



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Reception and Classification		Policy Number: 11.2.1
Date of Issue: June 19, 2023	Authority: Signature on File Dr. Laurel R. Harry	Effective Date: June 19, 2023

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 that each inmate committed to the custody of the Department is classified via the Pennsylvania Additive Classification Tool (PACT) and assigned a corresponding Custody Level.

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.

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

11.2.1, Reception and Classification, issued November 1, 2021, by former Secretary John E. Wetzel.

2. Facility Policy and Procedures

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

B. Cross Reference(s)

1. Administrative Manuals

- a. DC-ADM 008, Prison Rape Elimination Act (PREA)
- b. DC-ADM 801, Inmate Discipline
- c. DC-ADM 802, Administrative Custody Procedures
- d. DC-ADM 805, Outside Work and Housing Assignments, Community Work Programs, Forestry Units, Armed Mounted Work Detail, Administrative Procedures, and Temporary Hold Ins
- e. DC-ADM 815, Personal Property, State Issued Items, & Commissary-Outside Purchases
- f. DC-ADM 816, Inmate Compensation
- g. DC-ADM 822, Inmate Organization Picnics/Banquets and Inmate Fundraisers
- h. 1.1.1, Policy Management System
- i. 1.2.1, Victim Services
- j. 5.1.1, Staff Development and Training
- k. 6.3.1, Facility Security
- l. 6.5.1, Administration of Security Level 5 Housing Units
- m. 7.2.1, Counseling Services
- n. 7.4.1, Substance Use Disorder (SUD) Treatment Programs
- o. 7.6.1, Delivery of Educational Services
- p. 7.8.1, Inmate Recreational and Therapeutic Activities
- q. 11.1.1, Population Management
- r. 11.4.1, Case Summary
- s. 11.5.1, Records Office Operations

- t. 11.6.1, Sexually Violent Offender Registration
 - u. 13.2.1, Access to Health Care
 - v. 13.8.1, Access to Mental Health Care
2. ACA Standards
- a. Adult Correctional Institutions: 5-ACI-2C-01, 5-ACI-2C-02, 5-ACI-3D-09, 5-ACI-4A-27, 5-ACI-4B-33, 5-ACI-5A-01, 5-ACI-5A-03, 5-ACI-5A-04, 5-ACI-5B-01, 5-ACI-5B-02, 5-ACI-5B-04, 5-ACI-5B-06, 5-ACI-5B-07, 5-ACI-5B-11, 5-ACI-5B-12, 5-ACI-5B-13, 5-ACI-5B-15, 5-ACI-5B-17, 5-ACI-5B-18, 5-ACI-5E-11, 5-ACI-5F-03, 5-ACI-7A-09, 5-ACI-7B-13
 - b. Adult Community Residential Services: 4-ACRS-5A-08
3. PREA Standards 28 C.F.R.
- 115.14, 115.41, 115.42



PROCEDURES MANUAL
Commonwealth of Pennsylvania • Department of Corrections

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Authority:

**Signature on File
Dr. Laurel R. Harry**

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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 – Reception

A. General

An inmate may be initially received at any Department facility, but generally every new commitment inmate shall be routed to a Diagnostic and Classification Center (DCC). Youthful inmates (under age 18) will be routed to the Young Adult Offender Program (YAOP) within **24 hours** of reception for completion of initial reception procedures, classification, and housing on the Youthful Inmate Unit until reaching the age of 18. Each new commitment inmate shall be initially classified upon reception and re-classified annually as part of the inmate's annual review process¹ while in Department custody.

B. Initial Reception

1. Records staff shall conduct the initial intake and follow-up in accordance with Department policy **11.5.1, "Records Office Operations."**
2. Security staff shall conduct the following:²
 - a. strip search;
 - b. shower;
 - c. clothing issue; and
 - d. proper inventory.
3. Assigned staff shall perform the following functions:
 - a. establish an initial temporary custody level within **two** working days by completing an **Initial Classification Form** in accordance with **Section 3** of this procedures manual. This data shall not be entered into the mainframe, except for the temporary custody level;
 - b. evaluate for inclusion/exclusion on the Escape Risk List in accordance with Department policy **6.3.1, "Facility Security."**
 - c. On the **DC-2A, Diagnostic-Classification Report Reception Checklist (Attachment 1-A)** identifying the following:
 - (1) suicidal thoughts, ideations, gestures, and/or attempts;
 - (2) signs of assaultiveness;

¹ 4-4296, 4-4300

² 4-4285

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- (3) any history of escape behavior; and/or
 - (4) any separations.
 - d. schedule orientation;
 - e. make any immediate referrals where appropriate. This shall include referral to the Facility Veterans Coordinator of any inmate who claims U.S. Armed Service Veteran Status in accordance with Department policy **7.2.1, “Counseling Services;”**
 - f. issue and review the Prison Rape Elimination Act (PREA) brochure;
 - g. administer the PREA Risk Assessment Tool in accordance with Department policy **DC-ADM 008, Prison Rape Elimination Act (PREA);”**
 - h. evaluate for “Housing Concerns” (potential sexual assault victim and/or facility sexual predator) and record any identified housing concern in DOC Info by clicking on the appropriate box on the Security Concerns screen of the Unit Management System and entering the reason for this designation in the comments box. An inmate who is identified as a facility sexual predator must be assigned custody level 4 or 5 and Program Codes Z and H; and
 - i. assign the inmate to a cell in accordance with Department policy **11.1.1, “Population Management.”**³
4. Medical staff shall conduct a preliminary medical screening in accordance with Department policy **13.2.1, “Access to Health Care”** and record appropriate remarks on the **DC-2A.**⁴

C. Parole Violators (PV)

- 1. When a PV is received at the facility, the Receiving/Discharge Officer must complete the **DC-510, Suicide Risk Indicators Checklist** in accordance with Department policy **13.8.1, “Access to Mental Health.”** This checklist must be completed as part of the receiving process.
- 2. Assigned staff shall perform the following functions:
 - a. enter a temporary custody level in the mainframe within five working days;
 - b. issue and review the PREA brochure;
 - c. administer the **PREA Risk Assessment Tool** in accordance with Department policy **DC-ADM 008;**

³ 4-4285

⁴ 4-4285, 4-ACRS-5A-08

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- d. evaluate for “Housing Concerns” (potential sexual assault victim and/or facility sexual predator) and record any identified housing concern in DOCInfo by clicking on the appropriate box on the Security Concerns screen of the Unit Management System and entering the reason for this designation in the comments box. An inmate who is identified as a facility sexual predator must be assigned a custody level of 4 or 5 and program codes Z and H;
- e. evaluate for inclusion/exclusion on the Escape Risk List in accordance with Department policy **6.3.1**;
- f. identify any separation needs; and
- g. assign the inmate to a cell in accordance with Department policy **11.1.1**.

Section 2 – Diagnostic and Classification Procedures

A. Diagnostic and Classification Center (DCC) Orientation¹

1. DCCs within the Department shall present an orientation program for new inmates, which includes the following, at a minimum:
 - a. schedule of interviews and tests required for classification;
 - b. explanation of medical services (sick call, emergency care, inpatient/outpatient treatment, dental, vision, prosthesis needs, and personal hygiene/sanitation);
 - c. counseling, psychology and psychiatric services;
 - d. sexual abuse/**sexual harassment** prevention, reporting and intervention *in accordance with Department policy DC-ADM 008, “Prison Rape Elimination Act (PREA);”*
 - e. religious services, recreation activities and approved inmate organizations;
 - f. parole issues;
 - g. work and vocational opportunities;²
 - h. education;
 - i. inmate accounts, visitation, mail, telephone calls, inmate clothing and supplies;³
 - j. Records Office responsibilities regarding sentence status, detainers, or other legal matters;
 - k. commissary and personal property; and
 - l. custody/security levels for inmates and facilities in relation to restrictions and privileges.
2. DCC shall complete the **DCC Acknowledgement of Inmate Orientation Form (Attachment 2-A)**. A copy shall be placed in the inmate’s **DC-15**.⁴

¹ 4-4287, 4-4281-1

² 4-4457

³ 4-4285

⁴ 4-4281-1

B. DCC Procedures

1. Each inmate shall be issued an Inmate Handbook and a Facility Inmate Handbook Supplement in English, Spanish, or Braille within 48 hours of reception on the DCC housing unit. Each inmate is required to sign for the handbook in accordance with Department policy **1.1.1, “Policy Management System,” Section 3.**⁵
2. Medical clearance shall be conducted in accordance with Department policy **13.2.1, “Access to Health Care.”**
3. The **DNA Detection of Sexual and Violent Offenders Act, 42 Pa.C.S. §§ 4701-4703, 4711-4722, 4731-4736 and 4741** requires that all inmates covered by the act shall provide a sample taken at the DCC, which is sent to the Pennsylvania State Police (PSP) for analysis and profiling.
4. Psychological testing shall be conducted in accordance with Department policy **13.8.1, “Access to Mental Health Care.”**
5. All new commitments shall be scheduled for Tests of Adult Basic Education (TABE).
6. Counseling staff shall administer the Risk Screen Tool (RST) to screen out low risk inmates that do not need further assessment of programming needs.
7. All new commitments that are not screened out by the RST shall be scheduled for Self-Administered Inmate Test (SAIT). The Criminal Sentiment Scale – Modified (CSS-M) will be administered to assess for standardized program needs.
8. Alcohol and Other Drugs (AOD) staff shall administer a substance abuse screening for all new inmates that are not screened out by the RST in accordance with Department policy **7.4.1, “Alcohol and Other Drugs Treatment Programs.”**
9. Centralized Sentence Computation Unit (CSCU) staff shall generate the **16E, Sentence Status Summary** in accordance with Department policy **11.5.1, “Records Office Operations.”**
10. The Corrections Counselor shall conduct an interview to collect, analyze and present all pertinent information in accordance with Department policy **11.4.1, “Case Summary.”**
11. The DCC will send a letter to the individual designated by the inmate, notifying him/her of the inmate’s admission into the Department. This letter shall include, at a minimum, a description of the DCC process, visiting procedures, and contact information should the family wish to contact staff at the DCC (refer to sample letter, **Attachment 2-B**).⁶

⁵ 4-4285, 4-4288

⁶ 4-4285

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Section 2 – Diagnostic and Classification Procedures

12. At classification, DCC staff shall evaluate an inmate's custody level, separations, programming needs, security needs, age, **housing needs**, and medical and psychological needs. The Office of Population Management (OPM) shall determine an appropriate facility placement. The recommended destination shall not be divulged to the inmate.
13. Each DCC shall develop a schedule for completing the classification process within 30 working days of reception unless delayed by in-depth study, treatment or because the inmate is absent from the DCC due to court or a misconduct.
14. The DCC Counselor shall discuss the Recidivism Risk Reduction Incentive (RRRI) sentence impact and the requirements for RRRI certification with each eligible inmate who has been placed in one of the following RRRI statuses at the time of the initial classification interview: Pending Certification, Certified or Decertified.
15. ***The assigned DCC Counselor or Case Manager shall re-administer the PREA Risk Assessment Tool between day 20 and day 30 of the inmate's DCC reception in accordance with Department policy DC-ADM 008.***

CONFIDENTIAL

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Section 3 – Pennsylvania Additive Classification Tool (PACT)

**This section is confidential and not for public
dissemination.**

Section 4 - Outside Clearance for Inmates Serving Life Sentences

This section establishes procedures and criteria for considering outside work assignments involving an inmate serving a life sentence. Custody Level 2 advancements with outside clearance give an inmate serving a life sentence an opportunity to show that he/she is trustworthy, which is one of the many factors considered for the commutation process.

A. Eligibility Procedures

1. The Department shall consider an outside work assignment for an eligible inmate who is serving a life sentence. An inmate with multiple life sentences, whether concurrent or consecutive, shall not be considered
2. An inmate serving a life sentence may be considered for outside work assignment after a careful review of the inmate's case. The inmates shall meet the following criteria:
 - a. have served no less than 15 years of the life sentence;
 - b. have no detainer sentences or detainers, which may result in additional incarceration;
 - c. have no misconducts ***in accordance with DC-ADM 805, Pre-Release, Outside Work and Housing Assignments Community Work Program, Escorted Leave, Armed Mounted Work Detail, Forestry Unit Program, and Temporary Hold-In Orders, Section 2, Subsection B.2., Eligibility Criteria Related to Misconducts;***
 - d. the pattern and frequency of misconducts must be carefully reviewed in the staffing process;
 - e. expected to have made substantial progress on prescriptive program needs in areas of treatment and education prior to consideration. This may include current, verified active involvement in programs; and
 - f. neither escape nor attempted escape from an adult correctional facility.
 - g. PACT raw score shall be in the custody level (CL) 2 range.

B. Facility Responsibility

1. The counselor shall determine eligibility as noted above and complete a PACT reclassification to determine if the inmate scores CL2. If the inmate does not score L2, no staffing shall occur. If the inmate does score CL2, he/she shall be staffed as follows:
 - a. a current psychological evaluation (within one year) shall be available. When recommended by the Chief Psychologist, a psychiatric evaluation will be done;
 - b. Records Officer shall obtain an official version or pre-sentence investigation (if available);

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- c. the Office of the Victim Advocate (OVA) shall be contacted for input;
 - d. progress reports from Education, Work, Housing, and any program involvement shall be available at the time of staffing; and
 - e. the inmate must be medically cleared for outside clearance.
2. The Unit Team shall personally staff the inmate.
 3. Recommendations will be recorded on the **DC-46, Vote Sheet** and forwarded through the Corrections Classification Program Manager (CCPM), Deputy Superintendent for Facilities Management (DSFM), and the Deputy Superintendent for Centralized Services (DSCS) to the Facility Manager for final facility disposition.
 4. Cases approved by the Facility Manager for an administrative override shall be submitted for consideration and review to the appropriate Regional Deputy Secretary. The referral shall include a cover memorandum with the following information by paragraph:
 - a. sentence structure and criminal history;
 - b. program involvement and adjustment;
 - c. commutation history; and
 - d. facility rationale for supporting the case. Response from the OVA and information pertaining to community sensitivity, if available in accordance with Department policy **1.2.1, "Victim Services."**
 5. The following information shall be appended to the cover memorandum:
 - a. **DC-46**;
 - b. psychological evaluation;
 - c. classification summary; and
 - d. PSI or official version, if available. No administrative overrides for outside assignment will be processed without the official version.
 6. Upon final review by the Regional Deputy Secretary, all information shall be forwarded to the Secretary for final approval. The override shall not be granted until the indicated process is completed, and until the Secretary grants express written permission for the override for placement in an outside assignment.
 7. The Unit Team shall conduct an annual review with all life-sentenced inmates in Custody Levels 2M, 2R, and 2X. This shall include the psychological interview with an update

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forwarded to the Unit Manager by the Chief Psychologist.

8. An inmate serving a life sentence working on an outside detail may have his/her 2M, 2R, or 2X status suspended or revoked at any time. Reasons for this action may include but are not limited to:
 - a. being found guilty of Class 1 misconduct;
 - b. as a result of a Unit Team action, the Unit Team may recommend loss or suspension of status based on changes in medical condition, psychological stability, negative feedback in the commutation process, or any other factors that they consider as having negative impact on this status;
 - c. if an inmate loses his/her status as a result of misconduct or Unit Team action, he/she will be subject to all provisions of this directive for reconsideration of outside privileges;
 - d. significant change in family status (death, illness, divorce);
 - e. any new information revealing negative community concern or reaction;
 - f. any negative legal information received (detainers, criminal or legal proceeding);
 - g. as a result of an ongoing internal investigation; and
 - h. receipt of a Class 1 misconduct pending disposition of the hearing examiner. If an inmate loses outside clearance for any of the above reasons, reinstatement shall be considered on an individual basis. The Facility Manager has the authority to reinstate an inmate who has had his status suspended.
9. Lifers currently approved Custody Level 2M, 2R, or 2X, must be reevaluated under these criteria. Those inmates, who do not meet all of these criteria, must be resubmitted to the Deputy Secretary's Office for approval.
10. When an inmate receives a change in Custody Level or Program Code, this information must be entered into the automated classification system within five working days.

Section 5 – Single-Celling (Z-Code) and Double-Celling Housing

A. General Procedures/Orientation

1. During the diagnostic and classification process and upon reception at any facility as a result of a transfer, each inmate shall be interviewed and available records shall be reviewed by the Initial Reception Committee (IRC), after which the appropriate housing status shall be determined. Staff shall inform inmates of the conditions which apply to double-celling. During this orientation, staff shall explain rules governing behavior as well as those governing the conditions and contents of the cell. Included shall be procedures for requesting consideration for termination of double-celling as well as the following:
 - a. instructions for inmates to follow to inform staff of any problems arising as a result of double-celling; and
 - b. it shall be discussed that every attempt shall be made to ensure that inmates that do not have a Z-Code are assigned to a double cell with a cellmate (i.e., inmates shall not be celled in a single cell out of convenience).
2. If unit management staff or security staff have the need to place an inmate (i.e., who does NOT have a Z-Code) into a cell without a cellmate in an emergency situation or due to temporary operational need, this may occur. However, when appropriate and when situations permit, prior to placing any inmate into a cell alone, the unit management staff shall follow the review process outlined in **Subsection B.2.a-f. below**.
3. Security staff shall be aware of inmates on their block that have a Z-Code or are housed alone without a cellmate so that security rounds are informed of an increased risk associated with these individuals.

B. Processing Inmates for Double-Celling

An inmate who does not require single-cell status (Z-Code) shall be processed for double-celling according to the following guidelines and procedures.

1. Selection of cells: Selection of cells to be used for double occupancy should be made pursuant to the following guidelines:
 - a. cells in administrative custody (AC) or disciplinary custody (DC) may be used for double occupancy only after careful review of those inmates to be double-celled; and
 - b. every attempt should be made to designate cells in locations that afford the most appropriate access, supervision, and control.
2. Selection criteria governing inmates to be double-celled are listed below.
 - a. Every attempt shall be made to ensure that inmates that do not have a Z-Code are assigned to a double cell with a cellmate when this can be accomplished safely.

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Inmates shall not be placed in a cell by themselves out of convenience. Staff shall first search for a compatible cellmate within the block. Should those efforts fail, staff shall consider cellmates within the same facility zone. Should those efforts fail, staff shall consider cellmates anywhere within the facility. Inter-block communication is essential among unit management staff to ensure that all inmates that do not have a Z-Code are housed in a double cell with a cellmate, unless specified by a specific or temporary institutional need.

- b. Double-celling of inmates generally shall be based on the inmate's expression of preferences affecting double-celling compatibility. An inmate's request generally shall be accommodated if circumstances permit and provided there are no contraindications (custody level, security needs, etc.) noted by staff. If the inmate does not express a preference, the double-cell assignment shall be made based on facility need (available bed space).
- c. During the inmate reception process, the IRC or designated responsible staff shall ask the inmate if he/she has preferences affecting double-celling compatibility, but shall not offer the inmate choices. If the inmate indicates a preference (familial relationships, age, race, etc.), this information shall be documented and forwarded to the inmate's Counselor for inclusion in the **DC-14, Cumulative Adjustment Record** for future reference. To the extent reasonable, the inmate's indicated preferences should be accommodated. When it is not reasonable to accommodate, staff should inform the inmate whether the preference is likely to be accommodated in the future and, if so, when such an accommodation is likely to occur. The facility does not have to move an inmate based solely on his/her request.
- d. In addition to interviewing both inmates, the unit management staff shall review both of the inmates' records to determine whether there is an imbalance of power between the inmates that could lead to victimization of the weaker inmate. **(28 C.F.R. §115.42[b])** This review shall include, but is not limited to, the following:
 - (1) misconducts, prior institutional violence, prior institutional sexual abuse, and prior convictions for violent offenses; **(28 C.F.R. §115.41[e])**
 - (2) an inordinate number of cell partners for either inmate;
 - (3) a comparison of both inmates' ages in an effort to cell inmates safely together with inmates that are of similar age;
 - (4) a comparison of physical size to avoid disparity;
 - (5) medical issues;
 - (6) geographic/regional differences;

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- (7) Prison Rape Elimination Act (PREA) Risk Assessment Tool (PRAT) score compatibility as outlined in Department policy **DC-ADM 008, “PREA;” (28 C.F.R. §115.42[b])**
 - (8) an evaluation for “housing concerns” (potential sexual assault victim and/or institutional sexual predator) **unrelated to PRAT scores noted above**. Any identified housing concerns must be recorded in DOCInfo by clicking on the appropriate box on the “security concerns” screen of the Unit Management System and entering the reason for this designation in the comments box; and
 - (9) other security needs such as gang affiliation and custody level, and/or a documented history of racial violence or the propensity for such; or any other information that may suggest a potential for one inmate assaulting the other.
- e. The Department shall not assign housing based solely on race. Where an inmate states a preference for double-celling on race, that preference should be considered.
- f. Involuntary double-celling should be a last resort when appropriate; however, the Unit Manager or officer-in-charge shall make every effort to facilitate a voluntary double-celling agreement between the inmates when this can be accomplished safely. When it is necessary to involuntarily double-cell inmates on the unit:
- (1) consider all factors outlined in the **Subsection B.2. above** to include both risk factors to double-celling as well as the inmate’s preferences;
 - (2) the Involuntary Double-Celling Checklist (refer to Department policy **6.5.1, “Administration of Security Level 5 Housing Units,” Section 1**) shall be used prior to double-celling an inmate who does not agree to voluntary double-celling. Any “yes” response in the staff review section of the checklist requires review by the officer-in-charge;
 - (3) if an inmate is on the active Mental Health/Intellectual Disability (MH/ID) Roster, staff shall seek psychology input; and
 - (4) if no concerns/preferences are expressed, and no documented compatibility contraindications are present when making an involuntary double-celling assignment, this shall be documented on the **Involuntary Double-Celling Checklist** and the **DC-17X, Adjustment Record for Security Level 5 Inmates** and the double-celling assignment will be made based upon available bed space.

C. Evaluating and Processing Inmates for Single Cell Status (Z-Code)¹

1. Any inmate who meets any of the following criteria shall be carefully reviewed by staff and considered for Z-Code housing classification. Staff must be aware that there are factors which may contraindicate Z-Code assignment or continuation as well as the housing of an inmate alone in a cell (i.e., without a cellmate).
 - a. Z-Codes shall not be assigned for reasons only related to general mental health concerns or mental illnesses. However, inmates with a history of mental illness or current mental illness may be considered, but the inmate must also meet additional Z-Code criteria as outlined below to be approved for a Z-Code.
 - b. An inmate with certain medical conditions (an infectious disease, colostomy, etc.), indicating a possible need for a single cell.
 - c. An inmate who staff believe may be victimized as a result of double-celling, multiple celling, or placement in a dormitory.
 - d. An inmate who has a documented history of aggressive or predatory behavior towards cell partners or who staff have reason to believe would exhibit assaultive or predatory behavior towards cell partners.
 - e. Inmates identifying as opposite genders shall not be celled together unless a determination is made through the facility PREA Accommodation Committee that doing so would not put either cellmate in a vulnerable position.
2. A newly received inmate at a Diagnostic and Classification Center (DCC) may be assigned a temporary Z-Code until transferred to a permanently assigned institution. When an inmate is transferred from one facility to another, the sending facility shall explain the specific reason for Z-Code in the transfer rationale. The IRC at the receiving facility shall review the Z-Code housing classification to determine if it is still appropriate for the inmate. If the IRC determines that a Z-Code should remain, it should be processed according to the procedures in **Subsection C.7. below**.
3. When reviewing an inmate for Z-Code housing status, facility staff shall complete a review of appropriate documentation. Documentation shall include misconduct reports, recommendations from medical and/or psychiatric or psychological staff, and reports from other staff who have knowledge of the inmate's adjustment and behavior. The Program Review Committee (PRC), Unit Manager, or Shift Commander may temporarily assign a Z-Code until a full assessment is completed.
4. When reviewing an inmate for a Z-Code, facility psychology staff shall be contacted to complete a Z-Code assessment for the unit management staff and **DC-46, Vote Sheet** process. A request for a Z-Code will be made by the Counselor to psychology via the **DC-97, Mental Health Referral form**. The reason for the Z-Code request/renewal will be

¹ 5-ACI-2C-02

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thoroughly documented on the **DC-97**. It is the responsibility of the Counselor to inform psychology of the need for a Z-Code assessment the month prior to the annual review, to ensure the assessment is available for the review.

5. The individual psychology staff member conducting the Z-Code assessment should not be the assigned treating psychology staff member; if it is, this issue should be identified in the body of the documented assessment. Additionally, the psychology staff member who conducted the assessment should also be present at the staffing and vote on the **DC-46**. psychology's vote on the **DC-46** is not a unilateral decision. The Unit Management Team members should independently vote on the **DC-46** and refrain from "Per psychology" voting rationale.
6. The purpose of the Z-Code assessment is to gather, compare, and weigh information related to the inmate's suicide risk, likelihood of dangerousness to a cell partner, and other issues which may support or contraindicate a Z-Code, to make an informed and reasonable recommendation from a psychological perspective. Psychology staff will document the Z-Code assessment within the Electronic Health Record using the **Special Psychological Assessment form**. Once signed off by a Licensed Psychologist, the assessment will be provided to the Counselor via secure encrypted email. At the conclusion of this report, psychology will provide a recommendation either for or against a Z-Code at the current time, within the body of the Special Psychological Assessment form, given the consideration of all information collected and synthesized.
7. The clinical assessment from psychology shall entail the following minimum elements to inform psychology's recommendation:

- a. Suicide Risk Assessment (SRA)

Completion and documentation of a thorough SRA, which includes a Mental Status Exam, identification or review, and updating of chronic and acute risk factors of suicide as well as protective factors against suicide. Additionally, the SRA will include the completion of a safety plan for the inmate, as well as a plan completed by the psychology staff member which reflects the level of suicide risk presented by the inmate.

- b. Assessment of Dangerousness towards Cell Partner

- (1) A clinical interview to identify and assess static and dynamic factors of dangerousness or violence towards cell partners, which may contraindicate double-celling. Areas to address in this interview may include, but are not limited to, a brief historical overview of violence towards cell partners as well as a summary of the inmate's irritability, impulsivity, anger management, negative attitudes, or verbal threats towards cell partners. This interview should also, if necessary, address other reasons and areas of concern related to why a Z-Code may or may not be indicated.

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- (2) Review and contextualization of available objective psychological testing to assist with assessment of dangerousness. This review may include the Violence Potential Index (VPI) and Aggression Scale (AGG) and subscales (i.e., aggressive attitude, verbal aggression, and physical aggression) from the Personality Assessment Inventory (PAI) or any other relevant scales from the PAI or other relevant objective psychometric tool that has been administered in the past 24 months. Objective testing referenced in the Z-Code assessment should only include test results that are 24 months old or less. If the only available objective testing results are older than 24 months from the date of the current assessment, objective testing results will NOT be referenced. However, if objective psychological testing is not available or is not 24 months old or less and the psychology staff member completing the assessment believes that objective psychological testing would be beneficial to the assessment process, the psychology staff member may administer objective psychological testing, under the clinical supervision of his/her clinical supervisor, to better inform the assessment.

 - (3) Review of available records should be included to assist with determining dangerousness towards cell partner and other issues relevant to the determination of whether a Z-Code is indicated. It is necessary for the assessment to also contextualize the nature, frequency, and recency of behaviors or incidents identified within the records review or discussed in the clinical interview. The records review may include, but is not limited to the following:
 - (a) history of violence/sexual violence and history of violence/sexual violence toward cellmate;
 - (b) history of weapon possession while incarcerated;
 - (c) history of violent misconducts including threats of violence;
 - (d) history of property destruction misconducts;
 - (e) history of refusing to an obey order misconducts;
 - (f) gang membership;
 - (g) history of nonadherence to medication which results in violent behavior; and
 - (h) other factors as appropriate.
- c. Other Issues which may Support or Contraindicate a Z-Code

Input from multiple staff sources of information may include, but is not limited to housing unit officers, work supervisor, facility PREA Compliance Manager (PCM),

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treating psychology staff member, Unit Manager, unit Counselor, or medical staff, if indicated.

8. The assignment of all Z-Codes requires review and approval by the Regional Deputy Secretary (RDS).
 - a. After review of the Z-Code recommendation and supporting documentation by IRC or the Unit Management Team, a **DC-46**, along with other relevant information shall be circulated to the Facility Manager/designee for a decision.
 - b. If approved, the Facility Manager/designee shall provide a copy of the written rationale, the **DC-46**, current recommendations from medical and/or psychiatric staff, the Security Office, or any other supporting documentation, along with the **Z-Code Approval Request Form (Attachment 5-A)** to his/her respective RDS and inspection team by emailing: **CR-DOC Eastern Region Inspection Team; CR-DOC Central Region Inspection Team; or CR-DOC Western Region Inspection Team**. If the Facility Manager disapproves the addition of the Z-Code, there is no need to submit an approval packet to the RDS.
 - c. The RDS shall consult with the Director of Psychology in reviewing Z-Codes as needed. The RDS's final decision will be forwarded to the Facility Manager. If approved, the Facility Manager will direct the Unit Management Team to update the inmate's program code in the Unit Management System under the "program code" section, note in the Inmate Cumulative Adjustment Record (ICAR), and in the Pennsylvania Additive Classification Tool (PACT). The update shall include the date of approval and brief rationale for adding Z-Code.
 - d. The assignment of temporary Z-Codes is not subject to review by the RDS. All Z-Codes assigned longer than six continuous months shall not be considered temporary and must be reviewed by the RDS. Assignment or removal of temporary Z-Codes may not require a **DC-46**; however, rationale for the assignment or removal of the temporary code is required to be documented in the ICAR.

9. Z-Code Continuation Review

- a. ***At a minimum, the review of existing Z-Codes shall be conducted during the annual review. Inmates that are transferred with an existing Z-Code will be reviewed by IRC at the receiving facility.***
- b. ***A Z-Code continuation recommendation does not require review by the RDS. However, supporting documents from IRC or the Unit Management Team and any other relevant information, shall be circulated to the Facility Manager/designee for final decision via the DC-46 as outlined in Department policy 7.2.1, "Counseling Services Procedures Manual," Section 8.***

10. **Z-Code Removal**

Removal of the Z-Code does not require review by the RDS; however, the removal of a Z-Code will require the Facility Manager’s approval via the DC-46 as outlined in Department policy 7.2.1, Section 8.

11. Use of Z-Code

- a. Z-Code housing status can be assigned to an inmate any time during an inmate’s incarceration.
- b. In addition to staff-initiated housing evaluations, an inmate may request to be reviewed for the addition or deletion of Z-Code housing classification. Staff shall make the final determination regarding Z-Code addition or removal according to procedures in **Subsection C.7. above**. Unless there is an obvious demonstrated need, this will be completed at the inmate’s regularly scheduled annual review. If the inmate meets the criteria for consideration of a single cell, the Counselor shall follow procedures outlined in **Subsection C.7. above**. If the inmate does not meet the criteria, the Counselor shall inform the inmate of his/her ineligibility and document the specific reason why in the ICAR.
- c. An inmate assigned a Z-Code due to an inability to double cell, is not necessarily precluded from open dormitory housing if staff believe the inmate or others will not be jeopardized as the result of the dormitory housing placement.
- d. The Z-Code housing status is not necessarily a permanent status. An inmate who is classified with a Z-Code shall be reviewed at least annually and at any other staffing to ensure the code is still the most appropriate housing classification. Inmates on the active mental health roster that have a Z-Code, shall have the Z-Code reviewed for appropriateness at every subsequent Psychiatric Review Team (PRT) scheduled for that inmate. A **DC-563, Psychiatric Review Team Summary** from a psychology staff member shall memorialize the PRT’s rationale and decision to support or deny the continuation of a Z-Code for any inmates on the active mental health roster. If PRT determines that a Z-Code is contraindicated, that decision and rationale shall be provided to the respective Unit Manager and Counselor for appropriate review. A Special Psychological Assessment, as outlined above, shall be completed for each annual review of Z-Code, as well as for psychology’s initial Z-Code assessments. Neither this assessment nor a formal staffing is required for interim PRTs unless the PRT results in a recommendation to remove the Z-Code.
- e. An inmate assigned Z-Code due to assaultive tendencies towards cell partners or who staff have reason to believe would be assaultive toward cell partners:
 - (1) shall be custody level 4 or greater as determined by the PACT in accordance with **Section 3** of this procedures manual. Staff shall make a notation in the “security concerns” section of the Unit Management System, specifying the type of assaultive behavior (e.g., physical/sexual);

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- (2) who is identified as a facility sexual predator must be assigned custody level 4 or 5 and program codes “Z” and “H”;
- (3) may be assigned custody level 3 in certain cases based upon recommendation by facility staff (via established **DC-46** process) to encourage the inmate’s prolonged positive adjustment as an incentive for continued compliant conduct, i.e., when he/she is aware that staff will support cooperation and progress; and/or
- (4) may have the Z-Code removed only if he/she can demonstrate to staff that he/she no longer poses a threat to the cell partner(s), and that the code is no longer needed.

12. Z-Codes and those inmates housed alone in a restrictive housing or specialized management housing unit

Any inmate that is housed in a cell alone (i.e., with a Z-Code or without a Z-Code and no cellmate assigned) within any restrictive housing or specialized management housing unit will be observed more closely by security staff. Security staff shall be aware of inmates on their block that have a Z-Code or are housed alone without a cellmate so that security rounds are attentive to the increased risk these individuals may present.

Section 6 - Custody Level Incentives

This section only contains procedures for a general population inmate who is residing in his/her parent facility. This section creates minimum standards regarding a program of incentives. Additional programs of incentives may be developed at the facility or housing unit level, based upon available resources.

A. General Procedures

1. An inmate shall be managed and programmed according to his/her needs for supervision and control as defined by custody levels as designated by the Pennsylvania Additive Classification Tool (PACT) in accordance with **Section 3** of this procedures manual. An inmate at a less restrictive custody level may be rewarded through a progressive system of program incentives and privileges consistent with his/her custody level.
2. Every inmate shall be afforded access to programs and privileges in accordance with existing policies and procedures as enumerated in DC-ADMs and the Administrative Manual. An inmate who has a less restrictive custody level may be afforded additional incentives in light of his/her lower levels of facility misconduct and risk. An inmate who holds a CL1 and is assigned to a facility other than a Community Corrections Center (CCC) (involved in furloughs and/or awaiting transfer to a CCC) shall be afforded the same privileges and incentives as a CL2 inmate.

B. Custody Level (CL) Based Program Incentives and Privileges

1. Visits

A CL2 inmate may receive one extra visit per month when visiting room conditions permit.

2. Job Assignments

- a. A CL2 inmate may be considered for program codes M, MC, R, and X, which permit the inmate to be involved in work or program assignments outside of the facility perimeter.
- b. Inmate compensation shall not be decreased due to the assignment of program code M, MC, R, or X and subsequent assignment to an outside work detail.
- c. Facilities may designate job details according to specific custody levels such that only an inmate with a specific custody level is assigned to specific jobs. However, an inmate of a differing custody level may be assigned to the same detail.

3. Vocational Training Programs

An CL4 inmate may participate in a vocational training program recommended by the Unit Management Team, via the **DC-46, Vote Sheet** in accordance with Department

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policy **7.2.1., Section 8** and approved by the Facility Manager.

4. Sports

Varsity or Community-Based Sports and Intramural Sports shall be conducted in accordance with Department policy **7.8.1, "Inmate Recreational and Therapeutic Activities."**

5. Post-Secondary Education shall be conducted in accordance with Department policy **"7.6.1, Delivery of Educational Services."**

6. Picnics and banquets shall be conducted in accordance with Department policy **DC-ADM 822, "Guidelines for Inmate Organization Picnics/Banquets, Religious Meals, Awards Ceremonies, Inmate Fund Raisers, Family Day Visits."**

7. Clothing items may be purchased in accordance with Department policy **DC-ADM 815, "Personal Property, Basic/State Issued Items and Commissary/Outside Purchases."**

C. Facility Responsibility

The Facility Manager shall ensure local post orders, unit management manuals and other related documents reflect the requirements of this procedures manual.

Section 7 – Reception and Classification of Boot Camp Candidates

A. Acceptance Criteria for Boot Camp

1. The **Motivational Boot Camp Act, P.L. 1391, No. 215 (61 P.S. §1121 et seq)** sets the following mandatory minimum criteria for Boot Camp:
 - a. sentenced to confinement under jurisdiction of the Department;
 - b. an inmate who is serving a term of confinement, the minimum (or Recidivism Risk Reduction Incentive (RRRI) minimum where applicable) of which is not more than:
 - (1) two years and the maximum of which is five years or less; or
 - (2) three years, and who is within two years of completing his/her minimum (or RRRI minimum where applicable) term.
 - c. has not reached 40 years of age at the time he/she is approved for participation in the motivational boot camp program;
 - d. is not serving a sentence the calculation of which included a deadly weapons enhancement pursuant to the sentencing guidelines published by **the Pennsylvania Commission on Sentencing, 204 Pa. Code §303.10(a)** as reflected on the Sentence Guideline Form generated in the inmate's case;
 - e. not committed for any of the sentences as outlined in the **Eligible Inmate Criteria Listing (Attachment 7-A)**; and
 - f. has not been convicted or adjudicated delinquent of any crime requiring registration of sexual offenders as listed in Department policy **11.6.1, "Sexually Violent Offender Registration."**
2. The **Motivational Boot Camp Act, P.L. 1391, No. 215 (61 P.S. §3901 et seq)** does not specifically exclude inchoate offenses; therefore, conviction for attempt, conspiracy, or solicitation to commit an offense listed on the **Eligible Inmate Criteria Listing** does not make an inmate statutorily ineligible.
3. Robbery under **18 Pa.C.S. §3701(a)(1)(iv)** is a Felony of the Second Degree and Robbery under **18 Pa.C.S. §3701(a)(1)(v)** is a Felony of the Third Degree. Commitment for these crimes does not automatically disqualify a candidate for Boot Camp.
4. The **Motivational Boot Camp Act** grants the Department broad authority to make final determination of which inmates shall actually participate in Boot Camp. The Diagnostic and Classification Center (DCC) shall also require inmates to meet the criteria listed below.

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- a. No present conviction for escape and no prior conviction(s) for escape within the past five years. This includes walled or fenced facilities, work release, and Community Corrections Centers (CCC). This does not include walkaway behaviors that did not result in a conviction for escape.
 - b. Any inmate with a present or prior conviction for any offense as outlined in the **Eligible Inmate Criteria Listing** may be considered only after careful scrutiny on a case-by-case basis by DCC staff. The Facility Manager shall have the authority to make final approval in these cases.
 - c. At the time of transfer to Boot Camp, no unresolved detainers for Felony or Misdemeanor charges which could increase the inmate's sentence.
 - (1) A concurrent county sentence, which does not exceed a two year maximum, shall not prevent transfer to Boot Camp.
 - (2) A Records Specialist shall contact Magistrates, Judges, Pennsylvania Board of Probation and Parole (PBPP) and District Attorneys in an active attempt to resolve and clarify all detainers.
 - d. An inmate shall be medically cleared to participate in vigorous physical training in accordance with Department policy **13.2.1, "Access to Health Care."**
 - e. Juveniles, defined as less than age 18, shall not be transferred to the Boot Camp, however, these individuals may be processed for Boot Camp and transferred to the Boot Camp on or after their 18th birthday.
5. An inmate who receives a Class I A Misconduct (refer to Department policy **DC-ADM 801, "Inmate Discipline," Section 1, Attachment 1-A**) except for numbers 27, 30, 31 and 33) shall not be considered for the Boot Camp program. Cases disqualified for misconducts, may be reviewed at a later date if the inmate has demonstrated a sustained positive adjustment. The Unit Management Team shall evaluate minor misconducts on a case-by-case basis.
6. After psychological and psychiatric evaluation (if necessary due to evaluated Personality Assessment Inventory [PAI] scores or mental health history), the inmate must be assessed to have sufficient coping skills, impulse controls, and mental health to cope with the increased stress and regimentation of Boot Camp. A Stability Code D inmate **may** be accepted for the Boot Camp Program only if cleared by the Psychiatric Review Team (PRT).

B. Initial Reception

1. In addition to the standard reception records procedures designated in Department policy **11.5.1, "Records Office Operations,"** the DCC Records Supervisor/designee shall examine the court commitment paper, sentencing documents, and Pre-Sentence

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- Investigation (PSI) for indication that the sentencing judge recommended eligibility for Boot Camp.
2. The DCC shall advise the Office of Population Management (OPM) to note on the van schedule for transfer from the DCC, next to the inmate's name, that he/she is a candidate for Boot Camp.
 3. The CDCC or MDCC Records Supervisor/designee shall screen the records on all DCC receptions for indication of the following:
 - a. the sentencing judge recommended Boot Camp on the sentencing order or court commitment papers. These cases shall be designated as recommended; and
 - b. the sentencing judge made no mention or recommendation concerning Boot Camp, but the inmate meets the criteria specified in the **Eligible Inmate Criteria Listing**. These cases shall be designated as statutorily eligible.
 4. The CDCC or MDCC Records Supervisor/designee shall forward the **Boot Camp Screening Form (Attachment 7-B)** of any recommended and statutorily eligible inmate to the Medical Unit daily, and to the clerical and counseling staff assigned to process Boot Camp cases.
 5. The CDCC or MDCC Medical Unit shall medically screen and evaluate the inmate for Boot Camp according to the Boot Camp medical criteria and procedures in accordance with Department policy **13.2.1**. All DCC evaluations and required medical or dental treatment shall be expedited for eligible Boot Camp cases.
 6. The clerical staff shall add the name of the Boot Camp inmate (recommended and statutorily eligible) received from Records to the DCC Tracking System. Eligibility status and classification progress of the inmate shall be tracked from DCC Reception to either transfer to Boot Camp or being designated ineligible (with ineligibility reason).
 7. As a member of the Boot Camp Selection Committee, the counselor shall interview each newly arrived Boot Camp inmate identified by the Records Supervisor. The counselor shall carefully screen the entire case and ask appropriate questions to determine if the inmate is obviously disqualified by not being able to meet all of the Boot Camp criteria.
 8. The counselor shall provide an introductory and brief orientation to Boot Camp and assess the inmate's motivation and interest. The counselor shall stress the following:
 - a. the program is voluntary, but shall require a more strict regimentation and discipline, and more vigorous physical activity than routine incarceration; and
 - b. parole from the current state sentence to ***an approved home plan or to a CCC shall be guaranteed after completing six months in Boot Camp and graduation.***

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NOTE: The inmate shall read and sign the **Motivational Boot Camp Application and Acknowledgement (Attachment 7-C)**, which is a request to participate in Boot Camp. An inmate who makes a determination to withdraw from Boot Camp eligibility for personal reasons shall sign a **Voluntary Sign-Out Form (Attachment 7-D)**.

9. Staff must send an **Amended Court Order Letter (Attachment 7-E)** requesting completion of an **Amended Court Order (Attachment 7-F)** for an inmate who is statutorily eligible. The “date letter sent to judge” information shall be entered into the Inmate Release and Scheduling System (IRSS) in accordance with Department policy **1.2.1, “Victim Services.”** The judge must sign, seal and return the **Amended Court Order** to the DCC Director for the inmate to be able to participate in the Boot Camp.
 - a. If the judge declines, the inmate shall be deemed ineligible.
 - b. If the judge recommends Boot Camp, processing shall continue.
 - c. If the judge does not respond within 30 days, the inmate shall be deemed ineligible to facilitate completion of the classification process; however, the DCC or the permanent facility shall follow up with Boot Camp processing if the judge’s response is received after 30 days.
 - d. Staff may contact the judge’s office via phone or email to request a response to the Amended Court Order Letter if a response is not received within 30 days.

C. Classification

1. Standard DCC classification procedures shall be followed in accordance with Department policy **11.4.1, “Case Summary,”** and as designated in this procedures manual.
2. The Records Specialist shall contact the magistrates, courts, District Attorneys, PBPP, etc. to attempt to resolve or clarify the disposition of every detainer.
3. A standard PAI is administered to every Boot Camp inmate. The psychological and psychiatric evaluation(s) for a Boot Camp inmate shall be expedited.
 - a. The interviewing Psychologist or Psychological Services Associate shall refer any inmate with a history of mental health or psychiatric problems or with an abnormally elevated PAI profile for a psychiatric evaluation.
 - b. Upon completion of the psychological evaluation, and psychiatric evaluation if appropriate, the Psychology Supervisor or Manager shall review the case to assess if the inmate’s coping skills, impulse controls, and mental health are sufficient to cope with the increased stress and intense regimentation of Boot Camp.
4. During the classification interview, the counselor shall assist the inmate in completing and submitting a **DC-309A, Application for County Parole**, if a county sentence is running concurrent and its maximum shall not expire prior to the completion of Boot Camp.

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However, a county sentence, which does not exceed a maximum of two years, shall not prevent the inmate's transfer to Boot Camp.

5. The counselor shall initiate a **DC-46, Vote Sheet** for Boot Camp.
 - a. The Chairman of the Boot Camp Selection Committee and the DCC Director, shall sign the **DC-46** for final disapproval of every Boot Camp inmate whom the Boot Camp Selection Committee determines ineligible. The disapproval shall be entered into the IRSS in accordance with Department policy **1.2.1**.
 - b. The Facility Manager shall sign the **DC-46** for final approval of every Boot Camp inmate. The approval shall be entered into the IRSS in accordance with Department policy **1.2.1**.
 - c. An eligible inmate, who voluntarily signed-out prior to the judge being contacted, shall not need a **DC-46** for disapproval.
6. The Boot Camp Selection Committee shall classify an inmate to Boot Camp who meets all eligibility requirements of Boot Camp.
7. The counselor shall override the classified inmate's Custody Level (CL) to CL-2 if the inmate was originally a CL-3 or CL-4.
8. The DCC Director or Counselor Supervisor assigned to review the case shall submit and approve/disapprove the transfer petition.
9. Clerical staff shall send a **Voluntary Sign Out Letter (Attachment 7-G)** to the sentencing judge when an inmate voluntarily signs out of the program prior to transfer from the CDCC/MDCC.

D. Transfer from a Facility Other than the CDCC/MDCC

1. An inmate who was recommended for Boot Camp, then deemed ineligible, but later becomes eligible, can be transferred to the Boot Camp. Examples might include the following:
 - a. an inmate who is disqualified only due to a detainer and transferred. The detainer is dropped and the inmate is now eligible; and
 - b. an inmate is not eligible because he/she is a Convicted Parole Violator (CPV). However, the inmate's parole back time expires and he/she re-enters to the new sentence in which the judge recommends Boot Camp and he/she meets all the other criteria.
2. An inmate who is eligible but lacks the sentencing judge's recommendation can be transferred to the Boot Camp if the inmate meets the eligibility criteria listed on the **Eligible Inmate Criteria Listing** and an **Amended Court Order** is received from the

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sentencing judge. Staff must send an Amended Court Order Letter requesting completion of an Amended Court Order for an inmate who is statutorily eligible. The “date letter sent to judge” information shall be entered into the IRSS in accordance with Department policy **1.2.1**. The judge must sign, seal and return the **Amended Court Order** to the facility’s designee for the inmate to be able to participate in the Boot Camp. An email copy of the Amended Court Order may be accepted provided that the issuance of the Amended Order is entered on the electronic court docket.

- a. If the judge declines, the inmate shall be deemed ineligible.
 - b. If the judge recommends Boot Camp, processing shall continue.
 - c. If the judge does not respond within 30 days, the candidate shall be deemed ineligible because the case cannot be processed for Boot Camp without the judge’s recommendation; however, the permanent facility shall follow up with Boot Camp processing if the judge’s response is received after 30 days.
 - d. Staff may contact the judge’s office via phone or email to request a response to the Amended Court Order Letter if a response is not received within 30 days.
3. The sending facility shall arrange transfer by sending a referral packet to the **Boot Camp** via email (CCPM), fax (814-263-3901), or U.S. Mail, 4395 Quehanna Highway, Karthaus, PA 16845, Attention: CCPM advising him/her that the inmate meets the conditions for Boot Camp referral, and simultaneously submit a transfer petition for consideration. The referral packet shall include the following:
- a. **DC-46**;
 - b. **DC-300B, Court Commitment and Sentencing Orders**, if available;
 - c. **Motivational Boot Camp Application and Acknowledgment**;
 - d. **Pre-Motivational Boot Camp Memorandum of Understanding (Attachment 7-H)**;
and
 - e. any amended court orders, if applicable.

E. Boot Camp Final Approval and Transfer

When the Boot Camp receives the referral packet, the following must be completed:

1. The Boot Camp will keep a tracking system on the arrival and approval/disapproval on every packet they receive.
2. The CCPM/designee will route the packet for approval/disapproval and will add the following items at a minimum to all packets:

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- a. **Integrated Case Summary Application (ICSA);**
 - b. misconducts;
 - c. **Boot Camp Screening Form;** and
 - d. **DC-46** for the Commander's approval.
3. The packet will be routed to staff as assigned by the Commander.
 4. The Commander will approve/disapprove all referrals.
 5. If approved, the CCPM will approve the transfer petition and the inmate will be scheduled for transport as soon as possible.
 6. If the inmate is disapproved, the CCPM will disapprove the transfer petition and will send an email with the reason(s) for disapproval to the sending facility.
 7. Every packet will be kept on file at the Boot Camp for three years.

F. Pre Boot Camp

1. Every inmate that arrives at the Boot Camp will be assembled in a unit until the appropriate number of inmates arrive.
2. Within one week of arrival, each inmate will receive an orientation to the facility, to include an overview of the Pre-Boot Camp Program and the Boot Camp Program.
3. Once the platoon obtains the correct amount of inmates, the platoon will begin the orientation phase of the program.
4. Every inmate must sign the **Pre-Motivational Boot Camp Memorandum of Understanding** to be able to participate.

Section 8 – Young Adult Offenders Program (YAOP)

A. General

1. The Young Adult Offenders Program (YAOP) is primarily designed for those inmates up to age 22 who are adjudicated as adults due to the nature of the criminal offense committed; however, eligibility for admission to the YAOP is cut off at age 19 ½ (20 ½ for females). The YAOP meets their special needs of education, adolescent development and recreational activity, while providing a safe environment **for the Youthful Inmate and young adult inmate populations**.
2. All Young Adult Offenders (YAO) as defined in **Subsection A.1. above** will be classified at the Diagnostic and Classification Center (DCC) and transferred to a YAOP (males to State Correctional Institution [SCI] Pine Grove, females to SCI Muncy) unless they have a serious psychiatric condition that requires treatment in a more clinical setting.¹
3. A subset of the YAO population, referred to as Youthful Inmates (inmates that are under age 18), will be **directly committed** to a YAOP (males to SCI **Camp Hill**; females to SCI Muncy) **within 24 hours of** reception. Based on an alleged separation, court order, or other needs, a male Youthful Inmate may be transferred to a facility other than SCI **Camp Hill**. Assignment of a male Youthful Inmate to a facility other than SCI **Camp Hill** requires approval by the Regional Deputy Secretary (RDS). In addition, any transfer of a male Youthful Inmate from SCI **Camp Hill** to another facility also requires approval by the RDS.²
4. **If such a transfer occurs, the receiving facility must be equipped to accommodate the Youthful Inmate with a housing unit that affords sight, sound, and physical separation from adult inmates in dayrooms, common spaces, shower areas, and sleeping quarters (28 C.F.R. §115.14[a]). In areas outside of housing units, the receiving facility shall provide direct staff supervision at any time the Youthful Inmate has or may have sight, sound, or physical contact with an adult inmate (28 C.F.R §115.14[b]). The receiving facility shall not use segregation or isolation to comply with this requirement (28 C.F.R. §115.14[c]).**³
5. Initial reception procedures for Youthful Inmates shall be conducted at the YAOP facility in accordance with this procedures manual.⁴
6. Diagnostic and classification procedures for Youthful Inmates shall be conducted at the YAOP facility in accordance with this procedures manual and Department policy **11.4.1, “Case Summary.”**⁵

¹ 5-ACI-5B-13

² 5-ACI-5B-13, 5-ACI-5B-17

³ 5-ACI-5B-17

⁴ 5-ACI-5B-17

⁵ 5-ACI-5B-17

7. Youthful Inmates are housed in accordance with Department policy **DC-ADM 008, “Prison Rape Elimination Act (PREA).”**⁶
8. The YAOP is run as a Therapeutic Community (TC). A TC is designed to use behavior modification as a primary management tool. YAOs are encouraged to make life changes in areas of self-responsibility, discipline, respect for others and themselves, and to develop positive self-esteem. The YAO’s positive accomplishments are rewarded and negative or dysfunctional behavior is discouraged.

B. Facility Responsibilities

The Facility Manager/designee of a facility designated to operate a YAOP shall develop a procedures manual for the operation of the program that includes all reports and forms needed to conduct reviews and evaluations of the operation of the program and inmate participation. The manual and its revisions must be reviewed and approved by the RDS. A yearly review of all procedures and post orders governing the program for YAOs is to be conducted by the unit staff and reviewed by the Facility Manager/designee.

C. Weekly Evaluations⁷

Staff must evaluate each inmate every week after the initial evaluation period to ensure that he/she is following his/her **DC-43, Correctional Plan.**⁸ Areas to be evaluated include, but are not limited to, the following:

1. behavior and compliance with rules and regulations;
2. progress in school;
3. detail and block report;
4. overall compliance with program philosophy; and
5. use of leisure time.

D. Phases

This program uses a multi-phase program structure in which each phase permits the YAO to earn additional privileges. Inmates never receive greater privileges than those of Custody Level (CL) 3 inmates. Each phase increases the freedom an inmate has in the structure of the TC, and also increases the responsibility of the inmate. Privileges for each phase shall be listed in the unit handbook, and a copy of the handbook issued to each YAOP inmate.

⁶ 5-ACI-5B-17, 5-ACI-5B-18

⁷ 5-ACI-5B-15

⁸ 5-ACI-5B-15

E. Treatment Programming⁹

1. Each inmate's day consists of a highly structured participation in education, leisure activities, group therapy, and program committees.
2. The philosophy of the TC is to build self-esteem by participation in positive activities and reward for that activity.
3. Each inmate's daily routine includes participation in group and other activities designed as part of his/her **DC-43**.

Standardized Treatment Programs

Group Therapy

Substance Use Disorder

Anger Management
Citizenship
Communication Skills
Daily Living Skills
Family Relations
Human Sexuality
Hygiene Group
Managing Conflicts
Parenting
Self-Esteem
Stress Management

Religious Services

Musical Group/Choir
Regular Services
Religious Studies

Employment

Maintenance Committee
Paid School Attendance
Program Participation

Recreation

Aerobics
Approved Tournaments
Art Therapy
Bingo
Intramural Sports
Music Therapy
Special Exercise Classes
Structured Card Games
Weight Lifting
Yard-Out Activities

Education*

ABE
GED
Library
Physical Ed.

***See Subsection F.2. below.**

F. Education¹⁰

1. Education is one of the cornerstones of this program. All participants are required to attend school for a minimum of **5 ½** hours each day.
2. These classes are designed to meet a wide variety of educational levels that are required by the YAO population (this includes programs listed in **Subsection E. above**).
3. Removal from school shall result in **Diversionsary Treatment Unit (DTU)** confinement and removal of all previously earned status.
4. Participation in classes in the education building is seen as a privilege by program staff. If an inmate is confined in the Restricted Housing Unit (RHU), he/she is expected to continue with his/her studies while doing an in-cell study program. As required by law, any **school aged** inmate is mandated to be in an educational program **for a minimum of** four hours per day.
5. Male inmates must be in Phase II of the program to be eligible to take the GED Exam. Female inmates may be in Phase I of the program to be eligible.

⁹ 5-ACI-5B-15

¹⁰ 5-ACI-5B-15, 5-ACI-7B-13

G. Activities

1. All activities for leisure time purposes are of a structured nature.
2. Intramural leagues consist of members of the YAOP, if available.
3. Participation in activities is a privilege that is earned by positive behavior and is obtained through program phase advancement.
4. Inmates are encouraged to develop and try new activities such as music and art; however, access to activities is determined by the phase of the program.

H. Inmate Housing¹¹

Every inmate participating in the YAOP shall be double celled unless single celling is required in accordance with **Section 5, Single Celling Z Code and Double Celling Housing** of this manual.

1. Inmates in the YAOP that are under the age of 18 (Youthful Inmates) shall be placed in the designated Youthful Inmate Wing **and shall not have sight, sound, or physical contact with adult inmates or YAOP inmates age 18 or older. (28 C.F.R. §115.14[a])**
2. Inmates in the YAOP that are under the age of 18 (Youthful Inmate), and incur a **disciplinary** sanction for misconduct, shall be placed in a designated **Youthful DTU cell**.
3. **A Youthful Inmate's commitment to Restrictive Housing shall not exceed 30 days.**¹²

I. Training¹³

Special training shall be provided to all Department Heads and Commissioned Officers to sensitize them to the issues of working with the YAOP population in accordance with Department policy **5.1.1, "Staff Development and Training."** Training topics include, but are not limited to, the following:

1. changing normative structure and the goals of running a TC;
2. recognition of gang representation and culture; this includes other cultural diversity training for African American and Hispanic inmates;
3. communication with adolescents and the amount of personal investment that is needed to work with this group of inmates; and
4. sexuality issues of adolescents.

¹¹ 5-ACI-5B-15, 5-ACI-5B-17

¹² 5-ACI-4B-33

¹³ 5-ACI-5B-18

J. Staffing

1. Minimum Staffing Requirements

a. Unit Manager

The Unit Manager is responsible for supervision of all members of the treatment team as well as the delivery of security and program services for the YAOP. The Unit Manager works in conjunction with other Supervisors/Department Heads in providing staff and services for the unit. The Unit Manager chairs the selection and discharge committee, attends unit meetings, and visits the unit on a daily basis.

b. Corrections Officers

Officers must be selected to work in the YAOP Unit by a committee consisting of the Unit Manager, Major, Shift Commander, and Deputy Superintendent for Centralized Services (DSCS), at a minimum. The committee selects officers who have demonstrated an ongoing interest in using effective management skills with inmates. Officers are assigned to the Unit on a regular basis to foster investment in the program as well as to maintain continuity of care. When possible, regular alternate officers are selected to replace primary officers during off days, vacation, and illness. These alternates can also be used to replace the primary officers when they rotate or otherwise leave the unit.

c. Psychology Staff

A member of the psychology staff is responsible for providing ongoing monitoring, individual and group therapy, developing individual treatment programs, as well as required assessment and reports. The psychology staff member must visit the unit on a daily basis and attend all unit meetings.

d. Corrections Counselors

Counselors manage the casework duties for all inmates assigned to the unit. They complete all necessary reports, staffings, assist in the development of **Treatment/Wellness/Recovery Plans**, and provide individual and group counseling.

2. Centralized Services Staff

Staff from other departments may be assigned to the unit to provide specific services. Assignments should be by the same person to foster investment in the program and maintain continuity of care. When possible, services are provided on the unit. The following is not mandatory nor is it all-inclusive.

a. Medical Staff

Nursing staff is assigned to the unit to monitor the medical needs of the inmates on the unit, medication compliance, and provide health and hygiene education.

b. Activities Staff

Corrections activities staff provide structured recreational programming, plan and run special events, and coordinate the scheduling of space, supplies, and equipment. Funding requests for supplies and equipment are submitted to the Inmate General Welfare Fund (IGWF) through the Activities Department.

c. Drug and Alcohol Treatment Specialist (DATS)¹⁴

Drug and Alcohol Treatment (DAT) staff **facilitate** and implement programs for YAOP with **substance use disorder (SUD)** problems.

d. Volunteers/Student Interns

When possible and appropriate, community volunteers or groups are used to provide support services. Educational institutions with student intern programs may assign students from appropriate fields to work in the unit.

K. YAOP Transitional Status

1. Placement in Transitional Status

Every inmate who is placed on cell restriction, or placed in the **DTU**, as a result of misconduct shall be placed in transitional status upon completion of the disciplinary sanction.

2. Evaluations of Inmates in Transitional Status

- a. Every inmate in transitional status shall be evaluated for placement back into the YAOP at the conclusion of his/her cell restriction, or two weeks after being released from the **DTU**.
- b. Inmates are required to petition staff for this evaluation in the same manner inmates in the YAOP petition for phase promotion. All petitions must be submitted to the Officer-in-Charge of the housing unit on the Sunday prior to the evaluation meeting.
- c. This evaluation consists of staff filling out the necessary evaluation forms.
- d. All staff who are members of the inter-disciplinary team have the opportunity to evaluate the inmates who petition to return to the YAOP.

¹⁴ 5-ACI-5E-11

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- e. Inmates must have the support of the team prior to being placed into the YAOP.
3. Restrictions for Transitional Status Inmates
- a. TVs and/or radios are not permitted in cells.
 - b. Cells are to be kept in a clean and orderly condition and all inmates must stand for cell inspection each day.
 - c. Participation in all educational and group programming is mandatory.
 - d. Different colored uniforms, consisting of a yellow shirt and green pants, shall be issued to distinguish transitional status inmates from the rest of the inmate population.
 - e. All meals shall be fed to a transitional status inmate in his/her cell on trays that are delivered by the Culinary Department.
 - f. All movement is restricted and limited. Any movement outside the housing unit that is not a line movement must be approved by the Unit Manager or in his/her absence, the Unit Sergeant.
 - g. All line movements are accomplished by point-to-point supervision of inmates to their destination. This is to be done in columns of two. All line movements must be escorted by at least one Corrections Officer.
 - h. An inmate is not paid for participation in programming while in transitional status.
 - i. Recreation is offered on a one hour a day basis; all recreation is structured.
 - j. An inmate in transitional status is not to go to commissary. Commissary items shall be bagged and sent to the unit.
4. Programming for Transitional Status Inmates¹⁵
- a. All education services shall be provided on the housing unit or by the use of in-cell study programs.
 - b. Classes provided on the unit and the courses offered to transitional status inmates shall be in accordance with educational requirements as outlined in Department policy **7.6.1, “Delivery of Educational Services.”**
 - c. Inmates must participate in **a weekly SUD educational group.**
 - d. **Inmates must participate in psycho-educational** groups that are developed and facilitated by the unit counselor.

¹⁵ 5-ACI-4A-27

- e. All religious activities must be offered on the housing unit.

L. Medication Delivery

All medication must be distributed on the housing unit at the times indicated by the facility's daily operating schedule.

Section 9 – Recidivism Risk Reduction Incentive (RRRI)

A. General Procedures

1. The Recidivism Risk Reduction Incentive (RRRI) refers to the Prison Reform Legislation of 2008 that provides for an eligible less serious inmate to receive a reduction of his/her minimum sentence through positive program participation and facility adjustment. The Court imposes the RRRI minimum sentence and the True minimum sentence. The inmate is required to earn certification status in order to be released at his/her RRRI minimum sentence.
2. The reduction, provided through the legislation, is a sentence of three years or less which can be reduced to $\frac{3}{4}$ of the minimum sentence; and a minimum sentence over three years can be reduced to $\frac{5}{6}$ of the minimum. The RRRI reduction applies to the aggregate total of the minimum sentence. The sentencing court computes the RRRI minimum sentence.
3. Absent an overlapping traditional sentence, the RRRI minimum sentence appears as the controlling minimum sentence on the **DC-16E, Sentence Status Summary** upon initial classification and while the inmate remains in 'RRRI certification pending' status.
4. The general work flow for a RRRI case is depicted on the **RRRI Workflow Chart (Attachment 9-A)**.

B. Certification

1. The Department assumes that the court waived the eligibility requirements in certain cases and does not screen or research eligibility.
2. The facility Records Office will notify the facility Parole Office that the Department has received a RRRI sentence inmate. This ends the work flow for the Records Office until the Pennsylvania Board of Probation and Parole (PBPP) generates a release order.
3. When the **DC-16E** is certified and closed, the Centralized Sentence Computation Unit (CSCU) will notify the facility Records Office and the assigned Counselor. The Counselor is responsible for notifying the inmate regarding his/her RRRI status.
4. Generally, an eligible RRRI inmate is certified at the facility by the Corrections Classification and Program Manager (CCPM) or the Deputy Superintendent for Centralized Services (DSCS).
5. Staff at the Bureau of Treatment Services (BTS) are the designated RRRI Certification Business Owners, and these staff will perform certification updates in the absence of the designated facility staff.
6. The CCPM/DSCS will track each RRRI case at the facility on the RRRI Dashboard, in DOCInfo. At a facility without a CCPM, the DSCS will train either the Major of Unit

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Management or Deputy Superintendent for Facilities Management (DSFM) to act as a backup.

7. The CCPM/DSCS/designee will review the case and determine the appropriate certification status at the time of the Parole Staffing.
8. Certification statuses are listed below.

- a. Pending Certification

A RRR I sentence inmate is placed in 'Pending Certification' status upon reception at the DCC. He/she shall remain in 'Pending Certification' status until a decision is made by the CCPM/DSCS to change the status.

- b. Pending Certification Withdrawn

This status is no longer used (see Decertified below).

- c. Certified

This status is assigned when the inmate has satisfied the requirements of the RRR I (all recommended programs are completed, maintained Positive Adjustment and he/she continues to be eligible since the date of sentencing).

- d. Decertified

A RRR I sentencing inmate that has not met the requirements of the RRR I will be assigned Decertified Status. The primary focus for decertification is the inmate's adjustment. Program refusal also qualifies for decertification. 'Pending Certification' or 'certified' status will be reinstated if the inmate becomes eligible for consideration again.

9. Procedures for determining eligibility for Positive Adjustment are outlined below.

- a. The eligible inmate must meet the following guidelines definition of Positive Adjustment while incarcerated in a Department facility during the previous 12 months to be considered for 'Certified' Status:

- (1) no more than two misconducts of any class;
- (2) no more than one class 1 misconduct;
- (3) an overall average to above average rating for work and housing reports;
- (4) a rating of program compliance, partial compliance or motivated waiting to comply with recommended programs as outlined in **Section 3** of this procedures manual; and

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- (5) overall compliance with the General Expectations as listed on the inmate's **DC-43, Correctional Plan**.
- b. Staff responsible for reviewing the above guideline definition of Positive Adjustment should use professional discretion when determining the certification status. For example, although the inmate may have only received one class I misconduct, the nature of the violation may justify decertification. Alternatively, more than one class 1 or more than two class 2 misconducts may not justify decertification depending upon the nature of the violations.
- c. After review of the criteria for Positive Adjustment, the CCPM/DSCS/designee will select 'yes' or 'no' from the Positive Adjustment dropdown in the RRRI Certification screen.
- d. The CCPM/DSCS/designee will confirm that all recommended programs have been completed prior to assigning 'Certified' Status.
- e. The CCPM/DSCS/designee will select the appropriate certification status for the inmate in the RRRI Certification Details section of the RRRI Certification screen and select 'save.' The CCPM/DSCS/designee will send email notification to:
 - (1) the facility Parole Office;
 - (2) the facility Records Office; and
 - (3) the assigned Counselor.
- f. The Counselor is responsible for notifying the inmate regarding any RRRI Status change.
- g. The Counselor will include the RRRI minimum date in the 'Current Sentence' section of the **Integrated Classification Summary** (all document types) and the RRRI certification status in the 'Superintendent's Rationale' in the **13A, Parole Summary** for a RRRI case. He/she will include a RRRI Certification Status Report in the parole packet.
- h. Any change in the inmate's certification status requires email notification to:
 - (1) Counselor; and
 - (2) Facility Parole Office.
- i. Any change in the inmate's certification status from positive (Pending or Certified) to negative (Decertified) or vice versa requires email notification to the facility records office and to the CSCU at CR, DOC RRRI Records in order for a new **DC-16E** to be generated.

- j. **RRRI recommitted parole violators shall also be decertified, and notification to CSCU shall specify that the inmate is a recommitted parole violator.**
- k. If an eligible inmate remains in 'Pending' status beyond the True Minimum awaiting recommended program enrollment, parole will be processed as:
 - (1) Rebuttable Certified (if applicable) in accordance with **Section 10** of this procedures manual; or
 - (2) as a regular case if not Rebuttable Certified.
- l. When the PBPP generates a release order, the Records Office will initiate the **Release Checklist** and Discharge Notification. The Records will not screen for RRRI ineligible offenses.
- m. The CCPM/DSCS/**designee** will conduct a final RRRI Certification review immediately prior to release to confirm that there have been no misconducts and no newly incurred ineligible offenses since certification.

Section 10 – Rebuttable Parole

A. General Procedures

1. Rebuttable Parole is a process for the Pennsylvania Board of Probation and Parole (PBPP) to follow to streamline eligible inmates through the parole process and facilitate release upon expiration of the minimum sentence.
2. Facility records staff will review the offender's criminal history to identify exclusionary offenses.
3. The general work flow for Rebuttable Parole cases is depicted on the **Rebuttable Parole Workflow Chart (Attachment 10-A)**.

B. Eligibility and Certification

1. Only a less violent inmate is eligible for Rebuttable Parole. An inmate who has committed a personal injury crime, a sex crime, a crime with a firearm or an inmate considered to be a drug kingpin is not eligible. There is no waiver of eligibility for Rebuttable Parole.
2. The Records Office and the Unit Manager is responsible for the certification of an eligible inmate for Rebuttable Parole. The available status indicators include: Eligible, Ineligible, Certified, and Not Certified.
3. The Records Office will screen every inmate for Rebuttable Parole eligibility via the **Rebuttable Parole Checklist** (refer to Department policy **11.5.1, Section 9, Attachment 9-E**) and select 'eligible' or 'ineligible' from the Criminal History Cleared drop-down on the RRR/Rebuttable Certification screen on DOCINFO. Selecting 'eligible' assigns Eligible Status for the inmate. Selecting 'ineligible' assigns Ineligible Status for the inmate.
4. The Unit Manager will review the Eligible inmate's facility adjustment at the time of the parole staffing and select 'yes' or 'no' from the Good Conduct drop down on the RRR/Rebuttable Certification screen.
5. For an Eligible inmate, the Unit Manager will consider the following guideline definition for Good Conduct during the previous 12 months:
 - a. no more than two misconducts of any class;
 - b. no more than one class I misconduct; and
 - c. an overall average to above average rating for work and housing reports.
6. If 'yes' is selected from the Good Conduct drop down for an Eligible inmate, Eligible status will change to Certified.

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7. If 'no' is selected from the Good Conduct drop down for an Eligible inmate. Eligible status will change to Not Certified. When the status is Not Certified, the inmate is ineligible for the Rebuttable Parole process and will be considered for parole by PBPP via the standard process.
8. Program completion does not apply to certification for Rebuttable Parole, but will be considered by the PBPP during the parole decision process.
9. The Counselor is responsible for notifying the inmate regarding his/her Rebuttable Parole status.
10. The Counselor will include Rebuttable Parole certification status in the Facility Manager's Rationale in the **13A, Parole Summary**.
11. The Eligible inmate must have completed all recommended programs or be actively enrolled in some recommended programs prior to seeing the PBPP for parole consideration.

11.2.1, Reception and Classification Glossary

Administrative Custody - A status of confinement for non-disciplinary reasons, which provides closer supervision, control, and protection than is provided for in general population. (See Department policy DC-ADM 802, “Administrative Custody Procedures.”)

Administrative Override - A factor applied against an inmate’s scored custody level that is mandatory in nature emanating from law or agency policy and must be applied where appropriate. Administrative overrides are effective as soon as they are entered.

Assignment of Inmate to a Facility - An inmate is assigned to a facility after consideration of all information gathered in the evaluation process.

Bed Management Coordinator - An individual appointed by the Facility Manager who is responsible for ensuring that all bed assignment data are entered accurately and in a timely manner. This individual also provides local training and serves as a liaison to the **Office of Population Management** regarding any questions, concerns, and/or problems with the Automated Bed Management System.

Bed Management System - A computer based, automated bed tracking system which includes specific information regarding inmates assigned to specific beds as well as information related to other inmates assigned to the same cell.

Buildings - All structures within or adjacent to the facility compound to include both housing and non-housing structures.

Classification – The classification process is a systematic study of the individual inmate that includes:

1. a complete evaluation of the individual’s past development, present needs and behavior, and potential for change;
2. use of this information to develop the individual’s resources for social reintegration; to provide a realistic, coordinated program of security, custody, treatment, training, facility work, and housing assignments; and
3. organization of staff and establishment of procedures so all available resources can be directed toward furthering the individual’s endeavor to assume a productive role in society.

Classification Summary - Data obtained from the process of classification is incorporated into a summary. Biographical, personality, and observational data shall be selectively included to give an adequate basis for all program and administrative decisions in an individual case.

Cell - An individual living unit within a housing unit.

Control Center - The location in a facility from which security functions are coordinated, including maintenance of counts and communication with housing units.

11.2.1, Reception and Classification Glossary

Control Unit - A Security Level 4 housing unit that may be used for Custody Level 4 inmates who are assigned "Z" code due to assaultive behavior in the facility. Operationally, a control unit will have the following characteristics: 1) all individual and group inmate movements will be with an escort; 2) meals shall be served in the cell or in the unit where feasible (when not possible due to physical plant restrictions), meals will be served in the inmate dining room, in closely supervised groups; 3) outside recreation will occur apart from other general population inmates; and 4) indoor recreation will occur in small, directly supervised groups. In the absence of a control unit, Administrative Custody may be used.

Correctional Plan (DC-43) - A standard form that is generated in the Unit Management System and is used with all inmates to summarize the programmatic objectives and to document progress or the lack thereof. General Expectations, Recommended Programs, Enrolled Programs, and Previously Enrolled Programs are recorded on the DC-43 Report. A copy is maintained in the inmate's file **DC-14** and a copy is given to the inmate. Copies shall be included with **13A Parole Summary**.

Cumulative Adjustment Record (DC-14) – An automated anecdotal record of inmate adjustment and progress that is maintained in the Unit Management System. Data entry is primarily maintained by the assigned counselor but also maintained by other appropriate staff.

Custody Level – Each inmate shall be assigned one of the following Custody Levels as determined by the Pennsylvania Additive Classification Tool (PACT):¹

1. Custody Level 1 – ***The level assigned to inmates meeting the requirements and approved for State Intermediate Punishment (SIP) Level 2, Level 3 and Level 4 for placement in a CCC/CCF. The level is also assigned for Commuted Life sentenced inmates for placement in a CCC/CCF pending parole release.***
2. Custody Level 2 – The level assigned to inmates who demonstrate patterns of non-aggressive behavior. These inmates are candidates who may be permitted to leave the facility perimeter for work and program assignments that are on facility property or at sites under the control of the Department. Within the facility perimeter, the inmate is generally permitted unrestricted movement in designated areas of the facility. These inmates require only intermittent, direct observation by staff.
3. Custody Level 3 – The level assigned to inmates who are permitted reasonable freedom of movement within designated areas of the facility perimeter. These inmates exhibit behavior that is generally non-assaultive within the facility perimeter, but may cause risk to the public should he/she be permitted outside of the facility. These inmates are permitted access to most jobs and programs within the facility. Parole violators pending are generally assigned to this level. These inmates require frequent, direct supervision.
4. Custody Level 4 – The level assigned to those inmates who require a high degree of supervision. These inmates are individuals who, through a demonstrated pattern of maladjustive behavior, need continuous direct and indirect supervision. These inmates' behavior is such that they may be occasionally assaultive within the facility perimeter and are

¹ 4-4296

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11.2.1, Reception and Classification Glossary

viewed as a definite risk to the public outside of the perimeter. These inmates are permitted access to selected programs and jobs within the facility perimeter and are under constant observation and/or escort when moving throughout the facility individually or in groups. Newly received inmates who are unclassified are assigned to this level.

5. Custody Level 5 – This level is assigned to those inmates who have demonstrated, through a pattern of maladjustive, assaultive behavior, or through a need for protection that they require a high degree of structure. They require continual direct and indirect supervision by staff. These inmates are afforded the opportunity to participate only in selected programs in his/her cell or in small, controlled, highly supervised groups on the housing unit. They are inmates who either would pose a high level of risk to others or may be at risk themselves if permitted access to general population areas. When out of his/her cell, he/she is always under escort, except as otherwise permitted by the Program Review Committee. They receive visits only in the housing unit, or designated secure areas and the visits are non-contact. Custody level 5 is the most restrictive level and inmates assigned to this level should be housed in units with a security level rating of 5.

Department - The Pennsylvania Department of Corrections.

Diagnostic and Classification Center (DCC) - Correctional facility that assesses custody, security levels, and programmatic and special needs of inmates who are new commitments, some parole violators, or temporary transfers for pre-sentence assessment.

Disciplinary Custody - A status of confinement for inmates who have been found guilty of a misconduct in accordance with Department policy **DC-ADM 801, "Inmate Discipline."**

Disciplinary Process - As part of the overall classification process, the disciplinary process involves a careful evaluation and administrative decision by a Corrections Hearing Examiner and plays a significant role in the corrections process.

Facility - A State Correctional Facility, State Regional Correctional Facility, Motivational Boot Camp, Training Academy, Community Corrections Center, and the Central Office complex as a group and/or individually.

Facility Management System - An automated, computer based system used to identify buildings, housing units, sections, levels and cells within a facility. The system is also used to indicate if a cell or other institutional structure is available for use.

Facility Management System Coordinator - An individual appointed by the Facility Manager responsible for ensuring that all facility management system data is entered accurately and in a timely manner. This individual also provides local training and serves as a liaison to the **Office of Population Management** regarding any questions, concerns, and/or problems with the facility management system.

Housing Unit/Block - A unit designated as living quarters whether permanent or temporary.

11.2.1, Reception and Classification Glossary

Initial Classification – Collection of data, assessment of treatment, custody, and security needs, definition of remedial goals, and determination of housing placement for inmates newly received into the Department or who have been absent from Department facilities for a year or longer.

Integrated Correctional Plan – A computer application that permits Department staff to submit a **DC-43 Correctional Plan** to **PBPP** for review and concurrence with an inmate's recommended programs.

Level - The vertical position of the floor or level within the building.

Override - A change in the PACT generated custody level based upon aggravating or mitigating factors that are not considered on the PACT instrument.

Pennsylvania Additive Classification Tool (PACT) – The instrument for ascertaining appropriate custody levels for inmates is designed to be objective and behavior driven in that a “just desserts” model dictates inmates' custody levels. Classification decision-making is centralized, monitored, and controlled through an automated data system by Central office Classification Personnel. The system is designed to reduce over-classification of inmates resulting in the placement of inmates in the least restrictive security level based on an objective assessment of his/her custody needs.

Permanent Transfer - The movement of an inmate, from one facility to another facility, on a permanent basis.

Petition System - An automated, computer based system which is used by staff to request and approve the temporary and permanent transfer of inmates from facility to facility within the Department.

Petition System Coordinator - An individual appointed by the Facility Manager responsible for ensuring that all transfer petition system data is entered accurately and in a timely manner. This individual also provides local training and serves as a liaison to the **Office of Population Management** regarding any questions, concerns, and/or problems with the automated petition system.

Post Secondary Education - Courses generally defined as college academic or advanced vocational classes requiring a high school diploma or GED as part of the admittance criteria.

Prescriptive Programming - A process of evaluation of each inmate by a team of corrections professionals with varied areas of expertise (assessment, treatment, custody, work, etc.) who assess strengths, weaknesses, problems, risk and needs of each inmate. Using all available resources, a plan is developed and discussed with the inmate that capitalizes on strengths, addresses needs, and is designed to provide a program outline geared to the ultimate return of the inmate to the community. Programs are recommended to the inmate which, in the best professional judgment of the staff, will help the inmate develop needed skills, techniques, strengths, etc., as part of the overall goal of returning to the community as a law-abiding citizen.

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Periodic reviews are made to evaluate progress and suggest changes or the continuation of relevant programs.

Preparation of Correctional Plan - Initiated in the reception process, programming becomes explicit in each facility, as the result of group evaluation of the individual's needs and in terms of the resources available in the facility.

Program Code - A code used in conjunction with custody levels to further define the parameters governing inmate housing, program involvement and freedom of movement outside of the facility perimeter. When a program code is used by staff, it must be consistent with the definitions in **11.2.1 Section 3**.

Psychiatric Review Team - A team, chaired by the facility's Chief Psychologist or designee, and including the Consultant Psychiatrist, the Unit Manager, and such other staff as may be designated by the facility's Chief Psychologist with input from the Unit Manager or the Corrections Classification and Program Manager of the facility. The Psychiatric Review Team reviews the cases of those inmates who experience adjustment or behavioral difficulties related to emotional or mental health problems and who require more in-depth evaluation and closer monitoring and support. This team may also be referred to as the Multidisciplinary Mental Health Review Team.

Psychiatric Review Team Roster - A roster of inmates whose activities and progress are monitored by the mental health staff of the facility, due to serious mental illness or other special concerns.

Rebuttable Parole – Procedures for the Pennsylvania Board of Probation and Parole (PBPP) to follow for less serious inmates who meet established criteria and successfully complete prison programming to be paroled at their minimum sentence date. To streamline and facilitate the parole process, only one decision maker (Hearing Examiner) is required to interview and make the final decision. An eligible inmate would be paroled at his/her minimum sentence date if the PBPP confirms the following:

1. The less violent inmate has successfully completed all programs required by the Department and has maintained good conduct.
2. The less violent inmate has an adequate reentry plan to the community that addresses the needs for housing, employment, or treatment and established conditions of parole.
3. There is no compelling reason why releasing the inmate on parole would be dangerous or detrimental to public safety.

Reception² - Reception includes an initial case study and report performed by a corrections team skilled in the area of social work, psychology, psychiatry, academic and vocational education, counseling, religion, and custody. Equally significant in this process is the individual's orientation to facility life, introduction to program procedures, and initial preparation for release.

² 4-4289

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Recidivism Risk Reduction Incentive (RRRI) – A type of sentence for eligible inmates in which the court imposes a regular minimum and maximum sentence and the court indicates that the imposed sentence is also eligible for the RRRI. An eligible inmate will have the opportunity to serve $\frac{3}{4}$ of the minimum sentence for sentences up to three years, and $\frac{5}{6}$ of the minimum sentence for sentences greater than three years by completing program recommendations and maintaining positive adjustment. In order for an inmate to be released at the RRRI minimum sentence, the Department must certify that the inmate has maintained positive adjustment and that he/she has completed all recommended treatment programming.

Reception Screening - Assists in identifying cases needing emergency medical care, treatment, medication, plus initial insights into mental or emotional conditions. This procedure also notes any signs or symptoms of alcohol or drug abuse.

Reception Screening Form (DC-2A) - A checklist used to identify those inmates in need of special care, treatment, and housing. It is used as a temporary placement device and referral form. Further DCC proceeding will be monitored by computer up through initial classification.

Reclassification – Update of existing classification data.

Re-evaluation of Individual Programs - The individual's progress, accomplishments, and changing needs will be regularly re-evaluated and modified to fit new circumstances.

Restricted Housing Unit (RHU) - A housing unit or group of cells designated for inmates assigned to disciplinary custody (DC) or administrative custody (AC) as defined by **DC-ADM 801**.

Scope of Classification - Classification, as a continuous assessment process, includes individual case consideration throughout the entire time a person is under the supervision of the Department of Corrections.

Section - Subdivision of a building into identifiable functional areas.

Security Level 5, Maximum - Consists of single or double occupancy cells with a secure control booth that has remote electronic locking capabilities. Cell doors must be high security grade with food passes and electronic locks. Hardware must be of high security grade. Exterior wall construction must be security reinforced.

Temporary Transfer - The movement of an inmate from one facility to another facility on a temporary basis following which he/she would be returned to the permanent facility.

Therapeutic Community - A program that uses the clinical and operational structure and peer interaction consisting of positive and negative behavior measures as a way to develop a new normative structure.

Transfer Petition - Concise statement that explains the rationale for suggested facility and housing assignments.

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Transitional Status - A status designed to aid young adult offenders in the transition from cell restriction or the Restricted Housing Unit to the Young Adult Offenders Program (Y.A.O.P.).

Transportation System - An automated system, which is used to manage inmate moves from one facility to another. This system provides for: the listing of inmates available for transfer; identification of transporting vehicles; mapping of routes; and the updating of inmate records when the moves occur.

Transportation System Coordinator - An individual appointed by the Facility Manager responsible for ensuring that all transportation system data are entered accurately and in a timely manner. This individual also provides local training and serves as a liaison to the **Office of Population Management** regarding any questions, concerns, and/or problems with the automated transportation system.

Uniform Crimes Codes (UCC) - Uniform Crimes Codes are the numerical designations assigned to various crimes, which results in uniform reporting and categorization of offenses. Each UCC code is assigned a gravity score that corresponds to the public perception of the seriousness of the offense.

Unit Management Team - The individuals assigned to operate the program with responsibility for risk management, security and program delivery.

Young Adult Offenders (Y.A.O.) - The Juvenile Act, 42 Pa. C.S.A. §6301, et seq defines a child as an individual whom:

- A. is under the age of eighteen years;
- B. is under the age of twenty-one years who committed an act of delinquency before reaching the age of eighteen years; or
- C. was adjudicated dependent before reaching the age of eighteen years and who, while engaged in a course of instruction or treatment, requests the court to retain jurisdiction until the course has been completed, but in no event shall a child remain in a course of instruction or treatment past the age of twenty-one years.

An individual under the age of eighteen can be incarcerated in Department facilities if such a person is found guilty of a crime rather than adjudicated as a delinquent. This is not a situation in which the individual has committed an act that would not be a crime if committed by an adult, but rather, a situation in which the individual has committed a crime that is so serious that the legislature has determined that it cannot be considered a mere delinquent act. Thus, the Juvenile Act exempts from the definition of "Delinquent Act:"³

- A. The crime of murder.
- B. Any of the following prohibited conduct where the child was 15 years of age or older at the time of the alleged conduct and a deadly weapon as defined in 18 Pa. C.S. §2301 (relating

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to definitions) was used during the commission of the offense, which, if committed by an adult, would be classified as:

1. Rape as defined in 18 Pa. C.S. §3121 (relating to rape).
 2. Involuntary Deviate Sexual Intercourse as defined in 28 Pa. C.S. §3123 (relating to Involuntary Deviate Sexual Intercourse).
 3. Aggravated Assault as defined in 18 Pa. C.S. §2702(a)(1) or (2) (relating to aggravated assault).
 4. Robbery as defined in 18 Pa. C.S. §3701(a)(1)(I), (ii) or (iii) (relating to robbery).
 5. Robbery of motor vehicle as defined in 18 Pa. C.S. §3702 (relating to robbery of motor vehicle).
 6. Aggravated Indecent Assault as defined in 18 Pa. C.S. §3125 (relating to aggravated indecent assault).
 7. Kidnapping as defined in 18 Pa. C.S. §2901 (relating to kidnapping).
 8. Voluntary Manslaughter as defined in 18 Pa C.S. 2503 (relating to voluntary manslaughter).
 9. An attempt, conspiracy, or solicitation to commit murder or any of these crimes, as provided in 18 Pa. C.S. §901 (relating to criminal attempt), 902 (relating to criminal solicitation) and 903 (relating to criminal conspiracy).
- C. Any of the following prohibited conduct where the child was 15 years of age or older at the time of the alleged conduct and has been previously adjudicated delinquent of any of the following prohibited conduct which, if committed by an adult, would be classified as:
1. Rape as defined in 18 Pa. C.S. §3121 (relating to rape).
 2. Involuntary Deviate Sexual Intercourse as defined in 28 Pa. C.S. §3123 (relating to Involuntary Deviate Sexual Intercourse).
 3. Robbery as defined in 18 Pa. C.S. §3701(a)(1)(i), (ii) or (iii) (relating to robbery).
 4. Robbery of motor vehicle as defined in 18 Pa. C.S. §3702 (relating to robbery of motor vehicle).
 5. Aggravated Indecent Assault as defined in 18 Pa. C.S. §3125 (relating to aggravated indecent assault).
 6. Kidnapping as defined in 18 Pa. C.S. §2901 (relating to kidnapping).

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- 7. Voluntary Manslaughter as defined in 18 Pa C.S. 2503 (relating to voluntary manslaughter).
- 8. An attempt, conspiracy, or solicitation to commit murder or any of these crimes, as provided in 18 Pa. C.S. §901 (relating to criminal attempt), 902 (relating to criminal solicitation) and 903 (relating to criminal conspiracy).
- D. Summary offenses, unless the child fails to comply with a lawful sentence imposed thereunder, in which event notice of such fact shall be certified to the court.
- E. A crime committed by a child who has been found guilty in a criminal proceeding for other than a summary offense. (42 Pa.C.S.A. §6302)

Young Adult Offenders Program (Y.A.O.P.) – A multi-phase therapeutic community structure. Initial phases of the program will limit property and privileges to a very basic level. Inmates who display appropriate levels of responsibility will advance through the phases, and will be rewarded for positive behavior with increased privileges. Advancement through the phases will be at the discretion of the unit team. Inmates in the Young Adult Offender Program will never receive greater privileges than Custody Level 3 inmates.