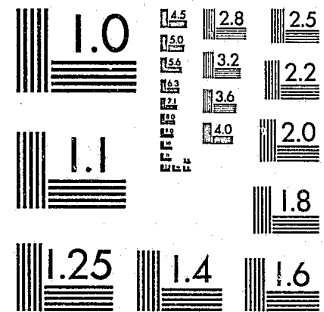


National Criminal Justice Reference Service

ncjrs

This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

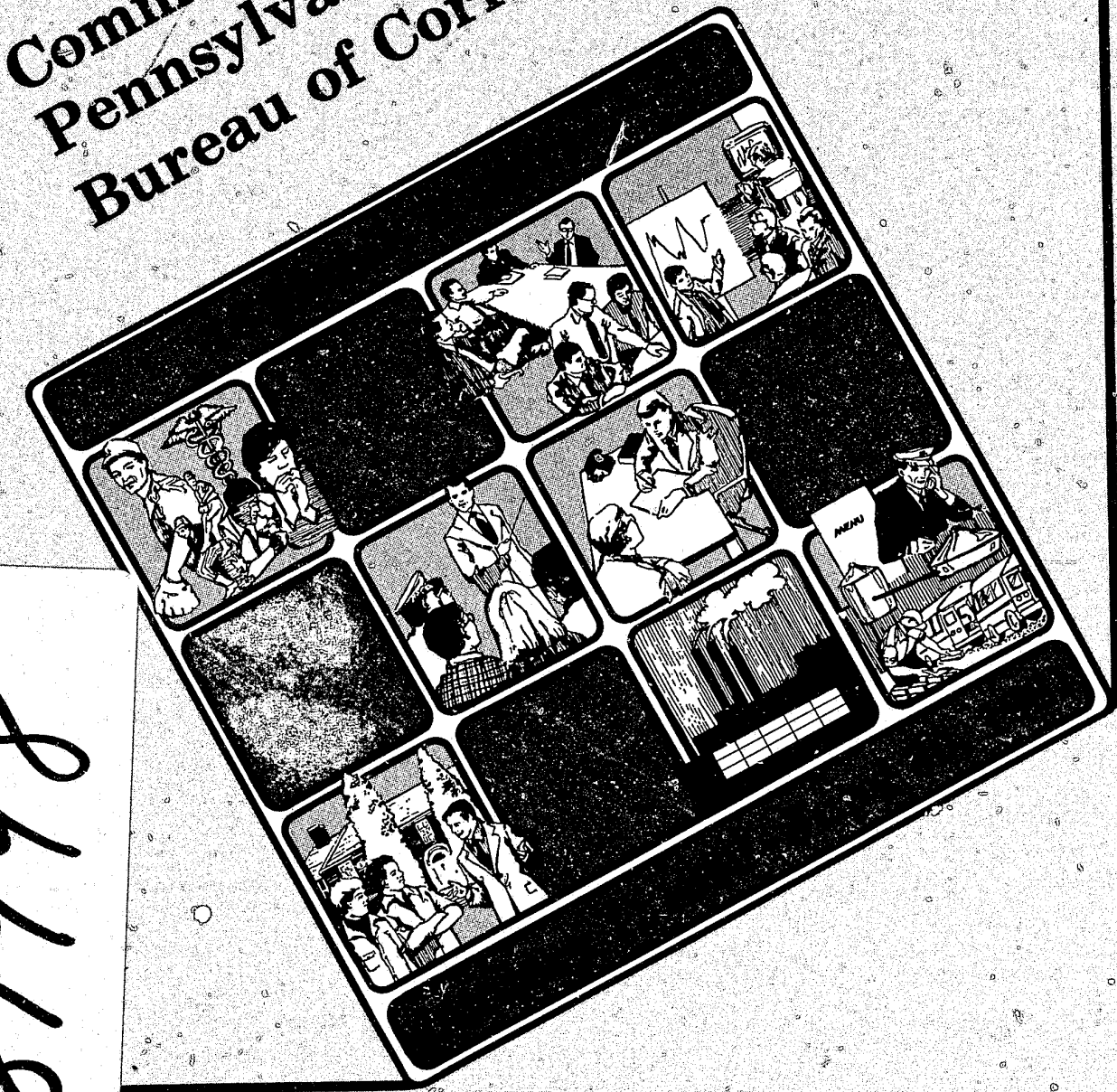
Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

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

7-6-82

**Commonwealth of
Pennsylvania
Bureau of Correction**



81998

CR Sent
6-14-82



Bureau of Correction 18 Month Report

NCJRS

DEC 10 1981

ACQUISITIONS

Published October 1981

by
Public Information Office
Bureau of Correction

Kenneth G. Robinson
Editor, Photography

Judy Russell Smith
Associate Editor

Layout and Art
by
Composition Unit
Office of Budget
and Administration

Printed at SCI-Huntingdon



Dick Thornburgh, Governor



William W. Scranton III
Lieutenant Governor



Ronald J. Marks
Commissioner



Erskind DeRamus
Deputy Commissioner

U.S. Department of Justice
National Institute of Justice

81998

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

Pennsylvania Bureau of
Corrections

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

RONALD J. MARKS
Commissioner



ERSKIND DERAMUS
Deputy Commissioner

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

To Governor Dick Thornburgh
Lieutenant Governor William W. Scranton III
General Counsel Jay Waldman
and
The Citizens of Pennsylvania

In submitting the Sixth Annual Report of the Bureau of Correction, which this year covers an eighteen-month period reflecting our change to fiscal year reporting, we present a profile of a system confronted by unprecedented growth in offender population and a need for greater resources. It is, nevertheless, a system being managed equitably and economically with increased emphasis on improving security and creating more wholesome living conditions.

In moving to accommodate the current increase in commitments, we are converting and renovating all possible institutional areas to provide an adequate housing capability. In addition, we have turned to the use of trailers within security perimeters and the expansion of our forestry camp at Rockview. We are still badly in need of cell space and look forward to the establishment of a new, secure facility on the grounds of Graterford.

We have, however, despite the population problem, undertaken new initiatives to provide better medical care and food service within our institutions as the individual reports from institutions verify. We are also maximizing efforts to use community resources and community service centers to their full potential - and to provide the job training and placement services needed by inmates to succeed in society after release.

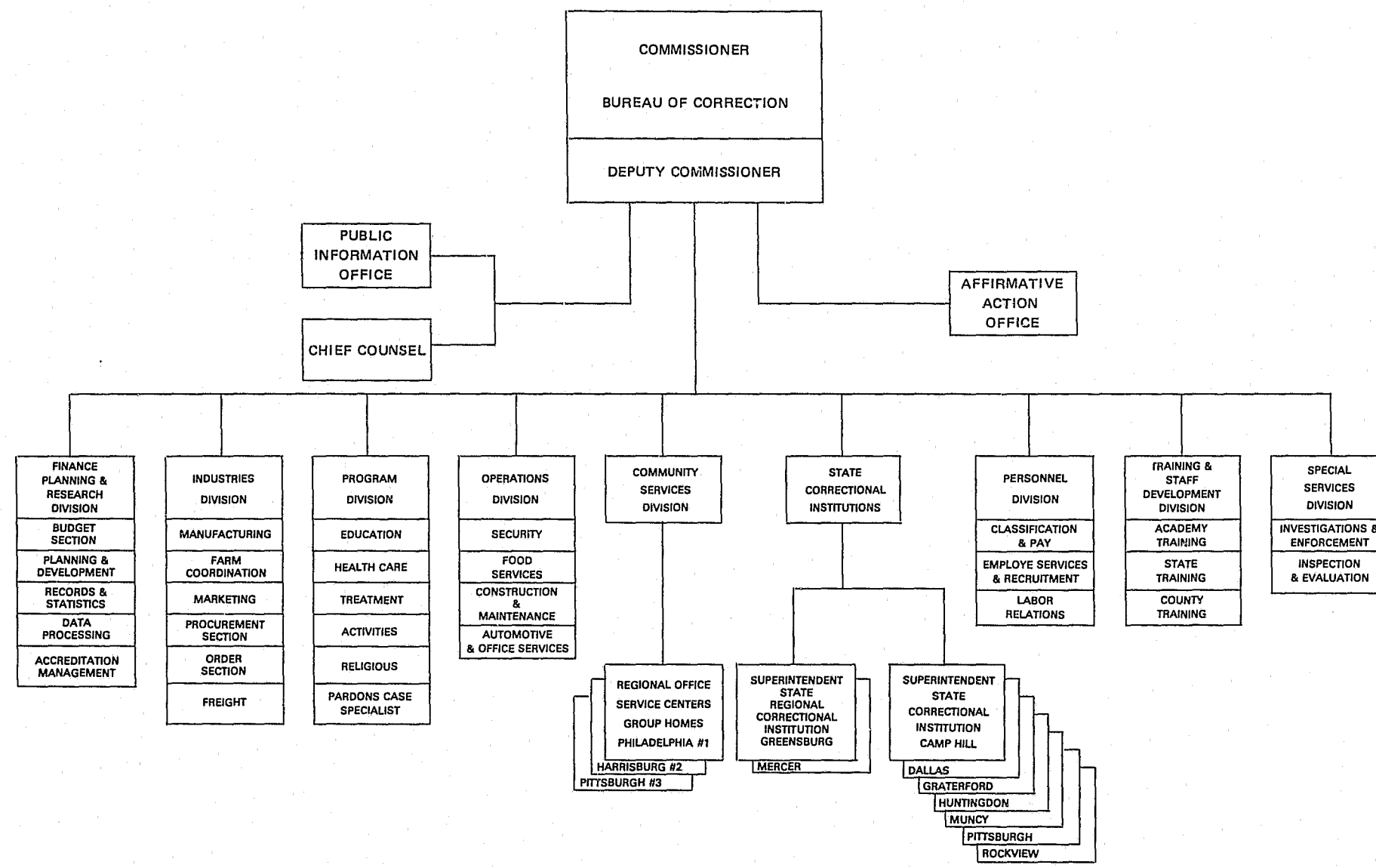
Protection of society remains our most important duty. Like the great founder of our Commonwealth, William Penn - 300 years ago - we believe that society is best protected when prison conditions are decent, policies just; and, the opportunity to change is open and available to all.

We hope you see in this report a correctional system that reflects these values.

Respectfully,

Ronald J. Marks
Ronald J. Marks
Commissioner

III:



CENTRAL OFFICE EXECUTIVE STAFF

Ronald J. Marks
Commissioner

Erskind DeRamus
Deputy Commissioner

Louis E. Smith
Executive Assistant
to the Commissioner

Charles C. Pagana
Director, Community Services

Lee T. Bernard, II
Director, Finance, Planning
and Research

Edwin A. Harmon
Director, Industries

Robert K. Rhodes
Director, Operations

Sherree L. Sturgis
Chief Counsel

Kenneth G. Robinson
Public Information Officer

David Gearhart
Administrative Assistant
to the Deputy Commissioner

Daniel Tepsic
Director, Personnel

Harry E. Smith
Director, Programs

Harry E. Wilson
Director, Special Services

Fredric A. Rosemeyer
Director, Staff Development

Reverend Thomas Jackson
Coordinator, Chaplaincy Services

Judy Russell Smith
Legislative Liaison

John Patterson
Affirmative Action Officer

September, 1981

TABLE OF CONTENTS

Introduction..... 2

The Commissioner's Office 3

Community Services Division..... 5

Finance, Planning and Research Division 9

 Fiscal Activities 9

 Planning and Development Activities 12

 Records and Statistics Activities 12

 Data Processing Activities..... 15

 Accreditation Activities 15

Industries Division 17

 Manufacturing Activities in 1980-81 18

 Financial Position (Manufacturing Fund)..... 20

 Analysis of Industries Operations 21

Operations Division 23

 Maintenance and Construction Section..... 23

 Communications and Transportation 23

 Food Services 24

Personnel Management Division..... 25

 Affirmative Action 25

Program Division..... 29

 Health Care Section..... 29

 Education Section..... 30

 Activities Section 31

 Treatment Section 32

 Chaplaincy Services 33

Special Services Division 35

 Inspection and Evaluation Section 36

 Investigation and Enforcement Section 36

Staff Development Division..... 37

 Basic Training 37

 Advanced Training 37

 County On-Site Training 37

 Management Training..... 37

 Special Seminars..... 39

The Institutions 41

 SCI—Camp Hill..... 43

 SCI—Dallas..... 46

 SCI—Graterford 49

 SCI—Huntingdon 52

 SCI—Muncy 55

 SCI—Pittsburgh 57

 SCI—Rockview..... 61

 SCI—Greensburg..... 66

 SCI—Mercer..... 71

INTRODUCTION

Although the Pennsylvania Bureau of Correction was not established until 1953, Pennsylvania's prison history goes back a long way. It dates back to the beginning of the penitentiary system in Philadelphia after the American Revolution.

Over the years, Pennsylvania has tried to adhere to the concept of single-cell housing of inmates, and to a philosophy that balances work with recreation and opportunities for self-help. In accord with this approach, the Bureau of Correction operates its nine correctional institutions and fifteen community centers as safely and humanely as possible.

Over the past eighteen months, therefore, the Bureau of Correction has taken the following initiatives:

In the area of health care, the bureau has implemented an annual health care survey; annual physical examinations for inmates over the age of forty; the use of medic-alert bracelets in all facilities, and therapeutic diets as prescribed by physicians.

In addition, training for the certification of institutional medical personnel as emergency medical technicians is underway, along with dental lab

improvements and the hiring of additional registered nurses to provide institutional health care around the clock. All major surgery in correctional institutions has been stopped with appropriate cases being referred instead to outside hospitals. Special projects to prevent inmate suicides are underway. In addition, the bureau has worked with the Mental Health Task Force to develop recommendations to meet the mental health needs of inmates.

Closely allied to health care are recent improvements in food services which include hiring a full-time food service

coordinator responsible for this area, and a contracted registered dietician to assist in planning, training and assessment. A food service manual has been prepared and distributed to employees and inmates working in the food services area. On-site training is also being provided.

Likewise, training has been substantially increased for counselors and for officers working in restricted housing units. In the past eighteen months, more than 3,000 state and county employees have received basic, specialized or advanced training through the bureau's training academy. There is no charge to the counties for this service.

There are many solid achievements that the bureau can point to with pride in recent months: More than 1,000 inmates have earned their high school diploma. The job training, work release and furlough programs are operating with a high rate of success. The inmate complaint procedure has been reformed to provide for each complainant to be personally interviewed and answered; and, at long last, Graterford, our largest institution, has a gymnasium converted from a garage area.

The Bureau of Correction is in the process of having its institutions accredited according to the standards of

the Commission on Accreditation for Corrections. It is expected that the State Regional Correctional Facility at Greensburg will be the first Pennsylvania institution to receive accreditation in the coming year.

Despite these positive accomplishments, corrections faces a grave challenge. The state inmate population now exceeds capacity by more than 400 inmates and is continuing its rapid rate of increase at twelve percent annually. Pennsylvania's county jails are equally overcrowded and many of their inmates will come to state institutions after sentencing. Efforts to operate safe

institutions with worthwhile programs and adequate food, medical and mental health services are being undermined by overcrowding even as they are being planned and put into operation. The Bureau of Correction has utilized its housing potential in every place in every possible way; yet there remains an urgent need for additional housing.

The burgeoning inmate population is expected to continue to grow rapidly, presenting a tremendous responsibility for the Bureau of Correction. However, as has been the case historically, the people

responsible for corrections in Pennsylvania will rise to the occasion and deal with the problems of the system in a consistent, professional manner.

THE COMMISSIONER'S OFFICE



Louis E. Smith, Executive Assistant to the Commissioner



David Gearhart, Administrative Assistant to the Deputy Commissioner

The commissioner of correction is responsible for the entire state correctional system, with its nine institutions and fifteen community centers, as well as correlative services to the counties and for the courts.

The commissioner's executive staff includes the deputy commissioner and his staff; an executive assistant and executive secretary.

The commissioner has overall supervisory responsibility for 3,000 employees and 8,900 inmates. He works through a chain of command that extends from the deputy commissioner through superintendents and bureau directors to line personnel.

The deputy commissioner, charged by law with treatment and transfer responsibilities, coordinates all program efforts on the part of the Bureau of Correction.

Public Information Office

Working closely with the commissioner and the deputy commissioner is the three person Office of Public Information which is responsible for the Annual Report, the bureau calendar and bi-monthly newsletter, all press releases, as well as contact with the media and liaison with the legislature and other state agencies. This office also does research and prepares reports, speeches and testimony as assigned by the commissioner.

Chief Counsel

Also included in the commissioner's complex is the Office of the Chief Counsel which has the primary responsibility of training and advising of Bureau of Correction personnel so that they may perform their duties in accordance with the law. In the past decade, the federal courts have become increasingly involved in reviewing matters concerning all facets of correctional policy, administration and defense of litigation.



Sherree L. Sturgis
Chief Counsel

One result is that Bureau of Correction personnel often find themselves named as defendants in lawsuits. Defense of this litigation is handled by deputy attorneys general in the Office of the Attorney General. In most cases, the Bureau of Correction defendants are successful. However, the defense of these lawsuits places a substantial burden upon the correctional system regardless of outcome.

It is the goal of the Office of the Chief Counsel to reduce the burdens litigation places upon the correctional system. The keys to accomplishing this objective are the establishment of policy clearly in conformity with all applicable law and then insuring that the staff who are ultimately responsible for the implementation of policy are well-informed as to their legal rights and responsibilities.

COMMUNITY SERVICES 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.



Standing outside of the Harrisburg CSC are Ronald F. Nordstrom, left, center director, and Thomas A. Rogosky, Region II Director

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.

Since the appointment of Ronald J. Marks as commissioner of correction,

the division has undergone some significant administrative changes. Commissioner Marks has had regional directors attend the monthly superintendents' meetings on a regional basis, enabling all executive staff to participate and share in identifying the ongoing needs of the Bureau of Correction's programs being afforded to the incarcerated offender.

- The division was brought into compliance with the Bureau of Correction's Affirmative Action Policy Statement



Charles C. Pagana, Director Community Services Division

when it appointed one affirmative action representative for each of the division's three regions. Putting this policy in place promotes the adherence to all federal and state laws and directives which relate to employment practices effecting minorities, women and the handicapped.

- During the past year, the Johnstown Community Service Center was re-located at its new headquarters at 338 Washington Street, Johnstown, Pennsylvania 15901.

COMMUNITY SERVICES 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.



Standing outside of the Harrisburg CSC are Ronald F. Nordstrom, left, center director, and Thomas A. Rogosky, Region II Director

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.

Since the appointment of Ronald J. Marks as commissioner of correction,

the division has undergone some significant administrative changes. Commissioner Marks has had regional directors attend the monthly superintendents' meetings on a regional basis, enabling all executive staff to participate and share in identifying the ongoing needs of the Bureau of Correction's programs being afforded to the incarcerated offender.

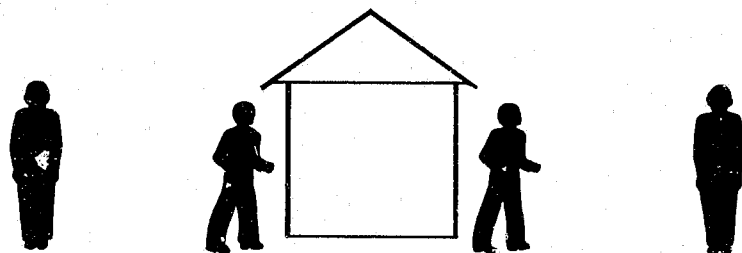
- The division was brought into compliance with the Bureau of Correction's Affirmative Action Policy Statement



Charles C. Pagana, Director
Community Services Division

when it appointed one affirmative action representative for each of the division's three regions. Putting this policy in place promotes the adherence to all federal and state laws and directives which relate to employment practices effecting minorities, women and the handicapped.

- During the past year, the Johnstown Community Service Center was re-located at its new headquarters at 338 Washington Street, Johnstown, Pennsylvania 15901.



POPULATION - GROUP HOMES

Jan. 1, 1980	ADMISSIONS	RELEASES	June 30, 1981
5	12	10	7
	8 from SCI's 4 direct commitments	6 paroles 0 escape 2 returned to SCI's 2 transfer to CSC	

POPULATION - COMMUNITY SERVICE CENTERS

Jan. 1, 1980	ADMISSIONS	RELEASES	June 30, 1981
287	882	842	287
	607 from SCI's 28 from SRCF's 44 direct commitments 183 other (transfers, PBPP, etc.)	562 paroles 7 final discharges 31 escapes 1 death 100 returned to SCI's 21 detained by other authorities 120 other (transfers, etc.)	

CSC RESIDENTS' GROSS EARNINGS FROM JOBS IN THE COMMUNITY: \$1,748,491*

Rent to CSC's	Court Costs	Spendable Income - residents' accounts, family support, etc.	State, Federal, and Local Taxes withheld
\$255,388 14.5%	\$29,559 2.0%	\$1,076,193 61.5%	22.0%
NET EARNINGS \$1,361,140		TAXES \$387,351	

*These figures reflect an 18 month period - January 1, 1980 - June 30, 1981.

COMMUNITY SERVICES DIVISION STATISTICS January 1, 1980 - June 30, 1981

REFERRALS

1-1-80	41 referrals pending +665 referrals received	
Total	706	100%
	504 referrals accepted	72%
	106 referrals rejected	15%
	20 referrals withdrawn	3%
06-30-81	43 referrals pending	10%

VOLUNTEER SERVICES

2100 hours of volunteer services were obtained for use by Community Service Centers.

15,623 hours of outside agency services were utilized by Community Services.

EDUCATIONAL INVOLVEMENT

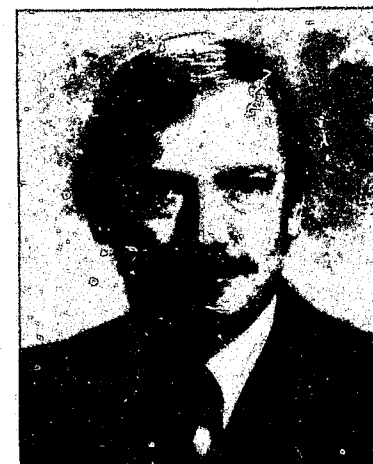
(combined SCS's and Group Homes)

High School	91
Vocational/Technical	293
College	115
TOTAL	499

MISCONDUCTS

(combined CSC's and Group Homes)

208	Class I Misconducts
182	Class II Misconducts



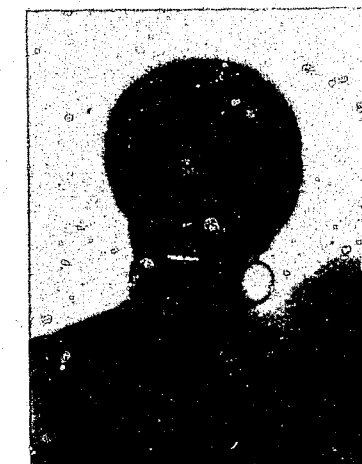
Thomas A. Rogosky, Director
CSC Region II

- Through a grant awarded by the Pennsylvania Commission On Crime and Delinquency, federal and state funds were made available for expansion of the division. The expansion

will take place in Region I, where two new centers will be located. It is hopeful that the centers will provide additional available space for some 50 to 60 inmates. These are the first additional centers added since 1974.



James P. Murphy, Director
CSC Region III



Mamie J. Fains, Director
CSC Region I

- Statewide regional and center directors' meetings have been reinstituted and, as a consequence, improved administration is again in place.

FINANCE, PLANNING
AND RESEARCH DIVISION

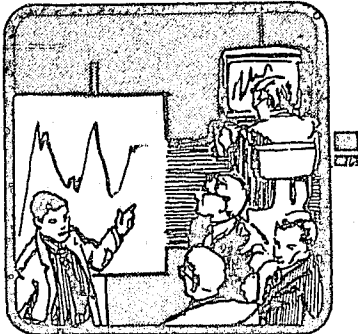


Lee T. Bernard II, Director
Finance, Planning & Research Division

This division was formed on May 8, 1981 through a merger of the Fiscal Management and Planning and Research divisions. Also included is the Data Processing section, which was transferred from Correctional Industries. The division's five sections carry out activities in the following areas: finance, planning and development, research and statistics, data processing, and accreditation.

FISCAL ACTIVITIES

This section oversees all financial activities within the Bureau of Correction. Major responsibilities include preparing the bureau's annual budgets, monitoring expenditure levels to see that they remain within the amount allocated; coordinating purchases, function as liaison with the Governor's Office of Budget and Administration and legislative appropriation



committees on fiscal matters, and conducting ongoing reviews to improve cost efficiency of the bureau's operations.

The Bureau of Correction is funded from two budgets. The General Fund Budget, which utilizes tax dollars, funds all activities except the Correctional Industries, which are supported by the Manufacturing Fund. The Manufacturing Fund is a self-sustaining entity which generates revenues from the sale of Industries' products. For the 1980-81 fiscal year, the General Fund Budget was \$94.7 million while Manufacturing Fund

COST BY INSTITUTION

	(Dollar Amounts in Thousands)					
	1975-76	1976-77	1977-78	1978-79	1979-80	1980-81
Camp Hill						
State.....	\$ 9,073	\$ 9,798	\$10,748	\$11,257	\$12,179	\$13,187
Federal	326	256	119	19	0	0
Other	138	135	139	147	94	114
TOTAL	\$ 9,537	\$10,189	\$11,006	\$11,423	\$12,273	\$13,301
Dallas						
State.....	\$ 7,970	\$ 8,623	\$ 8,772	\$ 9,112	\$10,065	\$10,522
Federal	41	84	58	16	0	0
Other	48	51	55	26	46	59
TOTAL	\$ 8,059	\$ 8,758	\$ 8,885	\$ 9,154	\$10,111	\$10,581
Graterford						
State.....	\$13,115	\$13,700	\$14,134	\$15,292	\$16,857	\$19,210
Federal	149	40	0	0	0	0
Other	67	59	71	67	8	21
TOTAL	\$13,331	\$13,799	\$14,205	\$15,359	\$16,865	\$19,231
Greensburg						
State.....	\$ 1,981	\$ 2,255	\$ 2,331	\$ 2,631	\$ 2,765	\$ 2,900
Federal	0	0	0	0	0	0
Other	62	7	12	16	40	42
TOTAL	\$ 2,043	\$ 2,262	\$ 2,343	\$ 2,647	\$ 2,805	\$ 2,942

Cost by Institution (continued)

	1975-76	1976-77	(Dollar Amounts in Thousands)		1979-80	1980-81
			1977-78	1978-79		
Huntingdon						
State.....	\$ 7,137	\$ 8,018	\$ 8,387	\$ 8,862	\$ 9,846	\$10,305
Federal	40	72	51	4	0	0
Other	27	27	27	34	43	58
TOTAL	\$ 7,204	\$ 8,117	\$ 8,465	\$ 8,900	\$ 9,889	\$10,363
Mercer						
State.....			\$ 86	\$ 2,125	\$ 2,448	\$ 2,793
Federal			0	0	0	0
Other			0	2	6	7
TOTAL			\$ 86	\$ 2,127	\$ 2,454	\$ 2,800
Muncy						
State.....	\$ 3,162	\$ 3,578	\$ 3,671	\$ 3,983	\$ 4,340	\$ 4,819
Federal	50	130	77	16	0	0
Other	58	54	119	98	75	83
TOTAL	\$ 3,270	\$ 3,762	\$ 3,867	\$ 4,097	\$ 4,415	\$ 4,902
Pittsburgh						
State.....	\$ 9,162	\$ 9,983	\$10,534	\$11,277	\$12,162	\$13,051
Federal	31	10	0	0	25	8
Other	42	44	0	1	28	37
TOTAL	\$ 9,235	\$10,037	\$10,534	\$11,278	\$12,215	\$13,096
Rockview						
State.....	\$ 7,779	\$ 8,342	\$ 8,474	\$ 9,312	\$ 9,863	\$10,625
Federal	20	13	0	0	0	0
Other	41	44	46	26	61	86
TOTAL	\$ 7,840	\$ 8,399	\$ 8,520	\$ 9,338	\$ 9,924	\$10,711
Central Office						
State.....	\$ 2,786	\$ 2,638	\$ 3,862	\$ 4,550	\$ 3,799	\$ 3,108
Federal	704	1,406	359	115	356	264
Other	51	19	3	24	0	0
TOTAL	\$ 3,541	\$ 4,063	\$ 4,224	\$ 4,689	\$ 4,115	\$ 3,372
Community Service Centers						
State.....	\$ 1,314	\$ 950	\$ 2,100	\$ 2,195	\$ 2,444	\$ 2,876
Federal	488	1,069	90	27	59	13
Other	35	120	165	202	201	170
TOTAL	\$ 1,837	\$ 2,139	\$ 2,355	\$ 2,424	\$ 2,704	\$ 3,059
Grand Total						
State.....	\$63,479	\$67,885	\$73,009	\$80,596	\$86,768	\$93,396
Federal	1,849	3,080	754	197	440	285
Other	569	560	637	643	602	677
TOTAL	\$65,897	\$71,525	\$74,490	\$81,436	\$87,810	\$94,358

expenditures were estimated at \$12.8 million. A complete discussion of the Manufacturing Fund can be found in the Correctional Industries section of this annual report. Further comment in this section will refer only to the General Fund Budget.

Like many governmental organizations, the Bureau of Correction is facing a financial crisis. The 1980-81 budget represented a 7.8% increase over the prior fiscal year. An increase of that amount is clearly not sufficient to keep pace with inflation. The situation was exacerbated by an 8.9% rise in inmate population.

Another major effort of the Fiscal Management Division has been to reduce unnecessary paperwork. The processing time of most purchase documents has been shortened by eliminating the number of reviews involved. The bureau can now acquire goods and compensate vendors in a more timely fashion.

During the past year, an effort was made to establish a purchasing component within the Central Office. Previous practice was to handle all purchasing at the institutional level with no central coordination.

survey disclosed that, in many instances, it is cheaper to obtain maintenance on a pay as you go basis or by purchasing a service agreement from an independent vendor. Maintenance costs for the products covered in this survey have been reduced by approximately 20 percent.

Savings were also achieved by purchasing equipment which was previously rented. Prior policy was for the bureau to rent certain major items, most notably copiers. Since the typical copier can be purchased and maintained for the

The Finance, Planning, and Research Division has undertaken numerous projects as part of a general effort to increase productivity. The present fiscal crisis makes it imperative that these efforts succeed.

One major effort currently under way is to increase and improve the use of modern technological advances. For several years, the bureau fell behind private industry and other government agencies in this area. Outmoded methods of operation have existed because of the false belief that acquisition of the equipment necessary to modernize administrative practices was too costly.

Complete centralization of all purchasing activities would not be feasible because of the geographical distribution of the institutions. However, benefits can and are being realized through limited central purchasing and coordination of information. This allows the bureau to take advantage of volume discounts in those instances where the vendor will provide discounts even though goods are shipped to different locations. Volume discounts can also be realized on supplies which are easily transported without incurring shipping charges.

In reality, it is more cost efficient to utilize advanced methods because the savings in labor costs more than offset the amount spent purchasing equipment. Activities in this area have included selecting and acquiring a new computer for the Data Processing Section, upgrading inmate account processing at two institutions through the acquisition of accounting mini-computers, replacing aging typewriters with self-correcting machinery, and acquiring modern photocopy equipment with labor saving features. Purchasing practices now include formal consideration of labor costs in decisions relative to the acquisition of equipment.

Another benefit of a central purchasing component is the maintenance of an information clearinghouse to provide institutions with timely facts on available products and prices. The purchasing component is still in its early developmental stage and its future growth is a major goal.

Considerable savings were achieved as the result of an equipment maintenance survey completed in Spring 1980. Prior to that survey, most institutions routinely purchased service contracts from the manufacturer of office equipment. The

equivalent of 22-36 months rental charges, this was a highly inefficient means of procuring such equipment. By beginning to purchase such equipment, the bureau has instituted a procedure that will produce substantial long range dividends.

Although the bureau is proud of its recent accomplishments in fiscal activities, we realize that a great deal more must be done to achieve maximum productivity. Some of the division's future goals are:

1. Expansion of the central purchasing component.

2. Further modernization of administrative functions through greater utilization of data processing capabilities.
3. Development and implementation of a word processing system to automate the production of typed materials.
4. Establishing a formal procedure for periodic review of all bureau activities to assure the maximum in cost efficiency.

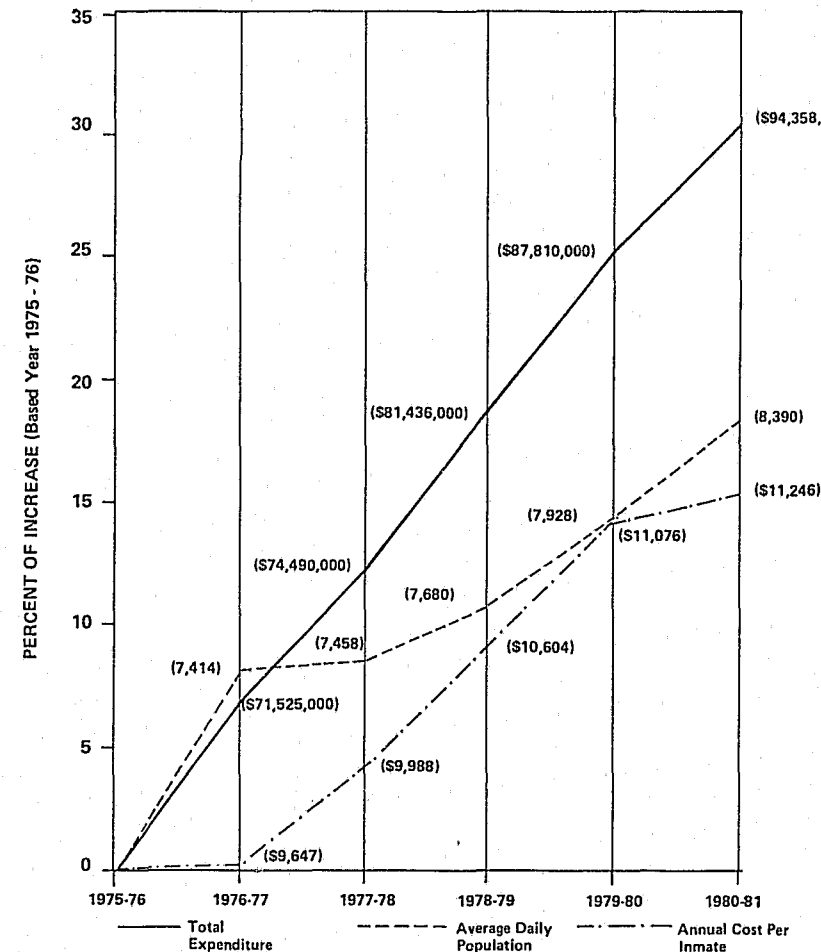
PLANNING And DEVELOPMENT ACTIVITIES

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 federally funded programs.
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.

Major accomplishments of this section included:

1. Preparing and development of federal grants to fund two new community service centers, a trailer facility at the Camp Hill institution, and the purchase of a new computer system.
2. Involvement in developing means of dealing with the problem of overcrowding in state correctional institutions. This included preparing plans to provide additional housing capacity and seeking to refine methods of projecting future population figures.
3. Preparing a statement of the bureau's goals and objectives for the 1980's.
4. During 1980, concerns over the delivery of medical services to inmates in terms of both quality and quantity came into question from both the state legislature and the news media. Subsequently, this division was charged with responsibility of documenting the bureau's present health care delivery system and examining medical services as found in 13 selected state prison systems, as well as making appropriate recommendations. As a result of the individual groundwork laid by this division, the bureau has begun



to examine the current health care system in terms of the total reorganization of administering health care.

5. Since the mentally ill offender presents special problems to the correctional system, a task force was created to recommend the best approach for providing mental health services. This Mental Health/Corrections Task Force Committee benefitted from the research assistance of this division. The research subcommittee surveyed all county and state administrators to ascertain what problems are now being encountered with inmates who are classified as being mentally ill and the possible need for specialized facilities. This committee also reviewed all county prisons' mental health care plans to determine whether the services described therein are actually being provided.

RECORDS And STATISTICS ACTIVITIES

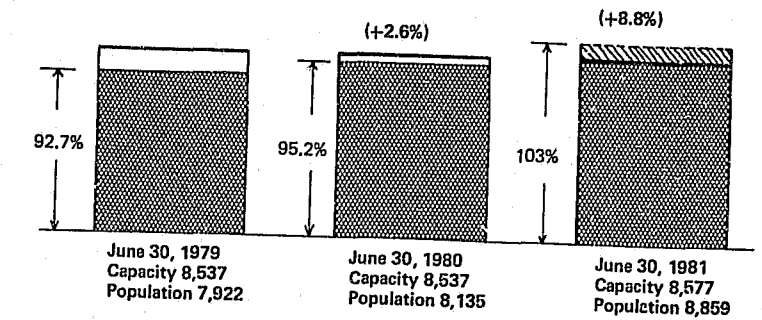
The primary function of this section is to maintain a manual central file and a computerized inmate masterfile system on approximately 8,900 inmates who are presently confined in the bureau's seven correctional institutions and two regional correctional facilities. A by-product of the inmate masterfile system is the generation of statistics involving population movements and population counts.

The section additionally serves as the liaison between the nine record offices and the Central Office. Technical assistance to the institutional record offices involving records and routine input into the inmate masterfile system is also provided when necessary.

The Records and Statistics Section operates the central contact for other state and federal agencies with regard to information of current and released

inmates. Correctional statistics for state and county correctional facilities located within the Commonwealth are also compiled and made available upon request to individuals, public and private agencies, legislators and to various federal correctional statistics programs, one of which includes the National Prisoner Statistics program.

INMATES REQUIRING HOUSING IN THE BUREAU OF CORRECTION JUNE 30, 1979 - 81



TOTAL POPULATION

1980	
January 31	7,865
February 29	7,920
March 31	8,008
April 30	8,040
May 31	8,083
June 30	8,135
July 31	8,199
August 31	8,123
September 30	8,210
October 31	8,232
November 30	8,299
December 31	8,243

1981	
January 31	8,311
February 28	8,386
March 31	8,418
April 30	8,645
May 31	8,760
June 30	8,859

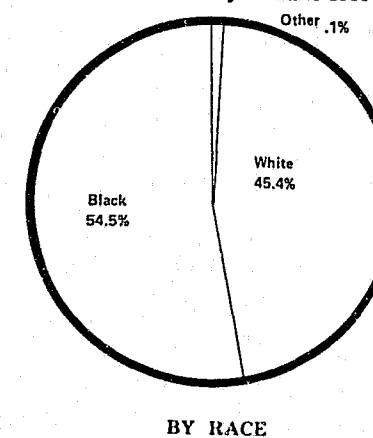
INMATE DEATHS

	Natural Causes	By Assault	Suicide
1980 (12 months)	16	0	4
1981 (first 6 months)	7	0	0

ESCAPES

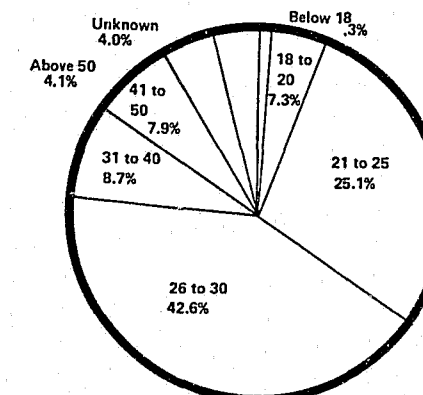
Year	Escapes
1972	525
1973	227
1974	223
1975	190
1976	180
1977	140
1978	114
1979	88
1980	90

Inmate System Institution Summary As Of The Last Day Of June 1981



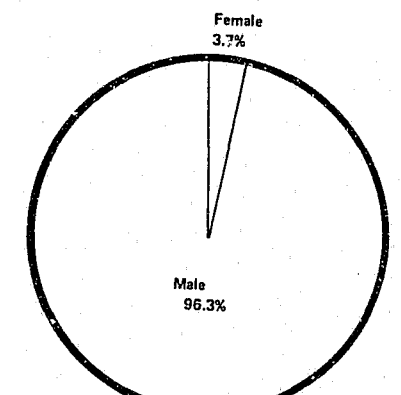
BY RACE

Inmate System Institution Summary As Of The Last Day Of June 1981



BY AGE

Inmate System Institution Summary As Of The Last Day Of June 1981



BY SEX

ESCAPES

	1980												1981												18-Mth Totals
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
SCI-Camp Hill																									
B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	3
WD	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	2
W/ER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SCI-Dallas																									
B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F	0	0	0	2	0	1	0	0	0	0	0	2	0	1	1	0	1	0	0	0	0	0	0	0	8
WD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W/ER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SCI-Graterford																									
B	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
F	0	2	1	1	0	1	3	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	9
WD	0	0	0	0	2	0	0	0	1	1	0	0	0	0	0	0	0	3	0	0	0	0	0	0	4
W/ER	0	1	0	0	0	1	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	4
SCI-Huntingdon																									
B	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W/ER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SCI-Muncy																									
B	0	0	0	1	5	1	4	2	0	3	0	0	0	0	0	0	1	0	0	0	0	0	0	0	17
F	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
WD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W/ER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SCI-Pittsburgh																									
B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W/ER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SCI-Rockview																									
B	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
F	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
WD	0	0	0	0	0	1	0	0	1	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	5
W/ER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SRCF-Greensburg																									
B	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
F	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	2
WD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W/ER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SRCF-Mercer																									
B	2	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	4
F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W/ER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CSC																									
B	0	0	4	2	1	2	2	2	1	3	1	4	4	1	2	0	3	1	0	0	0	0	0	0	33
F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WD	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	3
W/ER	1	0	0	2	0	0	1	1	0	1	1	0	0	2	1	1	1	1	0	0	0	0	0	0	13
Group Homes																									
B	1	0	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
MONTHLY TOTALS	4	3	9	11	10	7	11	9	5	10	3	8	7	6	4	3	9	2							121

1980	Escapes	Returns*
1981 (first six months)	90	94
F. Y. 1980-81	31	42
	77	81

*Returns include inmates who escaped but are reported held by other authorities.

At large, June 30, 1981-133.
(Includes all escapes missing since 1969).

Key:
B — Breach
F — Furlough
WD — Work Detail
W/ER — Work/Education Release

A major function of this section is the collection of monthly and quarterly county prison statistics for all county correctional facilities within the Commonwealth. This report contains the detailed commitment data collected on defendants sentenced by the local court or minor judiciary to serve time in the county correctional facility. The scope of this program can be appreciated when one realizes that the county correctional facilities annually receive and release nearly 75,000 individuals (of whom 75-80 percent are pre-trial detentioners). This program also provides both the on-going training of personnel who complete and submit these routine statistical reports as well as technical assistance when reporting difficulties arise.

Another responsibility of this section includes the coordination of the bureau's "Records Retention and Disposition Schedule" including routine disposal of inactive inmate record jackets which are stored in the State Records Center in Harrisburg. This program includes all records in the bureau's Central Office and the nine state correctional facilities. Approximately 4,000 inmate record jackets become inactive annually.

Notable accomplishments of the Records and Statistics Section included the following:

1. The compilation of annual statistics for both state and county correctional facilities.

2. Working with the Pennsylvania Commission on Crime and Delinquency and other state criminal justice agencies to provide input to the final report "A Criminal Justice Information System for Pennsylvania: Offender Based Transaction Statistics." This was then presented to a legislative committee on November 25, 1980.

Data Processing Activities

The Bureau's Data Processing Section was transferred from Correctional Industries to the Finance, Planning & Research Division in March 1981. This section is responsible for producing a number of automated reports dealing with

inmate statistics, inventory, and a variety of management subjects. The bureau will shortly be replacing its antiquated computer equipment with a modern UNIVAC System 80. This machine was selected after an extensive review of available equipment conducted in the cooperation with the Department of General Services. The new system will have on-line capability which permits direct communication between institutions and the computer. Current applications will be performed much more efficiently and additional functions will be automated in the future.



Data Processing Chief Michael Canon, left, and Gordon Williams, systems analyst, at the bureau's old computer system, scheduled to be replaced during the 1981-1982 fiscal year.

Accreditation Activities

The bureau is presently attempting to comply with the standards established by the Commission on Accreditation for Corrections. This effort is coordinated by an accreditation manager in the Central Office working with personnel in all institutions as well as Central Office and regional directors. A successful mock audit was recently conducted at the Greensburg institution. Subsequently, Greensburg has been selected as the first institution to formally seek accreditation.

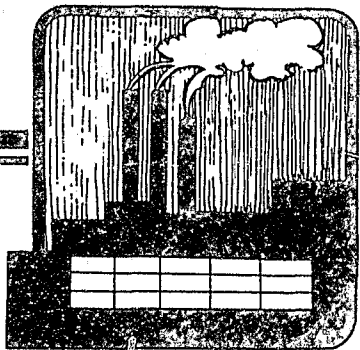
INDUSTRIES DIVISION



Edwin A. Harmon, Director
Industries Division

A large percentage of the inmates admitted to Pennsylvania's prison system have few or no job skills which they can use to earn a living. Many of them never worked at any sort of job that provides a reasonable measure of economic security. Others never developed the good work habits they need to secure and hold a job.

Correctional Industries seeks to provide the inmate with an opportunity to learn work ethics, work habits and skills that can be useful to the job market upon release. At the same time, it provides saleable goods and services at competitive prices to state, county, and city agencies and other tax-supported entities. Correctional Industries operates similarly to private industry, generating its own working capital rather than with appropriated funds. In most cases, it is able to sell products at prices lower than



those of private industry, thereby helping many government agency customers save taxpayer dollars.

There is no magical assurance in industrial work of this type, but we believe it has a genuine rehabilitative potential.

More than 25 different industrial programs are now used by various state correctional systems. Pennsylvania operates plants in twelve of the fifteen leading correctional industries production areas (see "Analysis," page 21).

CORRECTIONAL INDUSTRIES
ADVISORY BOARD

The Correctional Industries Advisory Board, appointed in 1978, concluded its familiarization with the Correctional Industries program. A report with initial recommendations was made to Governor Thornburgh.

SALES

The overall sales for fiscal year 1980-81 showed an increase of twenty-one percent.

Considering the inflationary impact on sales, the conclusion is that sales were relatively static. Sales to state agencies continued to be depressed. The slack was picked up by continued increased in sales to new governmental agencies and activities not previously canvassed. Colleges continued to be a very viable area for Correctional Industries' sales, as did county prisons.

Sale of basic manufacturing products continued to be heavy to out-of-state Correctional Industries, while sales of

vehicular license plates to the Commonwealth were the lowest in five years. New activity and positive projections developed in the last quarter of the year indicate significant increases in sales for the next year.

IMPROVEMENTS

A silo operation in Lemoyne, utilized for storage of feed corn for the piggery program, has been closed. Unused silos at Spangler's Mill were reinstated at a minimal cost and are being utilized

satisfactorily. This move reduced the amount of mileage required to pick up feed corn as needed. A bill has been introduced into the House of Representatives to permit the sale of the Lemoyne feed mill. The resulting funds will benefit the Correctional Industries program in obtaining badly needed capital equipment.

A new manure pit was installed at the SCI Camp Hill piggery, which conforms with Department of Environmental Resources' regulations governing the disposal of manure on farm lands.

Activities on a national and regional

basis by the Correctional Industries director included participation in efforts to improve the legal environment for Correctional Industries and the support of technical and educational programs aimed at improving the Correctional Industries program.

A concentrated effort on reduction of overtime usage by Correctional Industries' civilian personnel was instituted and resulted in a yearly savings of approximately \$45,000.

A training course was conducted by the State Correctional Institution at Camp

Hill for all of its Correctional Industries' supervisory personnel. The course was designed to promote a better understanding of Correctional Industries and a feeling of greater participation in its management.

A statement of purpose, goals, and future direction for Correctional Industries was developed. This will be used in the formulation of policy and future actions for the program.

MANUFACTURING ACTIVITIES In 1980-81

SCI Camp Hill

Wood Furniture — Yearly production decreased 14 percent over the previous year. A loss of \$14,600 was generated, compared to the previous year's profit of \$19,500. It is expected that profits will increase for the coming fiscal year by approximately \$50,000.

New products and new clients continued to be developed. One significant order from Widener University for approximately \$200,000 was the

largest order of its type ever received by the furniture factory. This order, comprising 18 truckloads of furniture, was shipped within two days, on schedule.

Abattoir — Work commenced on a new freezer, costing approximately \$150,000, for the abattoir at SCI Camp Hill. This increased freezing capacity will enable Correctional Industries to be totally self-sufficient in the storage of frozen meats, and therefore able to forego contracting for private freezing facilities. It is expected that the abattoir operation will expand its meat cutting to serve all nine institutions (currently three institutions do their own slaughtering and

meat cutting).

SCI Dallas

Mattress Shop — Several new types of mattresses were developed and included in the product line during the year. Also, cotton flannel gloves were added. Sales increased by 15 percent over the previous year.

Garment Plant — The manufacture of draperies and cubicle curtains continued to be a very significant part of the garment plant's production. In addition, increased sales to the Department of Public Welfare's institutions for patients'

dressess, blouses, etc. were experienced.

Cardboard Container Plant — Sales of cardboard products increased approximately 20 percent over the preceding year. This was the second significant advance in two successive years. This increase in sales can be attributed to increased utilization by Correctional Industries of its own products. Various types of cardboard containers have been designed as a substitute and replacement for protective products previously purchased on the outside.

Auto Body Shop — Sales for this activity experienced a 3 percent reduction compared to the previous year. This is

attributed to the failure to obtain significant numbers of vehicles from various state agencies for repair. A tremendous sales effort was aimed at the principal Commonwealth vehicle users; the Pennsylvania State Police and the Department of General Services. While some results were experienced, it was not sufficient to maintain the previous rate of activity. Several management meetings were held to review the operation of this program, and various alternatives were considered. It was decided to continue operating in the same vein for at least another year.

Upholstery Shop — Sales for this activity continued to increase by

approximately 30 percent per year. Favorable customer satisfaction continues to be unanimously experienced. In addition to reupholstering, which is the principal activity in this shop at the present time, a new line of upholstered chairs and settees is planned for the coming year.

SCI Pittsburgh

Metal Shop — A 40 percent increase in sales was experienced for fiscal year 1980-81, as compared to the previous year. Much of the increase is attributed to fabrication of shelving for the Pennsylvania Liquor Control Board's self-service store renovation program. Gatch beds,

laundry carts, and pharmaceutical cabinets were some of the new products developed during the year.

Tag Shop — Sales of vehicular license tags increased by 267 percent, compared to the previous fiscal year. Sales reached \$1,147,000 for Fiscal Year 1980-81, compared to \$312,000 for Fiscal Year 1979-80. The Pennsylvania Department of Transportation's Bureau of Motor Vehicles, reduced its inventory of license tags significantly; however, an increase in demand for plates and subsequent production is currently projected for the next several years. A program to produce highway traffic control signs was developed.



An inmate working in the spray paint booth of SCI—Pittsburgh's metal furniture shop

SCI Huntingdon

Garment Plant — This is the bellwether of the Correctional Industries plant SCI Huntingdon. Due to an increase in inmate population in all institutions, a commensurate increase in the need for inmate garb has been experienced. Sales increased approximately 7 percent. Several new products, such as rain suits, coveralls, and sweat suits, were added to the product line during the year.

Printing Plant — A major order was received for production of 3,000 calendars featuring reproductions of inmate artworks in full color. This multi-colored printing project was the largest and most

difficult task performed by the printing plant to date.

SCI Rockview

Cannery — The sales of canned products were up approximately 23 percent for the year. The cannery introduced stewed tomatoes, tomato juice, and potatoes as new products. These all have been well received by the customers.

Sawmill and Woodworking — A 20 percent increase was experienced during fiscal years 1980-81. Much of the work done by the sawmill is for institutional purposes and needs.

Nursery Products — Sales of these seasonal items were static.

SCI Graterford

Overall Correctional Industries sales at Graterford increased by approximately 26 percent. A program initiated previously to weave both twill and poplin material for the manufacture of inmate uniforms has been very successful and contributed significantly to the stabilization of the textile activities. Significant sales continue to other states' Correctional Industries activities for rib knit and plain knit materials.

Underwear Plant — Underwear sales have been hampered by the inability to produce and ship as required by the customers. Sales were up by approximately 13 percent. Management efforts will be directed to resolution of this problem.

Dental laboratory — A decision to close the SCI Graterford Dental Laboratory and transfer it to SCI Pittsburgh was altered by a subsequent administration policy. This resulted in some slow-down and delay in the program. However, during this interim period, the facilities and equipment at SCI Graterford were upgraded, resulting in

overall improvement.

FREIGHT DIVISION

A dramatic increase in utilization of the Correctional Industries Freight Division was experienced. Freight loadings handled by Correctional Industries increased by 12 percent. At the same time, the total man hours necessary for operation decreased 2.7 percent. Due to a reorganization of the freight distribution network, the total mileage hauled only increased a modest two percent. A significant amount of new business was gained in the hauling of freight and moving of office equipment and furniture,

following the Department of General Services' termination of these services. A total of 12,000 tons of commodities was hauled a total of 280,000 miles.

DATA PROCESSING

The performance of this section showed vast and continued improvement over the past 3 years in spite of the fact that the hourly rates charged to customers remained static. All programs are streamlined, updated and revised and core capacity of the 9300 computer mainframe was increased 33%. Profit amounted to 56% of the sales value

despite a decrease in sales, this was the result of 33% decrease in manpower and streamlining of the operations resulting in increase customer service for the charge.

It was decided by the administration to cease the operation and transfer the Bureau of Correction data processing operations to the Division of Finance, Planning, and Research.

This phase out occurred in the last 6 months of fiscal year 1980-81 and became final, July 1, 1981.

FARMS

Our agricultural program encompasses

the development of over 12,000 acres of land at six institutions, with a planned utilization program fitted to the particular needs of each of the operating farms. The basic plan is to produce feed grains, feeder beef and pork, two dairy operations, and maintenance of institutional garden programs.

Crop yields in most instances were fair or better. It is anticipated that we will have sufficient feeds to support our livestock program for the winter feeding period.

Our mechanical equipment is antiquated and the production effort suffers as a result. Correctional Industries'

mechanics have done a commendable job in keeping the equipment operable. Revitalization of the agricultural equipment and the farm automotive fleet is a top priority.

During fiscal year 1980-81, the total farm program experienced a loss of \$554,000. Much of this was due to the erratic prices of feeder stock and slaughtered beef. The farm program has difficult periods ahead of it before it can hope to make a monetary contribution to the Correctional Industries' revolving fund. Certain areas will continue to be reviewed and decisions made relative to the continuance of the production programs.

FINANCIAL POSITION (MANUFACTURING FUND)

The Balance Sheet for June 24, 1981 reflects the following:

ASSETS			
Current Assets			
Cash with Treasurer	\$ 35,968		
Investments	851,053		
Cash in Transit	26,158		
Petty Cash Advance	150,000		
Accounts Receivable	1,460,233		
Miscellaneous Receivable	82,069	\$2,605,481	
INVENTORIES (SCHEDULE A)			
Raw Materials	2,859,750		
Component Parts	352,175		
Work in Process	1,224,215		
Finished Goods	1,235,732	5,671,872	
TOTAL CURRENT ASSETS			\$8,277,353
Total Property, Plant & Equipment			2,330,007
Deferred Charges			
Prepaid Expense		2,009	
Total Deferred Charges			2,009
TOTAL ASSETS			<u>\$10,609,369</u>
LIABILITIES & NET WORTH			
Current Liabilities			
Payable not vouchered		540,691	
Advance Collections		107,676	
Accrued Payroll Liabilities		210,344	
TOTAL CURRENT LIABILITIES			858,711
Net Worth			
Net Work Beg. Bal.	9,876,052		
Prior Year Adj.	10,692	9,886,744	
Net Operating Profit or (Loss)	(237,901)		
Other Earnings & Expense (Net)	90,047		
Current Year Adj.	11,768		
Net Profit or (Loss)		(136,086)	
Net Worth as of June 24, 1981			\$9,750,658
TOTAL LIABILITIES & NET WORTH			<u>\$10,609,369</u>

ANALYSIS OF INDUSTRIES OPERATIONS

DIVISION	PRODUCTS AND SERVICES	SHOPS	AVG. NO. INMATES EMPLOYED	NO. OF CIVILIANS EMPLOYED	SALES 1980-81	1979-80
Data Processing	Computer programming and data encoding services	2	5	3	\$ 93,217	\$ 166,826
Transportation	Delivering and hauling for state owned institutions	4	25	16	351,175	310,161
Coffee and Tea	All coffee and tea products	1	13	1	706,081	779,956
Furniture	Benches, bookcases, desks, bu- bureaus, cabinets, chairs, tables	1	113	10	499,974	580,224
Meat Processing	Beef and pork products	1	21	1	1,200,500	923,918
Mattresses	Mattresses, pillows, laundry bags, and reconditioning mattresses	1	43	2	577,821	500,504
Cardboard Products	Cardboard containers	1	11	1	99,353	82,851
Auto Body Repair Shop	Auto body repair, painting and wheel alignment	1	6	1	18,519	19,113
Garments	Uniforms, coats, raincoats, aprons, jackets, trousers, vests, night- gowns, shirts, slips, and dresses	3	295	12	1,891,962	1,715,933
Underwear	Under garments for men and women	1	54	2	423,328	375,899
Shoes	Shoes for men and women. Dress shoes, work shoes and hush puppies	1	54	3	373,158	181,073
Textiles	Sheeting, ticking and all types of towels	1	55	3	309,275	272,563
Hosiery	Hosiery for men and women	1	22	1	95,523	123,669
Soap and Detergents	Laundry soap, scouring powder, toiletries and liquid detergents	1	27	3	574,580	451,249
Printing	Forms, envelopes, newsletters validation stickers and other printed materials	1	59	4	609,803	732,439
Tags	Dog tags and license plates	1	60	3	1,147,361	312,341
Metal Products	Shelving, metal furniture, metal beds and traffic control signs	1	75	5	665,289	473,810
Cannery	Canned vegetables and fruits	1	51	2	520,692	422,737
Wood Products	Lumber, picnic tables, survey stakes	1	27	2	91,652	76,608
Nursery	Trees and shrubbery	1	20	1	96,403	68,696
Dental Laboratory	Dental products	1	19	1	44,043	31,930
Shipping and Receiving	Receiving raw materials and shipping finished products	4	35	7	-0-	-0-
Farming	Milk, fruits, vegetables, hay and field crops	6	400	32	1,290,878	1,078,964
Administration	Budget, purchasing, sales, manage- ment and order processing	7	47	27	-0-	-0-
TOTAL - Shops, Inmates, Civilians and Sales		44	1,537	143	\$11,680,587	\$9,681,464

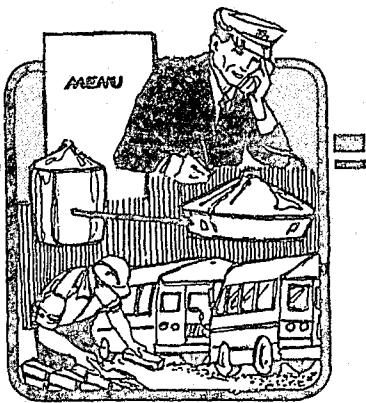
Sales figures reflect the revenue received for finished goods, but do not necessarily reflect the productivity of individual shops. An example is the Cardboard Products Shop at SCI-Dallas, which shows sales in excess of \$99,000 for Fiscal Year 1980-81. The shop actually produced some \$167,000 worth of containers; however, the value of boxes transferred to other shops is included in the sales price of the packaged goods sold.

Other shops providing a high volume of interplant transfers and services include Data Processing, Transportation, Textiles, Farming, Printing and Wood Products.

OPERATIONS DIVISION



Robert K. Rhodes, Director
Operations Division



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

MAINTAINING INSTITUTIONAL SECURITY

This division is divided into four basic sections: Security, Maintenance and Construction, Food Service, and Transportation and Communications. Its basic function is to coordinate all areas related to security and to 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 divisions of the bureau.

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

There were no changes in the capital assets of the bureau during 1980. Although capital needs have not been addressed since 1972, the legislature did pass a capital budget at the end of the year, and the governor signed it in December 1980.

This bill addresses a number of needs of the institutions, primarily in the line of utilities (water, sewers and sewage plants, refrigeration and central heating plants). Also included was the first phase of a major construction plan for the State Correctional Institution at Pittsburgh. This facility, which is now the oldest (1882) in our system, will remain on site, but over the next several years will undergo some drastic changes.

LONG-RANGE PLANNING

While the major utility type needs have

been addressed by this legislative authorization, there remains a number of capital improvement and new constructions needs that hopefully will be addressed in future years. With the increasing population trends, it is evident that additional capacity is needed, and since the maximum capacity of any one facility is limited, this means additional facilities will be needed. One possibility, which is being explored, is the conversion of some Welfare institutions being phased out into correctional institutions. The other possibility is the construction of new institutions on new or existing sites. One such site, which was purchased in

Chester County, has now been declared surplus to our needs and is to be sold.

While the recent appropriation reduced our capital needs, we still have 37 projects on our 1981-82 budget proposal at an estimated cost of \$88,032,000 based on June, 1980 prices, awaiting legislative approval.

COMMUNICATIONS

During the year, we continued to expand our two-way radio system with additions of portable units (walkie-talkies) at each of our institutions, as well as the

replacement of a couple of our older base stations. A study was also initiated to add a personal protection system in at least one of our institutions to provide a means of obtaining immediate help in the event of an emergency.

The telephone systems are also being studied at each of our institutions, and systematic replacement of the mechanical equipment with electronic equipment is planned. This year, equipment was replaced in Camp Hill and Graterford — this brings to four the number of institutions with modern equipment. Plans are being made to convert three more in 1981.

AUTOMOTIVE EQUIPMENT

During 1980, our automotive fleet continued its overall deterioration, due to the fact that there were no replacements of commercial vehicles. If this trend continues much longer, our fleet will start grinding to a slow, but steady, halt.

The only bright spot of 1980 was the fact that the Department of General Services did order three additional inmate passenger vans that we hoped to have delivered in the spring of 1981.

MASTER MENU

Meals are planned and implemented by the use of a bureau-wide master menu, to insure continuity within each institution and facility. The spring/summer and fall/winter menus are developed from a six-week cycle menu plan. The menu committee is chaired by the bureau chief of food services and consists of all food service managers. Revisions are made to accommodate cost effectiveness, quality control, efficiency aesthetic appeal,

and nutritional adequacy. The master menu is reviewed and certified for nutritional adequacy by a registered dietician.

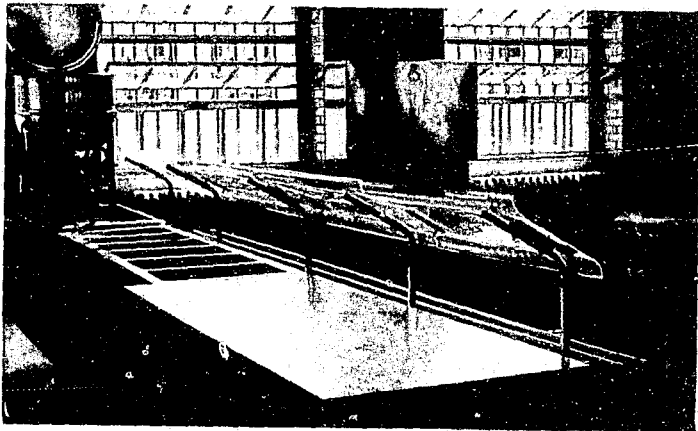
TRAINING

The Bureau of Correction cooking school program completed classes #25 and #26. Three hundred and five inmates have completed this program since its inception in 1973. A basic training program was offered for a six-week

period and the course involved experience in production methods.

The cooking school has now been extended to include eight weeks of training, dealing primarily with production techniques, and "hands on" experience in applying these principles. A self-teaching manual with review questions, covering all basic aspects of quantity food production and equipment familiarization, will be used for future classes. In addition, guest speakers and instructional films will deal

Food Expenses Fiscal Year 1980-81	
SCI Camp Hill	\$1,041,432.18
SCI Dallas	975,739.95
SCI Graterford	2,110,758.00
SCI Huntingdon	1,016,108.59
SCI Muncy	227,660.16
SCI Pittsburgh	995,186.98
SCI Rockview	915,911.88
RCF Greensburg	180,539.91
RCF Mercer	151,400.34
	\$7,733,153.55
Average daily raw food cost — \$2.22	
Total meals served — 9,473,723	



Improvements at SCI—Graterford include installation of sneeze guards at serving lines in all dining areas

with such topics as career opportunities, sanitation, nutrition and production methods.

All new employees in food services were enrolled in the Bureau of Correction training course for a period of four weeks. Courses in supervision and group performance and in leadership and supervision were also offered to food service managers, supervisors, and instructors. Educational seminars are conducted throughout the year to deal with current topics.

COMPUTERIZED INVENTORY COST CONTROL And NUTRITIONAL AUDIT PROGRAM

This computerized system consists of a combined food nutrient report, a food inventory report and summaries of both on a monthly basis. This program also identifies cost as related to nutrient values, inventory controls and the standard recommended daily allowances in our menu. This system, used as an accurate device for measuring and analyzing standards of food service, is being revised and to more effectively aid in maintaining the highest standards of operation in quality and fiscal management.

IMPROVING SERVICES

The bureau food service coordinator visits all correctional institutions on a regular basis for evaluation and review. All food service departments are given a bi-annual inspection to insure high standards of food preparation and service. All aspects of food service are monitored throughout the year.

There is a continuing revision of the Bureau of Correction procedure manual, diet manual and training manual. There will be implementation of a food production and equipment manual for the inmate cooking school and a sanitation, hygiene and housekeeping manual for use by food service managers.

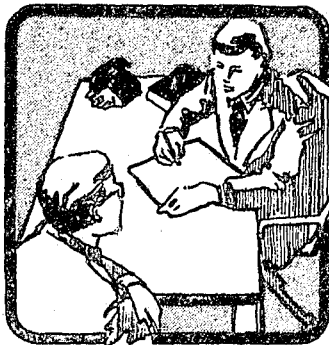
Therapeutic diet meals will be provided to all patients with medically diagnosed conditions requiring an adjusted diet. A system utilizing frozen, preplated, modified diets will be served. Full-size convection ovens will be installed in the state correctional institutions at Camp Hill, Graterford, Muncy, Pittsburgh, and Dallas. These will be utilized for preparing therapeutic diets and for various other production needs. Therapeutic diet programs will be initiated at Rockview, Huntingdon, Mercer, and Greensburg.

The capital budget includes funds for renovation of the refrigeration system and butcher shop at the State Correctional Institution at Huntingdon.

All state correctional institution food service facilities were reviewed by the Staff Task Force for the Subcommittee on Crime and Correction. Evaluations were submitted to bureau personnel as an aid to improving operations and standards in our food service departments.

A registered dietician and general consultant are retained on a contract basis to aid in planning and research.

PERSONNEL MANAGEMENT DIVISION

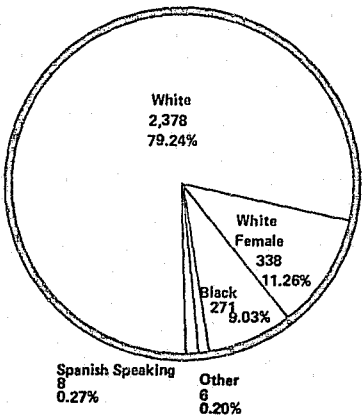


Daniel Tepsic, Director
Personnel Management Division

The Division is responsible for human resource management in the Bureau of Correction. These functions include preparation of payroll data, position classification, affirmative action, labor relations, recruitment and placement, and employee benefits. The division is also responsible for administering the Civil Service and Human Relations Act for correctional system employees.

The total complement for the Bureau of Correction is 3,143; of this, 2,220, or 70 percent of the work force has civil service coverage and 87 percent of the employees are covered by collective bargaining agreements. In addition, there are over 200 various job classifications in the Bureau of Correction. The chart on page 26 reflects the major occupational groups of employees.

MINORITY MANPOWER
Ethnic Distribution of Employees
July 31, 1981



Personnel costs constitute 75 percent of the bureau's expenditures, and 32 percent of this personnel cost is paid in the form of employee benefits.

Annually, the vacancy rate of all positions is 2 percent. At present, approximately 10 percent of the total workforce is minority; state-wide, minorities comprise 11 percent of the total state population.

INNOVATIONS FOR 1980-81

State-wide meet and discuss sessions with corrections officer bargaining unit were conducted in Harrisburg, Mercer,

and Pittsburgh. Formerly, all meet and discuss sessions were held in the Harrisburg area.

A total of 328 grievances were responded to during 1980, ten of these reaching arbitration. Negotiations were held with all bargaining units representing correctional personnel.

The Affirmative Action program for the bureau has been provided more accountability by the assignment of an individual at each institution to serve as an affirmative action liaison officer. The affirmative action program is now a component of the basic training provided all new employees.

The Commonwealth Benefits program orientation was also added to basic training for all new employees.

Class specifications for corrections officers were changed to provide for female employment at male institutions as a corrections officer.

The new Corrections Officer Trainee Examination, which incorporates a written test, oral board, and both a medical and physical fitness examination, was initiated at Graterford in December of 1980; SCI Pittsburgh, Camp Hill, and Muncy have subsequently conducted the examinations on site.

A Personnel Management Review was conducted by the Office of Budget and Administration at SCI Pittsburgh, SCI Huntingdon, and SRCF Mercer during the previous year.

OTHER ACTIVITIES

The bureau was upheld in a federal court case involving selective certifications for community service center positions.

573 promotional potential ratings were completed on corrections officers applying for promotion.

Completed 103 technical position analyses and 113 organizational/functional reviews for various operations within our institutions.

Presently involved in the study of our classification and licensing requirements for health care personnel.

AFFIRMATIVE ACTION

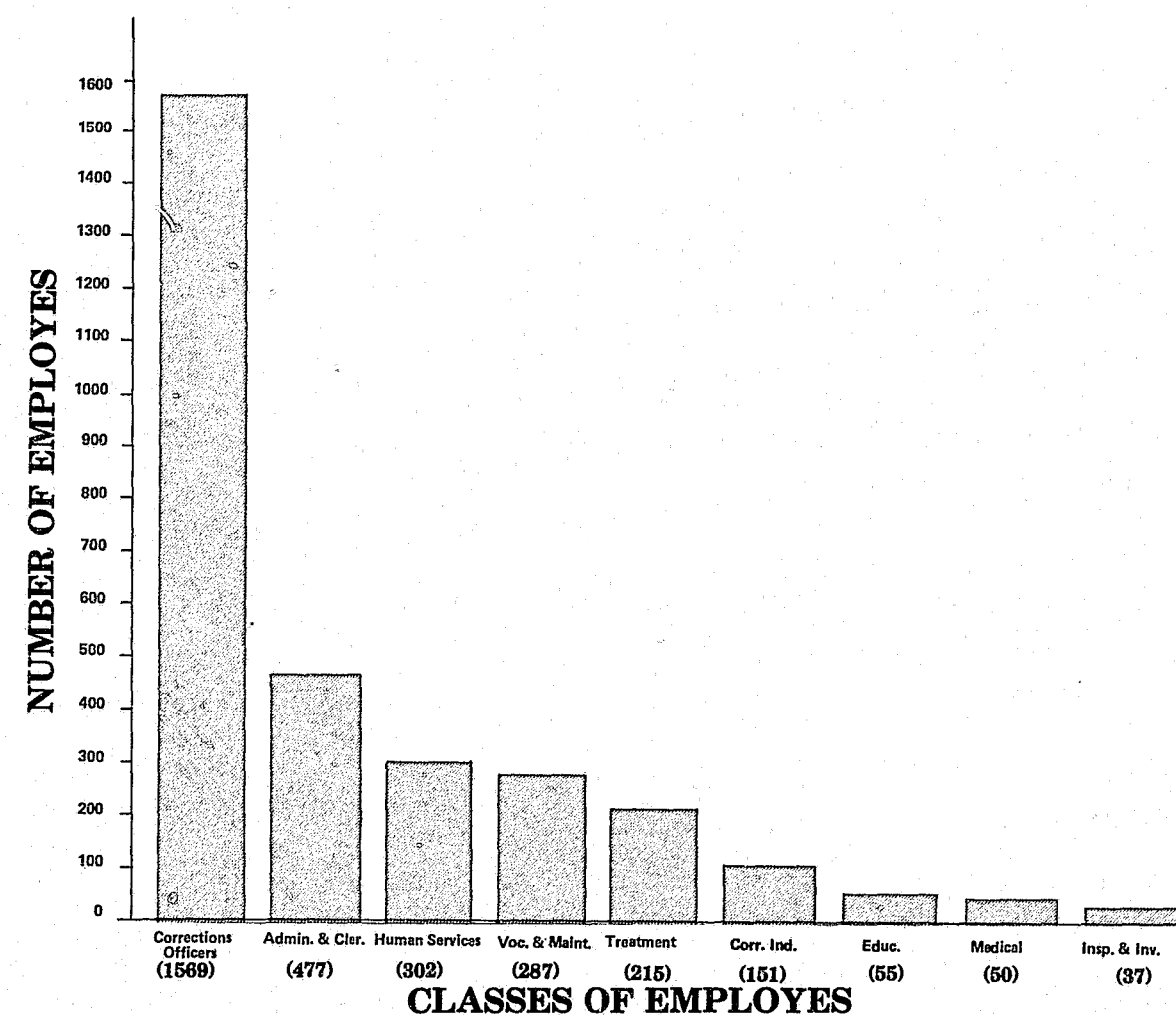
Employees annually receive a copy of a revised "Reaffirmation of Affirmative Action Policy" from the commissioner which reflects this agency's commitment to the goals and objectives of our Affirmative Action Program.

As part of their basic training, all new employees participate in a session with the bureau's affirmative action officer, thereby assuring that every employee receives an orientation to the affirmative action and equal opportunity policies of the agency.

The affirmative action officer reviews and discusses two documents during this session, "What Every Employee Should

Know About the Affirmative Action Program" and "Commonwealth Complaints Procedures Manual for Affirmative Action." Both have been presented to and discussed with the commissioner, all directors, personnel offices, superintendents and their executive staffs, as well as to their assigned affirmative action liaisons.

The "Complaints Procedures Manual" is presented with an emphasis on a preference for initial informality since, in many instances, a grievance or complaint may be resolved prior to involving the various agencies and alternatives listed within the manual.



Affirmative action liaisons, appointed by each superintendent and regional director, serve both as appendage facilitators for the Affirmative Action Office as well as information conduits to the employees at their respective locations.

Another important function of this office was the distribution of the "Black, Spanish, Female Recruitment Sources and Media Guide" to all superintendents, personnel offices and affirmative action liaisons.

This manual provides each institution with a listing of resources to assist in the recruitment of minority and female employees, an effort which is recognized as a management responsibility.



Outstanding Performance Awards—the bureau's first annual awards went to (left to right) Richard D. Arrowsmith, counselor II, SCI—Graterford; Mark Pacella, building maintenance supervisor, SCI—Pittsburgh; Eugene Keith, tradesman instructor, SCI—Camp Hill; Jean M. Heaster, clerk steno IV, SCI—Huntingdon; Ralph T. Hassinger, corrections officer, SCI—Rockview; and John J. Matey, corrections officer, SCI—Dallas

PROGRAM DIVISION



Harry E. Smith, Director
Program Division

The Program Division is responsible for Bureau of Correction functions in the areas of health care, education (academic and vocational), activities (recreation and leisure time), and treatment services (mental health, psychology, counseling, and pardons case services). All major functions are monitored by program chiefs responsible for their respective areas.

This past year was a time of growth and increased emphasis on updating of services to inmates. Mental health and health care services dominated the effort, while other areas continued to function with modest improvements in delivery.



Training efforts continued with members of the division serving as regular instructors in the Central Training Academy for both basic and advanced classes. A week long seminar for treatment personnel in county facilities and 2 seminars for state personnel were conducted with great success. Several new courses were developed for the

academy and for on-site presentation. SCIH, SCIP, and York County received on-site seminars at their request. A special section was developed and conducted in conjunction with the training course for restricted housing unit (RHU) officers.

Health care and treatment personnel served on a variety of task forces involving assessment and planning for meeting inmate needs in the 80's. These involved joint efforts with various agencies and legislative personnel. Additionally, there was involvement in presenting topic to other agencies on subjects related to the expertise of program personnel.

HEALTH CARE

The most significant focus of health care in 1980 was an upgrading of personnel and services to be consistent with current health care standards in the community. This involved numerous committee, inter-agency meetings, and task force efforts. Results included hiring of additional licensed personnel, changes in policy, and proposing needed renovations of existing facilities. Some of the significant efforts include:

—Initiation of an annual health care management survey conducted at each institution.

MEDICAL DEPARTMENT
STATISTICAL REPORT
January 1, 1980 — June 30, 1981

I. General Workload: A. Clinical Visits-449,652	VI. Dental: A. Procedures Performed-70,658
II. Consultant Services: A. Referrals to Specialists-43,502	VII. Surgical Procedures: A. Institution-416 B. Community-560 Total Surgical Procedures-1,639
III. Ancillary Services: A. Laboratory Tests-120,340 B. Audiograms-5,159 C. ECG's-2,933 D. Immunizations-9,230 E. X-Ray Film Exposures-27,509 F. Tuberculin Testing-7,960 G. Visual Acuity Tests-6,474 H. Physical Examinations-8,402 I. Pharmacy Units-3,666,759 J. EEG's-73 K. Telebinocular-7,192 L. Eye Refractions-3,453 M. Physical Therapy-10,723 N. Spectacles Ordered-4,086 Total Ancillary Services-3,880,293	VIII. Accidents and Trauma: A. Inmate-Inmate Assaults-709 B. Inmate-Staff Assaults-175 Total Assaults Resulting in Trauma-1,435 C. Inmate Accidents-5,212 D. Staff Accidents-529 Total Accidents Resulting in Trauma-9,491
IV. Communicable Disease: A. Communicable Diseases Treated-1,085	IX. In-Patient Hospitalization: A. Institution: 1. Number of Patients Admitted-3,665 2. Number of Patient days-38,723 3. Average Length of Stay-10.5 days
V. Deaths: A. Resident Deaths-25	B. Community: 1. Number of Patients Admitted-686 2. Number of Patient days-4,636 3. Average Length of Stay-6.7 days

- Evaluating and upgrading the standards for employing health care personnel to meet legal requirements.
- Improving the delivery of pharmaceutical services.
- Working with the Governor's Council on Drug and Alcohol Abuse
- Developing programs for services to the blind.
- Reviewing medical services in county prisons.
- Developing new policies related to prevention, treatment, and monitoring of certain diseases.
- Reestablishing dental prosthesis services from the dental lab at Graterford.

- Establishing annual physical examinations for all inmates age 40 and over.
- Discussing new cooperative efforts with other agencies to enhance institutional health care services.
- Initiation of the use of medical alert bracelets in all institutions.

Additionally, health care personnel were actively involved in several professional conferences sponsored by organizations such as the Pennsylvania Prison Wardens Association and American Correctional Health Care Association.

EDUCATION

The annual report for 1980 indicates that the programming of education continued to utilize the *Goal Statement* endorsed by the Bureau of Correction and the State Department of Education on November 1, 1977. The Goal Statement has served as the main ingredient for reviewing expectations, strengths, weaknesses, and desired outcomes with the delivery of education services.

The education goal for the past year was to teach skills that will be of benefit to the inmate when he or she returns to society. It centers on the development with positive attitudes toward living as a

good citizen with a reasonable chance to maintain one's self through honest labor.

The education programs were planned according to the sources of funding. Funding sources identified for the past year were: adult basic education funding, general education development funding, ESEA Title I funding, vocational education funding, state funding and several institutions received some CETA funds with job placement projects.

The educational enabling goals were:

1. Every inmate was to have education screening assessment; this goal was about 97% achieved.

PARTICIPATION IN EDUCATIONAL PROGRAMS

18 Month Report

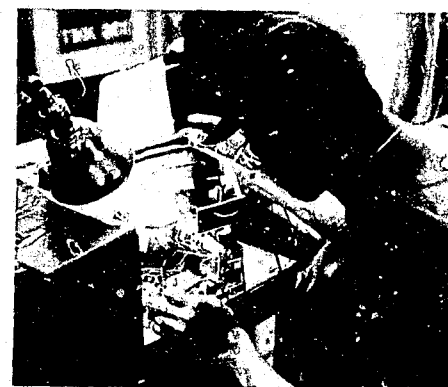
Figures below reflect the number of inmates who enrolled in programs. They do not reflect the number who completed any given program. These figures would be reflected in monthly statistical reports.

SCI'S	ABE	GED	COLLEGE	VOCATIONAL
Camp Hill.....	227	144	280	1045
Dallas.....	242	516	131	543
Graterford.....	780	357	285	219
Greensburg.....	235	130	2	238
Huntingdon.....	107	340	153	389
Mercer.....	74	139	134	170
Muncy.....	58	338	62	1378
Pittsburgh.....	32	78	60	57
Rockview.....	483	96	243	600
Totals.....	2238	2138	1350	4639



Library Facilities,
SCI—Pittsburgh

2. Every inmate without an eighth grade education was to have the opportunity to achieve this level. Fifty to 60 percent of all the inmates incarcerated achieved this goal. About 15 percent to 20 percent of the population participated with the adult basic education programs. The Bureau of Correction encouraged the development of reading programs as number one priority. In the past year the educational staff participated in adult mid-winter conferences; correctional education conferences and staff development workshops in efforts to learn more approaches for recruiting students and to enhance success in teaching basic skills to adults.



Television repair is taught at a number of institutions.

There is still a need for more basic education teachers and reading specialists.

3. Every inmate without a high school diploma is to have the opportunity to earn a GED diploma. It is estimated that over 700 inmates earned their GED diploma in 1980. The weakness of the GED program is in the area of time (the waiting period) for students to obtain information concerning passing or failing the GED.
4. Every inmate is to have the opportunity to learn a vocational trade and to assist with job placement services. This goal was 20 percent



Learning wheel alignment at the Mercer facility.

achieved in 1980. Accomplishments for the past years encompassed apprenticeship training, the implementation of craft committees at SCI's to review curriculum development, v-tech workshop on curriculum building with emphasis on competency, basic instruction and job fairs at several SCI's. The main weakness assessed is the need for basic academic skills (reading, writing, math) to parallel vocational courses.

5. Every inmate is to have the opportunity to participate with post-secondary education providing the inmate had earned the high school or GED diploma. The goal with the

post-secondary education program encompassed about 1,000 students in 1980. Most of the post-secondary education programs were planned so the students could earn an associate degree, since the average length of stay is over two years.

The number one objective planned for 1981 is to ask the educational staff to help students to form and clarify their perceptions of the value of the Goal Statement. Second, the staff will be asked to use more of the cognitive and affective teaching methods with individual student approach. Third, to encourage empirical learning and value development while

instructing and stressing the coping skills on the part of both faculty and students.

ACTIVITIES

Whether it be hitting a home run, blocking a left hopk, running five-minute mile, bench pressing 400 lbs., sinking a 30 foot jump shot, painting a winter scene, listening to the Coasters, or enjoying the movie *Rocky*, thousands upon thousands of idle hours have been constructively used in many good wholesome recreation pastimes by the inmate population.

Varsity sports programs consist of boxing, football, softball, basketball and powerlifting. Organized intramural

programs include the above sports in addition to volleyball, soccer, handball, track and tennis. Leisure time programs include music, drama, arts and crafts, games, movies, live entertainment, social and cultural events which provide relaxation, creativity, and social awareness for the many inmates who are involved in these activities.

Inmate organizations are actively involved with numerous projects to better the institutional community and the outside community through many worthwhile activities. Photo projects, sale of articles such as ice cream, soft drinks, etc., abound throughout the institutions to help raise funds for the inmates projects.



Basketball — one of several interinstitutional sports.

Some of the highlights and accomplishments of the past year: SCI Dallas won the 1980 state correctional basketball championship from Camp Hill who held the bureau title for the past four years; SCI Dallas captured their first inter-institutional softball championship; SCI Graterford won the team championship for the second straight year in the annual postal track and field meet which consisted of competition among eight institutions in ten track and field events; SCI-Pittsburgh won the 1981 basketball championship. It also gained acceptance into the Greater Pittsburgh Sandlot football league and competed quite well against ten community football teams; SCI Huntingdon won the first four team AAU correctional powerlift competitions

sponsored by the Bureau of Correction; a standard inmate sports officials program and pay scale was implemented and the activities staff assisted the public relations office with the very successful inmate art calendar contest.

The boxing program under the direction of Charles Daniels provided 18 inter-institutional boxing shows at alternating locations for the benefit of the total inmate population. All boxing shows are sanctioned by the AAU and under the supervision of the state athletic commission with a physician, referee, timekeeper, and judges present at ringside. The 1980 boxing program consisted of 203 bouts with SCI Camp Hill sporting the best won-loss record in the Bureau with 66 wins and 24 losses.

Community boxers from West Virginia, Chicago, Baltimore, Ohio and Pennsylvania provided additional competition for inmate boxers who won 17 and lost 8 bouts against outside competition.

TREATMENT

The most noteworthy effort of 1980 has been the emphasis on improving mental health care for inmates. Considerable effort has been expended on obtaining speedy and adequate services for inmates who became seriously mentally disturbed and needed transfer to mental health facilities. Coordination of institutions, courts, and the Department of Welfare has been difficult. The Legislative Task Force of the House Judiciary Committee

included program personnel. Numerous findings and recommendations resulted. Current efforts are centered on improving follow-up care for inmates returned from state hospitals. Additionally, a Bureau sponsored task force was appointed to determine future needs and to develop recommendations.

Psychological services have shown professional growth with additional personnel achieving licensure.

The Treatment Section has been involved in several policy revision efforts of the Bureau including such matters as: disciplinary procedures, classification procedures, inmate compensation, volunteer training, inmate complaints, and research procedures.

The area of pardons case services saw the appointment of a new pardons case specialist. A renewed effort was made to recruit and train volunteer advocates along with the development of improved procedures and materials. New materials were developed for orienting inmates to the commutation process. Several presentations were made to inmate organizations concerning the commutation concept.

FURLOUGHS 1976 -- 1980

	1980	1979	1978	1977	1976
No. of Inmates Furloughed.....	1052	1246	1383	1612	1634
No. of 1st Furloughs Granted.....	618	732	943	1150	1225
No. of Furloughs Granted.....	2870	3793	4068	4779	4315
No. of Escapes on Furlough.....	16	27	34	38	42
No. of Escapes on 1st Furlough.....	8	12	11	8	16
No. Arrested on Furlough.....	2	1	1	1	3
No. Arrested on 1st Furlough.....	1	0	1	1	2
% Escapes to Inmated.....	1.5%	2.2%	2.5%	2.4%	2.6%
% Escapes to No. Furloughs.....	0.6%	0.7%	0.8%	0.8%	1.0%
% Arrests to Inmates.....	0.2%	0.1%	0.1%	0.1%	0.2%
% Arrests to No. Furloughs.....	0.1%	0.0%	0.0%	0.0%	0.1%
% Escapes on 1st Furlough to No. 1st Furloughs.....	1.3%	1.6%	1.2%	0.7%	1.3%
% Arrested on 1st Furlough.....	0.2%	0.0%	0.1%	0.1%	0.2%

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

PROGRAM SERVICES
STATISTICS
January 1, 1980 -- June 30, 1981

Classification Summaries Prepared			
Initial	4,409		
Parole Violator	1,110		
Continuation	556		
Reclassification	1,911		
Program Change	19,636		
Pre-Release	5,880		
Community Services	853		
Parole (PBPP)	4,442		
Parole (County)	1,696		
Court Evaluations	135		
Clinical Services			
Individual Services			
Counseling	129,954		
Psychological Therapy	8,074		
Psychiatric Therapy	4,064		
Group Services			
Groups (Average)		84	
No. of Inmates (Average)		1,380	
Classification Services			
Reception Orientation		5,560	
Program Orientation		3,414	
Initial Classification		9,445	
Reclassification		18,785	
Casework Interviews		8,885	
Psychological Interviews		9,170	
Psychological Testing		7,047	
Psychiatric Examination		5,162	
Misconducts			
Class I			16,325
Class II			5,618
Criminal Charges Filed by Inmate			56
Criminal Charges Filed by Admin.			164
Recreation			
Basketball			1440
Boxing			204
Football			761
Softball			1629
Other Sports			4039
Jaycees			602
Lifers			521
Other Organizations			5428

CHAPLAINCY SERVICES

Pennsylvania's nine correctional institutions are well staffed with chaplains who are professionally trained and experienced in providing a broad range of religious and pastoral services to incarcerated inmates.

We have fifteen staff chaplains and approximately twenty part-time or contract chaplains representing four major denominations.

Basically, the chaplains provide access to religious services for inmates. This is accomplished through a variety of programs provided for inmates who profess the Protestant, Catholic, Muslim and Jewish faiths which includes liturgies,

official services, scripture studies, readings and sacraments.

A considerable amount of the chaplain's time is spent in counseling with the residents both privately and in groups. Chaplains are obligated to meet with new inmates and also to visit those in various sorts of segregation so that everyone has the opportunity for religious expression. Family therapy is becoming more and more an effective area where the chaplain can effect reconciliation between inmates and their families.

Major accomplishments of the past year have included the following: organizing choirs, holding a Cursillo (an intense type of religious retreat), organizing a church softball team in the

prison to compete with outside church teams, increased involvement with trained religious volunteers from outside, establishing of a Halfway House, visits by bishops and church leaders, special Christmas, Seder, and Ramadan programs, and the installation of parish officers to assist in directing the program.

For the future, the chaplains have set goals such as the following: to expand the use of the Cursillo, establish an Ecumenical Religious Council, organize a black gospel singing group, start a travelling choir, develop more parish councils, involve trained and sound volunteer people from the outside in the work of rehabilitation.

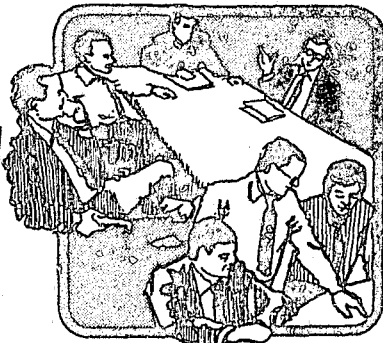
SPECIAL SERVICES DIVISION



Harry E. Wilson, Director
Special Services Division

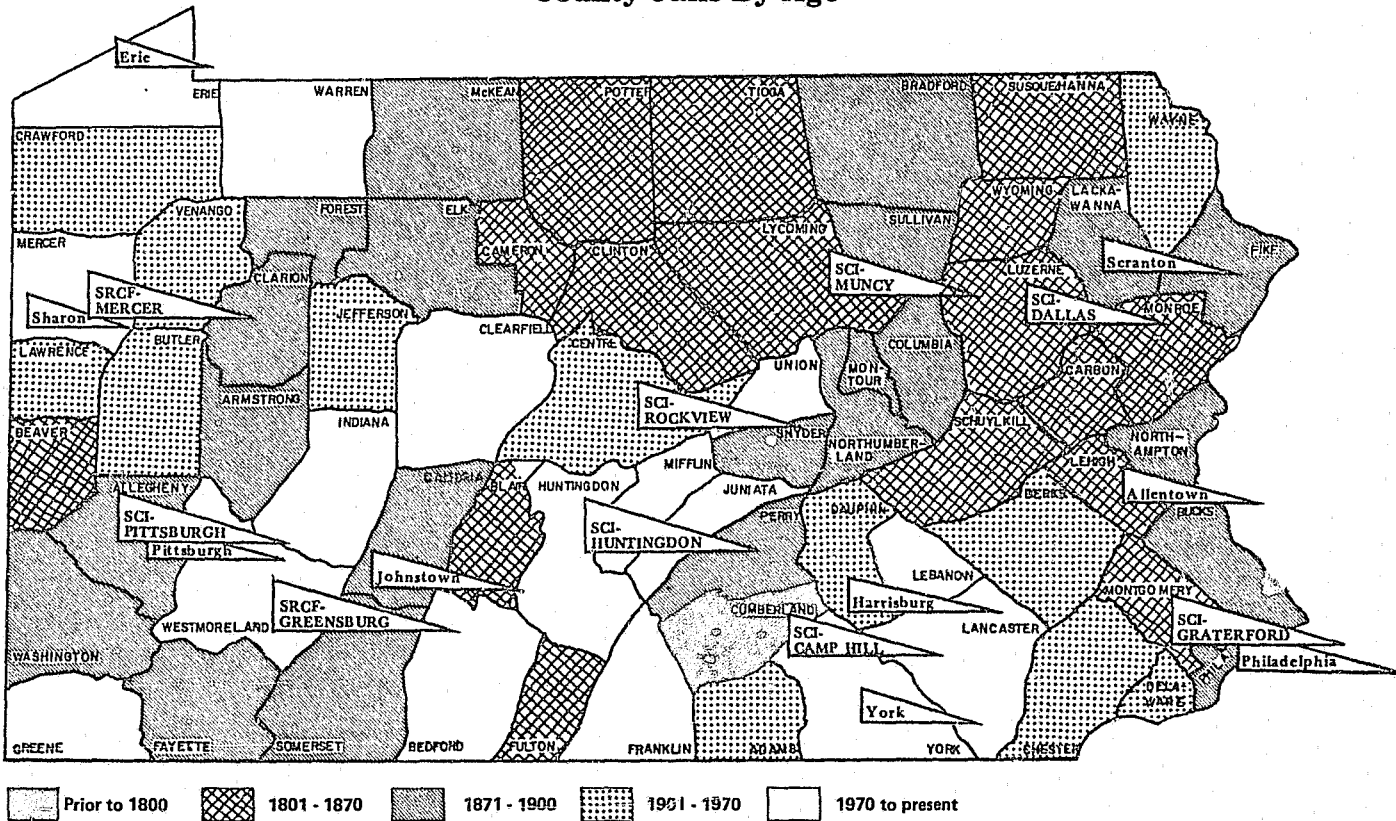
This division is comprised of two sections: the Inspection and Evaluation Section and the Investigation and Enforcement Section; plus a detachment of field investigators, four of whom are based in field offices throughout the Commonwealth and one in Central Office. The field investigators are attached to the Inspection and 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 the state institutions is a regular duty 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.

County Jails By Age



Future plans and goals include the promulgation of more comprehensive minimum standards for Pennsylvania county prisons and jails. A select committee, chaired by the division director met throughout the year to formulate the new standards. The new standards will have a significant impact on the ultimate goal of replacement or reconstruction of all outmoded county correctional facilities, and to effect compliance with minimum standards.

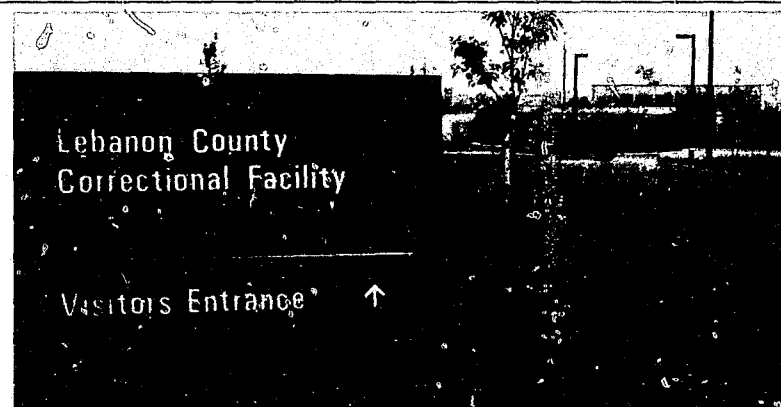
INSPECTION and EVALUATION

During 1980-81 inspection/evaluations were made of all seven major state correctional institutions, two regional facilities, fifteen community service centers, sixty-nine county jails and approximately four hundred police lockups. Reinspections of fifty-two county jails were made to determine compliance with requirements and recommendations. During the year, five new facilities were completed and occupied and at years

end, thirteen counties were in various states of planning of either new institutions or major renovations.

During 1980-81, 1,081 requests for furlough investigations were received, processed and assigned to investigators.

One of the newest county jails in Pennsylvania was opened in 1980 in Lebanon County.



INVESTIGATION and ENFORCEMENT 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 the approval of the Commissioner of Correction. The section develops and maintains close liaison with foreign, federal, state and local law enforcement

agencies. The section collects, analyzes and disseminates intelligence information that may have an adverse effect on the security, safety and orderly function of the Bureau of Correction.

In 1980-81, the section initiated 75 full field investigations and 49 limited inquiries. Four of the full field investigations are still pending. The

section's case load of full field investigations was double that of last year's figure. The majority of the investigations resulted in either prosecution or administrative action of some nature.

STAFF DEVELOPMENT DIVISION



Fredric A. Rosemeyer, Director Staff Development Division

The organization of the Staff Development and Training Division consists of three sections under the division director: State Training; County Training; and Academy Training. Training coordination between the central office and the state institutions is the responsibility of the institution training coordinator.

The chief of state training is responsible for pre-service and in-service training in all of our state institution and regional facilities.

County Training is the responsibility of chief of county training and he coordinates, conducts and organizes on-site programs at the 69 county jails.

The Academy Section consists of the Central Academy and Eastern Training Academy. The academies are responsible for basic training, special seminars and management training.



BASIC TRAINING

The augmented curriculum developed last year has been refined and emphasis has been placed upon documentation of all instruction. The principal changes in the course of instruction have been in the treatment and program area where overall course time has been approximately doubled. Also, one day has been set aside where state and county students are given courses with specific application to their particular areas.

At the end of the year, 12 basic

training courses had been conducted for 385 state and 312 county students. Our plans for future academy training include more use of group discussion, careful course documentation, continued emphasis on treatment aspects, first aid and CPR, and more realistic security training.

ADVANCED TRAINING

To promote growth of the experienced correctional personnel, seven advanced courses of forty hours of instruction were

New employees of the correctional system begin with basic training



conducted during 1980. A total of 179 participated, including 166 state employees and 23 county. The course curriculum includes communication skills, the special inmate, defensive tactics, drug, weapon instruction, and defensive tactics.

COUNTY ON-SITE TRAINING

A total 1279 county employees participated in on-site training offered at various county prisons by the Staff Development Division. Instruction was given in the

following areas: self-defense, drug detection, communication, fire prevention, security skills, and treatment procedures. This represents a slight increase over the previous year.

MANAGEMENT TRAINING

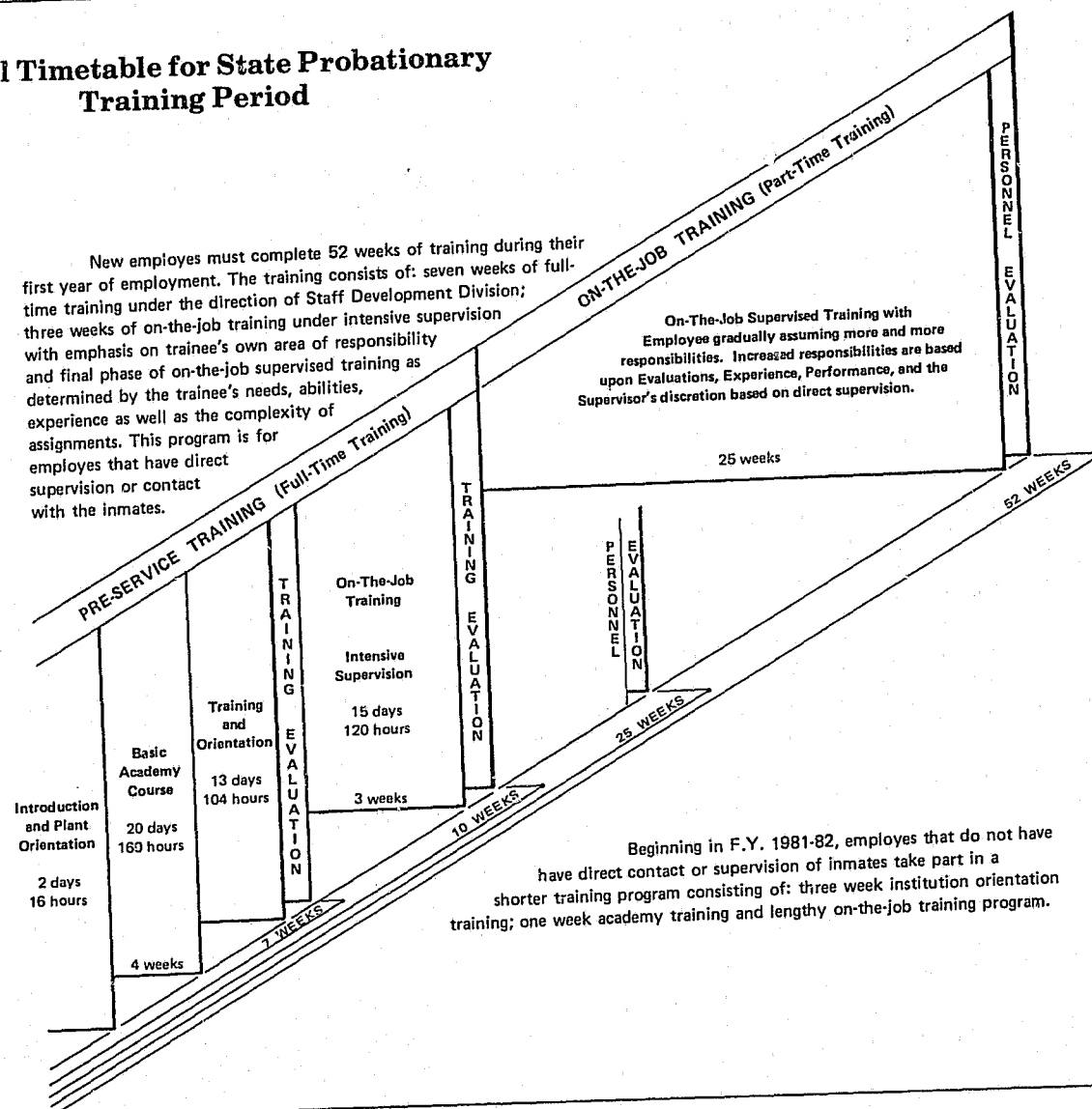
Executive management Training is offered for the top management staff ranging from the Commissioner through first line management staff. It is the first time in the history of the Bureau of

Correction that top managers will be together for six, one/two day workshops. The program consists of: Labor Relations Training; Managerial Communications; Delegation of Authority; Management Values; Time Management and Stress Management.

Programs for other management staff consisted of 40 hours of: Supervision and Leadership Training, Training for New Supervisors and Management Methods and Skills. Also, included is the Labor

General Timetable for State Probationary Training Period

New employees must complete 52 weeks of training during their first year of employment. The training consists of: seven weeks of full-time training under the direction of Staff Development Division; three weeks of on-the-job training under intensive supervision with emphasis on trainee's own area of responsibility and final phase of on-the-job supervised training as determined by the trainee's needs, abilities, experience as well as the complexity of assignments. This program is for employees that have direct supervision or contact with the inmates.



Relations Seminars for first line management and above.

A total of 100 people, including 81 state employees and 19 county employees, attended the 40-hour leadership and supervisory course conducted by the U.S. Office of Personnel Management.

FIRE and SAFETY

Fire and Safety Workshop #1 was held at the Staff Development Division, Central Office on May 21-23, 1981. The session was established to train the institution fire chiefs updated techniques in fire and safety procedures. It included 20 participants representing all of our state correctional institutions, regional facilities and central office.



Supervisors participate in a fire and safety workshop sponsored by the Staff Development Division

The participants received training in Fire Training, Arson Cases, Fire and Safety Standards, The Problem Juvenile, Problems of the Elderly and various individual workshops.

RHU

There were two RHU programs held for corrections officers. There were 21 participants for RHU #1, and 20 for RHU #2. The course curriculum included communication skills, special inmate behavior problems, self-defense, legal aspects of corrections, baton training, security skills and report writing. All state

correctional institutions and regional facilities were represented.

COUNSELORS TRAINING

Corrections Counselor In-Service Training Seminar #1 was held on March 9-13, 1981, at the Staff Development Division, Central Office. The student body consisted of 24 counselors from state correctional institutions, regional facilities and community service centers.

The participants received training in Legal Issues, Security and Treatment, Personality, Personal Time Management,

Stress Case Management, Inner City Culture, and Communication Skills.

LABOR RELATIONS SEMINARS

With the support of trainers from the Office of Administration, the Staff Development Division conducted "Discipline and Grievance Handling Workshops" for a total of 93 supervisors, including 88 state employees and 5 county employees. The three-day training course is to reinforce labor relations and supervisory practice.

CARDIOPULMONARY RESUSCITATION (CPR) and STANDARD FIRST AID

The requirement for immediate response by employees during emergencies necessitates the development of skills in first aid. As a result 892 people, including 581 state employees and 311 county employees, have been certified by the American Red Cross in the 8-hour cardiopulmonary resuscitation course (modular) during 1980. In addition, a total of 367 people—177 state employees and 190 county employees—were certified

during 1980 with the completion of the 8-hour multi-media American Red Cross standard first aid course.

JAIL OPERATIONS and JAIL MANAGEMENT COURSES

Through the cooperation of the National Institution of Corrections (NIC) the Bureau of Correction has established a self-training opportunity in jail operations and jail management programs of instruction. The jail operations course is offered to anyone who attends the

academy and both the jail operations and jail management courses are administered by the training coordinators.

SPECIALIZED TRAINING SEMINARS

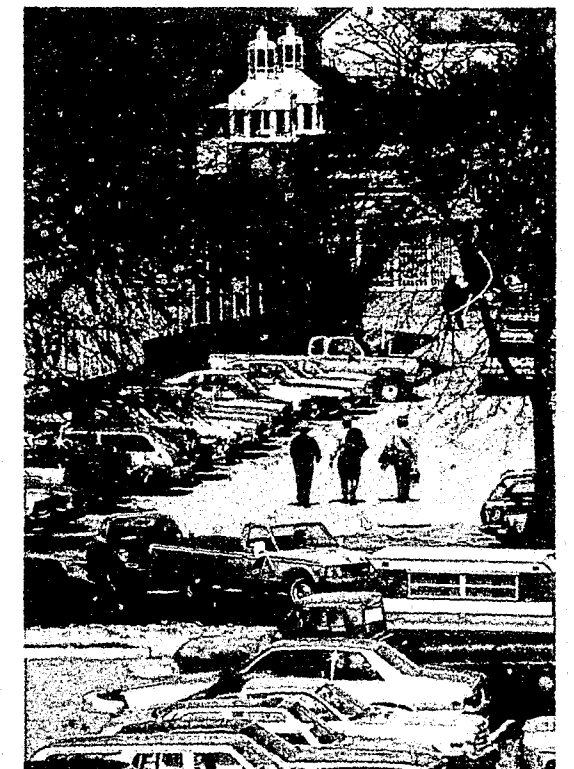
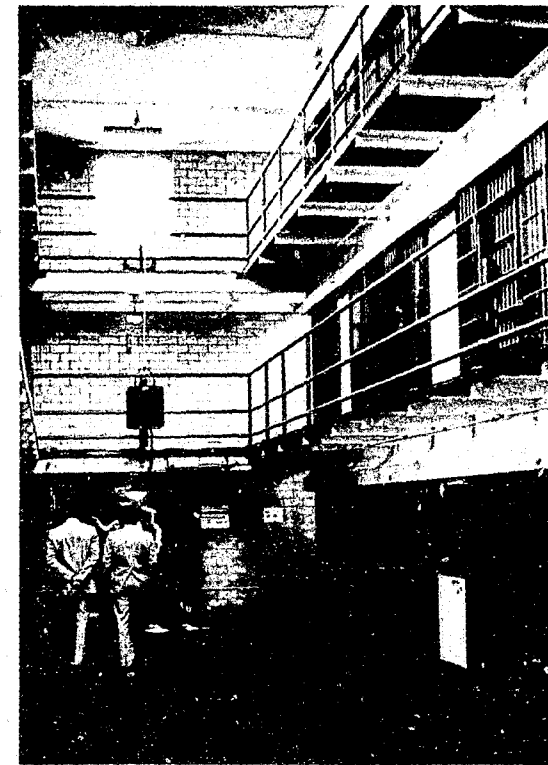
Several courses were conducted during 1980 to meet the special needs of various classifications. For example, 21 treatment staff members were trained to administer and interpret the General Aptitude Test Battery (GATB). Eighteen secretaries attended a workshop for secretaries.

Eight training coordinators attended a train-the-trainers course. Thirty-two officers attended a restricted housing unit (RHU) seminar, etc.

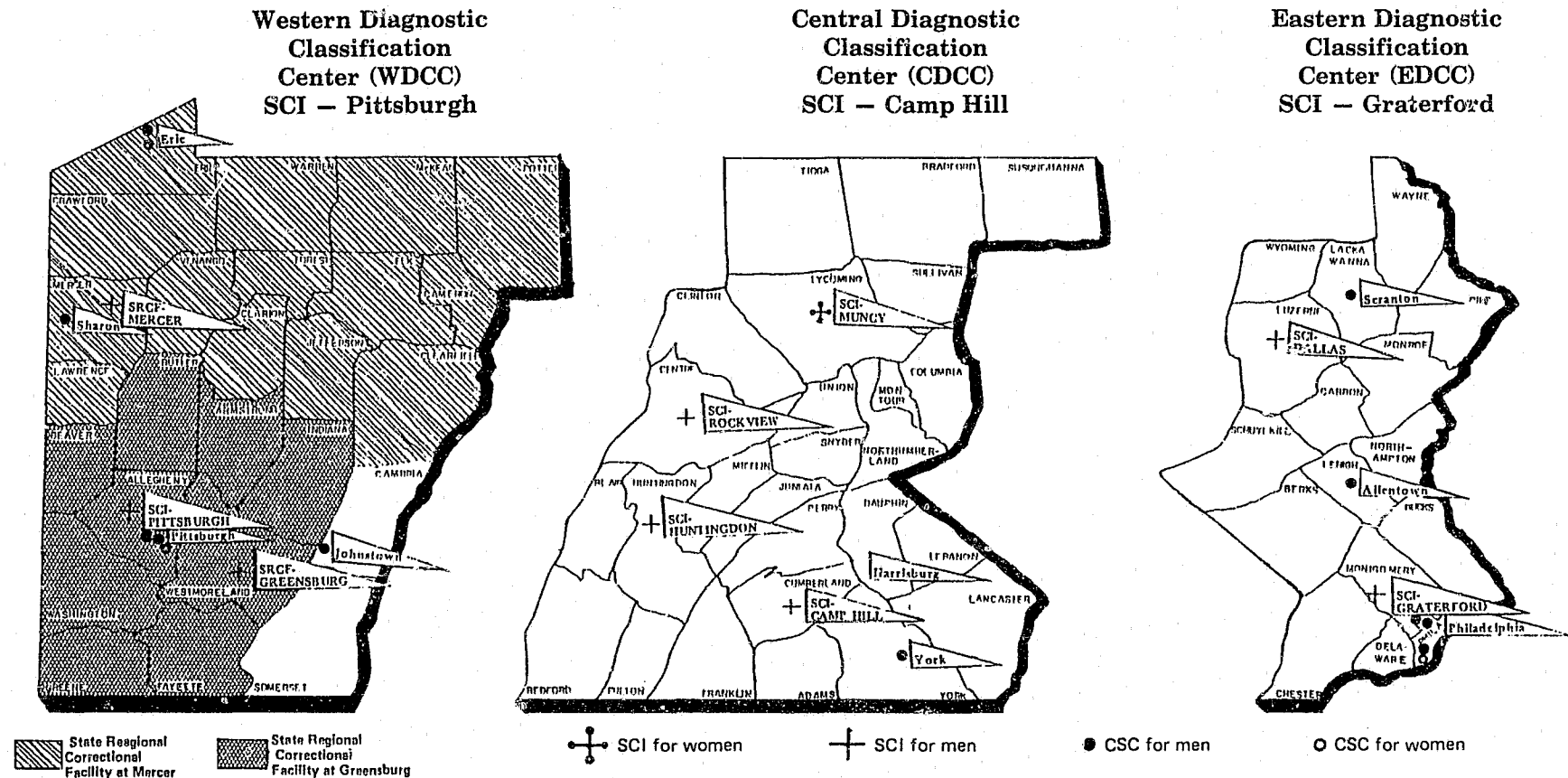
INTERN TRAINING

Two college students participated in an internship with the Staff Development Division: James H. Fetzer, III, a Lower Allen police officer and part-time PSU (Capitol Campus) student, and Joseph Flanders, a full-time York College of PA student majoring in police science and corrections. Both interns participated in academy training and evaluation of bureau training programs.

THE INSTITUTIONS



BUREAU OF CORRECTION FACILITIES
AND CATCHMENT AREAS



CSC REGIONAL OFFICES: STATE CORRECTIONAL INSTITUTIONS AND FACILITIES

(Eastern) Region 1
219 East High Street
Germantown, PA 19144
Mamie J. Falns, Director
(215) 848-4838

(Central) Region 2
1701-A Green Street
Harrisburg, PA 17102
Thomas A. Rogosky, Director
(717) 787-4427

(Western) Region 3
535 South Aiken Avenue
Pittsburgh, PA 15232
James P. Murphy, Director
(412) 681-1202

State Correctional Institution at Camp Hill
P.O. Box 200, Camp Hill PA 17011
Ernest S. Patton, Superintendent
Raymond Clymer, Dep. for Operations
Dennis Erhard, Dep. for Treatment
(717) 737-4531

State Correctional Institution at Dallas
Dallas, PA 18812
Glen R. Jeffes, Superintendent
Joseph Ryan, Dep. for Operations
Gilbert Walters, Dep. for Treatment
(717) 875-1101

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

State Correctional Institution at Huntingdon
Huntingdon, PA 16852
Charles H. Zimmerman, Superintendent
Emanuel C. Wicker, Dep. for Operations
A. W. Zumpetta, Dep. for Treatment
(814) 643-2400

State Correctional Institution at Muncy
P.O. Box 180, Muncy, PA 17756
Ann M. Goolsby, Superintendent
Carolyn Hill, Dep. for Operations
J. Harvey Bell, Dep. for Program Services
(717) 526-3171

State Correctional Institution at Pittsburgh
P.O. Box 9901, Pittsburgh, PA 15233
George Petsock, Superintendent
Robert Maroney, Dep. for Operations
James A. Wight, Dep. for Treatment
(412) 761-1955

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

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

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

SCI-CAMP HILL



Ernest S. Patton
Superintendent, SCI-Camp Hill

OVERVIEW

The State Correctional Institution at Camp Hill, originally named the Pennsylvania Industrial School, was constructed under Act 376 of 1937. It received its first prisoners in March, 1941, housing both juvenile and criminal court commitments. In 1975, the attorney general ordered that all juvenile commitments be stopped and the last juvenile was released from the institution on September 14, 1977.

SCI Camp Hill is situated approximately five miles southwest of Harrisburg, Pennsylvania. It encompasses 800 acres, 52 of which are located inside the fence enclosure. As of June 30, 1981, the inmate

population was 1,307. Approximately one thousand are less than twenty-five years of age.

SUMMARY OF ACCOMPLISHMENTS

The focus at our institution has been on a sense of community. This has its basis in a concern for the welfare of inmates, staff members and the general public. The relationships which exist among these groups are vitally important in any correctional program.

The addition of a new visiting room and expanded visiting time early in the reporting period did much to encourage increased contacts with family. The Diplomat

Jaycee Chapter provided a "children's corner" for play and entertainment and playground equipment for the outside visiting area. This group, which has won several national awards for their work, also hosted many outside Jaycee chapter activities. Training programs for seminarians and ministerial students, along with Dickinson law students, provide positive ties between the institutional community and the public.

The Inter-Faith Council of the chapel coordinated a number of activities throughout the institution to collect funds for outside charities and were quite successful. The musical "Godspell" was given for the inmate population and also for over six hundred persons from the

community. The growth of new counseling groups is seen as significant. Continued emphasis on staff training opportunities and the Crisis Intervention Team helped to improve our staff and to identify problem areas. This team has also focused staff attention on potential problems related to overcrowding since our population continues to grow. An evaluation of filed complaints showed that this avenue for registering problems was viable in focusing staff action and response.

A hearing room adjacent to the restricted housing unit was opened for the use of the Hearing Committee in their review of misconducts, permitting privacy and better security arrangements.

Training in the searching of inmates and their cells was undertaken to provide more consistency in our operations and the protection of the inmate rights. The modification of cell doors by our maintenance department made it possible for inmates to lock their cells when they were absent and thus protect their private property.

Camp Hill had an increase of 150 inmates over the reporting period. Despite this, the number of significant incidents remained low. We had only four escapes and only one failure on 353 furloughs. Over ten percent of our population completed the requirements for their high school equivalency diplomas, a special education class was

added to our academic program and two of our vocational classes were approved for apprenticeship training. One of these classes, the construction shop, is building a house. The furniture factory made spectacular gains in production while furnishing needed training opportunities. Health care advances included a supervised diet line and annual physical examinations for all inmates over the age of forty.

Our varsity basketball, softball, and boxing teams did well again, and intramural games in the various sports abounded. The Lifers contributed funds for expansion of opportunities on our

athletic field including six handball courts. The renovated auditorium provided such diverse programs as cultural awareness, a professional jazz concert (Judge Richard Klein of Philadelphia County and his "Fifth Amendment") and an introduction to the opera presented by the Harrisburg Opera Outreach. Planning for the coming year includes the addition of trailers to house our drug and alcohol program "New Values." This move will make an additional hundred cells available to relieve Bureau of Correction overcrowding.

OPERATIONS

Security

There were four escapes, and 334 cases of alleged inmate assaults of involvement with staff, or contraband, were investigated leading to 14 cases going to court.

Maintenance

Visiting facilities were expanded and the auditorium renovated, along with other farm and industrial improvements of a major kind. A savings of \$192,952 was realized through the use tradesmen and

inmates in performing these renovations. Among the medium-sized projects completed were the installation of an exhaust system for the small engine repair program, sanitary sewage improvements, replacement of C Ward locks, and renovation of the Guest House.

Culinary

Special classes in food service hygiene were introduced; a diet line was established and overtime was reduced.

INDUSTRIES

In industries, production was sub-

stantially increased in furniture production and several new products were developed. The dollar volume in furniture has expanded from a monthly average of \$27,376 in 1978-79, to \$48,000 in 1979-80, to a current \$63,600 monthly figure at the end of calendar 1980. The farm program consists of swine, beef, dairy heifers, field crops and a meat processing plant.

TREATMENT

Counseling/Psychological Services

During the past eighteen months, the Treatment Department put effort into two primary areas. The first area dealt with expansion of treatment services to the

inmate population. In the fall of 1980, we began planning a more formalized approach at providing counseling. The end product is a comprehensive program of group counseling being conducted by the Treatment Department staff. Group topics cover areas ranging from dealing with psychiatric problems and goal planning to constructive use of leisure time and planning for the return to the community. Eleven staff are involved in providing these services, which began in January, 1981. The second primary area of focus was in the organizational functions of the Treatment Department. Regularly scheduled, bi-weekly staff meetings were implemented for

discussion of various relevant topics as well as for the dissemination of information. Common problems the treatment staff were experiencing could be dealt with in this setting, and ideas and concerns were filtered onto administrative staff for follow-through. These regularly scheduled meetings were more productive than meetings scheduled on an "as needed" basis. We also focused on staff responsibility and the proper chain of command in our area. Supervisory experience was provided to line staff when the supervisor was absent.

Academic and Vocational Education

The Education Department at S.C.I.C. served over 600 inmates per term during the past 18 months.

A third special education class was added to support two existing special education classes. Along with our reading and math laboratories, these classes were designed for students functioning at a 4th grade level or less. 110 students are enrolled.

Two college programs were available, a liberal arts course and one in business.

Due to a reduction of state funds, alternate funding in the form of Basic Education Opportunity Grants for carefully screened and needy students were secured with the assistance of Harrisburg Area Community College.

The number of vocational courses has been increased to 14 with the introduction of a small gas engine shop and an additional instructor for the auto repair shop. A state approved apprentice program was started in the construction cluster, machine, and auto mechanics shops.

Application has been made to have our

drafting course approved as part of the apprenticeship program. Jobs were located for 29 inmates upon release from SCIC by our job placement specialist.

Medical/Mental Health Services

There has been an ongoing program with Bloomsburg State College Community Nursing Program in which student nurses receive institutional experience through an internship at SCI-Camp Hill. During 1980, the interns in this program were very helpful in developing a training program for food handlers assigned to Food Services Department.

In the coming year, we plan to continue present services and continue to upgrade our program. There are plans to work with the Red Cross to provide training to inmate orderlies and provide training opportunities to staff. We also plan to work with Bureau of Correction central office staff to evaluate the possibility of a regional health care program.

Recreation and Activities

Religion and recreational activities operated at a high level of enthusiasm and inmate participation throughout the year. "Activities Night" was a new highlight, as was inmate power weight-

lifting extramural competition. The Chaplaincy Department has involved Protestant and Catholic seminary students in an internship program working with inmates.

A combined Activities-Religion project was the production of "Godspell" which received enthusiastic support from over six hundred people from the community.

FISCAL

Personnel costs for the Fiscal Year amounted to \$10,173,127. Salaries and other remunerations amounted to \$7,630,754 and benefits paid amounted to \$2,542,373.

INMATE COMPLAINT SYSTEM

The calendar year 1980 saw a significant increase in the number of inmate complaints investigated by the complaint officer. A total of 1147 inmate complaints were processed during this period versus 647 inmate complaints in 1979. A sharp decrease in the number of complaints was noted for January, 1981 — June, 1981 with a total of 399 complaints being investigated. The average number of inmate complaints during 1980 was 95.6/month versus 53.9/month in 1979 and 66.5/month during the January — June 1981 time period.

A categorical breakdown of the complaints indicate:

	Total 1979	Total 1980	Total January — June 1981
Inmate Officer Problem	248	245	82
Inmate Treatment Problem	109	152	74
Property Problem	72	136	40
Medical Problem	71	135	63
Visiting	19	28	7
Activities	7	21	3
Mail	20	63	19
Inmate Accounts	25	102	29
Culinary	32	50	19
Miscellaneous	44	214	63

The records indicate that twenty-four complaints appealed to the superintendent during 1980 and twelve appealed during the period January — June, 1981 up from seventeen in 1979.

The number of complaints appealed to the commissioner increased to five in 1980 up from two in 1979. There has been one complaint appealed during the January — June, 1981 time period.

The most significant change as a result of inmate complaints was the installation of individual locks on the cells. This change drastically reduced the number of thefts on the wards.

Major Operational Expenditures

Expenditures of major categories are listed and represented 87% of operational budget. Total budget apportioned for this period was \$3,103,033.

1. Medical and Hospital	\$332,198
2. Electricity	137,300
3. Heating Fuels	485,204
4. Wearing Apparel and Inmate Clothing	229,885
5. Food	1,006,553
6. Housekeeping Supplies	160,119
7. Maintenance Materials	129,037
8. Inmate Payroll	228,992
Total	\$2,709,288

Major Non-Recurring Projects

During the period of 7/1/80 — 6/30/81, the following projects were completed or in process of completion:

Ash Pit Sewer Line	\$605
Sanitary Sewer Phase II	10,173
Deisel Generator Repair	3,851
Guest House Renovation	9,561
Construction Wing Wall	540
Cell Expansion Project	32,744
Total	\$57,474

Cell Renovation Expenditures

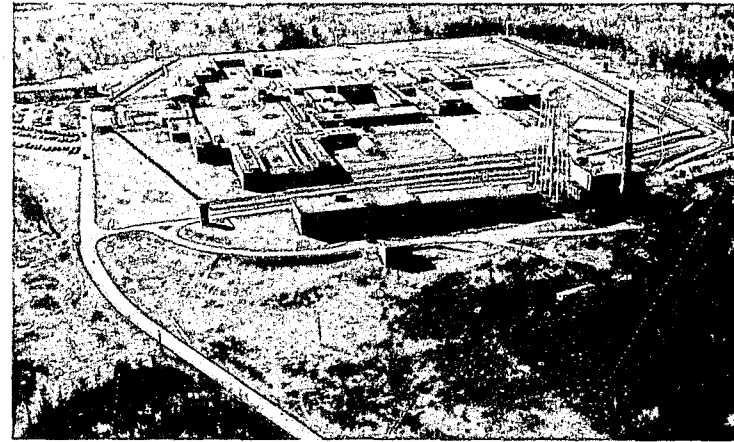
Expenditure commitments during the Fiscal Year for renovations of cells amounted to \$5,584 for purchase of lavatories and closet bowls.

Expansion of SCIC Cell Capacity

The institution has received a Federal Grant to be utilized in housing of inmates. Funds allotted for this project are as listed:

Federal Funds	\$24,500
Institution Funds	45,000
Total	\$69,500

SCI-DALLAS



Glen R. Jeffes
Superintendent, SCI-Dallas

OVERVIEW

The State Correctional Institution at Dallas is located approximately ten miles from Wilkes-Barre, Pennsylvania, and is set upon 1,307 total acres, 26 of which are within the fenced enclosure of the institution. The current population is approximately 1021 inmates who are housed in ten housing units. The initial designed capacity was one-man-one-cell. However, in the spring of 1981 due to the expanded population, 23 cells were converted to 2-man cells. An additional 27 are planned to handle the increased population. During the 1981-82 fiscal year 48 new one-man cells are planned with a completion date of September of 1982. In addition to similar responsibilities assigned to all state adult male correctional

facilities, the Dallas Institution houses a number of geriatric and physically disabled inmates committed to the Bureau of Correction.

While the physical plant is that typically categorized as a medium security facility — one fence and outside cells, most of the inmates housed at this institution require a higher level of custodial supervision.

This institution was designed by Clarence Litchfield as a model of the 60's. Its concept was based on the educational or school model to open in January of 1960 to house and care for the male, mentally retarded inmate as defined under the Defective Delinquent Act of 1937. This was challenged in the courts and repealed on July 20, 1968. This same

year, the institution became a facility for sentenced adult felons receiving prison sentences of two years or more. Inmates are presently received from the three state wide diagnostic classification centers.

SUMMARY OF ACCOMPLISHMENTS

In the operations area during the year, special emphasis was continued on energy conservation with the installation of storm window combinations in all housing units.

A new bar screen was installed at the Sewage Disposal Plant. Progress continued on the construction of an additional pumphouse for the newly drilled well.

In the program area, citizen volunteer programs were consolidated under the NE Prison Alliance. In addition, the Project 60 Program for older inmates continued with excellent success.

Inmate athletic teams were successful in winning both the softball and basketball championships as part of the inter-institution sports program. The Centurian Jaycees sponsored the first Inmate Olympic Games with housing units adopting the names of various countries.

The Education Department held its first Trades and Vocational Advisory Committee meeting as a forerunner to obtaining certification for a number of our trade areas as approved apprentice training programs by the United States

Department of Labor.

Institution personnel continued its increased support for the SECA Program by increasing both contributions and employee participation by 40% and 32% respectively.

The institution is now in its 21st year of operation. With the 50 year retirement now available for many classes of employees it is anticipated there will be a higher than normal rate of employee turnover during the next two years.

An orientation program for all new inmates has been initiated.

OPERATIONS

Security/Custody

The Dallas institution is currently operating at 5 percent over capacity, and has not experienced a major disturbance nor an escape in the past eighteen months.

Maintenance

In the maintenance area, special emphasis was continued on energy conservation. This was demonstrated by the installation of storm windows in all housing unit cells, installation of vent dampers in all housing units cells and the installation of night set back heat

regulating controls. In addition, an experimental solar heat panel was constructed and utilized in the Body and Fender Building.

New projects were also evident during the past eighteen months. A new bar screen chamber at the Sewage Disposal Plant was installed. Progress continues to be made on the construction of a new pumphouse tentatively scheduled to be completed in December of 1981. Clearing of land adjacent to the pumphouse was begun to provide the institution with an emergency water reservoir.

To meet the housing need for the increased population, A and D Housing Units will be expanded to include 48

additional cells. The completion date for this project is tentatively scheduled for September, 1982.

To enhance the appearance of the approach to the institution, a new institution sign was constructed. Improvements were also made with the entrance roadways with the blacktop gutters and shoulders, as well as the repair of a stone bridge, considered a landmark in this area.

INDUSTRIES

Correctional Industries at Dallas experienced an increase in external sales for the past year in the Mattress Factory, Garment Plant, Carton Plant and the

Farm. The largest increase in sales comes from the Carton Plant.

Productwise, Correctional Industries began to manufacture gloves with the anticipation that production will increase with the addition of a third sewing machine. The Upholstery Shop has doubled its orders during the past year and has proved to be a good profit-making shop. The Garment Plant, a small, but productive shop has manufactured twice the dresses and curtains that were produced the year before. The Carton Plant is unique since there is no need to carry a large inventory to run this plant.

TREATMENT

One of the major emphasis for the past year has been the organization of the services afforded in this area. This has resulted in an increase in the efficiency of service delivery. Also, an effort has been made into the development of a more effective monitoring system for the general inmate population. A formalized on-going staffing process was initiated with all community service centers serving the institution.

Counseling/Psychological Services—Medical Care

An additional accomplishment is the

continuation of programs of group and individual counseling. Through this medium, our professional staff is developing its skills in the counseling area, while assuming additional duties in the casework area. Health care services were reviewed and annual physicals for all inmates over 40 begun.

Also, additional hospital personnel (registered nurse) was hired in order to help the institution provide additional resources to the inmate population. In addition, a therapeutic diet program was instituted for those individuals requiring this service.

Recreation and Activities

The Recreation and Activities Area have continued to expand services and programs in their respective areas. Approved inmate organization groups and clubs have had successful fund-raising projects as well as annual picnics and banquets.

Increased activity in the use of citizen volunteers was expanded in the religious, self-help groups and pre-parole planning areas.

Recreation-wise, the Dallas institution was successful in winning both the softball and basketball championships as

a part of the interinstitutional sports program. Expansion of the weight lifting program was evident and the boxing program continues to provide our inmate population with championship performances.

TRAINING

Treatment staff continued to participate in specialized training offered by the Bureau which included Fundamentals of Supervision, Weapons Familiarization, First Aid, C.P.R. and Defensive Driving.

A Training Committee, consisting of employees from the various areas of the

institution, was established and whose inputs will be considered in the final formulation of any on-going In-Service Training Program.

FISCAL

Our 1980 Fiscal Year Budget covering the 100 Personnel Services Account amounted to \$8,375,000. The allotment or allocation is broken down as follows: Salaries \$6,003,000, Overtime \$214,500, Shift Differential Pay \$69,000, Wages \$13,000, Employees' Health & Welfare Fund-State Share \$144,000, Employees' Hospital Insurance-State Share \$295,000,

Social Security-State share \$389,000, Retirement Contributions-State Share \$920,000, State Workmen's Insurance Premium Payments \$232,000, Employees' Group Life Insurance-State Share \$38,000, Unemployment Compensation-State Share \$16,000, Sick Leave Payout \$19,000 and Annual Leave Payout \$22,000.

Our Operating expenses amounted to \$2,184,000 covering major expenditures of \$160,000 for Clinical Services-Medical, \$130,000 for Hospital Care-Medical, \$161,000 for Electricity, \$231,000 for Heating Fuel, \$105,000 for Wearing Apparel, \$798,000 for Food, \$105,000 for Housekeeping Supplies, \$137,500 for

Maintenance Materials and Supplies, \$197,000 for Inmate Payrolls and the balance allocated to various other Minor Objects.

We have processed all orders and requisitions for the conversion of Cell Block Utility Rooms in Cell Blocks A, B, C, D, E, F, G, H, I, and R in the amount of \$4,015 under Bureau of Correction project were taken from the Operating Budget for the current Fiscal Year. The conversion has now been completed and ten (10) additional cells are now available at the Dallas institution.

Under date of May 1, 1981 under Bureau of Correction Project No.

BC-881-1 the Business Office started preparing orders and requisitions for the addition of two (2) new cell blocks which will provide 48 additional cells. An estimated monetary expenditure of \$200,000 will be required to complete the project.

INMATE COMPLAINT SYSTEM

During the period from January 1, 1980 to June 30, 1981, the number of complaints filed by the inmate population was 1307. After investigation, it was found that 319 complaints or 24.4% of those filed were found to be justified or had sufficient cause to merit appropriate

action to be taken to rectify the situation or problem. Of the total complaints filed for this period, forty-three (43) were appealed to the Commissioner's Office.

The statistics indicated that an increase in the number of complaints was noted in the past six (6) months. This increase is probably due to the rise in the inmate population for the same period. Also, the number of appeals to the Commissioner's Office increased significantly in that period of time.

During 1980 and continuing into the first six months of 1981, the category receiving the largest number of complaints was the inmate/officer category. This is in comparison to the

year 1979, where the largest amount of complaints were in the medical area, which is currently second as being the category with the most complaints.

We are unable to determine any specific reason for the rise in complaints in the inmate/officer category. However, during the investigation of many complaints, it was found that after receiving a misconduct report from an officer, a complaint would be submitted in which the inmate made allegations against the officer. These allegations were generally in areas other than those covered in the misconduct report.

In addition, it was found that when a problem or misunderstanding did arise,

rather than making an attempt to resolve it by other means, the inmate used the Inmate Complaint System. Finally, it was noted that, on occasions, when a problem occurred in the housing unit, the officers encouraged the use of the Complaint System rather than make an effort to resolve or rectify the problem at a less formal level.

SCI-GRATERFORD



Julius T. Cuyler
Superintendent, SCI-Graterford

OVERVIEW

The State Correctional Institution at Graterford is a maximum security, walled institution. Construction began in 1928 and was completed in 1932. Actually, construction continues to this date to meet changing growth, maintenance and security needs. Graterford is located on a 1726 acre reservation in Montgomery County with 62 acres contained within the walled enclosure. The institution was constructed in the shape of a nonagon with a total wall perimeter distance of 6,030 feet.

It has a capacity of 2,000 cells, with an average daily physical count in excess of 2,000 inmates. Inmates are housed in five

cellblocks, each having a capacity of cells. Inasmuch as our physical count exceeds our cell availability, we have recently adopted the temporary measure of double celling inmates.

SUMMARY OF ACCOMPLISHMENTS

The calendar year 1980 saw a number of significant accomplishments and changes at Graterford that involved security, maintenance projects, program revision, and personnel. Many of the maintenance projects are interrelated with improved security and are briefly noted as follows:

1. Control Center-Formerly the Day

Captains Office. This area has been renovated and expanded and is the security pulse of the institution.

2. Gymnasium—This project is completed and involves the conversion of the former institutional garage.

3. Garage—This area has been moved outside the walls and is under construction in an existing structure.

4. Administrative wing's new administrative offices have been constructed, as well as a staff conference room. Our data services section was moved to a new area located downstairs in the

administrative wing.

5. Replacement of the roof—A significant portion of the institution's roofing has been replaced.

A second major accomplishment occurred in the Treatment Department. The caseload and social service delivery system underwent a revision involving a great deal of staff training and development, resulting in the conversion from a specialization system to digital caseload system. This new service delivery system is expected to improve tracking of cases, accountability and provide better continuity of service.

Concerning personnel, two particularly significant changes occurred this past

year. Graterford became the first state male correctional facility to employ a female correctional officer. We also became the first job site to administer both the oral and written Correctional Officer Trainee Civil Service examination on the institution's premises.

Many of the problem areas that require attention are directly related to the aging of our physical plant. Extensive work and kitchen/food processing area, the restricted housing unit and the powerhouse. A special work cadre has been selected to man the powerhouse to improve overall work efficiency and increase employment stability.

OPERATIONS

Security/Custody

During 1980, improvements to the responsiveness and effectiveness of the chain of command were realized. Absenteeism and lateness was substantially reduced through more effective management and, for the first time in years, all correctional officer positions from C.O. I through Captain were filled at one point in 1980.

A Command Post was established to permit better control of operations and movement in the jail. The Maintenance Department relocated our Security Gate closer to the Command Post to provide

better security.

Some 738,879 pieces of First Class mail were processed in 1980. The Mail Room operation was rearranged for greater efficiency, cleaned and painted during the year.

Maintenance

Major maintenance projects for the year included renovations to the dietary area, the kitchen corridor roof, and institutional houses. The administration building was enlarged and the inmate work areas renovated in part. A real accomplishment and source of pride for inmates and staff was the conversion of

the inside garage to a gymnasium.

Culinary

The bake shop has been improved and the storeroom has a new locking system to prevent rodents. The butcher shop has been renovated in part.

INDUSTRIES

Industries experienced an increase in sales, which is expected to continue for the remainder of the fiscal year.

During the 1980 calendar year, Industries was able to update its dental lab equipment with the acquisition of a

new casting machine for the fabrication of all dentures. Also, a lease agreement with Ford Motor Company was renewed, providing four new tractors, a skid loader and the implements to be used with this equipment.

TREATMENT

Counseling/Psychological Services

A key to improving treatment services at Graterford was the establishment of a system of case management to provide continuity of counselor/inmate contracts and staff accountability. The department workload was restructured by assigning

each inmate to a counselor according to the last digit in the inmate I.D. number. This assignment system fully utilizes the present staff compliment of ten counselors and two counselor specialists and replaces highly specialized counselor assignments with generalist assignments. Psychological and psychiatric service are provided by two full-time psychologists and two part-time consulting psychiatrists.

Academic and Vocational Education

In order to provide improved communication between the school and the treatment area concerning educational records, a complete educational profile is

now sent to classification when the resident is scheduled to see the committee. Included in those records is a recommendation from the guidance counselor.

Physical changes in the school area include locating the vocational program at the southern end of the school corridor and locating the academic programs at the northern end of the school corridor. Included in the academic area will be a new learning center.

Medical Services

Two new nurses were added to the hospital staff which will be helpful in the

delivery of more adequate health care.

New hospital beds were received which help enhance the appearance of the hospital.

Diabetic, hypertension, and cardiac clinics were implemented to more closely monitor these areas.

An optometrist is being utilized to help cut costs on routine refractions as compared with an ophthalmologist being used.

In-service training in CPR and First Aid for staff and inmate personnel has been implemented.

Medical staff have developed a

comprehensive nurses' manual, the first of its kind in the Bureau of Correction.

An ophthalmology clinic has been added to the number of medical services offered.

Recreation and Activities

This department has initiated several major changes and has had a number of accomplishments, specifically in the area of weightlifting, music, boxing, and our intramural activities.

In November, 1980, our newly formed weightlifting team had their first meet at Dallas. December 7, 1980, we had our first A.A.U. sanctioned meet and came in

second. Additional sports and recreational activities which are offered include football, basketball, horseshoes, bridge and volleyball.

Records

Clerical staff and the records department were relocated for more office space utilization, and procedural improvements were implemented to enhance updating and availability of inmate records.

FISCAL

The financial profile for the State Correctional Institution at Graterford is presented as follows for the fiscal year June 30, 1980:

Salaries	\$ 9,523,159
Fringe Benefits	2,825,318
TOTAL	\$12,348,477
Operational Expenses	\$ 4,490,070
Machinery and Equipment Purchased	25,302
Grants and Payments to Individuals	1,150
TOTAL	\$16,864,999

Number of Inmates at:	
January 31, 1980	1,697
June 30, 198	1,794
December 31, 1980	1,876
Annual cost per inmate at June 30, 1980	9,400

There were 179 more inmates in the institution at the end of the calendar year than at the beginning. The 179 inmates are an 11% increase during the year.

The recent dramatic influx of new inmates into the Bureau of Correction has resulted in an increase of 164 additional inmates at Graterford during the first six months of 1981 alone. This

represents an increase of nearly 9% in our population over the December 31, 1980, figure.

The increase in the number of inmates explains an increase in operating expenses for the fiscal year ended June 30, 1981 over the previous fiscal year.

MAINTENANCE PROGRAM

The maintenance program in the near future will include the expenditure of \$33,560 to modernize and make operational at least 115 additional cells by installing cell plumbing fixtures as replacements for worn out fixtures.

CAPITAL IMPROVEMENTS

The conversion of the former indoor garage facility to a gymnasium has been completed at a cost of \$13,000.

In addition, the 1980-81 Capital Budget includes the following projects for the institution:

Water System Rehabilitation	\$ 5,213,000
Boiler Plant Rehabilitation	6,586,000
TOTAL	\$11,799,000

INMATE COMPLAINT SYSTEM

During the calendar year 1980, a total of 1166 complaints were processed. Additionally, 304 complaints were processed from January 1, 1981, to June 30, 1981. These complaints were directed primarily at our Culinary and Medical Departments, as well as administrative and line staff.

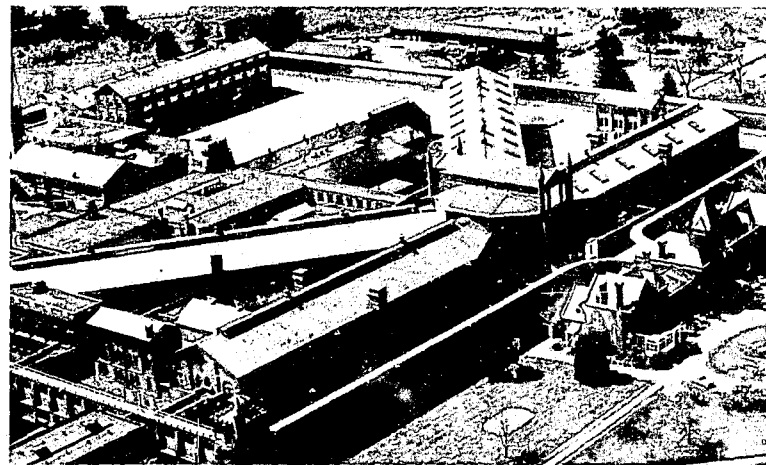
There was a substantial reduction during the second half of 1980 in the number of complaints processed. By contrast, 373 complaints were handled after July 1st as compared to 793 complaints before. Coincidentally, there

was a personnel change in the complaint officer position, and the new complaint officer's method of investigating complaints may be at least partially responsible for the reduction.

DISTURBANCES

Between May 8 and May 16, 1980, an inmate strike took place in which approximately 1200 inmates refused to work. It became necessary on May 13, 1980, to declare a State of Emergency thereby suspending normal operational routine until such time that order could be restored.

SCI-HUNTINGDON



Charles H. Zimmerman
Superintendent, SCI-Huntingdon

OVERVIEW

The State Correctional Institution at Huntingdon was opened in 1889. It has served as a reformatory and industrial school (1889-1945), institution for defective delinquents (1945-1960), and correctional institution for adult offenders (1960-Present). The institution consists of 640 acres. Of this total, 408 are tillable, 10 comprise the enclosed compound and 42 consist of outside building, lawn and parking. There are six housing units, four within the walled enclosure and two outside. The population for 1980 rose from 1,006 on January 1 or 1,127 on June 30, 1981, for a 10.7% increase.

SUMMARY OF ACCOMPLISHMENTS

The 1980 calendar year saw the implementation of annual physical examinations for every inmate 40 and above, as well as a new therapeutic diet, and food handler examinations to improve health services to our inmate population and increase overall sanitation and cleanliness.

We also were the first in the Commonwealth of Pennsylvania to have apprenticeship training in upholstery, auto mechanics, printing, masonry, refrigeration and air conditioning, and electrical maintenance.

Major renovations to this 92 year old facility were begun during this calendar year to include a new, secure control center, from which officers can for the first time safely control and monitor the major flow of traffic through the institution. Scheduled completion is February 1981. Also begun during this calendar year were a new recreation yard, complete repair of the major steam line running to the farm, and an air circulation and heating project for D Block. All of these projects are very long-term in nature and will require some additional years to complete.

Highlights of inmate activities through-

out the year in which outside visitors were involved included the first Vocational Graduation Awards Banquet in which over 100 inmates were recognized for academic accomplishments, 32 inmates were honored at a GED graduation ceremony on June 4, 1981, 16 separate musical concerts, 4 major family picnics involving over 400 different inmates, and the first Cursillo to be held in a state correctional institution. Additional, numerous athletic events were held throughout the year in which community organizations and groups participated in competition with our inmate population.

The institution, in addressing the needs and ongoing professional development of our 346 employees, continued regular initial orientation and training programs of every new employee, as well as advanced and specialized training to keep all employees up-to-date in current management directives and correctional techniques and philosophies.

Also begun was a uniform clothing survey for all uniformed personnel which enabled us to have ample stock on hand as needed for uniform surveys for the first time.

A total of 18 employees were honored

and recognized for 25 years service at 2 separate annual employee banquets. Additionally, the Social Events Committee held eight smaller social events throughout the year to enable employees to recreate and let off steam together outside the institutional setting.

In 81-82 we look forward to continuing to increase and improve services to our inmate population and upgrade the professionalism and competency of staff. We will be paying special attention to training, time management, fiscal responsibility, and continue to provide the structure and security necessary for a correctional institution. We hope to

decrease significantly energy consumption. We are looking toward maintaining our physical plant as always and improving those areas noted above by completion or continuation of major non-recurring maintenance projects.

OPERATIONS

Security/Custody

Operationally, Huntingdon experienced one escapee who was apprehended and returned to the institution within fifteen minutes. Potent drug supplies were moved outside the wall of the institution to eliminate any possible access by inmates should a riot or major

disturbance occur.

Culinary

Food services activity improved with the addition of the therapeutic diet line and constant inspection, monitoring, and upgrading by medical and culinary personnel from within the institution itself, the Bureau of Correction and consultant services from outside the agency.

INDUSTRIES

Correctional Industries continue to operate profitably and reached a milestone in producing the Bureau

calendar which required four color separations.

The calendar was produced and distributed very successfully. Overall profits for the year decreased by less than 1% which is a direct result of changes of customer requirements for printing. It is expected that this situation will be corrected by the end of fiscal 1981-82.

Specialized training has been offered to treatment and maintenance supervisors throughout the year. A boiler in the power plant has been completely overhauled and an Energy Management Team concept has been begun, involving personnel in all areas of the institution.

Energy use is being closely monitored and we expect a percentage reduction in energy use by the end of next year.

TREATMENT

Counseling/Psychological Services

Treatment services in the institution are geared toward providing direct services to inmates. Seven counselors assume case-loads of approximately 160 inmates each, in addition to conducting group programs involving 230 different inmates and 65 hours of activity per month. A group preparation for pre-release has been

begun in conjunction with the Pennsylvania Prison Society, Huntingdon Chapter. Additionally, 265 inmates were processed for pre-release programming such as furloughs and CSC.

Academic and Vocational Education

The first Job Awareness Day Seminar was conducted at Huntingdon, giving inmates a chance to meet with employers and self-help agencies from across the state. Also begun was a cell study program for inmates in the RHU, and prescriptive treatment programming

involving counselors and educators. GED testing successfully passed 75 inmates out of 162 prospects, for a 47% passing rate. The Huntingdon Craft Shop had a display at the Huntingdon County Fair during August 1980 which was well received by fair-goers, and the education department also sponsored a four-day poetry workshop in May of 1980 and several minor poetry workshops of shorter duration throughout the year. The printing and auto mechanic schools were expanded to a full-time schedule and the evening welding course was begun this year after a three-year hiatus due to the unavailability of an instructor.

Medical Service

The Medical Department served the inmate population with almost 89,750 clinical visits in the infirmary, resulting in 6328 referrals to specialists and 8096 dental procedures. An in-house orthopedic clinic has been established which is coordinated by two local specialists and a third dentist was added to the staff to help reduce the backlog of dental work. Additional clinical specialties obtained from community sources include oral surgery, urology, ophthalmology, internal medicine, emergency room backup, inhalation therapy and physiotherapy. Still

needed are resources in dermatology, neurology and otolaryngology.

Recreation and Activities

Athletic competition for the inmate population was very extensive, with inter-institutional contests in basketball, softball, weightlifting and boxing. Intramural competition in softball, basketball and football involved 446 inmates and an additional 450 participated in leisure-time weightlifting.

Eight inmates were certified as PIAA officials during the year. Less strenuous sports of ping pong, chess, handball,

checkers and horseshoes were played in 26 separate tournaments throughout the year.

The Activities Department also brought the inmate population a total of 139 major movies and supervises and coordinates three social-fraternal inmate organizations — Penna. Lifers Assoc. — Altar Rock Jaycees and Community First Step.

These organizations involved approximately 470 inmates and have sponsored activities throughout the year, including multi-media first aid, CPR training, quit smoking clinic, parole and commutation seminars, concerts and special visiting room projects for inmates and their families.

RELIGION

Religious needs of inmates were met by a full-time Protestant Chaplain, a full-time Catholic Chaplain, and contracted services from a Jewish Rabbi and Muslim Minister. The Yokefellow program was instituted under the dual supervision of the two full-time chaplains. Routine religious programs, services and counseling were offered throughout the year.

The Muslim Feast of Id-ul Ahad and Id-ul Fitr were observed involving approximately 175 inmates. A choir was organized with 15 inmate members and one inmate director, and a tree-trimming

social and Yokefellow Christmas party were held over the Christmas holiday. A special Christmas cantata was presented on Christmas Eve.

FISCAL

Personnel services for the period came to \$11,221,310, or 74.58% of the institutional budget, \$57,026 or .3%, were allocated for new equipment purchases.

To improve services to inmates, as well as fiscal accountability, we have added a third window in our commissary, without increasing our employee complement, and we have replaced three old book-keeping machines with two new ones

which have many features which eliminate numerous manual entries.

INMATE COMPLAINT SYSTEM

The inmate complaint system addressed 885 official complaints during the period from January 1, 1980 until June 30, 1981. Of these, 812 or 91.8%, were successfully resolved at the complaint officer level and 858 or 97%, at the institution level. The remainder were eventually appealed to the office of the commissioner.

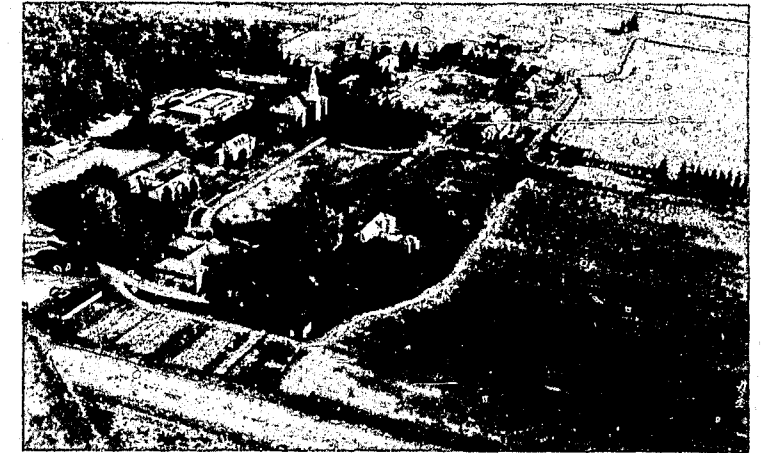
Significant changes as the result of inmate complaints included a procedure for handling letters returned to the

institution by the Post Office which had an insufficient return address by which to identify the sending inmate, an improved marking system for incoming photographs to eliminate damage to the photos, procedures for the handling of confiscated personal property of inmates confined to the RHU, changes in allowable property for inmates in administrative custody maximum, equitable pay for inmates on different kitchen shifts performing the same duties, and staff coverage for the library when the regular librarian is absent.

Also, inmates received reimbursement or replacement in three instances

including one case where all of an inmate's property was lost during a van transfer, one instance of damaged TV during van transfer and one instance where an inmate purchased glasses which were poorly tinted.

SCI-MUNCY



Ann M. Goolsby
Superintendent, SCI—Muncy

OVERVIEW

The State Correctional Institution at Muncy, is located on Route 405 between the boroughs of Muncy and Montgomery, at the base of a branch of Bald Eagle Mountain in Lycoming County. The institution is a campus setting, with 9 housing cottages, all made of mountain stone, situated around the perimeter of the lawn. The institution owns 823 acres; 325 of these are utilized and the remainder are mostly woodland. There are 42 buildings.

The institution was opened in 1920 as the Industrial Home for Women, accepting those women from the county who were long-term prisoners and had

good behavior. The law was changed in 1925 and Muncy could accept all female offenders over the age of 16. In 1953, by Act of Legislature, the Bureau of Correction was created and Muncy became a correctional institution, accepting all women from court. The capacity is 311 and the total population is 246.

SUMMARY OF ACCOMPLISHMENTS

Significant accomplishments for the past 18 months are included in the summations from each department. SCIM, in recent months, has a newly appointed superintendent, two deputies and a business manager.

Problem areas, such as the budget, the infirmary, screens in cottages, energy conservation, overtime, personnel shortage, are, and will continue to be, primary areas of focus in the coming year.

OPERATIONS

Security/Custody

Portable radios and cottage screening were increased. Steel screens were installed on the stairwell at Wolfe cottage; facilities were repainted as needed. The reservoir was cleaned, as was a new boiler for Clinton Cottage to provide better heat and hot water.

Culinary Services

New culinary equipment was purchased and the dry storeroom remodeled. A salad bar is a new dining room feature. Several farm improvements were also completed, including the establishment of a potato market with SCI Rockview.

TREATMENT

Counseling/Psychological Services

Staff training in group counseling was provided, and support team staffing was expanded in the areas of pre-parole and pre-release. Regular counseling careloads

now include ten inmates per counselor. Psychiatric teamwork meetings involving conferences, evaluations and planning for inmates were held, and overall effectiveness has been improved.

Academic and Vocational Education

In education, better coordinated and more comprehensive assessments were established; a LSCA grant of \$40,000 was received to create a career resource center, and more than \$80,000 were received as a CETA grant to help inmate prepare for and locate employment upon

release.

An auto mechanics program was implemented with a high level of inmate interest and enrollment, and a micro computer course is in the process of being established and certified through Bloomsburg State College.

An apprenticeship training program was implemented in upholstery and food service. Additional courses will be added in the fall of 1981.

Medical/Mental Health Services

We now have specific areas in the

Infirmary. Admission area will be used to process new commitments, ATA, return escapees and transfers. The Clinic area has been changed to an unused operating room area where we now have one larger room for doctor calls and a separate room to be used for gynecological visits and emergencies. In the old clinic room is now a conference room. We have been granted a clerk-typist I. An air conditioner has been installed in our drug room. In individual patient rooms, flush toilets and wash bowls were installed. Officers dining room was converted to a TV room for hospital patients. An EKG machine with centralized health systems printout

report has been installed. The establishment of psychiatric team treatment has helped to improve mental health care.

Recreation and Activities

A women's varsity basketball program was successfully begun. Competition was held with outside teams. Women's sports at SCIM now include basketball, volleyball and softball.

A rug-weaving program was begun in our Craft Shop with looms and material obtained from SCI-Dallas and SRCF-Mercer. Fine rugs and placemats are now being produced. Additional display cases

have been installed in our gatehouse for more adequate display of crafts produced at SCIM.

The activities staff was brought up to full complement for the first time in over a year with the hiring of a recreation-physical education instructor I. Newly added were organized recreation programs for the restricted housing unit (RHU) and infirmary.

Records

During the year 1980 we were able to update our Reception Area with the purchase of a film dryer and print washer to improve upon the quality of photos

taken at this facility.

FISCAL

Fiscal Year 1979-80 produced the following major expenditures: the exteriors of the cottages were painted at a cost of \$12,500.00; the interiors of the coal bunkers were painted for \$9,179.00 costs; lock renewal project for the cottages was completed at a cost of \$8,348.00.

During that year staff salaries and benefits totaled \$3,629,873.00 with a position allotment of 173. Operational expenses totaled \$771,936.00.

Major acquisitions under the Fixed Asset category included a dry cleaning press valued at \$4,500.00. Cottage furniture valued at \$5,000.00 and chairs for the Inmate Dining Room at a cost of \$3,500.00.

During the 1980-81 Fiscal Year, major expenditures included a new steam boiler at Clinton Cottage at a cost of \$16,250.00; renovation of the plumbing fixtures at our Infirmary at a cost of \$4,400.00 and new electric cable for our walkway lighting system totaled \$1,750.00.

Fixed Assets acquired that were significant included a dry cleaning

machine valued at \$13,725.00; ten portable F.M. Radios totaling \$10,000.00 and a convection oven that cost \$2,100.00.

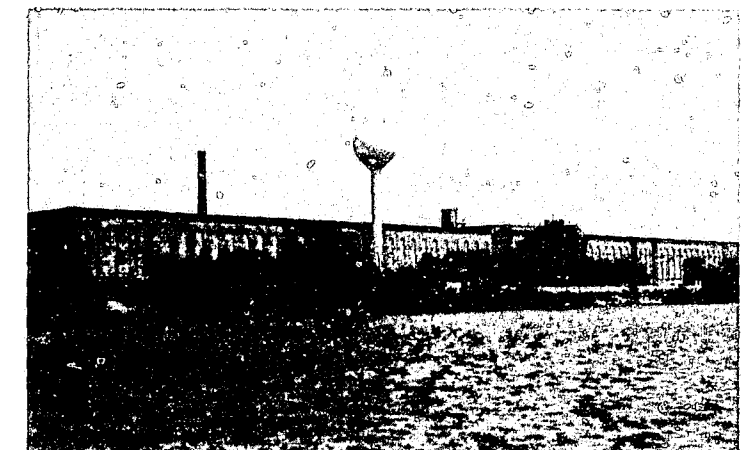
Our personnel complement remains at 173 and our Salary & Benefit cost was \$3,911,000.00 for 1980-81. Operational expenses totaled \$966,275.00, an increase of 25% over the previous year.

INMATE COMPLAINT SYSTEM

The Inmate Complaint System at Muncy processed a total of 278 complaints for the year 1980; this was an increase of 50 over the previous year.

The complaints were more of a medical nature than the previous year, with more against staff. Many complaints questioned procedures and in some instances procedures were changed.

SCI-PITTSBURGH



George Petsock
Superintendent, SCI-Pittsburgh

OVERVIEW

The State Correctional Institution at Pittsburgh, opened in 1882, is situated on 14 acres of land along the Ohio River in the North Side Section of Pittsburgh known as Woods Run. The institution is composed of an administration building, parking facilities, and two cellblocks — the North Block consisting of 640 cells and the South Block with 500 cells. Also, there are 40 cells in the Restricted Housing Unit (RHU) and 2 observation cells in the infirmary. All of the buildings such as Schoolhouse, Chapel, Correctional Industries, Auditorium-Gymnasium, Power Plant, Infirmary, Clothing-Laundry Storage, Warehouse, and Athletic Field are situated within the walled enclosure.

Summary of Accomplishments

The State Correctional Institution at Pittsburgh underwent a traumatic period during 1980. It began with an inmate escape attempt during which a correctional officer was taken hostage. A serious conflict developed between the correctional officers' union and management personnel. The tension increased and ultimately resulted in a correctional officer strike. For the first time in the history of the Commonwealth, the union was fined by Commonwealth Court for their participation in an illegal strike in violation of Act 195.

The morale of the staff at the institution was at an all time low. Improving this situation was the number one priority.

Gradually, the lines of communication were restored and by year's end the labor/management relationship was greatly improved.

Meanwhile, other departments in the institution made some significant strides in improving their services:

The Education Department rounded out their staff with the addition of several well qualified personnel.

The Recreation Department benefitted from the completion of a renovation project which provided a well equipped area for weight lifting and boxing. This not only enhanced these programs, but permitted more use of the gymnasium for

basketball, volleyball, handball, and even the introduction of an indoor tennis program.

Our Treatment Staff has undergone growth through training and the development of a Prescriptive Planning Program to assist the inmates in establishing and achieving objectives through structured planning.

The Maintenance Department again had a successful year. The amount of work performed provided many inmates the opportunity to learn and improve their work skills.

In Correctional Industries, the Metal Plant operated successfully and several

new product lines were developed.

The 1980-81 Capital Budget includes \$20,328,000 for a number of improvements at this institution. New cellblocks will provide more safety for the staff and better housing for the inmates. Improvements will be made to the electrical and sewer system, renovation to the Restricted Housing Unit, a full service warehouse to replace an existing firetrap and freeing up other areas for expansion of programs, and a new administration building to consolidate the administrative staff, but more important provide space for an employee training area and others will be included.

OPERATIONS

Maintenance

The Maintenance Department had a successful year in keeping the institution running at its optimum capacity in spite of the age and the absence of capital improvements. In addition to routine maintenance, 14 projects were completed utilizing inmate labor for a total of \$178,974. Had this work been done by contract labor, the cost would have been \$324,056, representing a total savings of \$150,599 to the Commonwealth. Of equal importance was the training provided to the inmates.

Planning began for the expenditure of

\$20 million for major capital improvements at this institution.

Culinary

A new rotary oven was installed in the kitchen to improve both the quality of the food and the speed in which it is prepared. Glass block windows were installed in the main Dining Room for improved vector control and energy savings. In the Butcher Shop the coolers were renovated with new insulation and glazed brick walls. New refrigeration units were also installed here, as well as in the kitchen coolers. For safety reasons, the tool and utensil inventory was reduced

and placed under stricter supervision. The department also took advantage of the Federal Surplus Food Program which resulted in an average food-cost savings of over 14,000 per month for the last quarter of 1980.

In mid August, a salad bar was implemented as an alternative to the main serving line. The idea was well received by the inmates during the summer months. In the Employees' Cafeteria, an oven was replaced with a newly overhauled one to improve the quality of the meals. In addition, fire suppression systems were installed in both the Cafeteria and the main Dining Room in

order to comply with safety codes.

Projects for 1981 include renovation of the main Dining Room floor, food preparation area equipment purchased for improved food service and an upgraded therapeutic diet line.

Industries

Accomplishments in our Correctional Industry Metal Plant for 1980 include the development of "gatch"-type hospital bed, which can be either motorized or non-motorized; a stacking chair complete with dolly; three variations of a steel pharmacy vault for safekeeping of drugs handled by hospital personnel; a lighter and less

expensive institutional bunk bed; and a stacking bed.

Plans are under way to change to a water based paint which will result in large savings on thinner, allow lower oven temperature for baking, and eliminate toxic "sludge."

TREATMENT

Counseling/Psychological Services

In-service training, conducted by the bureau for treatment staff dealt mostly with crisis intervention, outlining the various stages of crisis situations and the

goals of the Treatment Staff in each stage. A six-week in-service training session was held by the Mon-Yough Community Mental Health Treatment Staff on alcoholism and its abuse. The sessions dealt with alcohol and its effect on man and society, and how we may effectively deal with the problem among inmates.

A weekly group counseling program was established for inmates who are experiencing problems with furloughs, or waiting for pre-release clearance. Worthwhile goals, social techniques and community resources are identified. In another group, counseling is provided for inmates serving extremely long sentences

and have a history of aggressive behavior. The sessions assist the member toward identifying and coping with personal problems and help him develop a more positive form of behavior during his incarceration. A new Prescriptive Planning Program was developed by the treatment staff to assist the inmates in establishing and achieving objectives through structured planning.

Academic and Vocational Education

The psychological staff began the administration of supplemental inventories geared to vocational planning, such as the

Strong-Campbell Interest Inventory. Learning disability assessment will be developed in the near future, allowing the treatment staff to screen inmates for new programs in the Educational Department. During the past year, a major effort was exerted toward the development of a more organized, efficient process of monitoring psychologically maladjusted inmates.

The Vocational School Program at SCI-Pittsburgh developed considerably over the past year. Students involved in the Welding Class achieved certification by Pittsburgh Testing Laboratories. The Plumbing Program held its first advisory

committee meeting and is moving very close to an accredited apprenticeship program as well as training in solar heating. The Electronics Program is providing a valuable service both to staff and inmates in repairing radios, televisions, and other electrical equipment. The Automotive Class plans to attempt to do Pennsylvania inspection Licenses and possibly the repair of state vehicles. A vigorous recruiting effort by Vocational Counselor Ken Lechwar resulted in each program having a full class of twelve to fifteen students. The ultimate goal is to have the best vocational program in the Bureau of Correction.

An individualized recruitment program was initiated for Adult Basic Education and GED. The program was expanded from three to four days in basic education with a Survival Skills component added to the fifth day. Approximately 90 men were involved in the program with about 35% achieving their GED's last year. A job placement specialist and a vocational counselor were hired to service men with twelve months or less on their minimum release date. Many outside speakers were utilized to help prepare the men for leaving the institution. Two full-time college programs were offered, through which

students could obtain an Associate degree in Drafting, Accounting, and Business Management; or a Bachelors degree in English, Psychology, or Public Administration. Some 160 men were involved in both programs last year.

The Legal Assistance Program as well as the Law Library and Career Center are operated by the Library. Some 150 inmates visit the 13,000 volume Library daily.

Eight students in the Barber Shop received permits; five barber licenses, and one manager license were received.

Medical/Mental Health Services

Improvements to the institution infirmary during 1980 were as follows:

Construction of a sloping ramp at the entrance of the infirmary enabling wheel chair and stretcher patients easy accessibility.

A marked improvement was noted in the procedure adopted by the consulting psychiatrists and institutional psychologists in cooperation with the Courts to transfer psychiatric patients to mental health facilities.

Recreation and Activities

With the addition of a boxing coach, schedule changes and restructuring of obligations for the recreation personnel increased effectiveness and expanded the use of our facilities. The result has been gratifying.

Records

During the latter part of 1980, the Inmate Records Room was closed to all institutional personnel and a library-type system was implemented whereby only authorized records personnel can pull the

inmates' records. They may then sign them out to institutional personnel requesting the records.

During the next year some of our institutional records personnel plan to visit other correctional institutions within the Bureau of Correction for informative purposes and to discuss inmate records keeping procedures.

A sizeable screened storage area is planned for our Receiving and I.D. Section for better protection of inmates' personal belongings prior to shipment to their homes or to other institutions.

FISCAL

Our total appropriated funds for Fiscal Year 1980-81 amounted to \$13 million. Of this, over \$10 million was allotted for personnel costs and \$2.8 million went to supplies and equipment. The equipment funds permitted the purchase of some badly needed items, such as a hot water generator, fire extinguishers, insect control units and some items for our infirmary. In addition, we received funds for the renovation of our deep well.

We also received funds from the Department of Education, Bureau of

Library Development, to continue the library service program started during October 1979. This grant was in the amount of \$33,250 to be used for the cultural enrichment of our inmate population.

The Department of Education is providing an Adult Basic Education Program, two College Programs, and a Vocational Educational Program at this institution, at an approximate annual cost of \$360,000.

INMATE COMPLAINT SYSTEM

The Inmate Complaint System at SCI-

Pittsburgh handled a total 362 complaints during 1980. This is an increase of 86 over the total of 1979. Complaints cover the total spectrum of subjects — problems with various staff, lost or stolen property, mail, food and visiting procedures.

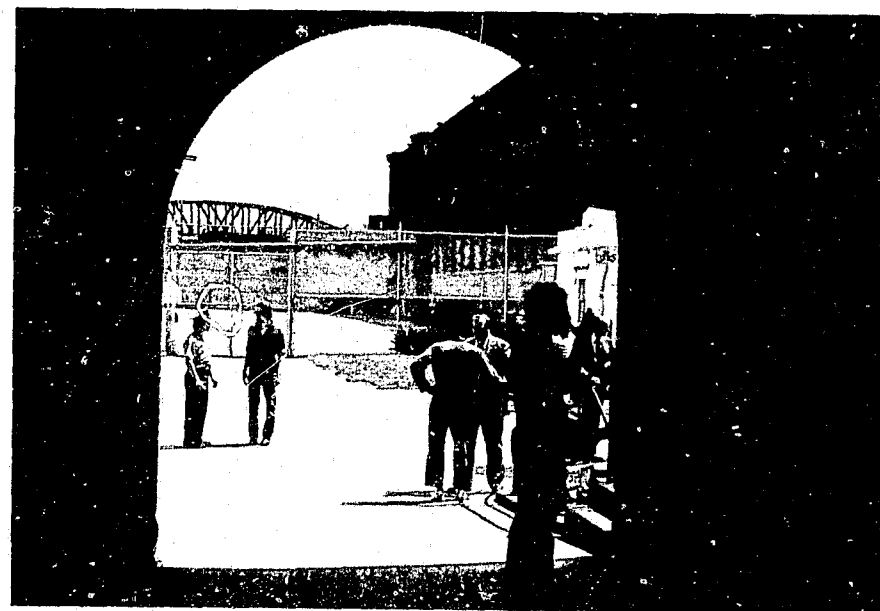
A percentage breakdown of complaints into these categories and compared to 1979 show no change in the number of complaints filed against officers or about food. The percentage of complaints filed regarding lost property and mail actually decreased from 1979-80, while medical complaints increased from 6 percent to 9 percent; these were generally the most common areas of inmate complaints.

UNUSUAL INCIDENTS

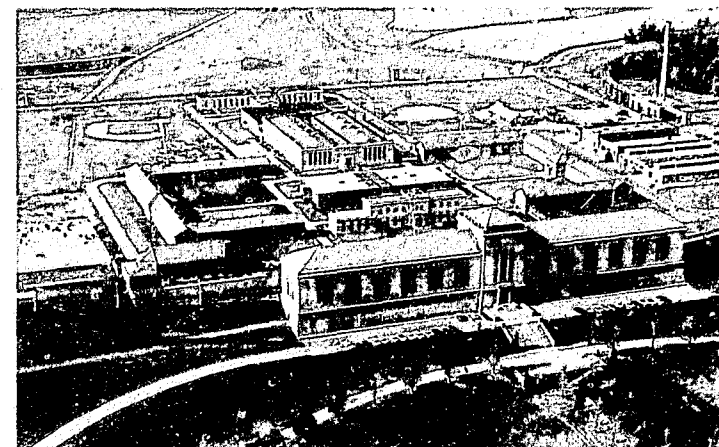
On December 22, 1979, there was an escape attempt by a group of inmates who held a correctional officer hostage while bars in the main cell block were being cut. Our alert staff prevented the escape, released the correctional officer without injury and apprehended the inmate participants. Despite the success of our staff, the incident became an issue which led to a correctional officer strike lasting from April 16 to April 22, 1980. Suspensions and fines were levied by Commonwealth Court for participation in the strike. Staff morale hit a low point.

On July 10 another escape attempt was stopped by the block officers. An inmate had successfully removed bars from a cell, allowing him access to the block. The officers caught him outside of his cell and a shakedown of the block revealed that he had cut the bars on the cellblock window.

On August 29, over 200 inmates staged a demonstration to protest what they felt was institutional neglect in the death of an inmate. Negotiations resulted in an agreement to allow the NAACP to investigate the death, defusing the issue. The inmates returned to their cells without incident.



SCI-ROCKVIEW



Dr. Joseph Mazurkiewicz
Superintendent, SCI-Rockview

OVERVIEW

Located near the geographic center of Pennsylvania, on Route 26 approximately seven miles northeast of State College and University Park, is the State Correctional Institution at Rockview. Institution property covers an expanse of almost 7,000 acres with more than half of the total acreage in forest land and a large proportion of remaining land used for farming and related industry.

Originally conceived as a maximum security facility, design capacity allows for the housing of approximately 1,000 inmates. Even as construction began in 1915, thought as to the function of Rockview changed. Originally Rockview

was intended to be the sole Pennsylvania facility housing all inmates, both male and female. These plans were later abandoned and Rockview became a minimum security farming branch of the Western State Penitentiary until becoming a separate institution in 1953. Construction of the principal building units was initiated late in 1912 and the first building was occupied in 1915.

Since the establishment of the Bureau of Correction in 1953, many improvements have been made to the grounds and facilities including the All Faiths Chapel, new Education Building, Administrative Offices, new Visiting Room, Officers' Locker Room, and many, many others producing the institution as

it can be seen today.

Summary of Accomplishments

The State Correctional Institution at Rockview shows signs of physical deterioration not remediable by ordinary maintenance. There is a lack of adequate space to conduct current day treatment and training programs. There are also buildings that when built gave no consideration to energy conservation, or the need to provide increased services to inmates as well as the change in inmate population within the Bureau of Correction. Some of the major problems have been addressed with varying degrees of success or completion. Some major

problems are soon to be addressed and resolved through the capital construction.

A new perimeter security fence will replace the badly deteriorated and inadequate fence. A major segment in the improvement of sanitary sewage facilities has been started. Major renovation of the exteriors of the crumbling facade and replacement of the non-functional windows of the two main cell blocks will be soon started. Major renovation in the boilerhouse-heating plant will be undertaken to comply with federal and state air pollution regulations.

Many more projects remain to be funded such as the construction of a field-

house gymnasium for all weather recreation for inmates, a restricted housing unit to permit the housing of disciplinary cases outside of a general population cell block; a new facility to enable the providing of adequate space for medical services, treatment services and programs and visiting facilities for inmates. Despite the ever continuing need for new facilities, much has been accomplished in maintaining or better utilizing existing facilities.

Among some of the significant accomplishments in the past eighteen months are the completion of a major project of insulating of the ceilings of C-Block, B-Block, the Main Dining Room, the

financial statement for beef was negative. The cannery operation was very active having packed a total of 57,791 cases of products. Sales, however, were somewhat depressed placing a heavy load on our storeroom. Thus far in 1981 because of higher prices and unavailability of carrots and beets, canning of these products as originally planned was not carried out. However, a sufficient inventory of carrots was on hand to meet market demand of this product.

Sawmill products continued to receive good acceptance, the nursery operation performed consistently with sales about equal to the previous year, and the field

crops operation resulted in good yields and provided a large amount of work for inmates.

Production efforts in Industries continues to be plagued by antiquated production and processing lines. Mechanical equipment, both agricultural and in production, is very undependable but our mechanics have done a commendable job in keeping equipment operable. Our agricultural equipment and automotive fleet are in desperate need of revitalization.

As we look toward the new year, we set our agricultural goals at reaching the average yields for Centre County.

Because of the variety of crops produced, this is a major challenge. We anticipate increased total sales as inventories are increased in all areas. We also anticipate employment of high numbers of inmates as the institution's total inmate population is expected to remain high.

TREATMENT

Treatment services have continued to operate smoothly over the past 18 months. Increased emphasis has been placed upon direct service to the inmate population, more formalized planning and evaluation with inmates, and improved reporting. This has resulted in increased inmate/

duplication of services which existed under the old programs, thus increasing overall efficiency. And third, it allowed for more effective and beneficial use of available resources as all participants now receive a degree instead of just college credits, as was the case of many of the four year students.

In an effort to attract and maintain interest for those inmates most needing education, a special 90 day skills program was established with a primary focus upon those inmates with less than an eighth grade functional educational level.

plementation of the v-tech concept, movement toward certification of additional programs and full operation of the advisory board. Critical to the future development of this area is funding which currently limits growth, and the very real need for building space within which to operate programs.

Medical Service

The Medical Department has undergone many changes in the past 18 months. In part, these changes have occurred as a result of continual internal monitoring and evaluation of the department, part has

counselor contacts, more consistent and detailed reports, and improved decision making by the professional counseling staff. The two therapeutic communities (pre-release program and group treatment program) continue to operate at peak capacity, 75 inmates and 53 inmates respectively, and to serve a large number of inmates with needed direct counseling service.

Future planning in the treatment services area includes upgrading of professional skills, increased direct service to the inmate population through more efficient use of time, and continued

reassessment and improvement of existing treatment programming.

Academic Education

The Education Department evidenced the most pronounced change within the post-secondary education area. Specifically, the two year Associate degree and four year college programs were merged. This change was brought about for several reasons. First, a reduction in funding, tuition increases and fewer inmates eligible for VA benefits, all served to affect the overall financial picture adversely. Second, it served to reduce

Planning will focus on both improving and increasing educational programming available to inmates with the hope of increasing both the number of inmates served, and the quality of that service. Such changes must of course be balanced against the funding which will be available for these important services.

Vocational Education

This past year has seen the upgrading of many of our part-time, short-term programs to more in depth training vehicles which serve to more than introduce the inmates to a particular skill

area. Part of the visible evidence of this change is within the area of certification, where we have moved to further structure and improve certain training areas and are certified by the State Bureau of Apprenticeship Training.

We have also endorsed the v-tech concept within our training areas which has further aided the overall vocational program. A vocational training advisory board is also well on the way to being established, which will greatly benefit our programs through constructive guidance, recommendations and assessment.

The next year will see further im-

Auditorium, the Infirmary, the Officers' Locker Room and the Business Office. A new clothing-change building for use in conjunction with inmate visits was completed early in 1981. A long delayed project, the installation of electrically controlled locks on cell doors in the East Wing was finally completed.

In other areas, the therapeutic communities, counseling programs, vocational training and educational programs have shown a further increase in their delivery of services to inmates. The housing capacity of the therapeutic communities is utilized to the maximum. All requirements for certification by the

state Bureau of Apprenticeship Training of six trade training programs have been completed. Such programs will be offered along with the variety of vocational training programs currently being offered through the institution's Education Department.

At the end of January 1981, final arrangements were being completed to turn the institution's Forestry Camp into a seven day per week operational unit, thus freeing forty cells normally reserved inside the institution for weekend housing of Forestry Camp inmates to accommodate the increasing population in the Bureau of Correction.

completed a total of 45 major internal investigations, maintained a 100% success rate in recapturing inmates who escaped from the institution premises, and participated in riot control training on their own time. Of particular note was the significant contributions of custody personnel during an ammonia leak crisis which occurred during the year in the culinary area.

Maintenance

The percentage of maintenance personnel time required in the performance of preventive and routine maintenance of the institution's physical

plant continues to increase as the years go by. Despite the pressures caused by day to day problems, the construction division removed the existing wearing surface of the boilerhouse roof and replaced it with a three inch, reinforced concrete surface. Also, six buildings were reroofed and extensive repairs were made to the inmate handball court and the cannery building loading dock.

At the sewerage plant the sediment pond was cleaned and its dam wall was rebuilt. The construction division also retiled a large section of floor in the control center building and placed 9 1/4" fiberglass insulation batts above ceilings in

renovation of the exterior of East and West Wings, the erection of the perimeter fence, Phase II of the sewer system project, and boilerhouse improvements.

Culinary Services

As in all operations areas, the increase in population caused large increases in the activities of the culinary section. The total number of meals served during the 18 month period was 1,767,896 and, of course, the resulting costs increased dramatically. Some new equipment was put into service which improved our ability to handle the increased work load. Stability of the culinary employee staff

improved as only two employee replacements were needed. One of the departing employees was Keith Graham who moved to the Bureau as food service coordinator.

During the coming year, the culinary department anticipates the conversion of their cooler and freezer units from ammonia to freon. Training classes on sanitation and personal hygiene for food service workers are being developed and will be updated as necessary. Other goals include the replacement of aluminum food trays with stainless steel and for new carrier carts for the trays and for the updating of equipment used in the bake

OPERATIONS

Security and Custody

Because of the increased inmate population and of various legal implications, the need for standardization in the implementation of important procedures became apparent. Much progress was made during the past 18 months pertaining to searches of inmates and cells, restricted housing unit procedures and in specific duties of night shift personnel. Newly updated policy memorandums covering these three areas were implemented.

Corrections officer staff during the year

seven buildings including two cell blocks. Early in 1981, work on a new inmate visiting area dressing room and the remodeling of a control center building office was completed.

The mechanical division completed installation of electrical locking devices in the East Wing, installed a six inch water main in the basement of the East and West Wings, replaced the radiators in the inmate dining room, and worked on the emergency generating equipment at the boilerhouse. Work is continuing on the installation of pipe during Phase I of the sewage system project.

Further into the future will be the

shop's dough mixing operation.

INDUSTRIES

Field crops produced by Industries at Rockview during 1980 were in the average range except for sweet corn and late peas which were very poor. Sufficient feeds to support the livestock program, which consists entirely of beef, were produced. The planting season for Spring 1981 agricultural crops has been favorable, planting schedules met, and a good season anticipated. Because of the high cost of feed during the spring, the low finished beef prices, and the decrease in the number of animals on feed, the total

resulted from yearly Central Office evaluations, and part arose from an evaluation by an independent task force. Most of these changes revolve around formalizing and standardizing procedures, rather than direct care of the inmate population which has always carried the highest priority within this department.

These changes have resulted in more formalized procedures, better record keeping and a more professional unit as a whole. It also has made staff as a whole more attuned to the medical needs of the inmate population, as well as more

responsive to these needs in a positive manner.

Physician coverage has been excellent, as has been the service provided by outside consultants and the local community hospital. The focus in the coming year will be upon further increasing professionalism, both staff and departmental, and increased training for Medical Department staff members.

There is need for new facilities in the Medical Department because of the currently congested facilities, and

additional staff to handle an increasing work load.

Mental Health

Mental health services have improved over the past 18 months. One reason for this is the filling of a vacancy within our Psychology Department, which has increased available staff time for crisis intervention and tracking of mental health cases. We have also received excellent service from our contract psychiatrist, who has been very cooperative and effective in performing his duties. Other

improvements have resulted from a closer monitoring of the use of psychotropic medications and installation of a formalized tracking system for all state hospital returns and seriously mentally ill.

Recreation and Activities

The recreation program has continued to offer a wide range of activities for the inmate population. Most of the improvement has been in the areas of weightlifting and boxing.

A weight station machine was added to

the weightlifting program which has added interest and versatility to the program. The boxing program continues to be very popular at both the participant and spectator level. We participated in 18 athletic programs aimed at the younger inmate which comprises the majority of our institution. Most programs which we run have an emphasis on contact and team activities.

We have well developed intramural, as well as varsity programs, and adequate incentive (trophies, outside competition) exist to maintain inmate interest and

involvement. The current program consists of the following varsity programs: boxing, powerlifting, football, baseball, softball, and basketball; and the following intramural programs: softball, volleyball, soccer, weightlifting, and basketball. We also have programs such as bocceball, handball, horseshoes, croquet, paddleball, shuffleboard, ping-pong, chess, and track and field activities.

Records

The Records Department has continued to function quite smoothly over the

past year with the principle change being the increased workload that has been placed upon it. The overall admission/discharge rate has continued to be high which contributes directly to the overall flow of records. Such tasks as processing for community service center placement, parole, ATA's, and forwarding of records to the State Record Center place a demand upon this department. Coupled with this is an increasing emphasis upon consistently accurate reporting and more computerized information.

FISCAL

Total expenditures for fiscal year 1980-

81 amounted to \$10,711,482 with the major share going to personnel costs of \$8,255,901. Operating costs amounted to \$2,439,968, equipment costs \$13,666 and grants and payments (education) \$1,947.

Fiscal year 1980-81 expenditures show an increase of \$787,874 over fiscal year 1979-80 with an increase of personnel costs of \$582,873 due mainly to a cost of living raise occurring in July and corresponding increases in benefits. There was also a substantial increase in the percentage rate of Social Security for the last six months of the fiscal year. Of the increase of \$231,516 in operational costs the major portion was in the areas

of food, medical, clothing, housekeeping and maintenance due to inflation and the ever increasing inmate population. There was a decrease in equipment purchases of \$23,862 and a decrease in grants and payments of \$2,653.

INMATE COMPLAINT REVIEW SYSTEM

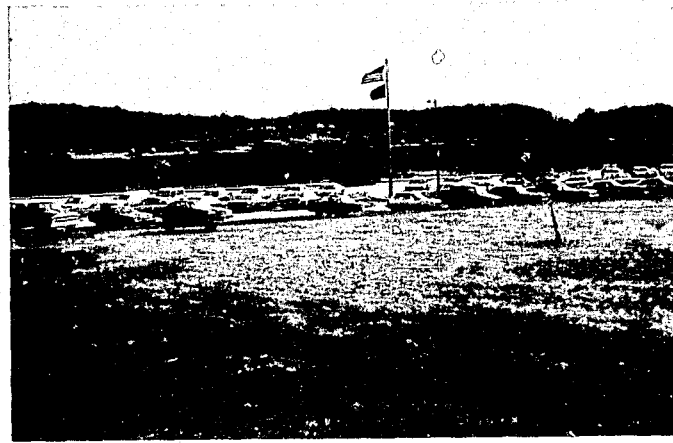
A total of 185 complaints were received and answered during calendar year 1980 of which eleven, or 5.9%, were appealed to the superintendent and three, or 1.6%, to the commissioner of correction. One decision, or .5%, at the institution level was reversed at the bureau level.

Compared to last year's figures (calendar year 1979), the number of complaints processed increased in 1980 by twenty-six, but appeals to the superintendent were down by six and appeals to the commissioner were down by four.

From January, 1981 through June, 1981 the entire total of 1980 has already been just about matched as 169 complaints have been processed during this period. Ten responses of the complaint officer were appealed to the superintendent and two of these eventually appealed to the commissioner, with both responses at the institutional level sustained.



SRCF-GREENSBURG



Thomas Fulcomer
Superintendent, SRCF-Greensburg

INTRODUCTION

The State Regional Correctional Facility at Greensburg was originally built in 1966 to serve as the Westmoreland County Prison. The institution, situated on 130 acres, was designed to accommodate 163 detentioners.

In 1965, the General Assembly authorized the establishment of a system of regional facilities to provide coordinated programs of institutionally based treatment, primarily for short-term offenders. With legislative approval, the Commonwealth acquired the Westmoreland County Prison on April 9, 1969, for conversion and use as the first regional correctional facility.

The State Regional Correctional Facility at Greensburg received 630 new commitments last year from its nine county service area: Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Washington and Westmoreland. This has resulted in a daily population of approximately 230 inmates. The courts may commit adult males to Greensburg with a maximum sentence of 6 months to 2 years.

SUMMARY OF ACCOMPLISHMENTS

Our most ambitious undertaking has been our preparation for accreditation by the Commission on Accreditation for Cor-

rections. This project began April 1, 1980, with the establishment of a seven member committee. To date, this committee has reviewed all of the 465 standards, has nearly completed the compilation of all current documentation and promulgated relevant written policies and procedures. It is our goal that the State Regional Correctional Facility at Greensburg will be the first institution in the Pennsylvania Bureau of Correction to be accredited.

We have worked to increase the quality of our programs, and at the same time made effective cost reductions. Although we have not developed any new academic or vocational programs in the past 18 months, the participation and success in the existing programs increased considerably.

Work release continued to be one of our most successful programs. In addition to maintaining several local employment positions, we added several new employers. Although job placement has been somewhat more difficult due to the current economic conditions, we have still been able to maintain a relatively high rate of inmate participation.

Cost reduction was achieved in the areas of officer overtime, contracted maintenance work and energy conservation. Overtime was reduced by 2500 hours over the past two years. This is primarily attributed to the acquisition of five new correction officer positions. Our maintenance department has taken on the added burden of large-scale projects

which previously would have been contracted out, thus resulting in substantial cost savings. Our conservation program has become more effective through the formation of a six member Energy Conservation Committee which is responsible for developing and recommending to the superintendent an aggressive conservation plan and the monitoring of the compliance to the plan once approved.

We improved upon our institutional Disaster and Emergency Plan. Most significant was the revision of our policies and procedures in the event of fire. This was accomplished through a fire drill involving several local volunteer fire companies and other emergency agencies.

Overcrowding has been a chronic problem over the past several years. This continues to be our most serious and frustrating problem. Due to the trend in increased inmate population, it is anticipated overcrowding will continue and our commitment rate will be even higher in 1981-82.

OPERATIONS

Security/Custody

The average daily population of the facility during 1980, was 230 inmates. With a design capacity of 184, including the two dormitories, overcrowded conditions continued to be a major problem. Overcrowding made it

necessary to use dayrooms, originally designed for recreation, for housing inmates, and has also required changes in the dining hall procedures from the open meal periods to dividing this period in two, requiring inmates housed in certain areas to eat at scheduled times. These changes have worked well, and the cooperation from the inmates has been excellent.

The facility, in cooperation with several local volunteer fire companies conducted the first inside the institution disaster drill on August 28, 1980. The mock disaster included a simulated fire and explosion, with six injured inmates in one of the cellblocks. All of the inmates were safely evacuated with little difficulty. The five fire departments responding to the call set

equipment in operation while rescue squads entered the facility. The firemen were stopped upon entering the facility and blindfolded to simulate a smoke filled building. Then they crawled the entire length of a main hallway (approximately 310 feet) to gain access to the injured inmates.

As a result of this drill, we discovered it was necessary to revise our fire and disaster plans in order to provide the rescue squads faster access to the various locations of the building. Everyone involved in this drill felt it was a worthwhile learning experience.

Additional Comments on Security & Custody

A local medical disaster plan has been developed with the cooperation of the fire departments, State Police, ambulance service, hospitals, and the Office of Civil Defense. A mock disaster drill is scheduled for September, 1981, and any necessary adjustments will be made.

Fire or disaster evacuation instructions and exit points have been posted throughout the facility.

Fire hydrants have been painted with fluorescent paint to be more visible at night. There have been numerous meetings with the local fire companies in

order to improve our fire protection and inspections. We have also purchased additional equipment: 2 self contained breathing apparatuses, and 2 smoke ejectors (1 electric, and 1 gasoline).

Due to overcrowded conditions, we have placed six (6) bunk beds in one of the dormitories to increase the capacity from 32 to 38. We have also increased the capacity of the Assessment Unit to 36 inmates, with the addition of bunk beds. It has also become necessary to add three more tables to the dining room for two reasons:

1. To accommodate the increase in population.

2. The meal schedule was revised to bring us into compliance with the accreditation standards of no more than 14 hours between the evening meal and breakfast. This also necessitated rescheduling of some of the dietary personnel.

Maintenance

The Maintenance Department employs six persons, including the institutional maintenance supervisor. This department is responsible for the preventive maintenance of all buildings and grounds of the facility, as well as the general housekeeping, lawn and garden care, and the operation of the facility laundry.

The Maintenance Department has become involved in the cost reduction program by doing many of the larger projects themselves. For example, it became necessary to relocate one of our fire hydrants away from the C. I. loading area to provide better access for the trailers. The hydrant was moved approximately 25 feet. If this job had been contracted out, the estimated cost would have been \$1,200. By having our personnel complete the relocation, the total cost, with labor and material, was \$285 or a savings of \$904.

Culinary

No major revisions were made in the operation of the Dietary Department

during the last 18 months; however, a major safety improvement was initiated with the installation of a fire suppression system. This system was installed over the grill, french fryer, cooking area and will activate automatically if the temperature reaches 275 degrees to extinguish any flames. The system also has a manual override as an additional safety feature.

FARM

Approximately 2.5 acres of vegetable garden were planted in 1980. The custodial service supervisor was responsible for implementation of this project. Despite the problem of getting the garden planted, the garden

successfully produced over 18,000 pounds of vegetables.

Of the total production, over 16,000 pounds were sent to the State Correctional institution at Pittsburgh for their use. Due to the monetary savings of producing our own vegetables, we plan to increase the size of the garden to approximately six acres and offer a wide variety of produce in 1981-82.

In addition to the produce, approximately 34 tons of hay were gathered and transported to the State Correctional Institution at Huntingdon. We plan to continue this project next year.

With the success of the farm in 1980, we expanded the planting of our farm in 1981 to include a wider type of vege-

tables. There are approximately 6.5 to 7 acres planted in vegetables.

CORRECTIONAL INDUSTRIES

The Freight Department at the State Regional Correctional Facility at Greensburg delivered approximately 4,840,000 pounds of freight during the past year. Their delivery area was increased due to the transfer of drivers at the State Correctional Institution at Rockview to other terminals. This terminal now services the northwestern part of the state, which adds approximately 255,000 pounds of freight. In 1980, fifteen 2-day runs were made to the northwestern portion of the state.

Each 2-day run takes about 20-22 hours. Due to the limited amount of storage space at the terminal, freight must be immediately moved and not permitted to accumulate. This is considered to be an efficient and well run department.

TREATMENT

Counseling/Psychological Services

During 1980, the counseling staff at SRCF-Greensburg interviewed and evaluated approximately 630 new commitments.

Intrinsic in this process has been the continued successful utilization of the co-

counselor system. The use of co-counselors has allowed for a more well-advised understanding of the inmate which has resulted in the most appropriate treatment decisions. In addition, the on-going use of this system has resulted in much improved rapport between treatment and custody staffs.

In addition to working in conjunction with other departments such as educational/vocational department, community-based agencies and security, the counseling staff provides individual counseling in the areas of personal problems, drug and alcohol abuse, goal planning and crisis intervention. In order to gain better insight into the inmate, the treatment staff maintains contact with the

families and other concerned community sponsors. These community contacts have attributed to the success of our pre-release programs.

Therapeutic services have been increased by more effective utilization of the Mon-Yough/Westmoreland Corrections Program, a program founded by the Governor's Council on Drug and Alcohol Abuse, through the Westmoreland County Drug and Alcohol Commission. The purpose of this program is to provide drug and alcohol counseling to individuals involved in the criminal justice system. Approximately 300 inmates participated in this program during the year 1980. The Psychological Services Department

formally became liaison with that agency and developed an improved referral and monitoring system. This agency will now evaluate and provide counseling to inmates who do not have drug/alcohol problems, but are determined to be in need of mental health services.

Additionally, in April, 1981, the Alcoholics Anonymous Program was reinstituted to provide further therapeutic services in the area of substance abuse. Thus far, this program has been well received by the inmate population.

A supportive family service called Families Outside has been added to our community resources. This program is sponsored by Family and Childrens

Service, a United Way Agency, and provides such services as transportation to the institution, individual and group counseling, liaison with the institution staff, and information and referral to community agencies. Their objective is to maintain, strengthen and develop family support for inmates recently sentenced, or soon to be released.

ACADEMIC AND VOCATIONAL REPORT

Educational/Vocational

During 1980-81 there were no new academic or vocational programs initiated, but the participation and success

of the existing programs increased considerably.

SRCF-Greensburg provides several basic elementary, remedial, and secondary courses leading to a high school General Equivalency Diploma. One full-time reading specialist is employed who has been extremely successful in working with the very low reader. A full-time E.S.E.A. Title I instructor has also been very successful in regard to the academic achievements of those inmates 18, 19, and 20 years of age.

Supplements to these programs are the evening Adult Basic Education (ABE) and General Education Development (GED)

programs which have played a vital role in providing a comprehensive academic program for the inmates.

In addition the Adult Basic Education program has expanded its efforts in the Life Skills or Coping Skills area. This component of the ABE program helps considerably in the vocational and overall employability skills and employment outlook on the part of the inmate.

The overall academic programs were responsible for 64 inmates graduating out of 106 who had taken the GED test, a 60% passing rate.

Total number of participants in each of the following academic areas during 1980:

ABE — 168 Title I — 136
GED — 85 Reading — 152

The vocational programs at the State Regional Correctional Facility at Greensburg operated in a fairly stable and consistent manner during the past 18 months.

Vocational counseling and testing contacted and provided services for approximately 300 inmates. These services included intensive vocational counseling and testing, some routine counseling and referral as well as intergration of after-release community services. Agencies to which inmates were referred after release included CETA, OAR, OIC, BVR, and VA.

The vocational training programs trained approximately 260 inmates in a variety of courses.

Job placement efforts resulted in about 62 persons being placed in gainful employment in 1980, despite a rather tight labor market.

OPERATION OUTWARD REACH

The Operation Outward Reach Program is an intensive eight-hour per day, five days per week vocational on-the-job training program in the crafts of carpentry and/or masonry. Also, included in the training is two-hour per week classroom instruction.

The OOR Program has been in existence for seven years and is funded by the Westmoreland County Employment and Training Administration, State Department of Community Affairs, and vocational-educational monies through the Westmoreland County Community College.

From the period of January 1, 1980, to the present, the OOR Program has enrolled 40 trainees. The program was designed for both crews to maintain a full complement of 10 trainees and each trainee is to complete six months in the program.

Overall, the program has had 89.5% success rate and an 11.5% recidivism rate.

Also in its seven year history, the program has maintained a 75% employment rate and out of that 75%, 54% are employed in construction related fields. The statistics noted above included the OOR Program at the State Correctional Institution at Huntingdon as well as the program operating at Greensburg.

MEDICAL

We evaluated the best pharmaceutical program for this facility, and after exploring several options, we began ordering our prescription drugs from a community pharmacy on August 26, 1980. As in the community, prescriptions are

filled on an individual basis for each inmate and delivered to the facility on the same day as ordered. All of our prescriptions are being filled by a licensed pharmacist and we are in compliance with all state and federal mandates. In an attempt to cut further costs, we are now exploring the possibility of ordering from a local community hospital.

In July, 1980, we acquired an electrocardiogram machine and teleprinter from Central Health Care Services. All inmates, 25 years of age or older, now receive an annual EKG test. It is hoped that in the near future this worthwhile service will also be available to our staff.

We also hired our first registered nurse I during the past year.

ACTIVITIES

During 1980 a number of activities were provided to inmates at SRCF-Greensburg, including theatrical plays and workshop, family day picnics, bands, community boxing shows, community organization softball games, tours and lectures for community organizations and various athletic events.

Approximately 45 percent of the inmate population consistently participated in scheduled activities.

Also, the Activities Department provided the inmate population with leisure time activities, i.e., movies, music classes, arts and crafts, various tournaments, games and other social and cultural events.

RECORDS

The Records Department processed a total of 693 commitments in 1980, as compared to 636 in 1979. During 1980, we had an average daily population of 230.

In addition to processing new male commitments from the court system, the Records Office also processes men

committed by the Pennsylvania Board of Probation and Parole, county parole violators and women who have been committed to the Women's CSC in Pittsburgh. During 1980, there were 30 females processed for Pittsburgh Community Services.

WORK RELEASE

The Work Release program is now into its eleventh full year and is continuing to operate to the benefit of the inmate, his family, the court system and this facility. We were successful last year in placing both skilled and unskilled workers. In addition to maintaining several local employment positions, we expanded to

encompass new employers. The Federal Government's Targeted Jobs Income Tax Credit program was a helpful "edge" when supplying employers and the overwhelming majority of inmates qualify for this income tax credit.

Financially, as the following figures indicate, the program was very successful during the past 18 months:

Gross Total Earnings	\$169,277.25
Taxes Withheld	36,748.40
Room and Board	14,061.67
Family Support	33,851.40
Court Costs and Restitution	7,897.31

FISCAL

The State Regional Correctional Facility at Greensburg received a total budget allotment of \$2,818,600 in fiscal 1980-81 which was expended as follows:

- 1. Personal Costs = \$2,207,000
- 2. Operating Costs = \$598,000
- 3. Fixed Assets = \$22,000

Financially, our most successful accomplishment was the reduction of overtime by 2500 hours during the past two years. This was primarily attributed to the acquisition of five additional correction officers trainee positions.

Our operating costs did not significantly increase during the past year. This is due,

in part, to the success of our garden. In addition to offsetting this facility's food costs, we also aided the State Correctional Institution at Pittsburgh by providing them with 16,000 pounds of produce. The cost of operating our garden was reduced through income generated by the sale of hay to the State Correctional Institution at Huntingdon.

Our fixed assets were increased through the purchases of a salt spreader, bookkeeping machine and food slicer. In addition, we installed a fire extinguishing system over the cooking areas of the Dietary Department and relocated the gasoline storage tank for the emergency power system.

Our primary financial difficulty was due to the increase in our inmate population, which has put an additional strain on our budget.

The following are a few of our upcoming projects and new equipment purchase plans for the coming fiscal year:

- 1. Installation of steam transmission lines
- 2. Central riot alarm system
- 3. Walk-through metal detection system
- 4. Replace walkways and resurface roadways
- 5. Washer extractor
- 6. Dental x-ray
- 7. Rotary mower

INMATE COMPLAINT SYSTEM

The complaint officer at SRCF-Greensburg responded to eighty-two (82) complaints during the period January, 1980, through June, 1981, compared to forty-six (46) complaints responded to during the eighteen (18) month period July, 1978, to December, 1979. An increase of thirty-six (36) complaints was realized through the 1981 period.

A breakdown of complaints lodged during the two periods is as follows:

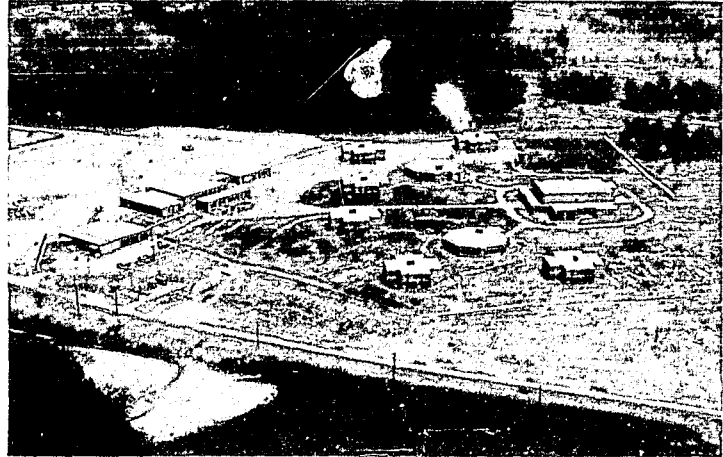
Complaint Type	Period Ending 1979	Period Ending 1981
Inmate/Work Supervisor	10	8
Inmate/Officer	20	21
Inmate/Staff	6	5
Inmate Property	0	12
Inmate/Treatment	1	8
Inmate/Medical	4	0
Inmate/Mail	0	1
Inmate/Work Release	1	1
Inmate Accounts	0	1
Inmate/Dietary	4	25
Total	46	82

It appears the increased number of complaints received through June, 1981, came as a result of tighter security and closer supervision of inmates, necessitated by population increase.

Solutions to issues raised were found and implemented at the facility level. No complaint received through June, 1981, was appealed to the superintendent or commissioner.

The Complaint System continues to be a viable tool for monitoring and/or upgrading operational procedures for this facility.

SRCF-MERCER



Robert Freeman
Superintendent, SRCF-Mercer

OVERVIEW

The State Regional Correctional Facility at Mercer is a minimum-security institution located in Mercer County. It serves a fourteen-county area in the Northwest Pennsylvania region for minimum-security inmates with a sentence of two years or less. The facility encompasses a total of 304 acres, with a 20-acre fenced enclosure. Fourteen buildings comprise the main facility, six of these serving as Housing Units and the remainder used for Food Service, Maintenance, Educational Recreational and Administrative purposes. The facility opened in September of 1978 and houses of maximum of 180 inmates.

SUMMARY OF ACCOMPLISHMENTS

The State Regional Correctional Facility at Mercer continues to be in an evolutionary period of development, having been in existence only 3 years. However, during that period of time a number of significant accomplishments have been made. For the year of 1980, the accomplishments in the following areas are especially noteworthy:

Inmate Programming

A CETA grant which will enable inmates to gain experience in a wide range of basic energy skills was received,

and preliminary work for implementation was begun. A work release therapy group to aid work release inmates in coping with community work problems was initiated, and the Drug/Alcohol therapy program received CETA funding for an additional year. In addition, the groundwork for a Unit Management-Support Team system was laid, and this should prove to be a valuable tool for inmate treatment and management.

Security

An ongoing evaluation of perimeter security has been conducted. As a result, concertina wire for the perimeter fence has been secured from the State

Correctional Institution at Camp Hill, and exploration of various sensor devices for the building portions of the outside perimeter is being made.

Six-month placement of officers in housing units has been initiated. This increases significantly the accountability of personnel and enhances control and security considerations. In addition, procedures in all areas have undergone a process of re-evaluation and refinement, with an emphasis on strict accountability being stressed. Along with assigned accountability has come an increased effort in the areas of increasing communication among personnel and inmates.

1981 Goals

- 1. Fully implement the Basic Energy Skills Program.
- 2. Development of a plan of operation for activation of Commons #13 for use as a 40-man, dormitory-style pre-release center for inmates in the larger state institutions who are nearing parole to the Northwest Region.
- 3. Implement the support team system.
- 5. Develop energy conservation programs.
- 5. Implement needed changes for the strengthening of perimeter security.

6. Install security cells for inmates designated as disciplinary security cases.
7. Redefine facility management procedures and continue to increase accountability.
8. Maintain communication and strengthen it.

OPERATIONS

Security/Custody

The major accomplishments in the Security/Custody area for 1980 include the acquiring of additional hand-held

radios for security use; installing a security screen in the inmate transportation van; installing additional security doors in the Dietary area, along with different lock installations to better secure this area; the promotion of four sergeants to the rank of lieutenant to better supervise shifts; the beginning installation of a pistol range; and the procurement of concertina wire necessary for increasing perimeter security.

Goals for the coming year would include the installation of security cells for problem inmates; acquiring a new inmate transportation van; and the installation of stronger security doors in

the infirmary observation cells.

Major goals for the coming year are completion of the outside storage building; and developing plans for a storage warehouse.

Maintenance

Major accomplishments of the Maintenance Department include the acquiring of another dump truck, a high lift, a more farm equipment; placing cement flooring in the outside storage building; finishing the perimeter security road; installing an outdoor basketball court; the installation of additional insulation material in the inmate rooms to

reduce heating costs; and installing a perimeter drainage system around the entire facility.

Culinary

The Culinary Department has seen the addition of another food service instructor, and goals would include adding a new large refrigerator in the Food Service Department and working for additional freezer and warehouse facilities.

INDUSTRIES

The Mercer facility has no Industries at present, since the Rag Rug Weaving Shop

has been closed and the rug making materials have been transferred to the State Correctional Institution at Muncy. Mercer does, however, have a seven-acre mini-farm that produces fresh vegetables for the Mercer facility's use, with the excess being shipped to the State Correctional Institution at Pittsburgh to augment their vegetable stock.

TREATMENT

Counseling/Psychological Services

Continued development and improvements have been noted in the Counseling/Psychological services offered

inmates at the State Regional Correctional Facility at Mercer. A new counselor has been assigned coordination of all inside inmate employment and outside work release programs. The work release handbooks and employer material have been reorganized, and a weekly therapy group initiated to aid inmates with employment difficulties.

The addition of a full-time psychologist has assisted greatly in the diagnostic and classification work at the Mercer facility, as well as proving to be an important asset in providing consultation for Treatment staff and acting as complaint

officer. Additionally, a new orientation handout and local inmate handbook was reviewed and updated to provide a greater degree of clarity for the inmate and provide a more realistic orientation to programs at the facility.

The most significant program development in the Treatment Department during 1980 and continuing into 1981 is the Unit Management system of counseling services. The Unit Management system is one in which all inmates assigned to a specific counselor are housed in one unit which ultimately utilizes a total Support Team effort with each inmate.

The inmate, his counselor, housing unit officer, work supervisor, etc., all form the Support Team, and this is accomplished within a unit where all inmates, for the most part, have a similar Support Team. The program is currently in the implementation stages and has been progressing satisfactorily, proving to be of more benefit than originally recognized.

Academic and Vocational Education

During the 1980 calendar year, the Education Department of the Mercer facility saw much activity. The Career Center was established through a

\$75,000.00 grant from the Mercer County Consortium CETA Office. Through a Title II Governor's 4 Percent Special Needs Grant of \$12,000.00, the job placement specialist provided special "Community Support" services and job placement needs for the inmate population of the State Regional Correctional Facility at Mercer and the State Correctional Institution at Pittsburgh, sentenced from the 14-county Northwestern Pennsylvania Region VI. The Title I Reading Program was established to service those Title I qualified students. Under ABE/GED 58 inmate students received their Commonwealth of Pennsylvania High School

Diploma.

Two new vocational-technical programs began operation to service inmate educational needs: (1) Business Practices — typing, bookkeeping, accounting, offset print, and micro-computer; (2) Construction Trades — carpentry, plumbing, masonry, housewiring. Both classes are subcontracted through the Mercer County Area Vocational-Technical School and are taught in addition to the Automotive and Electrical Occupations programs which were previously instituted. Through its local CETA prime sponsor, a \$95,000.00 Title III Offender

Grant was received from the Department of Labor for the establishment of a "Wind/Solar Basic Skills Energy Training Program."

As a result of the importance of drawing upon the field services provided by other state and community organizations and agencies, the Education Department was host to a statewide "CETA-Vocational Education-Corrections Education Connection" workshop in December, 1980, in an effort to have other institutions better utilize the offender/ex-offender programs available to them.

Medical/Mental Health Service

During the 1980 calendar year, numerous improvements and added programs have been developed for the Medical Department. In August, 1980, the bureau moved to the Metpath Laboratory, which provides more expansive laboratory testing. Along with chemistry, serology, and urine testing, routine lab work now includes a thyroid test and a complete blood count on each new reception. The lab also provides an EKG machine to screen all new inmates over 40 years of age, or any other inmate the physician wants to screen for diagnostic

purposes. All lab reports and cardiograms are immediately reported to the institution via computer printer upon completion. This provides the physician with test results much more rapidly than in the past.

The State Regional Correctional Facility at Mercer also initiated a new pharmacy system in August, 1980. Prescription drugs are written on an individual basis and separate profiles are kept on each inmate. This will eventually eliminate keeping drugs in stock supplies and provides for a pharmacist to oversee dispensing of drugs. The operation, besides being more efficient, is much

more sound in the event of any litigation. Eventually, the facility will receive a computerized printout of each inmate's prescription use and warning of any conflicting reactions to drugs.

Additionally, during the past year, a greater effort has been made to be cognizant of the necessity of inmate education and several steps toward providing more health teach to the inmates have been made. Dental orientation classes have been initiated with all new receptions. Inmate education literature has been ordered, and the hope is to expand our available information in 1981.

Tentative plans are also in progress to have counseling on all inmates with a positive sickle cell trait or disease.

Recreation and Activities

A major accomplishment in activities for 1980 was the construction of recreation facilities. An asphalt full-court basketball area was constructed outdoors. An improved softball field was accomplished through the combined effort of the Maintenance and Activities Departments. Indoor baskets were installed in the gymnasium, resulting in a more than double use capacity.

Programming accomplishments were realized in the creation of a varsity flag football team. The flag football team was incorporated in a Mercer area league, with the institution's games held inside. Thirty inmates became involved in the competition. The major sports highlight was the varsity softball team's victory over the State Correctional Institution at Huntingdon.

Additionally, the Christmas holiday events again proved to be successful, with numerous outside groups entertaining the inmate population, along with the support received from the Salvation Army's Operation Toy Lift.

Records

In the spring of 1980, the Records Office reorganized the released inmates' files by removing older files and placing them in storage, thereby making space available for more recently released inmates' files. The file reorganization provided much needed file cabinet space and has assisted in maintaining up-to-date release files in an orderly manner and has alleviated the backlog of older released inmates' files in the Records Office.

In September, 1980, the corrections records specialist working in the Records Office attended a drug testing

seminar in Erie, Pennsylvania and is presently certified to testify in court concerning drug cases, should the need arise. This was of additional benefit to the facility, since it is now provided with Narcoban Tests for institutional hearings relating to drugs.

In the fall of 1980, the Records Office photo-lab was completed with the installation of cabinets, plumbing, and a stainless steel sink. The processing of inmate photographs has been greatly improved and can be done much more efficiently as a result of this work. The addition of a 4 x 5 enlarger to the photo-lab equipment has extended the

developing/printing capabilities of the Records Office.

FISCAL

Expenditures of major importance for better medical care of the inmate population included the purchase of an audiometric screening machine and telebinocular set for use in the Infirmary. The x-ray dark room in the Infirmary was completed with the installation of metal base cabinets with formica tops, developing tanks, and stainless steel sinks. Dental x-rays can now be developed immediately to speed up

inmate dental care.

A large coffee urn was installed in the main kitchen to improve the food preparation process over the small units originally installed, and additional tables and chairs were added to the Dining Room area in the Commons Unit. Stainless steel, portable storage bins were added in the Dietary Department for storing sugar, flour, etc., for more convenience and sanitary conditions when cooking and baking.

The Barber Shop furnishings had been incomplete since the facility was activated until this past year when a complete back

bar was installed including metal base cabinets with formica tops and installation of a center-mounted stainless steel sink. Also, large mirrors were mounted on the wall above the bar to add a professional look. These improvements will provide for more sanitary conditions for grooming care of the inmates.

A portable smoke ejector blower was purchased for use in the event of a fire in a housing unit. The blower can be used to clear out smoke quickly within a housing unit, or in any other building of the facility.

INMATE COMPLAINT SYSTEM

During the time period of January 1, 1980, to and including December 31, 1980, the Complaint Officer processed 186 inmate complaints. In comparison, for the same time period of 1979, 183 inmate complaints were processed. This would indicate that the overall total number of complaints has remained relatively stable. In contrasting 1980's complaint areas with 1979, there do not appear to be any distinct patterns emerging that would indicate an increase in some areas with a corresponding decrease in others.

Those areas that appeared to be of

greatest concern for inmates during 1980 (ten or more complaints) were: maintenance—24; Inmate/Officer—18; laundry—19; Food Service—15; Medical—30; Institution Rules—26. The above areas consisted of 71 percent of the complaints received, with the remaining 29 percent covering almost all other areas of the institution.

There were no significant changes made at the institution as a result of those complaints found to be legitimate; however, many minor alterations have been made in regard to the carrying out of already established procedures and regulations. In addition, only 30 percent of

those complaints submitted were found to be legitimate.

DISTURBANCES

During the year, three inmates escaped but were captured shortly after leaving the facility. Also, two inmates assaulted an officer with intent to escape, but the plan was thwarted by the corrections officer.

END