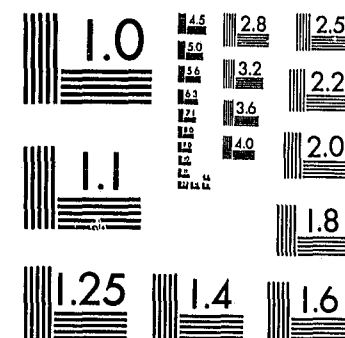


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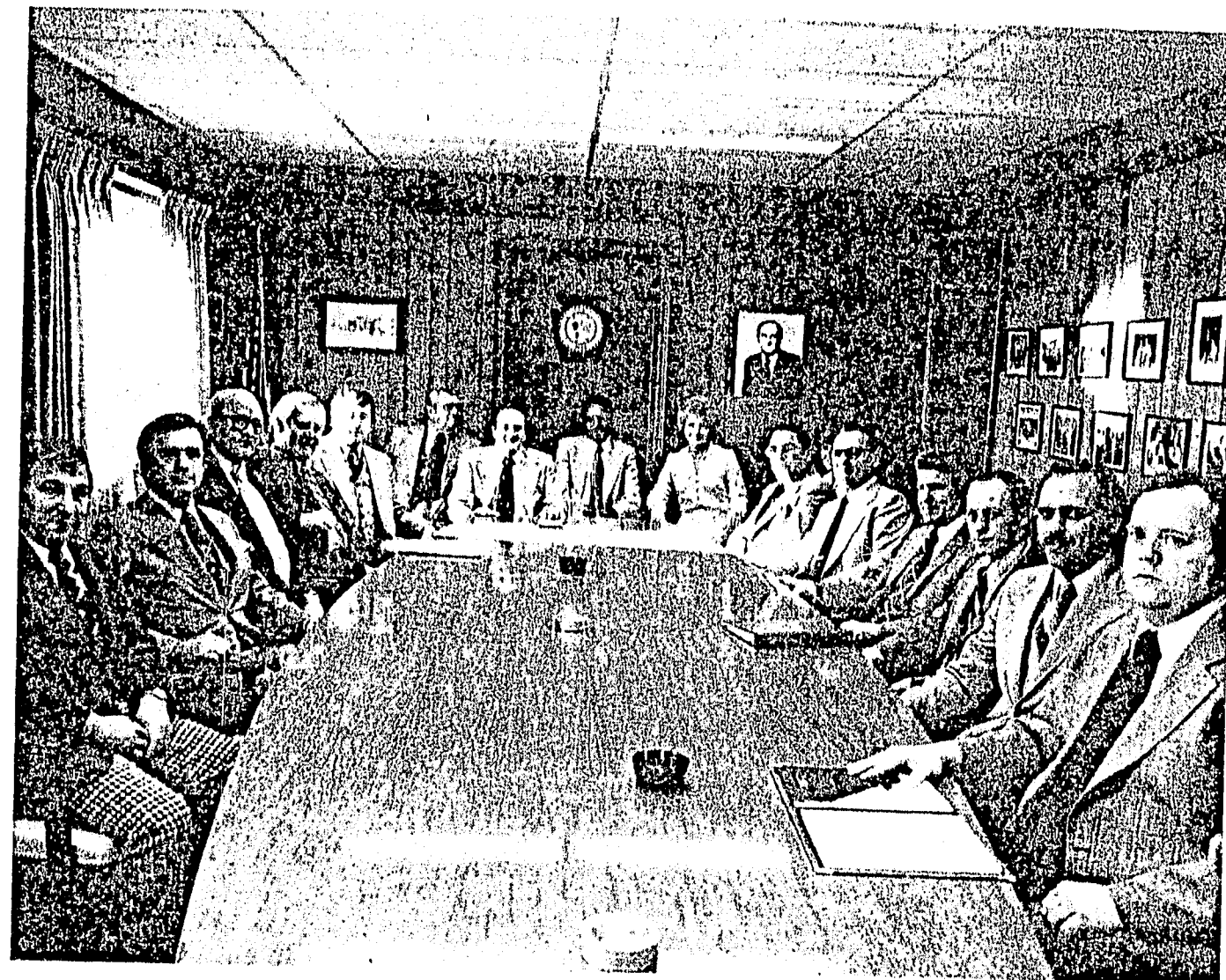
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National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

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7/27/81

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CENTRAL OFFICE EXECUTIVE STAFF

William B. Robinson
Commissioner

Erskind DeRamus
Deputy Commissioner

- | | |
|---|--|
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Special Assistant to
the Commissioner | ● Louis E. Smith
Executive Assistant |
| ● William Bilous
Director, Administrative Services | ● Gerard Massaro
Director, Planning and Research |
| ● Charles Pagana
Director, Community Services | ● Harry Smith
Director, Programs |
| ● Paul Q. Smith
Director, Industries | ● Harry Wilson
Director, Special Services |
| ● Philip Bannan
Director, Operations | ● Fredric Rosemeyer
Director, Staff Development |
| ● Daniel Tepsic
Director, Personnel | ● Reverend Thomas Jackson
Coordinator, Chaplaincy Services |
| ● Francis Filipi
Assistant Attorney General | ● John Patterson
Affirmative Action Officer |
| ● Kenneth G. Robinson
Public Information Officer | ● Judy R. Smith
Information Specialist |

February 1, 1977



Annual Report 1976

U.S. Department of Justice
National Institute of Justice

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Commissioner William B. Robinson,
Officer Harry Himes placing new
seal on Bureau vehicle.

Department of Justice

BUREAU OF CORRECTION



Commonwealth of Pennsylvania

Milton J. Shapp
Governor

Ernest P. Kline
Lieutenant Governor

Robert P. Kane
Attorney General

William B. Robinson
Commissioner

Erskind DeRamus
Deputy Commissioner

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by
Public Information Office
Bureau of Correction

Printed at SCI Huntingdon



MILTON J. SHAPP
Governor
Commonwealth of Pennsylvania



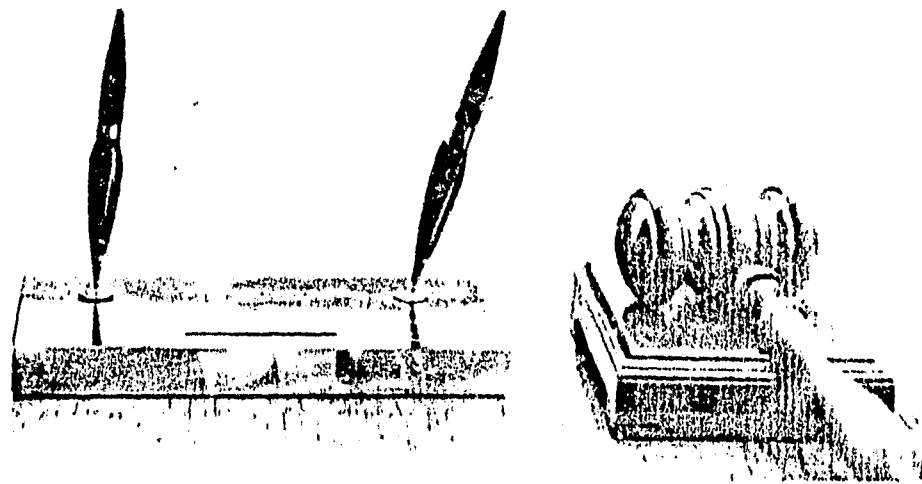
ERNEST P. KLINE
Lieutenant Governor



ROBERT P. KANE
Attorney General

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Commissioner William B. Robinson

To Your Excellency, Governor Milton J. Shapp, The Honorable Ernest P. Kline, Lieutenant Governor, The Honorable Robert P. Kane, Attorney General and the Citizens of Pennsylvania

It is both with pride and humility that I submit this Second Annual Report to you from the Pennsylvania Bureau of Correction.

Please find enclosed in this report a complete, concise review of the operations pertinent to the Bureau of Correction from every department, division and institution.

Through the year 1976, many significant and forward looking changes have taken place in Pennsylvania corrections. Let me bring a few of these to your attention.

On March 1, 1976, we instituted the first inmate complaint system, whereby every inmate is given an avenue by which he or she can direct complaints, and receive an answer with the right to appeal to the Office of the Commissioner. It is interesting to note that some eighteen hundred complaints were filed, sixty-two of those reaching the Office of the Commissioner. Most significantly, three of the complaints were responsible for changing policy within the entire Bureau. This is the first *formal complaint* system instituted in the United States.

On November 1, 1976, the first inmate compensation system was implemented in each of our eight correctional institutions. This system is designed to pay inmates an hourly wage for his or her time invested in meaningful work therapy, vocational training, academic and treatment programs.

One of the paramount problems that we faced in 1975 was the high failure rate in our furlough and pre-release program. We strongly supported the program and believed that more inmates could be involved, if the program were monitored and operated properly, and the burden of responsibility placed upon those who benefited. The failure rate of the program in August 1975 was 3.5%. At the end of 1976, over the Christmas and New Year holiday, the failure rate had dropped to .05%. *In November 1976 there was not one failure.* These facts demonstrate that inmates charged with responsibility will accept that responsibility.

Simultaneously, we created a Division of Community Services with a director who is responsible to the Commissioner. We opened a new women's community center in Western Pennsylvania and increased the out-mate population.

The Bureau has become fiscally responsible for its budgetary resources, and the major problem of increased overtime has been reduced approximately \$200,000. This has been achieved by constant and careful monitoring through monthly meetings at various institutions with the Superintendents and their staff. Also on-site visits to the respective institutions to monitor and evaluate to hold our employees responsible for efficient and fiscally sound operation. By utilizing the talent so often found in our confined population, we have been able to upgrade the physical plants, while providing work therapy for the inmates and at the same time save precious dollars.

A new table of organization has been designed and prepared for submission for executive approval. When approved, this will be the first official table of organization in the history of the Bureau of Correction.

We have reorganized the treatment program in our institutions and created three diagnostic and classification centers; one in Eastern, Central and Western Pennsylvania. This will ensure that those incarcerated in our institutions will receive indepth psychological, psychiatric, educational and vocational orientation and testing, in order to better set goals and increase the inmate's capability to return to society and remain.

An extensive athletic program has been introduced in all our institutions in the form of basketball, boxing, football, softball and weight lifting. We have organized for intra-mural and inter-institutional sports activities. This program is to build a healthy body for a sound mind. We have also formed employee softball and golf teams with yearly tournaments to create esprit de corps, fellowship and harmony among our twenty-seven hundred dedicated correctional employees.

There has been notable growth in job training for correctional employees; county trainees have doubled and every course has been thoroughly revised and improved. We look forward to opening the new Pennsylvania corrections central training academy in the near future, through which we will strengthen professional training for corrections personnel in the Commonwealth.

These are only a few of the numerous highlights of our awesome responsibilities that I would like to bring to your attention. During this two-hundredth anniversary of the founding of our nation, we, in Pennsylvania corrections, feel a special responsibility to give forward-looking attention to corrections. Historically, we, know, modern correctional institutions had their beginning in our Commonwealth and we believe that we who started it all should continue to be forerunners of change for humane and realistic correctional programs.

I would like to take this opportunity to thank the Division Directors, the Superintendents, and each and every employee in the Bureau of Correction for their full, and certainly appreciated, cooperation over the past year.

It is with deep appreciation for the help and guidance given the Bureau of Correction over the past year by Attorney General Robert P. Kane, by the legislators, the Senate and House, and certainly by His Excellency, Governor Milton J. Shapp, and the Honorable Lieutenant Governor, Ernest P. Kline, that we respectfully submit this, our 1976 Annual Report to the citizens of Pennsylvania.



THE PENNSYLVANIA BUREAU OF CORRECTION

The Pennsylvania Bureau of Correction was established by law through Act 407 of July 1953. Prior to that time, Pennsylvania's correctional Institutions had been governed by Boards of Trustees under the Department of Public Welfare.

Today, under Commissioner William B. Robinson, the Bureau of Correction is responsible for eight correctional institutions and fifteen community service centers located throughout the Commonwealth. A new regional facility presently under construction will be opened in Mercer County late in 1977.

The Bureau of Correction and its institutions have a staff complement of 2,700 and an offender population of 7,655.



Joseph R. Brierley/Special Assistant

Pennsylvania Corrections

The goals of the Bureau of Correction may be summarized as follows:

- (a) To provide for the secure and humane confinement of offenders committed to the authority of the Bureau;
- (b) To employ the highest caliber of professional correctional personnel in all departments;
- (c) To provide opportunities for rehabilitation through accurate diagnosis and classification, and realistic vocational and educational programs, with full use of community alternatives when appropriate.



Louis E. Smith/Executive Assistant



Erskind DeRamus/Deputy Commissioner

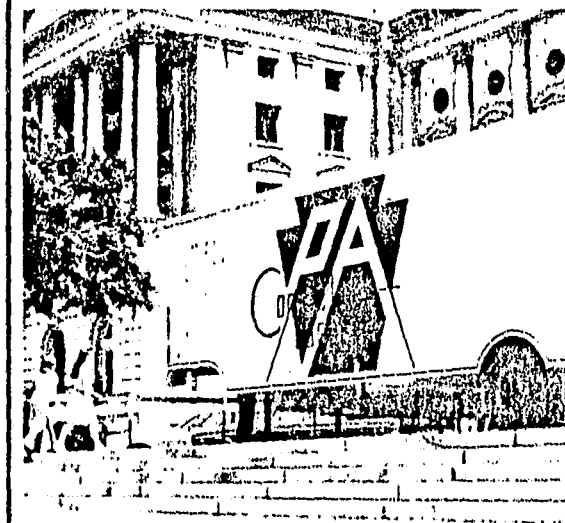
Deputy Commissioner's Office

Commissioner Robinson is assisted by Deputy Commissioner Erskind DeRamus and by his executive staff.

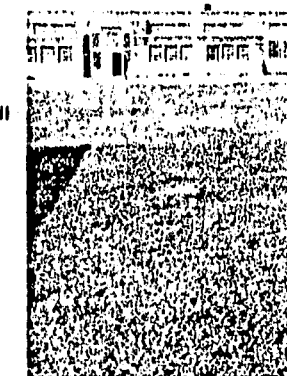
The responsibility for transfers, pre-release and final program level, as well as resolution of inmate complaints rests with the office of the Deputy Commissioner.

Counsel

The Bureau's legal division consists of an Assistant Attorney General assigned fulltime and a legal aide, both responsible to the Commissioner.



Commissioner Robinson
Interview at SCI-Camp Hill





Mobile History Van
State Capitol



Public Information

The office of Public Information with three staff members, directly responsible to the Commissioner, prepared and published 60 news releases in 1976. It is also responsible for legislation liaison, distribution of informational brochures, and the compilation and editing of the Annual Report. This office also schedules the Bureau's mobile history van, a traveling display of correctional information and artifacts built by the inmates and staff of the Dallas and Camp Hill institutions. In 1976, the mobile history van was on location at 21 sites throughout the Commonwealth.

Looking Ahead

The resident population is expected to reach 8,000 before December of 1977, and increase of 1,000 since August 1, 1975.

105 new correction officer positions have been requested to meet this increase. With the new manpower, the Bureau will be able to provide not only better security and supervision, but reduce the highly expensive costs of overtime.

Additionally, the correctional training program has been revised and expanded substantially increasing training for county correctional personnel, both at the academies and in the field.

Pennsylvania has a long progressive tradition in penology. Its goal has always been--and continues to be--the protection of society and the reform of the offender.

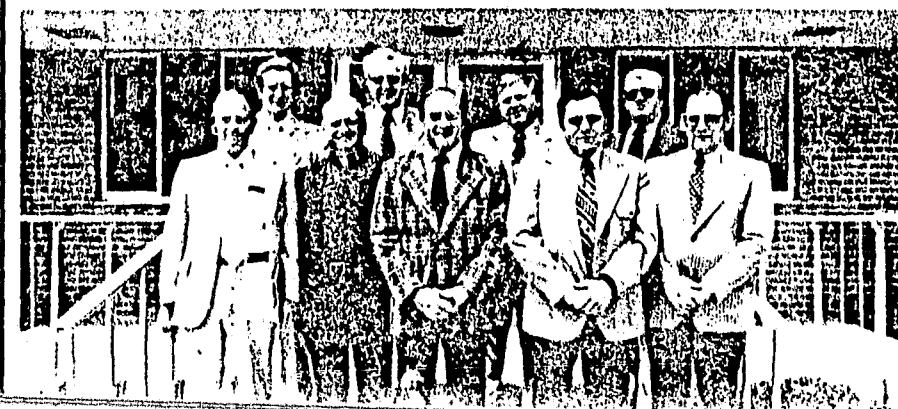
To meet the twin goals of security and rehabilitation, as our offender population continues to grow will require the most efficient planning and utilization both of space and staff. It also requires the financial and moral support of criminal justice officials, the legislature, and--above all--the public.

Planning for the future/Superintendents meet at a different institution each month



PA Warden's Association meets with the Commissioner (left to right) James Jennings, Thomas Frame, Father Joseph Zednowicz, Harry Wilson, William B. Robinson, Joseph Mazurkiewicz, Joseph Gregg, Joseph Brierley, Richard Cunningham.

LEADERSHIP





William Bilous, Director

ADMINISTRATIVE SERVICES DIVISION

This division conducts and manages the operations and activities of Administrative Services, Budget Management Section and provides supervision for Industries Accounting Section, as directed.

On May 13, 1976, Commissioner Robinson appointed William H. Bilous, formerly Chief Inspector of Special Services, Director of Administrative Services.

Administrative Services was reorganized, thereby creating a great cost savings and becoming more efficient.

Significant accomplishments of Administrative Services include the approval of a CETA Federal grant of \$132,600 for 46 positions at four correctional institutions and Central Office. This program was later transferred to the Personnel Division.

Other Management and Budget Projects - 1976

- * The development of a standardized inmate accounting procedure for use at Community Service Centers to keep a uniformly accurate personal financial record for each resident living at the Center.
- * Reviewed and revised the format for reporting budget status bi-weekly to the Commissioner, a new set of forms has been developed for clearer, more comprehensive, and easier presentation and understanding.
- * Finalized and distributed the new Inmate Compensation System which became effective November 1, 1976.
- * Updated all BC and JBC forms thereby eliminating all duplication and obsolete forms.
- * Coordinated and finalized an Operational and Management Survey of the SCI-Camp Hill Infirmary.
- * Assumed responsibility for inventory control of Central Office equipment and furniture.
- * Established inventory control for distribution of supplies from institution to institution which will conserve budget dollars by reducing outside purchases of items already on hand.
- * Initiated action for the replacement of both Xerox copying machines in the Communication Center with a new Xerox 9200 and 660 copier equipping the Center with a wholly unique and revolutionary duplicating system.
- * Established procedures for documenting institutional overtime costs for other than that necessary to fill regular posts. This procedure was necessitated by need to monitor such expenditures and to form a data basis for auditing purposes.

Inmate General Welfare

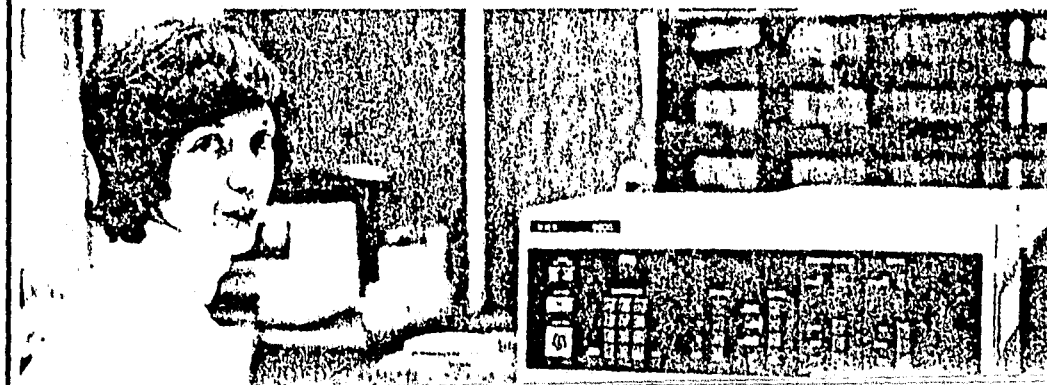
The accounting for the Inmate General Welfare Fund is performed by Central Office's Budget and Management Division. As of January 1, 1976, the IGWF showed a balance of \$56,326.21 plus receipts of \$225,396.61 for a total cash availability of \$281,722.82. Less disbursements for the year, this leaves as of December 31, 1976, a current balance of \$4,623.98. Funds are used for inmates' programs with approval for large expenditures subject to Central Council approval.

FEDERAL FUNDS

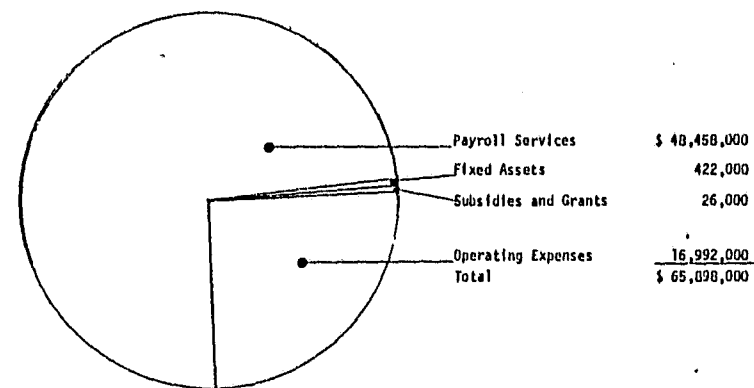
With regard to LEAA funded projects, the Budget Management Section reports a total of \$1,178,292 in Federal Funds awarded in calendar year 1976 for nine projects

SUBGRANTS AWARDED DURING THE PERIOD 4/1/75 - 1/31/77

Subgrant Number	Project Title	Award Date	Project Duration	Federal Fund Awarded
DS-74-C-J-9-575	Combined Correction-Parole Master File	4-7-75	4-1-75-6-30-76	\$ 30,000
DS-75-C-88-9-621	Extension Ward of the Bureau of Correction at Norristown State Hospital	7-8-75	9-15-75-10-14-76	72,000
DS-74-C-88-9-622	Therapeutic Community	7-14-75	7-1-75-6-30-76	140,000
DS-75-E-9D-9-623	Expansion of Community Treatment Facilities	7-14-75	7-1-75-6-30-76	474,000
DS-75-C/E-8A-9-624	Comprehensive Staff Training Development	7-14-75	7-1-75-6-30-76	393,334
DS-75-C-9D-9-669	Community Service Center for Women Offender's	12-1-75	2-1-76-1-31-77	40,000
DS-75-C 8B-9-688	Physical Fitness Training Through Boxing	1-5-76	1-1-76-12-31-76	28,958
Federal Funds Awarded 1976				\$1,178,292



Expenditures by Major Classification FY 1975-76



Payroll Services—Payroll services includes all salaries, wages, overtime and shift differential paid to all employees, which amounted to \$39,008,000. Employee benefits account for \$9,450,000.

Fixed Assets—Funds were used to purchase replacements for worn out and obsolete office furniture, machines, dental equipment, maintenance tools, water coolers, time clocks, lighting fixtures, mailing machine, calculators, dictating equipment, resuscitator, fans and air conditioners.

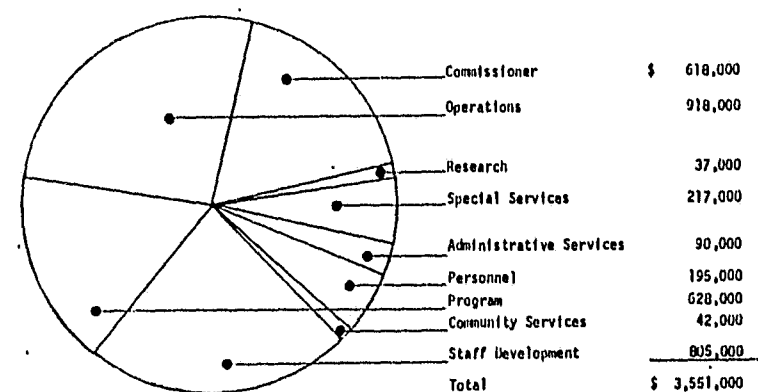
Subsidies and Grants—Funds were used to provide gratuities to discharged inmates. These gratuities are based on guidelines such as individual account balances and distances from their home destination.

Operating Expenses—

Funds expended in this category provide the "life line" for the institutions. These major operating expenses were:

INSTITUTION	
Utilities	\$3,503,000
Repairs	1,308,000
Contract Maintenance	121,000
Equipment Rentals	204,000
Equipment Supplies	142,000
	<u>\$5,278,000</u>
INMATE MAINTENANCE	
Medical	\$ 890,000
Dental Appliances	70,000
Clothing	1,021,000
Food	5,143,000
Drugs and Medical Supplies	250,000
Housekeeping Supplies	815,000
Education Supplies	33,000
Recreation Supplies	31,000
Real Estate Rental	201,000
Inmate Wages	1,079,000
	<u>\$9,533,000</u>
ADMINISTRATIVE SUPPORT	
Civil Service Commission Services	\$. 96,000
Data Processing Services	249,000
Specialized Services	912,000
Printing	14,000
Postage and Freight Charges	143,000
Travel	130,000
Office Supplies	163,000
Contracted Personnel Services	44,000
Legal Fees	19,000
Consultant Services	172,000
	<u>\$1,942,000</u>

CENTRAL OFFICE OPERATIONS FY 1975-76



COMMISSIONER—All the Central Office expenses for the following were charged to the Commissioner's cost center: office supplies, retirement expense, controller's charge, classification and pay services, motorized rentals and telephone charges.

OPERATIONS—Operations includes institution culinary services, technical services, engineering and communications. The major nonrecurring projects and fixed asset programs funds are controlled by the Technical Services Engineering. The division funds include monies allotted for these projects.

PROGRAM—Included in this division expenses are medical charges, inmate information system, institution treatment and the education program.

STAFF DEVELOPMENT—This includes the expenses for operating the two academies—Central and Eastern. Training is provided for new employees entering the correctional institution as well as staff of county prisons and sister agencies. Special seminars are provided in drug education, leadership and management. In addition qualifying employees are eligible for outservice training relating to their job assignment.



COMMUNITY SERVICES DIVISION

Community Services is a program operated as a continuum to the rehabilitative services provided in State Correctional Institutions or Regional Correctional Facilities. Community Service Centers are residences in the community with custodial structure, and a strong emphasis on guidance and counseling, preparing the individual for eventual parole.

At present there are fifteen (15) Community Service Centers, three (3) of which are for female offenders. Of those fifteen centers, eight (8) are supported in part by final year funding from grants of the Governor's Justice Commission. All fifteen centers will be totally state budgeted in 1977.

1976 was a year for the creation of policy and direction, to standardize the division and bring the program under control.

Among those problems identified in 1976 were the lack of policy, inmate accountability, security, and in general a poorly administered, staffed, and designed program.

The Community Services Division is looking forward to expansion in the near future. With the existence of new policy, procedures,

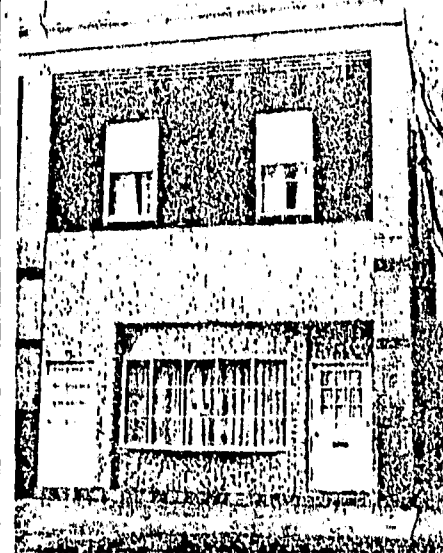
administrative and management controls, expansion is appropriate, especially in view of the ever-increasing institution population.

Expansion will be in the form of larger capacity centers, additional centers, and services provided in geographic areas previously not served.

Major Community Service Division Accomplishments 1976

- As a result of written policy, meetings with Superintendents, and a negotiated agreement with the Pennsylvania Board of Probation and Parole, fragmentation of services from the state correctional institutions through to parole has been greatly reduced.
- A significant role was played in the development of the new Administrative Directive 805, *Policy and Procedures For Obtaining Pre-Release Transfer*, which has been designed to more selectively identify inmates for possible placement in Pre-Release Programs, rather than a time-eligibility criteria alone.
- On-site visits were made, and continue to be made, by Central Office Staff to Community Service Centers and non-Bureau resources in order to assess capabilities, program content, and accountability of such facilities.
- Standard rules and regulations, hearing procedures, and a complaint system have been developed to assure that all inmates receive correct due process and to insure the existence of avenues to correct inadequacies.
- The Division developed a standard staff complement for each Region and Community Service Center. With this entirely new staff complement, came a redefinition of roles in order to make maximum utilization of personnel at minimal costs.
- Central control of all spending in Community Service Centers has been implemented and will provide much more cost-effective services.
- All recommendations of the Governor's Review Committee have been satisfied, and as a result, appropriate cost-savings are forthcoming.

- A program evaluation conducted jointly by the Bureau of Correction, Community Services Division, and Penn State University indicating effectiveness of policy and program content was completed during this calendar year. This study included an appraisal of the effectiveness of Community Service Center placement and created an on-going process to monitor recidivism.



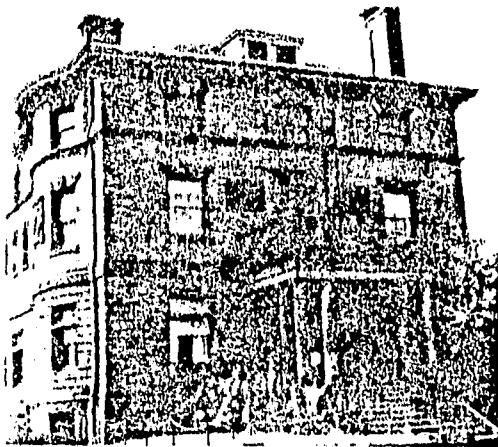
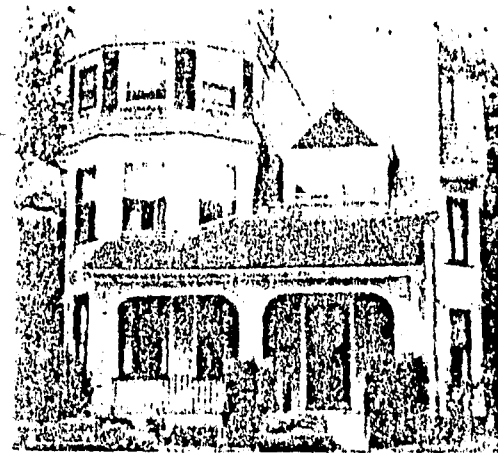
Administrative Policy & Procedures 1976

STANDARD PROCEDURES FOR:

- Telephone reports of population
- Reporting of reception and releases to institution, records office
- Editing of computer printouts by field offices
- Cross regional referrals and transfers
- Direct commitments to Community Service Centers
- Positive drug urinalysis
- Escapes of Community Service Centers
- The processing of Federal inmates into Community Service Centers
- Retention of Community Service inmate files
- Utilization of group homes (non-Bureau resources)
- Issuance and return of Bureau of Correction Identification Cards
- Institutional return of Community Service Center inmates
- Standard monthly reports for regional offices, Community Service Centers, and group homes (non-Bureau resources)
- Out-of-state travel for inmates of Community Services
- Reduction of overtime
- Attendance at State Pardons Board Hearings by Community Services employees
- Inmate photographs
- Utilization of Public Assistance and Grants in Aid for residents of Community Service Centers
- Screening of referrals from state correctional institutions to Community Service Centers
- Fiscal procedures/inmate earnings and rent
- Special incidents at Community Service Centers

ALSO IMPLEMENTED:

- Resident agreement form
- Increased center capacities
- Authorization from Attorney General empowering center directors with arrest authority and legal power to detain
- 48-hour detainer
- Procedural agreement for provision of services by non-Bureau resources to Community Services
- Inmate complaint review system
- BC-ADM 301, *Hearing Procedures, Community Service Centers*
- BC-ADM 805, *Policy & Procedures for Obtaining Pre-Release Transfer*



Referrals

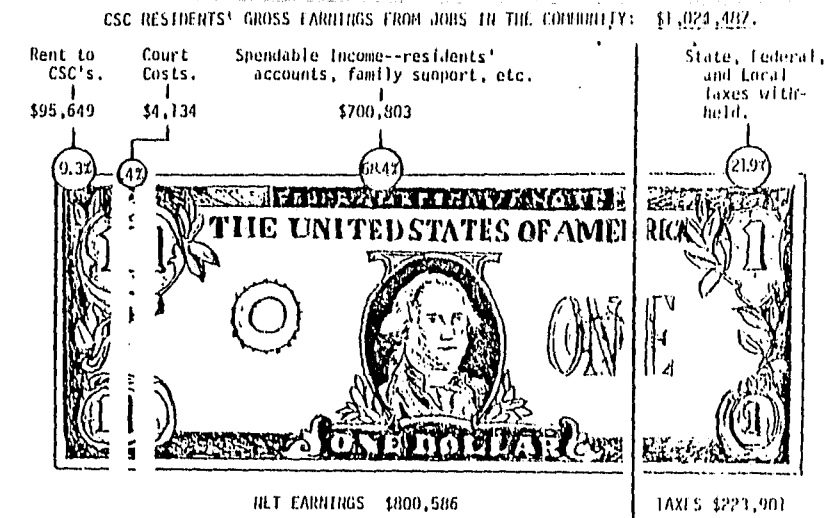
1-1-76	67 referrals pending	
During 1976	+710 referrals received	
Total	777	100%
	497 referrals accepted	64%
	170 referrals rejected	22%
	68 referrals withdrawn	9%
12-31-76	42 referrals pending	5%

Furlough Investigations

January 1, 1976
 Investigations carried over from 1975 21
 Investigations received during 1976 4950
 Investigations completed during 1976 932
 December 31, 1976
 Investigations carried over to 1977 39

Volunteer Services

3031 hours of volunteer services were obtained for use by Community Service Centers
 7063 hours of outside agency services were utilized by Community Services

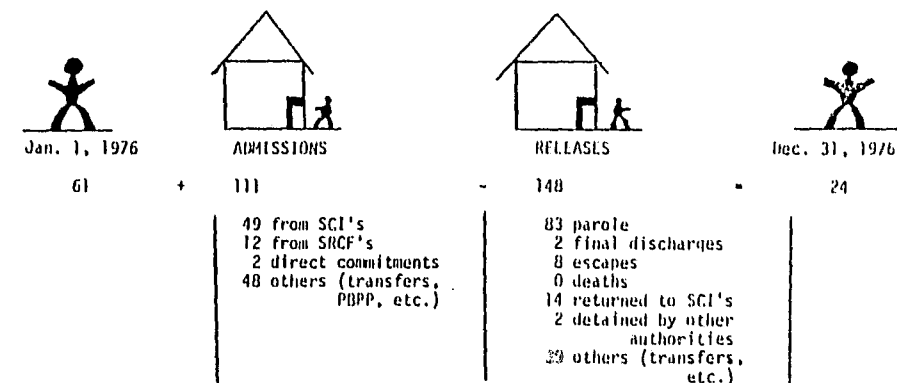
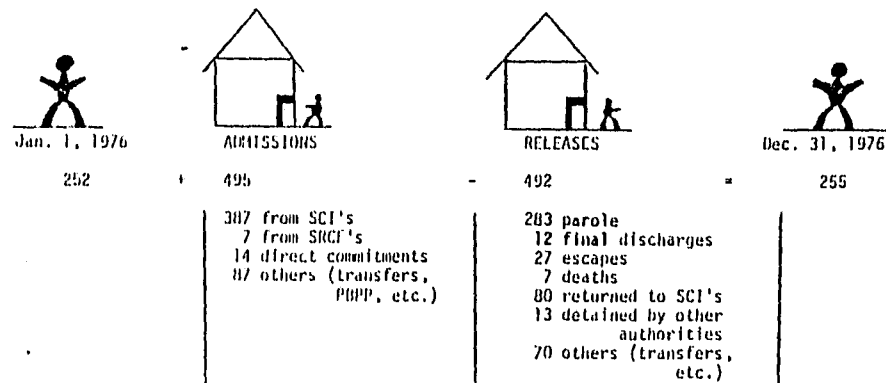


Educational Involvement (Combined CSC's and Group Homes)

High School	14
Vocational/Technical	58
College	48
Total	120

Misconducts

(Combined CSC's and Group Homes)
 149 Class 1 Misconducts
 152 Class 2 Misconducts
 44 Individuals faced criminal charges





Paul Q. Smith, Director

Industries Division

The Industries Division is a self-supporting program operating within the Bureau of Correction. The administration and operational activities are financed by production, by inmate labor, culminating in the sale of products to tax-supported customers. In this manner, Industries serves a major role in re-education of the inmates, to serve as a productive member of society upon their release.

The Industries Division operates 24 manufacturing centers, 3 food processing centers, 6 farms and furnishes freight and data processing services. These centers furnish work-study experiences in most of the major Pennsylvania employment areas. The basic philosophy behind the Industries Division is that, "Industries can best serve the inmate, the community and the institution with effective, efficient production activities."

New emphasis has been placed on the importance of product quality and customer service, as well as service to the inmate in training for the post release employment. Much up-dating of current industries is taking place with investigation and surveys of new products and new industries. In this line, a 'Customer Products Advisory Committee' has been formed in cooperation with the Department of Public Welfare.

1976—A Good Year

Sales this year surpassed those of previous years. However, increasing costs of raw material as well as a substantial increase in personnel cost and utilities continue to put severe pressure on the profit picture.

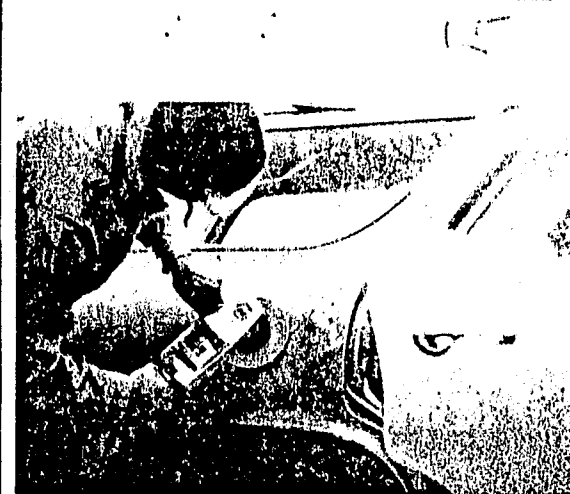
It must be remembered that Correctional Industries does not operate in the same economic context as outside industries. For example, if an outside company ran low on raw material, they could purchase the raw material they need immediately. Industries must follow State procurement regulations which means an average delay of 156 days until material is approved for use. Industries does not have the tax advantages offered other companies in terms of leasing equipment or short-term borrowing capacity so purchases could be made in volume to realize volume/cash discounts.

Calendar Year Sales

1976	\$11,063,327
1975	10,294,940
1974	8,723,288
1973	7,155,742
1972	6,474,605

Industries continues to grow. Deliveries to State owned and aided agencies totaled over \$11,000,000 in 1976 or an increase of almost \$800,000. Orders received from various State agencies increased by \$1,400,000 since 1975.

Industries Management continues to concentrate on the problems of measuring and controlling financial performance and continues to look for ways to reduce fixed costs and increase production to meet the increases in overhead. However, one question is often asked: Why the profit motive?— The answer is simple. Because money earned through sales is placed back into the program, Industries is self-supporting and is supplying valuable supervision and training to inmates at little, if, any, cost to the Commonwealth.



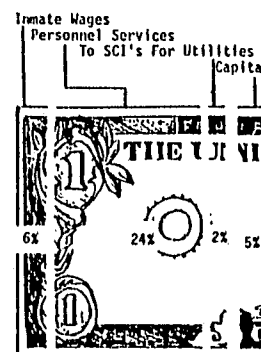
Auto Body Shop/SCI-Dallas

New Programs

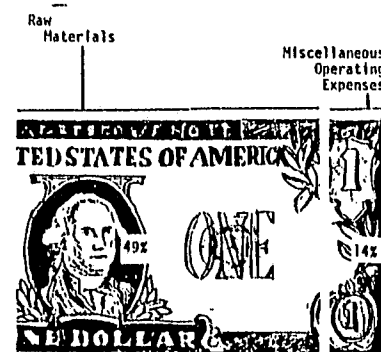
- * The auto body repair program, Dallas, was formally dedicated in December 1976. This program is a cooperating program with the Department of Education furnishing basic class room instruction in auto body repair, with Industries furnishing 'hands on' production repair training, for the purpose of actually doing body repairs, painting and wheel alignment of Commonwealth vehicles.
- * A new line of 21 pieces of therapeutic furniture was formally introduced at Camp Hill in March, for the purpose of supplying hard-to-find needed equipment for severely handicapped children.
- * A meat processing plant was opened at Camp Hill, wherein meats (beef and pork) are cut, packaged, frozen and distributed to Bureau institutions in portion sized servings to complement the Bureau's master menu program. This program is utilizing 15 to 20 inmates and has grown to supply 100% of pork and 57% of the beef used.

Where The Money Goes

37% of the money obtained from sale of products and services remains within the Bureau of Correction — a direct cost reduction to tax payers of Pennsylvania. Of this, 6% pays inmate wages; 24% pays the 163 persons on the complement, 79% of whom simultaneously serve a second function: immediate inmate supervision; 2% reimburses the institutions for steam, water, sewage and maintenance services; and 5% is used for capital equipment and improvements. Within the institutions The remaining 63% is used for miscellaneous operating expenses and for the purchase of raw material outside of the system.



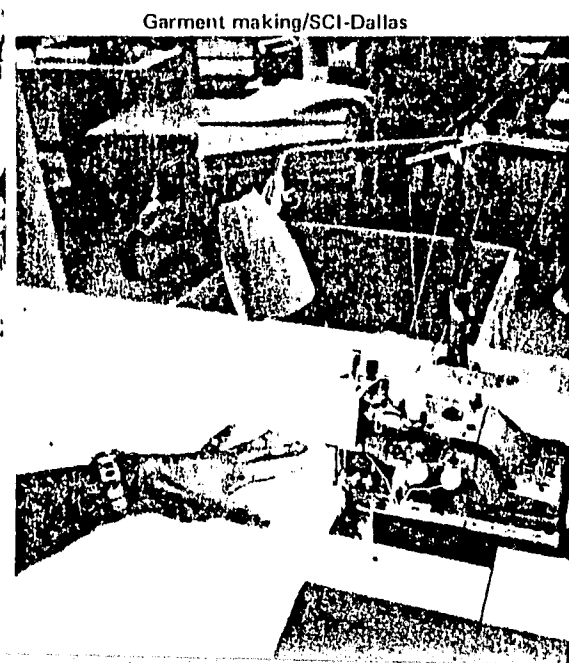
Stays within the Bureau of Correction -- Meaning



Paid to outside vendors for raw materials and miscellaneous needs



Piggery reconstruction (background)
SCI-Camp Hill



Garment making/SCI-Dallas

Construction Improvements

- * New towel looms are being installed at Graterford and are greatly increasing needed towel production.
- * A new potato storage facility has been erected at Muncy.
- * Construction was started on replacement of the burned piggery at Camp Hill.
- * The flour mill, Camp Hill, was razed and the head house reconstructed to enable grain storage.
- * Construction continues on an enlarged dairy facility at Graterford
- * Construction of new loose-housing dairy barn was completed with the renovating of the dairy barn to milking stalls, raw milk storage room and milk processing room nearing completion at Huntingdon.

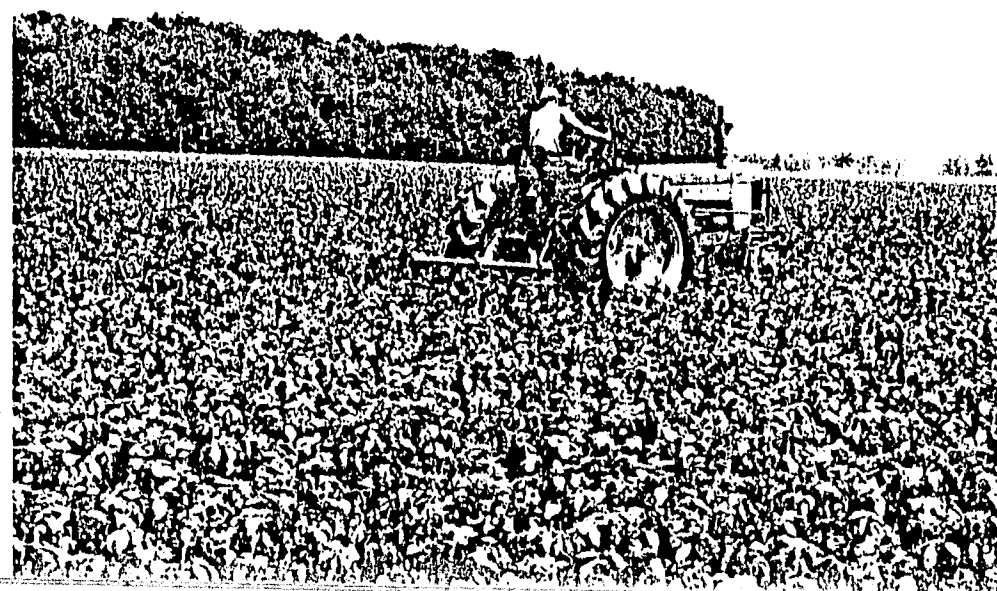
Relocation

- * Established, at Greensburg, a program to complement the nursery at Rockview and to furnish fresh vegetables to Greensburg and Pittsburgh.
- * Closed the Rockview Dairy in line with the farm consolidation plan and transferred cows to Huntingdon.

LOCATION OF INDUSTRIES DIVISION ACTIVITIES

1976

	CAMP HILL	DALLAS	GRATERFORD	HUNTINGDON	MUNCY	PITTSBURGH	GREENSBURG	ROCKVIEW
Data Processing								
Transportation								
Coffee & Tea								
Furniture								
Maintenance Crew								
Upholstery								
Mattresses								
Cardboard Products								
Auto Body Repair Shop								
Garments								
Underwear								
Shoes								
Textiles								
Soap & Detergents								
Printing								
Toys								
Metal Products								
Cannery								
Wood Products								
Nursery								
Farm Products								
Meat Processing								



INDUSTRIES OPERATIONS

DIVISION	PRODUCTS & SERVICES PROVIDED	Shops	Number Of Inmates Employed	Number Of Civilians Employed	MAJOR STATE CUSTOMERS	Sales 1976
Data Processing	Computer programming and data encoding services.	2	17	7	Justice Department - Board of Probation and Parole - Bureau of Correction.	\$ 177,097
Transportation	Delivering and hauling for state owned institutions.	3	20	20	Public Welfare - General Services.	182,039
Coffee & Tea	All coffee and tea products	1	8	1	Public Welfare Departments - Justice Departments.	1,124,780
Furniture	Benches, bookcases, desks, bureaus, cabinets, chairs, tables.	1	54	8	Public Welfare Departments - State Colleges.	245,168
Maintenance Crew	Construction and maintenance projects.	1	16	1	Within Industries and various townships.	6,939
Meat Processing	Beef and pork products.	1	16	1	State Correctional Institutions.	416,711
Upholstery	Upholstering of wooden and metal furniture.	1	13	1	Transportation Department.	13,777
Mattresses	Producing mattresses, pillows, laundry bags and reconditioning mattresses.	1	32	2	State Colleges - State Correctional Institutions and State Hospitals.	408,626
Cardboard Products	Producing cardboard products.	1	16	1	Civil Service Commission - General Services - Liquor Control Board.	48,418
Auto Body Repair Shop	Auto body repairs, painting, and wheel alignment.	1	3	1	General Services.	1,008
Garments	Uniforms, coats, raincoats, aprons, jackets, trousers, vests, nightgowns, shirts, slips and dresses.	3	293	11	State Hospitals - State Correctional Institutions	1,772,842
Underwear	Under garments for male and female.	1	51	1	State Hospitals - State Correctional Institutions	363,465
Shoes	Shoes for men and women. Dress shoes, work shoes and hush puppies.	1	55	3	State Hospitals - State Correctional Institutions	298,742
Textiles	Sheeting, ticking and all types of towels.	1	68	3	State Hospitals - State Correctional Institutions	243,949
Hosiery	Hosiery for men and women.	1	32	2	State Hospitals - State Correctional Institutions	143,399
Soap and Detergents	Laundry soap, scouring powder, toiletries and liquid detergents.	1	30	4	State Hospitals - State Correctional Institutions	582,888
Printing	Forms, envelopes, newsletter, and stickers for tags.	1	41	5	State Correctional Institutions.	262,795
Tags	Dog tags and license plates.	1	112	3	Counties and Transportation Department.	2,810,244
Metal Products	Signs, shelving, metal furniture and metal beds.	1	93	3	General Services - State Hospitals.	306,774
Cannery	Canned vegetables and fruits.	1	41	2	State Hospitals - State Correctional Institutions	557,795
Wood Products	Lumber and picnic tables.	1	22	3	Transportation Department.	61,426
Nursery	Trees and shrubbery.	2	17	3	Transportation Department - Dept. of Environmental Resources - Counties - Colleges.	47,312
Dental Laboratory	Dental products.	1	5	1	State Correctional Institutions.	
Shipping & Receiving	Receiving raw materials and finished products.	3	37	5	Within Industries Division.	
Farming	Milk, fruits, vegetables and hay.	6	366	36	State Hospitals - State Correctional Institutions	987,133
Administration	Budgeting, purchasing, sales, management engineering and ordering.	7	44	35		
Total - Shops, Inmates, Civilians and Sales		45	1,502	163		11,063,997



Philip Bannan, Director

Operations Division

The Operations Division of the Bureau of Correction coordinates and provides technical assistance to all state correctional institutions in the areas of custody, security, engineering, maintenance, food service, communications and transportation.

1976 Accomplishments

- * Additional vehicles at the institutions and at Central Office were equipped with two-way radios.
- * In cooperation with the Special Services Division, a large number of plans for new facilities and major renovations for counties and municipalities were reviewed and approved.
- * Received approval for new correctional officer uniforms. Began purchase of material for manufacture by Industries Division.
- * Completed a comprehensive post analysis study of correction officers' positions.
- * Completed installation of new Xerox equipment in Communications Center, resulting in increased capability and cost reduction.
- * Improved the security of the Central Office Building by the installation of visitors' reception area and publication of procedures for maintaining the

Goals For 1977

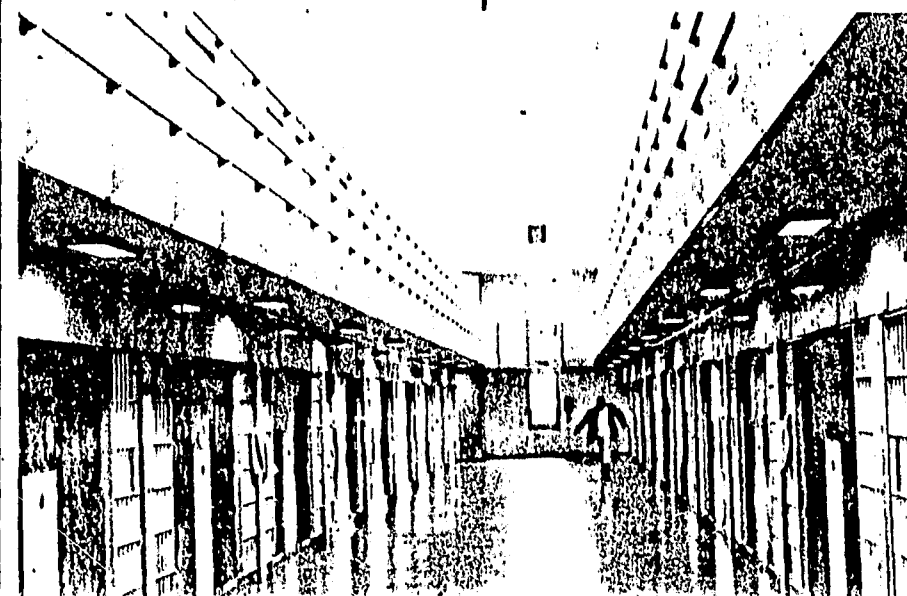
- * To comprehensively determine needed capital improvements, major nonrecurring maintenance projects and routine maintenance projects; to assure that all institutions and facilities are maintained, improved, repaired and modernized, to assure both cost-effectiveness and a safe, healthful atmosphere for both staff and inmates.
- * To improve morale of staff, especially among the uniformed personnel.
- * To continue to improve the institutions and facilities by continuing to monitor heating, lighting, ventilation, plumbing, food service and basic accommodations.
- * To continue to improve the communications network both inter- and intra-agency, including the Pennsylvania State Police, FBI, local law enforcement agencies and among the institutions by means of telecommunications, telephone and two-way radio.
- * To provide new transfer vans so that each major institution will have one van, and those with a diagnostic-classification center will have two.



Care and Custody

CLEAN Terminal/Direct link to SCI's and State Police

Cell block/SCI-Dallas



Major Disturbances

None

Minor Disturbances

Work stoppage by inmates at SCIH

Work stoppage by inmates employed in the

Tag Plant at SCIP

General sit-down by female inmates at

SCIM

Institutional Deaths

Natural Causes 5 Homicides 0

Accidents 1 Outside of

Suicides 3 Institution 5

Births

Escapes (1976) 6 Returned from Escapes (includes escapes from previous years)

76 From Inside 61

33 Work Details 31

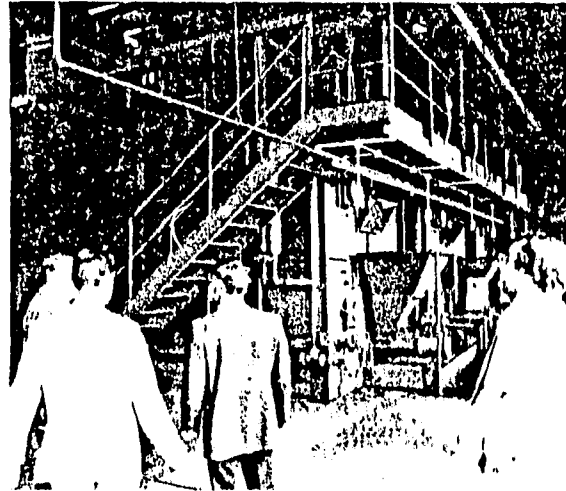
13 Work Release 13

47 Furlough 65

169 170



Maintenance And Construction



Inspection of Power Plant/SCI-Muncy

This section is concerned with the operation, maintenance and capital improvements of the physical plants and grounds under the control of the Bureau of Correction. In addition, we are concerned with the capital assets, the communications' system and the automotive fleet of the Bureau.

In order to accomplish this mission, the Central Office works closely with the Superintendent, the Deputy of Operations, the maintenance department and the business office at each of our eight institutions. All of these people constitute the body of this section and the Central Office merely coordinates the efforts and acts as the clearinghouse.

Capital Assets

The capital assets of the Bureau include land, buildings and equipment. While currently there are eight institutions in eight different locations, the Bureau owns land in three other locations. These sites were purchased with the understanding that new institutions would be built, one to replace the old SCI-Philadelphia and the other two for new Regional Correctional Facilities.

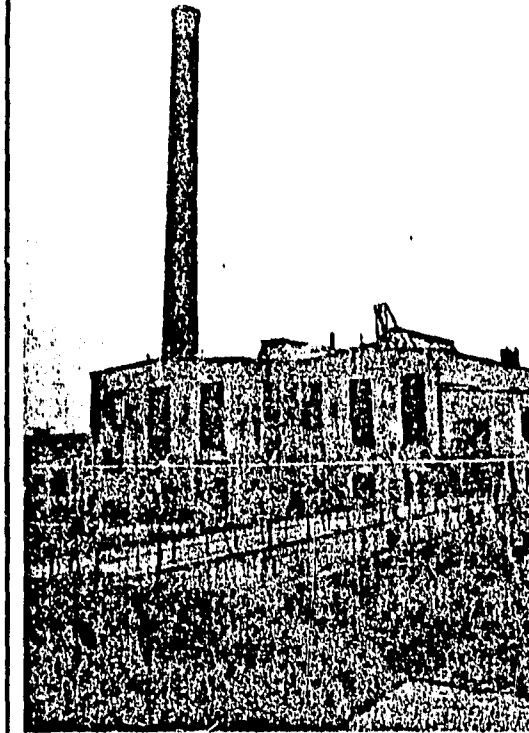
On one of the sites, in Mercer County, a Regional Correctional Facility is currently under construction, with completion scheduled for late 1977. It will have a capacity of 180 and cost in excess of 7 million dollars when completed.

At the other two sites, there was community opposition to our plans, and at this moment, all plans are being held in abeyance. It is our ultimate intention to build at least six Regional Correctional Facilities in separate sections of the state. The first step will be to locate suitable and acceptable sites.

There are approximately 489 buildings under the jurisdiction of the Bureau and these represent our principle concerns. Each year, funds are allocated for nonrecurring maintenance projects for normal maintenance, remodeling and minor reconstruction of these buildings. This is an ongoing problem which is increasing in proportion each year.

Long Range Planning

In the long range planning, the Bureau has approximately 41 projects of a capital improvement nature. These include a new Central Correctional Training Academy, a Field House, Athletic Field and Administrative Building at Graterford, a major reconstruction and remodeling of Pittsburgh, a Physical Education Building and a Hospital Facility at Rockview, renovations to Boiler Plants at several institutions and numerous other projects relating to utilities and facilities at all institutions. The total five-year plan will cost in excess of 70 million dollars.

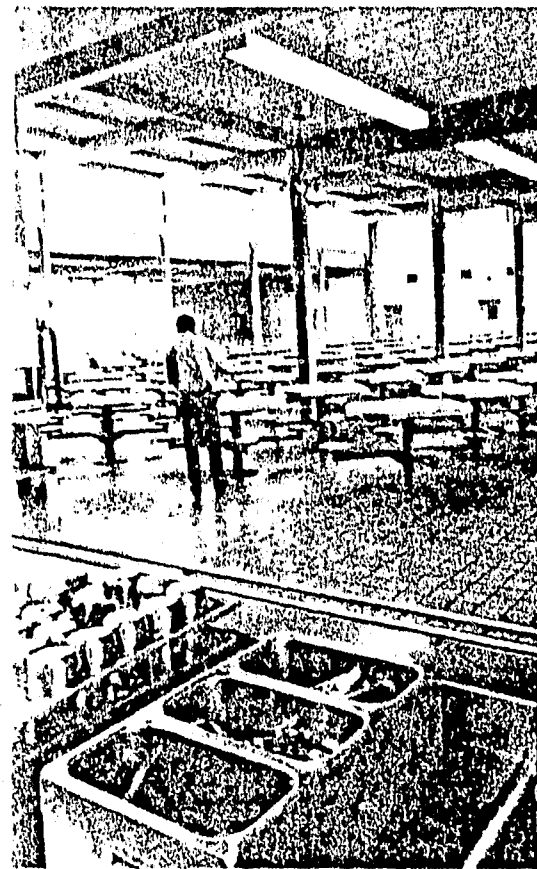


Power Plant/SCI-Graterford



Groundbreaking/State Regional Correctional Facility at Mercer

FOOD SERVICES



Master Menu

Planning and implementation of the Bureau of Correction Master Menu in Spring-Summer and Fall-Winter cycles was completed. This is constantly reviewed for nutritional value. This year, the menu committee consists of Mr. Gilbert Mountain of SCI-Huntingdon, Mr. George Mageras of SCI-Pittsburgh, Mr. Edmund Gagliardi of SCI-Camp Hill and Ms. Colleen McCann, R.D., Pennsylvania State University.

New Cost Control/ Nutritional Audit

Each institution submits a monthly standardized food service inventory report to the Institutional Food Research and Services Department of Pennsylvania State University.

Computerized information is then returned monthly to each institution and to the Bureau of Correction Food Service Coordinator. This consists of a combined food nutrient report, a food inventory report and summaries of both, with cost related to nutrient values and status and flow of inventory. This system is used as an accurate device for measuring standards of food service.

Inmate Training

The Bureau Food Service Training School completed its 16th and 17th class. A total of 207 inmates have attended this course. This course is a six-week basic training program for selected inmates assigned to Food Services. Priority for selected inmates is based on aptitude and interest. Mr. Ralph Solomon, Food Service Manager, is responsible for this program.

Steps To Improve Service

- * All institutions were visited monthly and evaluations submitted to insure high standards in food preparation and service, and to insure the nutritive value of food for the consumption of the individual.
- * Food services chief Anthony Bellavia held the position of Chairman of the Governor's Cost Reduction Food Purchasing Committee.

Additional Improvements

SCI-Graterford—Meat Grinder, Meat Slicer
 SRCF-Greensburg—Electric Stack Oven
 SCI-Pittsburgh—Vegetable Chopper & Grinder
 SCI-Muncy—New Officer's Dining Room
 SCI-Rockview—Dishwasher
 SCI-Dallas—Meat Saw
 SCI-Camp Hill—Electric Oven (Kitchen 1)

Food Expenses—Fiscal Year 1975-76

Central Office	\$ 51,467.86
Camp Hill	721,998.94
Dallas	559,116.66
Graterford	1,372,586.43
Huntingdon	660,519.02
Muncy	149,786.61
Pittsburgh	729,244.42
Rockview	750,932.38
Greensburg	147,651.11
Annual Cost	\$5,143,303.49
Total Meals Served	8,761,752
Average Daily Cost	1.77 per day raw food cost

Food Services Training Class/Central Office





Daniel Tepsic, Director

PERSONNEL MANAGEMENT DIVISION

Personnel Costs

- * Constitutes 74% of the Bureau budget
- * Of this, 24% is paid in the form of employee benefits

New Employee Benefits

- * Fully paid Blue Cross/Blue Shield for annuitants
- * Dental program for all management employees
- * Availability of new Health Maintenance Organization
- * Hourly Leave Management Program
- * Maximum increase to \$133.00 weekly for unemployment compensation
- * Life insurance increases for deaths at the hands of an inmate

Labor Agreements

Three were negotiated during the year: Pennsylvania Nurses Association, American Federation of State, County and Municipal Employees (AFSCME) Master and a separate Corrections Officer agreement under AFSCME (the Bureau is the only Agency under the Governor's jurisdiction to have such a separate agreement with AFSCME employees). Factfinding was used for the first time in resolving differences in the Pennsylvania 13. Social Services Union (PSSU).

Negotiations are being conducted for Pennsylvania Association of State Mental Health Physicians. 348 grievances were processed at the third level, a decrease of ten percent for the latter six months of 1976.

Job Placement—1976

- * Promotional Potential Ratings were administered to 134 Corrections Officers seeking promotion
- * 222 job applicants were responded to
- * 303 positions were reviewed for proper classification



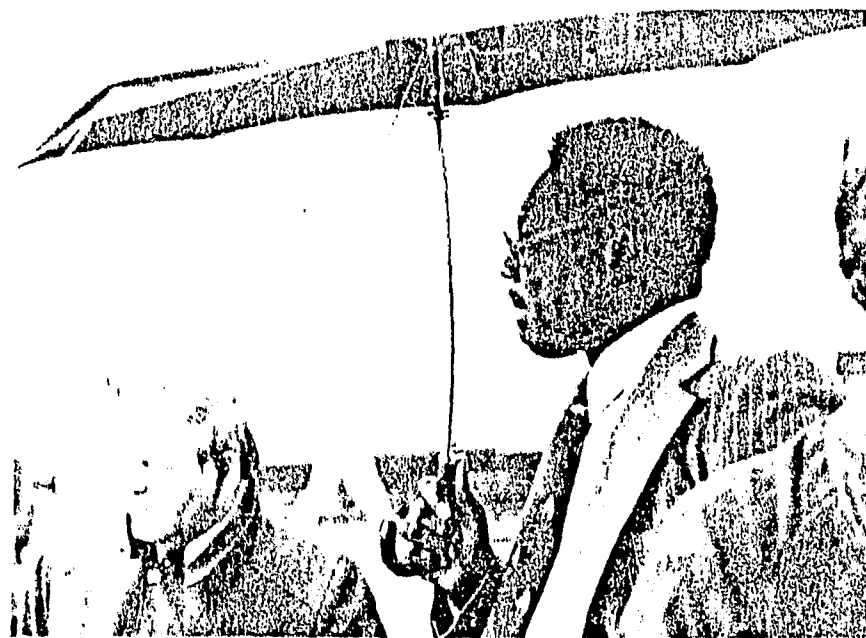
Superintendents/Dr. Joseph Mazurkiewicz and Julius Cuyler

Employees formed Bureau basketball team

Erie CSC Staff

Salaried Complement December 31, 1976

	Filled	Vacant	Total
	2,739	95	2,834
Positions			
(Vacancy rate approximately 3%)			
The personnel, encompassing 200 job classifications, are broken down as follows:			
Administration			484
Treatment, Educational			
Vocational, Medical,			
Trades and Industries			908
Corrections Officers			1,347





Gerald Massaro, Director

PLANNING AND RESEARCH DIVISION

The areas of responsibility in Planning and Research are the planning and evaluation of goals and objectives, and the determining of program priorities. In addition, this division provides statistical analysis and conducts research relating to statistical trends.

With the appointment of Gerald N. Massaro in August, 1976, the direction and aims of Planning and Research were revised and specific objectives relevant to both the Division's function and that of the Bureau of Correction have been established.

New Planning Responsibilities

Additional functions were added during the latter half of 1976 giving it the responsibility of coordinating all grant requests including the review and recommendations pertaining to Bureau priorities, grant criteria, and the identification of funding resources. In short, Planning and Research became the contact point for all grant activities.

Also placed under this division in 1976 was the County Correctional Statistics program previously operated under the Governor's

Justice Commission. This program provides for the collection of all statistical data concerning the inmate population of county prisons and jails, thereby establishing the Bureau of Correction as the centralized point for the collection and processing of all data pertaining to inmates on a local and state level. By reducing fragmentation, the project will enable the Bureau to establish uniform procedures on data collection and processing. With its placement in Planning and Research, the use of such data is centralized for Planning and Research purposes.

1976 Projects

The major effects of the Planning and Research Division during much of 1976 were devoted to statistical analysis including: a study of escapees during a five year period which yielded a profile of characteristics of potential escapees, and a forecasting of the population trend facing the Bureau of Correction.

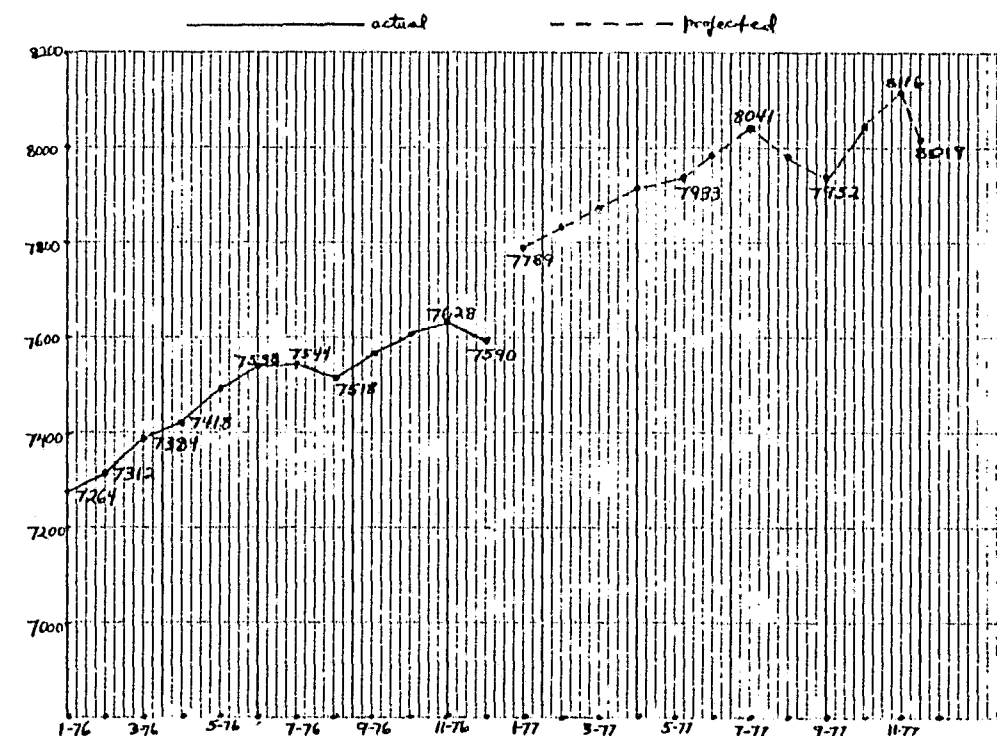
The division was also involved in, the design of the Inmate Compensation Plan, a study of space utilization and inmate flow of the Camp Hill Infirmary, and the

coordination of data on offenders using a firearm in the commission of a crime.

Presently, the Division of Planning and Research is performing a systems analysis of the Bureau's information needs and data processing capabilities. It is also expected that the planning capabilities of the division will be enhanced during the coming year in order to establish Bureau priorities as requested by the Commissioner.

Forecast

Utilizing available data and recognizing past trends, the Planning and Research Division reported a population projection in June of 1976 which, in summary, is as follows: By November 1977, the Bureau's inmate population will peak at 8,116. With every single housing unit in good repair, maximum capacity is 8,024.



Health Care

Full-time laboratory services and drug-screening were expanded and now are available system-wide. Additional personnel were hired at some locations to fill positions needed to assure good health care delivery. Procedures, policies, and organizational structures continued to be reviewed and updated.

The Governor's Health Task Force was disbanded and will be reorganized with a greater focus on the provision of services by the Department of Health.

<i>Sick Call Visits, Medication Line, and Emergency Medical Services</i>	There were 1,614,374 separate visits to the Bureau's dispensaries.
<i>Physical Examinations Performed</i>	6,794
<i>Laboratory Tests Performed</i>	34,207
<i>X-Ray Examinations</i>	22,730
<i>Special Testing Procedures (Electrocardiograms, etc.)</i>	22,242
<i>Immunizations and booster shots administered</i>	12,075
<i>Reportable Communicable Diseases</i>	186 were diagnosed, treated, and reported to the Department of Public Health.
<i>Average Daily Hospital Count</i>	29 inmates per day
<i>Total Number of Operations Performed (Major and Minor Surgery)</i>	1,075
<i>Inmate Visits to Outside Consultants</i>	1,300

Inmate Records

The Inmate Record, Retention and Destruction Program, initiated late in 1975 was launched full force during 1976. A total of 596 cubic feet of records was transferred to the State Records Center. Approximately 2,968 cubic feet of records have been destroyed and approximately 3,500 individual inactive files have been retained at the institutions for subsequent transfer at the end of the calendar year.



Therapeutic Community/SCI-Camp Hill

Year End Populations 1971-1976

	<i>Committed</i>
December 31, 1976	759,000
December 31, 1975	723,700
December 31, 1974	676,800
December 31, 1973	651,700
December 31, 1972	614,200
December 31, 1971	534,600

During fiscal year 1975-76, this office, in conjunction with the field institutions and Community Services, processed a total of 45,572 individual population movements.

A major accomplishment was the rewrite of the OM-9, *Records Officer's Manual*, to confirm with new Bureau of Correction policies, procedures, and treatment programs, as well as with Pennsylvania's new Crimes Code and with the principles of completeness, accuracy, security and privacy, as outlined in Pennsylvania's Plan for Privacy and Security of Criminal History Record Information.

The County Prison Statistical Program was transferred to this section from the Office of Criminal Justice Statistics, Governor's Justice Commission. Thus the Bureau of Correction is responsible for collecting and processing all the correctional statistics in Pennsylvania.

Other Program Improvements

Training Aids developed for staff: Program Development, Mental Illness, Homosexuality, Report Writing, and other related subjects.

A thorough review of procedures manuals was completed. Revised editions of these manuals were prepared, approved, and distributed.

A survey of the extent of student internship programs and suggested guidelines was begun. The findings

will be compiled with specific recommendations for future standardization of this program.

Therapeutic Community At SCI-Camp Hill (institutional and community-based services to drug abusers)—This year the capacity increased to approximately 80, thus providing services to more inmates than before. Greensburg and Pittsburgh continue their general

services for drug abusers in conjunction with local agencies.

Operations Outward Reach At SRCF Greensburg (union-approved building trade training to inmates on pre-release status)—This is funded and operated by a local agency and has been cited as an exemplary program. Plans are being made to duplicate this in other institutions.

Furlough Report

The furlough program is part of the Bureau of Correction's pre-release programming, in operation since Christmas 1970. With improved screening procedures implemented during the past year, the failure rate in over 4,300 furloughs was only 1%. This ties the previous best yearly record for success established in 1974. However, the 1976 failure rate for the more than 1,600 inmates who participated in those furloughs was only 2.6%, by far the most successful year since the program was implemented.

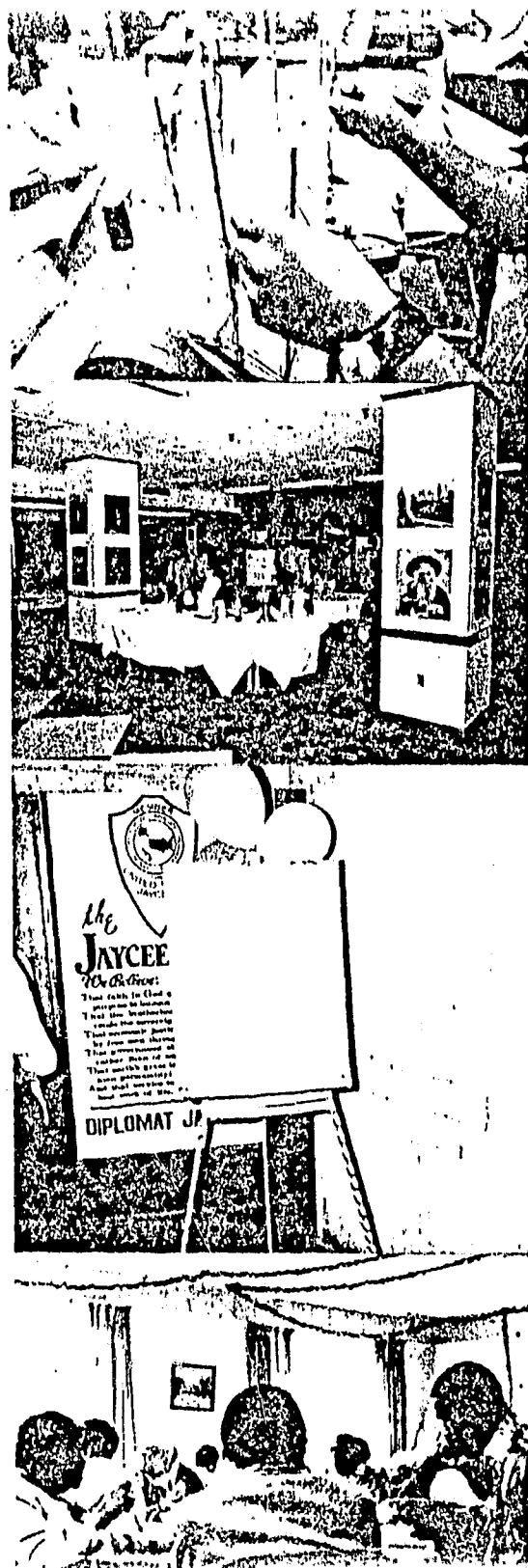
These statistics show that the inmates who were allowed to have home furloughs during 1976 abused the privilege less frequently than in any year previous. It is interesting to note that in November 1976 there were no arrests and no escapes connected with the program, the first 100% successful month since the inception of the program.

Capping the 1976 furlough record were special holiday furloughs which saw a record of 932 inmates visit home over the Christmas and New Year holidays. Only five inmates failed to return at the completion of the program, a success rate of 99.5%.

FURLOUGHS—1974-1976

	<u>Grand Total</u> (December 1970 to Present)	1976 Total	1975 Total	1974 Total
No. of Inmates Furloughed	8,193	1,634	1,539	1,506
No. of 1st Furloughs Granted	8,193	1,225	1,109	1,123
No. of Furloughs Granted	27,869	4,315	4,108	5,053
No. of Escapes on Furlough	561	42	59	64
No. of Escapes on 1st Furlough	203	16	27	26
No. Arrested on Furlough	28	3	4	4
No. Arrested on 1st Furlough	11	2	3	1
% Escapes to Inmates	6.8%	2.6%	3.8%	4.2%
% Escapes to No. of Furloughs	2.0%	1.0%	1.4%	1.0%
% Arrests to Inmates	0.3%	0.2%	0.3%	0.3%
% Arrests to No. Furloughs	0.1%	0.1%	0.1%	0.0%
% Escapes on 1st Furlough to No 1st Furl.	2.5%	1.3%	2.4%	2.3%
% Arrested on First Furlough	0.1%	0.2%	0.3%	0.0%
Total Escapes Still at Large	47	18	20	N/A

Arrested is assumed if: Returned by other authorities, held by other authorities, or returned from a county prison following release on furlough



ACTIVITIES

In October, Ronald Markowski was appointed as Chief of the Activities Section. He will provide the needed leadership to further organize and develop the activities program.

Recreational Programs have contributed more than 50% of the emphasis in Activities, with creative arts and community programs (inmate organizations and volunteers) adding the remaining percentage. Over 300 volunteers have provided some form of service to the institutions.

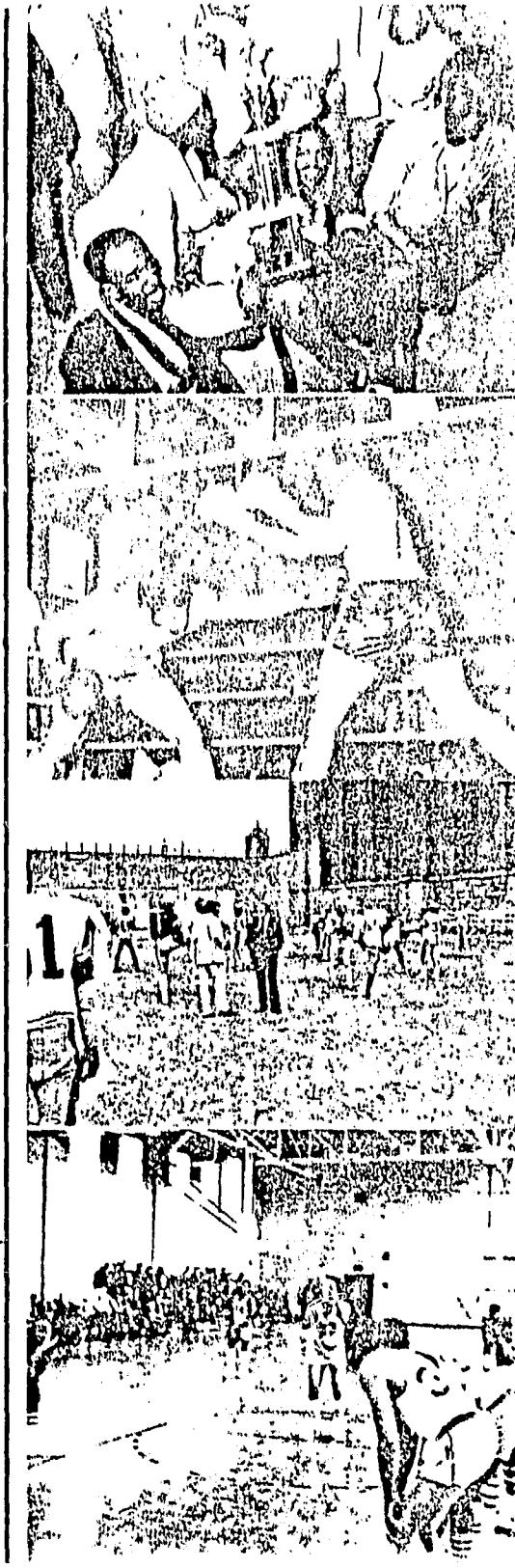
Inmate Art Shows have been conducted throughout the state, with as many as 150 pieces of work, from 50 artists being displayed in each show. Inmate organizations continue to attract participation from 30% of the population. Leadership roles in these groups and direction of their projects remains at less than 10%, however, services to the institutional community have increased.

At least 60% of the population benefits from some organizational program. Photo projects, sale of articles such as ice cream or coke, magazine sales, etc. abound throughout the institutions. Several joint projects have been developed in which an inmate organization will match contributions from other organizations and Inmate General Welfare Fund to provide a special movie or musical group.

Athletics

The boxing program under the coordination of Mr. Charles Daniels, provided another outlet for developing inter-institutional competition and an expanded organized sports program. After the first boxing tournament in November 1975, some 12 inter-institutional bouts have been organized by the new boxing coordinator, with 120 boxers participating. Nearly 500 inmates have shown some degree of interest in participating in this sport. In every institution where boxing shows have been staged, nearly 100% of the population enthusiastically participated. In November 1976 the second annual boxing tournament was held at SCI-Camp Hill.

In addition to boxing, inter-institution tournaments in basketball, softball, and power weightlifting were held.



Major Activities in 1976

Approximately 90% of the population is involved in some activities, either structures or unstructured.

Inmates'		Inmates'	
Sports	Participations	Organizations	Participations
Baseball	3,282	Lifer's Association	2,198
Football	1,642	Jaycees	6,688
Basketball	3,719	Other	8,030
Boxing	2,119		
Other	25,156		

Pardons Case Representation

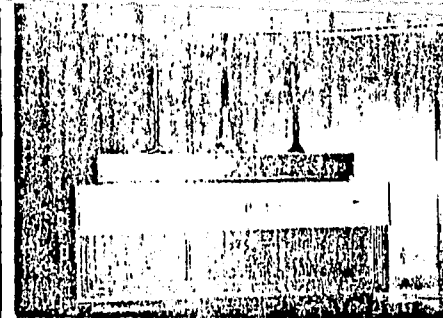
During 1976 the role of the Pardons Case Specialist was strengthened and alternate representatives were authorized. David Bayne, pardons case specialist, trained ten central office and institution employees to serve as co-representatives. Each has presented cases before the Board of Pardons. The result is expanded service to inmates seeking commutation and further insurance of in-depth preparation and personal attention to each case. This program will be further developed during 1977.

- * In 1976 on a monthly basis:
- * 42% to 76% of all cases heard by the Pardons Board were confined inmates in the Bureau of Correction.
- * 33% to 70% of these cases were presented by Bureau pardons case representatives.

Barbering and Cosmetology

In the Barbering Program, a total of 87 persons received Student Permits. Of these 87 students, 49 received Registered Barber Licenses.

In the Cosmetology Program at SCI Muncy, a total of 10 persons received Student Permits. Of these 10 students, 6 received Operator Licenses.

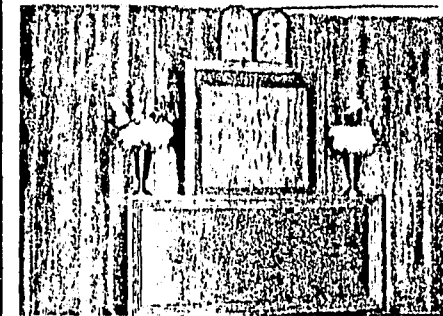


Protestant

Revolving Altars At SCI-Camp Hill



Catholic



Jewish

Correctional Chaplains

Religious counseling of residents and their families continues to be as natural a part of the chaplain's life as breathing, and this consumes a goodly number of his weekly hours.

Chaplains during 1976 have increased their involvement with treatment programs and brought their unique theological perspective to meetings involving professionals of many fields.

Two teaching chaplains at SCI-Camp Hill continued their programs through 1976, involving a total of twenty seminarians and ministers in their official Association of Clinical Pastoral Education (ACPE) and American Catholic Correctional Chaplains Association (ACCCA) programs.

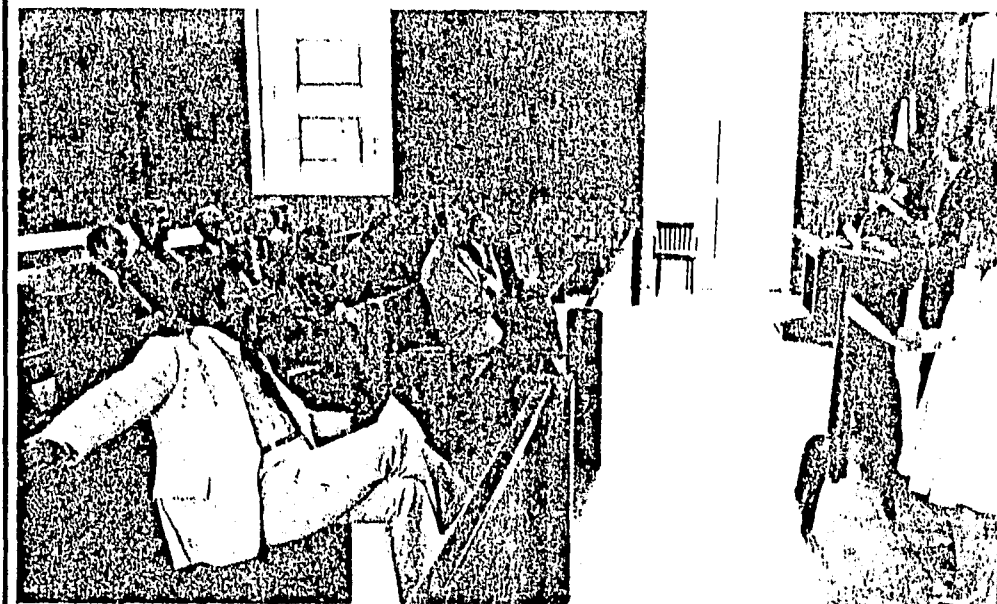
Other programs which enrich the resident's social exchange with outside volunteers have been the Yokefellow programs, the Holy Name, Dismas and Alpha programs.

Important Events

- * The Dallas Conference of State Correctional Chaplains in November. Chaplains met with Commissioner Robinson to exchange ideas.
- * State Chaplains Association became affiliated with the Pennsylvania Prison Wardens Association.
- * Wallace D. Muhammad, Chief Minister of the Worldwide Community of Islam in the

West, visited SCI Graterford; his first official visit to a correctional institution.

- * An historic first was the Thanksgiving ecumenical service at SCI-Muncy. Christians, Jews and Muslims participated.
- * Bill Glass, former pro football star, brought his team of religious volunteers to SCI-Dallas for a three-day spring program of sports and religion.
- * Christmas Midnight Mass was held in two institutions and was well attended.
- * Two Pennsylvania Bishops visited their constituents inside the walls and religious leaders in general have shown a marked interest in incarcerated people. Daily and weekly formal and informal religious services were held on regular schedules with attendance on a slight increase. Increasing attendance is noted for smaller groups such as the Christian Scientists and Jehovah's Witnesses.



Seminarians sing farewell to Rev. Braxton Cooley, teaching chaplain for Clinical Pastoral Education/SCI-Camp Hill



Harry Wilson, Director

Special Services Division

The principle concern of the Bureau of Correction in the operation of this Division is to enhance its relationship with the county jails throughout the Commonwealth. Although the Bureau of Correction has had an official relationship to the county jails for years, the present administration believes that an improved understanding of their functions and increasing problems is necessary.

Until recently, the relationship of the Bureau of Correction to the County jail revolved around the mandated inspections and the movement of inmates to and from county and state facilities. Since the creation of the Division of Special Services, the activities of the Bureau above and beyond the inspection function have increased significantly. The impact of the services offered can be measured by the response of many counties to the Bureau's recommendations and assistance.

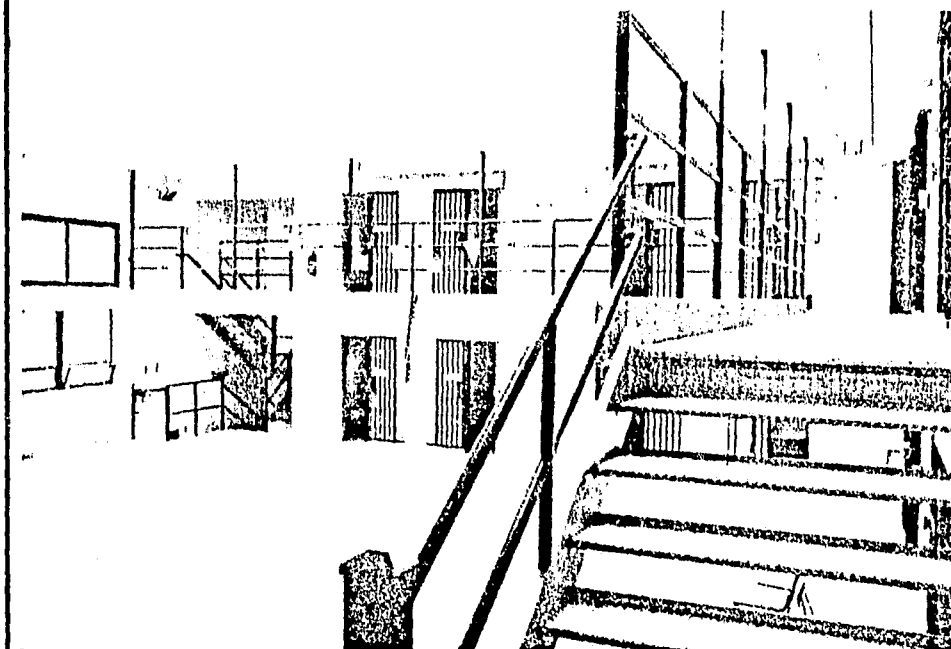
1976 completed the first full year of direction by Harry E. Wilson, former Warden of Mercer County Prison. Under his leadership, the Division expanded its scope of operation.

Facilities Evaluation Section

Inspections and re-inspections were conducted of the seven major correctional institutions, one regional correctional facility, fifteen community service centers, sixty-nine county prisons and jails, and approximately 440 municipal detention facilities.

During the waning months of 1976, personnel of the section, aided by supporting staff conducted a major administrative survey of a large county prison, at the request of the prison board. Initiation of the inquiry caused a criminal investigation of prison staff members; the investigation was conducted concurrently with the administrative survey. These actions resulted in a total reorganization of the prison and the temporary assignment of two commissioned officers from the Bureau to implement that reorganization, acting as Warden and Deputy Warden of the prison.

During 1976, the new Mercer County Jail was officially dedicated and occupied and Westmoreland County opened its new facility. Several other counties are planning new prisons, major renovation and multi-county facilities.



New Mercer County Jail/Mercer, PA





Plans for all new detention and correctional facilities are approved by the Bureau

Internal Security

This section is responsible for conducting criminal and administrative investigations of Bureau personnel and inmates in the State Correctional System. When requested by appropriate authorities, Internal Security also conducts investigations in county prisons and municipal jails. Internal Security works closely with Federal and State law enforcement agencies and in fact frequently conducts joint investigations with them.

In 1976 the Internal Security Section initiated sixty-six full field investigations and nineteen limited investigations. Fifty-four of the full field investigations and all the limited investigations have been completed.



Fredric Rosemeyer, Director

Staff Development Division

Staff training and personnel development hold a high priority in the objectives of the Bureau as demonstrated by total budget expenditures and employee participation in the many training programs provided by the Division:

	Fiscal 73-74	Fiscal 74-75	Fiscal 75-76
Total Training Expenditures	\$871,359	\$915,977	\$918,570
State Funding	219,919	475,977	688,927
Federal Funding	651,440	440,000	229,643
Number of Persons in Bureau Sponsored Training			
Total: State Employees	a	a	1707
New Employee Training	a	a	364
Training for Trainers	a	a	85
Additional Training	a	a	1258
Total: County Employees	175	546	1012
Academy Training (All courses)	175	260	290
On-Site Training	b	286	517
Special Seminars	b	54	205
Grand Total of Persons in Bureau Sponsored Training			2719

Notes: a - comparable data not available
b - this component not provided in 1973-1974

The division is charged with training responsibilities for the more than 2,700 state employees working in corrections and a similar number working in 69 county jails. The size of the task alone is large, but it is further complicated by the multiple programs designed to meet a wide variety of training needs.

Task Force to Revise Training Plan for 1976-1978

Early in 1976 a task force of twenty persons working in corrections on the county and state levels completed a review and revision of the comprehensive training plan which resulted in the training plan for 1976-1978. For new Bureau employees the Plan, in outline form, emerged as shown below:

TIMEABLE FOR STATE PROBATIONARY TRAINING PERIOD

PRE-SERVICE TRAINING (FULL-TIME TRAINING)					ON-THE-JOB TRAINING (PART-TIME TRAINING)		PERSONNEL EVALUATION
Institutional Orientation	Basic Academy Course	Job Orientation	1 R A T I O N G	On-the-Job Training with Intensive Supervision	1 R A T I O N G	On-the-Job Supervised Training With Employee Gradually Assuming More And More Responsibilities. Increased Responsibilities Are Based Upon Evaluations, Experience, Performance, And The Supervisor's Discretion Based On Direct Supervision.	
Minimum of 2 days	15 days	Maximum of 10 days	1 H N G	15 days	1 H N G		
16 Hours	120 Hours	144 Hours	E V A L U A T I O N	120 Hours	E V A L U A T I O N		
2 Days	3 Weeks	10 Days		3 Weeks		42 Weeks	
7 WEEKS							
10 WEEKS							
26 WEEKS							
52 WEEKS							

The task force to revise the comprehensive plan established a basic curriculum which is firmly grounded on corrections theory, with emphasis placed on the acquisition of basic insights and skills.

Major Blocks Of Training

- * An introduction to the criminal justice system
- * Basic skills in security and custody
- * A broad understanding of the prison population
- * The safe and effective use of firearms and chemical agents
- * Basic principles of unarmed defense
- * The use of physical restraints
- * A major emphasis is placed on human behavior and staff-inmate communications

TRAINING FOR STATE CORRECTIONS PERSONNEL

Under the leadership of Director Rosemeyer and Chief of State Training, Norman Friend, training coordinators met for three days in July with leaders of the institutions and the Bureau to review and develop job expectations for the coordinators.

The Training Coordinator, it was agreed, performs a dual function; as a *coordinator* he draws together institutional and outside resources to assist him sponsoring an up-to-date in-service training program for prison employees. As a *trainer* he is the principal instructor for those areas of curriculum within his area of expertise and certification.

Training For Trainers

To assist the coordinators in further certification, the Division sponsored four Train the Trainers Seminars during 1976. Twelve different coordinators, academy directors and divisional staff were certified as trainers in Defensive Driving (4), First Aid (10), Weapons Training (8) and Cardiopulmonary Resuscitation (11).

Professional Growth through Training

--Dr. George Killinger, director of the Institute of Contemporary Corrections of Sam Houston State University, led a day-long seminar for 40 corrections leaders of the Commonwealth.

--Two division directors participated in four weeks of the Strategic Management Program at the Wharton School of Business of the University of Pennsylvania.

--Four academy directors received advanced training in an assortment of corrections specialties related to their instructional responsibilities.

--The American Productions System of Austin, Texas provided a day long seminar in training materials for ten members of the Division and academy staffs.

--Two division staff members participated in a national symposium on training methods, equipment and materials.

--Fifteen top executives gave leadership to and participated in the institute for correctional law sponsored by the Villanova School of Law. "Due Process in Prisons" was the focus of the institute.

Training for New Employees

New employees complete the three week basic training course within the first two months of employment. During 1976, 242 new employees (67% of all new Bureau employees) completed basic training. 364 employees appointed during 1976 received institutional orientation and every new employee received the 8 hour Defensive Driver Training required by the Commonwealth.



Central Office employees learn cardiopulmonary resuscitation

Additional Training

More than 1,150 persons participated in special in-service and out-service training as shown below:

<i>Training Component</i>	<i>Participants in 1976</i>
American Red Cross First Aid	232
Weapons Training	347
Cardiopulmonary Resuscitation Course	15
Bombs and Explosives Seminar	50
Riot Task Force Training	30
Crisis Intervention Training	20
Drug Seminars	75
Treatment Staff Seminars	70
Food Service Training	16
Chemical Munitions Seminars	19
Maintenance and Construction Seminar	16
Personnel Training Seminars	20
Environmental Sanitation	80
Food, Agriculture and Industries Seminars	40
Teacher Training Course	25
Community Service Center Organization Seminar	23
Hostage Confrontation Training (NYC)	8
Chaplains Training Course	20
Communications Skills and Methods	25
Pardons Board Casework	28

Bureau employees enrolled in formal college courses as a part of their professional development. In addition to the large number of Law Enforcement Program (LEEP) and Veterans Administration (VA) sponsored programs, the Division funded advanced education for seventeen employees who earned eighty-two semester credits from a dozen Pennsylvania colleges and universities.

TRAINING FOR COUNTY CORRECTIONS EMPLOYEES

More than 2,600 persons staff the county prisons of Pennsylvania. Their need for continuing training is great. It is estimated that not more than 35% of county corrections personnel have had *any* formal training in modern corrections; moreover, twenty-seven of Pennsylvania's sixty-seven counties have been untouched by training programs of any sort.

On-Site Training

On-site training, initiated by Director Rosemeyer in 1975, made large gains in 1976. The courses, averaging twenty hours in length, were taught by experienced Bureau trainers. Statistical information reflects the phenomenal growth in this phase of training.

	1975	1976
Counties Participating in On-Site Training	12	25
Trainees enrolled in On-Site Training	286	517



On-Site trainers/Anthony Douglas (above), drug abuse/Frank Patts (below), contraband and security





Basic course-fingerprinting/Central Academy

ACADEMY TRAINING AND SPECIAL SEMINARS

Academy

Academy based courses, basic training, management training and advanced seminars saw an increase of 12% in the number of county officers attending. Of greater significance, perhaps, is the fact that five counties that had not sent employees to the Academy during the previous two years sent trainees during the year. Thirty-eight counties were represented in academy based training.

Changes in Basic Training Statistics

A major achievement in staff training in 1976 was the accreditation of the Basic Training course for three hours of college credit by the Lehigh County Community College. Twenty-One trainees claimed transcripts for their basic training achievements.

Seminars

Training sessions conducted at two statewide conventions of county wardens were the most notable expansion in this aspect of county training. Approximately 100 county personnel participated in six hours of training that focused attention on drug abuse.

Seventy-five county officers attended special training programs on institutional sanitation, bombs and explosives, drug seminars and food service workshops.

Working for the Future

The Division continues its commitment to the concept of a single academy as the center for professional corrections training. Consistent with this ideal, 1976 saw a consolidation of academy resources from three centers to two; the Eastern Academy at Dallas and the Central Academy at Camp Hill. In spite of this reduction of academy capacity, total academy training experienced a 9% growth in 1975-76 over the previous fiscal year.

Task forces have been at work to locate and develop a physical facility suitable for a Bureau academy. National experts and Bureau staff have met to consider questions of great importance to the establishment of a modern training center for the more than 5,400 corrections employees in the Commonwealth.

Academy Statistics

	<i>Fiscal 73-74</i>	<i>Fiscal 74-75</i>	<i>Fiscal 75-76</i>
Number of Academy Centers	3	3	2
Number of Trainees			
Basic Training Course	482	481	468
Advanced Training Course	108	91	55
Management Course	40	127	136
Other Courses	0	29	135
Grand Total, All Courses	630	728	794