



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Policy Management System		Policy Number: 1.1.1.
Date of Issue: February 16, 2021	Authority: Signature on File John E. Wetzel	Effective Date: February 23, 2021

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. APPLICABILITY

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections.

III. POLICY

It is the policy of the Department to ensure the following:

- A.** the mission statement that establishes the philosophy of the Department and guides the planning of goals and objectives is developed and maintained;¹
- B.** all staff are provided with guidance in the operation of Central Office and all facilities under the jurisdiction of the Department, through a well organized body of policy and procedures;²
- C.** policy and procedures are developed and properly disseminated through a systematic and uniform process;³

¹ 2-CO-1A-04

² 2-CO-1A-05

³ 2-CO-1A-05

D. policy and procedures manuals, unless deemed confidential, which specify the Department's goals and procedures for achieving those goals, are made available to staff and the general public and policy relating to inmate management is available to inmates; and ⁴

E. all policy and procedures manuals are reviewed annually by appropriate staff and updated as needed.⁵

IV. PROCEDURES

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

V. SUSPENSION DURING AN EMERGENCY

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

VI. RIGHTS UNDER THIS POLICY

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

VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

A. Release of Information

1. Policy

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

2. Confidential Procedures (if applicable)

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

⁴ 2-CO-1A-16, 2-CO-1A-17, 1-CTA-1A-11, 5-1A-4012 (5-ACI-1A-12), 5-1A-4013 (5-ACI-1A-13)

⁵ 2-CO-1A-05; 2-CO-1A-17, 1-CTA-1A-11, 5-1A-4012 (5-ACI-1A-12), 5-1A-4013 (5-ACI-1A-13)

B. Distribution of Policy

1. General Distribution

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

2. Distribution to Staff

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

VIII. SUPERSEDED POLICY AND CROSS REFERENCE

A. Superseded Policy

1. Department Policy

1.1.1, Policy Management System, issued **September 30, 2008**, by **former** Secretary Jeffrey A. Beard, Ph.D.

2. Facility Policy and Procedures

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

B. Cross Reference(s)

1. Administrative Manuals

DC-ADM 003, Release of Information

2. ACA Standards

a. Administration of Correctional Agencies: 2-CO-1A-04, 2-CO-1A-05, 2-CO-1A-06, 2-CO-1A-07, 2-CO-1A-09, 2-CO-1A-16, 2-CO-1A-17

b. Adult Community Residential Services: 4-ACRS-2A-03, 4-ACRS-2C-01, 4-ACRS-3A-01, 4-ACRS-3A-03, 4-ACRS-3A-04, 4-ACRS-3A-05, 4-ACRS-3A-06, 4-ACRS-6B-01, 4-ACRS-7B-07, 4-ACRS-7B-08, 4-ACRS-7B-09, 4-ACRS-7D-01, 4-ACRS-7D-03

c. Adult Correctional Institutions: 5-4B-0028 (5-ACI-4B-27), 5-1A-4002 (5-ACI-1A-02), 5-1A-4003 (5-ACI-1A-03), 5-1A-4004 (5-ACI-1A-05), 5-1A-4005

(5-ACI-1A-06), 5-1A-4006 (5-ACI-1A-07), 5-1A-4010 (5-ACI-1A-10), 5-1A-4011 (5-ACI-1A-11), 5-1A-4012 (5-ACI-1A-12), 5-1A-4013 (5-ACI-1A-13), 5-1A-4014 (5-ACI-1A-14), 5-1A-4023 (5-ACI-1A-23), 5-1B-4028 (5-ACI-1B-04), 5-1C-4049 (5-ACI-1C-02), 5-1C-4051 (5-ACI-1C-04), 5-3A-4174 (5-ACI-3A-01), 5-3C-4226 (5-ACI-3C-01), 5-3C-4227 (5-ACI-3C-02), 5-3C-4228 (5-ACI-3C-03), 5-3D-4281-1 (5-ACI-3D-09), 5-5A-4285 (5-ACI-5A-01), 5-5A-4288 (5-ACI-5A-04), 5-5A-4290 (5-ACI-5A-05), 5-5A-4292 (5-ACI-5A-06), 5-6D-4424 (5-ACI-6D-10)

- d. Adult Probation and Parole Field Services: 4-APPFS-3A-29, 4-APPFS-3D-01, 4-APPFS-3D-02, 4-APPFS-3D-04, 4-APPFS-3D-05, 4-APPFS-3D-06, 4-APPFS-3D-07, 4-APPFS-3D-10, 4-APPFS-3D-14, 4-APPFS-3D-15
- e. Correctional Industries: 2-CI-6A-2
- f. Correctional Training Academies: 1-CTA-1A-01, 1-CTA-1A-02, 1-CTA-1A-03, 1-CTA-1A-11, 1-CTA-1A-12, 2-CTA-1A-10, 2-CTA-1A-12



PROCEDURES MANUAL
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject:

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Policy Number:

1.1.1

Date of Issue:

February 16, 2021

Authority:

**Signature on File
John E. Wetzel**

Effective Date:

February 23, 2021

Release of Information:

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

Procedures Manual: The procedures manual for this policy may be released in its entirety or in part, with the prior approval of the Secretary/designee. Unless prior approval of the Secretary/designee has been obtained, this manual or parts thereof may be released to any Department employee on an as needed basis only.

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Section 1 – Mission and Planning of Goals

A. Mission Statement

1. “The Pennsylvania Department of Corrections operates as one team, embraces diversity, and commits to enhancing public safety. We are proud of our reputation as leaders in the corrections field. Our mission is to reduce criminal behavior by providing individualized treatment and education to ***inmates and reentrants***, resulting in successful community reintegration through accountability and positive change.”
2. As part of the annual policy review process, the Secretary’s Office will review the Department’s mission statement and update as needed.¹
3. Each facility/***Bureau of Community Corrections (BCC) Center/Correctional Industries (CI)*** shall develop a Facility Narrative Summary that delineates the facility’s mission within the context of the total correctional system in the format outlined in **Subsection C. below.**²
4. ***Responsibilities and functions of the agency are specified by law or are administratively defined.***³

B. Goals and Objectives

1. Planning

To provide the necessary administrative and functional direction to all personnel in the Department, clearly defined short and long-range goals and established policies, procedures, and priorities relating to them must be developed. Planning for personnel needs,⁴ programs, and budget purposes requires the identification of action-oriented measurable goals and objectives to be accomplished within specified defined time frames. All established goals and objectives are to be supportive of the overall mission of the Department.⁵

- a. The Secretary/designee is responsible for the execution of the overall planning function and for monitoring and reviewing the Department’s ***objectives*** to ensure they are consistent with the Department’s mission and goals.⁶ ***They are reviewed and updated at least annually; the agency documents practical and specific plans to achieve long-term goals with input from staff,⁷ the goals are translated into measurable objectives for accomplishment by field staff and address supervision and service needs and the agency.***

¹ 2-CO-1A-04, 4-APPFS-3D-02, 4-APPFS-3D-14, 4-APPFS-3D-15

² 5-1A-4002 (5-ACI-1A-02), 1-CTA-1A-01, 2-CI-6A-02

³ 5-1A-4001 (5-ACI-1A-01)

⁴ 5-1C-4051 (5-ACI-1C-04), 4-ACRS-2A-03

⁵ 2-CO-1A-09

⁶ 4-APPFS-3D-01, 4-APPFS-3D-04, 4-APPFS-3D-05

⁷ 5-1A-4004 (5-ACI-1A-05)

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- b. Each Facility Manager/**BCC Center Director/CI Director** and Bureau Director shall establish action-oriented measurable short and long-range goals and objectives compatible with the overall mission and goals of the Department on an annual basis. Short-range goals should be accomplished within a time frame of six months or less. Long-range goals should be accomplished within one year, but may be extended for a longer period as needed.⁸

- c. **The agency administrator publishes a report at least biennially that includes goals, objectives, outcome measures, programs, budget, major developments, and plans. The report also describes services furnished to the court, releasing authority, offenders, and the community.**⁹

- d. Specific goals shall be categorized under the guiding goals of the Department. Each goal shall include a realistic target date for completion. Goals shall include the following:
 - (1) operate safe and secure facilities;
 - (2) provide quality medical and psychiatric care;
 - (3) provide inmate employment and vocational training opportunities to learn responsibility, good work habits, and skills;
 - (4) provide a broad spectrum of faith-based religious services and recreational programs;
 - (5) prepare inmates for community reintegration through proper assessment, treatment, and reentry services;
 - (6) operate a productive and viable Correctional Industries program;
 - (7) recruit, train, develop, and retain qualified staff;
 - (8) operate in a fiscally sound manner;
 - (9) collaborate with and provide assistance to local correctional and other governmental agencies;
 - (10) provide timely and accurate research data to ensure effective planning capabilities;
 - (11) foster good community relations through community outreach and involvement;

⁸ 2-CO-1A-06, 1-CTA-1A-02, 5-1A-4003 (5-ACI-1A-03), 4-ACRS-7D-01, 2-CI-6F-1

⁹ 4-APPFS-3D-10

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Section 1 – Mission and Planning of Goals

- (12) maintain notification and outreach services to crime victims while remaining sensitive to their needs; and
- (13) **create a culture of professionalism that is respectful of all inmates, regardless of race, religion, national origin, disability, political views, sex, sexual orientation, and gender identity.**¹⁰

2. Formulation and Review

- a. Each Facility Manager/**BCC Director/Deputy Secretary of Field Services/CI Director** shall formulate action oriented measurable goals and objectives that are attainable and can be accomplished within specified time frames for his/her facility in the format as outlined in **Appendix F of the Facility Narrative Summary Template for State Correctional Institutions (SCIs) (Attachment 1-A), Community Corrections Centers (CCC) (Attachment 1-B), and CI (Attachment 1-C).**¹¹
- b. The **Press Office** shall maintain an ongoing status report of all active and completed operational goals and **objectives**. All completed projects are retained until the end of the calendar year at which time they will be summarized as accomplishments.
- c. Approved goals and objectives shall be used by Facility Managers, **BCC Director, Deputy Secretary of Field Services, CI Director**, and Central Office Bureau Directors to plan, monitor, and evaluate their administrative and functional operations. The results will be used for assessing various operations of the Department on both a short and long-range basis for planning purposes.
- d. Each Facility Manager/**BCC Director/Deputy Secretary of Field Services/CI Director** shall link goals and objectives to all phases of the budget process. This interrelationship will be indicated in budget narratives prepared for the Department and is to be considered whenever budget reviews are scheduled.¹²
- e. At least quarterly during the fiscal year, assessments will be made by the Office of the Secretary to determine progress toward achieving previously identified goals and objectives. It is the responsibility of the Facility Manager/**BCC Director/Deputy Secretary of Field Services/CI Director** to revise his/her goals and objectives to meet current priorities, or restructure programs, compatible with the direction from the Secretary/designee.

¹⁰ 5-3D-4277 (5-ACI-3D-04), 4-ACRS-6B-01

¹¹ 4-APPFS-3D-05, 2-CO-1A-07

¹² 5-1B-4029 (5-ACI-1B-05), 4-ACRS-7D-20

C. Facility Narrative Summary

1. The Facility Narrative Summary provides a detailed overview of the physical plant, operation of the facility, and the annual goals and objectives of the facility.¹³ This document is completed in a narrative format. The completed Facility Narrative Summary will serve as the “Welcome Book” to be provided to the auditors **and the CR, DOC ACA resource account** upon the commencement of an American Correctional Association (ACA) audit. The descriptive language in italics included on the **Facility Narrative Summary Template shall be** considered directional for proper report completion. The facility shall omit this text from the completed Facility Narrative Summary **and for Welcome Book purposes**.
2. Each Facility Manager/**BCC Director/CI Director** shall ensure that the Facility Narrative Summary **and each Appendix, including ACA specific reports**, is updated and submitted **by the Corrections Superintendent’s Assistant (CSA), Center Director/designee, or CI Accreditation Manager** to the **CR, DOC ACA resource account** in the proper format by December 1 of each year.¹⁴

NOTE: ACA specific reports shall reflect information based upon the most recent audit cycle period at the time of the latest ACA audit and by utilizing the most current version of ACA’s Outcome Measures Worksheet and Significant Incident Summary form, which can be found on SharePoint.

¹³ 5-1A-4010 (5-ACI-1A-10), 4-ACRS-7D-03

¹⁴ 5-1A-4002 (5-ACI-1A-02), 5-1A-4010 (5-ACI-1A-10), 4-ACRS-7D-03

Section 2 – Policy Management

A. Policy Management/Coordination

1. The Bureau of Standards, **Audits, Assessments, and Compliance (BSAAC)** is responsible for policy management.
2. Each Facility Manager/designee shall designate a Facility Policy Coordinator for policy management/coordination at the facility level.

B. Administrative Manuals

1. Organization

The policy manuals **were originally** organized in a manner consistent with the organization of the American Correctional Association (ACA) **expected practices**, with each volume containing related chapters. The volumes include the following:

- a. Inmate/**Reentrant** Handbook policies (**DC-ADM 001 through DC-ADM 822 and BCC-ADM 002 through BCC-ADM 005**);
- b. Volume 1 – Administration, Policy, Annual Inspections;
- c. Volume 2 – Planning, Research, Statistics, and Information Technology;
- d. Volume 3 – Fiscal Administration;
- e. Volume 4 – Human Resources and Labor Relations;
- f. Volume 5 – Staff Development and Training;
- g. Volume 6 – Security;
- h. Volume 7 – **Treatment Services**;
- i. Volume 8 – Community Corrections;
- j. Volume 9 – Correctional Industries;
- k. Volume 10 – Facility Maintenance;
- l. Volume 11 – Inmate Classification
- m. **Volume 12 – Field Services and Reentry**;
- n. Volume 13 – Health Care; and

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- o. Volume 15 – Safety and Environmental Protection.
2. Distribution¹
- a. The **Central Office Policy Coordinator** shall:
 - (1) notify Executive Staff members, Facility Managers/designees, **the Bureau of Community Corrections (BCC) Director/designee(s), and** Facility Policy Coordinators via email of new policy, policy updates, and/or revisions;
 - (2) post all new policy, policy updates, and/or revisions on **SharePoint** for access to all staff;
 - (3) **update the Electronic File System to ensure all revisions are cross-referenced to applicable accreditation assessments;**
 - (4) update the Master Index to reflect new policy, policy updates, and/or revisions;
 - (5) maintain the Policy Revisions List in the What’s New Folder on SharePoint; and
 - (6) forward public PDF version policies to the Press Office for posting to the public policy website.
 - b. The Facility Policy Coordinator is responsible for the distribution of new policy/procedures, updates and/or revisions to **any additional** staff **within the facility** for direct use.²
3. Filing of Documents
- a. All policies and procedures manuals are organized by number, for easy access and cross-referencing, in chronological order by policy followed by the procedures manual (if applicable).
 - b. The **Central Office Policy Coordinator** is responsible for maintaining an archive file of all rescinded and/or superseded Department policies, manuals, and bulletins.

C. Numbering/Format

- 1. Department Policies/Procedures Manuals/Bulletins
 - a. The **Central Office Policy Coordinator** is responsible for assigning policy/procedures identification numbers.

¹ 5-1A-4012 (5-ACI-1A-12), 4-ACRS-2C-01, 4-ACRS-7B-07

² 5-1A-4013 (5-ACI-1A-13), 5-1A-4014 (5-ACI-1A-14), 4-ACRS-7B-08, 2-CTA-1A-12

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All Department policies are numbered as follows, the volume number is first followed by a period, the chapter number followed by a period, and then the section number, i.e:

1.	1.	1.
Volume	Chapter	Section

b. Procedures manuals, when applicable, are numbered the same as the governing policy document.

c. Bulletins

(1) Bulletin numbering uses the basic policy numbering system so that all bulletins can be cross-referenced and filed for easy access. The same numbering arrangement is used, Volume/Chapter/Section, however, a bulletin number is added, i.e:

1.	1.	1.	-1
Volume	Chapter	Section	Bulletin Number

(2) Any subsequent bulletins would be numbered sequentially changing the last digit (-2, -3, etc.)

(3) Bulletins shall only be used when specific information needs to be distributed immediately and the standard policy review process would delay the distribution of the information.

d. All policies and procedures manuals, unless otherwise directed by the Secretary/designee, shall be written using the approved standardized format.

e. ***PA Parole Board (PB) policy number formats will be modified to include the original policy numbers under the current volume.***

2. Facility Specific Policies/Procedures Manuals

a. Facility policy and procedures manuals, if necessary, are numbered the same as the governing Department policy/procedures manual, except that the facility “alpha designator” shall be included as a suffix, i.e. the facility procedures manual for the Policy Management System Policy 1.1.1 for Camp Hill would be:

1.	1.	1.	- CAM
Volume	Chapter	Section	Facility alpha designator for Camp Hill

- b. Each facility procedures manual, if necessary, will be written using the approved **Standardized Facility Masthead Format (SCI or BCC) (Attachment 2-A)**.

D. Needs Assessment

1. General

Each staff member should assess the appropriateness and effectiveness of policies/procedures and assist in identifying the need for new policy development and/or revision of existing policy. This assessment is not restricted to the annual review process; it is an ongoing process as each employee performs his/her duties and can be accomplished through staff meetings, suggestion programs, and committees. ***This also extends to the organizational mission, goals, policies, procedures, rules, and regulations.***³

2. Department Policy/Procedures

- a. When a need to develop/revise Department policy/procedure is identified at the Central Office level, the Bureau Director/Business Owner of primary responsibility shall draft the appropriate revisions. The drafted revisions may be presented at an Operations Meeting by the Bureau Director/Business Owner for discussion and approval, if necessary. The draft shall then be submitted to the **BSAAC** to process and send to the field for comment, when indicated. Outside agencies within the criminal and juvenile justice systems and community service agencies may be consulted in the formulation and development of Department policy/procedures.⁴
- b. When a need to develop/revise Department policy/procedure is identified at the facility level, a request shall be forwarded, via the Facility Policy Coordinator, to the Facility Manager/designee. The Facility Manager/designee shall review the matter and forward it to the appropriate Bureau Director/Business Owner as outlined on the **Business Owner Listing** (available on **SharePoint**) along with a recommendation supporting or opposing the need for the policy development/revision.

3. Facility Procedures

- a. Local procedures may be developed when there is no standing Department procedure on a given subject matter, to enhance Department policy/procedure, and/or to meet a specific facility concern.
- b. The **expected practices** set forth in the governing Department policy/procedures are the minimum **expected practices** that **shall** be achieved. These **expected practices** may be exceeded, but in all cases the minimum **expected practices shall** be met.

³ 5-1A-4004 (5-ACI-1A-05), 4-ACRS-7B-09, 2-CTA-1A-03, 4-APPFS-3D-07

⁴ 5-1A-4005 (5-ACI-1A-06)

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- c. When a need to develop/revise facility procedure is identified, a recommendation shall be forwarded, via the Facility Policy Coordinator, to the Facility Manager/designee. The Facility Manager/designee shall review the matter and approve/disapprove the recommended revisions.
- d. If the disapproved development/revision to the facility procedure was to rectify a situation of non-compliance with Department policy, and the individual who recommended the revision feels the rationale for disapproval is inappropriate, he/she may forward the issue in writing to the **BSAAC Director**.

E. Policy and Procedures Development/Revision

1. When a Department policy and/or procedures manual is updated, the updated page(s) or section(s) shall be annotated with a revision date in the footer, distributed via email, placed in the appropriate folder on **SharePoint, updated in the Electronic File System**, and posted to the public **policy** website if it is deemed public information.
2. The Bureau Director/Business Owner of primary responsibility tasked with the development or revision of a policy or procedures manual shall:
 - a. assign appropriate staff to prepare a draft of the newly developed or revised policy or procedures manual;
 - b. **review applicable ACA expected practices to ensure changes to policy align with and do not compromise compliance;**
 - c. **forward the draft to the Central Office Policy Coordinator to format** and distribute the initial draft to Executive Staff, Facility Managers/designees, and Facility Policy Coordinators with direction to distribute to staff of direct use **to provide suggestions and comments to the Bureau Director/Business Owner;**
 - d. compile, review, and evaluate the comments received for incorporation into the draft document;
 - e. revise the initial draft, **as appropriate**, based upon the comments received;
 - f. determine if the new or revised policy or procedures manual shall have an impact on the Department's current or future budgets. **A Budgetary Review for Policy Revision or New Policy Implementation (Attachment 2-B) must be submitted for any positive or negative fiscal change in any department. The description must include any increased/decreased budgetary costs associated with any departmental change, including the increased/decreased use of resources and/or any potential impact that may create a burden on another department. This narrative must be submitted to the Deputy Secretary of Administration for a more detailed review of the aforementioned impact on the increase/decrease of finances, staffing, and/or the workload of contracted**

services. Following the review conducted by the Deputy Secretary of Administration, the narrative will then proceed to the BSAAC for further review;

- g. ensure that the entire policy/procedure is reviewed when submitting the revisions to determine whether other sections need to be revised, and assess the impact on the entire volume **or other volumes**; and
 - h. ensure that the **revised** draft document is submitted to the **Central Office Policy Coordinator** via email.
3. The **Central Office Policy Coordinator** shall process drafted revisions after being received from the Bureau Director/Business Owner to include the following:
- a. conduct a review of the initial draft for proper format and to determine if the intent of the development/revision has been achieved;
 - b. ensure that all applicable ACA **expected practices, with the most current citations**, are identified, footnoted in the policy/procedures manual, and listed in the cross-reference section;
 - c. **ensure applicable Prison Rape Elimination Act (PREA) standards are cited within the appropriate section of policy and are listed in the cross-reference section**;
 - d. submit the draft back to the Bureau Director/Business Owner with a **Policy Sign-Off Sheet (Attachment 2-C)** attached **or through any electronic routing process and update the Policy Status Report with appropriate information to start the revision tracking process**;
 - e. after receiving the draft back from the Bureau Director/Business Owner with an approving signature on the **Policy Sign-Off Sheet**, **continue the routing process to the BSAAC Chief of Accreditation, BSAAC Director, Office of Chief Counsel** to ensure content is consistent with relevant laws, regulations, and/or court decisions, **Deputy Secretary (if applicable), Executive Deputy Secretary for Institutional Operations (EDSI), Executive Deputy Secretary for Community Corrections and Reentry (EDSC), and Chief of Staff**;
 - f. **upon approval from all aforementioned staff**, prepare a final draft and submit to the Secretary/designee; and
 - g. upon approval by the Secretary/designee, prepare a cover memo or distribution email outlining all changes and distribute the document to Central Office Executive Staff, Facility Managers/designees, and Facility Policy Coordinators.

F. Policy/Procedure Waiver Requests

1. Initiating Policy/Procedure Waiver Requests

- a. In the event that a facility requires a deviation or variance from Department procedure(s), the Facility Manager/designee shall complete and submit a **Policy/Procedure Waiver Request (Attachment 2-D)** to the Policy Waiver Request Resource Account at CR, Policy Waiver Requests.

NOTE: After receiving the **Waiver Request**, each reviewing party listed below shall have five business days to return the **Waiver Request** to the Central Office Policy Coordinator indicating his/her approval/disapproval.

- b. ***The Central Office Policy Coordinator shall retrieve the Waiver Requests from the Policy Waiver Request Resource Account and forward the Waiver Request to the Bureau Director/Business Owner with the applicable policy/procedure for initial review.***
- c. The Bureau Director/Business Owner shall:
 - (1) review the policy/procedure for which the Waiver Request is being submitted to determine if there is a means for the requesting facility to come into compliance and whether the **Waiver Request** is approved/disapproved;
 - (2) review the policy/procedure to determine whether revisions would be appropriate;
 - (3) attach a copy of the current policy/procedure and proposed revised language if recommending a policy/procedure revision; and
 - (4) return the **Waiver Request** and any relevant supporting documentation back to the **Central Office Policy Coordinator** for tracking and further routing to the **BSAAC Director/designee**.
- d. ***The BSAAC Director/designee shall:***
 - (1) ***review the Waiver Request to determine any potential conflict(s) with ACA expected practices or PREA standards and note the findings. If the Waiver Request is related to a safety concern, it will be sent to the Bureau of Operations for review; and***
 - (2) ***indicate approval/disapproval and forward the Waiver Request to the Central Office Policy Coordinator for tracking and further routing to the applicable Regional Deputy Secretary (RDS), EDSI, or EDSC.***
- e. After reviewing the recommendations from the Bureau Director/Business Owner and the **BSAAC Director/designee, the applicable RDS, EDSI, or EDSC** shall indicate

approval/disapproval and return the **Waiver Request** to the **Central Office Policy Coordinator** for tracking and further routing *to the EDSI*.

- f. After reviewing all previously made recommendations from the parties listed above, the **EDSI** shall indicate approval/disapproval and return the **Waiver Request** to the **Central Office Policy Coordinator** for final distribution and placement in the Policy/Procedure Waiver Request Repository on **SharePoint**.
- g. Approved **Waiver Requests** will be maintained on **SharePoint** indefinitely or until the **Waiver Request** is revoked. Disapproved **Waiver Requests** shall be maintained on **SharePoint** for a minimum of three years before being removed.

2. Revoking Policy/Procedure Waiver Requests

When a Waiver Request needs to be revoked, the “Request for Revocation of Waiver” section on the initial Policy/Procedure Waiver Request shall be completed by the **Facility Manager and/or** Bureau Director/Business Owner and submitted to the Policy Waiver Resource Account maintained by the BSAAC. The **Waiver Request** indicating the revocation shall replace the initial **Waiver Request** in the Policy/Procedure Waiver Request Repository on SharePoint and a copy distributed to the Facility Manager, applicable RDS, **EDSI, or EDSC**. Revoked **Waiver Requests** shall be maintained on **SharePoint** for a minimum of three years.

G. Distribution of Policy and Procedures Manuals

1. General Distribution

- a. All policy and procedures manuals (if applicable) shall be distributed to every Executive staff member, Facility Manager/designee, and Facility Policy Coordinator via email.
- b. All policy and procedures manuals shall be distributed in advance of their effective date to ensure that sufficient time is allowed for the development of implementation procedures and to familiarize staff and inmates with any changes in procedures or routines. Unless otherwise directed by the Secretary/designee, the minimum time frame of seven calendar days shall be allowed between the date of issue and the effective date of the document.

2. Distribution to Facility Staff

- a. It is the responsibility of the Facility Policy Coordinator to ensure that the Facility Manager/designee and Administrative Staff are issued all updates/revisions to policy or procedure.
- b. ***The Facility Manager shall review updates/revisions to policy during Administrative Staff and Department Head meetings to discuss facility implementation strategies.***

- c. It is the responsibility of the Facility Manager's Administrative Staff to ensure that all disseminated new or updated policy and procedures are provided and reviewed with all staff members in their chain of command.
- d. It is the responsibility of each Department Head and Line Supervisor to ensure that all disseminated new or updated policy and procedures are provided and reviewed with every staff member, contract employee, and volunteer of direct use in his/her chain of command who is expected or required to perform the necessary procedures/duties.⁵
- e. Appropriate review and communication for purposes of delegating authority, and/or assigning responsibility to ensure staff understand the scope of their job duties as related to the new or updated policy and procedures should be accomplished through staff meetings. These reviews will be documented in staff meeting minutes for each new or revised policy and/or procedures manual and forwarded to the appropriate supervisor for filing.⁶

H. Access to Documents

1. All policy statements are public documents and are made available on the Department's public **policy** website and upon request, except for those listed on the **Department's Confidential Policies/Procedures Listing** (available on **SharePoint**).⁷ **All procedures manuals, except for those listed on the Department's Confidential Policies/Procedures Listing, are available to the public on the public policy website.**⁸ **All procedures manuals are available to employees on SharePoint.**
2. The Department's public website also contains a wealth of information ranging from the availability of inmate services and programs to statistics and Frequently Asked Questions (FAQs).
3. All procedures manuals that have been deemed public will be posted in the "Public Policy PDF Version – Librarians" folder on **SharePoint** along with the **Department's Confidential Policies/Procedures Listing** outlining the procedures that cannot be disseminated to inmates. Librarians will be able to use this folder to make public policies/procedures available for inmates to review and/or copy in accordance with Department policy **DC-ADM 003, "Release of Information."**⁹ **Reentrants housed in a Community Corrections Center/Community Contract Facility (CCC/CCF) shall have access to public procedures manuals through the Department's public policy website via facility resource computers.**

⁵ 5-1A-4014 (5-ACI-1A-14), 2-CTA-1A-12, 4-ACRS-7B-08, 4-APPFS-3A-29

⁶ 5-1A-4014 (5-ACI-1A-14)

⁷ 5-1A-4012 (5-ACI-1A-12), 4-ACRS-7B-07

⁸ 5-1A-4012 (5-ACI-1A-12), 4-ACRS-7B-07, 2-CTA-1A-10

⁹ 5-1A-4014 (5-ACI-1A-14)

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4. All facility procedures manuals, if necessary, are maintained and made available to appropriate staff.¹⁰

I. Annual Policy Review

1. Each Department policy shall be reviewed at least once each calendar year or as directed by the EDSI.¹¹
 - a. ***As deemed appropriate, policies may need to be reviewed more frequently to incorporate any changes in expected practices.***
 - b. ***The Bureau Director/designee shall share all policy updates with staff and designated inspectors for Operations Inspection purposes.***
2. The **Central Office Policy Coordinator** shall coordinate and document an annual review of all Department policies, to include the following:
 - a. the **Central Office Policy Coordinator** shall notify Bureau Directors/Business Owners each year of the need to review each policy/procedures manual(s) in their area of primary responsibility and all memos which were issued for their area(s) during the preceding calendar year in accordance with **Subsection J. below**;
 - b. each Bureau Director/Business Owner, including the **Bureau of Health Care Services (BHCS)**,¹² shall review the policies/procedures, **at least annually**, to determine if the philosophy and goals of the Department have changed since the issuing or last review of the document;
 - c. each Bureau Director/Business Owner will complete a **Policy Review Verification Form (Attachment 2-E)** to document his/her annual review and forward it to the **Central Office Policy Coordinator** within 30 days of the initial review notification; and
 - d. completed **Policy Review Verification Forms** will be maintained for a period of three years.
3. Facility Review¹³
 - a. The Facility Manager/designee will ensure that if local procedures are deemed necessary, they are in compliance with the governing Department policy/procedure. These procedures are reviewed annually and updated, if necessary.

¹⁰ 5-1A-4013 (5-ACI-1A-13), 2-CTA-1A-10, 4-ACRS-7B-07

¹¹ 5-1A-4012 (5-ACI-1A-12), 5-6D-4424 (5-ACI-6D-10), 4-ACRS-7B-08, 4-APPFS-3D-06

¹² 5-6D-4424 (5-ACI-6D-10)

¹³ 5-1C-4049 (5-ACI-1C-02)

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- b. The Facility Manager/designee will review the facility's personnel policies/procedures annually and submit any recommended changes to the **Public Safety Human Resource (HR) Delivery Center Manager/designee**.
- c. The Facility Manager/designee will ensure local security procedures are in compliance with the governing Department policy/procedure. These procedures are made available to appropriate staff, reviewed annually, and updated as necessary.¹⁴

J. Memos

Memos are distributed to provide direction to staff in a variety of areas that are not covered by Department policy. When a Bureau Director/Business Owner issues a memo to the field, he/she must:

1. electronically submit a copy to the **Central Office Policy Coordinator** for placement in the Memos Folder on SharePoint;
2. notify the **Central Office Policy Coordinator** when the information from a memo is being placed into Department policy and which memo(s) can be removed from **SharePoint** due to policy incorporation; and
3. during the Annual Policy Review Process in accordance with **Subsection I. above**, notify the **Central Office Policy Coordinator** annually of any memos which have not been incorporated into Department policy but are no longer applicable and can be removed from **SharePoint**.

K. DC/BCC/PB Forms (Department of Corrections/Bureau of Community Corrections/PA Parole Board)

1. All forms used to record information, actions, and/or events are numbered and include the "DC," "**BCC**," or "**PB**" prefix.
2. Every Bureau Director/Business Owner is responsible for updating DC/**BCC/PB** forms for his/her area(s) of responsibility as outlined on the Business Owner Listing (available on **SharePoint**).

L. Regulatory Review Process

The **BSAAC**, in conjunction with the Office of Chief Counsel, is responsible for the following:

1. reviewing newly developed and revised policies to determine if the policy meets the criteria for regulatory review. The criteria for regulatory review is policy that:
 - a. directly impacts the public;

¹⁴ 5-3A-4174 (5-ACI-3A-01)

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- b. requires a specific action(s) by an inmate; and/or
 - c. is routinely distributed to inmates (i.e., inmate handbook policies).
2. preparing new or amended draft regulations, as needed, for each new or revised policy;
 3. submitting the new or amended draft regulations to the **EDSI** for review and comment; and
 4. preparing the regulation(s), based upon the comments received from the **EDSI** and the Office of Chief Counsel for submittal to the Secretary/designee for review and final approval; and revise the regulation(s), as needed, based upon direction provided by the Secretary/designee and promulgate them consistent with applicable law.

Section 3 – Inmate/Reentrant Handbook Policies

A. General¹

1. As part of the orientation process, all inmates/**reentrants** new to the facility, including inmates assigned directly to restrictive housing,² will be provided, in writing, the following:
 - a. Department Inmate/**Reentrant** Handbook containing Department-wide rules, regulations, and programs in English or Spanish.³ These will include, but not be limited to, the following: inmate rules of conduct and sanctions; sexual abuse/**sexual harassment** prevention and intervention; control of personal property and funds; access to mail, phone, visits, and grievance procedures.⁴ This is normally provided during initial reception at Diagnostic and Classification **or during admission to a Community Corrections Center (CCC) or Community Contract Facility (CCF)**; and
 - b. **Facility** Handbook Supplements containing facility-specific information **as directed in Subsection C. below.**
2. Inmates **and Reentrants shall** be issued the Department's Inmate **or Reentrant** Handbook or the Facility's Inmate **or Reentrant** Handbook Supplement upon reception at no cost to the inmate **and a replacement copy** when they are obsolete, or wear out under normal usage.
3. The Inmate/**Reentrant** Handbook will be re-issued to each inmate **or reentrant** every three years, or earlier at the direction of the Executive Deputy Secretary **for Institutional Operations (EDSI)/Executive Deputy Secretary for Community Corrections and Reentry (EDSC)**.⁵

B. Inmate/Reentrant Handbooks

1. Central Office
 - a. The Secretary/designee is the approving authority for all revisions to, or reissue of, the Department's Inmate/**Reentrant** Handbook.
 - b. The Bureau of Standards, Audits, **Assessments**, and **Compliance (BSAAC) Central Office Policy Coordinator** shall:

¹ 5-5A-4285 (5-ACI-5A-01), 4-ACRS-3A-03

² 5-5A-4288 (5-ACI-5A-04)

³ 5-5A-4288 (5-ACI-5A-04), 4-ACRS-3A-05

⁴ 5-3C-4226 (5-ACI-3C-01), 5-3C-4227 (5-ACI-3C-02), 5-3C-4228 (5-ACI-3C-03), 5-3D-4281-1 (5-ACI-3D-09), 5-5A-4290 (5-ACI-5A-05), 5-5A-4292 (5-ACI-5A-06), 4-ACRS-3A-01, 4-ACRS-2C-01, 4-ACRS-3A-03, 4-ACRS-3A-04

⁵ 5-5A-4288 (5-ACI-5A-04)

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- (1) ensure that the Inmate/**Reentrant** Handbook is reviewed annually by appropriate facility staff and **Bureau Directors/Business Owners**,⁶
- (2) prepare necessary changes for review and approval by the Secretary/designee;
- (3) coordinate the translation into Spanish, the printing, and the distribution of revisions to, or reissue of, the Inmate/**Reentrant** Handbook to appropriate Central Office staff and all facilities; and
- (4) ensure that the Department's Inmate/**Reentrant** Handbook and inmate/**reentrant** administrative directives contained therein are made available on **SharePoint** and the Department's public website.

2. State Correctional Institutions (SCIs)

Each Facility Manager/designee shall ensure the following:

- a. proposed changes to the Department's Inmate Handbook are submitted, in writing, to the **Central Office Policy Coordinator**;
- b. each inmate, **including those directly committed to Restrictive Housing Units (RHUs) or other Specialized Housing Units**, is issued a copy of the Department's Inmate Handbook within 24 hours of reception and that he/she signs a **Receipt of Department of Corrections Inmate/Reentrant Handbook (Attachment 3-A)**. If he/she refuses to sign, the handbook will be issued and the issuing staff member shall note the inmate's refusal on the **Receipt of Department of Corrections Inmate/Reentrant Handbook**;⁷
- c. adequate inventories of the Department's Inmate Handbook are maintained; and
- d. each inmate returns the Department's Inmate Handbook when he/she is released.

C. Facility Handbook Supplements

Each Facility Manager/designee shall ensure the following:

1. a Facility Inmate/**Reentrant** Handbook Supplement, containing facility-specific information as indicated in the **Facility Inmate Handbook Supplement Format (Attachment 3-B)/Facility Reentrant Handbook Supplement Format (Attachment 3-C)**, and other facility-specific information is prepared and submitted one year prior to the facility's scheduled accreditation audit or once every three years for facilities not on the accreditation cycle;

⁶ 5-3C-4226 (5-ACI-3C-01), 5-3C-4227 (5-ACI-3C-02), 5-5A-4292 (5-ACI-5A-06)

⁷ 5-4B-0028 (5-ACI-4B-27), 5-3C-4228 (5-ACI-3C-03), 5-3D-4281-1 (5-ACI-3D-09), 5-5A-4288 (5-ACI-5A-04), 5-5A-4290 (5-ACI-5A-05)

1.1.1, Policy Management System Procedures Manual
Section 3 – Inmate/Reentrant Handbook Policies

2. coordinate the translation of revisions to the Facility Inmate/**Reentrant** Handbook Supplement into Spanish through the **Central Office Policy Coordinator** prior to arranging for normal printing services;
3. adequate inventories of the Facility's Inmate/**Reentrant** Handbook Supplement are maintained;
4. each inmate/**reentrant** is issued a copy of a Facility Inmate/**Reentrant** Handbook Supplement within 24 hours of reception, **including those inmates who are directly admitted to the facility's RHU or other special management housing unit** and that he/she signs a **Receipt of Department of Corrections Inmate/Reentrant Handbook Supplement (Attachment 3-D)**. If the inmate refuses to sign, he/she will be issued the handbook and the issuing staff member shall note the inmate's refusal on the **Receipt of Department of Corrections Inmate/Reentrant Handbook Supplement**,⁸
5. each inmate/**reentrant** returns the Facility Inmate/**Reentrant** Handbook Supplement when he/she is released;
6. copies of the Department's Inmate/**Reentrant** Handbook, the Facility Inmate/**Reentrant** Handbook Supplement, the policies referenced therein, and notices of rule changes for the policies referenced therein, are made available on housing units or in the facility's library for use by inmates/**reentrants** in general population status. An inmate is permitted to review these documents in the library or check a document out. An inmate may purchase a personal copy of a document in accordance with local procedures for copy services and charges. **Reentrants may access these documents through facility staff or through the Department's public policy website via facility resource computers**,⁹ and
7. copies of the Department's Inmate Handbook, the Facility Inmate Handbook Supplement, the policies referenced therein, and notices of rule changes for the policies referenced therein, are made available in the Mini Law Library for use by inmates housed in a Security Level 5 Housing Unit.

D. Inmate/Reentrant Notification of Rule Changes¹⁰

1. Department policy
 - a. Notification to each inmate is required for all policies contained in the Inmate/**Reentrant** Handbook. The **BSAAC** shall provide direction when the inmates/**reentrants** are to be given a copy of the revised policy/procedure and/or a memorandum that explains the revisions prior to implementation.¹¹

⁸ 5-3C-4288 (5-ACI-5A-04), 5-5A-4290 (5-ACI-5A-05), 4-ACRS-3A-04

⁹ 5-1A-4014 (5-ACI-1A-14), 4-ACRS-7B-08

¹⁰ 5-3C-4228 (5-ACI-3C-03)

¹¹ 5-1A-4014 (5-ACI-1A-14)

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- b. The **Central Office Policy Coordinator** will ensure that the Spanish version of the revised policy/procedure and/or a memorandum that explains the revisions is distributed.

2. Facility Rules

- a. All revisions to existing facility rules, or the creation of new rules that directly affect the inmate/**reentrant** population will be reviewed by the Facility Manager/designee to determine if notification to each inmate/**reentrant** is required.
- b. If inmate/**reentrant** notification is required, the appropriate Deputy Superintendent/designee **or Center Director**, shall prepare a “Notice of Rule Change” for review, approval, and signature by the Facility Manager/designee.
- c. The Facility’s Policy Coordinator shall coordinate translation of the notice into Spanish and the printing of the notice.

3. Notification Process **State Correctional Institutions**

- a. The Facility Manager/designee shall select the date and shift that the distribution of the inmate notices will take place.
- b. The Deputy Superintendent for Facilities Management (DSFM)/designee shall ensure that a sufficient number of copies of the notice are supplied to the Shift Commander prior to the date of distribution.
- c. The Shift Commander shall ensure that Corrections Officers distribute the notice to all inmates in the facility on the date and shift selected by the Facility Manager/designee.
- d. The Officer-in-Charge of each housing unit shall complete an **Inmate/Reentrant Notification of Rule Change Form (Attachment 3-E)** immediately after the notice is distributed. Each completed form is to be submitted to the Shift Commander.
- e. The Shift Commander shall review the returned **Inmate/Reentrant Notification of Rule Change Form** to verify that the notice was distributed in all areas of the facility that house inmates.
- f. When verified, the Shift Commander shall forward the completed **Inmate/Reentrant Notification of Rule Change Form** to the DSFM/designee. **These forms shall be retained for a period of three years.**

4. **Notification Process CCCs/CCFs**

- a. **The Center Director shall select the date and shift on which the reentrant notices shall take place.**

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- b. ***The Center Director shall ensure that Community Corrections Center Monitors (CCCMs) distribute the notice to all reentrants in the facility on the date and shift selected by the Center Director.***

- c. ***The CCCM(s) distributing the notice shall complete an Inmate/Reentrant Notification of Rule Change to verify that the notice was distributed to all reentrants housed in the facility and submit the notice to the Center Director. These forms shall be retained for a period of three years.***

Receipt of Department of Corrections
Inmate/Reentrant Handbook

I received a copy of the Department of Corrections *Inmate/Reentrant Handbook* and I understand that I am to keep this copy until I am released. I also understand that it is my responsibility to keep the handbook in good condition. If a replacement copy is needed for any reason other than it becoming unusable because of normal use, I will be charged for the replacement copy. I also understand that I must return the handbook at the time of my release or be charged for it.

Department of Corrections Number: _____

Name: _____

Inmate/Reentrant Signature: _____ Date: _____

Name of Staff Member Issuing the Handbook: _____

File: DC15-Institution Section _____

Receipt of Department of Corrections
Inmate/Reentrant Handbook

I received a copy of the Department of Corrections *Inmate/Reentrant Handbook* and I understand that I am to keep this copy until I am released. I also understand that it is my responsibility to keep the handbook in good condition. If a replacement copy is needed for any reason other than it becoming unusable because of normal use, I will be charged for the replacement copy. I also understand that I must return the handbook at the time of my release or be charged for it.

Department of Corrections Number: _____

Name: _____

Inmate/Reentrant Signature: _____ Date: _____

Name of Staff Member Issuing the Handbook: _____

File: DC15-Institution Section _____

Recepción del Manual para el preso
del Departamento Correccional

Recibí una copia del Manual para el preso del Departamento Correccional y entiendo que debo guardar esta copia hasta que sea liberado. También entiendo que es mi responsabilidad mantener este manual en buenas condiciones. Si se necesita una copia de reposición por algún motivo que no sea el desgaste por uso normal, el costo de la misma correrá por mi cuenta. También entiendo que debo devolver el manual en el momento de mi liberación o de lo contrario deberé pagar por él.

Número del Departamento Correccional: _____

Nombre: _____

Firma del preso: _____ Fecha: _____

Nombre del miembro del personal que expide el Manual: _____

Archivo: Sección de la Institución DC15 del preso _____

Recepción del Manual para el Preso
del Departamento Correccional

Recibí una copia del Manual para el preso del Departamento Correccional y entiendo que debo guardar esta copia hasta que sea liberado. También entiendo que es mi responsabilidad mantener este manual en buenas condiciones. Si se necesita una copia de reposición por algún motivo que no sea el desgaste por uso normal, el costo de la misma correrá por mi cuenta. También entiendo que debo devolver el manual en el momento de mi liberación o de lo contrario deberé pagar por él.

Número del Departamento Correccional: _____

Nombre: _____

Firma del preso: _____ Fecha: _____

Nombre del miembro del personal que expide el Manual: _____

Archivo: Sección de la Institución DC15 del preso _____

**Receipt of Facility
Inmate/Reentrant Handbook Supplement**

I received a copy of the Facility Inmate/Reentrant Handbook Supplement and I understand that I am to keep this copy until I am transferred or released. I also understand that it is my responsibility to keep this handbook in good condition. If a replacement copy is needed, for any reason other than it becoming unusable because of normal use, I will be charged for the replacement copy. I also understand that I must return the handbook at the time of my transfer or release or I will be charged for it.

Department of Corrections Number: _____

Name: _____

Inmate/Reentrant Signature: _____ Date: _____

Name of Staff Member Issuing the Supplement: _____

File: Inmate DC15-Institution Section

**Receipt of Facility
Inmate/Reentrant Handbook Supplement**

I received a copy of the Facility Inmate/Reentrant Handbook Supplement and I understand that I am to keep this copy until I am transferred or released. I also understand that it is my responsibility to keep this handbook in good condition. If a replacement copy is needed, for any reason other than it becoming unusable because of normal use, I will be charged for the replacement copy. I also understand that I must return the handbook at the time of my transfer or release or I will be charged for it.

Department of Corrections Number: _____

Name: _____

Inmate/Reentrant Signature: _____ Date: _____

Name of Staff Member Issuing the Supplement: _____

File: Inmate DC15-Institution Section

Recepción del Suplemento
del Manual para el Preso por parte del Establecimiento

Recibí una copia del Suplemento del Manual para el preso por parte del Establecimiento y entiendo que debo guardar esta copia hasta que sea liberado. También entiendo que es mi responsabilidad mantener este manual en buenas condiciones. Si se necesita una copia de reposición por algún motivo que no sea el desgaste por uso normal, el costo de la misma correrá por mi cuenta. También entiendo que debo devolver el manual en el momento de mi derivación o liberación, ya que de lo contrario deberé pagar por él.

Número del Departamento Correccional: _____

Nombre: _____

Firma del preso: _____ Fecha: _____

Nombre del miembro del personal que expide el Suplemento: _____

Archivo: Sección de la Institución DC15 del preso _____

Recepción del Suplemento
del Manual para el Preso por parte del Establecimiento

Recibí una copia del Suplemento del Manual para el preso por parte del Establecimiento y entiendo que debo guardar esta copia hasta que sea liberado. También entiendo que es mi responsabilidad mantener este manual en buenas condiciones. Si se necesita una copia de reposición por algún motivo que no sea el desgaste por uso normal, el costo de la misma correrá por mi cuenta. También entiendo que debo devolver el manual en el momento de mi derivación o liberación, ya que de lo contrario deberé pagar por él.

Número del Departamento Correccional: _____

Nombre: _____

Firma del preso: _____ Fecha: _____

Nombre del miembro del personal que expide el Suplemento: _____

Archivo: Sección de la Institución DC15 del preso _____

1.1.1, Policy Management System Procedures Manual
Glossary of Terms

Accreditation Standards Manual – An organized compilation of the standards established to provide clear goals and objectives critical to the provision of constitutional and humane correctional programs and services. The standard manuals used by the Department are the Administration of Correctional Agencies, Adult Community Residential Services, Adult Correctional Boot Camp Programs, Adult Correctional Institutions, Correctional Training Academies, and the Standards Supplements (as issued).

Alpha Designator – The designation used in the Department’s mainframe computer system to identify each facility within the Department.

American Correctional Association (ACA) – *Is a professional membership organization composed of individuals, agencies, and organizations involved in all facets of the corrections field, including adult and juvenile services, community corrections, probation and parole, and jails. This organization accredits the Department’s correctional facilities through the evaluation and auditing of compliance with performance based expected practices. *Definitions of ACA terminology cited in Department policy 1.1.2, “Inspections and Audits,” related to ACA can be found in the American Correctional Association APM-1 March 15, 2017, and the most current applicable Performance Based Expected Practice Manual.*

Applicability Statement – A statement that indicates who is required to abide by the policy and procedures of the document.

Authority Statement – A statement indicating the sections of the Administrative Code of 1929 authorizing the Secretary/designee to direct the operation of the Department.

Bureau of Community Corrections (BCC) Form – *An approved standardized form used to record information, actions, and/or events.*

Chapter – A topically related **policy** within an Administrative Volume.

Commission on Accreditation for Corrections (CAC) – The policy making body that has sole responsibility for rendering all accreditation decisions.

DC Form – An approved standardized form used to record information, actions, and/or events.

Department Policy – A governing document which sets forth the agency’s philosophies, goals, *and implementation procedures for achieving those goals.*

Expected Practices – *Actions and activities that if implemented properly (according to protocols) will produce the desired outcome. They are what we think is necessary to achieve and maintain compliance with the standard – but not necessarily the only way to do so. They are activities that represent the current experience of the field, but that are not necessarily supported by research. As the field learns and evolves, so will the practices.*

1.1.1, Policy Management System Procedures Manual
Glossary of Terms

Facility – Any State Correctional *Institution*, Motivational Boot Camp, Training Academy, Community Corrections Center, **Community Contract Facility**, and Central Office.

Facility Manager – The Superintendent of a State Correctional *Institution*, Motivational Boot Camp, Director of a Community Corrections Center, or Director of the Training Academy.

Facility Policy Coordinator – The individual designated by the Facility Manager/designee to be responsible for policy coordination at the facility level.

Master Index – A numeric listing of all approved Department policies.

Policy Annual Review – The yearly process that documents the review of Department policies and procedures to determine if the philosophy and goals of the Department have changed since the issuing or last review of the document.

Policy Statement – A stated course of action that guides and determines present and future decisions and activities in the attainment of a goal/objective, or what is to be achieved by the agency and/or facility.

Procedures – A detailed set of actions, which must be executed to ensure that a policy **or expected practice** is fully implemented and **achieved**.

Secretary – The Secretary of the Department.

Section – A policy document within a chapter of an Administrative Volume.

Sharepoint System – Microsoft electronic document management system.

Volume – The largest unit of the Administrative Manuals.