

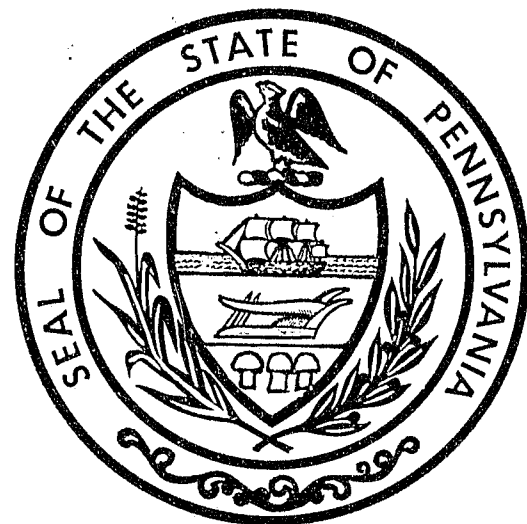
Commonwealth of Pennsylvania
Department of Justice

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SCI MUNCY

The Pennsylvania Bureau of Correction

1979 ANNUAL REPORT



U.S. Department of Justice
National Institute of Justice

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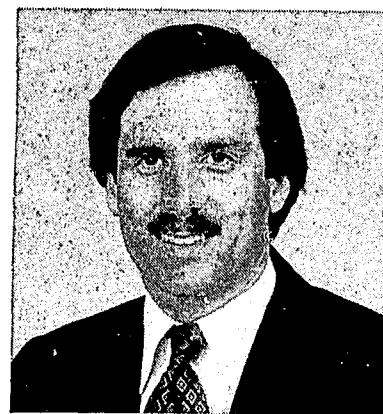
PA Bureau of Corrections

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DICK THORNBURGH
Governor



WILLIAM W. SCRANTON III
Lieutenant Governor



EDWARD G. BIESTER
Attorney General



WILLIAM B. ROBINSON
Commissioner



ERSKIND DeRAMUS
Deputy Commissioner

Department of Justice

**BUREAU
OF
CORRECTION**



**Commonwealth
of
Pennsylvania**

Dick Thornburgh
Governor

William W. Scranton, III
Lieutenant Governor

Edward G. Biester
Attorney General

William B. Robinson
Commissioner

Erskind DeRamus
Deputy Commissioner

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Kenneth G. Robinson
Editor, Photography

Judy Russell Smith
Associate Editor

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**Annual
Report
1979**

NCJRS

MAY 4 1981

ACQUISITIONS



CHARLES C. PAGANA, Director Community Services



HARRY E. SMITH,
Director Program



DR. GERARD N. MASSARO, Director Planning
and Research



WILLIAM H. BILOUS, Director, Fiscal Management
CHARLES JOHNSON, Chief, Budget Section (right)

EDWIN A. HARMON,
Director Industries



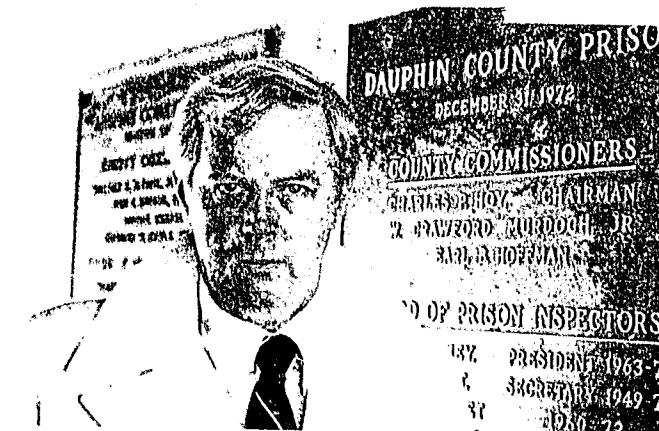
FREDRIC A. ROSEMEYER, Director
Staff Development



DANIEL R. TEPsic, Director Personnel



ROBERT K. RHODES,
Director Operations



HARRY E. WILSON, Director Special Services

CENTRAL OFFICE EXECUTIVE STAFF

William B. Robinson
Commissioner

Erskind DeRamus
Deputy Commissioner

- | | |
|--|--|
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to the Commissioner | ● David Gearhart
Administrative Assistant
to the Deputy Commissioner |
| ● Grayce Leonhard
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Director, Staff Development |
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Coordinator, Chaplaincy Services |
| ● Kenneth G. Robinson
Public Information Officer | ● Judy Russell Smith
Legislative Liaison |

John Patterson
Affirmative Action Officer

February, 1980

WILLIAM B. ROBINSON
Commissioner



ERSKINE DERAMUS
Deputy Commissioner

PENNSYLVANIA BUREAU of CORRECTION
CAMP HILL, PENNSYLVANIA 17011
P. O. BOX 598
(717) 787-7480

To His Excellency, Governor Dick Thornburgh
The Honorable William W. Scranton III, Lieutenant Governor
The Honorable Edward Biester, Attorney General
and
The Citizens of the Commonwealth of Pennsylvania:

It is my honor and pleasure to submit to you the Fifth Annual Report of the Pennsylvania Bureau of Correction. During the past year, the Bureau of Correction has successfully met its mandate and its mission, which is to safely and humanely confine convicted offenders and to provide realistic opportunities for reintegration into society.

This report documents the efforts and achievements of the Bureau in terms of fiscal accountability, staff training and development, programs for inmates, and assistance to county corrections. Not the least of these accomplishments in 1979 was the attainment of 100% success during special furloughs for the holiday season involving a total of 803 inmates. Another highlight of the Bureau's achievements during the past year was the highly successful 109th Annual Congress of the American Correctional Association held in Philadelphia this past August. A record number of Congress participants were present and they were honored to have the Governor of our Commonwealth address them at the opening session.

I am equally proud of the improvements offered in correctional industries and in inmate job training as well as the fact that 700 inmates earned their high school diplomas in correctional education programs in 1979.

In the future the Bureau has its work cut out for it as a consistently increasing inmate population now approximates our institutional capacities. The management of this expanding population will require the highest levels of fiscal efficiency, professional excellence on the part of staff, and resourceful innovation in programming.

I personally appreciate and rely on the support of Governor Thornburgh, Lieutenant Governor Scranton, Attorney General Biester and the members of the Legislature. I also wish to thank 3,000 employees of the state correctional system who made the following pages of this report possible through their dedication, professionalism and hard work. The successes of the Bureau of Correction are their successes.

Respectfully,

William B. Robinson
Commissioner of Correction



Introduction to

The Fifth Annual Report of The Pennsylvania Bureau of Correction

The past year has brought unforeseen and unprecedented challenge to our Commonwealth, to our country — and also to corrections.

A major challenging life or death proposition came early in the Spring of 1979 when, almost instantaneously, we had to prepare for the fullscale evacuation of our institution at Camp Hill because of the crisis at Three Mile Island. Energy, courage, and resourcefulness were the hall-mark of the day and I was never prouder of our staff and our inmates than during that traumatic week! As a result of the emergency, we have created evacuation plans for all our institutions, and we are now compiling a statewide format to be made available as a model for other states.

Another event of this past Spring which did not make headlines, but was of real significance to corrections was the first ever meeting of state correctional superintendents held at the federal correctional system's Lewisburg Penitentiary. The meeting, a major step in promoting state and federal cooperation, enabled us to tackle the guts of the many fiscal and programmatic issues facing both state and nation as correctional populations continue to grow.

We expanded our cooperation with the counties in 1979 by the work of Bureau Task Forces in Dauphin and Lackawanna counties and by dedication of the new York and Huntingdon county prisons. The Bureau of Cor-

rection was responsible for coordinating the safe and speedy transfer of 120 inmates from the old to the new York County Prison. The job was done with the smooth efficiency that, again, is the hall mark of the professional.

I am pleased to report that our Division of Training and Staff Development also provided professional training, to 1,317 county employees and 1,784 state employees, an increase of 6% over the preceding years. Beginning August 1, 1979, Basic Training was extended from three to four weeks, resulting in a fuller, in-depth professional curriculum.

The challenge of hosting the 109th American Correctional Congress in Philadelphia this past August was met with admirable efficiency and great success as was the opening session address by Governor Dick Thornburgh. We also met the challenge of completing our plans for the revitalizing of our data processing system. We also hosted five successful institutional tours by the State Trial Judges and expanded the work and influence of our State Correctional Industries Advisory Board.

In terms of inmate programs and policies, we completed the fourth effective year of our model Inmate Complaint System, and substantially expanded inmate vocational training and job placement.

Another great challenge and truly unprecedented accomplishment was the 100% success rate of our furlough program during the 1979 holiday season!

Therefore, we feel with pride that a year of challenge became, in many ways, a year of victory. Nevertheless, many challenges remain before us. The establishment of a permanent correctional training academy is a crucial need as is the renovation of four of our nine institutions. Two of these institutions, Pittsburgh and Huntingdon, have been in continuous service since the 1880's. We also need the expansion of correctional industries through realistic market opportunities, and the provision of additional cell space for our increasing population.

We will be putting into effect this year two important improvements: All correctional officer trainees will receive tests to determine psychological fitness. To ascertain whether these tests are accurate performance predictor, follow-up studies of individual job performances will be made. If the tests prove accurate instruments, they will become a required part of employee selection.

Heretofore, we have utilized aptitude testing for inmates, but now we shall make mandatory and standardize statewide the use of the General Aptitude Test Battery for every inmate, in order to accurately project skills and vocational needs.

These two policy changes will enhance our ability to deal with correctional realities.

We are also mindful of the economic and energistic realities of the eighties. We face the future with a heightened sense of responsibility and a great determination to solve the problems confronting us. As Pennsylvanians, as Americans, and as proud professionals in the field of corrections we believe we shall succeed.



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The Commissioner's Complex

The Commissioner of Correction is responsible for the successful operation and effective management of the entire Bureau of Correction, which includes the nine state correctional institutions and the fifteen community service centers, with their combined inmate population of over 8,200 and personnel complement of 3,000.

Nine Bureau Directors and Nine Superintendents report directly to Commissioner Robinson. The Commissioner's executive staff is composed of a Deputy Commissioner, an Executive Assistant, an Administrative Assistant, and two secretaries. The combined years of experience found in the Commissioner's staff equal over a century of correctional competence.

The Deputy Commissioner is responsible for transfers, which include the regular assignment of individuals to appropriate institutions, as well as transfers under the Interstate Compact, and those requested by the courts. Several thousand cases, in all, come to the Deputy Commissioner's attention annually.

The Deputy Commissioner is assisted in his work by an Administrative Assistant and a secretary.

The Commissioner of Correction is also assisted by a legal section which is staffed with an Assistant Attorney General who is in charge of the Bureau's representation before the courts. The Assistant Attorney General, as house counsel, is responsible for providing informal legal advice, and statutory interpretation, and preliminary contract approvals for the Bureau.

Also in the Commissioner's Complex is an Office of Public Information. This is a three person office designed to provide correctional information to the media, the legislature, other agencies of government, and to the public.

During 1979, a new emphasis has been placed upon slide presentations and audio-visual programs for both correctional personnel and civic organizations. Fewer in number and more selective in topic, press releases received increased statewide media coverage. The format of the Bureau "Newsfront" was also redesigned.

Plans for 1980 include an inmate art contest for the Bureau calendar, a speakers' bureau, and additional slide projects for use at all state institutions as well as continuing involvement in staff training and the preparation of legislative research and reports.



GRAYCE LEONHARD, Administrative Assistant to the Commissioner



DAVID GEARHART, Administrative Assistant to the Deputy Commissioner



Three secretaries in the Commissioner's Complex. From left: BETTY RITTER, MARION COLEMAN, AND ROSALIE SCHELL



CENTRAL OFFICE STAFF

Commissioner's Office

WILLIAM B. ROBINSON, Commissioner
ERSKIND DERAMUS, Deputy Commissioner
LOUIS SMITH, Executive Assistant to Commissioner
GRAYCE LEONHARD, Administrative Assistant to Commissioner
DAVID GEARHART, Administrative Assistant to Deputy Commissioner
FRANCIS FILIPI, Assistant Attorney General
ROSALIE SCHELL, Secretary to Commissioner
BETTY RITTER, Secretary to Deputy Commissioner
MARION COLEMAN, Clerk-Typist

Public Information Office

KENNETH ROBINSON, Public Information Officer
JUDITH R. SMITH, Information Specialist
SHARON WAGNER, Secretary

Fiscal Management Division

WILLIAM BILOUS, Director
JEAN CASS, Secretary

Budget and Management Section

CHARLES JOHNSON, Chief
PENN AMESBURY, Budget Analyst
CLAIR STAYMAN, Budget Analyst
FLORENCE HOWE, Clerk-Typist

Personnel Division

DANIEL TEPSIC, Director
KENNETH STROHM, Chief, Employee Services Recruitment
JOSEPH DIRENZO, Labor Relations Coordinator
LEONARD KONETSKI, Personnel Analyst
JOHN PATTERSON, Affirmative Action Officer
LOUISE HENRY, Administrative Assistant
BARBARA BAIR, Secretary
KATHY KLEIN, Employee Services Clerk
JEAN MEARS, Clerk
MAUREEN RITTER, Clerk

Planning and Research Division

GERARD MASSARO, Ph.D., Director
TERRIE FOUST, Secretary

Planning and Development Section

EDWARD MELVIN, Program Specialist
SCOTT THORNSLEY, Planner/Evaluator
LEE BERNARD, Administrative Officer
JUNE WOLF, Secretary

Records and Statistics Section

JOHN MEASE, Chief
ROBERT BEST, Corrections Records Supervisor
NANCY BLEYER, Statistical Assistant
NANCY FOSTER, Clerk-Typist
MARY WILKERSON, Clerk

Staff Development Division

FREDRIC ROSEMEYER, Director
VERNA REEDY, Secretary
LEROY STRONG, Chief, Central Training Academy
NORMAN FRIEND, Chief, State Training Section
ROBERT PRESCOTT, Chief, County Training Section
JOHN WERTZ, Assistant Chief, Central Training Academy
WILLIAM SPRENKLE, Assistant Academy Chief
CHARLEEN TURNER, Secretary

Community Services Division

CHARLES PAGANA, Director
ERNEST WITHROW, Assistant to Director
PAT GRAYBAR, Secretary

Special Services Division

HARRY WILSON, Director
RICK EMERICK, Chief, Internal Security
BENJAMIN FAUST, Chief Inspector
TIMOTHY MUSSER, Inspector
HORACE SHEAFFER, Inspector
CHARLES SMITH, Inspector
MAYNARD STROCK, Inspector
CHESTER WEAVER, Inspector
OSCAR WATERS, Administrative Aide I
CONNER BLAINE, Special Investigator
DEBRA GIEDA, Special Investigator
HAROLD WILSON, Special Investigator
THOMAS POWERS, Field Investigator
MARTHA GUSE, Secretary
CARROL WRIGHTSTONE, Secretary

Correctional Industries

EDWIN HARMON, Director
EUGENE GRADY, Administrative Officer
WILBERT PLESS, Administrative Officer
WILLIAM COLTERYAHN, Marketing Representative
JOHN LUTZ, Marketing Representative
ROBERT WILLIAMS, Farm Coordinator
JEAN MILLER, Secretary
SHERI PINKO, Clerk-Typist
BLANCHE SMITH, Clerk-Typist
BARBARA WILLIAMS, Clerk-Typist

Freight Division

ROBERT LUNDQUIST, Supervisor, C.I. Freight

Data Processing

MICHAEL CANNON, Chief
BETTY SMITH, Data Analyst
BARRY TOLBY, Computer Programmer
GORDON WILLIAMS, Computer Programmer

Budget Section

GREGORY TALUSKIE, Budget Analyst
ELEANOR STREPP, Clerk-Typist

Program Division

HARRY SMITH, Director
JUDY BRANDT, Secretary
ELYSE MILLER, Secretary

Health Care Section

WILLIAM KELSEY, Chief
JOHN BELFONTE, Assistant

Education Section

WORLEY PACE, Chief

Activities Section

RONALD MARKOWSKI, Chief
CHARLES DANIELS, Boxing Coordinator

Treatment Services

RAY BELFORD, Psychologist
DAVID BAYNE, Pardons Case Specialist
REVEREND THOMAS JACKSON, Chaplaincy Program Coordinator

Operations Division

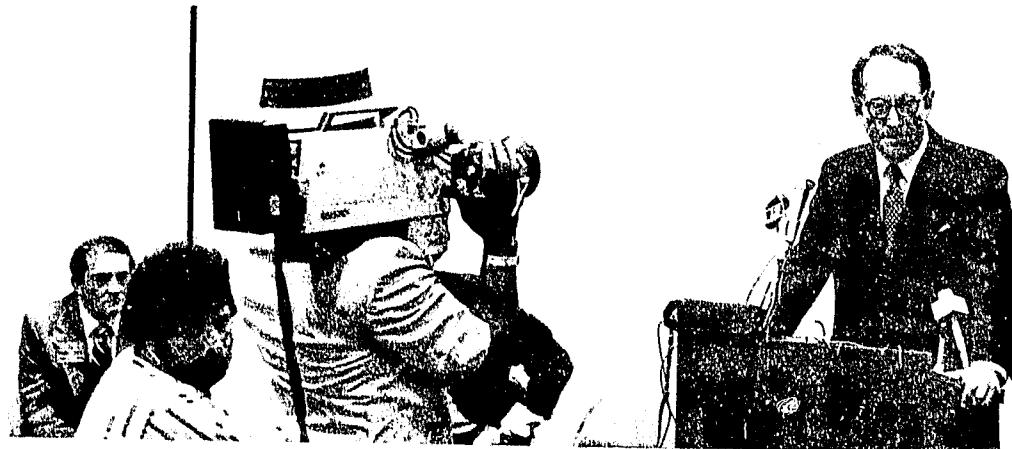
ROBERT RHODES, Acting Director
DAVID GARLINGER, Automotive Equipment Specialist
BUNNY KILLIAN, Secretary
ANTHONY BELLAVIA, Food Service Coordinator
RALPH SOLOMON, Food Service Manager
DONALD BRANOFF, Food Service Supervisor

Communications

IRENE FLEMING, Supervisor
WANDA DAVIS, Clerk
LOUIS RIOS, Messenger

SPECIAL REPORT:

The 109th American Correctional Association Congress



Governor DICK THORNBURGH at a news conference following his announcement to the 109th Congress of the ACA that he will seek a Department of Correction in Pennsylvania.

Philadelphia's mammoth Civic Center was the scene this past August for the 109th Congress of the American Correctional Association in which the Bureau of Correction played a vital role. The result was a highly successful congress with a record breaking attendance of more than 3,000 participants.

The assembled delegates heard Governor Dick Thornburgh speak to the congress on the needs of the criminal justice system. In the Governor's remarks he commended the Bureau of Correction employees for their duty and diligence during the Three Mile Island crisis, and he underscored the importance he places on corrections by the introduction of his proposal for a cabinet-level Department of Corrections in Pennsylvania.

The theme of the congress: "Corrections in the Eighties: Achieving Balance" was exemplified through the many diverse speeches and workshops presented throughout the week. The delegates who came from across the United States and Canada were given a real sample of Pennsylvania's hospitality and diverse culture on



The Chairman and Co-Chairmen of the Pennsylvania Host Committee standing from left HARRY E. WILSON, WILLIAM B. ROBINSON, DR. GERARD MASSARO.

Pennsylvania Night, which was coordinated by Deputy Commissioner Erskind DeRamus.

The host committee for the congress that worked more than two years in preparation included correctional professionals from the state, county and federal level. The host committee was chaired by Commissioner Robinson with Dr. Gerard Massaro, Director of Research and Planning and Harry Wilson, Director of Special Services, serving as co-chairmen.

At least six Pennsylvania delegates to the 109th Congress of the American Correctional Association were elected

Other Highlights:



Members of the Pennsylvania State Trial Judges Association on tour at the State Correctional Institution at Rockview.

to office by the various affiliate groups who met in Philadelphia.

Commissioner William B. Robinson was elected Vice President of the Association of State Correctional

Huntingdon County Jail

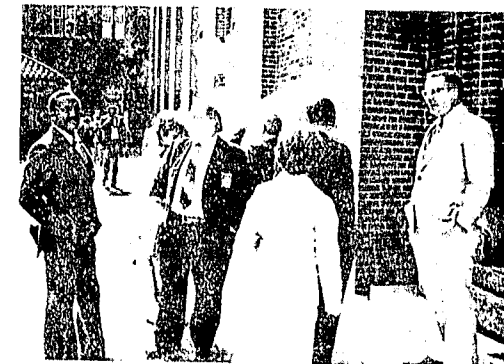


Local citizens and Bureau officials dedicate the new Huntingdon County Jail.

Administrators. Fredric Rosemeyer, Director of Staff Development for the Bureau of Correction was named Secretary/Treasurer of the American Association of Correctional Training Personnel. In addition, he was appointed to the ACA Task Force on Personnel and Staff Development.

Edwin A. Harmon, Director of Industries for the Bureau was elected to the Board of Directors of the National Correctional Industries Association. Robert Steele, Correctional Industries Supervisor at the State Correctional Institution at Dallas, was elected treasurer of the Correctional Industries Association.

O.W. (Bill) Kelsey, Chief of Medical Services for the Bureau was elected to a two year term as Treasurer of the American Correctional Health Services Association.



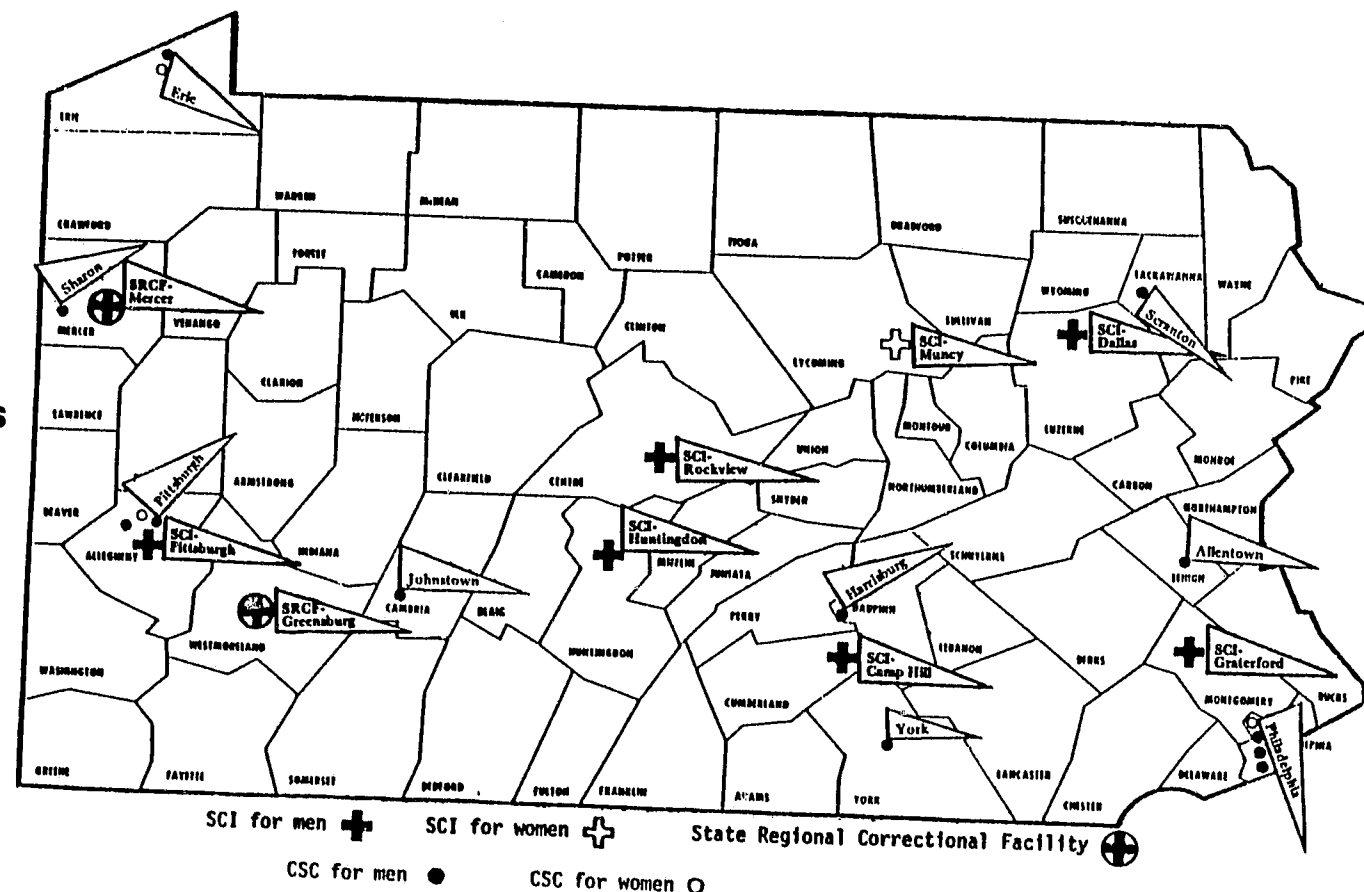
Bureau officials and superintendents make their first inspection tour of a federal penitentiary, this one being the Federal Penitentiary, at Lewisburg.

Anthony Bellavia, Bureau Food Services Coordinator, will continue as Regional Director of the American Correctional Food Services Association.



Lieutenant JAMES CLARK, SCI-Graterford (left), and Major JOHN STEPANIK, SCI-Dallas, Served as advisor to the Dauphin County Prison following a special task force study made by experts from the Bureau of Correction.

State Correctional Institutions and Community Service Centers



CSC Regional Offices:

(Eastern) Region I
219 East High Street
Germantown, PA 19144
Mamie J. Fains, Director
(215) 848-4838

(Central) Region II
1701-A Green Street
Harrisburg, PA 17102
Thomas A. Rogosky, Director
(717) 787-4427

(Western) Region III
535 South Aiken Avenue
Pittsburgh, PA 15232
James P. Murphy, Director
(412) 681-1202

SCI's

State Correctional Institution at Camp Hill
P.O. Box 200, Camp Hill, PA 17011
Ernest S. Patton, Superintendent
George Petsock, Dep. for Operations
Dennis Erhard, Dep. for Treatment
(717) 787-4814

State Correctional Institution at Dallas
Dallas, PA 18612
Glen R. Jeffes, Superintendent
Joseph Ryan, Dep. for Operations
Gilbert Walters, Dep. for Treatment
(717) 675-1101

State Correctional Institution at Graterford
P.O. Box 244, Graterford, PA 19426
Julius T. Cuyler, Superintendent
Robert N. Mauger, Dep. for Operations
J. Harvey Bell, Dep. for Treatment
(215) 489-4151

State Correctional Institution at Huntingdon
Huntingdon, PA 16652
Ronald J. Marks, Superintendent
R. E. Stotemyer, Dep. for Operations
A. W. Zumpetta, Dep. for Treatment
(814) 643-2400

State Correctional Institution at Muncy
P.O. Box 180
Muncy, PA 17756
Lowell D. Hewitt, Superintendent
(717) 546-3171

State Correctional Institution at Rockview
R.D. 3, Bellefonte, PA 16823
Dr. Joseph Mazurkiewicz, Superintendent
Gerald Wilson, Dep. for Operations
Jeffrey Beard, Dep. for Treatment
(814) 355-4874

State Correctional Institution at Pittsburgh
P.O. Box 9901, Pittsburgh, PA 15233
James F. Howard, Superintendent
Robert Maroney, Dep. for Operations
Dr. Don W. Brian, Dep. for Treatment
(412) 761-1955

State Regional Correctional Facility at Greensburg
R.D. 2, Box 10, Greensburg, PA 15601
Thomas Fulcomer, Superintendent
Clarence Markle, Dep. for Operations
Robert Freeman, Dep. for Treatment
(412) 837-4397

State Regional Correctional Facility at Mercer
P.O. Box 530, Mercer, PA 16137
Charles H. Zimmerman, Superintendent
Edward J. Krall, Dep. for Operations
Edward T. Brennan, Dep. for Treatment
(412) 748-3000



MAMIE J. FAINS



ERNEST S. PATTON



RONALD J. MARKS



JAMES F. HOWARD



THOMAS A. ROGOSKY



GLEN R. JEFFES



LOWELL D. HEWITT



THOMAS FULCOMER



JAMES P. MURPHY



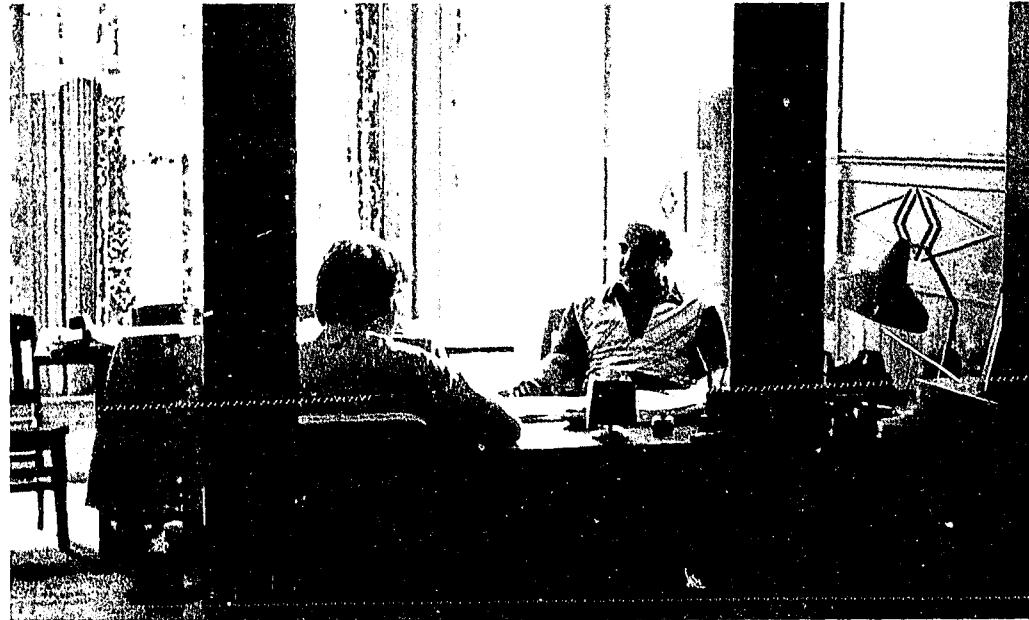
JULIUS T. CUYLER



Dr. JOSEPH MAZURKIEWICZ



CHARLES H. ZIMMERMAN 4



Counseling in a Community Service Center

COMMUNITY SERVICE DIVISION

Community Services is a program operated as a continuum to the services provided by State Correctional Institutions or Regional Correctional Facilities. The Division also extends its services to the Board of Probation and Parole and the courts, for whom it also serves as an alternative to incarceration for female offenders.

The Community Services Division was created in 1968 under the legislative authority of Act 173, and has since been amended twice, first in 1970 under Act 274 and in 1974 under Act 325.

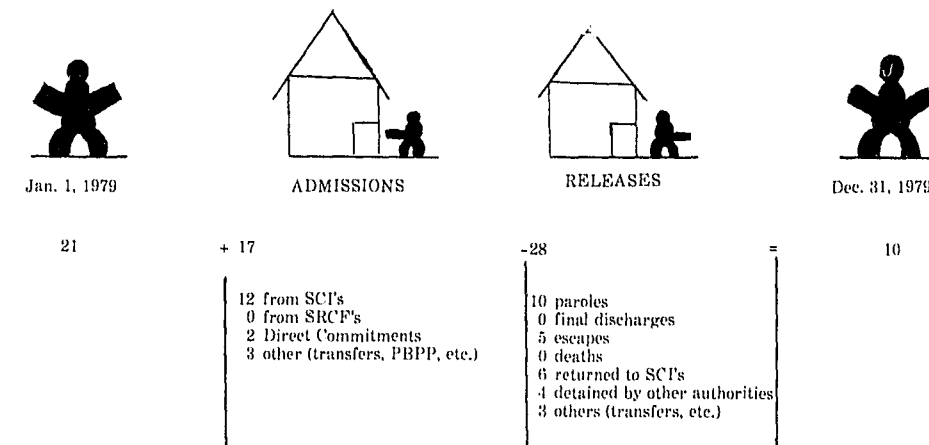
Merging the correctional philosophy of rehabilitation, coupled with security, Community Service Centers are residences in the community utilizing a multi-faceted treatment approach to the reintegration of the offender into society. Its modality is primarily two pronged, affording structure, custody, care and treatment to all offenders under the Bureau of Correction's jurisdiction, while placing strong emphasis on guidance and counseling.

Following the appointment of Commissioner William B. Robinson and the subsequent years from 1975 to the present, the Community Services Division has focused its attention on regional consolidation, the development of sound community-based administrative policies, accountability, custody and fiscal efficiency in the program. The overall objective of these undertakings was to provide the inmate resident with the most effective treatment program to meet his personal needs and to establish cost savings to the Bureau of Correction and the Commonwealth of Pennsylvania.

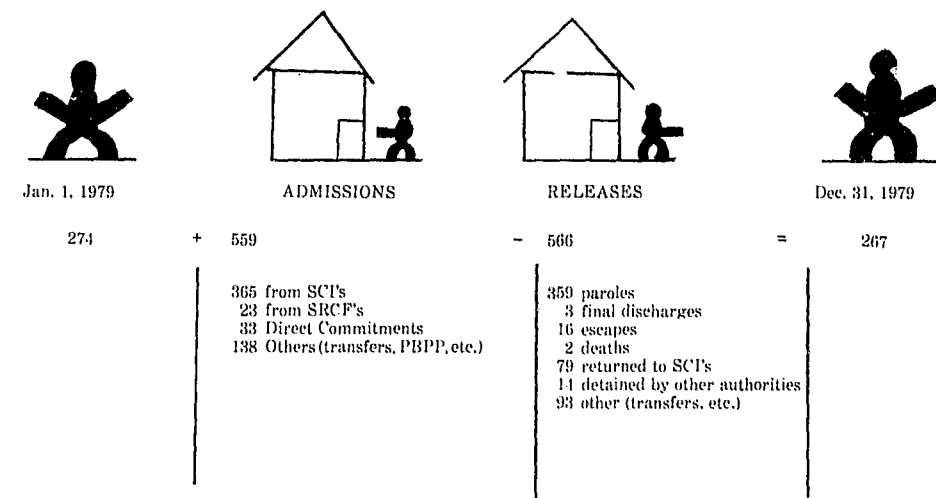
Referrals

1-1-79	58 referrals pending	
During 1979	+625 referrals received	
Total	683	100%
	439 referrals accepted	65%
	158 referrals rejected	24%
	28 referrals withdrawn	5%
12-31-79	41 referrals pending	6%

POPULATION — GROUP HOMES



POPULATION — COMMUNITY SERVICE CENTERS



Volunteer Services

1,596 hours of volunteer services were obtained for use by Community Service Centers.
11,621 hours of outside agency services were utilized by Community Services.

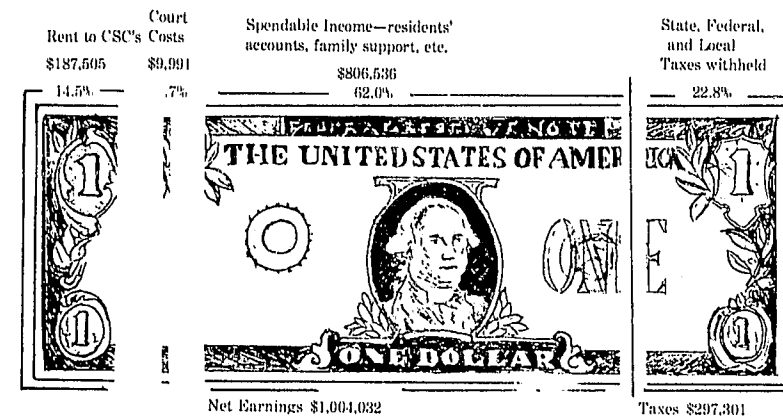
Educational Involvement

(Combined CSC's and Group Homes)	
High School	33
Vocational/Technical	176
College	55
Total	264



Former location of the Sharon Community Service Center.

CSC
Residents'
Gross
Earnings
from
Jobs in
the
Community:
Total: \$1,301,333.



New Sharon Community Service Center.

The Past Year

Fortunately, in Fiscal Year 1979-80, the division budget was no longer a separate appropriation, as it was in the past two fiscal years and, as a consequence, previous restrictions on the delivery of program services are being improved and broadened within the organizational structure for the inmate residents.

This added additional strength and support from the administration of the Bureau of Correction assisted in the increase and coordination with the ancillary agencies at the local level to provide additional and needed services for the division. The Regional Directors were called upon to implement this aspect of program planning and are meeting these objectives.

During the year 1979 a series of important training seminars were conducted, the most important of which was sponsored by The National Train-

ing Institute on Correctional Residential Treatment Centers in August of 1979, preceding the American Correctional Association's National Congress in Philadelphia. This training seminar specifically focused on the administrative management and treatment of the offender in the community. Selected personnel who attended this conference were later given the opportunity to share this information with additional Community Services staff at a subsequent training seminar conducted at the Eastern Training Academy at the State Correctional Institution at Dallas.

Additionally, another highlight of 1979 was the Division's reorganization of field fiscal procedures and implementation thereof. Through the collective efforts of the Bureau of Correction Budget Management Section and the Department of Justice Comptroller's Office, fiscal policies were generated and implemented for appropriate reconciliation and accountability of revenues. It now appears that these policies have demonstrated considerable merit and have been applied statewide throughout the division.

Also of significance was the relocation of the Sharon Community Service Center (see photo insert) which moved into its new headquarters.

Misconducts

(Combined CSC's and Group Homes)

- 180 Class I Misconducts
- 140 Class II Misconducts
- 29 Individuals faced criminal charges

Community Services continues to provide a vital linkage between the institutions and the community by maximizing the use of community-based programs and collaborating agencies to provide services to the inmate resident who continues to qualify for this type of program within the Bureau of Correction.

Looking Forward

Although we are legislatively restricted to maintaining only fifteen Community Service Centers under the Bureau of Correction jurisdiction, it has been the primary focus of the administration's leadership to expand the intake capacity when old centers are relocated in the various regions.

FISCAL MANAGEMENT DIVISION

This division conducts and manages the operation and activities of Fiscal Management, Budget Management Section, and provides supervision for Correctional Industries' Accounting Section. In addition, this division provides technical and budgetary assistance to all state correctional institutions, Community Services Division and Centers.

Accomplishments in 1979:

- * Provided assistance to Community Services Division on budget matters with monthly budget meetings.
- * Assisted each institutional business manager with their budget deficiencies.
- * Provided proper procedures for transmitting Community Service Center rent and wage bank statements to Central Office.
- * Provided a weekly review of Community Service Center rent balances to determine possible drawdowns.
- * Conducted meetings with all Community Services Regional and Center Directors discussing proper procedures relating to the maintenance of Inmates' Cash Fund, Inmates' Reserve Fund records and bank reconciliations.
- * Contacted vendors, Comptroller's staff and Bureau personnel to expedite deliveries and prepare documentation, as necessary, to avoid unnecessary lapse of appropriated funds.
- * Provided amendments, as received, for the purpose of updating the Administrative Code of 1929 to each institutional superintendent and business manager.
- * Initiated proper procedures to be followed in the maintenance of inmates' wage and rent accounts at Community Service Centers.

- * Initiated written guidelines for Community Service Division concerning the implementation of a procedure developed to prevent interruption of utility service.
- * Furnished institutional business managers with written guidelines concerning correct procedures to be followed in accounting for the lease, lease-purchase or outright purchase of equipment.
- * Initiated transfer of expenditures between Federal and State appropriations, cost centers, object codes and other accounting elements, as necessary, to adjust automated accounting records and more properly distinguish between Federal and "State Match" expense line items.
- * Advised all institutional superintendents and Community Service Regional Directors by letter, concerning procedures to be followed in turning unclaimed possessions of inmates over to Escheats Division, Department of Revenue.
- * Furnished written instructions to all business managers concerning preparation of amendments to service purchase contracts in cases where the original encumbered amount is to be reduced.
- * Furnished institutional business managers with written guidelines pertaining to the following subjects:
 - Preparation of contingent commitments for Fiscal Year 1979-80.
 - Prompt liquidation of excessive encumbrances which can develop from a variety of causes, five of which were specified.
 - Prompt submission of FY 1979-80 service purchase contracts to prevent interruption of services and prompt payment for which there exists any ongoing need.
- * Reviewed cost center structure and requested institutions to prepare

Appropriated Funds
Fiscal Year 1978 - 79

Where It Came From

SCI'S	
State	\$78,170,000
Returned to Treasury	(18,971)
Federal	169,835
Augmentations:	
Dept. of Education	396,338
Sale of Scrap	15,908
Work Release Rents	28,454
SCI Total	\$78,761,564
CSC'S	
State	\$ 2,210,000
Federal	27,271
Rents	201,813
CSC Total	\$ 2,439,084
Grand Total	\$81,200,648

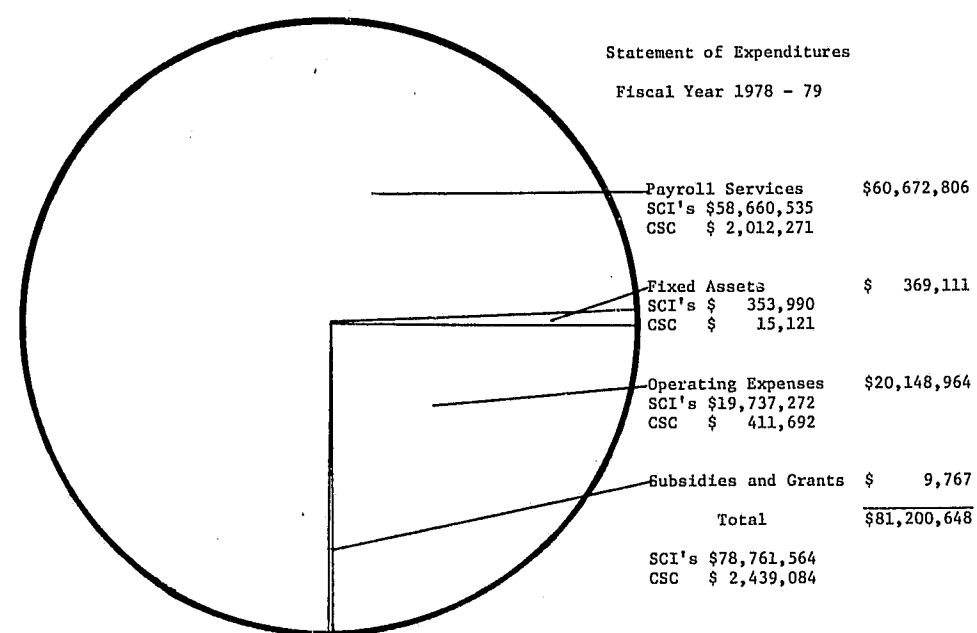
"Personnel Employment Notices" to properly assign librarians.

- * Initiated a system to participate in exit conferences with Auditor General personnel following an audit of each institution's fiscal records.

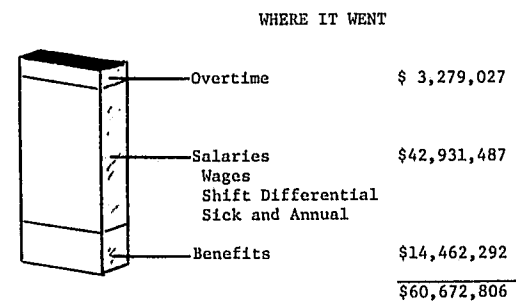
Central Office Funds

Commissioner	\$ 661,553
Planning and Research	\$ 143,774
Fiscal Management	\$ 144,528
Personnel	\$ 424,556
Operations	\$1,360,280
Program	\$ 596,677
Community Services	\$ 82,484
Special Services	\$ 395,584
Staff Development	\$ 514,772
	\$4,324,208

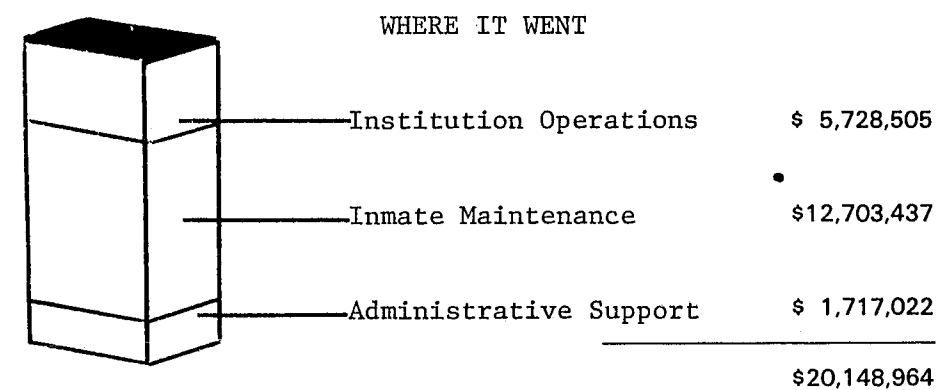
*Included in total expenditures listed at far right.



Payroll Services: Includes all compensation received by the Bureau of Correction employees.



Operating Expenses: Provide all basic needs for the population i.e., medical services, food, clothing, housekeeping supplies, inclusive of institution facility maintenance and administration support charges.



Fixed Assets: Comprises purchase of new and replacement of worn out and obsolete equipment.

Subsidies and Grants: Provide gratuities to discharged inmates and educational support. The gratuities are based on individual balances and distance from their home.

INDUSTRIES DIVISION

The Industries Division provides employment in production assignments designed to expose the inmate to useful on-the-job training. This exposure aids in the rehabilitation of the inmate, keeps him busy while in custody, and teaches work ethics. All of these elements are essential in preparing the inmate for return to the community.

No tax monies are utilized to support the activities of this division. The Industries operation is financed entirely out of a revolving fund. While shop buildings are usually furnished by the institutions, all machinery, materials and supplies, maintenance, utilities, transportation and similar expenses are furnished by the Industries Division from its sales income.

Likewise, the salaries of administrators, supervisory correctional officers and tradesmen, and inmate wages are paid out of sales income.

By law, the sale of Industries products is restricted to government agencies or entities receiving tax money support.

Correctional Industries Advisory Board:

A Correctional Industries Advisory Board was appointed in June 1978 by the Governor to make recommendations for improvement in the Industries Division program. The board is composed of representatives of all geographic sections of the Commonwealth and of varying disciplines.

The members include Thomas E. Colgan, Vice President, Community Relations, Fischer and Porter Company, Warminster; Fred R. Rosetti, Elementary Principal, Valley View School District, Scranton; Edward Schneider, President and Owner of Schneider Contractors, Pittsburgh; Fred G. Qualtieri, Business Manager, Boilermakers Local No. 154,

Pittsburgh; Dante R. D'Angelo, Co-ordinator, Allegheny O.I.C., McKeesport; and Charles W. Frame, Chief Engineer, Chambersburg Engineering Company, Chambersburg.

The C.I. Advisory Board concluded its program familiarization phase through a series of on-site meetings held at the various institutions having industry activities.

Subsequent to this orientation and familiarization, the C.I. Advisory Board submitted a report to the Governor with its suggestions and recommendations.

Sales:

Vigorous attention was given by the Sales Marketing Representatives to the attendance and showing of products and speaking engagements at association meetings held by the various professional

Correctional Industries Sales Comparison

Product	FY 1977-78 Sales Dollar	FY 1978-79 Sales Dollar
Beef	2.5 ¢	6 ¢
Hogs	1	2
Dairy	6	7
Field Crops	2.2	4
Garden, Orchard & Nursery	2	1.5
Meat Processing	6	8
Coffee & Tea	7	6
Cannery	4	6
Data Processing	2	2
Transportation	4	5
Furniture	2	3
Mattresses	3	4
Cardboard	1	1
Garments	13	14
Underwear	2.5	2.5
Shoes	2	2
Textiles	2.5	3
Hosiery	1	1.5
Soap & Detergents	3	4
Printing	4.5	6.5
Tags	24	7
Metal Products	3.5	2.5
Wood Products	1	1
Dental Lab, Auto Body & Maint.	0.3	0.5
Total	100 ¢	100 ¢

Correctional Industries Advisory Board examine prison-made furniture while on tour at the State Correctional Institution at Muncy.



groups throughout the state. This is the most economical and productive method of selling a large multiple listing of products to a broad spectrum of customers, as it results in the greatest exposure at a minimum of cost.

While this approach does not necessarily result in immediate sales, significant contacts and substantial sales volume have resulted over an extended period of time.

Additionally, new sales contacts were made with other states through participation in various professional inter-state conferences on Correctional Industries and Corrections.

Sales activity also increased in the area of county jails, county governments, state and privately-aided colleges, county homes, and private non-profit geriatric homes.

Sales in general continue to be affected severely by the lack of procurement of vehicular license plates by the Commonwealth. Several unsuccessful attempts were made to supply other states with license plates.

Overall activity of Correctional Industries increased despite the drop-off in sales due to Correctional Industries producing more of its internal requirements, as opposed to procuring them on the marketplace. This tends to increase the internal cycling of money, which is healthful financially and a benefit resulting from the operation of an integrated enterprise.

Improvements:

Reorganization of Correctional Industries, begun in 1977, continued through 1979. A direct cost accounting system is fully implemented and is a valuable management tool for controlling and monitoring industry operations. Further personnel reductions were made during the year without any serious effects on program efficiency.

Other improvements in 1979 included approval by the Secretary of the Department of General Services for Correctional Industries to buy direct, basic textile goods required for manufacturing without following the normal procurement procedures required for most Common-

wealth procurement; approval by the Department of Revenue for the payment of these goods from a special account, resulting in expeditious settlement of invoices presented for payment by vendors.

Manufacturing Activities in 1979:

SCI Camp Hill —

Wood Furniture: Average monthly production increased 48 percent during the year due to management changes and closer fiscal attention to the operation made possible by our new accounting system. Orders for new capital equipment were placed which should permit approximately the same increase in the next calendar year.

Losses experienced during fiscal year 1978-1979 were \$165,000; however, it is projected that a small profit will be generated for fiscal year 1979-1980.

New products are being developed. Sales of refinishing services for wood furniture increased approximately 200 percent. Due to budget restrictions faced by many Pennsylvania agencies, this trend should continue.

Abattoir: Steps were taken to construct additional freezing capacity at the Camp Hill operation. In addition to quality improvement, this addition will permit the severance of leased facilities and attendant transportation and handling costs.

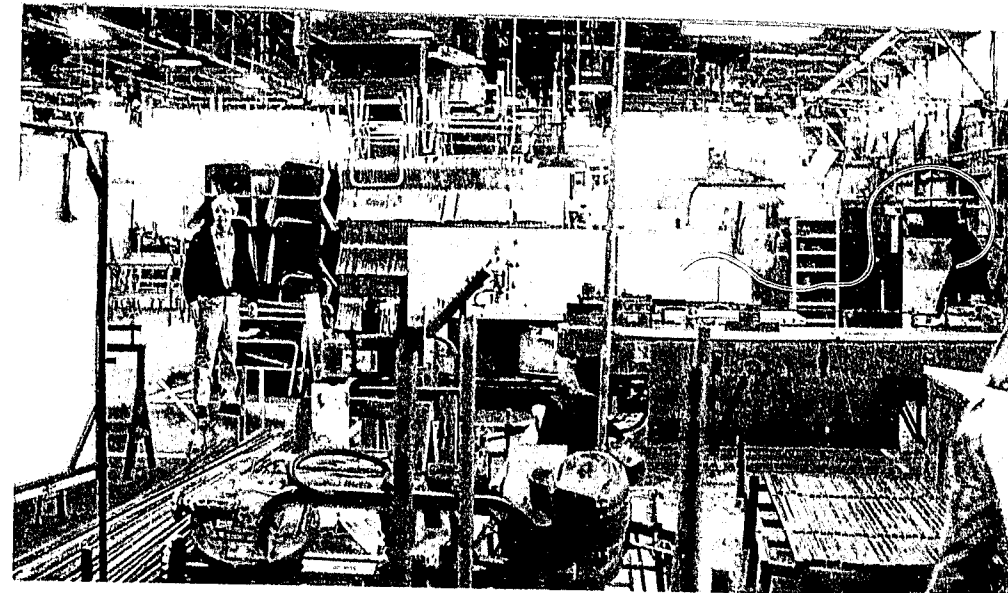
SCI Dallas —

Garment Plant: A new line of fireproof draperies and cubicle curtains was developed. The reception has been overwhelming and approximately 20 percent of the total work force is occupied in sewing of these products.

Cardboard Container Plant: Sales increased approximately 40 percent. This is attributed to increased sales efforts and more competitive pricing.

Auto Body Shop: Sales for this activity increased approximately 35 percent. This improvement resulted from an increased number of State Police vehicles being painted prior to resale to the general public.

Upholstery Shop: Previous to this year, only upholstering was done. However, re-upholstering was added to the line, with



Tubular furniture factory at the State Correctional Institution at Pittsburgh.

favorable customer reaction. This skill is a very marketable one for the inmates upon return to society, and much interest and pride in the program have developed.

SCI Pittsburgh —

Metal Shop: A new gondola type shelving unit was developed for the Pennsylvania Liquor Control Board, which is currently in the process of converting over 400 package service stores to self service stores. Officials from the PLCB were most helpful in the development of the alternate specifications suitable to our facilities.

Tag Shop: Sales vehicle license tags was at a bare minimum due to the lack of orders from the Pennsylvania Department of Transportation.

SCI Huntingdon —

Garment Plant: New pastel blue hospital linens, color-coded for use throughout the Bureau of Correction, were developed.

New design and production of warm-up suits began.

A new style of jump-suit was produced, and initially purchased by the Bureau of Correction Training Academy.

New drapery panels were manufactured for the Occupational Services, Inc. Rehabilitation Workshop.

Experiments are continuing to find an acceptable, inexpensive storm suit.

Soap and Detergent Plant: The soap and detergent plant experienced increased sales and production of products currently on schedule.

A complete analysis of present plant facilities and products is currently being conducted. New products extending into various fields of detergents, waxes, polishes, etc., are being reviewed and formulated for production in the coming year.

Printing Plant: A complete change of design and issue of automotive validation stickers was accomplished. This included changes in production methods and scheduling. The changes met with excellent results.

Commendations were received on the excellent quality of the brochure produced for the American Correctional Association's 109th Congress.

Printing of a semi-annual issue of the National Association of Correctional Industries Newsletter and Directory began.

SCI Rockview —

Industries activities at this institution are beginning to suffer.

Cannery: Facilities are old and antiquated. While the quality of the product is adequate, the suggested selling price of products is becoming uncompetitive.

Sawmill and Woodworking: Much of the work done by the sawmill is for institutional purposes and needs. The quantity produced nor quality of finished lumber does not meet the normal requirements of the furniture factory at SCI Camp Hill. The suggested prices for rough-finished wood-constructed park furniture, skids, etc. are not competitive.

Nursery Products: Sales of these seasonal items are on the decrease. Increased sales attention has been directed to this activity, with no positive results attained to date.

SCI Graterford —

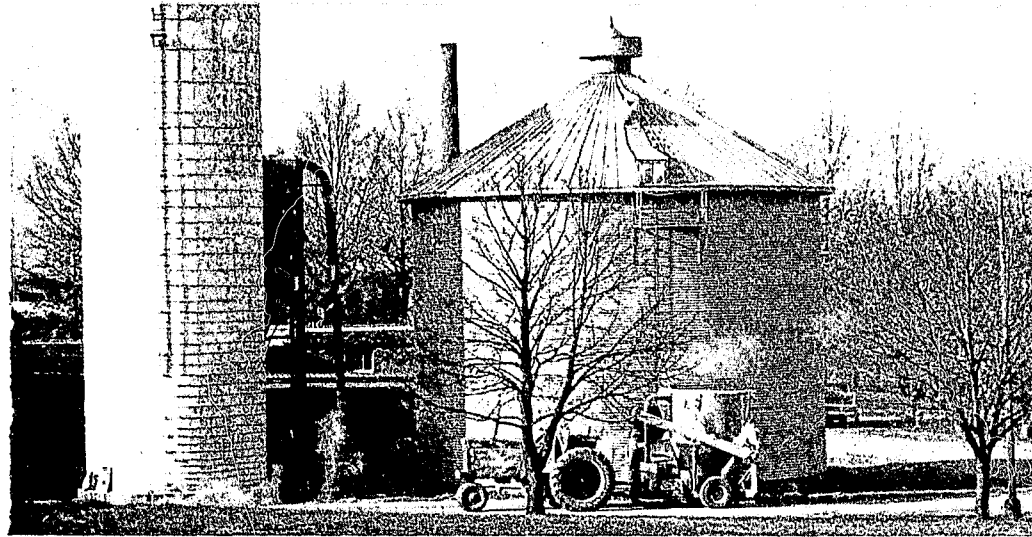
Overall industry activity has been static. A significant increase in sales was experienced in the textile mill: a program was initiated to weave the twill and poplin material required for the manufacturing of inmate uniforms.

Also, preliminary trials commenced on the weaving of sheeting for bed linens. Also, significant sales of rib and plain knit material to other state Correctional Industries units for the production of t-shirts and jockey shorts necessitated a substantial increase in weaving of knitted goods.

Shoes are one product made at the State Correctional Institution at Graterford.



ANALYSIS OF INDUSTRIES OPERATIONS			AVG. NO. INMATES EMPLOYED	NO. OF CIVILIANS EMPLOYED	SALES	
DIVISION	PRODUCTS AND SERVICES PROVIDED	SHOPS			1977-78	1978-79
Data Processing	Computer programming and data encoding services	2	16	4	\$ 233,408	\$ 221,970
Transportation	Delivering and hauling for state owned institutions	4	16	18	572,090	590,503
Coffee and Tea	All coffee and tea products	1	8	1	1,084,292	707,976
Furniture	Benches, bookcases, desks, bureaus, cabinets, chairs, tables.	1	97	10	298,816	328,515
Maintenance Crew	Construction and maintenance projects	1	8	1	9,451	7,061
Meat Processing	Beef and pork products	1	21	1	899,446	961,081
Mattresses	Producing mattresses, pillows, laundry bags and reconditioning mattresses.	1	37	2	420,333	461,761
Cardboard Products	Producing cardboard products	1	12	1	110,593	92,424
Auto Body Repair Shop	Auto body repair, painting and wheel alignment	1	7	1	25,298	26,548
Garments	Uniforms, coats, raincoats, aprons, jackets, trousers, vests, nightgowns, shirts, slips and dresses	3	280	12	1,860,214	1,634,970
Underwear	Under garments for male and female	1	47	2	343,757	311,102
Shoes	Shoes for men and women. Dress shoes, work shoes and hush puppies	1	50	3	243,614	230,797
Textiles	Sheeting, ticking and all types of towels	1	53	3	382,010	368,214
Hosiery	Hosiery for men and women	1	15	1	130,998	167,159
Soap and Detergents	Laundry soap, scouring powder, toiletries and liquid detergents	1	27	3	445,897	483,841
Printing	Forms, envelopes, newsletter and validation stickers	1	61	4	664,958	757,097
Tags	Dog tags and license plates	1	86	3	3,485,296	843,867
Metal Products	Shelving, metal furniture and metal beds	1	74	6	528,102	292,120
Cannery	Canned vegetables and fruits	1	47	2	572,941	663,099
Wood Products	Lumber and picnic tables	1	29	2	162,962	129,894
Nursery	Trees and shrubbery	1	22	1	75,993	67,833
Dental Laboratory	Dental products	1	11	1	8,248	27,169
Shipping and Receiving	Receiving raw materials and finished products	4	35	6	0	0
Farming	Milk, fruits, vegetables, hay and field crops	6	487	35	1,998,085	2,416,204
Administration	Budgeting, purchasing, sales, management and ordering	7	44	29	0	0
TOTAL - Shops, Inmates, Civilians and Sales		45	1,590	152	\$14,556,802	\$11,791,205



The farm at the State Correctional Institution at Camp Hill.

Farms —

Agriculture Products: The agricultural program in the Bureau encompasses the development of over 12,000 acres of land with a planned utilization program fitted to the particular needs of each of the institutions operating farms. The programs are so integrated to produce the crops best adapted to each farm.

Farm Plans: Each year an analysis is made of the potential production on each of the farms. Plans are formulated on the basis of soil tests for each crop. Pennsylvania State University services are used in the development of plans with recommended varieties of crops.

In brief, the farm program includes the following:

- (1) General farming or the production of feed and forage for the livestock activities of the Bureau farms.
- (2) A beef production program comprising the raising of approximately 1900 feeder steers per year for replacement of beef animals slaughtered and furnishing of beef animals to other institutions in the Bureau.
- (3) Dairy Production and Manufacture — over 6,000,000 pounds of milk are produced by the

approximately 450 dairy cows in the institutional herds. This milk is used by all of the institutions in the Bureau.

- (4) The production of pork is made on an integrated basis. Approximately 2,400 pork carcasses are furnished yearly to the Bureau Abattoir.

Farm Program Evaluation:

During fiscal year 1977-78, the total farm program experienced a loss of \$579,939. With new management concepts, attention, and concentration, this loss was reduced to \$71,629 for fiscal year 1978-79. The farm program, however, has difficult periods ahead before it can hope to make a monetary contribution to the Industries' revolving fund.

Farm operations have simplistically been reduced to production of feed grains, feeder cattle, feeder pork, and vegetables required by the cannery.

Certain areas will require additional review and decisions relative to the production program and related management problems involved.

Data Processing:

Despite a slight reduction in sales, the profit performance of this section improved by three percent.

Efficiency increased through review and reprogramming of existing data service programs. This review permitted an increase of the unit's open time, resulting in more service to our customers for the same cost. The hourly rate established for computer machine time charged to customers has remained static for the last three years.

Civilian employment was reduced and more of the ancillary support functions, such as keypunching and computer operation, are being performed by

inmates, thus exposing them to increased learning situations, which is the basic objective of the program.

Freight Division:

A dramatic increase in earnings was experienced as a result of reorganization of the freight terminal network, reduction in personnel, increased attention to current freight rate billings, and close administrative supervision.

During the year, the Freight Division hauled 10,500 tons of various commodities a total of 289,000 miles.

Financial Position (Manufacturing Fund):

The net worth as of June 30, 1979 of the Industries Division was \$11,060,643, approximately \$250,000 less than at the same time the previous year.

This decrease was brought about by decreased earnings due to less sales, and the write-off of fully-amortized equipment and excess and obsolete inventories.

The balance sheet for June 30, 1979 reflects the following:

Assets		
Current Assets		
Cash with Treasurer	18,015	
Investments	1,137,538	
Cash in Transit		
Petty Cash Advance	150,000	
Accounts Receivable	1,110,160	
Miscellaneous Receivable		2,415,713
Inventories — Schedule "A"		
Raw Materials	3,282,108	
Component Parts	228,405	
Work In Process	1,586,935	
Finished Goods	945,788	
Inventory Clearing	1,631	6,044,867
Total Current Assets		8,459,530
Total Property, Plant, & Equipment		
Deferred Charges		2,586,801
Internal Transfer Clearing	117	
Prepaid Expense	13,145	
General Service Clearing		
Total Deferred Charges		13,262
Total Assets		<u>11,060,643</u>
Liabilities & Net Worth		
Current Liabilities		
Vouchers Payable	88,528	
Payable not Vouchered	381,902	
Advance Collections		
Accrued Payroll Liabilities	182,152	
Other Payable		
Total Current Liabilities		652,582
Net Worth		
Net Worth Beg. Bal. -	10,579,154	
Prior Year Adj.	(14,313)	
Net Operating Profit or (Loss)	(363,256)	10,564,841
Other Earnings & Expense (Net)	155,133	
Current Year Adj.	51,343	
Net Profit or (Loss)		(156,780)
Net Worth As Of June 24, 1979		<u>10,408,061</u>
Total Liabilities & Net Worth		<u>11,060,643</u>

OPERATIONS DIVISION

This division is divided into three basic sections: Maintenance and Construction, Food Service, and Transportation and Communications. Its basic function is to coordinate and provide technical assistance to each of the institutions, regional facilities and community service centers. In addition, the division personnel act in an advisory capacity to the Commissioner and the other departments of the Bureau.

Maintenance and Construction Section

The operation, maintenance and capital improvements of the physical plants and grounds of each of the institutions, facilities and centers of the Bureau, as well as the Bureau central office building are supervised by this section. Included are budget planning, requests and allocation distribution for the total Bureau. To this end, the central office works closely with the superintendents of each facility, the operations staff under the deputy superintendents for operations, and the business managers.

Capital Assets

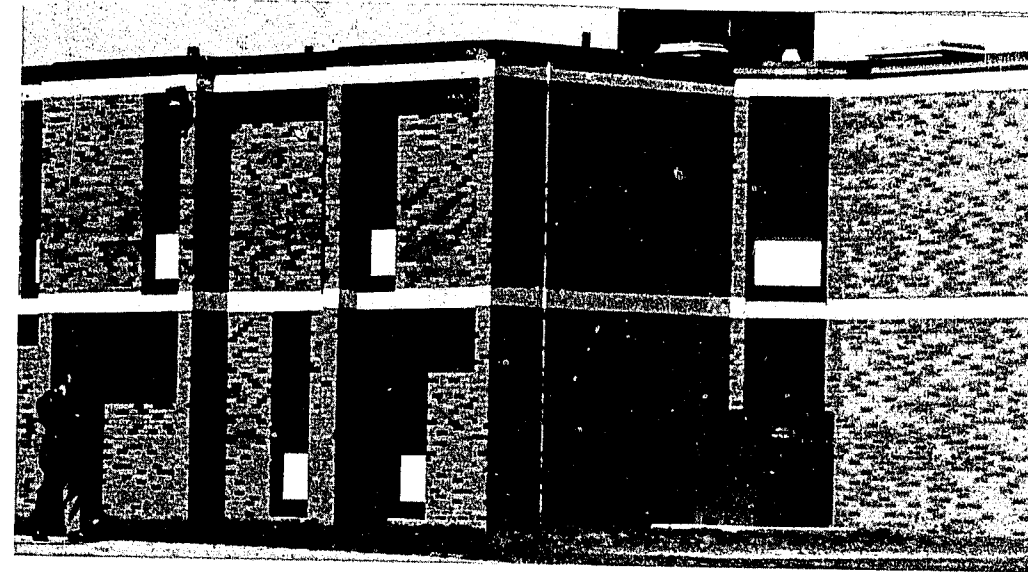
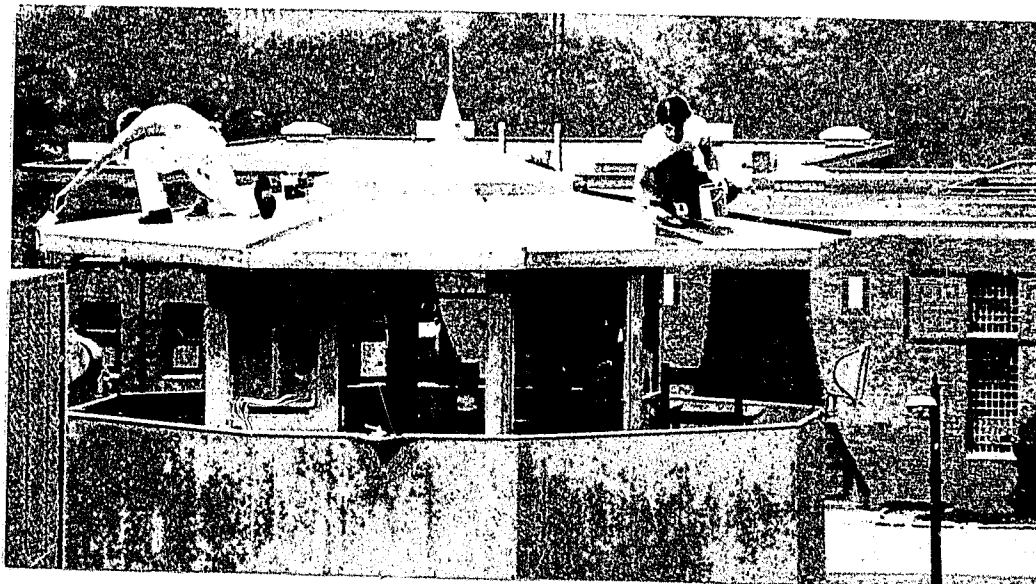
1979 marked the first full year of operation for the new Regional Correctional Facility at Mercer. During the

year, the bugs were worked out of the facility, and by the end of the year, the maintenance bonds of the prime contractors had expired. The facility is now the full responsibility of the staff and the Bureau. With the addition of this facility, the Bureau has now under its control and supervision some 506 buildings. Included in this total is a building that is proposed as a warehouse for the State Correctional Institution at Huntingdon. This building and the grounds on which it is located was acquired as a gift to the State from a private individual during the year.

In addition, there are still two sites which were purchased for the use of the Bureau as institution sites, but for which we have been denied use because of community opposition. A decision on the disposition of these sites is still pending.

During the year additional study was made on the possible use of the Department of Public Welfare's Farview State Hospital as a correctional institution and a regional facility — either alone or in conjunction with the forensic unit to be operated by the Department of Public Welfare.

Maintenance includes keeping the roofs of the towers in shape.



Maintenance of the Mercer buildings was turned over to the Bureau.

We had approval for one Capital Improvement Project during the year — a deep well to improve the water supply at SCI-Dallas. This resulted in the successful drilling of a well which is expected to produce approximately 375 gallons of water per minute. The next step is to erect the pump house and to install the pump and the water lines to tie the new well into the existing distribution system. This is currently in the design stage.

Long-Range Planning

With the lack of Capital appropriations, the Bureau's list of proposed Capital improvements continues to grow, and with inflation, the estimated cost has escalated considerably. In the proposal for fiscal year 1980-81, there are listed 52 projects, with a total estimated cost based on June 1979 prices of \$107,752,000.

Of major concern on this list are the projects that would correct some deficiencies or make major improvements to the separate utilities at practically all of the institutions. Some of them were considered urgently needed several years ago, and the situation has not improved. The list also contains major remodeling projects, as well as some new facilities that are also considered essential in the day-to-day operation.

Food Service Section

* Training

The Bureau of Correction Training Program for Inmates completed Classes 23, 24 and 25 in 1979. 289 inmates have successfully completed this course since 1973.

Superintendents inspect physical plant at the State Regional Correctional Facility at Greensburg.



All Food Service Managers received a course in the Prevention of Food Borne Disease and were presented with certificates at the completion of the course.

In-house training was conducted at the State Correctional Institution at Graterford on Sanitation and Nutrition.

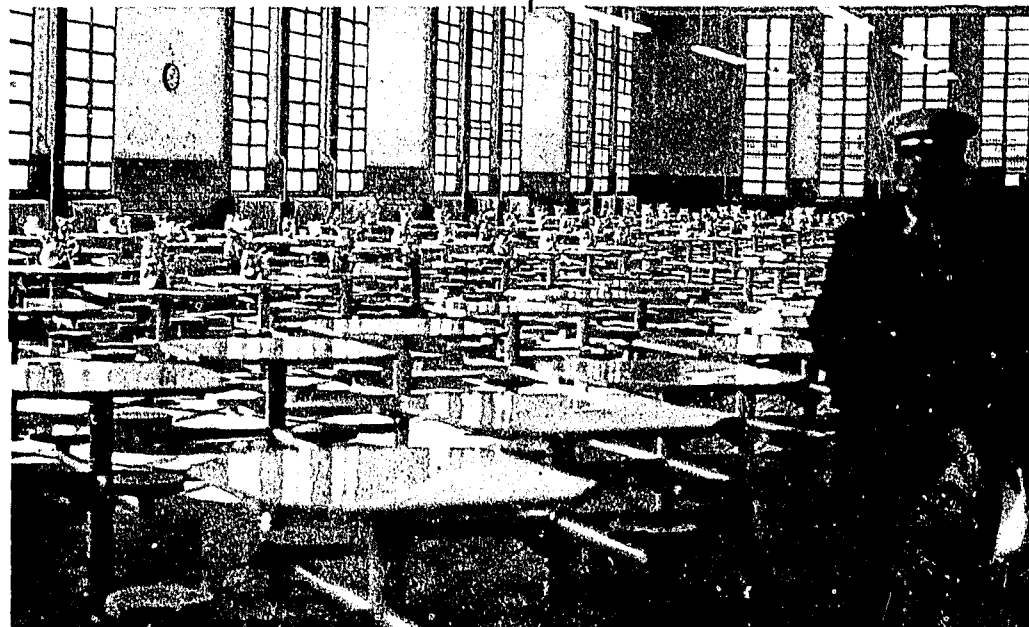
***Computerized Inventory Cost Control and Nutritional Audit Program**

Under this ongoing program, we have been able to document that 9,221,185 meals were served to inmates and staff

at an average daily cost of \$1.97 for fiscal year 1978-79. This represents an increase of \$.06 per daily ration. This computerized system also provides us with a monthly inventory and food nutrient report with cost related to nutrient values and inventory controls, and is used to measure standard recommended daily allowances.

***Master Menu**

Continuation of the Bureau of Correction's six-week cycle Master Menu. The Menu Committee, chaired by the Bureau



Dining Hall at SCI-Rockview.

Food Service Coordinator, and the Director of the Bureau of Food Service Management. The Menu Committee consists of all institution Food Service Managers.

Improving Services

- * Continued working with the Bureau of Purchases, Department of General Services, in reviewing food items and specifications.
- * The Food Service Coordinator visited the correctional institutions on a

monthly basis for review and evaluation.

- * Continued revision of the Bureau of Correction Procedure Manual, Diet Manual and Training Manual.
- * The Food Service coordinator was assigned by Commissioner Robinson to serve on a special task force and worked as consultant to county jails through the Special Services Division.

Improvements at the State Correctional Institutions and Facilities

SCI Pittsburgh — Installed new dishwasher.

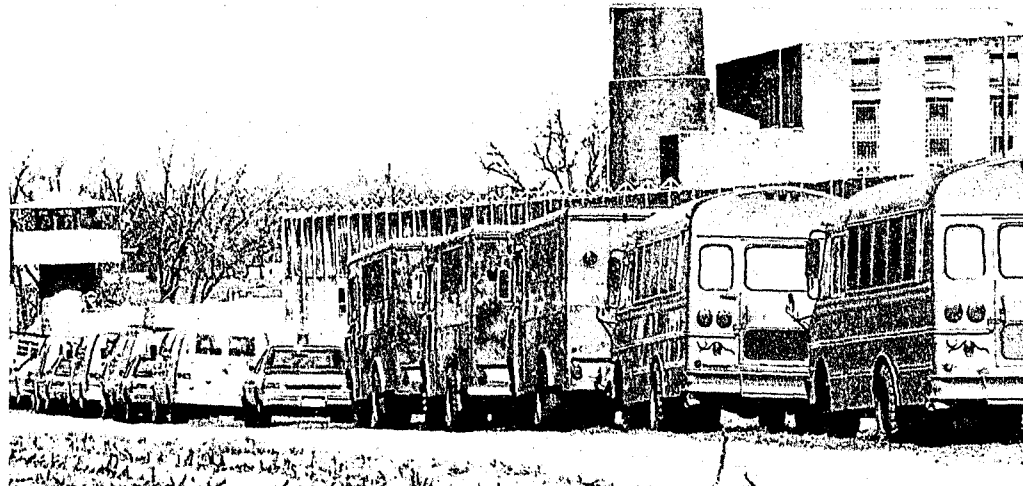
SCI Graterford — Completion of Central Kitchen, new ceiling, lighting and heating system. Renovation of employees' dining room was completed.

SCI Rockview — Installation of new Somat Disposal.

Items Approved for 1979-80

SCI Muncy	Garbage Disposal Ice Machine Potato Peeler Sneeze Guard for Employees' Dining Room Metal Shelving — Main Kitchen
SCI Camp Hill	Tray Racks Milk Coolers Baker's Cabinets Bread Racks Meat Slicer
SCI Dallas	Somat Disposal Potato Peeler Electric Grills
SCI Graterford	Meat Slicer Potato Peelers Food Transport Carts
SCI Huntingdon	Bread Racks Dishwasher 100 Gallon Steam Pot
SCI Pittsburgh	Meat Slicer Potato Peeler Revolving Oven Electric Stove
SCI Rockview	Coffee Urn
SRCF Mercer	Coffee Urn

Our goals for the future include the renovation of kitchens and dining rooms and update with new equipment. Another goal is to continue the Food Serving Training Program for State and County employees conducted at the Pennsylvania State University.



All the Bureau's available transportation vehicles awaited possible evacuation at SCI Camp Hill.

Transportation and Communication Section

Construction Vehicles

During 1979, we were able to obtain from the Department of Transportation a number of heavy construction vehicles, including graders, rollers, front end loaders, lawn tractors and a bulldozer. These items were declared surplus, and required some work to be put into working order, but they are a worthwhile addition to our construction and maintenance fleet.

Automotive Equipment

There are 292 vehicles assigned to the Bureau, of which 96 are passenger vehicles leased from the Department of General Services and range in age from 1975 to 1979. The remaining 116 are commercial vehicles of 1946 to 1980 vintage.

Due to the fact that we have had very few replacements over the last several years, our commercial fleet is steadily deteriorating. This has been brought to the attention of the Department of General Services.

Communications

The Bureau has established a solid base on which to build a good and reliable radio communication system. We now have base stations at each of our institutions, a low band system for

communication with mobile units in institution vehicles and a high band system with portable units for communication within the institution complex. These systems are being expanded and improved. Plans are being made for future improvements that will permit communication between institutions and ultimately from one end of the state to the other.

The telephone systems in each of our institutions are being studied for improvement in reliability and security. The State Correctional Institution at Pittsburgh was recently converted to a solid state system and plans are underway for a similar conversion of the State Correctional Institution at Camp Hill and possibly the State Correctional Institution at Graterford.

In 1978, an inmate calling system was installed in each of the institutions. This has proven to be very successful and well received. Under this system, the inmate is able to make calls out of the institution, with the only requirement being that they be collect calls, with the party called having the option of receiving the call.

TMI — Who Ever Heard of Evacuating A Prison?

Pennsylvania found itself faced with a most unusual dilemma in April. The State Correctional Institution at Camp Hill houses approximately 1200 inmates and employs more than four hundred staff. It also happens to be located ten and a half miles from the Three Mile Island Nuclear Power Plant, which is situated on an island in the middle of the Susquehanna River.

Just about everyone knows that the technicians and scientists almost lost control of the plant in April, especially anyone living within a ten mile radius. Partial evacuations were ordered and plans for total evacuations were drawn up.

But not everyone is aware of the related crisis that almost happened just one-half mile outside of that ten mile radius. As Governor Thornburgh, who spearheaded the emergency effort, was to say later, "It so happens that prison inmates are no more interested in testing radiation waves with their bodies than are the rest of us".

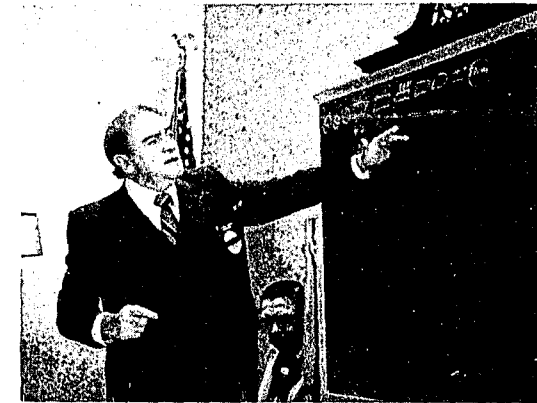
No one had ever thought about evacuating a prison. Commissioner Robinson wryly commented, "We've always been told to keep them in, now they're saying we might have to move them all out!"

That it might become necessary to do just that at Camp Hill was a frightening possibility as technical reports coming from the crippled plant continued to present a vague and confusing picture of the problem.

The inmate population began to show signs of concern almost immediately. The radios and televisions in the cell blocks were tuned to the update reports. A concern voiced by many was "There're going to lock us up and leave us here".

Planning for the evacuation began as soon as it became apparent that the power plant was in serious trouble. All available transportation vehicles were moved from various institutions in our system to Camp Hill, as were extra supplies and goods.

Several destinations were discussed, one was selected and State Police and Civil Defense authorities were contacted. It took two intense days of planning to finalize the emergency plan. We would use a different routing than the general public would take for the evacuation. Our convoy, which would have stretched nearly a mile in length, would go under State Police and Correctional Officer escort directly to its destination.



Commissioner Robinson outlines a mile long emergency convoy which will be the central part of the Camp Hill evacuation plan.

Meanwhile, our annual Bureau of Correction Basketball Tournament was to begin at the SCI-Camp Hill gymnasium right in the midst of the turmoil. The question was asked, "Should we cancel?"

Fortunately, the best decision was made. The tournament, which included three teams from distant correctional institutions, went on as scheduled. The home team won for the fourth straight year as the emergency transportation vehicles sat in readiness just outside of the security fence. The population saw program as usual and a calming mood was obvious.

Later, after the nuclear plant was pronounced back under control, the superintendents of the nine state correctional facilities in Pennsylvania met with Commissioner Robinson for their monthly meeting.

"We were very lucky," said the commissioner, "that we didn't have to go. We were ready, but just barely. Let's not get caught again."

Noting that several other of our institutions are near nuclear power plants or sites for proposed plants, he directed each superintendent to begin planning for evacuation of his facility.

The end result will be both a complete emergency evacuation manual for the Pennsylvania Bureau of Correction and a sense of readiness for the ultimate incident. The former could benefit correctional agencies across the nation, the latter will permit some peace of mind in the Bureau of Correction.

PERSONNEL MANAGEMENT DIVISION

The division is responsible for the management of human resources within the Bureau of Correction. The administrative functions include payroll, position classification, affirmative action, labor relations, recruitment, placement, and employee benefits. The division is also responsible for establishing Bureau policy and administering the various collective bargaining agreements, memorandums of agreement, Civil Service Act, and Human Relations Act for the seven State Correctional Institutions, two Regional Correctional Facilities and three Community Service Regions.

Complement

The total complement for the Bureau of Correction is 3,129, of which 2,197 positions, or 70%, are covered by Civil Service. Of these 3,129 positions, 2,714, or 87% are also under a collective bargaining agreement or a memorandum of understanding. Wage positions comprise 2% of total complement.

In administering the various programs at our field installations, over 200 various job titles are utilized. The major occupational groups of employees are as follows:

Administrative and Clerical	479
Treatment	220
Custodial	1,558
Education	58
Vocational and Maintenance	283
Medical	44
Human Services	297
Inspection and Investigation	38
Correctional Industries	152

Personnel costs are 74% of the Bureau's budget, and 32% of this expenditure goes toward employee benefits.

Major Accomplishments in 1979

I. Labor Relations Unit

- * Responded to 313 grievances at the Bureau level, 80% of which were denied. The most frequent grievances involved discipline, leave abuse, overtime, and classification. Of the 313 grievances, 33% were appealed to the next level; 83% of these appeals were denied at the higher level.
- * Sixteen grievances went to Arbitration. Eight were decided in favor of the Bureau, four were decided in favor of the union, and four cases are presently pending.
- * Negotiations were conducted with PFT, PSEA, AFSCME, IUP Teachers, and Corrections Officers.
- * Assisted in Training Seminars for grievance administration conducted by the Office of Budget and Administration.
- * Conducted state-wide Meet and Discuss sessions with representatives from all Institutions throughout the year.

II. Recruitment and Benefits

- * The vacancy rate in our correctional system is approximately 2% annually. This figure represents a vigorous and ongoing recruitment program to fulfill the security and treatment goals of our system while reducing the cost of overtime.
- * The division assisted in the development of new examinations for Tradesman, Factory Foreman and Managers, Recreation and Physical Education Instructors, and Corrections Records Specialists. The division also developed Accelerated Examination Programs for School Principal and Corrections Barber Instructor.



Representatives of the American Federation of State, County and Municipal Employees (AFSCME) and the Bureau's labor relations unit gathered at the Bureau for contract signing.

- * The division proposed a revised Promotional Potential Rating for Corrections Officer and administered 480 PPR's to our personnel applying for promotions this year.
- * A new test program was suggested for Corrections Officer Trainee applicants which includes a medical examination, physical performance testing, psychological testing, and a written examination. Major elements of this test program will be implemented in the first calendar quarter of 1980.
- * Completed the first year of ALAMP (Automated Leave Accounting and Management Program), wherein all leave earnings and balances are computerized.
- * Began preparing retirement estimates via the UNIVAC computer system, which reduced the percentage of errors and processing time for our employees.

- * Implemented a new retirement counseling checklist to standardize procedures and insure employees are provided with essential information.
- * Provided a retirement seminar which was videotaped for possible utilization at all institutions.

III. Classification and Pay

- * Completed an occupational survey of: the Business Office at Graterford; the utilization of Building Maintenance Supervisors and Utility Plant Operators throughout the institutions; Pre-Release Monitors at Community Service Centers; Corrections Mail Inspector and Supervisor classes; Canteen Managers. Eighty individual positions were analyzed for classification purposes.
- * Prepared cost estimates and projections to Department of Education for obtaining funds to support the Bureau's Educational and Vocational Programs.



- * Reviewed institutional requests and developed justification and cost estimates for positions included in 1980-81 fiscal year budget proposal.
- * Successfully sought Executive Board approval to increase the salaries for Superintendents and Corrections Officer V's.
- * Assisted and obtained from all institutions job descriptions for the purpose of identifying proper classification and eligibility for Age 50 Superannuation retirement.
- * Prepared cost estimates on overtime for new security positions at Graterford.
- * Processed contract pay increases for all personnel which was effective July 1, 1979; continued the processing of rest period payments, quarterly uniform allowances, and longevity increases as appropriate.

Goals for 1980

- * Completion of the entire Corrections Officer Trainee Validation Study and implementation of the new examination.
- * Increased utilization of computers for field installation transactions involving payroll, benefits, appointments, etc.

- * Complete review of all time lost, work-related benefit programs.
- * Provide more formal briefings at institutions for various programs, such as retirement, leave, labor relations, etc.
- * Completion of Age 50 Superannuation Study.



PLANNING AND RESEARCH DIVISION

This division is responsible for the development and evaluation of Bureau affiliated goals, long and short range priority planning, and the formulation and implementation of research projects in the areas of operational procedures, inmate behavior and attitudes, and related treatment programs.

Another major responsibility of the division is the collection, analysis, and reporting of all state and county correctional population data.

Finally, this division is responsible for the review of all external research requests which are submitted to the Bureau's central office or any one of the nine state correctional facilities.

The division is separated into two sections — the Planning and Development Section and the Records and Statistics Section. Although both sections have defined responsibilities which are separate and distinct from each other, the nature of the division dictates that they together provide the technical and administrative assistance to all management and operational problems found within the Bureau.

An example of the close working relationship found between these two sections is evident in the division's two statistical reports which are published annually and distributed statewide. The collection and tabulation of the data for both reports are undertaken by the Records and Statistics Section, while the data is in turn analyzed, interpreted, reported and published by the Planning and Development Section. Both the "Annual Statistical Report" for the Bureau's statistical data and the "Annual Statistical Report for Pennsylvania County Prisons and Jails" have been the Bureau's reporting responsibility since 1976 when both programs were transferred from the Pennsylvania Commission on Crime and Delinquency.

Planning and Development Section

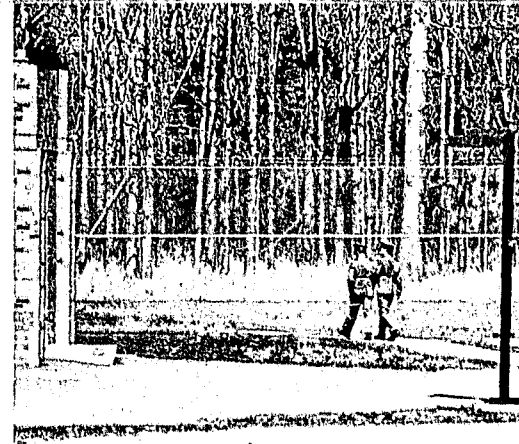
This section is primarily responsible for the following:

1. The development of long and short range program planning;
2. Providing statistical analysis and interpretation for both state and county correctional data;
3. Grant management of federal discretionary LEAA programs and state discretionary programs from the Pennsylvania Commission on Crime and Delinquency.
4. Development and implementation of research projects;
5. Providing technical assistance to state correctional facilities and county prisons and jails.
6. Responding to external requests for information;
7. Development of priority projects as requested by the Commissioner's Office;
8. The interpretation, analysis, reporting, and distribution of the Bureau's two annual statistical reports.

Records and Statistics Section

This section serves as the liaison between the record offices of the seven state correctional institutions and two regional correctional facilities to the Central Office of the Bureau.

The Records and Statistics Section is also the central contact of other state and federal criminal justice agencies with regard to information of present and past inmates. Additionally, all population movements involving receptions, releases, intersystem and intra-system transfers, detentioners, etc., are processed through this section. On an annual basis, these various population movements involve approximately 25,000 admissions and 25,000 discharges.



Two officers at the Mercer Regional Facility where an attitudinal survey was completed in 1979.

This section is also responsible for providing technical direction to the state institutional record offices, as well as providing statistical information to the National Prisoner Statistics Program and other federal correctional statistics programs.

Other responsibilities include the coordination of the Bureau's "Records Retention and Disposition Schedule" which reports to the Department of Justice regarding the disposal of inactive inmate records and maintenance of current inmate jackets, and for the collection and compilation of inmate population statistics for the state correctional institutions, regional correctional facilities and community service centers.

Another major function of this section is the collection of the county prison statistics for the Commonwealth's 69 county prisons and jails, and also provides technical assistance to requesting counties regarding reporting difficulties. On an annual basis the county prison statistics program involves approximately 75,000 admissions and releases.

ACCOMPLISHMENTS

This descriptive research project examined the attitudes and perceptions of the prison employee at the State Regional Correctional Facility at Mercer, prior to the prison's conclusion of its first year of operation (September 9, 1979). This project primarily focused upon the newly hired correctional officer trainee and his perceptions regarding correctional philosophy, staff, inmate and job orientation, and his attitude towards the punishment of criminals. Without exploring the results in detail, the final report stated that there exists mixed feelings in the pool of correctional officer trainees during their first year of exposure to inmates. While the majority of trainees indicated in the major survey instrument that they "preferred the re-education of the inmate," they also overwhelmingly endorsed the use of capital punishment.

Additionally, after only ten months of state prison experience, the correctional officer trainee already shares beliefs held by prison guards across the nation. For example, 80 percent of the responding trainees indicated that they are in a better position to judge an inmate's commitment to a rehabilitation program than are counselors, and 86 percent of the responding trainees agree that all new counselor should be required to work six months as a guard prior to entering counseling.

Additionally, 28 percent of the responding trainees have reversed their belief about corrections being able to provide them with upward job mobility. This lack of confidence may partially be blamed upon the tedious and frustrating situations which they face on a daily basis. These situations are, according to the trainees perceptions, the following: (1) the maintenance of constant order and security, (2) relationships with superior officers, and (3) job boredom. Particularly distressing to 86 percent of the responding trainees was that they found it difficult to judge what actions will be favorably reviewed by the prison hierarchy.

Sports Program Evaluation

The Bureau also released the report which examined the impact that an organized varsity prison sports program has on inmate self-esteem, with the primary measuring instrument in this study being the Coopersmith Self-Esteem Inventory (SEI). The major findings of the report were the following: (1) no significant differences exists between sports participants and non-participants as it relates to self-esteem, (2) there was no statistical significance found between the SEI mean score of the participants and non-participants while controlling for the effects of pre-testing and other variables, (3) while not significant at the .05 probability level, the SEI scores generally increase after initial incarceration for both participants and non-participants, though the non-participant increases his SEI score at a faster rate than does the sport participant.

Generally speaking, the major findings of the report indicate that the inmates who participate in the Bureau's organized varsity sports program tend to display a mathematically higher mean SEI score than the inmate non-participant prior to that involvement.

While this difference is not statistically significant, it allows the reader to assume that inmates who participate in the organized varsity sports program have a sound level of self-esteem prior to the athletic involvement, not because of that participation. Stated simply, organized sports program will attract inmates who already have an adequate level of self-esteem.

Federal Funds Received

The Bureau received funding from the Pennsylvania Commission on Crime and Delinquency (Pennsylvania's LEAA state planning agency) for two projects which will conclude in 1980 after four years of funding. The funds received

and projects are: (1) \$8,131 for the "Transfer of County Correctional Statistics Program" for the collection and reporting of county prison statistics and (2) \$31,578 for assisting the women's community service center at Erie, which is one of fifteen community service centers found statewide. Additionally, \$20,000 was received from the National Institute of Corrections in Washington, D.C. in order that the Bureau's Special Services Division may revise the existing minimum standards and operating procedures for Pennsylvania's county prisons and jails.

Information Requests

The division also responded to external requests for information and analyses which numbered in excess of one hundred during 1979.

The greatest number of requests came from Pennsylvania state agencies requesting inmate population data, population projects, inmate maintenance costs, etc.

Additional responses were also received from state departments of corrections, non-profit agencies, universities, information clearinghouses, individuals conducting academic research, etc.

Projected Activities for 1980

Two major projects appear to pose substantial work requirements for this division during 1980.

First, the Bureau is again in the process of submitting a federal discretionary grant application to LEAA requesting funds under the OBSCIS national reporting system.

Secondly, as was announced by Governor Dick Thornburgh in his welcoming address to the 109th Congress of Correction in Philadelphia, a plan was unveiled to create a Department of Correction sometime in 1980. The planning process in itself will almost certainly pose considerable tasks to be completed before the actual completion of the department.



Governor Thornburgh addresses the 109th ACA Congress of Corrections.

Division of Planning & Research End of Month Committed Population Counts in the Bureau of Correction

Facility	January	February	March	April	May	June	July	August	September	October	November	December	Average
Camp Hill	1,212	1,239	1,308	1,265	1,273	1,253	1,251	1,248	1,280	1,274	1,256	1,246	1,258
Dallas	1,038	1,053	1,066	1,067	1,063	1,077	1,076	1,067	1,065	1,061	1,055	1,041	1,060
Graterford	1,984	1,944	1,924	1,910	1,887	1,899	1,894	1,888	1,895	1,928	1,947	1,948	1,920
Huntingdon	1,221	1,126	1,113	1,134	1,145	1,156	1,153	1,144	1,106	1,112	1,105	1,082	1,133
Muncy	241	237	236	243	242	248	253	264	262	264	267	265	251
Pittsburgh	1,200	1,203	1,213	1,220	1,219	1,244	1,244	1,175	1,172	1,182	1,196	1,218	1,207
Rockview	973	969	965	971	998	976	972	974	950	925	916	902	957
Greensburg	257	259	283	273	261	285	269	254	276	266	267	281	269
Mercer	105	113	144	156	166	172	174	204	199	203	217	205	171
Total	8,131	8,143	8,252	8,239	8,254	8,310	8,286	8,218	8,205	8,215	8,226	8,188	

Source: JBC-8B, Monthly Population Count

ESCAPES 1979														
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
SCI-Camp Hill														
Breach	0	0	0	0	0	0	0	0	0	0	0	0	0	
Furlough/Sup'v'd Leave	2	3	0	0	0	0	0	0	0	1	0	0	6	
Work Details	0	0	0	0	0	0	0	0	0	0	0	0	0	
Work/Educ. Release	0	0	0	0	0	0	0	0	0	0	0	0	0	
SCI-Dallas														
Breach	0	0	0	0	0	0	0	0	0	0	0	0	0	
Furlough/Sup'v'd Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	
Work Details	0	0	0	0	0	1	0	0	0	0	0	1	1	
Work/Educ. Release	0	0	0	0	0	0	0	0	0	0	0	0	0	
SCI-Graterford														
Breach	0	0	0	0	2	1	0	0	0	0	0	0	3	
Furlough/Sup'v'd Leave	1	0	0	2	0	0	4	1	1	1	0	0	10	
Work Details	0	0	0	1	3	1	1	0	0	0	0	0	6	
Work/Educ. Release	0	0	0	0	1	1	0	0	0	0	2	0	4	
SCI-Huntingdon														
Breach	0	0	0	0	0	0	0	0	0	0	0	0	0	
Furlough/Sup'v'd Leave	0	0	0	1	0	0	1	0	0	0	0	0	2	
Work Details	0	0	0	0	0	0	0	0	0	0	0	0	0	
Work/Educ. Release	0	0	0	0	0	0	0	0	0	0	0	0	0	
HCI-Muncy														
Breach	1	2	0	0	2	0	0	5	0	0	3	0	13	
Furlough/Sup'v'd Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	
Work Details	0	0	0	0	0	0	0	0	0	0	0	0	0	
Work/Educ. Release	0	0	0	0	0	0	0	0	0	0	0	0	0	
SCI-Pittsburgh														
Breach	0	0	0	0	0	0	0	0	0	0	0	0	0	
Furlough/Sup'v'd Leave	0	0	0	0	0	0	1	0	0	0	0	0	1	
Work Details	0	0	0	0	0	0	0	0	0	0	0	0	0	
Work/Educ. Release	0	0	0	0	0	0	0	0	0	0	0	0	0	
SCI-Rockview														
Breach	0	0	0	0	0	0	0	0	0	2	0	0	2	
Furlough/Sup'v'd Leave	1	0	0	0	0	0	2	0	0	0	0	1	4	
Work Details	0	0	1	0	2	0	0	0	0	0	0	0	3	
Work/Educ. Release	0	0	0	0	0	0	0	0	0	0	0	0	0	
SRCF-Greensburg														
Breach	0	0	0	0	1	0	0	0	1	0	0	0	2	
Furlough/Out Residency	0	0	0	0	0	0	0	0	0	0	0	1	1	
Work Details	0	0	0	0	0	0	0	0	0	0	0	0	0	
Work/Educ. Release	0	0	0	2	0	0	0	0	0	0	0	0	2	
SRCF-Mercer														
Breach	1	0	1	0	0	0	0	0	0	0	0	0	2	
Furlough/Sup'v'd Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	
Work Details	0	0	0	0	0	0	0	0	0	0	0	0	0	
Work/Educ. Release	0	0	0	0	0	0	0	0	0	0	0	0	0	
Community Service Centers														
Breach	1	2	2	2	1	2	2	3	0	1	0	3	19	
Furlough/out residency	0	0	0	0	0	1	1	0	0	0	0	0	2	
Work Details	2	0	1	0	0	0	0	0	0	0	0	0	3	
Work/Educ. Release	0	0	0	0	0	0	0	0	0	0	0	0	0	
Group Homes														
Breach	1	0	0	0	1	0	0	0	0	0	0	0	2	
Furlough/out residency	0	0	0	0	0	0	0	0	0	0	0	0	0	
Work Details	0	0	0	0	0	0	0	0	0	0	0	0	0	
Work/Educ. Release	0	0	0	0	0	0	0	0	0	0	0	0	0	
Bureau Totals	10	7	5	8	13	7	12	9	2	5	5	5	88	
1979 Escapes - 88														
Escapes Returned in 1979 - 84 (Includes escapes from other years)														
Still at Large, Dec. 31, 1979 -138														

Inmate Deaths

Natural Causes 16 By Assault 1 Suicide 3

Furloughs 1974-1979

	1979	1978	1977	1976	1975	1974
No. of Inmates Furloughed	1246	1383	1612	1634	1539	1506
No. of 1st Furloughs Granted	732	943	1150	1225	1109	1123
No. of Furloughs Granted	3793	4068	4779	4315	4108	5053
No. of Escapes on Furlough	27	34	38	42	59	64
No. of Escapes on 1st Furlough	12	11	8	16	27	26
No. Arrested on Furlough	1	1	1	3	4	4
No. Arrested on 1st Furlough	0	1	1	2	3	1
% Escapes to Inmates	2.2%	2.5%	2.4%	2.6%	3.8%	4.2%
% Escapes to No. Furloughs	0.7%	0.8%	0.8%	1.0%	1.4%	1.3%
% Arrests to Inmates	0.1%	0.1%	0.1%	0.2%	0.3%	0.3%
% Arrests to No. Furloughs	0.0%	0.0%	0.0%	0.1%	0.1%	0.1%
% Escapes on 1st Furlough to No. 1st Furloughs	1.6%	1.2%	0.7%	1.3%	2.4%	2.3%
% Arrested on 1st Furlough	0.0%	0.1%	0.1%	0.2%	0.3%	0.1%
Arrested is assumed if: Returned by other authorities, held by other authorities, or returned from a county prison following release on furlough.						

A Look at the Record

Furloughs

The temporary home furlough program for the sixth straight year recorded an improved rate of success with the failure rate based on the number of furloughs granted dropping to .7% — or — in terms of success, 1979 reached 99.3%. This was the most successful year of the program since its inception in 1970.

To cap the year, for the first time ever, the Christmas/New Year holiday furlough program reached total success. During two separate five day home furloughs, a total of 803 inmates were released to spend the holiday at home. At the end of the furlough period all were accounted for. This success which many had said would be impossible is a tribute to the skill and professionalism of our state correctional employees.

Escapes

In 1979, a total of 88 persons escaped from state correctional institutions and community service centers in Pennsylvania. This is, by far, the lowest escape record since 1972 when the Bureau computerized its records program.

138 persons remained at large as of December 31, 1979 which is also a low mark for the period. This decrease in the number of missing escapees may be attributed to stepped-up efforts by the Bureau of Correction to locate and return its inmates who remain unaccounted for.

Escapes

A look at the past eight years will show the tremendous improvement:

Year	Escapes
1972	525
1973	227
1974	223
1975	190
1976	180
1977	140
1978	114
1979	88

Year End Populations 1971 — 1979

	Committed
December 31, 1979	8,188
December 31, 1978	7,848
December 31 1977	7,600
December 31, 1976	7,590
December 31, 1975	7,237
December 31, 1974	6,768
December 31, 1973	6,517
December 31, 1972	6,142
December 31, 1971	5,346

PROGRAM DIVISION

The Program Division includes activities in the areas of Health Care, Education (Academic and Vocational) and Treatment Services (Psychology, Counseling, Pardons Case Services) in all Bureau of Correction facilities.

The 1979 goals were realized insofar as budgetary allocations permitted. The levels of service were maintained, but no increase in personnel was realized. Increased service to county prisons was accomplished. Additional accomplishments will be discussed under the sectional headings.

A specialized seminar for treatment personnel in county prisons was developed and conducted at the request of Staff Development. Additionally, brief in-service modules were developed for on-site presentation to county prisons and divisional personnel served as instructors for Staff Development.

Various personnel served on a variety of task force assignments involving assessments and planning in both state and county facilities. All personnel assisted with the annual convention of the American Correctional Association.

EDUCATION

The Bureau of Correction in cooperation with the Pennsylvania Department of Education and Indiana University, currently provides nine basic academic courses leading to a high school General Equivalency Diploma, as well as basic elementary remedial education at each institution. The science, English, language arts (and English as a second language), reading, GED preparation typing and bookkeeping. Approximately nine to twelve vocational courses are offered at each of our seven major institutions. A lesser number of in-house vocational programs are taught at State Regional Correctional Facilities at Greensburg and Mercer, because many inmates are eligible for job training and work release programs in the community.

The following vocational courses are provided at our major institutions: auto mechanics, bricklaying, carpentry, drafting, printing, truck driving, elec-

tronics, welding, small engine repair, barbering, carpet and upholstery, machine shop, small gas engine, dental technology, construction, IBM-Key-punch, data processing, barbering and cosmetology, plumbing, air conditioning, foods and food management, photography, textiles and fashion design (Muncy), commercial art, culinary skills and food management, and various life skill courses such as business communication and "Coping on the Outside" which are both academic and vocational in nature.



GED graduates in anticipation receiving their diplomas at SCI-Camp Hill.

By December, 1979, 2,550 inmates were enrolled in academic and vocational education courses. This is an increase 1,150 students in the past 24 months.

In 1979, 20 barbers and 7 cosmetology licenses were awarded to inmates who had completed course requirements and passed the state examination. In the past year, more than 700 inmates earned their high school diplomas.

Future plans include renewed emphasis on the acquisition of literacy skills for non-readers and further expansion of job placement services for inmates about to be released.

The year's highlight was the opening of the modern, new, fully equipped library at SCI Pittsburgh.

TREATMENT

Monitoring of treatment services throughout the system indicates a general increase in the number of inmates receiving group counseling and psychotherapy and an increase in the number of groups being conducted.

The Diagnostic Center continued to function within the prescribed schedule for processing inmates. The number of Parole Violators having delays in pro-

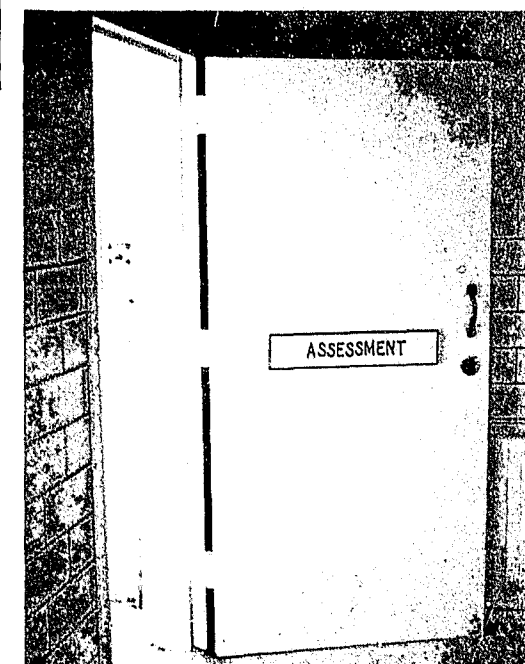
cessing was significantly reduced as a result of regular reporting and consultation with the Parole Board resulting in some policy and procedure revisions.

participated as trainers in programs on hostage situations, crisis intervention, emotionally disturbed and mentally retarded.

This section continued to be involved in professional seminars toward continually improving treatment services throughout the correctional system. While monitoring mental health commitments from our system, this section continued to work closely with the Office of Mental Health to help resolve problems and, at the invitation of the Department of Public Welfare, participated in a clinical review of all cases in Farview State Hospital.

HEALTH CARE

Accomplishments achieved by this section included an evaluation of dental services at each institution, a review of the statewide dental report format and, certification of continuing education units from the Academy of General Dentistry for all dentists who attended symposium sponsored by the Bureau.



Program Services Statistics

Classification Summaries Prepared		Groups (Average)	55
		No. of Inmates (Average)	990
Initial	2,696	Classification Services	
Parole Violator	742	Reception Orientation	3,100
Continuation	392	Program Orientation	2,060
Reclassification	1,428	Initial Classification	5,646
Program Change	12,580	Reclassification	11,553
Pre-Release	3,968	Casework Interviews	5,539
Community Services	502	Psychological Interviews	5,408
Parole (PBPP)	3,018	Psychological Testing	4,714
Parole (County)	924	Psychiatric Examination	3,220
Court Evaluations	87	Misconducts	
Clinical Services		Class I	9,831
Individual Services		Class II	3,484
Counseling	87,775	Criminal Charges filed by inmate	27
Psychological Therapy	4,538	Criminal Charges filed by Admin.	170
Psychiatric Therapy	2,407	Group Services	

New policies and guidelines were implemented in a number of areas including medical transfers, pre-employment and promotional physical examinations for corrections personnel, an annual influenza immunization program, minimum physical examination standards for the diagnostic classification centers and for management review of health care services at each institution.

The Health Care Section cooperated in a number of surveys from other states and arranged for representatives of the Department of Health's Bureau of Nursing Services to visit the institutions and discuss professional nursing responsibilities.

At the same time, this section served in an advisory capacity to assist the Department of Public Welfare in the development of health care services for Youth Development Centers.

Medical Department Statistical Report for CY-79

I. General Workload:	VII. Surgical Procedures:
A. Clinical Visits—509,515	A. Institution—281
II. Consultant Services:	B. Community—293
A. Referrals to Specialists—38,709	Total Surgical Procedures—574
III. Ancillary Services:	VIII. Accidents and Trauma:
A. Laboratory Tests—90,551	A. Inmate-Inmate Assaults Resulting in Trauma—418
B. Audiograms—2,283	B. Inmate-Staff Assaults Resulting in Trauma—106
C. ECG's—1,623	Total Assaults Resulting in Trauma—525
D. Immunizations—5,620	C. Inmate Accidents Resulting in Trauma—2,588
E. X-Ray Procedures—14,133	D. Staff Accidents Resulting in Trauma—279
F. Tuberculin Testing—3,983	Total Accidents Resulting in Trauma—2,867
G. Visual Acuity Tests—3,916	IX. In-Patient Hospitalization:
H. Physical Examinations—5,665	A. Institution:
I. Pharmacy Units—2,071,991	1. Number of Patients Admitted—2,023
J. EEG's—130	2. Number of Patient Days—18,895
K. Telebinocular—2,993	3. Average Length of Stay—7.9 days
L. Eye Refractions—2,409	B. Community:
M. Physical Therapy—4,204	1. Number of Patients Admitted—375
Total Ancillary Services—2,212,156	2. Number of Patient Days—2,063
IV. Communicable Disease:	3. Average Length of Stay—5.5 days
A. Communicable Diseases Treated—443	
V. Deaths:	
A. Inmate Deaths—16	
VI. Dental:	
A. Procedures Performed—55,458	

Participation in Educational Programs

Figures below reflect the number of inmates who enrolled in programs. They do not reflect the number who completed any given program. These figures would be reflected in monthly statistical reports.

SCI'S	ABE	GED	College	Vocational
Camp Hill	397	54	126	372
Dallas	231	442	137	460
Graterford	753	142	349	190
Greensburg	161	88	1	174
Huntingdon	145	440	123	352
Mercer	47	132	64	95
Muncy	56	291	101	766
Pittsburgh	52	10	158	49
Rockview	83	67	213	513
Totals	1925	1666	1272	2971

ACTIVITIES

The activities section at each state correctional institution contributed greatly to improving and expanding the total recreation programs available to the inmate population throughout the Commonwealth. Whether it be throwing a touchdown pass, dunking a basketball, executing the double play, deadlifting 730 pounds, running a 9.5 100 yard or receiving the athlete of the year award, thousands upon thousands of idle hours have been constructively used in many good wholesome recreation past-times by the inmate population.

Some of the highlights and accomplishments of the past year included, SCI-Camp Hill capturing the 4th consecutive inter-institutional basketball championship, SCI-Huntingdon regaining their inter-institutional softball championship, SCI-Graterford winning the team championship of the First Annual Postal Track and Field Meet

which consisted of competition among eight institutions in 10 track and field events, the statewide football program being strengthened by competition with local community sandlot football teams, the purchase of comprehensive 16 station gym machines for each institution, the inmate sports officiating program functioning at a new dimension towards PIAA certification, and the attendance of Bowie Kuhn, Commissioner of professional baseball, Phil Gardner, Donnie Shell and several other team members of the World Champion Pittsburgh Pirates and Pittsburgh Steelers at the annual SCI-Pittsburgh sports banquet.

The boxing program under the direction of Charles Daniels has provided 24 inter-institutional boxing shows at alternating locations for the benefit of the total population. In addition, SCI boxers participated in seven (7) outside community boxing programs of which



two (2) were held on the campus of the University of Indiana, Pennsylvania.

The leisure time program included such activities as music, drama, arts and crafts, movies, games, live entertainment, major holiday special weekend events, and many other social and cultural events to provide relaxation, creativity, and wholesome pasttimes for the entire inmate population.

Inmate organizations were actively involved with numerous worthwhile projects to serve and better the institutional community and to aid the outside community. Two of the many projects by the inmate population involving interaction with the community were to help raise funds for the March of Dimes and for research to fight sickle-cell anemia and cancer in children.

A unique slide presentation was developed to demonstrate the role of recreation in the total correctional process.

PARDONS CASE SERVICES

Throughout 1979 fourteen (14) individuals presented commutation cases as volunteer advocates under the direction of a Pardons Case Specialist. Since the beginning of the volunteer advocate project in June of 1976 approximately 80 volunteers have been trained to advocate indigent inmates for executive clemency to the Governor's Pardons Board.

During 1979 the Pardons Case Specialist represented 72 inmate applicants while the 14 volunteers shared representation of 76 inmates. This 50/50% balance of splitting cases has taken place every year since 1976.

The Pardons Case Specialist and his

volunteer advocates enjoy an excellent professional reputation with the Pardons Board and their inmate clients. Ongoing recruitment and training will continue as this volunteer project approaches its fourth year of existence. Volunteering to present an inmate's case to the Pardons Board continues to be one of the most unique training opportunities available to any employee in the Bureau of Correction.

CHAPLAINCY SERVICES

Father Thomas Jackson, Coordinator of Chaplaincy Services, compiled a report on attitudes and developments in the religious programming through a questionnaire distributed to each Chaplain. The Chaplains seem to agree that there is a large variety of spiritual activities with involvement by the inmate population growing. Several of the Chaplains find a trend toward more bible study and individual participation in religious services on special programs.

All of the institutions celebrated a variety of religious holidays observed by the different faiths within the inmate population. Other special activities included a March of Dimes project at Camp Hill sponsored by the religious department with support from the Protestant and Catholic Church Councils. That event involved more than 700 inmates and collected a total of \$1,400. At Huntingdon, the Christmas holiday included taping of a special media program for broadcast from a local Huntingdon radio station.

There were many more very positive experiences reported by all of the Chaplains. The traditional events such as the St. Dismas Day Masses, and programs, sponsored by the Yoke-Fellows, the Holy Name Society and GODSQUAD continued to reach greater numbers within the institutions.

Religious services and activities generally attract about one-half of the inmate population, but it is the opinion of many of the Chaplains that there is a growing number of new participants — a trend that they expect to see continue.

Recreation (Approximate Participation)

Basketball	953	Other Sports	3295
Boxing	219	Jaycees	465
Football	648	Lifers	408
Softball	1031	Other Organizations	7830



SPECIAL SERVICES DIVISION

This division contains two units, the Facilities Evaluation Section and the Internal Security Section, plus a detachment of Field Investigators, four of whom are based in field offices throughout the Commonwealth and one in Central Office. The Field Investigators are attached to the Facilities Evaluation Section and conduct home furlough investigations for eligible inmates of the State Correctional Institutions.

The function of annual inspection, evaluation and investigation of county jails and municipal police lockups is mandated by statutes. In recent years, provision of technical assistance and advisory services to county jail administrators and their governing boards has become an important function of the Division.

Coordination of the transfer of inmates of county jails to State Institutions is a regular function of the division. Planning and approval of new construction of county and municipal facilities is coordinated with architects, engineers and the Department of Labor and Industry. Oral testing of candidates for promotions of county jail personnel has become a regular function. Liaison and exchange of information with various criminal justice agencies continues to develop.

Future plans and goals include the promulgation of more comprehensive Minimum Standards for Pennsylvania County Prisons. A grant has been received from the National Institute of Corrections, and a committee formed to accomplish this goal. The new standards will significantly affect the ultimate goal of the replacement of all antiquated and outmoded county cor-

rectional institutions.

Facilities Evaluation Section

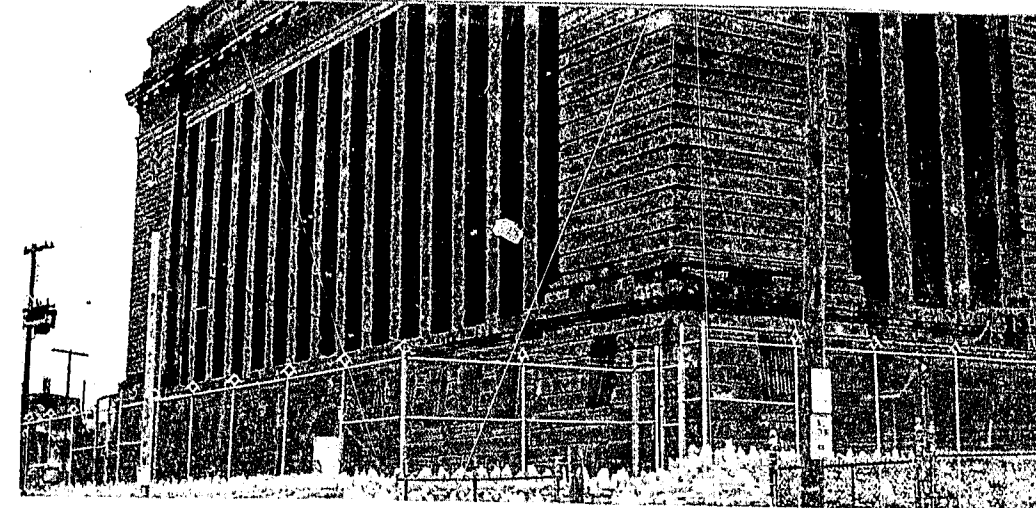
During 1979 inspection/evaluations were made of the seven major State Correctional Institutions, two regional facilities, fifteen Community Service Centers, sixty-nine county jails and approximately four hundred police lockups. Reinspections of most county jails were made to determine compliance with requirements and recommendations. During the year two new county jails were completed and occupied; at year's end, ten additional counties were in various stages of planning or construction of new institutions.

During 1979, eight hundred fifty requests for furlough investigations were received, processed and assigned to investigators.

Internal Security Section

This section is responsible for conducting criminal and administrative investigations of personnel and inmates in the State Correctional System. They also conduct investigations for any appropriate authority upon request and with approval of the Commissioner of Correction. The section maintains close liaison with Federal, State and local law enforcement agencies.

In 1979 the section conducted thirty-three full field investigations and thirty-two limited inquiries. The majority of full investigations resulted in either prosecution or administrative action.



Old York County Jail

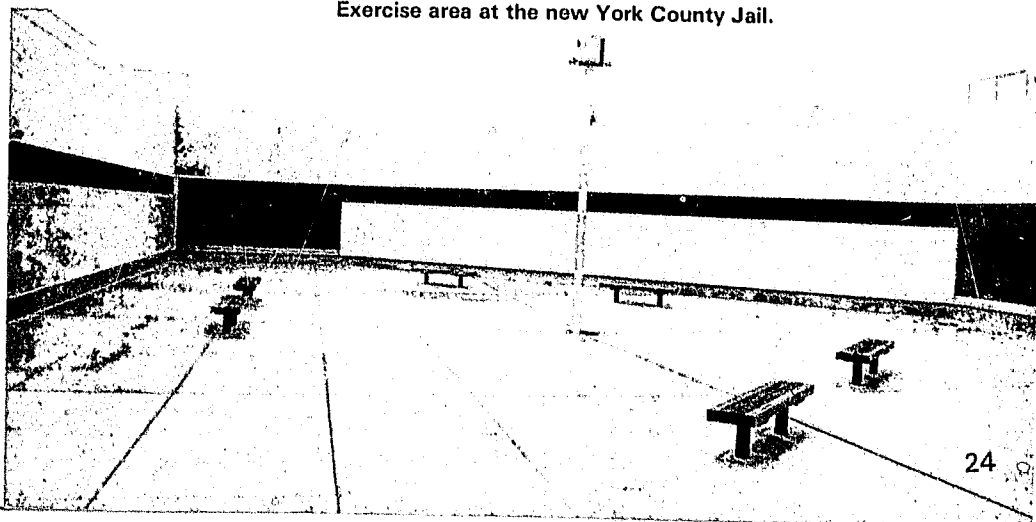


Inmates were escorted from the old jail via Bureau van



... to the new jail

Exercise area at the new York County Jail.

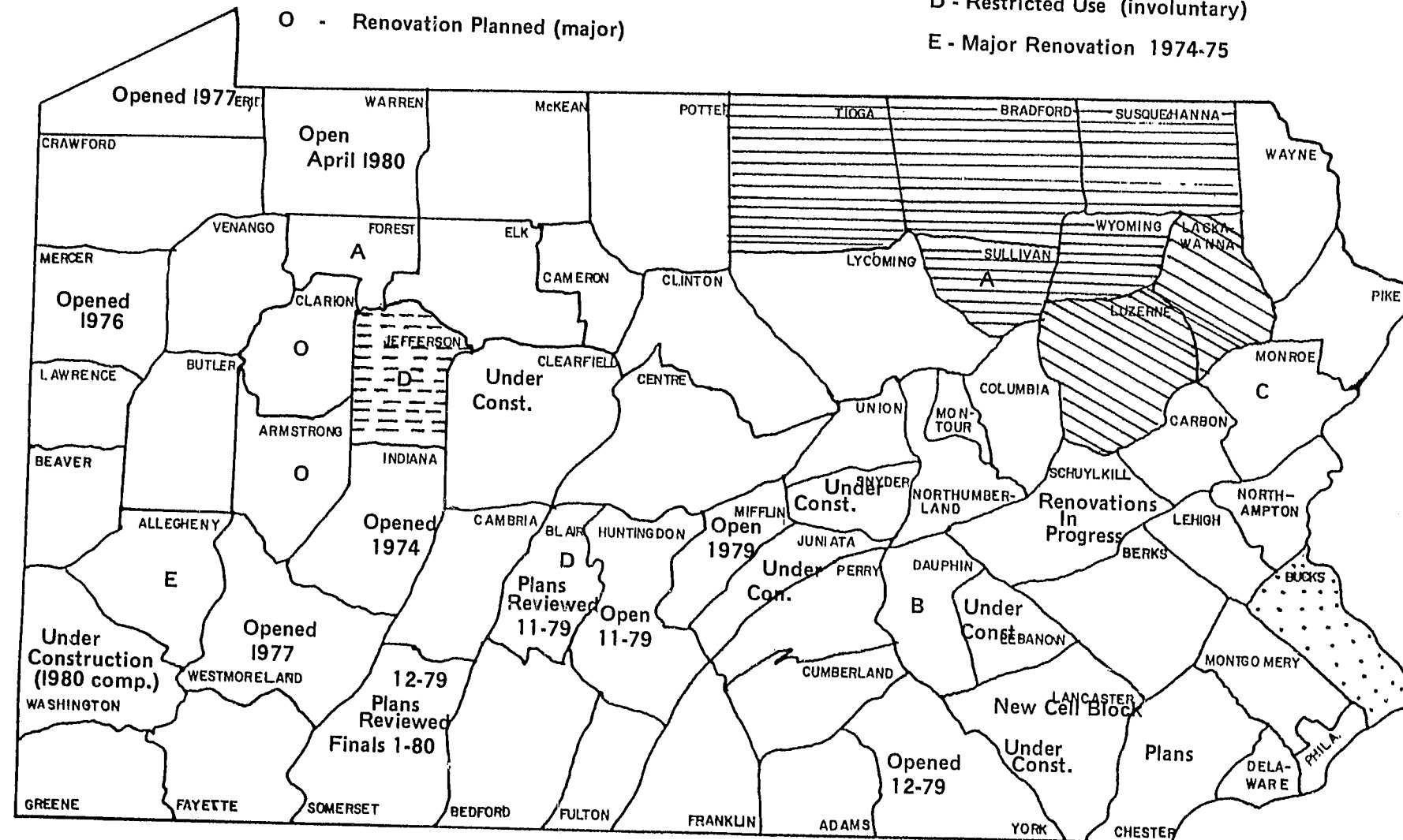


Status Report on County Jail Improvements



- Discussion - 5 County Consortium
- Discussion - 2 County Consortium
- Preliminary - New Construction
- Study
- O - Renovation Planned (major)

- A - Used Only As Lockup
- B - Major Addition - 1978
- C - Restricted Use (voluntary)
- D - Restricted Use (involuntary)
- E - Major Renovation 1974-75





Swearing in new employees.

STAFF DEVELOPMENT DIVISION

This division is divided into three sections: State Training; County Training and the Academy Section which includes the Central Academy in Camp Hill and the Eastern Academy in Dallas.

The Staff Development Program draws continually on actual experience, evaluation, and frequent consultation with the academic community and correctional personnel at all levels. The training program is constantly reviewed and changes are made when the need for change is clearly documented.

Throughout the program design and implementation, careful consideration is given to maintaining a high degree of relevance between the training delivered and realistic job necessities. The training ranges from the basic orientation course given to all new employees through a variety of learning opportunities aimed at the continuing professional development of all personnel.

Effective August 1, 1979, all basic training courses are given at the Central Academy.

State Training

Training coordination between the Central Office and the State Correctional Institutions is the responsibility of the Chief of State Training. The point of contact for Central Office/Institution

liaison is the Training Coordinator assigned to each State Correctional Institution. This individual is supervised by the Superintendent with the format and curriculum designed by Staff Development Division.

The commitment to training new employees during the past four years continued to increase.

The percentage of employees appointed to employees training at the Academy during 1976 was 66.5%. This percentage increased to 89.7% during 1977, increased to 96.8% during 1978, and it increased to 100% during 1979. It is now the policy of the Bureau of Correction that newly hired employees shall attend the first basic training course available following their employment and no later than six months.

County Training

In 1979, the County Training Section responded to the demand for on-site training by Pennsylvania county jails with on-site training for 792 county jail personnel in the following areas: Communications, Drug Detection and uses, Security Methods, Fire Prevention, Self-Defense, and Treatment Procedures for County Jails. This represents a 7.5% increase over the year 1978.

Two hundred ninety county jail employees attended Division sponsored training programs, including Basic Training, Management Training, and a Treatment Seminar for County Personnel. In addition 235 county employees completed the Cardio-Pulmonary Resuscitation (CPR) Course, as well as, the National Institute of Corrections Course in Jail Operations.

In summarizing county training activities in 1979, a total of 1,317 county jail personnel from approximately 75% of the county jails have been involved in training conducted by the Training Division. This represents a 6% increase over the previous year of county personnel who have participated in the total training division program.

The following list represents the counties and number of trainees which represents on-site training: Lancaster (210), Indiana (43), Erie (61), Schuylkill (40), Delaware (61), Lehigh (38), Berks (48), Chester (63), Beaver (67), Franklin (12), Northumberland and Snyder (28), Washington (48), Lycoming (17), Mercer (42), Monroe (14); a grand total of 792 trainees.

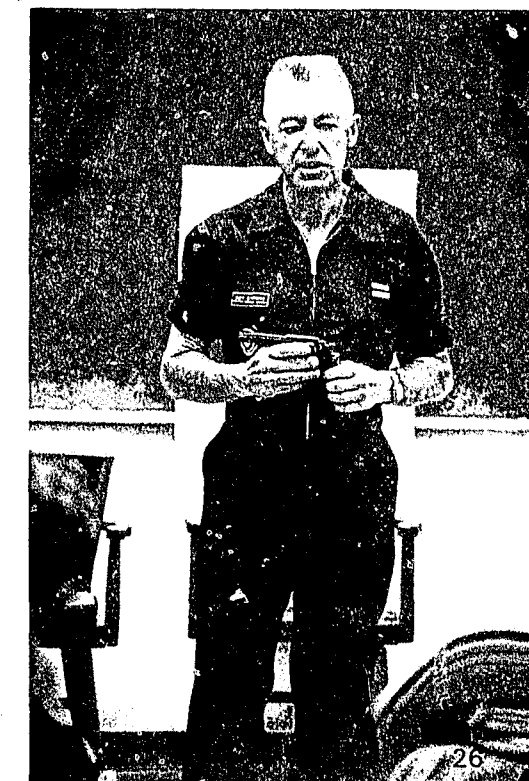
The 16 counties listed represent a lesser number of counties than were involved in 1978. However, the County Training Section conducted 2 sessions in most of those counties to involve all employees.

Basic Training

All basic training has been centralized to reduce fragmentation of coursework, and during the past year attendance at basic training courses has shown steady growth. This growth is largely attributable to greater supervisory emphasis, increase in course capacities, and a widening variety of training opportunities. The course was increased from three to four weeks with the curriculum appropriately expanded. The expansion includes new subjects and the allocation of badly needed additional time to subjects previously taught.

New classes include: History of Corrections, Women in Corrections, Dining Room Conduct, the 801 Directive (Institutional Disciplinary and Restricted Housing Procedure), the Witness Stand, Fire Prevention, Coping with Stress, a second practicum inside the Camp Hill Institution, Issues in Corrections Seminar, Baton Training, Counseling in Corrections, and Physical Training. With respect to the latter, students now have a daily period of physical fitness including calisthenics, stretching exercises, jogging, and group games. Examples of subjects now receiving increased emphasis are weapons training and self-defense. The time for each has been doubled with highly gratifying student response. The student day now begins at 7:30 A.M. and ends at 5:30 P.M. with the evening meal. Also, students now wear blue jump suits, identity cards, a blue cap, and appropriate Bureau of Correction insignia as their

Proper use of firearms is emphasized during basic training.



standard duty uniform. Sweat suits are issued for use in self-defense and physical training classes. The impact of these changes has been an overall improvement of student performance. The basic training course was offered sixteen times in 1979 with a total enrollment of 529 state and county employees.

Advanced Courses

Six advanced courses were conducted with a total of ninety-six State Correctional Officers attending. To be eligible, students must have at least five years experience and be in the grade of Correctional Officer I or II. Subjects presented in the course include: Verbal and Non-Verbal Communications, Report Writing, the Special Prisoner, Weapons Training, Officer-Inmate-Relationships, Stress Awareness, and Unarmed Defense.

Management Courses

The Bureau continued to present management courses approved by the U.S. Civil Service Commission and the Pennsylvania Office of Administration with attendance as indicated: Discipline and Grievance Handling Seminar (46 State), the Leadership and Supervisory Institute (43 State and 27 county), and Supervision and Group Performance (50 State and 19 County). Attendance at the Discipline and Grievance Handling Seminars is limited to Captains, Lieutenants, and Food Service Supervisors, supervisors who have never had substantive training in basic supervision, supervisors who need additional training, and potential supervisors. The course in Discipline and Grievance Handling includes: understanding and resolving of grievances, collective bargaining agreements, discipline, and effective administration, Act 195, and management-union working relationships.

Marksmanship Program

For the third year, the Staff Development

Division sponsored a training and competitive handgun marksmanship program for Bureau employees. Throughout the spring, summer, and late fall, the Academy Staff conducted Saturday morning firing sessions and hosted matches with other Bureau and criminal justice agencies. All training and competitive sessions were on a volunteer basis with the participants providing

their own equipment. In addition to intra-Bureau matches, the Bureau-Camp Hill Pistol Team coached by the Academy Chief, competed in six open matches conducted in Pennsylvania and adjacent states. In several instances our shooters were among the winners. The main competitive event was a national level match conducted on the Camp Hill range on October 20-

RECAPITULATION OF TRAINING

RECAPITULATION OF TRAINING FOR 1979
STATE TRAINING SECTION, STAFF DEVELOPMENT DIVISION
STATE CORRECTIONAL INSTITUTIONS and STATE REGIONAL
CORRECTIONAL FACILITIES of the BUREAU of CORRECTION

1979

LOCATION

CAMP HILL
DALLAS
GRATERFORD
HUNTINGDON
MUNCY
PITTSBURGH
ROCKVIEW
GREENSBURG
MERCER
Central Office
CS Centers
GRAND TOTAL

Number of Trainees Who Completed Basic Training at the Academy	Number of Trainees Who Completed Advanced Training at the Academy	Number of Trainees Who Completed Management Courses at the Academy	Trainees Who Completed Discipline & Grievance Handling Seminars	Trainees Completing Weapons Familiarization Training	Trainees Certified in Cardio-pulmonary Resuscitation	Fundamentals of Supervision	VIC Jail Operation Course Work	New Appointments to Staff	REMARKS
74	12	4	7	202	87	12	74	50	Mercer, Central Office and Community Service (CS) Center Staff are exempt from Advance Training.
20	12	10	6	327	84	2	20	13	
63	12	6	7	131	81	3	63	68	
23	12	10	4	96	82	0	23	20	
25	6	5	3	35	25	0	25	23	
28	12	8	7	159	67	2	28	23	
29	12	8	7	152	75	0	29	24	Seven new staff appointments for Correctional Industries are included in the New Appointments to Staff Grand Total.
8	12	8	4	20	8	0	8	9	
19	-	10	1	19	19	0	19	10	
6	-	0	0	31	15	2	6	3	
12	-	1	0	12	12	0	12	24	
307	90	70	46	1184	555	21	307	274	

21, 1979, in coordination with the Pennsylvania Police Combat League. Over 90 shooters competed including some of the top marksmen in the United States. Competitors came from the ranks of corrections officers, police officers, national security agencies, and other elements of the criminal justice system.

Overall Assessment

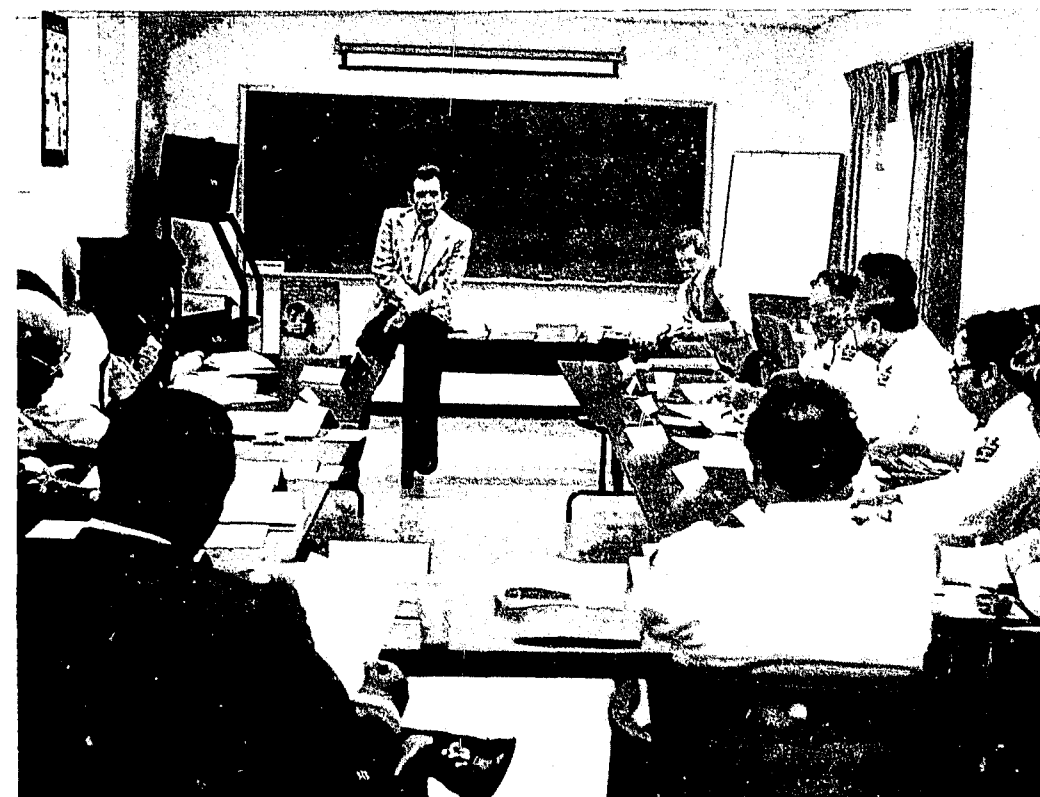
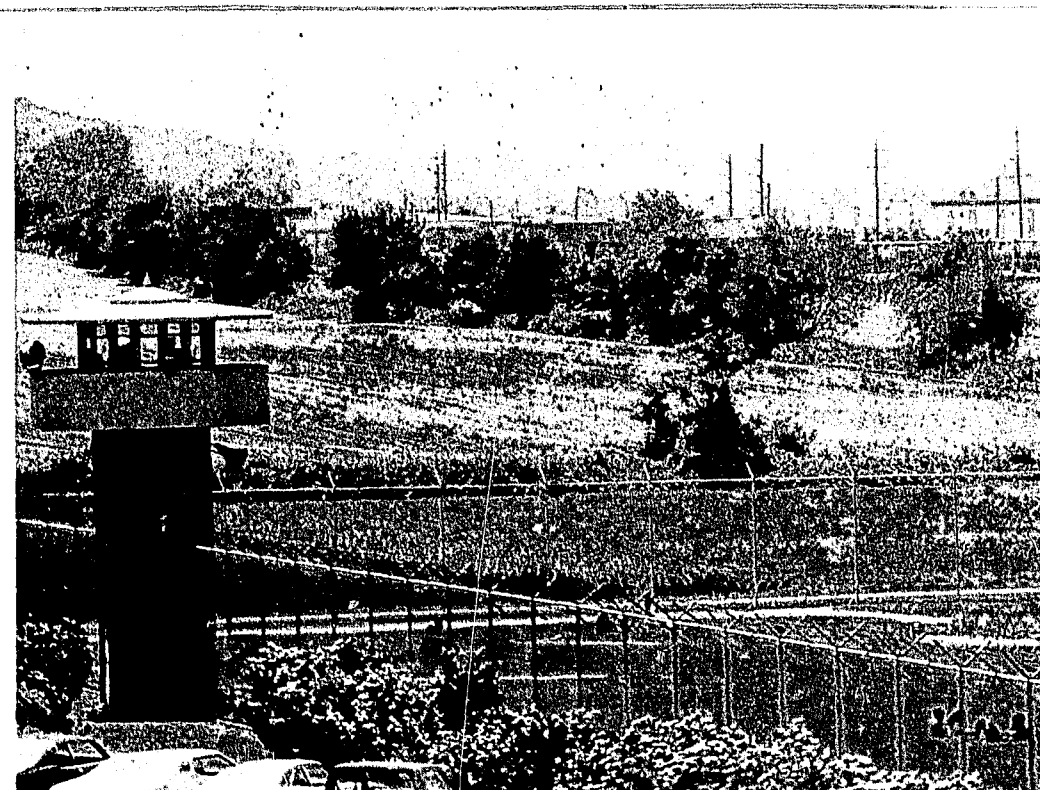
More than in past years, the Academy Staff has been able to make a well based judgement on training effectiveness. It is evident that the quality of training has markedly improved. Available feedback from field reinforces this judgement. During the year the Academy Staff took a more extensive role in the overall Bureau training program with consequent increase in teaching credibility.

In 1979, a total of 1,317 county employees participated in some phase of training with 222 county correctional employees completing basic training. In the state system 100% of the 274 new state correctional employees completed basic training. In all, a total of 1,784 state employees attended staff development training courses in 1979. Total funding was from state sources amounting to \$958,000.

All new trainees learn basic self-defense tactics.



STATE TRAINING SECTION: PROCESSES BY HOURS OF TRAINING		Estimated Hours of Training
Institution Orientation / Physical Plant Familiarization)		16
Basic Training		160
Orientation / Registration / Clearance	(8)	
Criminal Justice System	(4)	
County Jail / Institution Environment	(3)	
Basic Communication Skills I-II-III	(3)	
Report Writing / Sensing & Observing	(4)	
Inmate Behavior Problems	(4)	
Inmate Medical Problems	(2)	
Supervision & Counseling Inmates	(2)	
Use of Authority / Drugs	(8)	
Institution Disciplinary & Restricted Housing Procedures	(4)	
Hostage Behavior	(2)	
Legal Aspects of Corrections	(3)	
Courtroom Demeanor	(2)	
Travel Time	(6)	
Cardio Pulmonary Resuscitation	(8)	
Fire Prevention	(2)	
Physical Training	(16)	
Unarmed Defense	(12)	
Weapons Familiarization	(12)	
Security Subjects	(8)	
State Correctional Institution Practicums	(16)	
Professionalism/ History of Corrections / Film	(8)	
Issues in Corrections / Women in Corrections	(4)	
Crisis Intervention / Use of Riot Baton	(4)	
Coping With Stress	(2)	
Graduation / Evaluation	(8)	
Job Orientation: Familiarization Training With The Functions of:		
The Total Staff In Relation To Each Other & Inmates		104
On-The-Job Training With Intensive Supervision: Job Orientation		
With Special Emphasis On The Trainee's Own Area of Responsibility		120
On-The-Job Supervised Training: Determined By Trainee Needs, Ability		
And Complexity Of Task Assignments		1680
Advance Training & Training Seminars		80
Total Hours Per Course		2160



IN MEMORIAM

FELIX MOKYCHIC — 1919-1979



On March 20, 1979, Captain Felix Mokychic, who had served faithfully at the State Correctional Institution at Graterford since June 1970, was murdered by an inmate while on duty in the institution's main corridor.

Five days later, on March 25th, a final salute to the Captain was offered by some 500 fellow corrections and law enforcement officers. They had come from correctional systems in several states, and from most of the county jails in Pennsylvania. They represented the State Police, city and township police, and county sheriffs departments. Together they formed a special honor guard as he was laid to rest at the Sacred Heart Cemetery at Dallas in his home county of Luzerne.

Born in Edwardsville, Pennsylvania, he was first employed as a guard at the Eastern State Penitentiary in Philadelphia. When it closed in 1970, he was transferred to Graterford. Two years later, he attained the rank of Captain.

He was a devoted husband, respected by his many friends, and he was a corrections officer of the highest calibre. Most of all, he was a man who cared about people.

We will miss Felix Mokychic. May he rest in peace.

END