



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CORRECTIONS

May 5, 2014

Commissioner C. Chris Exarchos
Centre County Prison Board
420 Holmes Street
Bellefonte, PA 16823

Dear Commissioner Exarchos:

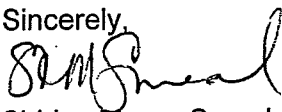
Congratulations are in order as the Centre County Correctional Facility has earned full compliance during the 2014 inspection period. Warden Richard Smith and the Centre County Correctional Facility staff deserve credit for their efforts in operating this facility in accordance with statewide correctional standards. There are no deficiencies or citations to report.

The Pennsylvania Department of Corrections, Office of County Inspection Inspectors Joseph Ferranti and Sandra Leonowicz, conducted the inspection of the Centre County Correctional Facility on March 25, 2014. The results of the inspection show that the facility has achieved full compliance with Title 37, Chapter 95 County Correctional Institutions, Administrative Standards, Regulations, and Facilities. Staff commitment to compliance is evident throughout the facility allowing the facility to maintain an audit-ready status. Staff at the Centre County Correctional Facility should be proud of their accomplishments and are encouraged to maintain this level of compliance.

Receiving full compliance is a distinction that is earned when a facility and staff have met or exceeded Title 37, Chapter 95 expectations. Due to this achievement, the Centre County Correctional Facility is exempt from the normal one-year inspection cycle. As such, the next inspection cycle for this facility will be 2016.

As the Executive Deputy Secretary, I extend my congratulations and gratitude to all involved for their outstanding inspection results and a job well done.

Please contact my office with any questions regarding this report.

Sincerely,

Shirley Moore Smeal
Executive Deputy Secretary

Enclosure (1)

cc: Warden Smith
Press Office
File



March 31, 2014

Warden Richard Smith
Centre County Correctional Facility
700 Rishel Hill Road
Bellefonte, PA 16823
(Sent via emailed)

RE: Preliminary Findings of Title 37, Chapter 95 Inspection

Dear Warden Smith:

On March 25, 2014, Inspectors Sandra Leonowicz and Joseph Ferranti conducted the required Title 37, Chapter 95 inspection of the Centre County Correctional Facility. These inspections consist of two functions. The first function is a review of local written policies/procedures, and the second function is an inspection of the physical plant of the facility, for compliance with each of the required standards.

In accordance with Title 37 §95.220.b. (3), within 20 days of completing any prison inspection under paragraph (1) of §95.220.b., the Department's inspector will issue the preliminary findings of the inspection to the county prison administrator and the governing county prison authority. No concerns requiring a Plan of Action were identified during this inspection. The information gathered during the inspection will be used to compile the 2014 full-compliance inspection report for your facility.

Should you have any questions, please contact the Office of County Inspection and Services for assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Greishaw', is written over a horizontal line.

Thomas E. Greishaw
Director, Office of County Inspection and Services

cc: Chris Exarchos, Commissioner, Centre County Prison Board
File



pennsylvania
DEPARTMENT OF CORRECTIONS

OFFICE OF COUNTY INSPECTIONS AND SERVICES

PA CODE TITLE 37, CHAPTER 95
STANDARDS COMPLIANCE INSPECTION

CENTRE COUNTY CORRECTIONAL FACILITY

March 25, 2014

Inspection Team Members
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Sandra Leonowicz, Inspector

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Authority under which this inspection was conducted: Administrative Code of 1929, 71 P.S. §§310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended

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A. Introduction

Inspectors Joseph Ferranti and Sandra Leonowicz conducted the review of policies and physical plant inspection of the Centre County Correctional Facility on March 25, 2014.

B. Facility Demographics

Approved Bed Capacity: 397

Actual In-House Population (at time of inspection): Males: 302 Females: 54

Temporary Emergency Beds (at time of inspection): Males: 0 Females: 0

Average Daily Population for the last 12 months: 297

Security Staff: 65 full-time; 15 part-time

Administrative Staff: 3 full-time

Treatment Staff: 4 full-time; 1 part-time

Support Staff: 14 full-time; 8 part-time

C. Facility Description

The Centre County Correctional Facility (CCCF) is located at 700 Rishel Hill Road, Bellefonte, PA 16823. The facility opened in 2005 and houses both male and female adult offenders. The facility houses inmates that are pre-trial county offenders or county offenders sentenced to a maximum of two years. The facility is contracted to house US Immigration detainees, pre-trial US Marshall inmates, and PA Department of Corrections inmates. The building is a single structure, block, and steel comprised of eight male housing units and one female housing unit. The vehicle sally port can accommodate up to six vehicles. Recreational areas consist of an indoor gymnasium and individual urban recreation yards attached to each housing unit.

D. The Inspection Process

1. Entrance Interview

The entrance interview was conducted in the administrative conference area. Attendance from the facility included Warden Richard Smith, Deputy Warden Joseph Koleno, Deputy Warden Melanie Gordon, and the Inspection team. The Inspection team discussed what was to be expected during the inspection process and that our goal was to be helpful and non-intrusive.

2. Examination of Policy

The Inspection team conducted the policy review during the physical inspection of the facility. The required documentation was observed and reviewed by the Inspection team. All policies were found to be in full compliance with Title 37, Chapter 95.

Centre County Correctional Facility 2014 Inspection Report

3. Facility Tour

Areas Visited	Cell Totals	Bed Totals	Comments
A-1	20	40	
A-2	20	38	
A-3	20	40	
A-4 (female)	20	39	
B-1	28	56	
B-2	28	56	
C-1	Dorm / 9 rooms	49	
C-2	Dorm / 9 rooms	49	
C-3	Dorm / 6 rooms	30	
Medical Isolation	1	1	
Intake Holding	3	3	
Intake Group	1	10	
Central Booking	2	2	
Armory			
Kitchen			
Maintenance			
Central Control			
Library			
Recreation			
Areas			
Laundry			
Medical			
Treatment			

4. Conditions of Confinement / Quality of Life

During the physical inspection of the facility the Inspection team was escorted by Warden Smith, Deputy Warden Koleno, and Deputy Warden Gordon. The overall conditions of confinement and quality of life were good. The housing and support areas were clean and maintained. Staff members were professional and courteous.

E. Areas Reviewed

The Inspection team evaluated the conditions and operations at the facility as they pertain to Title 37, Chapter 95.

1. Personnel

The policy identified the Centre County Correctional Facility Basic Training Program which is approved by the PA Department of Corrections Staff Development and Training Office. The Basic Training Program is 160 hours of classroom/hands-on training and 40 hours of on-the-job training. The training program outlines the required topics to include use of force, prohibition on seeking and dispensing of favors to and from the inmate population

and instructions in the prison's code of conduct and ethics. All training is recorded in the employee's personnel file. The facility provides a minimum of 16 hours of annual training. The annual training schedule was observed. The training consists of classroom facilitation and on the job training. Basic Training and annual training covers the subjects that are required in Title 37, Chapter 95.

The annual review of the Personnel Manual and associated documentation was observed. The policies for Drug Free Work Place and Sexual Harassment/Misconduct were reviewed and in compliance with Title 37, Chapter 95.

2. Admissions and Release

The policy/procedures describe an admissions process that includes the verification of commitment under legal authority and completeness of paperwork. The policy directed that an inmate may not be admitted when they are in need of medical treatment beyond what the facility could provide. Admissions procedures were adequate relating to property disposition, notification, medical assessment, personal hygiene, and to ensure all basic personal information is obtained for identification and classification purposes. Inmates receive a copy of the inmate rules and can notify a relative of their location. If non-United States citizens are detained, the detainee shall be informed of the right to have the consular officials notified.

The policy/procedures direct that before an inmate is released, proper legal authority and completeness of paperwork shall be verified with the identification of the inmate. During the release process a review is conducted of the inmate's file for detainers, disposition of prison and personal property, information exchange, medication supply and instructions, and completion of victim notification. Inmate release paperwork is reviewed by the records department. Inmate release documentation was reviewed and is in compliance with Title 37, Chapter 95.

3. Orientation

The policy identified the inmate orientation process being provided within 14 days of admission per Title 37 requirements. This documented orientation includes prison rules/violation of conduct, mail/visiting/telephone procedures, access to medical care, fees, grievance process, available treatment programs, and available work programs. The inmate receives a copy of the Inmate Handbook during the orientation session. All illiterate and non-English speaking inmates are provided assistance.

The policy did identify the grievance process to include the method for submitting a grievance, staff responsible for responding to grievances, written record of grievances, at least one level of appeal, and timeframes for responses and appeals. Grievance documentation was observed and in compliance with written local policy and Title 37, Chapter 95 requirements.

4. Inmate Rules / Staff Procedure

The policy/procedure manual identifies the implementation of new and revised information for staff and inmates. The policies for fire, escape, and riot were observed. These policies and procedures direct staff on what actions are to be performed in a given duty assignment or duty post in these situations. The inmate rules and staff procedures were reviewed by the Inspection team and found to be in compliance with Title 37, Chapter 95.

5. Classification

The policy identified the classification process, appeals process, review mechanism and procedure for reclassification. An initial classification is conducted upon completion of the commitment intake/booking process. Variables considered for primary classification include: security risk, behavior, gender, inmates requiring disciplinary detention, inmates requiring administrative segregation, potentially suicidal inmates, and inmates with mental or physical disabilities. Each inmate is evaluated in terms of his/her need for special housing assignment.

Initial information is gathered from the inmate and is entered in the automated offender management system. The inmate's information is reviewed to ensure treatment assessment needs are met, health care screening is completed, and initial issued items have been received. The Inspection team reviewed the Classification Policy which met all requirements of Title 37, Chapter 95.

6. Housing

The policy included procedures for an inmate requiring segregation from general population due to a medical condition, mental illness or contagious disease concerns. Climate conditions, floor space, heating, ventilation, lighting, bathing/toilet areas, and housekeeping in the housing units were observed by the Inspection team during the physical inspection and all appeared to be adequate. Cell content was minimal and cells were clean. Inmates who display special needs during the intake booking process are diverted to special housing. Males and females are completely separated by facility, unless involved in supervised food service assignments or rehabilitative projects.

7. Clothing

The policy identified the issued items that inmates would receive upon commitment, procedures on possession of personal clothing, and how personal items would be stored. The inmates' clothing appeared to be clean and in satisfactory condition. The property room for inmate personal items was clean and well organized. Property is inventoried and stored in a sanitary manner. Policy allows approved personal under clothing (i.e. t-shirts, underwear, socks) to stay with the inmates in their cells. The inmate clothing appeared to be clean and in satisfactory condition.

8. Bedding

The policy identifies the required issued bedding items consistent with Title 37. Sleeping surfaces must be a minimum 12 inches off the floor with fire retardant and waterproof covers in areas approved for residential occupancy. Sanitization of bedding items is required. There was sufficient bedding for the population. Combination mattresses, sheets, and blankets were clean and in satisfactory condition. Bedding items are laundered weekly. The Centre County Correctional Facility did not report the use of temporary bedding during this inspection cycle. There is a process in place to ensure compliance with the movement of inmates every 30 days from temporary bedding when in use.

9. Food Services

Policy includes direction of menu requirements, sanitation of food preparation areas, food service staff training, use of gloves/hairnets, accountability of culinary equipment, food service staff/inmate medical clearances, cleaning/rinsing of eating and drinking utensils, use of compartmented trays, and food being served at the proper temperature. The food service is operated by facility staff. The food service area was clean and orderly, with all required temperatures for food items, dishwashers, walk-in refrigerators and freezers being recorded. Menus are reviewed and signed-off by the Dietician and the Warden. Special diets and religious meals are adequately provided. All inventories for culinary items, cutlery, cleaning equipment, and chemicals were observed. Required ServSafe/training and medical physicals for staff and inmate food service workers were observed. Stored foods were covered to assure freshness, to prevent spoilage and damage from insects and rodents. The food service documentation for tool inventories, temperature logs, and inmate worker orientations were in compliance with Title 37, Chapter 95.

10. Personal Hygiene

The policy and the Inmate Handbook identified procedures for the inmates to maintain their personal hygiene. The policy identified the means for inmates to obtain clean clothing weekly. The overall appearance of the inmates was good. Inmates that are determined to be indigent are provided items to maintain proper hygiene. All inmates are required to maintain a high level of personal cleanliness and are provided the means to do so. The Inspection team observed the laundry schedule.

11. Medical / Health Services

Medical services are contracted with PrimeCare Medical. Centre County Correctional Facility utilizes the vendor's policy/procedures for operational direction and compliance with Title 37 requirements. The Inspection team observed the required annual medical report. Inmate medical files were observed to ensure the inmates are being seen by medical within 24 hours of commitment for an initial health risk assessment, and the medical physical is conducted within 14 days. The medical area was inspected for accountability and storage of medical equipment, syringes, and management of pharmaceuticals. The Health Services Administrator (HSA) was available during the physical inspection of the medical area.

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The medical services department is National Commission on Corrections Health Care (NCCHC) certified and was in good order on the day of inspection. Inmates can request medical or dental care through the Inmate Request process. The Inspection team observed the documentation for the required annual Suicide Prevention training.

12. Visiting

The policy and the Inmate Handbook describe the procedures for regular, Official, attorney and clergy visits. The policy identified visiting procedures, availability of contact/non-contact visits, visitor approval process, and frequency/duration of visit, and restrictions that may be placed on visits. The procedures were posted in the main lobby for visitors to view. Inmates are permitted one (1), one hour general visit weekly. The Warden may approve special visits. Attorneys, clergy, law enforcement, or other professional visitors have access to private conversations during visits.

13. Telephone Communications

The policy and the Inmate Handbook outline the inmate telephone procedures to include: hours of use, limitations on calls, monitoring telephone conversations, and restrictions when necessary to maintain the security of the facility. These procedures are posted in the administration area and also on the public website. The Centre County Correctional Facility utilizes Global Tele*Link (GTL) as the provider for inmate telephone services. Inmates have access to the phone system on their housing unit during block out, seven days per week. Inmates and the public are notified that all telephone conversations are recorded. All calls are made on a collect/debit basis. Inmates are issued telephone ID numbers during reception and are provided free local and legal aide calls.

14. Inmate Mail

The written local policy and the Inmate Handbook describe the procedures used for inmate mail to include the sending/receipt of mail process and any restrictions which may be placed on an inmate to ensure the safety of the facility. Regular incoming inmate mail is opened, checked for contraband, and logged. Outgoing mail is checked by authority of the Warden/designee if there is suspicion. Legal mail is opened in the presence of the inmate.

15. Work Programs

The policy identifies available institutional jobs. Policy prohibits staff from using their official position to secure privileges. Policy defines requirements for inmate participation, compensation, and orientation procedures. The facility provides inmates jobs through select support area roles, block workers, dietary workers, laundry, general housekeeping, and maintenance duties with compensation. Work Release programs are provided for those inmates that are eligible.

16. Access to Legal Services

Policy and the Inmate Handbook describe the procedures for inmates to obtain access to legal material and a means of assistance for an inmate that does not speak English. The prison provides inmates access to an electronic law library on computers that contain legal reference materials. The electronic law library is located on every housing unit.

17. Religion

The policy and the Inmate Handbook describe the procedures for inmates to seek religious services, the possession of religious objects, special religious foods/diets, and procedures for accommodating the inmate request for these practices. Each inmate is allowed to satisfy the needs of his or her religious life consistent with the orderly administration of the jail. Centre County Correctional Facility has an appointed chaplain, who oversees the equitable delivery of religious services to all faith groups. Religious programming and activities are conducted by approved community volunteers. The Director of Treatment and/or designee is responsible for the scheduling and coordination of all religious programs provided and supervised by the community volunteers. Centre County Correctional Facility reports a collective average of 33 religious service hours provided to the inmates per week.

18. Recreation

Written local policy directs procedures for indoor and outdoor activities including two hours of outside recreation daily, weather permitting for general population inmates. The prisons recreational programming is segregated by inmate populations requiring appropriate security measures. Inmates in segregation status are afforded one hour of recreation five days per week. The Inspection team observed documentation of outside recreation, weather permitting. The yards are attached to the block and inmates may use them when out of cell for dayroom. The facility has an inside gym and a library that appeared to have a variety of reading and instructional material. Block activities include television, reading books, playing cards, and board games.

19. Commissary

The policy and the Inmate Handbook identify the commissary procedures. Commissary items are available to inmates through a contracted vendor, the Keefe Commissary Network. Policy requires an annual audit of commissary, inmate accounts, inmate telephone system, and the work release program. Annual audit reports were observed.

20. Inmate Discipline

The policy and the Inmate Handbook describe the inmate rules and disciplinary procedures. The procedures include details of the rules, criminal offenses, disciplinary reports, prehearing actions, prehearing detention, appeal process, and major/minor infractions. Findings of major infractions are made part of the inmate's permanent file. The policy also states that inmates will be free from cruel and unusual punishment. All inmates receive an orientation upon admission. The rules and expectations are thoroughly

explained, as well as the consequences of non-compliance. The disciplinary process provides clear notice of prohibited behavior, outlines a hearing process, and sanctions for violations of rules and regulations. The documentation for misconducts include, those found guilty, not guilty, and appeals were observed. Inmates may appeal the decision to the Warden. The Warden will review all disciplinary actions.

21. Security

The written local policies identified the security measures and procedures required by Title 37, Chapter 95. The security measures include: staffing analysis, post assignments, prohibition of inmate authority over other inmates, operation of a 24-hour control center, and monthly administration visits to the facility's living and activities areas. The Warden has conducted a staffing analysis identifying the staffing allotment and post assignments necessary to safely operate the prison, including calculation of relief factors for each classification of staff that is assigned to relieve posts or positions. Support documentation of the staffing analysis review and administration visits was observed. The Central Control is staffed 24 hours per day. This post is tasked with monitoring and operating various electronic doors in the facility, the camera system, and issuing of keys and equipment to staff.

Written local policies were reviewed and in compliance with Title 37, Chapter 95 for use of force and staff training in the use of force, armory procedures, and secure storage arrangements for the required security equipment. Support documentation for staff training records was reviewed, and the Inspectors observed the storage arrangements of the security equipment.

The local policies/procedures complied with Title 37, Chapter 95 requirements for emergency plans and staff training of emergency plans, key control, tool/equipment control, inmate count control, and inmate transportation procedures. The support documentation for key control, searches, inmate count, tool control, and staff trainings were observed during the physical inspection.

22. Statistical Information Reporting

The policy identifies procedures for reporting to the Department the monthly facility population, monthly extraordinary occurrences (EOR), the annual General Information Report, and the procedure for inmates committed to the custody of the Department. The annual General Information Form was properly submitted. The monthly Extraordinary Occurrence Reports have been submitted timely.

23. Treatment Services

Written local policy outlines the treatment programs and procedures/requirements within the programs. The requirements include designation of treatment services, what treatment services are provided, who is responsible for each, and that a record of screenings be kept as part of the permanent prison document. The policy contains the required treatment services for education, social services, alcohol/other drugs, and counseling services. Policy language was observed for mental health procedures,

inmates' right to refuse treatment and that there will be no discrimination for treatment services. The Inspection team observed Treatment Services to be in compliance with the Title 37, Chapter 95 requirements.

The Drug and Alcohol treatment programs include: Outpatient Drug and Alcohol, PRIDE, and Choices program. Counseling opportunities include: Mental Health/Intellectual Disabilities counseling, PRIDE, Choices, Grief counseling, Domestic Violence counseling, and Individual counseling. Educational programs include: Central Intermediate Unit #10 and services by Centre County Correctional Facility counselors. Social Service programs include: Conflict Resolution, PRIDE, and Choices program.

24. Incoming Publications

The policy and Inmate Handbook provides that inmates may receive books and magazines that come directly from the publisher. A procedure for receiving/reviewing incoming publications was observed. Obscene, pornographic, or any materials deemed to pose a security risk to the institution are not permitted. The Warden or designee may review any publication that is or may be deemed a threat to the orderly and secure running of the facility. The inmates have access to a library for recreational and instructional reading.

25. Deaths / Sexual Assaults

The policy identifies procedures in the event of a death or sexual assault/allegation of an inmate, prison employee, volunteer, contractor or visitor. These procedures include the notification of appropriate medical personnel, law enforcement, coroner, and designated prison administrators. The Warden will coordinate the investigation efforts. The Pennsylvania State Police and the Centre County Coroner will be notified in the case of a death. The Warden will provide any required documentation to the Pennsylvania Department of Corrections and to the United States Department of Justice.

Written procedures were reviewed that directed staff in the event of allegations of sexual assault occurring within the facility, on prison property or, while an inmate is in custody of the prison staff. The Shift Commander will contact the Warden when there are allegations of sexual assault. The Centre County District Attorney Investigators will conduct the investigation. The Warden will provide any required documentation to the Pennsylvania Department of Corrections and to the United States Department of Justice.

26. Notifications

The policy contains the notification procedure in the event of an inmate's death, serious illness or serious injury. Notification procedures in the event of an inmate death are identified in the section above. The Warden and/or designee will notify the inmate's emergency contact to let them know of the inmate's death and will notify the inmate of a family death. The prison will notify crime victims and witnesses when inmates involved in those crimes are considered for community activity, release, transfer, or if one of these events has been approved. The process for notification is through the Pennsylvania Statewide Automated Victim Information and Notification system known as SAVIN, which is a 24-hour automated service that keeps victims up to date on the custody status of their

offender.

27. Sanitation, Maintenance, Safety

The policy/procedure describes the requirements to ensure the facility adheres to applicable Department of Labor & Industry regulations regarding sanitation, maintenance and safety inspections. The policy contains a sanitation and housekeeping plan, control of vermin/pests, documented sanitation inspections, a preventive maintenance program, inventory/control of toxic substances, handling of blood-borne pathogens, maintaining safe and clean support areas, required licenses or documentation for facility compliance with applicable building code/safety codes, and documentation for emergency power back-up testing. The policy identifies a fire emergency/evacuation plan, annual review of this plan, response procedures, staff training requirements, annual fire drills, and annual documentation for inspection/testing/certification of the fire detectors/smoke alarms and panels, and firefighting equipment. The facility appeared clean and sanitary in all areas of the physical inspection. The facility was in good repair and appeared to be properly maintained. Maintenance for Centre County Correctional Staff is provided by facility staff. The maintenance area was organized and inventories were observed. The annual documentation of fire drills and maintenance on the fire safety system was observed. The required code compliance and equipment certification was observed.

F. Exit Discussion

An exit interview was held with Warden Smith, Deputy Warden Koleno, Deputy Warden Gordon, and the Inspection team. The review of policies was discussed. The individual findings were reviewed with the Warden and Deputy Wardens. The Inspection team explained the preliminary findings and reporting requirements that would follow the inspection. All staff were thanked for their hard work and dedication to the compliance process. The overall operations of Centre County Correctional Facility are consistent with Title 37, Chapter 95 as of the date of this report.