, the DOC has determined that more operationally effective, fiscally sound, cost-effective methodologies, including maximum consideration of staff, community, legislative, and legal impacts, shall be required for all facility expansions and closings moving forward.

In addition, Act 133 of 2018, (Public Safety Facilities Act), was passed and established legislative mandates for facility closures moving forward. Those changes, along with the best practices learned from the experience of previous closures have been incorporated into this document.

The guidelines delineated herein represent and encourage the most comprehensive, consistent, empathetic, and organized approach to the closing of Pennsylvania's correctional facilities.

## 2. Exceptions

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A public safety facility may be closed without complying with the notice provisions of this document and Act 133 if:

- a. It is determined by the Governor that its full use and occupation present a threat to the life, health or safety of a classification of inmates or employees within the public safety facility or of the community.
- b. Written notice detailing the reasons for the closure is provided to the Majority Leader and Minority Leader of the Senate and the Majority Leader and Minority Leader of the House of Representatives at the time the decision is made or as soon as practicable thereafter.

## 3. Definitions

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Closure – The temporary or permanent shutdown of a public safety facility that results in the loss or reassignment of employment and the cessation or relocation of primary operations for any period longer than 180 days.

## 4. Pre-Announcement Analysis

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In order to effectively plan and implement the closure of DOC facilities, a Steering Committee comprised of responsible parties initially needs to be established. This committee leads the decision-making process, determining all mission goals and rationale for closure, as well as methodologies for ensuring the fulfillment of facility closure objectives.

### 4.1. Establishing Responsible Parties

The DOC Steering Committee will conduct a thorough and comprehensive review of the options for facility closure. This committee should comprise members from the departments listed below, at a minimum, as well as Executive Staff members responsible for making final decisions.

#### 4.1.1. Steering Committee Members

- Legal
- Policy, Grants, & Legislative Affairs
- Office of Population Management
- Security
- Public Safety Human Resources Delivery Center
- Press Office
- Administration
- Operations

#### 4.1.2. Review and Signoff

The Committee will determine the most reasonable options for facility closure and will provide recommendations with a detailed justification. The Secretary will review the results and make a final decision of the direction in which to proceed after consulting with the Governor's Office. This decision shall be in accordance with the overall mission of the DOC.

#### 4.1.3. Define Mission Goals and Objectives

To facilitate a focused and goal-oriented approach, the Steering Committee, in conjunction with the Executive Staff, will identify and document Mission Goals and Objectives. This will become the compass for all future decisions and processes completed over the course of the project, and all efforts and planning will continue to align with the established Mission Goals and Objectives. These goals and objectives will be communicated as part of the required written announcement regarding a potential closing to all stakeholders.

## 4.2. Notice to Stakeholders

At the time a closure of a public safety facility is reasonably proposed and no later than three months prior to the announcement of a closure, the DOC must provide written notice to the following stakeholders:

- The Governor's Office
- The Commissioner of the Pennsylvania State Police
- The Chairperson of the Pennsylvania Board of Probation and Parole
- The Chairperson of the Pennsylvania Commission on Crime and Delinquency
- The Secretary of Administration
- The Secretary of General Services
- The Secretary of Community and Economic Development
- The Secretary of Labor and Industry
- The Secretary of Human Services
- All Federal, State, and local elected officials of each political subdivision in which the facility is located.
- Representatives of each employee labor organization that represents employees within the facility.
- Any other department, agency, board, commission, or organization deemed necessary by the public entity or the Governor's Office.

This notification must also request information regarding the impacts of the proposed closure on the following:

- State and local resources for the delivery of custody and control of inmates and the protection of public health, safety and welfare
- Workforce of the facility
- State, regional, and local economies and labor markers
- Financial resources of state and local entities
- Feasibility of reusing or repurposing the facility, including recommendations to make the best use of available resources and programs

## 4.3. Decision Making

In order to gather and provide the necessary information to make an informed decision, the following process will be implemented, documented, and used to develop the final report regarding the announcement. A sample spreadsheet of such decision-making criteria is included in **Attachment A**.

### 4.3.1. Cost-Benefit Analysis/Cost Savings

A high-level review of all physical plant concerns associated with the closure of the facility must be addressed and analyzed. This includes any outstanding financial responsibilities for recently completed projects, projects that are pending completion, and projects that may result as part of the closure process.

#### 4.3.2. Capital and GESA Projects

A review of any current, projected, and past Capital Projects and GESA Projects will also determine any associated financial responsibilities and debts.

#### 4.3.3. Operational Variables

Programming, educational and vocational opportunities, medical considerations, facility structure, and other necessary provisions for the facility will need to be considered. These considerations should also include housing units, available programs, facility security level, and flexibility of use.

#### 4.3.4. Financial Operations

Facility costs, including specific inmate costs, mothballing costs, and staffing figures must also be evaluated. This information will be used to determine possible options for facility closure and will provide the necessary details for making an informed and justified decision. Reviewed data should include population reports, specialized population reports, cost reports, complement reports, and other pertinent information.

#### 4.3.5. Impact Analysis

Upon determining viable options for closure, the Steering Committee, in conjunction with other appropriate staff, will be responsible for conducting a proactive analysis of the following areas before closure begins:

- Financial Impact: Complete a thorough review of fiscal ramifications and responsibilities to be maintained throughout the closure of a facility
- Security Impact
- Impact on DOC and Contract Staff
- Impact on Inmates
- Impact on Parole Processing
- Impact on Human Resources
- Office of Population Management
- Impact on Contractors and Contractual Obligations
- Community Impact

The outcome of these analysis will be documented and provided to the Secretary for review as part of the final report.

#### 4.3.6. Utility

A thorough review of all functions and viable options for redistribution of staff, inmates, programming needs, etc. will be completed for each of the recommended options, including a determination of:

- Specialized housing units available at other facilities
- Location of utility facilities in relation to the closing facility

#### 4.3.7. Staff Options

The Public Safety Human Resources Delivery Center will perform a thorough review of how the proposed changes will impact staff. The following factors must also be considered:

- Possible reassignment options
- Retirement eligibility
- Non-DOC employment comparisons in the locale
- Implications for civil service and non-civil service (**See Attachment B**)
- Review of contractual issues/Collective Bargaining Agreement (CBA) language (including seniority and furlough process)
- Proximity to proposed transfer locations
- Facilitation of staff transportation options (e.g., ride share, carpool) to relocated area

#### 4.3.8. Recruitment Options

Staffing concerns will also need to be evaluated. This evaluation includes the identification of specialized positions, transfer or recruitment options, and other staffing factors.

#### 4.3.9. Map of Pennsylvania Correctional Facilities

A guide map will be created and implemented to determine possible redeployment options for staff (**See Attachment C**).

#### 4.3.10. Property Options

For each of the proposed options, possible resale or repurposing possibilities will be identified.

#### 4.3.11. Inmate Options

A delineation of all impacted inmates will be reviewed, and preparations will be made for appropriate transfer based upon the following factors:

- Time to release/Parole review eligibility
- Required programs

- Proximity to home
- Medical/Health/Mental Health needs
- Security concerns
- Separations
- Incentive-based transfers
- Custody levels
- Specialized housing

#### 4.3.12. Public Hearing

The DOC shall be required to hold at least one public hearing in the county in which the facility is located prior to issuance of the final decision.

Notice of the hearing must be given in a newspaper of general circulation in the county at least 15 days prior to the date of the hearing.

### 4.4. Decision & Final Report

Once data is collected and analyses are completed, a synopsis of all factors reviewed and considered shall be provided to the Secretary for further review. Once approved by the Secretary, the final report must be sent to all stakeholders as well as the Governor, the Majority Leader and the Minority Leader of the Senate and the Majority Leader and the Minority Leader of the House of Representatives.

#### 4.4.1. Summary of Decision and Related Documentation

All factors and steps taken during this process shall be documented and available for review by involved parties. This information should also be formatted in such a way that it may be shared with the Governor's Office, Legislators, other agencies and public, as required, without compromising the safety or security of the facilities, staff, or inmates involved.

### 4.5. Governor's Office

The Secretary shall meet with the Governor's office to discuss the proposal and confer on the targeted strategy. All attempts will be made to come to a consensus regarding the best approach for implementation.

## 5. Announcement

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If the determination is made to move forward with facility closure(s), the timeline for the communication and notification process shall be determined based upon various factors such as urgency, sensitivity, or nature of the project, and will vary on a case-by-case basis. The announcement must be made to all of the following:

- Governor's Office
- Legislative leadership
- All elected officials (federal, state, and local) of each political subdivision in which the facility is located
- Superintendents/Facilities
- Administrative staff
- Affected bargaining units
- Staff
- Board of Probation and Parole
- Inmates
- Other affected agencies (e.g., DCED, Labor and Industry – Rapid Response, DGS, Office of Administration)
- Stakeholders
- News media
- Public (Notice on the public site for inmate's families/visitors, to include referral to the Inmate Locator page)
- SEAP

Any communication may be covered by the Right to Know Act and all correspondence/communication should be written and disseminated with this in mind.

### 5.1. Legislators

As legislators are notified, the following activities will occur:

- Legislative districts will be identified and involved after the announcement is made. The Director of Policy, Grants, and Legislative Affairs/Legislative Liaison should be available for contact (in person, if possible) when the decision is communicated. Budget year, timing, and related fiscal matters will be considered.

### 5.2. Communication Methodologies

Information about the expansion/closure of a facility can occur via the following modes of communication, depending upon the most effective and considerate action:

- Include in written notification as much information as is available to proactively address staff and inmate concerns (**See Attachments D, E, and F for sample letters**)
- Communicate via electronic format (e.g., email, website)
- Schedule press release and conference

- Establish centralized telephone line for family members to contact the Department of Corrections
- Provide an FAQ link on the website
- Ensure a single line of communication by temporarily suspending local Public Information Officers (PIO) and using only communication released by Central Office
- Develop relationships with affected departments in advance

### 5.3. Additional Notification Considerations

Other important communication and notification issues to consider throughout the closure process are listed below:

- Develop a timeline for notifications to ensure that responsible parties know in advance which individuals to alert and at what point on the timeline the alert should fall
- Maintain consistent and constant communication, and promptly deliver employee concerns to appropriate parties
- Coordinate the announcement such that awareness by all parties is simultaneous (i.e. Code Red)
- Provide onsite Regional Deputies and Human Resources staff
- Prevent rumors in the press by being proactive and presenting the action positively to the media
- Develop relationships with affected departments in advance

## 6. Implementation & Transition

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The activities of closing a facility must be coordinated and communicated throughout. Once the announcement of the final determination has been made, the facility should close no sooner than four months after the official announcement.

### 6.1. Identify Responsible Parties and Establish Transition Team

The Steering Committee and Executive staff will identify a Transition Team to facilitate all planning and implementation of the project as outlined in the following sections. This team will include identified staff from all major impact areas, such as those below (and as applicable), including a Team Leader:

- Public Relations
- Public Safety Human Resources Delivery Center
- Bureau Directors
- Administration
- Budget
- Legal
- Treatment Services

- Public Safety Information Technology Delivery Center
- Institutional staff (to include Superintendent and other points of contact)
- Office of Population Management
- Security
- Operations
- Other agency staff

All members of the Transition Team will be responsible for coordinating efforts in their areas but will maintain coordination of areas through the Team Leader. The Transition Team will provide regular status updates to the Steering Committee throughout the closure process.

## 6.2. Establish Timeline

The Transition Team, in conjunction with the Steering Committee and Executive Staff, will determine the closure timeline based upon specific details of the project. In some cases, a longer timeframe can be established and utilized. Other cases, however, may require a more expedited process but no sooner than four months after the official announcement. The timeline shall be created and utilized in accordance with the overall objective and goal for the project.

## 6.3. Role of Human Resources

Human Resources will function as an integral part of any decision-making processes and implementation in accordance with Management Directives and other directives as listed below. All considerations for the welfare of staff shall be emphasized, and every effort must be made to provide assistance to, and ensure the security of, all those impacted by the decision.

- 505.1 – Employee Furlough Policy
- 505.7 – Personnel Rules
- 530.18 – Benefit Rights of Furloughed Employees
- 570.8 – Reinstatement of Dismissed or Furloughed Employees into the State Employee’s Retirement System
- 570.9 – Reinstatement into the State Employee’s Retirement System of Employees Furloughed or Otherwise Terminated and Reemployed
- 570.12 – Refusal of Recall From Furlough – Termination of Interest on Retirement Contributions
- Civil Service Rules – Chapter 101
- Civil Service Act – Article VIII, Section 802
- Collective Bargaining Unit Agreements/Union Contracts

### 6.3.1. Meetings and Personnel

As part of the planning and implementation phase, regular meetings will be held to discuss and review identified needs and should involve the following activities:

- Discuss and address correspondence issues with Unions
- Hold Rapid Response meetings with key individuals once the decision to close has been made.
- Schedule weekly meetings
- Maintain SERS availability and a dedicated Human Resources team on site
- Maintain communication with the Office of Administration on any issues pertaining to the possible downsizing or furlough of employees
- Work collaboratively with the Labor and Industry Rapid Response Team to ensure effective communication and targeted approach for assistance

### 6.3.2. Employment/Staffing

The Public Safety Human Resources Delivery Center shall assume the lead on all employment and staffing activities to include the following:

- Identify all impacted staff and possible associated Labor Unions in order to ensure a proactive approach to communication and collaboration
- Work with the Legal Department and Office of Administration Bureau of Employee Relations on all potential labor relations issues to ensure that proper protocol is followed
- Review most recent staffing survey and identify possible adjustments in complement
- Establish hiring freeze at least a month in advance to prepare for closing, if necessary, or determine facilities to which staff will likely transfer and institute a hiring freeze for those identified facilities
- Discontinue staff transfers to facilities that are closing, review transfer policies, and coordinate staff transfers to new facilities
- Examine potential for furloughed individuals to accept other DOC or state positions
- Provide employees of the facility who are represented by a labor union 60 days to complete and submit a selection form. This selection form does not guarantee placement but will provide employees enough time to review and make their placement selection

## 6.4. Facility Closure Operations and Contracts

As planning and implementation proceeds, all pertinent operational, equipment, or contractual needs will be identified and reviewed. All necessary actions that must transpire in relation to these needs will be determined. In order to facilitate these related actions, a sample letter has been included for reference in communicating expectations for each Department head (**See Attachment G**).

#### 6.4.1. Physical Plant

A review of all physical plant operations will be conducted to determine what actions need to be taken. At a minimum, this review should involve:

- Establishing a single point of contact
- Coordinating the transfer of maintenance staff between opening and/or closing facilities, in conjunction with the Bureau of Human Resources
- Determining the appropriate use or removal of any modular units and associated costs
- Ensuring that all utilities are handled appropriately , including activating, modifying, or terminating services
- Understanding maintenance and project costs, as well as Capital or GESA projects (and when to conclude)
- Verifying legacy costs and their impact on utilities within the community

#### 6.4.2. Management of Facility Property/Inventory

All facility property should be itemized during the implementation phase of the project, and existing inventories (if available) can be used for reference. This property must be identified before its appropriate transfer, surplus, or destruction is determined or implemented. For a sample inventory checklist, refer to **DOC Policy 06.03.01 Section 7, Attachment D**. Property assessment should include a minimum of the following items:

- Vehicles
- Medical/Dental Equipment
- Office supplies
- Furniture
- Maintenance equipment
- Recreational equipment
- Electronics (e.g., televisions, computers, copiers/fax machines, media devices, telephones)
- Security equipment (e.g., radios, keys, gear, uniforms)

Additionally, a plan will be established for all transfer, surplus, or destruction of property, and will be implemented and documented in accordance with DOC Policies **10.02.01, 06.03.01**.

#### 6.4.3. Inmate Transition

The Office of Population Management (OPM) will be heavily involved with the planning and implementation of all inmate movement. A plan will be designed to facilitate this movement in accordance with security and safety concerns. Staff will be identified to implement this plan, and should also be included in the planning phase to allow a more streamlined and informed front-end approach. At a minimum, the following factors must be addressed in transitioning and moving inmates:

- Property issues
- Available bed space
- Parole review eligibility
- Incentive-based transfers
- Specialized needs
- Security concerns/separations
- Transportation needs, such as vehicles, staff, uniforms, security equipment
- Manifests
- Visitation
- Mail/Correspondence

#### 6.4.4. Staff Operations

The Public Safety Human Resources Delivery Center, in conjunction with institutional leaders, will develop a plan for redeployment/employment or furlough of staff, as needed. Institutional needs, staff sharing, and possible contractual provisions for the maintenance and security of the facility will be considered during the project implementation phase.

#### 6.4.5. Contractual Obligations

All contractual obligations should be identified and reviewed for necessary action. This should comprise of all existing or proposed contractual needs to include the following:

- Food Service
- Medical
- Mental Health
- Drug and alcohol staff/other treatment staff
- Maintenance

In order to facilitate these related actions, a sample vendor checklist has been included for reference in communicating expectations for each Department head (**See Attachment H**).

#### 6.4.6. Risk Management

During the planning and implementation phase, risk management will be assessed and considered in the following areas:

- Legal concerns
- Security issues
- CERT familiarization
- RHU staff transition
- Policy considerations
- Depopulation process
- Operation of facility until closure is complete

Efforts will be made to ensure that affected institutional staff will be involved in the assessment, planning, and implementation of these objectives, when possible.

#### 6.4.7. Parole Staffing and Resources

Appropriate staffing and resources necessary to ensure effective parole processing and review will also be considered during this period. The project shall not negatively impact inmate's eligibility for parole at the earliest possible date. Therefore, Unit Management and Administrative staff, as well as Parole staff and resources will be made available to promote effective processing during this time.

#### 6.4.8. Contacting Other DOC and Commonwealth Agencies with Previous Closing Experience

The Transition Team should reach out to staff with previous experience in the opening/closure of a facility and should utilize them as valuable resources. A listing of DOC staff contacts should be maintained and made available through the Public Safety Human Resources Delivery Center.

## 7. DECOMMISSIONING AND EVALUATION PROCESS

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### 7.1. Debriefing and Evaluation of Results

As decommissioning occurs, a debriefing and an evaluation of results should be performed. Additionally, a debriefing regarding "lessons learned" (with any accompanying documentation) should be scheduled as soon as possible after project completion. This meeting should include not only Executive Staff, Initial Committee, and Transition Team, but also several affected staff members.

### 7.1.1. Summarization Report

After debriefing is complete, a summarization report of all information pertaining to project completion will be created and made available for review by the Governor's Office and other interested parties upon request.

## 7.2. Post-Action Management of Facility

The following issues and items must be managed and accounted for during the decommissioning process:

- Surplus equipment/inventory
- IT Issues (e.g., FEMMs, Dual Facility, personnel files, NCIC)
- Records storage
- Mail processing
- Grievances (both staff and inmate)
- Misconducts
- Keys, weapons, vehicles, radios

A sample decommissioning checklist is provided (**See Attachment I**) but should be updated to reflect the specific areas and needs of the facility.

### 7.2.1. Contracts

A review of necessary staffing, maintenance, security, and other issues should be reviewed to determine whether an extension of existing or possible supplemental contracts will be needed to assist in the decommissioning and mothballing process. All contracts shall be established in accordance with policy and procedures in conjunction with the Legal Department and Administration.

### 7.2.2. Mothballing

Any remaining issues should be addressed through the mothballing process. Items for consideration may include, at a minimum:

- Maintenance
- Security
- Review by local authorities (e.g., Fire Department, Ordinances, Zoning, etc.)

### 7.2.3. Disposition of Property

The Department will coordinate with the Department of General Services regarding the disposition of the property. The Department will monitor progress of the closures, including collaboration with the interagency committee and communication with legislators and community leaders until the final

disposition of the property. A final closing report will be prepared and submitted to the Governor's office and Legislature.

### **7.3. Records Retention**

The storage, archival, and maintenance of all inmate and staff records will be handled in accordance with DOC policies and other Commonwealth-wide directives.

# ATTACHMENT A



**TO** John E. Wetzel  
Secretary of Corrections

**FROM** Shirley Moore Smeal  
Executive Deputy Secretary

**DATE** Month, Day, Year

**RE** **Recommendations for Potential Facility Closures**

This memo will outline the narrative surrounding the recommended facility and the pros and cons notated for each facility.

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Executive Deputy Secretary's Office | 1920 Technology Parkway | Mechanicsburg, PA 17050 | 717.728.4110

*\*This document is a sample of data collected and may vary depending on decision criteria used by the committee.*



# CATEGORIES



YEAR BUILT

COST/ FISCAL/ BUDGET

Estimated FY Cost

Estimated Net  
Annual Savings

FY Daily Cost Per Inmate

FY Annual Cost Per In-  
mate

Mothballing Costs  
Heating

Water/Sewage

Electric

Maintenance and  
Security

Annual ESCO  
Project Costs

Total Mothballing Cost

\*This document is a sample of data collected and may vary depending on decision criteria used by the committee

# CATEGORIES



PERSONNEL /  
STAFFING /  
BARGAINING UNITS

CO (1-5) =  
Non-CO =  
**Total Fill =**

As of \_\_\_\_\_

Employees Residing in  
Same County as Closing  
Facility

Institutions Within 65  
Miles

County Unemployment  
Rate

US Dept. of Labor, Bureau of Labor  
Statistics

Staffing Costs  
Total

Breakdown

Salaries:  
Overtime:  
Benefits:  
Other Benefits:  
Allowances:

\*This document is a sample of data collected and may vary depending on decision criteria used by the committee

# CATEGORIES



## Combined SCI Retirement Figures (Age 50 Only)

Total Employees -				
Current Eligible -				
Eligible Within 1 Year -				
Eligible Within 2 Years -				
Eligible Within 3 Years -				
Eligible Within 4 Years -				
<b>Four-Year Total Eligible -</b>				

<b>Facility Specifics</b>	All -				
<b>Population/Capacity</b>	GP -				
<b>As of _____</b>					

## Security Level

<b>Specialized Housing Unit Capacity</b>					
--	--	--	--	--	--

<b>Custody Level Profile</b>	L2 - %				
	L3 - %				
	L4 - %				
	L5 - %				

<b>Specialized/Educational/Vocational/Medical</b>					
---	--	--	--	--	--

\*This document is a sample of data collected and may vary depending on decision criteria used by the committee

# CATEGORIES



Needed Upgrades

Previous 10-Year  
Upgrades (Completed)

Facility  
Challenges

\*This document is a sample of data collected and may vary depending on decision criteria used by the committee

# CATEGORIES



## Infrastructure

<ol style="list-style-type: none"> <li>Potable Water System <ul style="list-style-type: none"> <li>Age</li> <li>Condition -</li> </ul> </li> <li>Sanitary Sewer System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Storm Water System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Electrical System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Cooling System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Heating System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Buildings <ul style="list-style-type: none"> <li>total</li> <li>Condition -</li> </ul> </li> <li>Comments: <ul style="list-style-type: none"> <li></li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Potable Water System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Sanitary Sewer System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Storm Water System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Electrical System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Cooling System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Heating System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Buildings <ul style="list-style-type: none"> <li>total</li> <li>Condition -</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Potable Water System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Sanitary Sewer System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Storm Water System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Electrical System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Cooling System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Heating System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Buildings <ul style="list-style-type: none"> <li>total</li> <li>Condition -</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Potable Water System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Sanitary Sewer System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Storm Water System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Electrical System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Cooling System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Heating System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Buildings <ul style="list-style-type: none"> <li>total</li> <li>Condition -</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Potable Water System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Sanitary Sewer System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Storm Water System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Electrical System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Cooling System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Heating System <ul style="list-style-type: none"> <li>Age &gt;</li> <li>Condition -</li> </ul> </li> <li>Buildings <ul style="list-style-type: none"> <li>total</li> <li>Condition -</li> </ul> </li> <li>Buildings <ul style="list-style-type: none"> <li>total</li> <li>Condition -</li> </ul> </li> </ol>
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## Critical Mission

### Number of Mental Health and Medical Beds

Beds Rank

Beds Rank

BEDS Rank

Beds Rank

Beds Rank

\*This document is a sample of data collected and may vary depending on decision criteria used by the committee



## TERMS AND DEFINITIONS

<b>BMU</b>	Behavioral Management Unit	<b>POC</b>	Psychiatric Observation Cell
<b>CI</b>	Correctional Industries	<b>RHU</b>	Restricted Housing Unit
<b>Custody Level</b>	Assigned to individual inmates and refer to the degree of staff supervision and control necessary to monitor behavior.  Minimum - 2, Medium - 3, Close - 4, Max - 5	<b>RTU</b>	Residential Treatment Unit
<b>DCC</b>	Diagnostic & Classification Center	<b>SAU</b>	Secure Residential Treatment Unit
<b>DTU</b>	Diversionary Treatment Unit	<b>Security Levels</b>	Medium - 2, Close - 3, Maximum - 4
<b>FTC</b>	Forensic Treatment Center	<b>SRTU</b>	Secure Residential Treatment Unit
<b>GP</b>	General Population	<b>VAs/SAs</b>	Vulnerability Assessments/Security Assessments
<b>ICU</b>	Intermediate Care Unit		
<b>INF</b>	Infirmery		
<b>MHU</b>	Mental Health Unit		
<b>PCU</b>	Personal Care Unit		

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# ATTACHMENT B

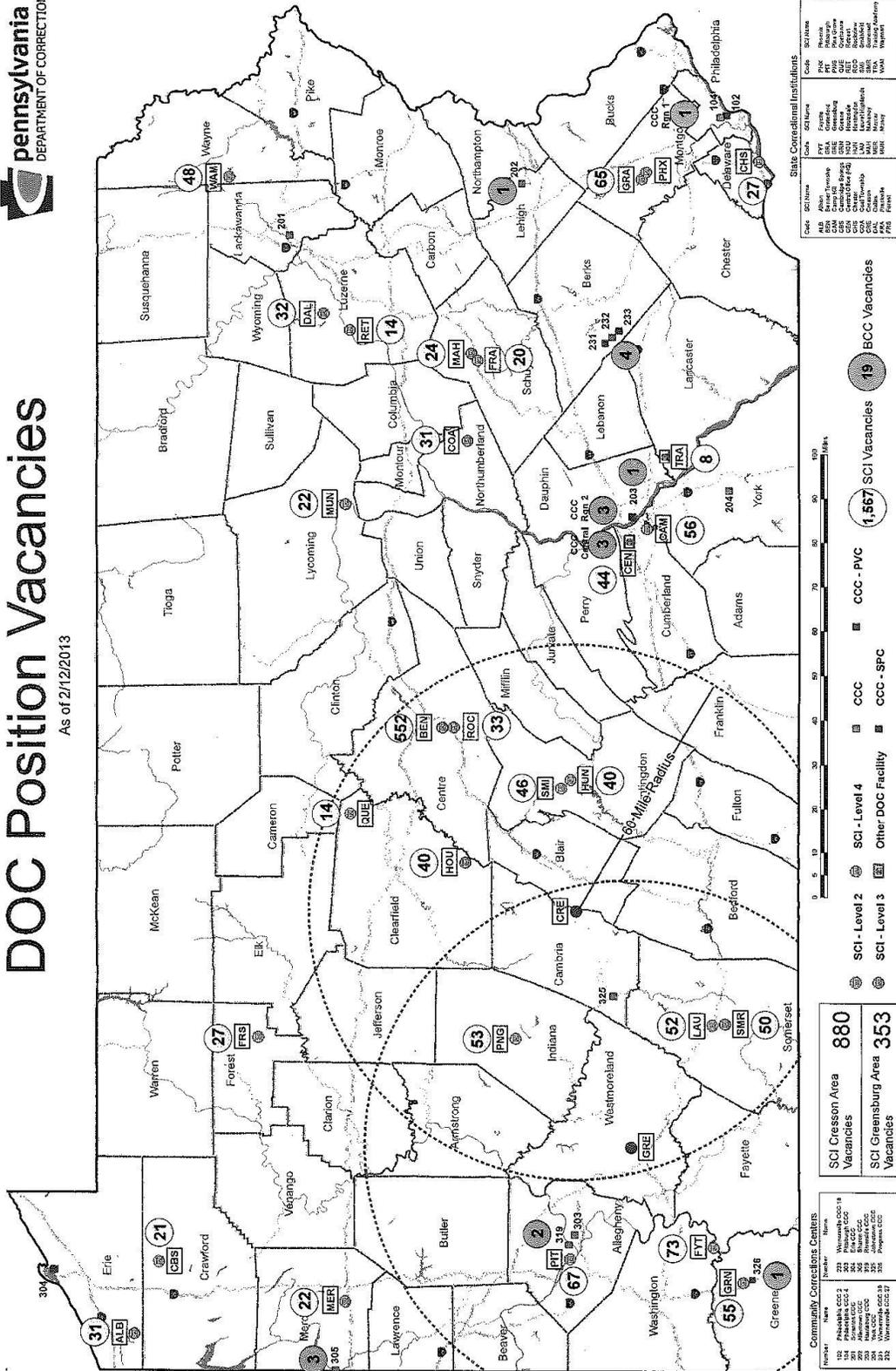
Employment Type	# of Employees	#of Positions Posted	Offers Pending Acceptance	Accepted	Rejected Job Offers	No Bid Received or No Placement Available
Collective Bargaining Unit/Civil Service Category						

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# DOC Position Vacancies

As of 2/12/2013



# ATTACHMENT D



TO All Employees

  
FROM John E. Wetzel  
Secretary of Corrections

DATE January 9, 2012

RE Closures

Over the next few months we will begin the process of closing SCIs Cresson and Greensburg in order to replace older, costly capacity with newer, less costly capacity. We expect this process to begin immediately and to be completed by June 30, 2013. This was a tough decision that required much forethought and consideration of many various aspects.

We reached this conclusion based upon the following facts:

- Inmate population numbers are stabilizing.
- SCI Benner Township is ready for operation.
- Newer prisons are more efficient and safer than older facilities.

These closures affect 870 of our co-workers, and we realize this decision may create hardships for some. In anticipation of these facility closures, I implemented a hiring freeze within the department in order to provide affected employees an opportunity for employment elsewhere within the state prison system. A majority of our affected co-workers may choose to work at SCI Benner Township, which is projected to require approximately 560 employees, or at other facilities where vacancies exist throughout the Department.

Human Resources staff will provide informational meetings and presentations to assist those of you who are touched by these closures.

We realize this is a difficult situation for many of you and hope you understand that we are doing what is right for our agency and for the taxpayers of this state, while affording employment opportunities for all of those who are directly impacted.

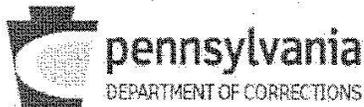
If you have any questions or concerns, please be sure to communicate them to your superintendents so we may promptly address them.

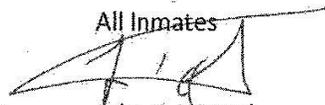
Thank you for your continued cooperation as we journey through this transitional time in our department.

JEW/dls

c: File

# ATTACHMENT E



**TO** All Inmates  
**FROM**   
John E. Wetzel  
Secretary of Corrections  
**DATE** January 9, 2013  
**RE** Facility Closures

SCI Cresson and SCI Greensburg will close by June 30, 2013. Closing these two facilities means that about 2400 inmates will have to be transferred to other state prisons. Most of these inmates will be transferred to the new SCI Benner Township, Centre County, and SCI Pine Grove, Indiana County.

For those inmates being directly affected by the transfer, you should know steps are being taken to ensure minimal programming interruption. Visiting lists, authorized telephone lists, commissary orders, cable and property will be handled as quickly as reasonably possible at the receiving facility. New facility locations will be posted timely on the Department of Corrections external website so family and friends quickly are able to be informed of your new location. We are also working with PBPP staff to ensure there are no delays for those eligible and scheduled to be seen by Parole.

If you have any questions or concerns, please address them to your unit management team, who will be able to provide a response to you.

Your cooperation is appreciated during this time of change and transition in the Department.

JEW/SMS:dk

cc: Executive Deputy Secretary Moore Smeal  
Deputy Secretaries  
Superintendents  
Executive Staff  
File

*\*This document is a sample of data collected and may vary depending on decision criteria used by the committee.*

# ATTACHMENT F



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF CORRECTIONS

January 9, 2013

Dear SCI Greensburg Employee:

Earlier today, I announced that SCI Cresson and SCI Greensburg will be closing by June 30, 2013 as part of our cost saving effort to close two older more expensive institutions and open a state-of-the-art efficient new institution at SCI Benner. This will save the department and the taxpayers \$23 million next fiscal year.

Unfortunately, this means that your job at SCI Greensburg will no longer exist. Many jobs will be available at SCI Benner. Other jobs are available at other institutions and these numbers are increasing due to the recent complement freeze, which was intended to maximize available opportunities for continued employment with the Department of Corrections. Our goal is to offer each of you an employment opportunity somewhere within the Department. To that end, we are working with the unions and hope to establish pre-furlough placement processes to enable uninterrupted employment for everyone.

In the coming weeks and months you will be challenged to make a number of decisions about your future employment. Meetings and presentations will be arranged to assist you in that process. Once we are able to reach agreements on pre-furlough placement processes, Central Office staff will return to SCI Greensburg to explain the options specific to your bargaining unit and civil service status. We will also be scheduling comprehensive meetings with resources such as the State Employees' Retirement System, Unemployment Compensation, State Employee Assistance Program, State Civil Service Commission and Bureau of State Employment.

Sincerely,

A handwritten signature in black ink, appearing to read "John E. Wetzel".

John E. Wetzel  
Secretary of Corrections

JEW/JH

c: File

OFFICE OF THE SECRETARY  
1920 Technology Parkway | Mechanicsburg, PA 17050 | 717.728.4109 | Fax 717.728.4178 | www.cor.state.pa.us

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# ATTACHMENT G

Memo to Bureau Director,

Superintendents will designate a contact person within their institution to maintain documentation of all items, including inventories from each department regarding items that will be transferred from the closing prison to other facilities.

In addition, it is recommended that a team of staff members be named to coordinate the closing of the prison. This group would be responsible for all detailed aspects of the facility closing, including:

- The transfer of all equipment, including vehicles, maintenance equipment, computers and office furniture, food and kitchen supplies, etc.
- Proper transfer of fuel and/or disposal of hazardous materials, including refuse removal
- Discontinuation of any local services to the facility, including utilities and vendors.
- Transfer of all files and funds, for both staff and inmates
- Maintain control over vehicles, keys, weapons, radios until they are properly transferred.
- Removal of facility signs and shutting off emergency generators

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# ATTACHMENT I

## FACILITY CLOSURE CHECKLIST

Facility Area	Shutdown Phase	All Items Complete (Yes/No)	Completion Date

Item No.	Area/Process	Sub-Area/Sub-Process	Remarks	Completion Status (X)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

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